



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

Date: February 13, 2007

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

## AGENDA

*This meeting will be electronically recorded*

**CALL TO ORDER**

**3 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 under Government Code Section 54956.9(a):
- (1) G. Henderson vs. Victor Valley Community College, San Bernardino County Superior Court Case No. VCVVS 030263
  - (2) N. Halisky and C. Halisky vs. Victor Valley Community College District, San Bernardino County Superior Court Case No. VCVVS 026112
  - (3) Victor Valley Community College District vs. Puckett, San Bernardino County Superior Court Case No. VCVVS 036483
  - (4) F. Freeman vs. Victor Valley Community College District, San Bernardino County Superior Court Case No. VCVVS 042951
  - (5) AFT/PTFU vs. Victor Valley Community College, PERB Case No. LA-IM-3391-E
  - (6) AFT PTFU vs. Victor Valley Community College PERB Case No. LA-CE-5019-E
  - (7) S. English vs. Victor Valley Community College, EEOC Charge No. 480-2007-00768

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**BOARD OF TRUSTEES:** Tom Elder, Dennis Henderson, Donald Nelson, Joe Range, Bettye Underhill, ASB Member

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- (b) CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION  
Possible initiation of litigation under Government Code Section 54956.9(c): 1 case
- (c) CONFERENCE WITH LABOR NEGOTIATORS
  - (1) Employee organization CSEA  
  
District's representatives: Dr. Marion Boenheim, Bruce Baron, and Willie Davis Pringle
  - (2) Employee organization CTA  
  
District's representatives: Drs. Marion Boenheim, Willard Lewallen, Marianne Tortorici, and John Rude
  - (3) Employee organization: AFT/PTFU  
District's representative: Drs. Lori Kildal, Marianne Tortorici, Marion Boenheim
- (d) PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Deans  
Director of EOPS and CARE  
Interim, Superintendent/President  
Deputy Superintendent/Executive Vice President/Instruction  
Vice President, Student Services  
Vice President, Administrative Services  
Vice President, Human Resources
- (e) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

**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 6 p.m.  
The tentative time to begin Open Session is 6 p.m.; however, this could be delayed due to the length of time necessary to discuss issues in Closed Session

2.1 Closed Session Report

**PUBLIC COMMENTS RELATED TO AGENDA ITEMS**

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

**3. GOVERNING BOARD**

**4. SUPERINTENDENT/PRESIDENT'S REPORT**

- 4.1 Deputy Superintendent/Executive Vice President/Instruction
- 4.2 Vice President, Student Services
- 4.3 Vice President, Administrative Services
- 4.4 Vice President, Human Resources

**5. CONSENT AGENDA**

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

**Approval of consent items.**

**YES \_\_\_ NO \_\_\_**

- 5.1 Approval of the minutes of the January 9, 2007 regular Board meeting
- 5.2 Out of State Travel – Janet Long, Lorena Garcia  
Approval of the out-of-state travel for Janet Long and Lorena Garcia to attend a TRIO Training seminar in Las Vegas, NV February 11-16, 2007. Fiscal Impact: Budgeted item, not to exceed \$635.00
- 5.3 Out-of-State Travel – Staff/Students – ASACC National Student Citizenship Conference  
Approval of the out-of-state travel for staff and students to attend the ASACC National Student Citizenship conference held March 17-21, 2007 in Washington, DC. Fiscal Impact: ASB budgeted item, not to exceed \$7,500.00.
- 5.4 Out-of-State Travel – Theatre Arts  
Ratification of the out-of-state travel for staff and students to attend the regional Kennedy Center American College Theatre Festival in Cedar City, Utah from February 12, 2007 through February 18, 2007. Fiscal Impact: Budgeted item, NTE \$12,700.50.
- 5.5 Out-of-State Travel - Paramedics  
Approval of the out-of-state travel for faculty David Oleson and Scott Jones to attend the EMS Today Conference in Baltimore, Maryland from March 7, 2007 through March 10, 2007. Fiscal Impact: Prem Reddy donation \$3,982.32.
- 5.6 Out-of-State Travel - Nursing  
Approval of the out-of-state travel for faculty David Oleson and Scott Jones to attend the EMS Today Conference in Baltimore, Maryland from March 7, 2007 through March 10, 2007. Fiscal Impact: Prem Reddy donation \$3,982.32.
- 5.7 Department Chairpersons for 2007-07  
Approval of the revised department chairpersons for the 2007-07 academic year. Fiscal Impact: budgeted.
- 5.8 Amended Agreement – Child Development Services CPRE-6303  
Approval of the amended agreement (Amendment 01) with the California Department of Education for Child Development Services Contract CPRE-6303 per the terms and conditions contained therein. Fiscal Impact: Additional \$13,484.00 to the District.

- 5.9 Amended Agreement – Child Development Services CCTR-6315  
Approval of the amended agreement (Amendment 01) with the California Department of Education for Child Development Services Contract CPRE-6315 per the terms and conditions contained therein. Fiscal Impact: Additional \$63,488.00 to the District.
- 5.10 Corrected Vendor Name  
Approval of the corrected vendor names from Notary Public Workshops to California State Notary Public and Gymology Fitness Nutrition to Apple Valley Headstart. Fiscal Impact: None
- 5.11 Budget Calendar  
Approval of the proposed budget calendar for 2007-08. Fiscal Impact: N/A
- 5.12 Change Order – Pro-Craft Plumbing – Advanced Technology Center  
Approval of the Change Order No. 08-02. Fiscal Impact: \$5,977.42 (This project is State funded and will be 100% reimbursable to the District through Fund 71 up to the approved contract amount.)
- 5.13 Change Order – Vance Corporation – Advanced Technology Center  
Approval of the Change Order No. 01-01 for the removal and hauling away of four (4) existing trees and existing duct bank. This change order is necessary to meet ADA compliance for the walkway access that runs between the Advanced Technology Center and the Music building. Fiscal Impact: \$5,443.74 (This project is State funded and will be 100% reimbursable to the District through Fund 71 up to the approved contract amount.)
- 5.14 Nonresident Tuition Fee  
Approval of the nonresident tuition rate of \$173 (statewide basis). This nonresident tuition fee will be effective for the fall semester 2007. Fiscal Impact: The District collects approximately \$230,000 annually in nonresident tuition.
- 5.15 Board of Trustees Budget Transfers  
Approval of the budget transfers as submitted.
- 5.16 Board of Trustees Payments Reports  
Approval of the Board of Trustees payments reports.
- 5.17 Donations  
Acceptance of donations as college property from the Victor Valley College District Foundation for the total amount of \$20,232.90.
- 5.18 Out-of-State Travel  
Approval of the out-of-state travel for Jon Booth, Brian Hatchell, Michael Stevulak, Thom Gilbert and Justin Gatewood to attend the Novell Brainshare 2007 conference and training from March 18 to March 23, 2007. Fiscal Impact: Budgeted item, not to exceed \$3,627.50.
- 5.19 2005-2006 Financial Audit  
Acceptance of the 2006-2006 audit. Fiscal Impact: none.
- 5.20 Revised Board Policy 5020 – Non-Resident Tuition – Second Reading  
Approval of the revised Board Policy 5020, Non-Resident Tuition, second reading.



5.21 Out-of-State Travel – John Rude

Approval of out-of-state for John Rude to attend the Chair Academy's 16<sup>th</sup> Annual International Conference for Leaders in post-secondary education in Jacksonville, FL, March 6, 2007 through March 10, 2007. Fiscal Impact: Budgeted item, \$1,935.00.

5.22 Out-of-Country Travel – China

Approval of out-of-country to allow Dr. Lori Kildal, Dr. Marion Boenheim and Dr. Marianne Tortorici to travel to China as part of the Concordia Partnership during the spring semester at the end of February beginning of March, 2007. Total travel time is for 7-10 days including weekends. Fiscal Impact: None to the District

5.23 Ratification of the following contracts that were approved by Dr. Zellers, Interim Superintendent/President per Board Policy 2430. These contracts are available to the public in the Superintendent/President's office

VENDOR	DESCRIPTION	Amount
Data Impact	Document imaging Services	\$27,844
EUREKA	Career assessment and exploration software	\$ 4,310
St. Bernardine Medical Center	To provide clinical learning locations for students in the Nursing program – March 1, 2007- March 1, 2008	None to the District
Prime Healthcare Management. Inc.	To provide clinical learning locations for students of the Phlebotomy Program – January 1, 2007 through December 31, 2010	None to the District
Robert H. Ballard Rehabilitation Hospital	To provide clinical learning locations for students in the Nursing program – January 1, 2007-December 31, 2009	None to the District
USDA Forest Service	Training activities related to wildland fire suppression and related training activities through June 30, 2011	Not to exceed \$64,000
Contract Education Services	Contract Education Service courses	\$38,875.00
Luis Pena	Personal Services to conduct maintenance and repair on all weight room equipment.	\$ 3,700.00
SARS Software Products	Manages appointment scheduling for the counseling center	\$16,000

**ACTION AGENDA**

**6. BOARD OF TRUSTEES**

6.1 Separate approval of items pulled from consent agenda.

6.2 Board Meetings – Change in Start Time for Open Session

YES \_\_\_ NO \_\_\_

Approval of the proposed start time for open session from 6 p.m. to 5 p.m., which are preceded by Closed Session at 3 p.m. unless otherwise noted on the agenda.

**10. ADMINISTRATIVE SERVICES**

10.1 Request for Emergency Award of Contracts Without Bid YES \_\_\_ NO \_\_\_  
Approval of the emergency replacement of the gymnasium floor and direct the Superintendent/President to request approval of the County Superintendent of Schools to make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for this purpose, without advertising for or inviting bids.

10.2 Signature Authority – Gymnasium Floor Project YES \_\_\_ NO \_\_\_  
Approve the Superintendent/President to enter into contracts, not to exceed a total of \$300,000.00, for the gymnasium floor replacement project, as approved by the County Superintendent's Office as an emergency under Public Contract Code 20654. Fiscal Impact: None

**11. HUMAN RESOURCES**

11.1 Deferred Compensation Plan and Third-Party Administration YES \_\_\_ NO \_\_\_  
Adoption of the resolutions attached for a 403(b) tax sheltered annuity plan and governmental 457(b) deferred compensation plan, and the Elite Choice governmental 457(b) deferred compensation plan and the Elite Choice 403(b) tax sheltered annuity plan. Fiscal Impact: None to the District.

11.2 AFT Mileage Stipend Payment YES \_\_\_ NO \_\_\_  
Approval of payment of mileage stipends for eligible AFT PTFU unit members. Fiscal Impact: At this time, stipend applications have been submitted by 20 adjunct instructors for a total of \$8225.50.

11.3 Amendment of Contract for Interim Superintendent/President YES \_\_\_ NO \_\_\_  
Approval of the adjustment to the annual salary indicated on the contract for the Interim Superintendent/President to reflect what the current rate of pay should be plus district retirement contribution  
Fiscal Impact: \$3,496.58 monthly.

11.4 Classified In-House Promotions Settlement Agreement YES \_\_\_ NO \_\_\_  
Approval of the settlement agreement on CSMCS Case #ARB 06-0305.

11.5 Collective Bargaining Agreement with AFT Part-Time Faculty United, Local 6286 YES \_\_\_ NO \_\_\_  
Ratification of the contract with AFT Part-Time Faculty United, Local 6286.  
Fiscal Impact: Budgeted item.

11.6 Deletion of Classified Positions YES \_\_\_ NO \_\_\_  
Approval to delete the classified positions no longer included on the current salary schedule.

11.7 Administrative Revised Position YES \_\_\_ NO \_\_\_  
Approval of the revision of the position and salary of the Vice President, Administrative Services, to Assistant Superintendent and Executive Vice President of Administrative Services, effective March 1, 2007.  
Fiscal Impact: \$30,128.00

**12. INFORMATION/DISCUSSION**

12.1 Monthly Financial Reports  
Submitted as an informational item.

12.2 CSEA Initial Negotiations Proposal  
Submitted as an informational item.

12.3 District Initial Negotiations Proposal for CSEA Contract  
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 Governmental Relations

13.2 Foundation

13.3 Shared Governance

- a) ASB
- b) Faculty Senate

13.4 Employee Groups

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

**14. TRUSTEE COMMENTS**

**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)

**15. ADJOURNMENT**

YES \_\_\_ NO \_\_\_

It is the intention of Victor Valley Community College District to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to 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: January 9, 2007

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

**CALL TO ORDER/ROLL CALL:**

**3 p.m.**

The Board of Trustees of Victor Valley Community College District met in Open Session on January 9, 2007 in the Board Room of the Administration building. Mr. Range, Board President, called the meeting to order at 3 p.m.

**TRUSTEE ROLL CALL: Present:** Joe Range, Board President; Dennis Henderson, Vice President; Thomas M. Elder II, Trustee; Dr. Bettye Underhill, Trustee; Donald Nelson, Clerk

Michael Koenig, Student Trustee arrived at 6 p.m.

**MANAGEMENT PRESENT:** Dr. Louis E. Zellers, Interim, Superintendent/President; Dr. Lewallen, Vice President, Administrative Services; Dr. Marion Boenheim, Vice President, Human Resources; Dr. Marianne Tortorici, Deputy Superintendent/ Executive Vice President, Instruction; Dr. Jack Lipton, General Counsel; and Annette McComas (Recorder)

**PLEDGE OF ALLEGIANCE:** Suzie Selby led the Pledge of Allegiance to the Flag.

**DELETIONS/CORRECTIONS TO AGENDA:**

The Agenda was corrected with respect to item 5.3, Classified New Position – Instructional Media Services Aide, the item has been corrected to correct the name of the supervising position as Director of Technical Services.

The Agenda was corrected with respect to item 5.7, Agreement with Ice Energy, the item should be corrected to note “Yes” for General Counsel approval.

The Agenda was corrected with respect to item 5.14, Approval of Contracts of Employment of Academic Administrators copies of the employment contracts have been provided to the Board and are being made available to the public.

The Agenda was corrected with respect to item 5.15, Classified New Position – Instructional Media Services Coordinator, the item has been corrected to correct the name of the supervising position as Director of Technical Services.

The Agenda was corrected with respect to item 5.16, Classified New Position – Instructional Media Technical Specialist, the item has been corrected to change the salary placement to Range 11 and to correct the name of the supervising position as Director of Technical Services.

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**BOARD OF TRUSTEES:** Tom Elder, Dennis Henderson, Donald Nelson, Joe Range, Bettye Underhill, ASB Member

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The Agenda was corrected with respect to item 10.2 – Change Order to Chevron Energy Solutions Agreement, the amount of the change order has been corrected to \$499,877.00 with fiscal impact corrected to “not to exceed \$778,378.45.”

The Agenda was corrected with respect to item 10.3 – Agreement with Citimortgage, the fiscal impact has been corrected to “not to exceed \$778,378.45.”

## 1. CLOSED SESSION

Mr. Range, Board President, announced the agenda items that the Board would consider in Closed Session.

### 1. CLOSED SESSION

(a) CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION under Government Code Section 54956.9(a):

- (1) G. Henderson vs. Victor Valley Community College, San Bernardino County Superior Court Case No. VCVVS 030263
- (2) N. Halisky and C. Halisky vs. Victor Valley Community College District, San Bernardino County Superior Court Case No. VCVVS 026112
- (3) Victor Valley Community College District vs. Puckett, San Bernardino County Superior Court Case No. VCVVS 036483
- (4) F. Freeman vs. Victor Valley Community College District, San Bernardino County Superior Court Case No. VCVVS 042951
- (5) AFT/PTFU vs. Victor Valley College, PERB Case No. LA-IM-3391-E
- (6) AFT PTFU vs. Victor Valley College, PERB Case No. LA-CE-5019-E

(b) CONFERENCE WITH LABOR NEGOTIATORS

(1) Employee organization CSEA

District's representatives: Dr. Marion Boenheim, Bruce Baron, and Willie Davis Pringle

(2) Employee organization CTA

District's representatives: Drs. Marion Boenheim, Willard Lewallen, Marianne Tortorici, and John Rude

(3) Employee organization: AFT/PTFU

District's representative: Drs. Jean Malone, Lori Kildal, Marianne Tortorici, Marion Boenheim

(c) PUBLIC EMPLOYEE APPOINTMENT

Director, Child Development Center  
Director, Computing Technology & Information Resources  
Financial Aid Specialist  
Instructional Network Computer Maintenance Technician  
Professional Expert  
Short Term Employee  
Student Worker, including work study/work experience, CalWORKS, and tutor  
Substitute Employee  
Temporary Faculty  
Volunteer

(d) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Deans  
Director of EOPS and CARE  
Interim, Superintendent/President  
Deputy Superintendent/Executive Vice President/Instruction  
Vice President, Student Services  
Vice President, Administrative Services  
Vice President, Human Resources

(e) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

**PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS:** None

At 3:08 p.m., Board President, Joe Range recessed to closed session.

2. **RECONVENE TO OPEN SESSION**

**6 p.m.**

At 6:06 p.m., Board President, Joe Range reconvened the meeting in open session and made the following closed session report:

That in addition to the corrected agenda items that were announced at the beginning of the meeting, agenda item 5.4 had been amended regarding Spring Break 2008 and that copies were available to the public. Agenda items 5.14, 5.15 and 5.16 were pulled from the agenda.

The Board voted unanimously to approve the public employee appointments as noted on the handout provided to the public.

Financial Aid Specialist  
Elaine Navarrete  
Instructional Network Computer Maintenance Technician  
Rodrick Morgan  
Professional Expert

Bennett, Robert	01/10/07-06/30/07
Blomker, Terri	01/10/07-06/09/07
Collins, Thomas	02/12/07-06/09/07
Galbraith, Christopher	02/12/07-06/09/07
Krumsiek, Kristy	01/10/07-02/10/07
Villarino, Tony	02/12/07-06/09/07

Short Term Employee

Andrews, Katee I.	01/15/07-05/15/07
Dames, Tyrone D.	01/15/07-05/19/07
Durheim, Chelsea	01/10/07-01/19/07
Ellis, Warren	01/10/07-03/15/07
Garcia, Lindsay	01/10/07-02/02/07
Garcia, Lindsay	02/02/07-03/09/07
Giraud, Nicolas	01/10/07-02/02/07
Giraud, Nicolas	02/05/07-03/09/07
Gomez, Gloria	01/15/07-05/19/07
Greer, J. Howard	02/13/07-02/20/07
Guillory, Preston	02/03/07-02/10/07
Hyatt, Valerie	02/02/07-03/02/07
Jones, Melvin J.	01/15/07-05/19/07
McGee, Delrio	01/10/07-02/06/07
McGee, Delrio	02/13/07-06/05/07
Parmar, Mary	02/02/07-03/02/07
Rabadi, Natalie	02/02/07-03/02/07
Rempfer, Alina	02/10/07-03/09/07
Simmons, Christina	01/10/07-01/19/07
Simmons, Christina	02/05/07-03/02/07
Thompson, Tyler	02/02/07-03/02/07
Vidana-Barda, Kevin	01/15/07-05/19/07

Student Worker, including work study/work experience, CalWORKS, and tutor

Abunaja, Maha	01/10/07-02/10/07
Abunaja, Maha	02/12/07-06/30/07
Alvarez, Jenny	02/12/07-06/30/07
Amerson, Michael	02/12/07-06/09/07
Angulo, Sonia	01/10/07-06/30/07
Appodaca, Brandy	01/10/07-06/30/07
Becker, Eric	02/12/07-06/08/07
Becker, Eric	01/10/07-02/10/07
Bennett, Felicia	01/10/07-06/30/07
Bezenah, Chris	02/12/07-06/17/07
Brown, Jennifer	02/26/07-06/09/07
Brown, Tammy	02/12/07-06/30/07
Butler, Tyrone	02/12/07-06/08/07
Cantu, Josie	01/02/07-02/10/07
Cantu, Josie	02/12/07-06/30/07
Carney, Samantha	02/26/07-06/09/07
Carrillo, Krystal	02/12/07-06/09/07

Chavez, Katie	02/12/07-06/09/07
Cheung, Kwan Yiu	02/26/07-06/09/07
Cheung, Kwan Yiu	02/19/07-06/18/07
Christy, Joanie L.	01/10/07-06/15/07
Clark, Rachel	02/12/07-06/09/07
Cosgrove, Cathy	02/12/07-06/30/07
Cox, Denise	01/10/07-06/30/07
Craig, Erica	01/10/07-02/10/07
Craig, Erica	02/12/07-06/30/07
Crawford, Krystal	01/10/07-02/09/07
Crawford, Krystal	02/12/07-06/09/07
Crowley, Daniel T.	01/10/07-02/11/07
Curci, Kristen	01/10/07-06/15/07
Dunkerley, Erica	01/02/07-02/10/07
Erdmann, Catherine	01/02/07-02/10/07
Erdmann, Catherine	02/12/07-06/30/07
Finlay, Raymond	02/12/07-06/30/07
Frazier, Linda	02/12/07-06/09/07
Gentry, Ricky	01/10/07-06/30/07
Gepford, Chelsea	02/12/07-06/09/07
Glasper, Rachel	01/10/07-06/30/07
Glisson, Roger	01/10/07-02/11/07
Glisson, Roger	02/12/07-06/17/07
Gonzales, Sonya	02/12/07-06/09/07
Greaver, Liane	02/12/07-06/09/07
Grubb, Brian	01/10/07-06/30/07
Gutierrez, David Jr.	01/10/07-06/30/07
Gutierrez, Laura	02/12/07-06/30/07
Gutierrez, Malisa	01/10/07-06/30/07
Gutierrez, Michael	01/10/07-06/30/07
Gutierrez-Bucio, Laura	01/02/07-02/10/07
Hanour, Kenneth	02/12/07-06/09/07
Hill, Milton A. III	01/10/07-02/10/07
Hodkins, Melanie	02/12/07-06/30/07
Hubbard, Michelle	01/10/07-06/30/07
Johnsen, Danyell	02/12/07-06/09/07
Johnson, Amy	01/10/07-06/30/07
Jones, Sherry	01/10/07-06/30/07
Kagy, William	02/12/07-06/30/07
Keith, Marlene	01/02/07-02/10/07
Keith, Marlene	02/13/07-06/15/07
Kellygray, Steven	02/12/07-06/08/07



Latiolais, Carisha	01/02/07-02/10/07
Lopez, Jessica	01/02/07-02/10/07
Lopez, Natalie	01/10/07-06/30/07
Lopez, Noel	02/12/07-06/30/07
Mays, Lana	02/12/07-06/09/07
McCabe, Jonathan	02/12/07-06/17/07
McLaughlin, Florence	02/26/07-06/09/07
Mejia, Maria	01/10/07-06/30/07
Mendez, Carrie	01/02/07-06/30/07
Mihut, Gyongyi	02/02/07-06/23/07
Montgomery, William	02/12/07-06/30/07
Morales, Gisel	01/10/07-02/10/07
Morgan, Manal	01/10/07-06/30/07
Nassif, Hady Mohammad	02/12/07-06/08/07
Nylander, Susan	02/12/07-06/09/07
Ortiz, Andy	01/10/07-02/12/07
Padilla, Monica	01/10/07-06/30/07
Pallante, Anthony	02/12/07-06/09/07
Pane, David	02/26/07-06/09/07
Pane, David	02/19/07-06/08/07
Pimentel, Tricia	01/10/07-06/30/07
Plank, Cristi	01/10/07-06/30/07
Ponce, Jaimie	01/10/07-06/30/07
Ramirez, Arthur	01/10/07-02/10/07
Ramirez, Arthur	02/12/07-06/09/07
Reed, Kristina	01/10/07-06/30/07
Rosas, Jacqueline	01/10/07-06/30/07
Rosas, Rosario	02/12/07-06/30/07
Sexton, Nancy	01/10/07-06/30/07
Simmons, Christina	03/12/07-06/23/07
Spillman, Melissa	01/10/07-06/30/07
Stewart, Kathy	02/12/07-06/09/07
Stewart, Kathy	02/12/07-06/09/07
Stewart, Kathy L.	01/10/07-06/30/07
Theis, Chad	02/12/07-06/09/07
Thompson, Carol	01/10/07-06/30/07
Tipples, Tammy	01/10/07-06/30/07
Torres, Alondra	02/12/07-06/30/07
Tourse, Jared	02/12/07-06/17/07
Umana, Cynthia	01/10/07-06/30/07
Valente, Theresa	02/12/07-06/09/07
Ward, Tracy	01/10/07-06/30/07

Weber, Youlia	02/12/07-06/08/07
Weber, Youlia	01/10/07-02/10/07
Wettengel, Monica	02/12/07-06/30/07
Williams, Camelia	01/10/07-06/30/07
Williams, Michelle	01/10/07-06/30/07
Williams, Robert H.	02/12/07-06/08/07
Wilson, Tracy	01/10/07-06/30/07
Witt-Chavez, Ashley	01/10/07-06/30/07
Wohlend, Carri D.	01/10/07-06/30/07
Yeung, Siu Chui	02/26/07-06/09/07
Yun, Mary Ok-Kyong	2/10/07-06/30/07
Zamora, Maria	02/12/07-06/09/07
Zapata, Charles	01/10/07-06/30/07
Zapien, Nancy	02/26/07-06/09/07
Zipp, Tanya	01/10/07-06/30/07

Substitute Employee

Barron, Virginia	01/10/07-06/30/07
Barron, Virginia	01/10/07-06/30/07
Erdmann, Catherine	01/02/07-06/30/07
Garcia, Carly	01/10/07-06/30/07
Hagen, Thomas	01/10/07-06/30/07
Herd, Brandy	01/10/07-06/30/07
Majeske-Lozada, Elizabeth	12/14/06-06/30/07
Morales, Gisela	01/10/07-06/30/07
Scheetz, Marianne	01/10/07-06/30/07
Shafer, Catherine	01/10/07-06/30/07
Shafer, Catherine	01/10/07-06/30/07
Walker, Rani	01/11/07-02/15/07
Zachmann, Amy	01/10/07-06/30/07

Temporary Faculty

WINTER 2007-VOCATIONAL PROGRAMS

Marin, Traci  
Slade, Neville

WINTER 2007-HUMANITIES, ARTS & SOCIAL SCIENCES

Bozonelos, Dino  
Golder, Patty  
Wagner, Patricia

WINTER 2007-MATH AND SCIENCE

Butros, Michael

WINTER 2007-STUDENT SERVICES

Harvey, Lisa  
James, Pamela  
Mayer, Peggy  
McCracken, Michael  
Roeber, Deborah  
Wollan, Diane

WINTER 2007-NON CREDIT PROGRAMS

Louis, Barbara

SPRING 2007-VOCATIONAL PROGRAMS

Carrillo, Joseph  
Elhanafy, Mohamed

SPRING 2007-MATH AND SCIENCE

Abseysekera, Sunanda  
Agyakwa, Yaw  
Akers, Glenn  
Arce, Gary  
Ausmus, Kenny  
Badibanga, Maurice  
Bava, Jose  
Belmares, Hector  
Bersech, William  
Brown, William  
Bunn, Dale  
Castro, Emma  
Crabtree, Kristina  
Crowl-Rosado, Cecilia  
Delavalle-Sanvictores, Mary  
Dixon, Cynthia  
Doonan, Daniel  
Elder, Gary  
Elsayad, Amr  
Farber, Lee  
Fink, Ed  
Fisher, Melinda  
Franko, Karla  
Gahr, David  
Grossman, Walter  
Gummo, Thomas  
Hammond, Belinda  
Heinzman, Anthony  
Helms, Nancy  
Herbert, Shelton

Hinrichsen, Dane  
Holsstrom, Geoffrey  
Johnsen, Tor  
Jones, Blossom  
Kato, Kimberly  
Kaucher, Ellie  
Kelly, Linda  
Khan, Javed  
Kinney, Lee  
Kuai, Andy  
Leontas, Angela  
Longshore, David  
Lowe-Lascelles, Barbara  
Martin, Essie  
McGhee, Bruce  
Medrano, Mayda  
Meyer, Archie  
Meyer, David  
Mobley, Ernest  
Ngo, Hai  
Peloza, Michael  
Plumlee, Karl  
Porter, Corwin  
Qumsiya, John  
Rahman, Mustifizur  
Ramirez, Robert  
Reed, Annalisa  
Richards, Jennifer  
Rowan, Norman  
Seifert, Phyllis  
Smith, Ben  
Solorio, Sayoko  
Stiglich, Denise  
Sullivan, Jacqueline  
Summerford, Cathleen  
Syed, Moinuddin  
Terranova, Geri  
Tucker, John  
Valentine, Alan  
Voss, Jim  
Wadagnolo, Julia  
White, Jerilyn

York, Richard

SPRING 2007-HUMANITIES ARTS AND SOCIAL SCIENCE

Abare, Jamaica

Adams, John

Allbee, Karen

Araiza, William

Arnold, Jean

Ayto, April

Bachofner, Carol

Basha, Claudia

Belmudes, Dennis

Bissell, Douglas

Bosworth, Brian

Boyton, Ramona

Britt, Rebecca

Brown, Judith

Bruins, Berend

Burns, Eric (James)

Carlson, Brian

Cass, Kelsey

Chesser, Deborah

Christian, Nancy

Ciovica, Camelia

Corey, Judy

Cox, Veronica

Davis, Tracy

Deblock, Ryan

Delagarrigue, Edmund

Densmore, Shannon

Edmundson, Larry

Elgin, Fran

Elsmore, Cheryl

Estes, Patricia

Fealy (Kerr), Irina

Fowlie, Jennifer

Foy, David

Frangelica, Valery

French, Julie

Gersten, Elizabeth

Gill, Amy

Glickenstein, Lynne

Gold, Freddi  
Grisham, Kevin  
Han, Hewon Christiana  
Han, Sarah  
Harmeling, Greg  
Harris, Keith  
Harris, T. Lee  
Hartmann, Dennis  
Harvey, Serina  
Henry, Darryl  
Holmes, Thomas  
Holtzendorff, Dave  
Hoyle, Ilse  
Hoyt, Amy  
Johns, Meredith  
Johnson, Elena  
Johnson, Robert  
Johnston, Benjamin  
Kelsey, Neal  
Kennedy, Lisa  
Kirk, Erin  
Krasney, Kelly  
Larry Pete  
Laveaux, Michele  
Lightfoot, Scott  
Linstrom, Traci  
Lux, Judy  
Macias, Eugenia  
Malan, Linda  
Mann, Alan  
Manning, Kimberly  
Marin, Steven  
McDevitt, Steve  
McGuire, Mary  
Mellado, Lisa  
Mello, Michael  
Milroy, Margie  
Minasian, Linda  
Muhs, James  
Mullendore, Jennifer  
Myers, Michael  
Nagel, Korey

Niehus, Gerald  
O'Neil, L. Thomas  
O'Brien, David  
Olson, Kimberly  
Park, Jinsun  
Parks, Danielle  
Pastrana, Nancy  
Patterson, Grace  
Pearson, Eric  
Peavy, Don  
Peloza, Susan  
Peterson, Jean  
Pfeffer, Judith  
Piercy, Christopher  
Poeppelau, Hans  
Pridmore, Craig  
Quarles, Julian  
Quiring, John  
Rajala, Dyanna  
Reid, John  
Rhoads, Laurel  
Rico, Gabriel  
Riddell, Linda  
Romano, Marc  
Ruane, Catherine  
Saarinen, Margaret  
Sabolick, Richard  
Saenz, Albert  
Samaniego, Demetrio  
Sanchez, David  
Scissel, Carol  
Selden, Emily  
Serrano, Nila  
Shellcroft, Theresa  
Sikoff, Jeanne  
Sinfield, Lily  
Skuster, Marc  
Snow, Nancy  
Spotts, Dave  
Standley, Connie  
Sternfeld, Barbara  
Sumner, Richard

Teal, Carmen  
Telgenhoff, Pamela  
Thompson, Donald  
Townsend, Jacqueline  
Tsai, Shang-Ying  
Vance, Deborah  
Vandermeiden, Sharon  
Ward, Katherine  
Wardell, Matt  
Wehrle, John  
Whims, Joette  
Williams, Marianne  
Wilson, Beverly  
Wilson, Nancy  
Winn, Odette  
Wolcott, Bruce  
Wright, Mark  
Yuhas-Bedell, Linda

SPRING 2007-STUDENT SERVICES

Alstadt, Carey  
Beck, Maria  
Cox, Michelle  
Franco, Lilia  
James, Pamela  
Malcolm, Ishtobe  
Wollan, Diane

SPRING 2007-NON CREDIT PROGRAMS

Louis, Barbra

Volunteer

Glandon, Marie	01/10/07-06/30/07
Hane, Jerald	01/10/07-06/30/07
Hansen, Kenneth	01/10/07-03/30/07
Magana, Bertha	01/10/07-06/30/07
McLain, Samuel	01/10/07-02/12/07
Melbihess, Misty	01/10/07-06/30/07
Miano, Brian	01/16/07-05/30/07
Morrill, Angela L.	01/10/07-06/30/07
Saarinen, Margaret	01/10/07-06/30/07
Scarff, Tammy	01/10/07-06/30/07



**PUBLIC COMMENTS RELATED TO AGENDA ITEMS ONLY:** None

**3. GOVERNING BOARD**

**4. SUPERINTENDENT/PRESIDENT'S REPORT**

For the Superintendent/President's report, Dr. Zellers wished everyone a happy New Year and deferred his report to Dr. Tortorici.

4.1 Deputy Superintendent/Executive Vice President/Instruction  
Dr. Tortorici

4.2 Vice President, Student Services  
No report

4.3 Vice President, Administrative Services  
Steve Garcia, Director Facilities/Construction

4.4 Vice President, Human Resources  
No report

**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.

It was MSC (Elder/Nelson, 5-0 to approve the consent items as amended in one motion with agenda items 5.3, 5.4, 5.7, 5.14, 10.2 and 10.3 corrected and agenda items 5.14, 5.15 and 5.16 deleted.

5.1 Approval of the minutes of the December 12, 2006 regular Board meeting

5.2 Academic Resignation – Lee Kinney

Acceptance of the resignation of Lee Kinney, instructor of anthropology and geography, effective December 16, 2006.

5.3 Classified New Position – Instructional Media Services Aide

Approval of the new classified position of instructional media services aide at Range 9 of the classified salary schedule and the job description. Fiscal Impact: Budgeted

5.4 2007-08 Academic Calendar

Approval of the 2007-2008 academic calendar. Fiscal Impact: None

5.5 Agreement – Contract Education Services

Approval of the agreement(s) for Contract Education Service courses as listed below. Fiscal Impact: \$30,050 to the District.

VENDOR	COURSE	COURSE DATES	TENTATIVE AMOUNT RCVD
Terry S. Rowen, Inc.	How to Start Your Own Medical Billing Service from Your Home	01/29/07 & 03/18/07	\$2,600.00
Terry S. Rowen, Inc.	Beginning Medical Insurance Billing I	01/27/07 & 03/18/07	\$4,450.00

Terry S. Rowen, Inc.	Beginning Medical Insurance Billing II	01/28/07 & 03/18/07	\$3,600.00
Terry S. Rowen, Inc.	On-Line Medical Billing	01/28/07 & 03/18/07	\$2,000.00
Archangel	Retirement Planning Today	02/13/07 – 05/22/07	\$2,000.00
California School of Notary	Become a California State Notary Public	01/02/07 – 06/09/07	\$ 700.00
Notary Public Workshops	Notary Public Workshop	01/27/07,02/24/07,03/24/07, 04/28/07, & 05/12/07	\$4,000.00
Loan Signing Specialist	Certified Loan Signing Agent	02/03/07,03/10/07,04/14/07, 05/05/07, & 06/02/07	\$3,600.00
Gymology Fitness Nutrition	Gymology Workshops	01/02/07 – 06/09/07	\$4,500.00
Holiday Skating Center	Certified Food Worker Certification	01/09/07 – 01/09/08	\$ 180.00
Fratellios Pizza & Pasta	Certified Food Worker Certification	01/09/07 – 01/09/08	\$ 600.00
Executive One	The Fundamentals of Grant Writing	01/27/07,02/24/07,03/34/07, 05/26/07	\$2,000.00
		TOTAL	\$30,050.00

5.6 Curriculum Changes

Approval of the curriculum changes that have been recommended by the College Curriculum Committee. Fiscal Impact: None.

5.7 Agreement – Ice Energy

Approval of the agreement with Ice Energy Inc. to supply and install the Ice Bear 50 energy system. Fiscal Impact: \$11,096/25 (Funding for this unit is 100% the agreement through incentive monies provided by the Public Utilities Commission/Southern California Edison.)

5.8 Change Order – Air Ex Air Conditioning – Speech/Drama Addition

Approval of the Change Order No. 07-01. Fiscal Impact: Total Fiscal Impact \$9,700.92 (This project is State funded and will be 100% reimbursable to the District through Fund 71 up to the approved amount.)

5.9 Renewal Agreement – Affiliated Computer Services, Inc.

Approval of the renewal agreement with Affiliated Computer Services to provide 1098-T reporting requirements for tax year 2006. Fiscal Impact: Budgeted item from Fund 01, not to exceed \$20,000.00

5.10 Board of Trustees Budget Transfers

Approval of the budget transfers report. This report has been revised to include more detail and better understanding of the transfers being presented.

5.11 Board of Trustees Payments Reports

Approval of the Board of Trustees Payments report.

5.12 Donations – Victor Valley College District Foundation

Acceptance of the donations as college property from the Victor Valley District Foundation for a total amount of \$181,779.07.00.

5.13 Classified Resignation – Corina Castollo

Acceptance of the resignation of Corina Castillo, Office Assistant, effective December 20, 2006.

- 5.14 **PULLED Approval of Contracts of Employment of Academic Administrators**  
 Approval of the contracts of employment of academic administrators.  
 Dean of Instruction, Humanities and Social Sciences  
 Dean of Instruction, Math and Sciences  
 Dean of Student Services  
 Director of EOPS and CARE  
 Vice President, Administrative Services
- 5.15 **PULLED Classified New Position, Instructional Media Services Coordinator**  
 Approval of the new classified position of Instructional Media Services Coordinator at Range 13 of the classified salary schedule and the job description. Fiscal Impact: Budgeted
- 5.16 **PULLED Classified New Position, Instructional Media Technical Specialist**  
 Approval of the new classified position of Instructional Media Technical Specialist at Range 12 of the classified salary schedule and the job description. Fiscal Impact: Budgeted

## **ACTION AGENDA**

### **6. BOARD OF TRUSTEES**

- 6.1 Separate approval of items pulled from consent agenda.
- 6.2 **Revised Board Policy No. 2430 – Delegation of Authority to Superintendent/President, Second Reading**  
 It was MSC (Elder/Underhill, 4-1, Henderson, No) to approve the revised Board Policy 2430, Delegation of Authority to Superintendent/President as a second reading.
- 6.3 **Revised Board Policy No. 7350, Resignations, Second Reading**  
 It was MSC (Underhill/Elder, 5-0) to approve the revised Board Policy 7350, Resignations, second reading.
- 6.4 **CCCT Board Nominations**  
 It was MSC (Henderson/Elder, 5-0) to nominate Donald Nelson for the CCCT board election.

### **8. INSTRUCTION**

- 8.1 **Agreement – Governet, A Division of Nevada Contractors Registry, a Nevada Corporation**  
 It was MSC (Elder/Underhill, 5-0) to approve the Professional Services Agreement between Governet, A division of Nevada Contractors Registry, a Nevada Corporation and Victor Valley College to perform various technical services leading to the completion and implementation of Web-accessible, database-driven Curriculum Development, Approval Tracking System (“CurricUNET”), and related services from December 12, 2006 through June 30, 2010. Fiscal Impact: \$50,000 – initial design and implementation fee, \$15,000 – annual maintenance support fee.

### **10. ADMINISTRATIVE SERVICES**

- 10.1 **Amended Agreement – MLS Technologies**  
 It was MSC (Underhill/Elder, 5-0) to approve the amended agreement with MLS Technologies for consulting services.  
 Fiscal Impact: Budgeted item, not to exceed \$178,059.00

10.2 **CORRECTED** Request to Hold a Public Hearing and Approve Change Order 1 to Existing Chevron Energy Solutions Agreement

The Board president declared the hearing open. Hearing no comments, the Board President declared the public hearing closed.

It was MSC (Nelson/Koenig, 5-0) to approve the Change order1 to the Existing Chevron Energy Solutions Agreement.

Fiscal Impact: Not to exceed \$738,688.64, which includes financing charges, over the next 20 years (95% from direct utility savings and 5% from redevelopment funds.)

10.3 **CORRECTED** Request to Hold a Public Hearing and Approve an Agreement – Citimortgage, Inc.

The Board president declared the hearing open. Hearing no comments, the Board President declared the public hearing closed.

It was MSC (Nelson/Koenig, 5-0) to approve the agreement with Citimortgage, Inc.

Fiscal Impact: \$783,688.64 over the next 20 years includes financing charges, paid from energy savings and redevelopment funds.

**11.1 HUMAN RESOURCES**

11.1 CTA Tentative Agreement on Three-Year Contract

It was MSC (Henderson/Underhill, 5-0) to ratify the tentative agreement reached with CTA on compensation and benefits, hourly compensation, winter session, department chair, term of contract, meet and negotiate, renegotiations, and pre-emeritus proposal. The term of this contract is July 1, 2007 through June 30, 2010.

**12. INFORMATION/DISCUSSION**

12.1 Monthly Financial Reports

Submitted as an informational item.

12.2 Revised Board Policy 5020 – Non-Resident Tuition – First Reading

Submitted as an informational item.

**13. REPORTS (3 minute limit per Report)**

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

13.1 Governmental Relations

None

13.2 Foundation

Kirk Riding

13.3 Shared Governance

- a) ASB  
Michael Koenig
  
- b) Faculty Senate  
No report

13.4 Employee Groups

- a) CCA  
No report
  
- c) CSEA  
No report
  
- d) AFT Part-Time Faculty United  
Neal Kelsey
  
- e) Management  
Robert Sewell

**14. TRUSTEE COMMENTS**

Bettye Underhill , Joe Range and Don Nelson

**PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:** Dave Chip, Neal Kelsey, and Scott Eckert

**15. ADJOURNMENT**

It was MSC (Underhill/Koenig 5-0) to adjourn the meeting at 6:55. The motion approved unanimously.

---

Donald Nelson, Clerk

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Date Approved

STUDENT SERVICES

FEBRUARY 13, 2007

**TOPIC: OUT OF STATE TRAVEL – JANET LONG, LORENA GARCIA**

The district requests the board approve out-of-state travel for Janet Long and Lorena Garcia to attend a TRIO Training Seminar in Las Vegas, Nevada, February 11-13 and February 14-16,2007.

Fiscal Impact: Budgeted item, not to exceed \$635.00.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the out-of-state travel for Janet Long and Lorena Garcia to attend a TRIO Training Seminar in Las Vegas, Nevada, February 11-13 and February 14-16, 2007.

**REFERENCE FOR AGENDA: YES**

**General Counsel Approval: YES \_\_\_NO\_\_\_NOT APPLICABLE X**

**I recommend the Board of Trustees approve this item**

Willard Swallen  
Vice President, Student Services

Date 10 Jan 07

**I recommend the Board of Trustees approve this item**

James E. Jellison  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Janet Long  
 Name of Conference/Workshop: TRIO Training Seminar  
 Location of Conference/Workshop: Las Vegas  
 Date(s) of Conference/Workshop: February 11, 12, 13 2007

## Travel Authorization/Funding Request

### Estimated Cost of Attendance

Meals (\$35 per day max) \$ 105.00  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: N/A  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?   200.00  
 Registration: To be prepaid?   N/A  
 Lodging/Hotel: To be prepaid?   N/A  
 Other: Taxi To be prepaid?   40.00  
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 345.00

**NOTES:**

- 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.
  - 2) Organization dues and memberships may not be included as part of the Travel Authorization.
- Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # 014696 P.O.# \_\_\_\_\_  
 Signature of Attendee: Janet A. Long Date: 12/15/06

**APPROVAL TO ATTEND:**

Signature of Supervisor (staff) or Dean, Learning Systems (faculty): Victoria Hudes Date: 1/12/07

**Please Indicate Budget Approval**

Signature of Budget Account Manager: Janet A. Long Date: 12/15/06  
 Budget Account Manager Signature Date  
 Department Budget Account # (12 digits) 01-00-31-6350-2109-5200-00 \$ Approved  
 Department Budget Account # (12 digits) \$ Approved  
 Faculty Travel Date Faculty Travel # \$ Approved  
 Faculty Travel Date Faculty Travel # \$ Approved  
 Staff Development Date Staff Dev # \$ Approved  
 Staff Development Date Staff Dev # \$ Approved

**Processing Instructions -**

**Travel Authorization/Funding Phase**

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**

White, green: Fiscal Services; Pink, goldenrod: Requestor; Canary: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

**Transportation**

Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
 Conference Registration Fees: \_\_\_\_\_  
 Lodging/Hotel (exit bill must show zero balance): \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Lodging Total: \$ \_\_\_\_\_

**Meals - Itemized by day (list names of others on receipt if applicable)**

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

Sub-total of expenses: \_\_\_\_\_

**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_

**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

**Processing Instructions -**

**Reimbursement Request Phase**

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee:           Lorena Garcia            
 Name of Conference/Workshop:           TRIO Training Seminar            
 Location of Conference/Workshop:           Las Vegas, NV            
 Date(s) of Conference/Workshop:           February 14, 15, 16, 2007          

### Travel Authorization/Funding Request

#### Estimated Cost of Attendance

Meals (\$35 per day max) \$ 105.00  
 Mileage 384 @ \$ 435 per mile: 170.00  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?    
 Registration: To be prepaid?    
 Lodging/Hotel: To be prepaid?    
 Other: parking To be prepaid?   15.00  
**TOTAL ESTIMATED COST OF TRAVEL: \$ 290.00**

#### NOTES:

- 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.
  - 2) Organization dues and memberships may not be included as part of the Travel Authorization.
- Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # 014728 P.O.# \_\_\_\_\_

Lorena Garcia 01-02-2007  
 Signature of Attendee Date

#### APPROVAL TO ATTEND:

James A. Long 1/2/07  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

#### Please Indicate Budget Approval

James A. Long 1/2/07  
 Budget Account Manager Signature Date

01-00-31-6350-2109-5200-290.00  
 Department Budget Account # (12 digits) 00-0000 \$ Approved

\_\_\_\_\_  
 Faculty Travel Date Faculty Travel # \$ Approved

\_\_\_\_\_  
 Staff Development Date Staff Dev # \$ Approved

#### Processing Instructions -

#### Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
 Canary: Staff Development

### Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

#### Transportation

Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_

Plane, train, shuttle, bus: \_\_\_\_\_

Taxi/bus fares or parking: \_\_\_\_\_

Conference Registration Fees: \_\_\_\_\_

Lodging/Hotel (exit bill must show zero balance): \_\_\_\_\_

Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Lodging Total: \$ \_\_\_\_\_

#### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

Sub-total of expenses: \_\_\_\_\_

LESS AMOUNT PREPAID BY DISTRICT: \_\_\_\_\_

**TOTAL NET (returned or payable to employee): \$ \_\_\_\_\_**

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

#### Processing Instructions -

#### Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.



STUDENT SERVICES

FEBRUARY 13, 2007

**TOPIC: OUT OF STATE TRAVEL**

Approval is requested for the following staff/students to travel to Washington, D.C. to attend the American Student Association of Community Colleges (ASACC) National Student Citizenship Conference held March 17-21, 2007:

Robert A. Sewell, Advisor  
Michael Koenig, President  
Sara Sgarlata, Vice President  
Heena Mehra, Political Relations

Clyde Williams, Athletics Senator  
Steve Boulay, Public Relations  
Tammy Brown, Student-at-large

Fiscal Impact: ASB Budgeted item, not to exceed \$7,500.00.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve out of state travel to Washington, D.C. for the above listed staff/students to attend the ASACC National Student Citizenship Conference held March 17-21, 2007 and related expenses.

**REFERENCE FOR AGENDA: YES**

**General Counsel Review: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X**

**I recommend the Board of Trustees approve this item**

Willard Sewall  
Vice President, Student Services

Date 1/8/07

**I recommend the Board of Trustees approve this item**

Louis E. Zellers  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: ROBERT A. SEWELL  
 Name of Conference/Workshop: NATIONAL STUDENT ADVOCACY CONFERENCE  
 Location of Conference/Workshop: WASHINGTON D.C.  
 Date(s) of Conference/Workshop: MARCH 17-20, 2007

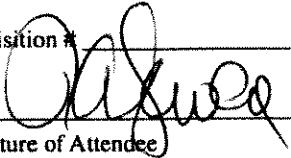
### Travel Authorization/Funding Request


**Estimated Cost of Attendance**

Meals (\$35 per day max) \$ 115.  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?   280.  
 Registration: To be prepaid?   375.  
 Lodging/Hotel: To be prepaid?   842.72  
 Other: \_\_\_\_\_ To be prepaid?   \_\_\_\_\_  
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 1612.72

**NOTES:**

- 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.
  - 2) Organization dues and memberships may not be included as part of the Travel Authorization.
- Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_  
  
 Signature of Attendee \_\_\_\_\_ Date 1/7/07

**APPROVAL TO ATTEND:**  
  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) \_\_\_\_\_ Date 8/20/07

**Please Indicate Budget Approval**

- \_\_\_\_\_  
 Budget Account Manager Signature \_\_\_\_\_ Date \_\_\_\_\_
- \_\_\_\_\_  
 Department Budget Account # (12 digits) \$ Approved \_\_\_\_\_
- \_\_\_\_\_  
 Faculty Travel Date Faculty Travel # \$ Approved \_\_\_\_\_
- \_\_\_\_\_  
 Staff Development Date Staff Dev # \$ Approved \_\_\_\_\_

**Processing Instructions -**

**Travel Authorization/Funding Phase**

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
 Canary: Staff Development

### Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel  
 (see 'Guidelines' on reverse side)

**Transportation**

Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

**Lodging Total:** \$ \_\_\_\_\_

**Meals - Itemized by day (list names of others on receipt if applicable)**

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

**Sub-total of expenses:** \_\_\_\_\_

**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_

**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

\_\_\_\_\_  
 Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

**Processing Instructions -**

**Reimbursement Request Phase**

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

INSTRUCTION

FEBRUARY 13, 2007

**TOPIC: OUT-OF-STATE TRAVEL – THEATRE ARTS**

The district requests authorization from the Board of Trustees to allow students from the Theatre Arts Department as attached and staff, Ed Heaberlin, Lee Harris, Eric Pearson, and Nancy Christian to travel to Cedar City, Utah to the regional Kennedy Center American College Theatre Festival from February 12, 2007 through February 18, 2007 to participate in the production of Rosencrantz & Guildenstern are Dead.

Fiscal Impact: Budgeted Item – NTE \$12,700.50

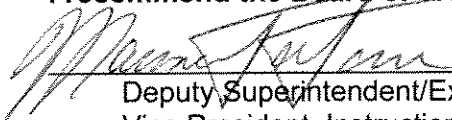
**RECOMMENDATION:**

It is recommended that the Board of Trustees ratify out-of-state travel for students from the Theatre Arts Department and staff, Ed Heaberlin, Lee Harris, Eric Pearson, Nancy Christian, to attend the regional Kennedy Center American College Theatre Festival in Cedar City, Utah from February 12, 2007 through February 18, 2007.

**REFERENCE FOR AGENDA: YES**

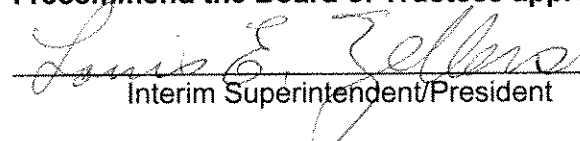
**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Deputy Superintendent/Executive  
Vice President, Instruction

Date 1-23-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

## KENNEDY CENTER AMERICAN COLLEGE THEATRE FESTIVAL ROSTER

Cameron Patterson  
Delton Haynes  
Chantel Cagle  
Angelica Elliot  
Richard D. Cerreto  
Kimberlee Kelly  
Ashton Haugen  
Trent Pruitt  
Javier Vargas  
Matthew Rowe  
Cassidi Richard-Lerner  
Nicholas Dye  
Denice Wolf  
Bethany Mangum  
Mark Dufrenne  
Jason Oles  
Christina Riphenburg  
Amanda Haddox  
Eric Ingersoll  
Ralph Corona  
Derrick Chrisinger

Lead Faculty	EdHeaberlin
Part Time Faculty	Lee Harris
Part Time Faculty & PAC Technicians	Eric Pearson, Nancy Christian

All persons participating in the Kennedy Center American College Regional Theatre festival are registered students, full-time faculty, part-time faculty and PAC Technicians.

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Ed Heaberlin  
 Name of Conference/Workshop: Kennedy Center/American Colloge Theatre Festival  
 Location of Conference/Workshop: Cedar City, UT  
 Date(s) of Conference/Workshop: Feb. 9-15, 2007

### Travel Authorization/Funding Request

**Estimated Cost of Attendance**  
 Meals (\$35 per day max) \$ 245  
 Mileage 750 @ \$ 47.5 per mile: ~~4009~~ 356.25  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?    
 Registration: To be prepaid?    
 Lodging/Hotel: To be prepaid?   429  
 Other: To be prepaid?    
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 1030.25

**NOTES:**  
 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.  
 2) Organization dues and memberships may not be included as part of the Travel Authorization.  
 Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_  
Ed Heaberlin 1-17-07  
 Signature of Attendee Date

**APPROVAL TO ATTEND:**  
John A. Rude 1-12-07  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

### Please Indicate Budget Approval

\_\_\_\_\_ Date \_\_\_\_\_  
 Budget Account Manager Signature  
 \_\_\_\_\_ \$ Approved  
 Department Budget Account # (12 digits)  
 \_\_\_\_\_ \$ Approved  
 Faculty Travel Date Faculty Travel #  
 John A. Rude 1-17-07 1030.25  
 Staff Development Date Staff Dev # \$ Approved

### Processing Instructions - Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.

### Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel  
 (see 'Guidelines' on reverse side)

**Transportation**  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
**Lodging Total:** \$ \_\_\_\_\_

### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_  
 Sub-total of expenses: \_\_\_\_\_  
**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_  
**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

\_\_\_\_\_  
 Employee Signature Date  
 \_\_\_\_\_  
 Fiscal Services Approval Date

### Processing Instructions - Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: NANCY CHRISTIAN  
 Name of Conference/Workshop: Kennedy Center American College Theater Festival  
 Location of Conference/Workshop: Southern Utah University, Cedar City, UTAH  
 Date(s) of Conference/Workshop: Feb. 13-18, 2007

## Travel Authorization/Funding Request

### Estimated Cost of Attendance

Meals (\$35 per day max) \$ 175  
 Mileage @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
 (call Fiscal Services for \$ per mile)  
 Transportation (plane, train, bus): To be prepaid?  YES  NO 800  
 Registration: To be prepaid?  YES  NO 60  
 Lodging/Hotel: 6 nites To be prepaid?  YES  NO 400  
 Other: \_\_\_\_\_ To be prepaid?  YES  NO \_\_\_\_\_  
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 635.00

### NOTES:

- 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.
  - 2) Organization dues and memberships may not be included as part of the Travel Authorization.
- Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_

Signature of Attendee \_\_\_\_\_ Date 1-16-07

### APPROVAL TO ATTEND:

Signature of Supervisor (staff) or Dean, Learning Systems (faculty) \_\_\_\_\_ Date \_\_\_\_\_

### Please Indicate Budget Approval

\_\_\_\_\_  
 Budget Account Manager Signature \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 Department Budget Account # (12 digits) \$ Approved \_\_\_\_\_  
 \_\_\_\_\_  
 Faculty Travel Date Faculty Travel # \$ Approved \_\_\_\_\_  
 J. A. Pardo 1-17-07 \$635.00  
 Staff Development Date Staff Dev # \$ Approved \_\_\_\_\_

### Processing Instructions -

#### Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**

White, green: Fiscal Services; Pink, goldenrod: Requestor; Canary: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

### Transportation

Mileage @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel** (exit bill must show zero balance): \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Lodging Total: \$ \_\_\_\_\_

### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

Sub-total of expenses: \_\_\_\_\_

LESS AMOUNT PREPAID BY DISTRICT: \_\_\_\_\_

**TOTAL NET** (returned or payable to employee): \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

### Processing Instructions -

#### Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Eric Pearson (cell + 539-5065) JAN 14 2007  
 Name of Conference/Workshop: Kennedy Center American College Theatre Festival  
 Location of Conference/Workshop: Southern Utah University, Cedar City Utah  
 Date(s) of Conference/Workshop: Feb. 12-17, 2007

### Travel Authorization/Funding Request

**Estimated Cost of Attendance**

Meals (\$35 per day max) \$ 140.00  
~~356.25~~

Mileage 750 @ \$ .47½ per mile: 356.25  
 (call Fiscal Services for \$ per mile)

Transportation (plane, train, bus): To be prepaid?  YES  NO 500

Registration: To be prepaid?  YES  NO 60

Lodging/Hotel: To be prepaid?  YES  NO 240

Other: \_\_\_\_\_ To be prepaid?  YES  NO \_\_\_\_\_

**TOTAL ESTIMATED COST OF TRAVEL:** \$ ~~1305.25~~ 805.25

**NOTES:**

- 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.
  - 2) Organization dues and memberships may not be included as part of the Travel Authorization.
- Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_

Eric Pearson 1-16-07  
 Signature of Attendee Date

**APPROVAL TO ATTEND:**  
[Signature] 1-16-07  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

**Please Indicate Budget Approval**

- \_\_\_\_\_ Date  
 Budget Account Manager Signature
- \_\_\_\_\_ \$ Approved  
 Department Budget Account # (12 digits)
- \_\_\_\_\_ \$ Approved  
 Faculty Travel Date Faculty Travel #
- John A. Puck 1-17-07 \$ Approved  
 Staff Development Date Staff Dev #

**Processing Instructions -**

**Travel Authorization/Funding Phase**

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
 Canary: Staff Development

### Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel  
 (see 'Guidelines' on reverse side)

**Transportation**

Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_

Plane, train, shuttle, bus: \_\_\_\_\_

Taxi/bus fares or parking: \_\_\_\_\_

**Conference Registration Fees:** \_\_\_\_\_

**Lodging/Hotel** (exit bill must show zero balance): \_\_\_\_\_

Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

**Lodging Total:** \$ \_\_\_\_\_

**Meals - Itemized by day** (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

**Sub-total of expenses:** \_\_\_\_\_

**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_

**TOTAL NET** (returned or payable to employee): \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

**Processing Instructions -**

**Reimbursement Request Phase**

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Lee Hornus  
 Name of Conference/Workshop: Kennedy Center American College Theatre Festival  
 Location of Conference/Workshop: Kennedy Center + Southern Utah Festival  
 Date(s) of Conference/Workshop: Feb 12-18

## Travel Authorization/Funding Request

### Estimated Cost of Attendance

Meals (\$35 per day max) \$ 210  
 Mileage @ \$ \_\_\_\_\_ per mile: 0  
 (call Fiscal Services for \$ per mile) YES NO 0  
 Transportation (plane, train, bus): To be prepaid?    
 Registration: To be prepaid?   60  
 Lodging/Hotel: To be prepaid?   340  
 Other: To be prepaid?    
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 635.00

NOTES:  
 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.  
 2) Organization dues and memberships may not be included as part of the Travel Authorization.  
 Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_  
 Signature of Attendee [Signature] Date 1/17/05

**APPROVAL TO ATTEND:**  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) [Signature] Date 1-18-07

### Please Indicate Budget Approval

\_\_\_\_\_ Date \_\_\_\_\_  
 Budget Account Manager Signature  
 \_\_\_\_\_ \$ Approved  
 Department Budget Account # (12 digits)  
 \_\_\_\_\_ \$ Approved  
 Faculty Travel Date Faculty Travel #  
 John A. Rude 1-18-07 635.00  
 Staff Development Date Staff Dev #

### Processing Instructions - Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**  
 White, green: Fiscal Services; Pink, goldenrod: Requestor;  
 Canary: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel  
 (see 'Guidelines' on reverse side)

**Transportation**  
 Mileage @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel** (exit bill must show zero balance): \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
**Lodging Total:** \$ \_\_\_\_\_

**Meals - Itemized by day** (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

**Sub-total of expenses:** \_\_\_\_\_  
**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_  
**TOTAL NET** (returned or payable to employee): \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

### Processing Instructions - Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.



INSTRUCTION

FEBRUARY 13, 2007

**TOPIC: OUT-OF-STATE TRAVEL - PARAMEDICS**

Authorization is requested from the Board of Trustees for out-of-state travel to allow the following staff to attend the EMS Today Conference in Baltimore, Maryland from March 7, 2007 through March 10, 2007.

Staff: David Oleson, Scott Jones

Fiscal Impact: Prem Reddy Donation: \$3,982.32

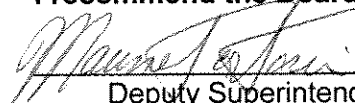
**RECOMMENDATION:**

It is recommended that the Board of Trustees approve out-of-state travel to allow staff, David Oleson and Scott Jones to attend the EMS Today Conference in Baltimore, Maryland from March 7, 2007 through March 10, 2007.

**REFERENCE FOR AGENDA: YES**

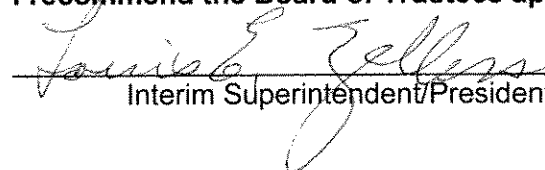
**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Deputy Superintendent/Executive  
Vice President, Instruction

Date 1-23-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Dave Oleson  
 Name of Conference/Workshop: EMS Today  
 Location of Conference/Workshop: Baltimore, MD  
 Date(s) of Conference/Workshop: 3/7/07 -> 3/10/07

### Travel Authorization/Funding Request

#### Estimated Cost of Attendance

Meals (\$35 per day max) \$ 175  
 Mileage @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?   352.10  
 Registration: To be prepaid?   695.00  
 Lodging/Hotel: To be prepaid?   \_\_\_\_\_  
 Other: \_\_\_\_\_ To be prepaid?   \_\_\_\_\_  
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 1,212.10

NOTES:  
 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.  
 2) Organization dues and memberships may not be included as part of the Travel Authorization.  
 Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # 14830 P.O.# \_\_\_\_\_

Signature of Attendee \_\_\_\_\_ Date \_\_\_\_\_

#### APPROVAL TO ATTEND:

Signature of Supervisor (staff) or Dean, Learning Systems (faculty) \_\_\_\_\_ Date 1/12/07

#### Please Indicate Budget Approval

[Signature] 1/16/07  
 Budget Account Manager Signature Date  
 01-00-12-~~6050~~ 4092-5200  
 Department Budget Account # (12 digits) \$ Approved  
Reddy Donation  
 \_\_\_\_\_  
 Faculty Travel Date Faculty Travel # \$ Approved  
 \_\_\_\_\_  
 Staff Development Date Staff Dev # \$ Approved

#### Processing Instructions -

#### Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**

White, green: Fiscal Services; Pink, goldenrod: Requestor; Blue: Staff Development

### Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

#### Transportation

Mileage @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Lodging Total: \$ \_\_\_\_\_

#### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

Sub-total of expenses: \_\_\_\_\_

LESS AMOUNT PREPAID BY DISTRICT: \_\_\_\_\_

**TOTAL NET** (returned or payable to employee): \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

#### Processing Instructions -

#### Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Scott Jones  
 Name of Conference/Workshop: EMS Today  
 Location of Conference/Workshop: Baltimore, MD  
 Date(s) of Conference/Workshop: 3/7 - 3/10 2007

### Travel Authorization/Funding Request

**Estimated Cost of Attendance**  
 Meals (\$35 per day max) \$ 175  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
 (call Fiscal Services for \$ per mile)  
 YES NO  
 Transportation (plane, train, bus): To be prepaid?   cc 352.10  
 Registration: To be prepaid?   685.00  
 Lodging/Hotel: To be prepaid?   1558.12  
 Other: \_\_\_\_\_ To be prepaid?   \_\_\_\_\_  
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 2,770.22

**NOTES:**  
 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.  
 2) Organization dues and memberships may not be included as part of the Travel Authorization.  
 Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # 14829 P.O.# \_\_\_\_\_  
 Signature of Attendee \_\_\_\_\_ Date 2/12/07

**APPROVAL TO ATTEND:**  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) \_\_\_\_\_ Date 1/12/07

Please Indicate Budget Approval  
 Budget Account Manager Signature [Signature] Date 1/16/07

Department Budget Account # (12 digits) 01-00-12-1255-4092-5200 \$ Approved  
 Faculty Travel Date Faculty Travel # \$ Approved  
 Staff Development Date Staff Dev # \$ Approved

### Processing Instructions - Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development office. If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.  
 White, green: Fiscal Services; Pink, goldenrod: Requestor; Blue: Staff Development

### Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel  
 (see 'Guidelines' on reverse side)

**Transportation**  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
**Lodging Total:** \$ \_\_\_\_\_

**Meals - Itemized by day (list names of others on receipt if applicable)**

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

Sub-total of expenses: \_\_\_\_\_  
**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_  
**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

### Processing Instructions - Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

INSTRUCTION

FEBRUARY 13, 2007

**TOPIC: OUT-OF-STATE TRAVEL - NURSING**

Authorization is requested from the Board of Trustees for out-of-state travel to allow the following staff to attend the 8<sup>th</sup> Annual Medical/Surgical Nursing Conference in Las Vegas, Nevada from March 25, 2007 through March 28, 2007.

Staff: Kay McKinley, Sally Thibeault, Jeanine Speakman

Fiscal Impact: Prem Reddy Donation: \$1,093.30  
Staff Development: \$1,000.00

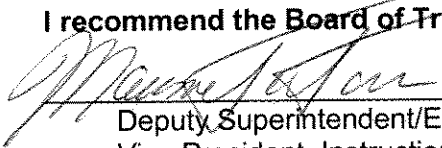
**RECOMMENDATION:**

It is recommended that the Board of Trustees approve out-of-state travel to allow staff, Kay McKinley, Sally Thibeault, and Jeanine Speakman to attend the 8<sup>th</sup> Annual Medical/Surgical Nursing Conference in Las Vegas, Nevada from March 25, 2007 through March 28, 2007.

**REFERENCE FOR AGENDA: YES**


**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Deputy Superintendent/Executive  
Vice President, Instruction

Date 1-23-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Kay McKinley  
Name of Conference/Workshop: 8th Annual Med/Surg Nursing  
Location of Conference/Workshop: Las Vegas Conference; Tropicana Hotel  
Date(s) of Conference/Workshop: March 25-28th 2007

## Travel Authorization/Funding Request

### Estimated Cost of Attendance

Meals (\$35 per day max) \$ 140  
Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
(call Fiscal Services for \$ per mile) YES NO  
Transportation (plane, train, bus): To be prepaid?   \_\_\_\_\_  
Registration: To be prepaid?   299<sup>00</sup>  
Lodging/Hotel: To be prepaid?   \_\_\_\_\_  
Other: To be prepaid?   \_\_\_\_\_  
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 439<sup>00</sup>

NOTES:  
1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.  
2) Organization dues and memberships may not be included as part of the Travel Authorization.  
Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # #14734 P.O.# \_\_\_\_\_

Kay McKinley 11/29/06  
Signature of Attendee Date

**APPROVAL TO ATTEND:**  
Pat Lutter 12/5/06  
Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

### Please Indicate Budget Approval

01 00 12 Pat Lutter 12/5/06  
Budget Account Manager Signature Date  
 01 00 12 - 2503 - 4092 500.00  
Department Budget Account # (12 digits) \$ Approved  
6050 5200  
 \_\_\_\_\_  
Faculty Travel Date Faculty Travel # \$ Approved  
 \_\_\_\_\_  
Staff Development Date Staff Dev # \$ Approved

### Processing Instructions - Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
Canary: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel  
(see 'Guidelines' on reverse side)

**Transportation**  
Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
Plane, train, shuttle, bus: \_\_\_\_\_  
Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
Lodging Total: \$ \_\_\_\_\_

**Meals - Itemized by day (list names of others on receipt if applicable)**

Date	Brkfst	Lunch	Dinner	#People	\$
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Other: \_\_\_\_\_

Sub-total of expenses: \_\_\_\_\_  
**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_  
**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

### Processing Instructions - Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Sally Thibault  
 Name of Conference/Workshop: 8<sup>th</sup> Annual  
 Location of Conference/Workshop: Las Vegas / 8<sup>th</sup> Annual Med/Surg Nursing  
 Date(s) of Conference/Workshop: 25, 26, 27, 28 March

## Travel Authorization/Funding Request

### Estimated Cost of Attendance

Meals (\$35 per day max)  
 Mileage 120 @ \$ .435 per mile: 165.30 \$ 140.00  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?    
 Registration: Tuition To be prepaid?   \$299.00  
 Lodging/Hotel: Trip To be prepaid?   275.00  
 Other: \_\_\_\_\_ To be prepaid?    
**TOTAL ESTIMATED COST OF TRAVEL:** 879.70 870.00

### NOTES:

If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.  
 Organization dues and memberships may not be included as part of the Travel Authorization.  
 Staff Development Funding Guidelines are explained on the reverse of this form.

Acquisition # 14735 P.O.# \_\_\_\_\_  
 Signature of Attendee: Sally Thibault Date \_\_\_\_\_

### APPROVAL TO ATTEND:

Signature of Supervisor (staff) or Dean, Learning Systems (faculty): Pat Lutter Date 1/6/07

### Please Indicate Budget Approval

Budget Account Manager Signature: Pat Lutter Date 1/7/07  
 Department Budget Account # (12 digits) 01-00-12-6050-4092-5200 379.30  
 (READY) \$ Approved  
 Faculty Travel Date Faculty Travel # \$ Approved  
01-00-14-6750-0000-5200 500.00  
 Staff Development Date Staff Dev # \$ Approved

### Processing Instructions -

#### Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.

White, green: Fiscal Services; Pink, goldenrod: Requestor; Canary: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel  
 (see 'Guidelines' on reverse side)

### Transportation

Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Lodging Total: \$ \_\_\_\_\_

### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_  
 Sub-total of expenses: \_\_\_\_\_

### LESS AMOUNT PREPAID BY DISTRICT:

**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Fiscal Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### Processing Instructions -

#### Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.



INSTRUCTION

FEBRUARY 13, 2007

**TOPIC: REVISED DEPARTMENT CHAIRPERSONS FOR 2006-07**

In accordance with Article 21, Section B of the Agreement between Victor Valley Community College District and Victor Valley College CTA Chapter 1169, the revised department chairperson recommendations for the 2006-07 academic year are being submitted for board approval.

Fiscal Impact: Budgeted


**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the attached revised list of instructors as department chairpersons for the 2006-07 academic year.

**REFERENCE FOR AGENDA: YES**

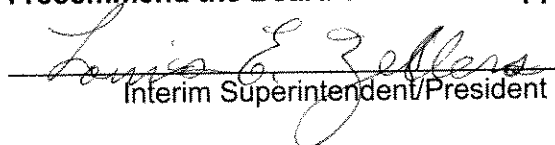
**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Deputy Superintendent/Executive  
Vice President, Instruction

Date 2-19-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_



VICTOR VALLEY COLLEGE  
DEPARTMENT CHAIRPERSONS  
2006-2007

Administration of Justice	Ron Fields
Agriculture and Natural Resources	Neville Slade
Allied Health	Scott Jones
Art & Design/Photo	Brent Wood
Automotive	John Sweet
Business Administration	David Hollomon
Business Real Estate/Escrow	Chris Grover
Chemistry	Lori Kildal, Dean
Child Development	Sandy Visser
Computer Information Technology	Becky Palmer
Computer Integrated Design and Graphics	Claude Oliver
Construction and Manufacturing Technology	Nord Embroden
Cooperative Education	Maggi Dunsmore
Counseling	Diane Wollan
Education Technology	Mike Smith
Electronics and Computer Technology	Tom Faro
English	Patty Golder
English as a Second Language	Laird Eklund
Fire Technology	Tom Turner
Foreign Languages	<del>Mo-Franco</del> Martha Vila
Learning Resources	Leslie Huiner
Life Science	Lisa Harvey
Mathematics	Michael Butros
Music	David Graham
Nursing	Terry Truelove
Philosophy/Religious Studies	Marc Skuster
Physical Education	Debra Blanchard
Physical Science	Robert Kirkham
Political Science	David Dupree
Psychology	Patricia Jennings
Respiratory Therapy	Traci Marin
Restaurant Management	Duane Buckles
Social Science	Richard Cerreto
Speech/Theatre Arts	Jackie Augustine-Carreira
Welding	Gary Menser

Board Approved: 7/11/06  
Rev. 11/14/06; 2/13/07

INSTRUCTION

FEBRUARY 13, 2007

**TOPIC: AGREEMENT – (AMENDED) – CHILD DEVELOPMENT SERVICES CPRE-6303**

The district desires to enter in to an amended agreement (Amendment 01) with the California Department of Education for Child Development Education Services for the 2006-2007 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$227,778.00 and inserting \$241,262.00 in place thereof.

Fiscal Impact: Additional \$13,484.00 to the District


**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amended agreement (Amendment 01) with the California Department of Education for Child Development Services Contract CPRE-6303 per the terms and conditions contained therein.

**REFERENCE FOR AGENDA: YES**


**General Counsel Approval: YES X NO \_\_\_ NOT APPLICABLE \_\_\_**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Deputy Superintendent/Executive  
Vice President, Instruction

Date 1-19-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_



**CALIFORNIA DEPARTMENT OF EDUCATION**

1430 N Street

Sacramento, CA 95814-5901

**F.Y. 06 - 07**

**Amendment 01**

DATE: July 01, 2006

CONTRACT NUMBER: CPRE-6303

PROGRAM TYPE: STATE PRESCHOOL

PROJECT NUMBER: 36-6792-00-6

**LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES  
INFLATION/GROWTH/FT&C CHG.**

**CONTRACTOR'S NAME:** VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2006 designated as number CPRE-6303, shall be amended in the following particulars but no others:

The 2006/07 Funding Terms and Conditions (FT&C) shall be amended in accordance with the attached 2006/07 amended FT&C Language which by this reference is incorporated herein.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$227,778.00 and inserting \$241,262.00 in place thereof.

The Maximim Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$19.17 and inserting \$20.30 in place thereof.

**SERVICE REQUIREMENTS**

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 11,882.0 and inserting 11,884.8 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 194. (No change)

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

<b>STATE OF CALIFORNIA</b>		<b>CONTRACTOR</b>			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Sharon Taylor		PRINTED NAME AND TITLE OF PERSON SIGNING Marianne Tortorici, Deputy Superintendent/ Executive Vice President			
TITLE Manager-Contracts CD+NS Fiscal Svcs		ADDRESS 18422 Bear Valley Rd., Victorville, Ca 92395			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 13,484	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General		
	Department of General Services use only				
	(OPTIONAL USE) 0656 23038-6792				
	PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 227,778	ITEM 30.10.010. 6100-196-0001	CHAPTER 47	STATUTE 2006	FISCAL YEAR 2006-2007
TOTAL AMOUNT ENCUMBERED TO DATE \$ 241,262	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6055 Rev-8590				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER			DATE		

**CHILD CARE AND DEVELOPMENT  
2006/2007 LANGUAGE CHANGES TO  
THE FUNDING TERMS AND CONDITIONS (FT&C)**

These changes apply to the FT&C for the following contract type: CPRE

Note: The page numbers cited may be a few pages off.

Add to the TABLE OF CONTENTS, Child Care and Development Center Program Requirements, Section IX. WRITTEN MATERIALS TO BE GIVEN TO PARENTS page 46.

Amend the TABLE OF CONTENTS, Program Quality Requirements (p. iii), as follows:

PROGRAM ANNUAL SELF-EVALUATION STUDY PROCESS ..... 48

Amend Section I, Definitions, as follows:

"CPM/CMR" means Categorical Program Monitoring/Contract Monitoring Review and is the monitoring and review instrument for child development programs to determine compliance. ~~The Training and Monitoring Resource guide determines compliance for Dimension II, Governance and Administration for Alternative Payment/CalWORKs programs.~~

"Day of Operation" means a day in which the contractor provides service to one or more certified children enrolled. ~~operating facility is open to the public to provide services.~~

~~"Derived rate" means the rate calculated pursuant to California Code of Regulations, Title 5, Chapter 19, Subchapter 2.5, Article 1 and Section 18074.3(i).~~

"Desired Results Developmental Profile" is a document issued by the department to record the information in the developmental profile defined below ~~above~~.

"Earned" (For Alternative Payment programs) means net reimbursable program costs consisting of direct payments to providers, which includes family fees for certified children and interest earned on advanced contract funds if the interest is spent on reimbursable costs for additional services, plus actual and allowable reimbursable administrative and support services costs of which ~~of which at least eighty one percent (81%) must be payments to direct services, no more than nineteen percent (19%) may be for support services and administrative costs together and no more than fifteen percent (15%) may be for administrative costs alone.~~ (For Family Child Care Homes Education Networks) "Earned" means net reimbursable program costs of which at least seventy percent (70%) must be payments for direct services, no more than thirty percent (30%) may be for quality assurance and administrative costs together and no more than fifteen percent (15%) may be for administrative costs alone.

~~"Established rate" means the documented rates providers charge unsubsidized families pursuant to California Code of Regulations, Title 5, Chapter 19, Subchapter 2.5, Article 1, Section 18074.3.~~

"Recertification" means a formal process to collect information and documentation to determine that the family continues to meet the eligibility criteria for CalWORKs child care. The adult must certify the information is accurate with a signature.

Amend Section II.H., General Provisions, Payments to Family Child Care Providers, as follows (p.11):

#### H. Payments to Family Child Care Providers

Reimbursement to family child care home providers shall be based on the lesser of the regional market rate ceiling, ~~the established rate or the derived rate. If an established rate or derived rate is unavailable, reimbursement shall be based on the lesser of the regional market rate ceiling, the comparable local rate, or the provider's requested rate.~~

Add the following two paragraphs to the end of Section IV.C., SUBCONTRACTS, Prior Child Development Division Approval, as follows (p. 20):

The State does not assume any responsibility for performance of approved subcontracts nor does the State assume responsibility for any unpaid debt of the contractor resulting from subcontracting liens.

Subcontracts that increase the contractor's cost of performance are nonreimbursable. Subcontracts that contain a provision for reimbursement for cost-plus-a-percentage-of-cost are not reimbursable.

Amend Section VI.G., ACCOUNTING AND REPORTING REQUIREMENTS, Child Development Data Collection, as follows (p. 29):

#### G. Child Development Data Collection

The contractor shall submit the following:

- ~~1. Child Care Annual Aggregate Report (CDD-800) to the CDE by December 4 of each year.~~
2. Monthly Child Care Population Information (CDD-801A) electronically in accordance with instructions from the CDE.

Amend Section I.F., ELIGIBILITY AND NEED CRITERIA AND DOCUMENTATION, Determination of Family Size, as follows (p. 39):

#### F. Determination of Family Size

Family size shall be determined by the number of adults and children related by blood, marriage, or adoption that comprise the household in which the child is living. When an adult living in the household is neither the parent of the child nor the spouse of the parent, the adult and the adult's children if any, shall be excluded from the calculation of family size. When a child is living with adult (s) other than a natural or adoptive parent, the child shall be considered a family of

~~one. In these cases, a need criterion as specified in Section I.C. above must be met by the caretaker of the child.~~

Amend Section I.J., ELIGIBILITY AND NEED CRITERIA AND DOCUMENTATION, Documentation of Child Protective Services, as follows (p. 39):

J. Documentation of Child Protective Services

~~If eligibility and need as specified in Section I.B. and I.C. above is~~ are based on child protective services, the basic data file shall contain a written referral, dated within the six (6) months immediately preceding the date of application for services, from a county welfare department, child welfare services worker certifying that:

Amend Section I.K., ELIGIBILITY AND NEED CRITERIA AND DOCUMENTATION, Documentation of At Risk of Abuse, Neglect, or Exploitation, as follows (p. 39):

K. Documentation of At Risk of Abuse, Neglect, or Exploitation

~~If eligibility and need as specified in Section I.B. and I.C. above is~~ are based on the child being at risk of abuse, neglect, or exploitation, the basic data file shall contain a written referral, dated within the six months immediately preceding the date of application for services from a legally qualified professional from a legal, medical, social service agency, or emergency shelter certifying that:

Amend Section V.A., STAFFING QUALIFICATIONS, Program Director, as follows (p. 43):

A. Program Director

If the contractor operates at two or more sites, the contractor shall employ a program director that has administrative and programmatic responsibility for the program. The program director shall meet the requirements specified in Attachment A.

The Superintendent of Public Instruction GDE may waive the qualifications for program director upon a finding of one of the following:

(1) the applicant is making satisfactory progress toward securing a permit issued by the Commission on Teacher Credentialing authorizing supervision of a child care and development program operating in two or more sites or fulfilling the qualifications for program directors in severely handicapped programs,

(2) the place or employment is so remote from institutions offering the necessary coursework as to make continuing education impracticable and the contractor has made a diligent search but has been unable to hire a more qualified applicant, or

(3) any other reason established by the Superintendent of Public Instruction pursuant to *Education Code* Section 8244.

Add Section IX. WRITTEN MATERIALS TO BE GIVEN TO PARENTS, as follows (p. 49):

Effective January 1, 2007, provide the child's parent or guardian with a copy of the Center (LIC 995) or Family Child Care Home (LIC 995A) Notification of Parents' Rights form, as appropriate, provided by the State Department of Social Services, which shall include information stating that the specified registered sex offender database is available to the public via an Internet Web site maintained by the Department of Justice as [www.Meganslaw.ca.gov](http://www.Meganslaw.ca.gov)

Amend the title for Section IX, ANNUAL SELF-STUDY PROCESS, as follows (p. 48):

PROGRAM ANNUAL SELF-EVALUATION STUDY PROCESS

Amend Section IX., PROGRAM ANNUAL SELF-EVALUATION STUDY PROCESS, as follows (p. 48):

- B. The annual plan shall include the following:
1. A self-evaluation based on the use of the CPM/ CMR GRM, as defined in Section I, Definitions.
  2. An assessment of the program by parents using the Desired Results Parent Survey, as defined in Section I, Definitions.
  3. An assessment of the program by staff and board members as evidenced by written documentation.
  4. An analysis of the CPM/ CMR GRM findings, including the Desired Results Developmental profiles, the environment rating scales, and the Desired Results Parent Survey, each of which are defined in Section I, Definitions, together with all other self-evaluation findings.
  5. A written list of tasks needed to modify the program in order to address all areas that need improvement, as indicated in the analysis specified in Section IX.B.4.
  6. Procedures for the ongoing monitoring of the program to assure that areas of the program that are satisfactory continue to meet standards, and areas requiring modification pursuant to Section IX.B.5., are addressed in a timely and effective manner.
- C. The contractor shall use the Agency Annual Report, as defined in Section I, Definitions Program Requirements, to submit a summary of the findings of the program self-evaluation to the CDE by June 1 of each year.
- D. The contractor shall modify its program to address any areas identified during the self-evaluation as needing improvement.

INSTRUCTION

FEBRUARY 13, 2007

**TOPIC: AGREEMENT – (AMENDED) – CHILD DEVELOPMENT SERVICES CCTR-6315**

The district desires to enter in to an amended agreement (Amendment 01) with the California Department of Education for Child Development Education Services for the 2006-2007 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$670,532.00 and inserting \$734,020.00 in place thereof.

Fiscal Impact: Additional \$63,488.00 to the District

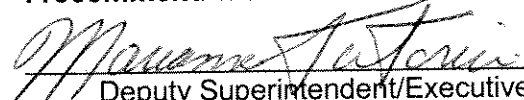
**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amended agreement (Amendment 01) with the California Department of Education for Child Development Services Contract CCTR-6315 per the terms and conditions contained therein.

**REFERENCE FOR AGENDA: YES**

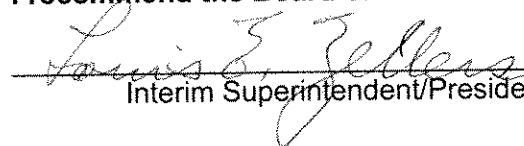
**General Counsel Approval: YES  NO  NOT APPLICABLE**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Deputy Superintendent/Executive  
Vice President, Instruction

Date 1-19-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_





CALIFORNIA DEPARTMENT OF EDUCATION

1430 N Street

Sacramento, CA 95814-5901

F.Y. 06 - 07

Amendment 01

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES
INFLATION/GROWTH/FT&C Chg.

DATE: July 01, 2006

CONTRACT NUMBER: CCTR-6315

PROGRAM TYPE: GENERAL CHILD CARE &
DEV PROGRAMS

PROJECT NUMBER: 36-6792-00-6

CONTRACTOR'S NAME: VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

This agreement with the State of California dated July 01, 2006 designated as number CCTR-6315, shall be amended in the following particulars but no others:

The 2006/07 Funding Terms and Conditions (FT&C) shall be amended in accordance with the attached 2006/07 amended FT&C Language which by this reference is incorporated herein.

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$670,532.00 and inserting \$734,020.00 in place thereof.

The Maximim Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be amended by deleting reference to \$30.04 and inserting \$32.89 in place thereof.

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall be amended by deleting reference to 22,321.3 and inserting 22,317.4 in place thereof.

Minimum Days of Operation (MDO) Requirement shall be 231. (No change)

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

Table with columns for STATE OF CALIFORNIA and CONTRACTOR, containing signature lines, titles, addresses, and financial details like amount encumbered and fund titles.

CONTRACTOR'S NAME: VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CONTRACT NUMBER: CCTR-6315

## Amendment 01

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 0	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE Federal		
PRIOR AMOUNT ENCUMBERED \$ 164,216	(OPTIONAL USE)0656 13609-6792	FC# 93.596	PC# 000322	
TOTAL AMOUNT ENCUMBERED TO DATE \$ 164,216	ITEM 30.10.020.001 6100-196-0890	CHAPTER 47	STATUTE 2006	FISCAL YEAR 2006-2007
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 63,488	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs	FUND TITLE General		
PRIOR AMOUNT ENCUMBERED \$ 506,316	(OPTIONAL USE)0656 23254-6792			
TOTAL AMOUNT ENCUMBERED TO DATE \$ 569,804	ITEM 30.10.020.001 6100-196-0001	CHAPTER 47	STATUTE 2006	FISCAL YEAR 2006-2007
	OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6060 Rev-8530			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
	SIGNATURE OF ACCOUNTING OFFICER	

**CHILD CARE AND DEVELOPMENT  
2006/2007 LANGUAGE CHANGES TO  
THE FUNDING TERMS AND CONDITIONS (FT&C)**

These changes apply to the FT&C for the following contract type: CCTR

Note: The page numbers cited may be a few pages off.

Add to the TABLE OF CONTENTS, Child Care and Development Center Program Requirements, Section XI. WRITTEN MATERIALS TO BE GIVEN TO PARENTS page 54.

Amend the TABLE OF CONTENTS, Child Care and Development Center Program Requirements, Section IX. as follows (p. iii):

Section IX X. DUE PROCESS REQUIREMENTS.....52

Amend the TABLE OF CONTENTS, Child Care and Development Center Program Quality Requirements, Section IX., as follows (p. iii):

PROGRAM ANNUAL SELF-EVALUATION STUDY PROCESS

Amend page 1 as follows:

(Applicable to Center, Campus, Family Child Care Homes Education Networks Utilizing the Standard Reimbursement Rate, and Housing and Development program types)

Amend Section I., DEFINITIONS, as follows:

"CPM/CMR" means Categorical Program Monitoring/Contract Monitoring Review and is the monitoring and review instrument for child development programs to determine compliance. ~~The Training and Monitoring Resource guide determines compliance for Dimension II, Governance and Administration for Alternative Payment/CalWORKs programs.~~

"Day of Operation" means a day in which the operating facility ~~is open to the public to provide services.~~ contractor provides service to one or more certified children enrolled.

"Derived rate" means ~~the rate calculated pursuant to California Code of Regulations, Title 5, Chapter 19, Subchapter 2.5, Article 1 and Section 18074.3(i).~~

"Desired Results Developmental Profile" is a document issued by the department to record the information in the developmental profile defined below above.

"Earned" (For Alternative Payment programs) means net reimbursable program costs consisting of direct payments to providers, which includes family fees for certified children and interest earned on advanced contract funds if the interest is spent on reimbursable costs for additional services, plus actual and allowable

~~reimbursable administrative and support services costs of which of which at least eighty-one percent (81%) must be payments to direct services, no more than nineteen percent (19%) may be for support services and administrative costs together and no more than fifteen percent (15%) may be for administrative costs alone. (For Family Child Care Homes Education Networks) "Earned" means net reimbursable program costs of which at least seventy percent (70%) must be payments for direct services, no more than thirty percent (30%) may be for quality assurance and administrative costs together and no more than fifteen percent (15%) may be for administrative costs alone.~~

~~"Established rate" means the documented rates providers charge unsubsidized families pursuant to California Code of Regulations, Title 5, Chapter 19, Subchapter 2.5, Article 1, Section 18074.3.~~

~~"Recertification" means a formal process to collect information and documentation to determine that the family continues to meet the eligibility criteria for CalWORKs child care. The adult must certify the information is accurate with a signature.~~

Amend Section II.H, GENERAL PROVISIONS, Payments to Family Child Care Providers, as follows (p. 11):

#### H. Payments to Family Child Care Providers

Reimbursement to family child care home providers shall be based on the lesser of the regional market rate ceiling, ~~the established rate or the derived rate. If an established rate or derived rate is unavailable, reimbursement shall be based on the lesser of the regional market rate ceiling, the comparable local rate, or the provider's requested rate.~~

Amend Section II.L, GENERAL PROVISIONS, Error Rate Reviews of Alternative Payment Agencies, as follows (p. 13):

#### L. ~~Error Rate~~ Reviews of Alternative Payment Agencies

Annually, the California Department of Education shall conduct a review of each Alternative Payment agency to determine an error rate in each of the following areas:

1. Family fee determinations;
2. Eligibility;
3. Basis of hours of care; and
4. Provider payments.

Amend Section VI.G, ACCOUNTING AND REPORTING REQUIREMENTS, Child Development Data Collection, as follows (p. 30):

#### G. Child Development Data Collection

The contractor shall submit the following:

1. ~~Child Care Annual Aggregate Report (CDD-800) to the CDE by December 1 of each year.~~
2. ~~Monthly Child Care Population Information (CDD-801A) electronically in accordance with instructions from the CDE.~~

Amend Section I.S, ELIGIBILITY AND NEED CRITERIA AND DOCUMENTATION, Recertification, as follows (p. 45):

S. Recertification

After initial certification and enrollment, the contractor shall verify need and eligibility and recertify each family/child as follows:

1. Families receiving child development services because the child is at risk of abuse, neglect, or exploitation are limited to receiving child care and development services for up to three months. The family can continue to receive child care and development services based on any of the following reasons:
  - a. ~~To continue to receive child care and development services, either the family meets other eligibility and need criteria specified in Section I, B and C; or t~~The child is receiving protective services and child care and development services are part of the case plan;
  - b. The family meets other need and eligibility criteria pursuant to Education Code Section 8263(a);
  - c. The county child welfare agency certifies that child care services continue to be necessary.

Delete the following paragraph from Section III.B., ADMISSIONS POLICIES AND PROCEDURES, Admission Priorities, Waiting List, and Displacement as follows (p. 46):

~~Campus Child Care: Children of students attending the school at which the program is located shall be admitted first, in the order specified above.~~

Amend Section VI.A, STAFFING QUALIFICATIONS, Program Director, as follows (p. 50):

A. Program Director

If the contractor operates at two or more sites, the contractor shall employ a program director that has administrative and programmatic responsibility for the program. The program director shall meet the requirements specified in Attachment A.

The Superintendent of Public Instruction CDE may waive the qualifications for program director upon a finding of one of the following:  
(1) the applicant is making satisfactory progress toward securing a permit issued by the Commission on Teacher Credentialing authorizing supervision of a child care and development program operating in two or more sites or fulfilling the qualifications for program directors in severely handicapped programs,  
(2) the place or employment is so remote from institutions offering the necessary coursework as to make continuing education impracticable and the contractor

has made a diligent search but has been unable to hire a more qualified applicant, or  
(3) any other reason established by the Superintendent of Public Instruction pursuant to *Education Code* Section 8244.

If the contractor operates at two (2) or more sites, the contractor shall employ a program director who has administrative and programmatic responsibility for the program. The program director shall meet the requirements specified in Attachment A.

Change Section IX. DUE PROCESS REQUIREMENTS as follows (p. 52):

Section IX X. DUE PROCESS REQUIREMENTS.

Add Section XI., WRITTEN MATERIALS TO BE GIVEN TO PARENTS, as follows (p. 54):

Effective January 1, 2007, provide the child's parent or guardian with a copy of the Center (LIC 995) or Family Child Care Home (LIC 995A) Notification of Parents' Rights form, as appropriate, provided by the State Department of Social Services, which shall include information stating that the specified registered sex offender database is available to the public via an Internet Web site maintained by the Department of Justice as [www.Meganslaw.ca.gov](http://www.Meganslaw.ca.gov).

Change the title for Section IV, PROGRAM ANNUAL SELF-EVALUATION STUDY PROCESS (p. 58):

INSTRUCTION

FEBRUARY 13, 2007

**TOPIC: APPROVAL – CORRECTED VENDOR NAME**

The district desires to approve the corrected vendor name for the attached contracts which were board approved on January 9, 2007 with the incorrect vendor name.

Incorrect Vendor Name: Notary Public Workshops  
Correct Vendor Name: California State Notary Public

Incorrect Vendor Name: Gymology Fitness Nutrition  
Correct Vendor Name: Apple Valley Headstart

Fiscal Impact: None

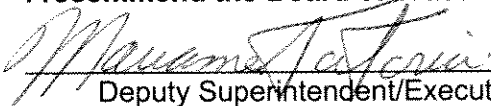
**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the corrected vendor names from Notary Public Workshops to California State Notary Public and Gymology Fitness Nutrition to Apple Valley Headstart.

**REFERENCE FOR AGENDA: YES**

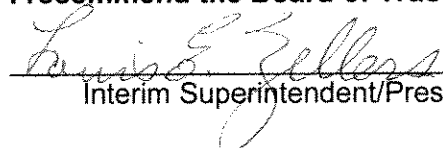
**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Deputy Superintendent/Executive  
Vice President, Instruction

Date 1-19-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_



CITY

Contract Education Services  
18422 Bear Valley Rd.  
Victorville, CA 92395  
760.245.4271 Ext. 2471

**LETTER OF AGREEMENT BETWEEN CALIFORNIA STATE NOTARY PUBLIC  
AND VICTOR VALLEY COLLEGE**

NOTARY PUBLIC WORKSHOPS  
LOAN SIGNING SPECIALIST

Date Dec 1, 2006

This agreement is made and entered into this November 29, 2006 between VICTOR VALLEY COMMUNITY COLLEGE (hereinafter referred to as "VVCD"), and Notary Public Seminars, hereinafter referred to as "CONTRACTOR", at 18090 Beach Blvd. #5, Huntington Beach, CA 92648.

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 on January 27, 2007 thru June 2, 2007.
2. Name and description of class(es) or event(s) to be instructed by CONTRACTOR:

**Notary Public Workshop**

This class will provide new or previously commissioned Notary Public's with the education and skills to assist you to pass the new State examination, detect fraud, and become successful in a new career. Notaries are needed in the expanding law profession, financial, real estate, and business fields. Reduce company liability, and enhance your employment value. Class instruction includes state notary codes and notaries practices and procedures.

3. Date(s) and time(s) of classes to be instructed by CONTRACTOR:  
California State Notary Public Seminar date January 27; February 24; March 24; April 28 and May 12, 2007 from 8:00a to 5:00p



### **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 specialist. The Instructor will present information on the duties and responsibilities of the Notary Public as a Loan Signing Specialist. The Instructor will provide the student with the education and skills to be successful in this field. Upon completion of the class, the student will be eligible to take the open book examination to receive Certification as a Loan Signing Specialist.

4. Date(s) and time(s) of classes to be instructed by CONTRACTOR:  
Loan Signing Specialist date February 3; March 10; April 14; May 5 and June 2, 2007  
from 8:00a to 4:00p
5. The location of both classes will be at Victor Valley Community College, 18422 Bear Valley Rd, Victorville, CA 92395.
6. CONTRACTOR'S agreement with Victor Valley College is to apply the registration fee of \$75.00 per student (Notary Public Workshop); estimated at \$4,000 ea; \$80 per student (Certified Loan Signing Agent) estimated at \$3,600 each during the duration of this agreement only.
7. 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 are permitted, but all fees must be paid in cash or money order only and submitted with registration form, which is to be turned into the Contract Service Department prior to billing invoice.
8. VVCD and CONTRACTOR agree to equally split the CPS Exam fee totalling \$75 per class.
9. VVCD agrees to pay CONTRACTOR 50% (fifty percent) of collected fees for "no shows".
10. 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.
11. VVCD and CONTRACTOR agree that at least 10 students must be enrolled in the class or event CONTRACTOR instructs. If the minimum enrollment does not materialize, the class or event shall be cancelled and might not be considered for the next upcoming term depending on VVCD's discretion.
12. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.
13. CONTRACTOR shall not discriminate in the selection of any student to receive instruction, pursuant to this Agreement, because of race, creed, color, national origin, ancestry, disability, sex, age or service as a veteran.
14. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or written, between the parties with respect to use of aforesaid facilities or instruction

and contains all covenants and agreements between the parties with respect thereto. Each party acknowledges that no representations, inducements, promises or agreements, oral or otherwise have been made by any party, or by anyone acting on the 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 12-01-06  
Deborah Potts, Administrative Coordinator

By \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Marianne Tortorici, Deputy Superintendent Executive V.P., Instruction

**CONTRACTOR**

By Dennis Ryan  
(Print Name)

By Dennis Ryan Date 12-01-06  
Signature



COPY

INSTRUCTION OFFICE

Contract Education Services  
18422 Bear Valley Rd.  
Victorville, CA 92395  
760.245.4271 Ext. 2741

DEC 06 2006

RECEIVED

LETTER OF AGREEMENT BETWEEN APPLE VALLEY HEADSTART  
AND VICTOR VALLEY COLLEGE DISTRICT

GYMOLOGY FITNESS NUTRITION

Date 12/06/06

This agreement is made and entered into this Wednesday, December 06, 2006 between VICTOR VALLEY COMMUNITY COLLEGE DISTRICT (hereinafter referred to as "VVCD"), and, Gymology Fitness and Nutrition Center hereinafter referred to as "CONTRACTOR", at 10918 Hesperia Road Ste. D, Hesperia, Ca 92345.

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 on January 2, 2007 thru June 9, 2007
2. Name and description of class(es) or event(s) to be instructed by CONTRACTOR:

**Gymology Workshops**

Yoga, Everybody Dance, Rockin That body, Music & Movement, Things to do and Clockers  
Our age appropriate, weekly classes incorporates music and movement, dance, and relays, games, yoga, cardio workouts, and other original activities. Gymology kids have so much fun exercising, increasing toning muscles, coordination, balance, fine and gross motor proficiency, agility flexibility and social skills. Nutritional and health information given to parents, children will engage innutrition or health activities.

3. The location of class will be at Gymology Fitness Nutrition Center, (760) 948-6783, 10918 Hesperia Rd., Ste. D, Hesperia, Ca 92345.
4. CONTRACTOR'S agreement with Victor Valley College is to apply the registration fee of \$45 per student for each class estimated at (\$4,500) during the duration of this contract.

5. 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.
6. VVCD agrees to pay CONTRACTOR 50% (fifty percent) of collected fees for "no shows".
7. 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.
8. VVCD and CONTRACTOR agree that at least 10 students must be enrolled in the class or event CONTRACTOR instructs. If the minimum enrollment does not materialize, the class or event may be cancelled and might not be considered for the next upcoming term depending on VVCD's discretion.
9. Neither party shall assign this Agreement or any part thereof without the written consent of the other party.
10. CONTRACTOR shall not discriminate in the selection of any student to receive instruction, pursuant to this Agreement, because of race, creed, color, national origin, ancestry, disability, sex, age or service as a veteran.
11. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or written, between the parties with respect to use of aforesaid facilities or instruction and contains all covenants and agreements between the parties with respect thereto. Each party acknowledges that no representations, inducements, promises or agreements, oral or otherwise have been made by any party, or by anyone acting *on* the 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 12/1/04  
Deborah Potts, Administrative Coordinator

By \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Marianne Tortorici, Deputy Superintendent Exec. V.P. , Instruction

**CONTRACTOR**

By Gymology Fitness Nutrition center  
(Print Name)

By Sudney Culy Date 12-6-06  
(Signature)

ADMINISTRATIVE SERVICES

FEBRUARY 13, 2007

TOPIC: BUDGET CALENDAR

The district annually establishes a budget calendar, which lists timelines for the budget development process. This is published and made available to interested parties.

Fiscal Impact: N/A

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the proposed budget calendar for 2007-08 as submitted.

**REFERENCE FOR AGENDA:** YES

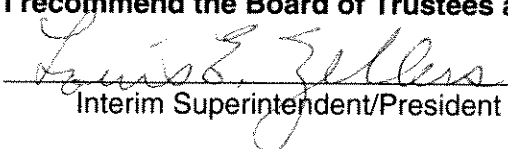
**General Counsel Approval:** YES \_\_\_ NO \_\_\_ NOT APPLICABLE X \_\_\_

**I recommend the Board of Trustees approve this item**

  
Vice President, Administrative Services

Date 1/19/07

**I recommend the Board of Trustees approve this item**

  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

## Victor Valley College

### 2007 – 2008 Program Review/Budget Process Calendar

Process	Who Does It?	Timeline
<b>Program Review/Budget Requests</b>	Each department submits program review/budget request plans.	February 2007
<b>Technical Review and Strategic Plan Integration</b> <ul style="list-style-type: none"> <li>• Program Review/budget request documents are reviewed for technical compliance (i.e., all areas of forms completed, objectives developed, resource requests justified, goals and requests tied to Master Plan goals – a technical checklist will be developed)</li> <li>• Plans are integrated to develop a college wide strategic plan</li> </ul>	Program Review and Master Planning Committee	Late February 2007
<b>Division Plans</b> <ul style="list-style-type: none"> <li>• After Technical Review Program Review/budget requests are forwarded to the four Vice Presidents</li> <li>• Prioritized plans are developed for Instruction, Student Services and Administrative Services and the areas reporting to the President.</li> </ul>	Vice Presidents working with Deans, Department Chairs	March 2007
<b>Governor's Executive Budget for 2007-2008</b> <ul style="list-style-type: none"> <li>• Governor's Budget is presented to shared governance groups (BRIC, Program Review/Master Planning Committee, College Assembly)</li> <li>• Any overriding budgetary issues will need to be built into the board planning process.</li> </ul>	Vice President Administrative Services	March 2007
<b>Faculty Senate Budget Committee (FSBC) Recommendations on Instructional budget</b> <ul style="list-style-type: none"> <li>• Current base budget undergoes review for major issues.</li> <li>• Review of Division Plans, the Master Plan developed by the Program Review/Master Planning Committee and develops integrated resource allocation recommendations for Instruction.</li> </ul>	FSBC	April 2007
<b>Joint Planning Retreat</b> <ul style="list-style-type: none"> <li>• A joint planning retreat is held to review the process thus far and to integrate all of the existing issues/documents:</li> <li>• Master Plan is modified based on discussions at the retreat.</li> <li>• Resource allocation priority recommendations may also be modified.</li> </ul>	Program Review/Master Planning Committee and FSBC Committee	April-May 2007
<b>Governor's May Revise</b> <ul style="list-style-type: none"> <li>• The Governor's May Revise is released and any implications of that budget are integrated into the budget recommendations.</li> </ul>	Vice President for Administrative Services, FSBC	May 2007
<b>Budget is presented to BRIC for information purposes (Instructional Budget) and recommendations on other areas</b>	BRIC	May 2007

<p><b>College Assembly Review</b></p> <ul style="list-style-type: none"> <li>• The strategic plan and budget priorities are submitted for review and discussion at a special meeting of the College Assembly.</li> <li>• FSBC, BRIC and Program Review/Master Planning Committee members may attend this meeting.</li> <li>• College Assembly may make further recommendations.</li> </ul>	College Assembly	May 2007
<p><b>Cabinet Review</b></p> <ul style="list-style-type: none"> <li>• Master Plan/Budget recommendations from FSBC and BRIC are presented to Cabinet after any input from College Assembly.</li> </ul>	Cabinet	May 2007
<p><b>Cabinet Approves Master Plan and Budget</b></p> <ul style="list-style-type: none"> <li>• Final master plan and tentative budget approved by Cabinet and prepared for Board of Trustees</li> </ul>	Cabinet	May 2007
<p><b>Board of Trustees</b></p> <ul style="list-style-type: none"> <li>• Approves Tentative Budget</li> </ul>	Board of Trustees	June 2007
<p><b>Budget Allocations</b></p> <ul style="list-style-type: none"> <li>• Departmental budget allocations are made based on Tentative Budget so the new year spending can begin subject to changes in the final approved budget or made by the Board of Trustees</li> </ul>	Vice President for Administrative Services	June 2007
<p><b>Final Budget Approved</b></p> <ul style="list-style-type: none"> <li>• Final state budget is usually approved in July and final budget documents will be prepared.</li> </ul>	Vice President for Administrative Services	July 2007
<p><b>Board of Trustees</b></p> <ul style="list-style-type: none"> <li>• Approves final budget for 2007-2008</li> </ul>	Board of Trustees	September 2007



ADMINISTRATIVE SERVICES

FEBRUARY 13, 2007

**TOPIC: CHANGE ORDER – PRO-CRAFT PLUMBING – ADVANCED TECH CENTER**

The district wishes to submit for approval the attached Change Order No. 08-02. During the course of construction various changes may be made which can both increase or decrease the cost of the project. The attached 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. As construction proceeds, the district will continue to submit change orders as they arise for board approval.

Fiscal Impact: Total Fiscal Impact \$5,977.42 (This project is State funded and will be 100% reimbursable to the district through Fund 71 up to the approved contract amount.)

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the attached change order as submitted.

**REFERENCE FOR AGENDA: YES**

**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE\_X\_\_**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Vice President, Administrative Services

Date 1/19/07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

# SPENCER / HOSKINS associates

## Architecture & Planning

James G. Spencer, Architect AIA, Principal CA Lic. 6455  
Stephen R. Hoskins, Architect AIA, Principal CA Lic. 7723

2245 North Lake Avenue  
Altadena, California 91001  
(626) 398-3576 Fax (626) 398-7438  
E-mail: mail@SpencerHoskins.com

## CHANGE ORDER

PROJECT: VICTOR VALLEY COLLEGE  
ADVANCED TECHNOLOGY BUILDING

CHANGE ORDER NO. 08-02

DATE: January 9, 2007

TO: Bid Package 08 - Plumbing  
Pro-Craft Plumbing Co.  
13217 Oak Crest Drive  
Yucaipa CA 92399

DSA APPL. NO. 04-104366  
DSA FILE NO. 36-C4  
ARCH PROJECT NO. 99062.00  
ARCH FILE NO. 37

You are hereby authorized to make the following changes when this order has been approved by the Department of General Services.

1. Provide the following changes. CCD 027.
  - a) Add remainder of 4" storm drain piping and connect to nearest 12" PVC storm drain line shown on sheet C5. Approximately 12' of additional piping.
  - b) Provide required 2-1/2" gas service in art building. Approximately 5' of gas line.
  - c) Install 4" to 2" pipe reducer at existing POC and install 2" gas lines per plans.
  - d) Replace existing 3/4" gas regulator for music building with new 2" regulator and locate in adjacent planter, north of music building outside of overhangs. Provide required venting at ATB roof.

REASON FOR CHANGE: Unforeseen Site Condition

REQUESTED BY: Owner

REMARKS: Non Structural Change

Underground utility work only

CHANGE IN CONTRACT SUM: \$8,000.58

CHANGE IN CONTRACT TIME: none

IMPACT TO ANY SCHEDULE PATH: none

2. Provide asphalt ramp for construction parking. CCD 036.

REASON FOR CHANGE: Provide Access for Trucks

REQUESTED BY: Construction Manager

REMARKS: Non Structural Change

Temporary, Non Accessible Change

CHANGE IN CONTRACT SUM: \$746.84

CHANGE IN CONTRACT TIME: none

IMPACT TO ANY SCHEDULE PATH: none

3. Revise gas line inside the building as the following. CCD 037.
  - a) Change the gas line inside the building to be a low pressure line.
  - b) Delete the gas pressure regulator at each water heater (due to change #1 above).
  - c) Delete portion of the gas line that serves only the boiler in the basement. This does not include portion that serves water heater in room 118.
  - d) Change the gas pipe sizes as the following.
    - 1) From the exterior gas pressure regulator to the point where the line splits (to the two water heaters): 1"
    - 2) From the split point to each water heater: 3/4"

REASON FOR CHANGE: Value Engineering

REQUESTED BY: Owner

REMARKS: Non Structural Change

CHANGE IN CONTRACT SUM: (\$2,770.00)

CHANGE IN CONTRACT TIME: none

IMPACT TO ANY SCHEDULE PATH: none

# SPENCER / HOSKINS associates

## Architecture & Planning

James G. Spencer, Architect AIA, Principal CA Lic. 6455  
 Stephen R. Hoskins, Architect AIA, Principal CA Lic. 7723

2245 North Lake Avenue  
 Altadena, California 91001  
 (626) 398-3576 Fax (626) 398-7438  
 E-mail: [mail@SpencerHoskins.com](mailto:mail@SpencerHoskins.com)

The amounts indicated in Item Nos. 1 through 3 represent the entire adjustment of the Contract Sum for the work covered under Item Nos. 1 through 3 above; such adjustment represents all direct and indirect costs of the Contractor in performing or providing the work covered by Item Nos. 1 through 3 above, including, without limitation, costs of labor, materials and/or services, and any and all impacts, disruptions, interferences, delays or hindrances in the performance or providing of the foregoing items or in the Work of the Contract. The adjustment to the Contract Time for the performance or providing of the foregoing items as reflected in Item Nos. 1 through 3 above, represents the entire adjustment of Contract Time for all of the work covered by Items Nos. 1 through 3 above. Except for adjustments of the Contract Time and the Contract Sum as provided for herein, there shall be no other adjustments of the Contract Time or the Contract Sum directly or indirectly relating to or arising out of the work subject to this change Order.

Not valid until signed by both the Owner and Architect.

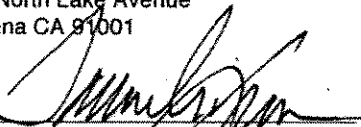
Signature of the Contractor indicates his agreement herewith, including and adjustment in the Contract Sum or Contract Time.

The original Contract Sum was	\$652,322.00
Net change by previously authorized Change Orders	\$6,898.01
The Contract Sum prior to this Change Order was	\$659,220.01
The Contract Sum will be <u>increased</u> by this Change Order	\$5,977.42
The new Contract Sum including this Change Order will be	\$665,197.43
The Contract Schedule will be delayed by	0 Day
Contract Schedule path(s) will be delayed by...(if greater than 0 see attached frag. net.)	0 Day
The Date of Substantial Completion as of the date of this Change Order therefore is	1/29/08

**ARCHITECT**  
 SPENCER/HOSKINS associates  
 2245 North Lake Avenue  
 Altadena CA 91001

**CONTRACTOR**  
 Pro-Craft Plumbing Co.  
 13217 Oak Crest Drive  
 Yucaipa CA 92399

**OWNER**  
 Victor Valley Community College District  
 18422 Bear Valley Road  
 Victorville CA 92392-9699

By   
 James G. Spencer, AIA

By \_\_\_\_\_

By \_\_\_\_\_

Date 1/9/08

Date \_\_\_\_\_

Date \_\_\_\_\_

ADMINISTRATIVE SERVICES

FEBRUARY 13, 2007

**TOPIC: CHANGE ORDER – VANCE CORPORATION – ADVANCED TECHNOLOGY CENTER**

The district wishes to submit for approval the attached Change Order No. 01-01 for the removal and hauling away of four (4) existing trees and existing duct bank. This change order is necessary to meet ADA compliance for the walkway access that runs between the Advanced Technology Center and the Music building.

Fiscal Impact: Total Fiscal Impact \$5,443.74 (This project is State funded and will be 100% reimbursable to the district through Fund 71 up to the approved contract amount.)


**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the attached change order as submitted.

**REFERENCE FOR AGENDA: YES**


**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X \_\_\_**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Vice President, Administrative Services

Date 1/19/07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

# SPENCER / HOSKINS associates

## Architecture & Planning

James G. Spencer, Architect AIA, Principal CA Lic. 6455  
 Stephen R. Hoskins, Architect AIA, Principal CA Lic. 7723

2245 North Lake Avenue  
 Altadena, California 91001  
 (626) 398-3576 Fax (626) 398-7438  
 E-mail: mail@SpencerHoskins.com

## CHANGE ORDER

PROJECT: VICTOR VALLEY COLLEGE  
 ADVANCED TECHNOLOGY BUILDING

CHANGE ORDER NO. 01-01

DATE: January 9, 2007

TO: Bid Package 01 – Grading Sitework  
 Vance Corporation  
 2271 North Locust Avenue  
 Rialto CA 92377-4113

DSA APPL. NO. 04-104366  
 DSA FILE NO. 36-C4  
 ARCH PROJECT NO. 99062.00  
 ARCH FILE NO. 37

You are hereby authorized to make the following changes when this order has been approved by the Department of General Services.

1. Remove and haul away (4) existing trees and existing duct bank. CCD 028.

REASON FOR CHANGE: Unforeseen Site Condition  
 REQUESTED BY: Owner  
 REMARKS: Non Structural Change

CHANGE IN CONTRACT SUM: \$5,443.74  
 CHANGE IN CONTRACT TIME: none  
 IMPACT TO ANY SCHEDULE PATH: none

The amounts indicated in Item No. 1 represent the entire adjustment of the Contract Sum for the work covered under Item No. 1 above; such adjustment represents all direct and indirect costs of the Contractor in performing or providing the work covered by Item No. 1 above, including, without limitation, costs of labor, materials and/or services, and any and all impacts, disruptions, interferences, delays or hindrances in the performance or providing of the foregoing items or in the Work of the Contract. The adjustment to the Contract Time for the performance or providing of the foregoing items as reflected in Item No. 1 above, represents the entire adjustment of Contract Time for all of the work covered by Items No. 1 above. Except for adjustments of the Contract Time and the Contract Sum as provided for herein, there shall be no other adjustments of the Contract Time or the Contract Sum directly or indirectly relating to or arising out of the work subject to this change Order.

Not valid until signed by both the Owner and Architect.

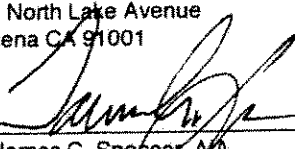
Signature of the Contractor indicates his agreement herewith, including and adjustment in the Contract Sum or Contract Time.

The original Contract Sum was	\$644,929.00
Net change by previously authorized Change Orders	\$0
The Contract Sum prior to this Change Order was	\$644,929.00
The Contract Sum will be <u>increased</u> by this Change Order	\$5,443.74
The new Contract Sum including this Change Order will be	\$650,372.74
The Contract Schedule will be delayed by	0 Day
Contract Schedule path(s) will be delayed by...(if greater than 0 see attached frag. net.)	0 Day
The Date of Substantial Completion as of the date of this Change Order therefore is	1/29/08

**ARCHITECT**  
 SPENCER/HOSKINS associates  
 2245 North Lake Avenue  
 Altadena CA 91001

**CONTRACTOR**  
 Vance Corporation  
 2271 North Locust Avenue  
 Rialto CA 92377-4113

**OWNER**  
 Victor Valley Community College District  
 18422 Bear Valley Road  
 Victorville CA 92392-9699

By  \_\_\_\_\_  
 James G. Spencer, AIA

By \_\_\_\_\_

By \_\_\_\_\_

Date 1/9/07 \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# CONSTRUCTION CHANGE DIRECTIVE

AIA DOCUMENT G714

OWNER   
 ARCHITECT   
 CONTRACTOR   
 FIELD   
 OTHER

DATE: 07/28/2006  
 VANCE CORPORATION

(Instructions on reverse side. This document replaces AIA Document G713, Construction Change Authorization.)

PROJECT: Advanced Technology Building  
 (name, address) 18422 Bear Valley Road  
 Victorville, CA 92392-9699

DIRECTIVE NO: 028

DATE: 07/28/2006

TO CONTRACTOR: Vance Corporation  
 (name, address) 2271 N. Locust Ave  
 Rialto, CA 92377-4113

ARCHITECT'S PROJECT NO: 99062.00

CONTRACT DATE: 03/15/2006

CONTRACT FOR: DSA 04-104366

You are hereby directed to make the following change(s) in this Contract:

Provide work per COR 017, to remove and haul away (4) existing trees and existing duct bank.

RECEIVED  
 AUG 09 2006  
 CAL K-12  
 CONSTRUCTION INC

## PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

Lump Sum (increase) (decrease) of \$ 5,443.74 Five Thousand, Four Hundred Forty-Three and 74/100

Unit Price of \$ \_\_\_\_\_ per \_\_\_\_\_

as provided in Subparagraph 7.3.6 of AIA Document A201, 1987 edition.

as follows:

2. The Contract Time is proposed to (be adjusted) (remain unchanged). The proposed adjustment, if any, is (an increase of 0 days) (a decrease of 0 days).

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Signature by the Contractor indicates the Contractor's agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this Construction Change Directive.

Spencer/Hoskins Associates  
 ARCHITECT  
 2245 North Lake Avenue  
 Address  
 Altadena, CA 91001

Victor Valley Community College  
 OWNER  
 18422 Bear Valley Road  
 Address  
 Victorville, CA 92392-9699

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

BY [Signature]  
 DATE 10/2/06

BY [Signature]  
 DATE 11/2/06

BY [Signature]  
 DATE 7-31-06

**TOPIC: NONRESIDENT TUITION FEE**

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

- 1. the statewide basis (\$173), or
- 2. the district basis (\$171)

Nonresident students pay the regular registration fee of \$20 per unit in addition to the nonresident tuition.

Fiscal Impact: The district collects approximately \$230,000 annually in nonresident tuition fees.


**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the nonresident tuition rate of \$173 (statewide basis). This nonresident tuition fee will be effective for the fall semester 2007.

**REFERENCE FOR AGENDA: YES**

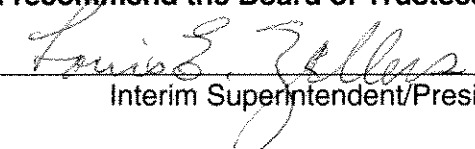
**General Counsel Approval:** YES \_\_\_ NO \_\_\_ NOT APPLICABLE X \_\_\_

**I recommend the Board of Trustees approve this item**

  
 \_\_\_\_\_  
 Vice President, Administrative Services

Date 1/19/07

**I recommend the Board of Trustees approve this item**

  
 \_\_\_\_\_  
 Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_





ADMINISTRATIVE SERVICES

FEBRUARY 13, 2007

**TOPIC: BOARD OF TRUSTEES BUDGET TRANSFERS**

The 2006-07 adopted budget represents our best estimates of both income and expenditures. As the year progresses, however, some accounts have surplus funds while others are under budgeted. 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). The budget transfers that have been requested are attached. This report has been revised to include more detail and better understanding of the transfers being requested.

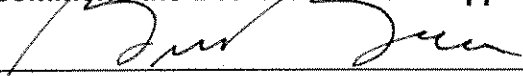
**RECOMMENDATION:**

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

**REFERENCE FOR AGENDA: YES**

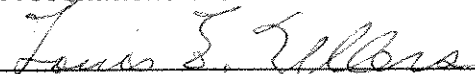
**General Counsel Review: YES \_\_\_ NO \_\_\_ NOT APPLICABLE\_X\_\_\_**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Vice President, Administrative Services

Date 1/19/07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

**VICTOR VALLEY COLLEGE**  
**BUDGET TRANSFER REQUEST REPORT**  
From 12/07/06 to 01/16/07

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
229	F01	Undistributed Accounts		Fringe Benefits		-15,000
			Datatel	Travel/Conference-Admin	10,000	
			Fiscal Operations	Travel/Conference-Admin	5,000	
(To increase travel/conference budget in Datatel and Fiscal.)						
232	F01	Security/Parking		Prior Year Rollovers		-17,600
			Security/Parking	Contracts-Repairs	3,000	
				Other Supplies	3,000	
				Contracted Services	800	
				Transportation Equipment	10,800	
(To cover expenses in Contracts-Repairs, Other Supplies, Contracted Services and Transportation Equip.)						
239	F71	Redevelopment Passthrough		Buildings-New & Remodel		-20,000
			Redevelopment Passthrough	Contracted Services	20,000	
(For Contracted Services - Public Economics)						
246	F01	Computer & Information Sci		Instructional Software		-1,522
			Computer & Information Sci	New Equipment	1,522	
(To cover cost of new equipment.)						
269	F01	Respiratory Therapy		Other Supplies		-342
				Dues & Memberships		-200
				Contracts-Repairs		-290
			Respiratory Therapy	Instructional Supplies	832	
(To cover additional costs of Instructional Supplies)						
292	F01	Child Development Center		New Equipment		-9,950
			Child Development Center	Instructional Supplies	9,950	
(To cover additional Instructional Supplies expenses.)						
293	F01	Student Support Services		Teachers Salary-Hourly		-420
				Class Sals/Instructional		-3,265
				Other Supplies		-1,379
				Indirect Costs		-297
				Contracted Services		-89,866
			Student Support Services	Academic-NI/Reg-Counselors	5,000	
				Academic-NI/NR-Counselors	7,020	
				Classified-NI/Reg	32,972	
				Class-I/NR-Students	27,220	
				Class Subs/Inst	1,139	
				Other Benefits-Instructional	15,786	
				Travel/Conference-Instructional	2,090	
				Other Services-Students	4,000	
(To establish initial budget for Title IV)						
295	F01	Biological Sciences		Instructional Supplies		-2,108
			Biological Sciences	Contracts-Rents & Leases	2,108	
(To cover costs in Contracts-Rents & Leases)						
296	F01	Grounds Operations		Classified-NI/Reg		-17,900
			Maintenance/Operations	Contracted Services	17,900	
(For Select Personnel substitutes.)						

**VICTOR VALLEY COLLEGE**  
**BUDGET TRANSFER REQUEST REPORT**  
From 12/07/06 to 01/16/07

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
297	F01	Undistributed Accounts		Fringe Benefits		-940,801
		Agriculture		Instructional Supplies	9,000	
		Agriculture		New Equipment	28,400	
		Agriculture		New Equipment	18,500	
		Administration of Justice		New Equipment	4,000	
		Health Services General		Instructional Supplies	5,000	
		Health Services General		New Equipment	6,000	
		Art/Photography		Instructional Supplies	7,000	
		Art/Photography		Instructional Supplies	36,050	
		Art/Photography		Computers	40,000	
		Art/Photography		Contracts-Repairs	10,000	
		Art/Photography		Instructional Software	10,000	
		Art/Photography		New Equipment	21,000	
		Automotive Technology		New Equipment	2,000	
		Automotive Technology		New Equipment	8,000	
		Automotive Technology		New Equipment	6,500	
		Business Ed Technology		Instructional Supplies	9,000	
		Business Ed Technology		Computers	5,000	
		Business Ed Technology		Instructional Supplies	1,500	
		Biological Sciences		Instructional Supplies	6,000	
		Biological Sciences		Instructional Software	36,000	
		Biological Sciences		New Equipment	50,000	
		Business & Management		Instructional Supplies	200	
		Computer Integ Design Graphics		Instructional Supplies	6,000	
		Computer Integ Design Graphics		Computers	40,000	
		Computer Integ Design Graphics		Instructional Software	20,000	
		Chemistry		New Equipment	4,000	
		Chemistry		New Equipment	8,750	
		Chemistry		Instructional Supplies	9,600	
		Child Development		Instructional Supplies	1,500	
		Child Development		Instructional Supplies	5,000	
		Child Development		Computers	1,500	
		Computer & Information Sci		Instructional Supplies	5,000	
		Computer & Information Sci		Instructional Supplies	4,800	
		Computer & Information Sci		Computers	49,392	
		Construction Craft Technology		Instructional Supplies	20,000	
		Construction Craft Technology		Instructional Supplies	1,409	
		Construction Craft Technology		New Equipment	7,500	
		Electronics & Electric Tech		Buildings-New & Remodel	35,000	
		Electronics & Electric Tech		Instructional Software	1,000	
		Electronics & Electric Tech		License Fees	3,800	
		English		Instructional Supplies	1,200	
		English		Instructional Supplies	5,500	
		English		Computers	39,870	
		English As A Second Language		Instructional Supplies	18,000	
		English As A Second Language		Travel/Conference-Instructional	14,000	
		English As A Second Language		Computers	50,000	
		Academic Senate		Instructional Supplies	1,500	
		Academic Senate		Travel/Conference-Instructional	5,000	
		Academic Senate		Computers	2,000	
		Foreign Language		New Equipment	6,960	
		Foreign Language		New Equipment	12,000	
		Foreign Language		Computers	2,500	
		Social Sciences		Instructional Supplies	250	
		Social Sciences		Instructional Supplies	3,000	
		Social Sciences		Instructional Supplies	900	
		Library		Computers	26,400	
		Library		New Equipment	5,100	
		Library		New Equipment	20,800	
		Music		Instructional Supplies	5,000	

**VICTOR VALLEY COLLEGE**  
**BUDGET TRANSFER REQUEST REPORT**  
From 12/07/06 to 01/16/07

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
		Music		Contracts-Repairs	1,000	
		Music		New Equipment	5,000	
		Paramedics		Instructional Supplies	4,000	
		Paramedics		New Equipment	16,000	
		Physical Education		Contracts-Repairs	10,000	
		Physical Education		New Equipment	55,000	
		Philosophy		Instructional Supplies	350	
		Philosophy		Personal Services	4,000	
		Philosophy		New Equipment	3,200	
		Physical Sciences		Instructional Supplies	5,700	
		Physical Sciences		New Equipment	7,450	
		Physical Sciences		Computers	6,560	
		Political Sciences		Instructional Supplies	900	
		Political Sciences		Computers	3,100	
		Political Sciences		Instructional Supplies	1,000	
		Psychology		Instructional Supplies	400	
		Psychology		Instructional Supplies	1,600	
		Restaurant/Food Svc Mgmt		Instructional Supplies	5,000	
		Social Sciences		Instructional Supplies	1,300	
		Social Sciences		Instructional Supplies	2,250	
		Social Sciences		Instructional Supplies	2,460	
		Speech		Instructional Supplies	600	
		Speech		New Equipment	3,500	
		Speech		Instructional Supplies	200	
		Dramatic Arts		Travel/Conference-Instructional	5,000	
		Dramatic Arts		Instructional Supplies	2,150	
		Music		Instructional Supplies	1,700	
		Industrial Tech-Welding		Instructional Supplies	5,000	
		Industrial Tech-Welding		Instructional Supplies	10,000	
				New Equipment	13,000	
(For Instructional Budget Augmentations)						
301	F01	Technical Services		Prior Year Rollovers		-43,000
			Art/Photography	Computers	40,000	
			Computer & Information Science	Instructional Supplies	3,000	
(For Instructional Budget Augmentations)						

ADMINISTRATIVE SERVICES

FEBRUARY 13, 2007

TOPIC: BOARD OF TRUSTEES PAYMENTS REPORTS

This is of a routine nature.


**RECOMMENDATION:**

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

**REFERENCE FOR AGENDA:** YES

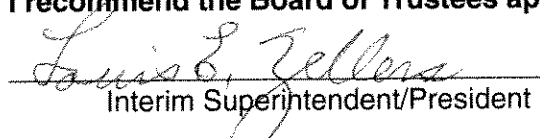
**General Counsel Review:** YES \_\_\_ NO \_\_\_ NOT APPLICABLE X \_\_\_

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Vice President, Administrative Services

Date 1/19/07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

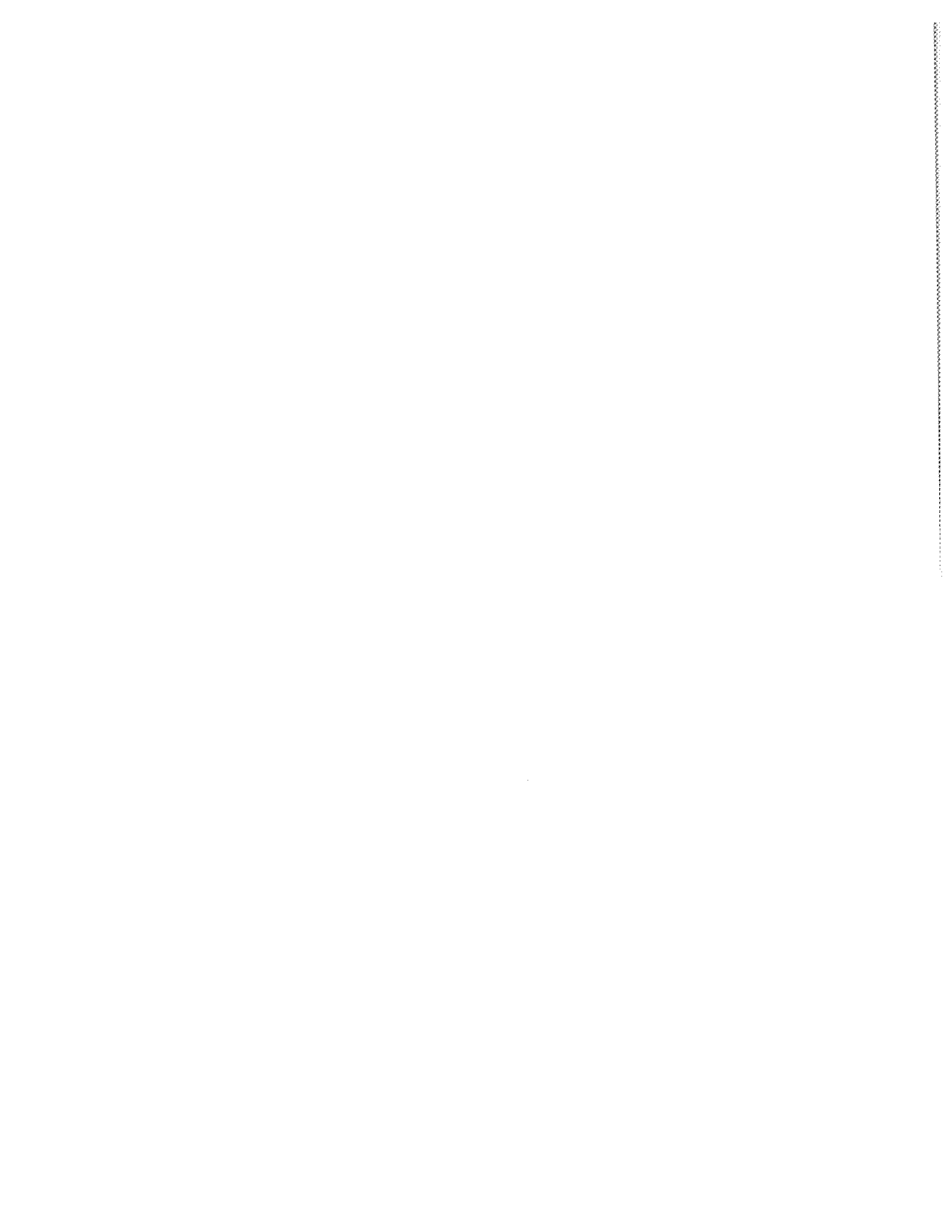
**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_



BOARD PAYMENT REPORT  
 BOARD OF TRUSTEES MEETING FEB. 13, 2007

	General Fund	Cafeteria	Cap Projects Fund	Child Dev Ctr Fund	Insurance Trust
BATCH 462	\$ 19,312.38				
BATCH 463	\$ 27,210.44				
BATCH 463A	\$ 7,007.23				
BATCH 464	\$ 2,265.60		\$9,618.20		
BATCH 465					
BATCH 466 VOID					
BATCH 466A					
BATCH 467 VOIDED					
BATCH 467A			\$15,255.75		
BATCH 468	\$ 7,381.60				
BATCH 469	\$ 252.40				
BATCH 470	\$ 193,242.08				
BATCH 471	\$ 1,657.00				
BATCH 472	\$ 1,322.00				
BATCH 473	\$ 3,700.00				
BATCH 474 VOIDED					
BATCH 474A	\$ 5,501.50				
BATCH 475	\$ 30,543.61				
BATCH 475A	\$ 92,957.16				
BATCH 476	\$ 1,885.00				
BATCH 477	\$ 13,551.41				
BATCH 477A	\$ 3,254.00				
BATCH 478	\$ 26,573.67				
BATCH 478A	\$ 14,560.66			\$2,274.02	
BATCH 479					
BATCH 480	\$ 77,823.44				
BATCH 480A	\$ 22,749.04				
BATCH 481	\$ 40,360.26				
BATCH 482	\$ 27,866.69				
BATCH 483 VOIDED					
BATCH 483A	\$ 13,551.01				
BATCH 484	\$ 51,575.31				
BATCG 485	\$ 19,188.72				
BATCH 486 VOIDED					
BATCH 486A	\$ 36,313.22				

BOARD REPORTS  
 BOARD OF TRUSTEES MEETING FEB. 13, 2007

	General Fund	Cafeteria	Cap Projects Fund	Child Dev Ctr Fund	Insurance Trust
BATCH 487	\$ 19,214.23				
BATCH 488	\$ 19,231.82				
BATCH 489	\$ 1,175.00		\$4,355.00		
BATCH 490					
BATCH 491 VOIDED					
BATCH 491A			\$5,720.00		
BATCH 492			\$8,587.58		
BATCH 493			\$2,524.81		
BATCH 494	\$ 750.00				
<b>TOTAL</b>	<b>\$ 781,976.48</b>	<b>\$0.00</b>	<b>\$46,061.34</b>	<b>\$2,274.02</b>	<b>\$0.00</b>



Board of Trustees Meeting ... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0462			
PO-085041	GOODSPEED & SONS, R E	ANNUAL OPEN PURCHASE ORDE ANNUAL OPEN PURCHASE ORDE ** TOTAL PAYMENT AMOUNT:	\$36.42 \$36.42
PO-085052	M & D FIRE EQUIPMENT CO	ANNUAL OPEN PURCHASE ORDE ANNUAL OPEN PURCHASE ORDE ** TOTAL PAYMENT AMOUNT:	\$459.13 \$459.13
PO-086016	MARIN, TRACI	TRAVEL--CONFERENCE/SEMINA TRAVEL--CONFERENCE/SEMINA ** TOTAL PAYMENT AMOUNT:	\$988.57 \$988.57
PO-085130	MISSION LINEN SERVICE	linen service linen service ** TOTAL PAYMENT AMOUNT:	\$30.62 \$30.62
PO-085121	MOBILE MINI INC.	lease of storage containe lease of storage containe lease of storage containe lease of storage containe lease of storage containe ** TOTAL PAYMENT AMOUNT:	\$152.92 \$152.92 \$105.56 \$411.40
PO-086201	MOJAVE DESERT AIR QUALITY MGM	AQMD Fees AQMD Fees ** TOTAL PAYMENT AMOUNT:	\$109.27 \$109.27
PO-086141	MOORE MEDICAL LLC	Instructional supplies Instructional supplies ** TOTAL PAYMENT AMOUNT:	\$510.29 \$510.29
PO-085305	NAPA AUTO PARTS	open PO for lab supplies open PO for lab supplies open PO for lab supplies open PO for lab supplies open PO for lab supplies open PO for lab supplies open PO for lab supplies ** TOTAL PAYMENT AMOUNT:	\$20.46 \$60.96 \$40.18 \$69.91 \$191.51



Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0462			
PO-086083	PATON GROUP	Software Software ** TOTAL PAYMENT AMOUNT:	\$4,310.00 \$4,310.00
PO-085117	PEARSON, ERIC M	Reimburse out of pocket e Reimburse out of pocket e ** TOTAL PAYMENT AMOUNT:	\$182.10 \$182.10
PO-086147	RUBAYI, KHALID N	Travel Expenses-K Rubayi Travel Expenses-K Rubayi ** TOTAL PAYMENT AMOUNT:	\$391.14 \$391.14
PO-086188	S & B FOODS	prez search committee lun prez search committee lun ** TOTAL PAYMENT AMOUNT:	\$88.89 \$88.89
PO-086199	SAXE-CLIFFORD PHD, SUSAN	psych eval psych eval ** TOTAL PAYMENT AMOUNT:	\$375.00 \$375.00
PO-085948	SCHOOL DATEBOOKS	Financial Aid Datebooks Financial Aid Datebooks ** TOTAL PAYMENT AMOUNT:	\$400.00 \$400.00
PO-085072	SELECT PERSONNEL SERVICES	Select Pers: Substitutes Select Pers: Substitutes ** TOTAL PAYMENT AMOUNT:	\$1,208.40 \$1,208.40
PO-085995	SIX TEN & ASSOCIATES	Contracted Services - Six Contracted Services - Six ** TOTAL PAYMENT AMOUNT:	\$183.00 \$183.00
PO-086197	SMITH, MICHAEL D.	Reimbursement to Michael Reimbursement to Michael ** TOTAL PAYMENT AMOUNT:	\$95.51 \$95.51
PO-086195	THOMAS, JACKIE G	travel expenses for Jack travel expenses for Jack ** TOTAL PAYMENT AMOUNT:	\$127.90 \$127.90
PO-085679	TIER TECHNOLOGIES	Contracted Services Contracted Services ** TOTAL PAYMENT AMOUNT:	\$9,000.00 \$9,000.00

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0462			
PO-085065	USAIRCONDITIONING DISTRIBUTOR	ANNUAL OPEN PURCHASE ORDE	\$35.57
		ANNUAL OPEN PURCHASE ORDE	\$35.57
		** TOTAL PAYMENT AMOUNT:	
PO-085364	WEST END UNIFORM	Police Uniforms & Equipme	\$177.66
		Police Uniforms & Equipme	\$177.66
		** TOTAL PAYMENT AMOUNT:	
		**** BATCH TOTAL AMOUNT:	\$19,312.38
BATCH: 0463			
PO-085226	ACCREDITING COMMISSION FOR	ACCRED ANNUAL FEE	\$10,950.00
		ACCRED ANNUAL FEE	\$876.00
PO-085226	ACCREDITING COMMISSION FOR	ACCRED ANNUAL FEE	\$11,826.00
		ACCRED ANNUAL FEE	
		** TOTAL PAYMENT AMOUNT:	
PO-086105	BINDER PRODUCTS	Print Shop Supplies	\$174.01
		Print Shop Supplies	\$174.01
		** TOTAL PAYMENT AMOUNT:	
PO-085548	CA SCHOOL OF NOTARY PUBLIC	California School of Nota	\$440.00
		California School of Nota	\$440.00
		** TOTAL PAYMENT AMOUNT:	
PO-085129	CA TOOL & WELDING SUPPLY	Instructional Supplies	\$64.65
		Instructional Supplies	\$33.17
PO-085129	CA TOOL & WELDING SUPPLY	Instructional Supplies	\$178.87
		Instructional Supplies	\$276.69
		** TOTAL PAYMENT AMOUNT:	
PO-085303	CAL-STATE AUTO PARTS INC	Open P.O for Lab supplies	\$31.59
		Open P.O for Lab supplies	\$5.72
PO-085303	CAL-STATE AUTO PARTS INC	Open P.O for Lab supplies	\$59.74
		Open P.O for Lab supplies	\$274.26
PO-085303	CAL-STATE AUTO PARTS INC	Open P.O for Lab supplies	\$15.06
		Open P.O for Lab supplies	\$64.40
PO-085303	CAL-STATE AUTO PARTS INC	Open P.O for Lab supplies	\$50.45
		Open P.O for Lab supplies	

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0463			
PO-085303	CAL-STATE AUTO PARTS INC	Open P.O for Lab supplies	\$43.33
		Open P.O for Lab supplies	
		Open P.O for Lab supplies	\$33.32
		Open P.O for Lab supplies	
		** TOTAL PAYMENT AMOUNT:	\$577.87
PO-085032	CARQUEST AUTO PARTS	ANNUAL OPEN PURCHASE ORDE	\$49.92
		ANNUAL OPEN PURCHASE ORDE	
		ANNUAL OPEN PURCHASE ORDE	\$138.26
		ANNUAL OPEN PURCHASE ORDE	
		** TOTAL PAYMENT AMOUNT:	\$188.18
PO-085235	CLEAR CHANNEL COMMUNICATIONS	Advertising Expenses	\$510.00
		Advertising Expenses	
		** TOTAL PAYMENT AMOUNT:	\$510.00
PO-085034	CONSOLIDATED ELECTRICAL	ANNUAL OPEN PURCHASE ORDE	\$65.17
		ANNUAL OPEN PURCHASE ORDE	
		** TOTAL PAYMENT AMOUNT:	\$65.17
PO-085323	DATATEL INC.	Contracted Services	\$864.00
		Contracted Services	
		** TOTAL PAYMENT AMOUNT:	\$864.00
PO-085559	DEPT OF FORESTRY & FIRE PROTE	INSTRUCTIONAL SUPPLIES	\$508.85
		INSTRUCTIONAL SUPPLIES	
		INSTRUCTIONAL SUPPLIES	\$508.85
		INSTRUCTIONAL SUPPLIES	
		INSTRUCTIONAL SUPPLIES	\$580.40
		INSTRUCTIONAL SUPPLIES	
		INSTRUCTIONAL SUPPLIES	\$28.00
		INSTRUCTIONAL SUPPLIES	
		INSTRUCTIONAL SUPPLIES	\$683.00
		INSTRUCTIONAL SUPPLIES	
		INSTRUCTIONAL SUPPLIES	\$308.00
		INSTRUCTIONAL SUPPLIES	
		INSTRUCTIONAL SUPPLIES	\$358.00
		INSTRUCTIONAL SUPPLIES	
		** TOTAL PAYMENT AMOUNT:	\$2,975.10



Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0463A			
PO-086078	D&G FLOORING INC.	Replacement carpet for Ja	\$4,719.45
		Replacement carpet for Ja	\$4,719.45
		** TOTAL PAYMENT AMOUNT:	\$7,007.23
BATCH: 0464			
PO-085021	KOURY ENGINEERING	Laboratory and on-site te	\$2,265.60
		Laboratory and on-site te	\$2,265.60
		** TOTAL PAYMENT AMOUNT:	\$2,265.60
BATCH: 0465			
PO-085006	KOURY ENGINEERING	Laboratory and on-site te	\$852.40
		Laboratory and on-site te	\$8,765.80
		Laboratory and on-site te	\$9,618.20
		** TOTAL PAYMENT AMOUNT:	\$9,618.20
BATCH: 0466			
		BATCH IS VOIDED	
BATCH: 0466A			
PO-086223	SAN BERNARDINO COUNTY TREAS	LTR OF CREDIT	\$74,592.89
		LTR OF CREDIT	\$74,592.89
		** TOTAL PAYMENT AMOUNT:	\$74,592.89
BATCH: 0467			
		BATCH IS VOIDED	
BATCH: 0467A			
PO-086166	PUBLIC ECONOMICS INC	Consulting Services	\$15,255.75
		Consulting Services	\$15,255.75
		** TOTAL PAYMENT AMOUNT:	\$15,255.75

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting . . . 02/13/2007

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REF.      VENDOR NAME      DESCRIPTION      AMOUNT
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BATCH: 0467A
**** BATCH TOTAL AMOUNT:      $15,255.75

BATCH: 0468
PV-007402 UNION BANK OF CALIFORNIA
** TOTAL PAYMENT AMOUNT:      $7,381.60
**** BATCH TOTAL AMOUNT:      $7,381.60

BATCH: 0469
MV-091439 HUGH GONTHIER
** TOTAL PAYMENT AMOUNT:      $252.40
**** BATCH TOTAL AMOUNT:      $252.40

BATCH: 0470
PV-007411 BLUE CROSS BLUE SHIELD OF AZ
** TOTAL PAYMENT AMOUNT:      $642.00
**** BATCH TOTAL AMOUNT:      $642.00

PV-007404 EYEMED
** TOTAL PAYMENT AMOUNT:      $869.46
**** BATCH TOTAL AMOUNT:      $869.46

PV-007405 HEALTH NET
** TOTAL PAYMENT AMOUNT:      $2,874.91
**** BATCH TOTAL AMOUNT:      $2,874.91

PV-007406 HEALTH NET
** TOTAL PAYMENT AMOUNT:      $99,818.72
**** BATCH TOTAL AMOUNT:      $99,818.72

PV-007407 HEALTH NET
** TOTAL PAYMENT AMOUNT:      $8,417.81
**** BATCH TOTAL AMOUNT:      $8,417.81

PV-007408 KAISER PERMANENTE
** TOTAL PAYMENT AMOUNT:      $111,111.44
**** BATCH TOTAL AMOUNT:      $111,111.44

PV-007408 KAISER PERMANENTE
** TOTAL PAYMENT AMOUNT:      $65,030.59
**** BATCH TOTAL AMOUNT:      $65,030.59

PV-007410 ODS COMPANIES
** TOTAL PAYMENT AMOUNT:      $668.94
**** BATCH TOTAL AMOUNT:      $668.94
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Board of Trustees Meeting . . . . 02/13/2007

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REF.      VENDOR NAME      DESCRIPTION      AMOUNT
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BATCH: 0470

PV-007409 PACIFICARE BEHAVIORAL HEALTH      $4,273.27
** TOTAL PAYMENT AMOUNT:      $4,273.27

PV-007412 SAFEGUARD HEALTH PLANS, INC.      $237.60
** TOTAL PAYMENT AMOUNT:      $237.60

PV-007413 SCEET      $10,342.97
** TOTAL PAYMENT AMOUNT:      $10,342.97

PV-007403 UNION BANK OF CALIFORNIA      $65.81
** TOTAL PAYMENT AMOUNT:      $65.81
**** BATCH TOTAL AMOUNT:      $193,242.08

BATCH: 0471

MV-091442 CARYN LAGUATAN      $315.00
** TOTAL PAYMENT AMOUNT:      $315.00

MV-091446 DEXTER GUIDRY      $266.00
** TOTAL PAYMENT AMOUNT:      $266.00

MV-091441 HEATHER GARIBAY      $407.00
** TOTAL PAYMENT AMOUNT:      $407.00

MV-091444 LAURA M BEAN      $220.00
** TOTAL PAYMENT AMOUNT:      $220.00

MV-091440 LAUREN J JOHNSON      $199.00
** TOTAL PAYMENT AMOUNT:      $199.00

MV-091443 LOGAN M LAFOUNTAIN      $94.00
** TOTAL PAYMENT AMOUNT:      $94.00
    
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Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting ... 02/13/2007

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REF.      VENDOR NAME      DESCRIPTION      AMOUNT
NUMBER
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BATCH: 0471

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MV-091445 WILLIAM O VAN KIRK      PETITION REFUND      $156.00
** TOTAL PAYMENT AMOUNT:      $156.00
**** BATCH TOTAL AMOUNT:      $1,657.00

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BATCH: 0472

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MV-091447 ADRIANA E BARAJAS      REISSUE OF CANCELLED WARR      $1,322.00
** TOTAL PAYMENT AMOUNT:      $1,322.00
**** BATCH TOTAL AMOUNT:      $1,322.00

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BATCH: 0473

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PO-086228 BOG'S CA COMM COLLEGES  subscription for ipeds re      $3,700.00
subscription for ipeds re      $3,700.00
** TOTAL PAYMENT AMOUNT:      $3,700.00
**** BATCH TOTAL AMOUNT:      $3,700.00

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BATCH: 0474

BATCH IS VOIDED

BATCH: 0474A

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PV-007414 FULLERTON, LEMANN, SCHAEFER & REISSUE OF CANCELLED WARR      $5,501.50
** TOTAL PAYMENT AMOUNT:      $5,501.50
**** BATCH TOTAL AMOUNT:      $5,501.50

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BATCH: 0475

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PO-086191 ADELANTO CHAMBER OF COMMERCE  Annual Membership Dues      $150.00
Annual Membership Dues      $150.00
** TOTAL PAYMENT AMOUNT:
STUDENT PREP. TEST (REDDY      $1,277.50
STUDENT PREP. TEST (REDDY      $1,277.50
** TOTAL PAYMENT AMOUNT:

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Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting . . . 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0475			
PO-085032	CARQUEST AUTO PARTS	ANNUAL OPEN PURCHASE ORDE	\$52.39
PO-085032	CARQUEST AUTO PARTS	ANNUAL OPEN PURCHASE ORDE	\$51.90
PO-085032	CARQUEST AUTO PARTS	ANNUAL OPEN PURCHASE ORDE	\$90.08
PO-085032	CARQUEST AUTO PARTS	ANNUAL OPEN PURCHASE ORDE	\$68.64
PO-085032	CARQUEST AUTO PARTS	ANNUAL OPEN PURCHASE ORDE	\$108.05-
		** TOTAL PAYMENT AMOUNT:	\$154.96
PO-086018	COMMITTEE ON ACCREDITATION	ACCREDITATION FEES (RESPI	\$1,300.00
		ACCREDITATION FEES (RESPI	\$1,300.00
		** TOTAL PAYMENT AMOUNT:	\$804.31
PO-085559	DEPT OF FORESTRY & FIRE PROTE	INSTRUCTIONAL SUPPLIES	\$804.31
		INSTRUCTIONAL SUPPLIES	\$804.31
		** TOTAL PAYMENT AMOUNT:	\$3,584.00
PO-085365	DEPT OF JUSTICE	fingerprints	\$3,640.00
PO-085365	DEPT OF JUSTICE	fingerprints	\$7,224.00
		** TOTAL PAYMENT AMOUNT:	\$660.31
PO-086044	FINE SCIENCE TOOLS INC	Instructional supplies	\$660.31
		Instructional supplies	\$660.31
		** TOTAL PAYMENT AMOUNT:	\$6,552.00
PO-086200	HACU	HACU Membership Renewal -	\$6,552.00
		HACU Membership Renewal -	\$6,042.86
		** TOTAL PAYMENT AMOUNT:	\$6,042.86
PO-085924	HAY GROUP	Hay Group training	\$6,042.86
		Hay Group training	\$6,042.86
		** TOTAL PAYMENT AMOUNT:	\$577.80
PO-086106	HI-DESERT MOVING CO.	Temporary move of equipme	\$340.00
PO-086106	HI-DESERT MOVING CO.	Temporary move of equipme	\$917.80
		Temporary move of equipme	\$917.80
		** TOTAL PAYMENT AMOUNT:	\$917.80

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting ... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0475			
PO-085047	IMPERIAL SPRINKLER SUPPLY	ANNUAL OPEN PURCHASE ORDE ANNUAL OPEN PURCHASE ORDE ** TOTAL PAYMENT AMOUNT:	\$691.48 \$691.48
PO-086116	KUZSPORTS	Mechanical Stopwatch	\$150.00
PO-086116	KUZSPORTS	Mechanical Stopwatch	\$8.50
PO-086116	KUZSPORTS	Mechanical Stopwatch	\$158.50
** TOTAL PAYMENT AMOUNT:			
PO-085988	LUTHER, PATRICIA E	INSTRUCTIONAL SUPPLIES (H INSTRUCTIONAL SUPPLIES (H	\$41.30
PO-086121	LUTHER, PATRICIA E	ADMINISTRATIVE TRAVEL ADMINISTRATIVE TRAVEL	\$80.04
** TOTAL PAYMENT AMOUNT:			
PO-085000	OFFICEMAX CONTRACT INC	Supplies	\$118.63
PO-085000	OFFICEMAX CONTRACT INC	Supplies	\$340.59
PO-085000	OFFICEMAX CONTRACT INC	Supplies	\$1,975.73
PO-085000	OFFICEMAX CONTRACT INC	Supplies	\$2,434.95
** TOTAL PAYMENT AMOUNT:			
PO-085426	WHITE, FLORENCE	GRANT MGMT GRANT MGMT	\$2,053.60 \$2,053.60
** TOTAL PAYMENT AMOUNT:			
*** BATCH TOTAL AMOUNT:			
BATCH: 0475A			
PO-086061	COMMUNITY COLLEGE LEAGUE OF C	Library online subscripti Library online subscripti ** TOTAL PAYMENT AMOUNT:	\$2,568.00 \$2,568.00
PO-085609	DELL MARKETING LP	Print Cartridges from Del Print Cartridges from Del	\$610.91
PO-086033	DELL MARKETING LP	Servers - Title V HSI Servers - Title V HSI	\$5,890.71
PO-086064	DELL MARKETING LP	Instructional Supplies De Instructional Supplies De	\$1,832.73
PO-086117	DELL MARKETING LP	Instructor PCs Instructor PCs	\$77.31
PO-086118	DELL MARKETING LP	AC2 Lab PCs AC2 Lab PCs	\$25,302.88
PO-086118	DELL MARKETING LP	AC2 Lab PCs AC2 Lab PCs	\$293.78

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 02/13/2007

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REF.      VENDOR NAME      DESCRIPTION      AMOUNT
NUMBER
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BATCH: 0475A

AC2 Lab PCs
** TOTAL PAYMENT AMOUNT:      $34,008.32

PO-085236 PIPS C/O KEENAN & ASSOCIATES
W/C PREMIUMS      $56,380.84
** TOTAL PAYMENT AMOUNT:      $56,380.84
**** BATCH TOTAL AMOUNT:      $92,957.16

BATCH: 0476

MV-091453 DEBORAH S ZASADNY      STUDENT REFUND 2006SP      $102.00
** TOTAL PAYMENT AMOUNT:      $102.00

MV-091449 GARY J GOLDBERG JR      SCHOLARSHIP BALANCE 2007W      $500.00
** TOTAL PAYMENT AMOUNT:      $500.00

MV-091451 JESSICA C GRAY      STUDENT REFUND 2006FA      $68.00
** TOTAL PAYMENT AMOUNT:      $68.00

MV-091450 MARLENE F KEITH      SCHOLARSHIP BALANCE 2007W      $484.00
** TOTAL PAYMENT AMOUNT:      $484.00

MV-091455 MARY ANN R MANUEL      STUDENT REFUND 2007WI      $70.00
** TOTAL PAYMENT AMOUNT:      $70.00

MV-091452 RICHARD M HOOVER      STUDENT REFUND 2006FA      $57.00
** TOTAL PAYMENT AMOUNT:      $57.00

MV-091454 STEPHEN KIM      STUDENT REFUND 2006FA      $354.00
** TOTAL PAYMENT AMOUNT:      $354.00

MV-091448 VILMA DELGADO      SCHOLARSHIP BALANCE 2007W      $250.00
** TOTAL PAYMENT AMOUNT:      $250.00
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Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting ... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0476			
**** BATCH TOTAL AMOUNT: \$1,885.00			
BATCH: 0477			
PO-085953	ALLDATA	INTERNET ACCESS TO ALL D	\$2,149.61
		INTERNET ACCESS TO ALL D	
		** TOTAL PAYMENT AMOUNT:	\$2,149.61
PO-086049	ARROWHEAD MT	SPRING WATER	\$33.09
PO-086049	ARROWHEAD MT	SPRING WATER	\$36.67
PO-086049	ARROWHEAD MT	SPRING WATER	\$16.36
PO-086049	ARROWHEAD MT	SPRING WATER	\$8.08
PO-086049	ARROWHEAD MT	SPRING WATER	\$71.66
PO-086049	ARROWHEAD MT	SPRING WATER	\$21.52
PO-086049	ARROWHEAD MT	SPRING WATER	\$65.19
PO-086049	ARROWHEAD MT	SPRING WATER	\$18.57
PO-086049	ARROWHEAD MT	SPRING WATER	\$22.50
PO-086049	ARROWHEAD MT	SPRING WATER	\$42.54
PO-086049	ARROWHEAD MT	SPRING WATER	\$12.52
PO-086049	ARROWHEAD MT	SPRING WATER	\$109.48
PO-086049	ARROWHEAD MT	SPRING WATER	\$28.25
PO-086049	ARROWHEAD MT	SPRING WATER	\$40.44
PO-086049	ARROWHEAD MT	SPRING WATER	\$35.50
PO-086049	ARROWHEAD MT	SPRING WATER	\$1.62
PO-086049	ARROWHEAD MT	SPRING WATER	\$9.30
PO-086049	ARROWHEAD MT	SPRING WATER	\$25.26
PO-086049	ARROWHEAD MT	SPRING WATER	\$28.34
PO-086049	ARROWHEAD MT	SPRING WATER	\$19.28

Victor Valley Comm. College  
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Board of Trustees Meeting .... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0477			
PO-086049	ARROWHEAD MT SPRING WATER	bottled water service	\$19.51
		bottled water service	
		bottled water service	
		** TOTAL PAYMENT AMOUNT:	\$665.68
PO-085129	CA TOOL & WELDING SUPPLY	Instructional Supplies	\$116.60
		Instructional Supplies	
		** TOTAL PAYMENT AMOUNT:	\$116.60
PO-085071	CA TURF AND IRRIGATION	ANNUAL OPEN PURCHASE ORDE	\$333.87
		ANNUAL OPEN PURCHASE ORDE	
PO-085071	CA TURF AND IRRIGATION	ANNUAL OPEN PURCHASE ORDE	\$13.40
		ANNUAL OPEN PURCHASE ORDE	
PO-085071	CA TURF AND IRRIGATION	ANNUAL OPEN PURCHASE ORDE	\$32.07
		ANNUAL OPEN PURCHASE ORDE	
PO-085071	CA TURF AND IRRIGATION	ANNUAL OPEN PURCHASE ORDE	\$70.45
		ANNUAL OPEN PURCHASE ORDE	
PO-085071	CA TURF AND IRRIGATION	ANNUAL OPEN PURCHASE ORDE	\$81.48
		ANNUAL OPEN PURCHASE ORDE	
PO-085071	CA TURF AND IRRIGATION	ANNUAL OPEN PURCHASE ORDE	\$2.91
		ANNUAL OPEN PURCHASE ORDE	
		** TOTAL PAYMENT AMOUNT:	\$534.18
PO-086182	COAST PAPER & RIBBON PRODS IN	1-ply credit card printer	\$42.42
		1-ply credit card printer	
		** TOTAL PAYMENT AMOUNT:	\$42.42
PO-086226	COLE, CHRISTINE C	Travel reimbursement for	\$139.15
		Travel reimbursement for	
		** TOTAL PAYMENT AMOUNT:	\$139.15
PO-085363	COMSERCO INC	Repair hand-held radios	\$127.33
		Repair hand-held radios	
		** TOTAL PAYMENT AMOUNT:	\$127.33
PO-085034	CONSOLIDATED ELECTRICAL	ANNUAL OPEN PURCHASE ORDE	\$70.94
		ANNUAL OPEN PURCHASE ORDE	
PO-085034	CONSOLIDATED ELECTRICAL	ANNUAL OPEN PURCHASE ORDE	\$95.22
		ANNUAL OPEN PURCHASE ORDE	
PO-085317	CONSOLIDATED ELECTRICAL	Supplies/Materials	\$588.92
		Supplies/Materials	
		** TOTAL PAYMENT AMOUNT:	\$755.08

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0477			
PO-085116	COURT SQUARE LEASING CORP	postage meter lease	\$607.14
		postage meter lease	\$607.14
		** TOTAL PAYMENT AMOUNT:	
PO-085306	CSK AUTO INC.	open PO for Lab Supplies	\$19.44
PO-085306	CSK AUTO INC.	open PO for Lab Supplies	\$40.92
PO-085306	CSK AUTO INC.	open PO for Lab Supplies	\$52.15
PO-085306	CSK AUTO INC.	open PO for Lab Supplies	\$45.13
PO-085306	CSK AUTO INC.	open PO for Lab Supplies	\$5.11
PO-085306	CSK AUTO INC.	open PO for Lab Supplies	\$4.08
PO-085306	CSK AUTO INC.	open PO for Lab Supplies	\$5.11
PO-085306	CSK AUTO INC.	open PO for Lab Supplies	\$42.41
PO-085306	CSK AUTO INC.	open PO for Lab Supplies	\$20.46
		** TOTAL PAYMENT AMOUNT:	\$234.81
PO-086208	CUNA, STARLIE	MILEAGE REIMBURSEMENT	\$64.38
		MILEAGE REIMBURSEMENT	\$64.38
		** TOTAL PAYMENT AMOUNT:	
PO-085902	DELL MARKETING LP	Computer Equipment for As	\$1,125.08
PO-086165	DELL MARKETING LP	Computer Equipment for As	\$1,559.01
		laptop computer	
		laptop computer	\$293.98
PO-086179	DELL MARKETING LP	Bio Tech Supplies	\$95.25
PO-086179	DELL MARKETING LP	Bio Tech Supplies	\$39.62
PO-086179	DELL MARKETING LP	Bio Tech Supplies	\$3,112.94
		** TOTAL PAYMENT AMOUNT:	
PO-086210	EMBLEM ENTERPRISES INC	VVC POLICE emblems	\$367.34
		VVC POLICE emblems	\$367.34
		** TOTAL PAYMENT AMOUNT:	



Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting . . . . 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
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BATCH: 0477			
PO-085111	GOLD STAR EQUIPMENT RENTALS	ANNUAL OPEN PURCHASE ORDE	\$79.99
		ANNUAL OPEN PURCHASE ORDE	\$79.99
		** TOTAL PAYMENT AMOUNT:	
PO-085040	GOLDEN WEST TIRES INC	ANNUAL OPEN PURCHASE ORDE	\$362.15
		ANNUAL OPEN PURCHASE ORDE	\$362.15
		** TOTAL PAYMENT AMOUNT:	
PO-085968	GROOM, SHARON L	travel expenses	\$78.30
		travel expenses	\$78.30
		** TOTAL PAYMENT AMOUNT:	
PO-085127	HARDY DIAGNOSTICS	Microbiology Supplies	\$87.41
		Microbiology Supplies	\$87.41
PO-085127	HARDY DIAGNOSTICS	Microbiology Supplies	\$78.44
		Microbiology Supplies	\$78.44
		** TOTAL PAYMENT AMOUNT:	\$165.85
PO-085120	HERFF JONES	Open PO for replacement d	\$21.89
		Open PO for replacement d	\$21.89
		** TOTAL PAYMENT AMOUNT:	
PO-086205	HESPERIA CHAMBER OF COMMERCE	Renewal of Membership Due	\$350.00
		Renewal of Membership Due	\$350.00
		** TOTAL PAYMENT AMOUNT:	
PO-085003	HOME DEPOT CREDIT SERVICES	instructional supplies	\$57.08
		instructional supplies	\$57.08
PO-085046	HOME DEPOT CREDIT SERVICES	ANNUAL OPEN PURCHASE ORDE	\$6.34
		ANNUAL OPEN PURCHASE ORDE	\$6.34
		** TOTAL PAYMENT AMOUNT:	\$63.42
PO-086207	LONGORIA, RENATE	MILEAGE REIMBURSEMENT	\$64.38
		MILEAGE REIMBURSEMENT	\$64.38
		** TOTAL PAYMENT AMOUNT:	
PO-086192	OSBORNE PIPE & SUPPLY INC,G.A	Irrigation Pump Motor	\$318.63
		Irrigation Pump Motor	\$318.63
PO-086192	OSBORNE PIPE & SUPPLY INC,G.A	Irrigation Pump Motor	\$3,130.14
		Irrigation Pump Motor	\$3,130.14
		** TOTAL PAYMENT AMOUNT:	\$3,448.77

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting ... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0477			
**** BATCH TOTAL AMOUNT:			\$13,551.41
BATCH: 0477A			
PO-085922	ENVIRONMENTAL SYSTEMS PRODUCT	SERVICE REPAIR CONTRACT O	\$3,254.00
		SERVICE REPAIR CONTRACT O	\$3,254.00
		** TOTAL PAYMENT AMOUNT:	\$3,254.00
**** BATCH TOTAL AMOUNT:			\$3,254.00
BATCH: 0478			
PO-085052	M & D FIRE EQUIPMENT CO	ANNUAL OPEN PURCHASE ORDE	\$55.66
		ANNUAL OPEN PURCHASE ORDE	\$55.66
		** TOTAL PAYMENT AMOUNT:	\$55.66
PO-086183	MARKETWARE TECHNOLOGIES	10 - USB Adapters PLEA	\$129.30
		10 - USB Adapters PLEA	\$129.30
		** TOTAL PAYMENT AMOUNT:	\$129.30
PO-085615	MIDWEST BANK NOTE CO	transcript paper	\$1,991.40
		transcript paper	\$1,991.40
		** TOTAL PAYMENT AMOUNT:	\$1,991.40
PO-085055	MISSION LINEN SERVICE	ANNUAL OPEN PURCHASE ORDE	\$121.41
		ANNUAL OPEN PURCHASE ORDE	\$121.41
		** TOTAL PAYMENT AMOUNT:	\$121.41
PO-086221	MOJAVE COPY & PRINTING	negotiations brochure	\$1,296.32
		negotiations brochure	\$1,296.32
		** TOTAL PAYMENT AMOUNT:	\$1,296.32
PO-085057	NORTH STATE ENVIRONMENTAL	ANNUAL OPEN PURCHASE ORDE	\$4,173.73
		ANNUAL OPEN PURCHASE ORDE	\$4,173.73
		** TOTAL PAYMENT AMOUNT:	\$4,173.73
PO-086187	ORO GRANDE SCHOOL DISTRICT	Supplies for Oro Grande	\$1,000.00
		Supplies for Oro Grande	\$1,000.00
		** TOTAL PAYMENT AMOUNT:	\$1,000.00
PO-086119	PAPERDIRECT INTERNET	INSTRUCTIONAL SUPPLIES	\$82.91
		INSTRUCTIONAL SUPPLIES	\$82.91
		** TOTAL PAYMENT AMOUNT:	\$82.91

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0478			
PO-085059	PAULSON PAINT INC.	ANNUAL OPEN PURCHASE ORDE	\$18.16
		ANNUAL OPEN PURCHASE ORDE	\$103.22
PO-085060	PAULSON PAINT INC.	ANNUAL OPEN PURCHASE ORDE	\$58.19
		ANNUAL OPEN PURCHASE ORDE	\$179.57
		** TOTAL PAYMENT AMOUNT:	\$30.00
PO-086220	PEDROZA, KRISTEN	CITE 06-0876 reimburse pa	\$30.00
		CITE 06-0876 reimburse pa	\$30.00
		** TOTAL PAYMENT AMOUNT:	\$1,000.00
PO-086109	PETERSON, DEBORAH A	instructional supply reim	\$316.66
		instructional supply reim	\$1,316.66
		instructional supply reim	\$1,316.66
		** TOTAL PAYMENT AMOUNT:	\$143.82
PO-085957	RYAN, GREG A	Travel Expenses	\$143.82
		Travel Expenses	\$577.50
		** TOTAL PAYMENT AMOUNT:	\$37.96
PO-085890	SARGENT WELCH	lab supplies	\$813.11
		lab supplies	\$1,428.57
		lab supplies	\$37.96
		lab supplies	\$813.11
		Lab Supplies	\$1,428.57
		** TOTAL PAYMENT AMOUNT:	\$562.50
PO-085072	SELECT PERSONNEL SERVICES	Select Pers: Substitutes	\$345.00
		Select Pers: Substitutes	\$907.50
		Select Pers: Substitutes	\$250.07
		** TOTAL PAYMENT AMOUNT:	\$250.07
PO-085428	SHIFFLER EQUIPMENT SALES INC	supplies	\$1,932.00
		supplies	\$1,932.00
		** TOTAL PAYMENT AMOUNT:	\$1,932.00
PO-085981	SHRED-IT	Document Destruction	\$1,932.00
		Document Destruction	\$1,932.00
		** TOTAL PAYMENT AMOUNT:	\$1,932.00

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting ... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
=====			
	BATCH: 0478		
PO-085492	SNEAD, DELIA	Outreach	\$46.54
		Outreach	\$46.54
		** TOTAL PAYMENT AMOUNT:	
PO-086203	STANFORD, SHIRLEY	Open PO for Mileage	\$30.48
		Open PO for Mileage	\$30.48
		** TOTAL PAYMENT AMOUNT:	
PO-086218	SULLIVAN, DONALD A	Cite 05-05751 Duplicate p	\$45.00
		Cite 05-05751 Duplicate p	\$45.00
		** TOTAL PAYMENT AMOUNT:	
PO-086021	SVM LP	Shell cards for students	\$490.95
		Shell cards for students	\$490.95
		** TOTAL PAYMENT AMOUNT:	
PO-085141	SYSCO FOOD SERVICES	Instructional supplies	\$66.57
		Instructional Supplies	\$491.00
		Instructional Supplies	\$469.20
		Instructional Supplies	\$46.15
		Instructional Supplies	\$26.94
		Instructional Supplies	\$234.68
		Instructional Supplies	\$74.69
		Instructional Supplies	\$507.21
		smallware equipment	\$113.14
		smallware equipment	\$2,029.58
		** TOTAL PAYMENT AMOUNT:	
PO-085063	THERMAL COMBUSTION INNOVATORS	ANNUAL OPEN PURCHASE ORDE	\$74.28
		ANNUAL OPEN PURCHASE ORDE	\$74.28
		** TOTAL PAYMENT AMOUNT:	
PO-085368	TIME OPTICS COMPANY	Open PO for repair and ma	\$72.20
		Open PO for repair and ma	\$69.00
		Open PO for repair and ma	\$245.00
		Open PO for repair and ma	\$135.00

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Board of Trustees Meeting ... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
		Open PO for repair and ma	\$521.20
		** TOTAL PAYMENT AMOUNT:	
PO-085341	TOYOTA FINANCIAL SERVICES	12-Month Lease, SUPT/PRE	\$518.99
		12-Month Lease, SUPT/PRE	\$518.99
		** TOTAL PAYMENT AMOUNT:	
PO-085798	U.S. FOODSERVICE	instructional supplies fo	\$59.80
		instructional supplies fo	\$49.34
		instructional supplies fo	\$109.14
		** TOTAL PAYMENT AMOUNT:	
PO-085064	ULINE	ANNUAL OPEN PURCHASE ORDE	\$71.80
		ANNUAL OPEN PURCHASE ORDE	\$332.16
PO-085064	ULINE	ANNUAL OPEN PURCHASE ORDE	\$1,425.28
		Record Storage Boxes	\$1,829.24
		Record Storage Boxes	
		** TOTAL PAYMENT AMOUNT:	
PO-085065	USAIRCONDITIONING DISTRIBUTOR	ANNUAL OPEN PURCHASE ORDE	\$19.92
		ANNUAL OPEN PURCHASE ORDE	\$19.92
		** TOTAL PAYMENT AMOUNT:	
PO-085066	VICTORVILLE GLASS CO INC	ANNUAL OPEN PURCHASE ORDE	\$340.41
		ANNUAL OPEN PURCHASE ORDE	\$340.41
		** TOTAL PAYMENT AMOUNT:	
PO-086225	VISSER, SANDY H	Reimbursement for Sandy V	\$161.34
		Reimbursement for Sandy V	\$161.34
		** TOTAL PAYMENT AMOUNT:	
PO-086175	WARD'S NATURAL SCIENCE	Physiology Lab supplies	\$555.66
		Physiology Lab supplies	\$555.66
		** TOTAL PAYMENT AMOUNT:	
PO-085168	WEST COAST MICROSCOPE SERVICE	Microscope Service	\$1,914.50
		Microscope Service	\$1,914.50
		** TOTAL PAYMENT AMOUNT:	

BATCH: 0478

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BOARD OF TRUSTEES PAYMENT REPORT

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REF.      VENDOR NAME      DESCRIPTION      AMOUNT
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BATCH: 0478

PO-085164 WEST GROUP
Library books          $1,762.82
Library books
** TOTAL PAYMENT AMOUNT:          $1,762.82

PO-086217 WOLF PRINTING CO.
Financial Aid Lab File Co    $107.75
Financial Aid Lab File Co
** TOTAL PAYMENT AMOUNT:          $107.75

PO-086219 WOOTEN, ALTON
05-02036 reimburse partia    $140.00
05-02036 reimburse partia
** TOTAL PAYMENT AMOUNT:          $140.00

PO-085899 ZELLERS, LOUIS E
Gas Reimbursement for Dr.    $42.25
Gas Reimbursement for Dr.
Gas Reimbursement for Dr.    $40.70
Gas Reimbursement for Dr.
Gas Reimbursement for Dr.
TRAVEL EXPENSES REIMBURSE    $754.00
TRAVEL EXPENSES REIMBURSE
** TOTAL PAYMENT AMOUNT:          $836.95

**** BATCH TOTAL AMOUNT:          $26,573.67

BATCH: 0478A

PO-085495 SYSIX FINANCIAL LLC
contracted services          $4,225.96
contracted services
** TOTAL PAYMENT AMOUNT:          $4,225.96

PO-086102 TIGER DIRECT
WACOM TABLETS FOR MERT LA    $2,248.74
WACOM TABLETS FOR MERT LA
** TOTAL PAYMENT AMOUNT:          $2,248.74

PO-085068 WAXIE SANITARY SUPPLY
ANNUAL OPEN PURCHASE ORDE    $7,870.46
ANNUAL OPEN PURCHASE ORDE
ANNUAL OPEN PURCHASE ORDE    $142.01
ANNUAL OPEN PURCHASE ORDE
ANNUAL OPEN PURCHASE ORDE
ANNUAL OPEN PURCHASE ORDE    $73.49
ANNUAL OPEN PURCHASE ORDE
** TOTAL PAYMENT AMOUNT:          $8,085.96

**** BATCH TOTAL AMOUNT:          $14,560.66
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Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0479			
PO-085123	STATER BROS. MARKETS	food supplies for CDC	\$64.57
		food supplies for CDC	
PO-085123	STATER BROS. MARKETS	food supplies for CDC	\$51.06
		food supplies for CDC	
PO-085123	STATER BROS. MARKETS	food supplies for CDC	\$33.92
		food supplies for CDC	
PO-085123	STATER BROS. MARKETS	food supplies for CDC	\$177.69
		food supplies for CDC	
PO-085123	STATER BROS. MARKETS	food supplies for CDC	\$30.03
		food supplies for CDC	
PO-085123	STATER BROS. MARKETS	food supplies for CDC	\$205.88
		food supplies for CDC	
		** TOTAL PAYMENT AMOUNT:	\$563.15
PO-085124	SYSCO FOOD SERVICES	food/supplies for CDC	\$616.64
		food/supplies for CDC	
PO-085124	SYSCO FOOD SERVICES	food/supplies for CDC	\$1,094.23
		food/supplies for CDC	
		** TOTAL PAYMENT AMOUNT:	\$1,710.87
**** BATCH TOTAL AMOUNT:			
***** BATCH TOTAL AMOUNT:			
BATCH: 0480			
PO-085080	AT&T	utilities/DOJ in HR	\$308.90
		utilities/DOJ in HR	
PO-085080	AT&T	utilities/DOJ in HR	\$308.90
		utilities/DOJ in HR	
		** TOTAL PAYMENT AMOUNT:	\$617.80
PO-085174	CALIFORNIA OVERNIGHT	Overnight: Postal charges	\$37.17
		Overnight: Postal charges	
PO-085174	CALIFORNIA OVERNIGHT	Overnight: Postal charges	\$71.12
		Overnight: Postal charges	
		** TOTAL PAYMENT AMOUNT:	\$108.29
PO-085033	CHEVRON	ANNUAL OPEN PURCHASE ORDE	\$411.21
		ANNUAL OPEN PURCHASE ORDE	
		** TOTAL PAYMENT AMOUNT:	\$411.21
PO-085209	CONSTELLATION NEWENERGY INC	utility/electricity	\$50.86
		utility/electricity	
PO-085209	CONSTELLATION NEWENERGY INC	utility/electricity	\$51.88
		utility/electricity	
PO-085209	CONSTELLATION NEWENERGY INC	utility/electricity	\$2,368.70
		utility/electricity	
PO-085209	CONSTELLATION NEWENERGY INC	utility/electricity	\$50,642.22
		utility/electricity	

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

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Board of Trustees Meeting .... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
=====			
BATCH: 0480			
PO-085082	COOK PAGING (CA)	utility/electricity ** TOTAL PAYMENT AMOUNT:	\$53,113.66
		paging services ** TOTAL PAYMENT AMOUNT:	\$143.48
PO-085081	COUNTY SERVICE AREA 64	utilities/water and sewer utilities/water and sewer	\$5,177.63
PO-085081	COUNTY SERVICE AREA 64	utilities/water and sewer utilities/water and sewer ** TOTAL PAYMENT AMOUNT:	\$12,675.28 \$17,852.91
PO-085037	EXXON MOBIL	ANNUAL OPEN PURCHASE ORDE ANNUAL OPEN PURCHASE ORDE ** TOTAL PAYMENT AMOUNT:	\$223.59 \$223.59
PO-085039	G A S INC	ANNUAL OPEN PURCHASE ORDE	\$815.06
PO-085039	G A S INC	ANNUAL OPEN PURCHASE ORDE	\$55.22
PO-085039	G A S INC	ANNUAL OPEN PURCHASE ORDE	\$1,027.56
PO-085039	G A S INC	ANNUAL OPEN PURCHASE ORDE	\$757.69
PO-085039	G A S INC	ANNUAL OPEN PURCHASE ORDE	\$62.96
PO-085039	G A S INC	ANNUAL OPEN PURCHASE ORDE	\$157.65
		ANNUAL OPEN PURCHASE ORDE ** TOTAL PAYMENT AMOUNT:	\$2,876.14
PV-007415	NICHE, EVA	REIMBURSE EXPENSE, UPWARD MOBILITY, SUMMER '06 ** TOTAL PAYMENT AMOUNT:	\$1,233.85 \$1,233.85
PO-085189	SOUTHERN CALIF EDISON CO	utilities/electricity utilities/electricity ** TOTAL PAYMENT AMOUNT:	\$14.32 \$14.32
PO-085078	SPRINT	utilities/long distance utilities/long distance ** TOTAL PAYMENT AMOUNT:	\$988.62 \$988.62



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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0480			
PO-085134	UNITED PARCEL SERVICE	utilities/UPS	\$66.91
PO-085134	UNITED PARCEL SERVICE	utilities/UPS	\$23.83
PO-085134	UNITED PARCEL SERVICE	utilities/UPS	\$47.66
PO-085134	UNITED PARCEL SERVICE	utilities/UPS	\$101.17
		** TOTAL PAYMENT AMOUNT:	\$239.57
BATCH: 0480A			
PV-007416	RAMS BOOKSTORE	PYMT TO RAMS BKSTE, 2006F	\$22,749.04
		2006 SCHOLAR; FALL SCHOLA	\$22,749.04
		** TOTAL PAYMENT AMOUNT:	\$22,749.04
BATCH: 0481			
PO-085642	BURKE WILLIAMS & SORENSEN LLP	General Counsel Services	\$39,795.00
PO-085642	BURKE WILLIAMS & SORENSEN LLP	General Counsel Services	\$565.26
		** TOTAL PAYMENT AMOUNT:	\$40,360.26
BATCH: 0482			
PO-085642	BURKE WILLIAMS & SORENSEN LLP	General Counsel Services	\$27,132.00
PO-085642	BURKE WILLIAMS & SORENSEN LLP	General Counsel Services	\$734.69
		** TOTAL PAYMENT AMOUNT:	\$27,866.69
BATCH: 0483			
		** TOTAL PAYMENT AMOUNT:	\$27,866.69

BATCH IS VOIDED

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 02/13/2007

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REF.      VENDOR NAME      DESCRIPTION      AMOUNT
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BATCH: 0483A
PO-085642 BURKE WILLIAMS & SORENSEN LLP General Counsel Services      $13,063.50
General Counsel Services
PO-085642 BURKE WILLIAMS & SORENSEN LLP General Counsel Services      $487.51
General Counsel Services
** TOTAL PAYMENT AMOUNT:      $13,551.01
**** BATCH TOTAL AMOUNT:      $13,551.01

BATCH: 0484
PO-086251 10-8 RETROFIT      2001 Crown Victoria Patro      $7,578.42
2001 Crown Victoria Patro
** TOTAL PAYMENT AMOUNT:      $7,578.42

PO-085041 GOODSPEED & SONS, R E ANNUAL OPEN PURCHASE ORDE      $20.77
ANNUAL OPEN PURCHASE ORDE
** TOTAL PAYMENT AMOUNT:      $20.77

PO-085051 M & D FIRE EQUIPMENT CO ANNUAL OPEN PURCHASE ORDE      $282.47
ANNUAL OPEN PURCHASE ORDE
PO-085052 M & D FIRE EQUIPMENT CO ANNUAL OPEN PURCHASE ORDE      $267.50
ANNUAL OPEN PURCHASE ORDE
** TOTAL PAYMENT AMOUNT:      $549.97

PO-085152 MESSNER & HADLEY LLP ANNUAL AUDIT      $11,000.00
ANNUAL AUDIT
** TOTAL PAYMENT AMOUNT:      $11,000.00

PO-086237 MOJAVE WATER AGENCY Quarterly Well Fees      $297.18
Quarterly Well Fees
** TOTAL PAYMENT AMOUNT:      $297.18

PO-085735 OMNI UPDATE      Omni Update Campus Annual      $18,895.00
Omni Update Campus Annual
** TOTAL PAYMENT AMOUNT:      $18,895.00

PO-085325 PEARSON EDUCATION      NETWORK LICENSE FOR ESL L      $5,066.65
NETWORK LICENSE FOR ESL L
PO-085326 PEARSON EDUCATION      NETWORK LICENSE FOR ESL L      $5,066.65
NETWORK LICENSE FOR ESL L
** TOTAL PAYMENT AMOUNT:      $10,133.30
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Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0484			
PO-085510	RAMS BOOKSTORE	text books and supplies f	\$124.27
PO-085510	RAMS BOOKSTORE	text books and supplies f	\$89.57
PO-085510	RAMS BOOKSTORE	text books and supplies f	\$125.00
PO-086245	RAMS BOOKSTORE	text books and supplies f	\$801.67
PO-086245	RAMS BOOKSTORE	TANF	\$261.49
		TANF	
		TANF	
		TANF	
		** TOTAL PAYMENT AMOUNT:	\$1,402.00
PO-085167	RAYNE OF THE HIGH DESERT	rentals/lease of eqpt	\$38.00
		rentals/lease of eqpt	
		** TOTAL PAYMENT AMOUNT:	\$38.00
PO-085222	SONITROL OF LONG BEACH	Elevator Video Camers	\$154.00
		Elevator Video Camers	
		** TOTAL PAYMENT AMOUNT:	\$154.00
PO-086252	THIBEAULT, SALLY G	MILEAGE REIMBURSEMENT	\$34.80
		MILEAGE REIMBURSEMENT	
		** TOTAL PAYMENT AMOUNT:	\$34.80
PO-086249	TOMLIN, LANA	Mileage reimbursement for	\$159.21
		Mileage reimbursement for	
		** TOTAL PAYMENT AMOUNT:	\$159.21
PO-085066	VICTORVILLE GLASS CO INC	ANNUAL OPEN PURCHASE ORDE	\$504.00
		ANNUAL OPEN PURCHASE ORDE	
		** TOTAL PAYMENT AMOUNT:	\$504.00
PO-086233	WALL STREET JOURNAL, THE	Newspaper subscription re	\$425.61
		Newspaper subscription re	
		** TOTAL PAYMENT AMOUNT:	\$425.61
PO-086235	YOUNG, HENRY D	travel reimb/H Young	\$50.00
		travel reimb/H Young	
		** TOTAL PAYMENT AMOUNT:	\$50.00
PO-085943	ZELLERS, LOUIS E	Conference (Dr. Louis E.	\$333.05
		Conference (Dr. Louis E.	
		** TOTAL PAYMENT AMOUNT:	\$333.05

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

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REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
	BATCH: 0484		**** BATCH TOTAL AMOUNT:	\$51,575.31
	BATCH: 0485			
	PO-085073	XEROX CORPORATION	Xerox lease pmt	\$19,188.72
			Xerox lease pmt	\$19,188.72
			** TOTAL PAYMENT AMOUNT:	\$19,188.72
			**** BATCH TOTAL AMOUNT:	\$19,188.72
	BATCH: 0486		BATCH IS VOIDED	
	BATCH: 0486A			
	PO-085073	XEROX CORPORATION	Xerox lease pmt	\$36,313.22
			Xerox lease pmt	\$36,313.22
			** TOTAL PAYMENT AMOUNT:	\$36,313.22
			**** BATCH TOTAL AMOUNT:	\$36,313.22
	BATCH: 0487			
	PO-085073	XEROX CORPORATION	Xerox lease pmt	\$19,214.23
			Xerox lease pmt	\$19,214.23
			** TOTAL PAYMENT AMOUNT:	\$19,214.23
			**** BATCH TOTAL AMOUNT:	\$19,214.23
	BATCH: 0488			
	PO-085073	XEROX CORPORATION	Xerox lease pmt	\$19,231.82
			Xerox lease pmt	\$19,231.82
			** TOTAL PAYMENT AMOUNT:	\$19,231.82
			**** BATCH TOTAL AMOUNT:	\$19,231.82
	BATCH: 0489			
	MV-091473	AMBER L MULTER	NURSING PREP TEST REFUND	\$47.00
			** TOTAL PAYMENT AMOUNT:	\$47.00

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REF.
NUMBER  VENDOR NAME      DESCRIPTION              AMOUNT
=====
BATCH: 0489

MV-091472 ANA S MORALES  NURSING PREP TEST REFUND      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00

MV-091463 ANGELA ESPINOZA  NURSING PREP TEST REFUND      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00
nursing prep test refund      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00

MV-091456 BARBARA E BARNETT  NURSING PREP TEST REFUND      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00

MV-091468 BRANDI N MANDOLINI  NURSING PREP TEST REFUND      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00

MV-091469 CHRISTINA E MARIN  NURSING PREP TEST REFUND      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00

MV-091479 DARLA M THOMAS  NURSING PREP TEST REFUND      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00

MV-091459 ELVIRA O CASTRILLON  NURSING PREP TEST REFUND      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00

MV-091478 KATHERINE L SIMON  NURSING PREP TEST REFUND      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00

MV-091465 LORI L GRIFFIN  NURSING PREP TEST REFUND      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00

MV-091471 MARELLA Y MEJIA  NURSING PREP TEST REFUND      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00

MV-091458 MARTHA J BENITEZ  NURSING PREP TEST REFUND      $47.00
** TOTAL PAYMENT AMOUNT:      $47.00
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Victor Valley Comm. College  
 BOARD OF TRUSTEES PAYMENT REPORT

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REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0489			
MV-091460	MICHELE E DANEGA	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
MV-091466	MICHELLE A WILTSHIRE-TOMLIN	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
MV-091457	MICHELLE D BATES	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
MV-091476	MONICA M RODRIGUEZ-MESTAS	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
MV-091474	PAMELA A ORTIZ	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
MV-091480	PAMELA L VOLTZ	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
MV-091470	REBEKAH MCCARTNEY	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
MV-091477	ROSA C SALAZAR	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
MV-091464	SAMANTHA D FULLEN	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
MV-091467	SHERRY K HOWARD	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
MV-091461	STEVIE DIMAGGIO	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 02/13/2007

REF. NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
BATCH: 0489			
MV-091475	TRISHA F BOCANEGRA	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
MV-091462	YVONNE E DURAN	NURSING PREP TEST REFUND	\$47.00
		** TOTAL PAYMENT AMOUNT:	\$47.00
		**** BATCH TOTAL AMOUNT:	\$1,175.00
BATCH: 0490			
PO-086193	M KLEIN INSPECTIONS	Inspection Services	\$4,355.00
		Inspection Services	\$4,355.00
		** TOTAL PAYMENT AMOUNT:	\$4,355.00
		**** BATCH TOTAL AMOUNT:	\$4,355.00
BATCH: 0491 BATCH IS VOIDED			
BATCH: 0491A			
PO-085005	DAVE VAN FLEET INSPECTIONS	Inspection Services for t	\$2,860.00
		Inspection Services for t	\$2,860.00
PO-085020	DAVE VAN FLEET INSPECTIONS	Inspection Services for t	\$5,720.00
		Inspection Services for t	\$5,720.00
		** TOTAL PAYMENT AMOUNT:	\$5,720.00
		**** BATCH TOTAL AMOUNT:	\$5,720.00
BATCH: 0492			
PO-085021	KOURY ENGINEERING	Laboratory and on-site te	\$180.00-
		Laboratory and on-site te	\$270.00-
PO-085021	KOURY ENGINEERING	Laboratory and on-site te	\$4,646.85
		Laboratory and on-site te	\$4,390.73
PO-085021	KOURY ENGINEERING	Laboratory and on-site te	\$8,587.58
		Laboratory and on-site te	\$8,587.58
		** TOTAL PAYMENT AMOUNT:	\$8,587.58

Victor Valley Comm. College  
BOARD OF TRUSTEES PAYMENT REPORT

Board of Trustees Meeting .... 02/13/2007

```

=====
REF.  NUMBER  VENDOR NAME  DESCRIPTION  AMOUNT
=====

```

BATCH: 0492

\*\*\*\* BATCH TOTAL AMOUNT: \$8,587.58

BATCH: 0493

```

PO-085019 CAL K-12 CONSTRUCTION INC  Construction Management S  $421.81
Construction Management S
** TOTAL PAYMENT AMOUNT:  $421.81

```

```

PO-085022 GOLDEN STATE LABOR COMPLIANCE Labor Compliance Services  $2,103.00
Labor Compliance Services
** TOTAL PAYMENT AMOUNT:  $2,103.00

```

\*\*\*\* BATCH TOTAL AMOUNT: \$2,524.81

BATCH: 0494

```

PV-007417 VVC FOUNDATION  SCHOL RETURNED TO FOUNDAT  $750.00

```

\*\* TOTAL PAYMENT AMOUNT: \$750.00

\*\*\*\* BATCH TOTAL AMOUNT: \$750.00

TOTAL NUMBER OF PAYMENTS: 220 \*\*\*\* GRAND TOTAL AMOUNT: \$904,904.73

The above Payable transactions have been issued in accordance with the District's policies and procedures. It is recommended that the Board of Trustees approve them.

\_\_\_\_\_  
Authorized Agent



ADMINISTRATIVE SERVICES

FEBRUARY 13, 2007

TOPIC: DONATIONS

The Victor Valley College Foundation has made expenditures from cash donations to specific funds and scholarships as listed for Victor Valley College (\$10,192.90 in-kind cash donations, \$10,040.00 in scholarships) for a total amount of \$20,232.90. In addition the Foundation has also received property donations as listed. These donations are for the period ending December 31, 2006

RECOMMENDATION:

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

REFERENCE FOR AGENDA: YES

General Counsel Review: YES \_\_\_ NO \_\_\_ NOT APPLICABLE\_X\_\_\_

I recommend the Board of Trustees approve this item

*Paul J. ...*  
Vice President, Administrative Services

Date 1/19/07

I recommend the Board of Trustees approve this item

*Louis E. Zellers*  
Superintendent/President

Date 2-5-07

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

INFORMATION ONLY \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_



**VVC FOUNDATION SUPPORT TO VVC**  
**Expenditures Made From Cash Donations**  
**December, 2006**

<b>Project Description</b>	<b>Post date</b>	<b>Trans. Amount</b>	<b>Account Description</b>	<b>Reference</b>
Paramedic Academy	12/19/06	\$150.00	Outside Labor	Paramedic Proctor
Paramedic Academy	12/19/06	\$150.00	Outside Labor	Paramedic Proctor
Paramedic Academy	12/19/06	\$150.00	Outside Labor	Paramedic Proctor
Paramedic Academy	12/19/06	\$150.00	Outside Labor	Paramedic Proctor
Paramedic Academy	12/19/06	\$150.00	Outside Labor	Paramedic Proctor
<b>Paramedic Academy Total:</b>		<b>\$3,000.50</b>		
Restaurant Management - General	12/6/06	\$200.00	Facilities & Decorations	Table Decorations for President's Circle
<b>Restaurant Management Total:</b>		<b>\$200.00</b>		
The California Wellness Foundation	12/14/06	\$2,000.00	Grants Awarded	Grant Admin. 12/1/06-12/14/06
<b>TCWF Total:</b>		<b>\$2,000.00</b>		
<b>GRAND TOTAL:</b>		<b>\$20,232.90</b>		

ADMINISTRATIVE SERVICES

FEBRUARY 13, 2007

**TOPIC: OUT-OF-STATE TRAVEL**

Approval is requested for the following staff to travel to Salt Lake City, UT to attend the Novell Brainshare 2007 Conference and Training from March 18 to March 23, 2007. The District will not incur any additional cost for admission to the conference.

- Jon Booth, Technical Services
- Brian Hatchell, Technical Services
- Thom Gilbert, Technical Services
- Michael Stevulak, Technical Services
- Justin Gatewood, Technical Services

Fiscal Impact: Budgeted item, not to exceed \$3,627.50


**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the request for out-of-state travel for Jon Booth, Brian Hatchell, Michael Stevulak, Thom Gilbert and Justin Gatewood.

**REFERENCE FOR AGENDA: YES**


General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X \_\_\_

I recommend the Board of Trustees approve this item

  
 \_\_\_\_\_  
 Vice President, Administrative Services

Date 1/19/07

I recommend the Board of Trustees approve this item

  
 \_\_\_\_\_  
 Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Jon Booth  
 Name of Conference/Workshop: Novell Brainshare 2007 Conference  
 Location of Conference/Workshop: Salt Lake City, UT  
 Date(s) of Conference/Workshop: March 18-23, 2007

## Travel Authorization/Funding Request

### Estimated Cost of Attendance

Meals (\$35 per day max) x 5 days \$ 175.00  
 Mileage 1500 @ \$47.5 per mile: 712.50  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?    
 Registration: To be prepaid?    
 Lodging/Hotel: 170.00 To be prepaid?   680.00  
x 4 nights  
 Other: To be prepaid?    
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 1567.50

### NOTES:

- 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.
  - 2) Organization dues and memberships may NOT be included as part of the Travel Authorization.
- Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_

[Signature] 1-19-07  
 Signature of Attendee Date

### APPROVAL TO ATTEND:

[Signature] 1/19/07  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

### Please Indicate Budget Approval

[Signature] 1-19-07  
 Budget Account Manager Signature Date

20-6790-0000-5202  
 Department Budget Account # (12 digits) \$ Approved

\_\_\_\_\_  
 Faculty Travel Date Faculty Travel # \$ Approved

\_\_\_\_\_  
 Staff Development Date Staff Dev # \$ Approved

### Processing Instructions -

#### Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
 Canary: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

### Transportation

Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

**Lodging Total:** \$ \_\_\_\_\_

### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

Sub-total of expenses: \_\_\_\_\_

**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_

**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Fiscal Services Approval Date

### Processing Instructions -

#### Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Justin Gatewood  
Name of Conference/Workshop: Novell Brainshare 2007 Conference  
Location of Conference/Workshop: Salt Lake City, UT  
Date(s) of Conference/Workshop: March 18-23, 2007

## Travel Authorization/Funding Request

**Estimated Cost of Attendance**  
Meals (\$35 per day max) x 5 days \$ 175.00  
Mileage @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
(call Fiscal Services for \$ per mile) YES NO  
Transportation (plane, train, bus): To be prepaid?    
Registration: To be prepaid?    
Lodging/Hotel: 170.00 To be prepaid?   680.00  
Other: x 4 nights To be prepaid?    
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 855.00

**NOTES:**  
1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.  
2) Organization dues and memberships may not be included as part of the Travel Authorization.  
Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_

[Signature] \_\_\_\_\_ 01-19-07  
Signature of Attendee Date

### APPROVAL TO ATTEND:

[Signature] \_\_\_\_\_ 1-19-07  
Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

### Please Indicate Budget Approval

\_\_\_\_\_ 1-19-07  
Budget Account Manager Signature Date

20-6790-0000-5202 \_\_\_\_\_  
Department Budget Account # (12 digits) \$ Approved

\_\_\_\_\_  
Faculty Travel Date Faculty Travel # \$ Approved

\_\_\_\_\_  
Staff Development Date Staff Dev # \$ Approved

### Processing Instructions - Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
Cyan: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel  
(see 'Guidelines' on reverse side)

### Transportation

Mileage @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
Plane, train, shuttle, bus: \_\_\_\_\_  
Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Lodging Total: \$ \_\_\_\_\_

### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Other: \_\_\_\_\_  
Sub-total of expenses: \_\_\_\_\_  
**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_  
**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Fiscal Services Approval Date

### Processing Instructions - Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Michael Stevulak  
 Name of Conference/Workshop: Novell Brainshare 2007 Conference  
 Location of Conference/Workshop: Salt Lake City, UT  
 Date(s) of Conference/Workshop: March 18-23, 2007

## Travel Authorization/Funding Request

### Estimated Cost of Attendance

Meals (\$35 per day max) x 5 days \$ 175.<sup>00</sup>  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?   \_\_\_\_\_  
 Registration: To be prepaid?   \_\_\_\_\_  
 Lodging/Hotel: To be prepaid?   \_\_\_\_\_  
 Other: \_\_\_\_\_ To be prepaid?   \_\_\_\_\_  
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 175.<sup>00</sup>

### NOTES:

- 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.
  - 2) Organization dues and memberships may not be included as part of the Travel Authorization.
- Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_  
[Signature] 1/19/07  
 Signature of Attendee Date

### APPROVAL TO ATTEND:

[Signature] 1-19-07  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

### Please Indicate Budget Approval

[Signature] 1-19-07  
 Budget Account Manager Signature Date

20-6790-0000-5202  
 Department Budget Account # (12 digits) \$ Approved

\_\_\_\_\_  
 Faculty Travel Date Faculty Travel # \$ Approved

\_\_\_\_\_  
 Staff Development Date Staff Dev # \$ Approved

### Processing Instructions -

#### Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
 Canary: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

### Transportation

Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
           Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
           Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

**Lodging Total:** \$ \_\_\_\_\_

### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

**Sub-total of expenses:** \_\_\_\_\_

**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_

**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California:

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

### Processing Instructions -

#### Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Brian Hatchell  
 Name of Conference/Workshop: Novell Brainshare 2007 Conference  
 Location of Conference/Workshop: Salt Lake City, UT  
 Date(s) of Conference/Workshop: March 18-23, 2007

## Travel Authorization/Funding Request

**Estimated Cost of Attendance**  
 Meals (\$35 per day max) x 5 days \$ 175.00  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?    
 Registration: To be prepaid?    
 Lodging/Hotel: 170.00 To be prepaid?   680.00  
 Other: x 4 nights To be prepaid?    
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 855.00

**NOTES:**  
 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.  
 2) Organization dues and memberships may not be included as part of the Travel Authorization.  
 Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_

B. Hatchell 1/19/07  
 Signature of Attendee Date

**APPROVAL TO ATTEND:**  
[Signature] 1-19-07  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

### Please Indicate Budget Approval

[Signature] 1-19-07  
 Budget Account Manager Signature Date  
 20-6790-0000-5202 \$ Approved  
 Department Budget Account # (12 digits)  
 \_\_\_\_\_ Date Faculty Travel # \$ Approved  
 Faculty Travel Date Faculty Travel # \$ Approved  
 \_\_\_\_\_ Date Staff Dev # \$ Approved  
 Staff Development Date Staff Dev # \$ Approved

### Processing Instructions - Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
 Orange: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

**Transportation**  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

**Lodging Total:** \$ \_\_\_\_\_

### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

**Sub-total of expenses:** \_\_\_\_\_

**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_

**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Fiscal Services Approval Date

### Processing Instructions - Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.



# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Thom Gilbert  
 Name of Conference/Workshop: Novell Brainshare 2007 Conference  
 Location of Conference/Workshop: Salt Lake City, UT  
 Date(s) of Conference/Workshop: March 18-23, 2007

## Travel Authorization/Funding Request

**Estimated Cost of Attendance**  
 Meals (\$35 per day max) x 5 days \$ 175.00  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?    
 Registration: To be prepaid?    
 Lodging/Hotel: To be prepaid?    
 Other: \_\_\_\_\_ To be prepaid?    
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 175.00

**NOTES:**  
 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.  
 2) Organization dues and memberships may not be included as part of the Travel Authorization.  
 Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_  
Thomas Gilbert EGT 1/19/07  
 Signature of Attendee Date

**APPROVAL TO ATTEND:**  
J. B... 1-19-07  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

### Please Indicate Budget Approval

J. B... 1-19-07  
 Budget Account Manager Signature Date

20-6790-0000-5302  
 Department Budget Account # (12 digits) \$ Approved

\_\_\_\_\_  
 Faculty Travel Date Faculty Travel # \$ Approved

\_\_\_\_\_  
 Staff Development Date Staff Dev # \$ Approved

### Processing Instructions - Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
 Grey: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel  
 (see 'Guidelines' on reverse side)

**Transportation**  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Lodging Total: \$ \_\_\_\_\_

### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

Sub-total of expenses: \_\_\_\_\_

**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_

**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Fiscal Services Approval Date

### Processing Instructions - Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

ADMINISTRATIVE SERVICES

FEBRUARY 13, 2007

TOPIC: 2005-2006 FINANCIAL AUDIT

The Messner & Hadley Certified Public Accountancy firm of Victorville has completed the 2005-2006 financial audit. This report is unqualified which means that the college has received a clean bill of health and no exceptions or qualifications were given by the auditor. Additionally, in last years audit there were eight instances of minor findings and recommendations by the auditor to improve accounting processes. We are pleased to report that all eight recommendations were implemented.

Fiscal Impact: none

**RECOMMENDATION:**

It is recommended the Board of Trustees accept the 2005-2006 audit as presented.

**REFERENCE FOR AGENDA:** YES

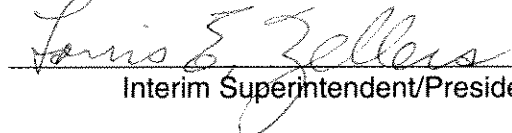
**General Counsel Approval:** YES \_\_\_ NO \_\_\_ NOT APPLICABLE\_X\_\_\_

**I recommend the Board of Trustees approve this item**

  
Vice President, Administrative Services

Date 1/22/07

**I recommend the Board of Trustees approve this item**

  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_



**VICTOR VALLEY  
COMMUNITY COLLEGE**  
County of San Bernardino  
Victorville, California

**REPORT ON AUDIT**

**June 30, 2006**

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

June 30, 2006

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## INTRODUCTORY SECTION

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# INDEPENDENT AUDITORS' REPORT

The Board of Trustees  
Victor Valley Community College District  
Victorville, California

We have audited the accompanying financial statements of the business-type activities of the Victor Valley Community College District (the "District"), as of and for the year ended June 30, 2006, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Chancellor's Office Contracted District Audit Manual. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of the Victor Valley Community College District, as of June 30, 2006, and the respective changes in financial positions and cash flows, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis on pages 3 through 12 is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board (GASB). We have applied certain limited procedures, consisting principally of inquiries of management regarding the method of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 9, 2006, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The Board of Trustees  
Victor Valley Community College District

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The other supplementary information listed in the table of contents, including the Schedule of Expenditures of Federal Awards which is required by U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Messner & Hadley, LLP.*

Messner & Hadley, LLP  
Certified Public Accountants

Victorville, California  
November 9, 2006



# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2006

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### INTRODUCTION

The following discussion and analysis provides an overview of the financial position and activities of the Victor Valley Community College District (the "District") for the year ended June 30, 2006. The discussion has been prepared by management and should be read in conjunction with the financial statements and notes thereto which follow this section.

Victor Valley Community College District was established in 1961 and serves the County of San Bernardino and a small portion of the County of Los Angeles. Students in our college may complete the freshman and sophomore years of a baccalaureate degree and transfer to upper division study at a university or complete a certificated vocational program and move directly into the workforce.

### OVERVIEW OF THE FINANCIAL STATEMENTS

The District was required to implement the reporting standards of Governmental Accounting Standards Board Statements No. 34 and 35 during fiscal year 2002-03 using the Business Type Activity (BTA) model. The California Community College Chancellor's Office, through its Fiscal Standards and Accountability Committee, recommended that all community college districts implement the new reporting standards under the BTA model. To comply with this recommendation and to report in a manner consistent with other California Community College Districts, the District has adopted the BTA reporting model for purposes of financial statement preparation and reporting.

### USING THIS ANNUAL REPORT

This annual report consists of the following sections:

- Management Discussion & Analysis (MD&A) utilizing a current year / prior year format
- District-wide Basic Financial Statements, including required notes to the financial statements
- Supplementary information, combining and individual fund financial statements
- Required Supplementary Information (RSI)

### DISTRICT-WIDE BASIC FINANCIAL STATEMENTS

The District-wide Basic Financial Statements are designed to provide the reader with a broad overview of the District's finances, in a manner similar to a private sector business.

The Statement of Net Assets presents information on all the District's assets and liabilities, with the difference between the two reported as Net Assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The Statement of Revenues, Expenses, and Changes in Net Assets focuses on the costs of the District's operational activities, which are supported mainly by property taxes and by state apportionment as well as other revenues. This approach is intended to summarize and simplify the user's analysis of the costs of various District services to students and the public. This statement also shows how the District's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods, e.g., earned but unused employee vacation balances.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued June 30, 2006

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### FINANCIAL HIGHLIGHTS

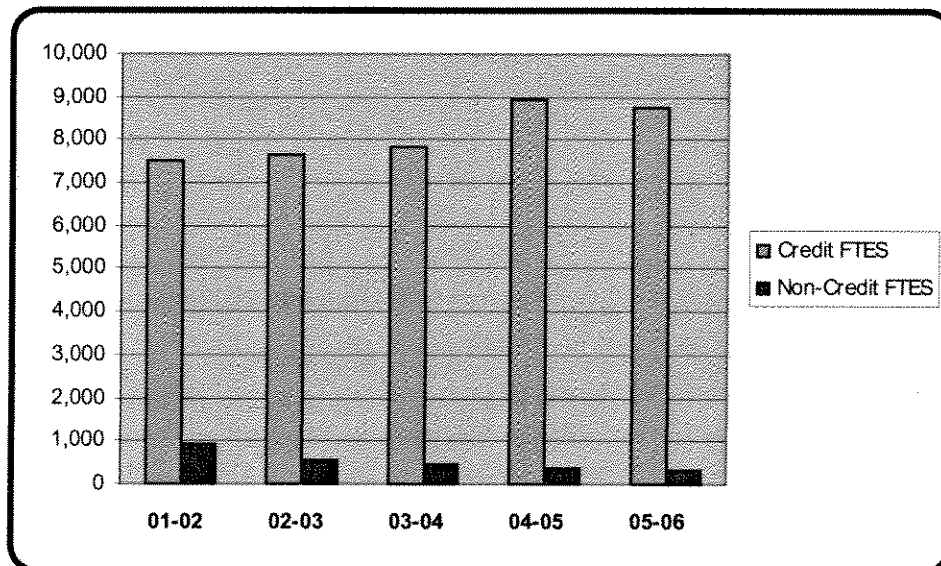
This section provides condensed information for each of the three basic financial statements, as well as illustrative charts and tables.

Of the 109 community colleges in California, Victor Valley Community College District has the second fastest growth rate in the State. This growth trend will continue into the 2006-07 fiscal year at a rate of 11.01%. Presently, the State provides funding for 77% of the college's anticipated growth. This level of funding continues to push the college staff to manage resources effectively and efficiently, and to make very prudent financial decisions. It is imperative that the college meet its growth targets because future funding is determined by the District's ability to grow to its target levels.

The District's primary funding is based upon an apportionment allocation made by the State of California Community Colleges Chancellor's Office. The primary basis for the Chancellor's apportionment calculation is the District's reporting of Full-Time Equivalent Students (FTES). Below is the District's five-year trend for FTES:

<u>Fiscal Year</u>	<u>Credit FTES</u>	<u>Non-Credit FTES</u>
2001-2002	7,492	916
2002-2003	7,665	546
2003-2004	7,846	472
2004-2005	8,928	389
2005-2006	8,746	303

TREND OF FULL-TIME STUDENTS AS REPORTED ON THE CALIFORNIA COMMUNITY COLLEGES SIMULATED RECALCULATION



# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued

June 30, 2006

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### FINANCIAL HIGHLIGHTS, Continued

Once the Chancellor's Office calculates the District's base apportionment, it reduces the net amount to be distributed by the amount of property taxes and enrollment fees expected to be paid directly to the District. During fiscal year 2005-2006, you will see property taxes increased by \$0.5 million. This is due to a change by the Chancellor's Office to move Education Revenue Augmentation Funds (ERAF) from the Property Tax to the Apportionment section of revenues. The matrix below lists the three components and illustrates the net effect of the changes. Overall, total apportionment increased by \$5,903,179.

	<u>2006</u>	<u>2005</u>	<u>Difference</u>
Property Tax Revenue	\$ 9,231,095	\$ 8,751,707	\$ 479,388
Tuition and Fees	4,032,126	2,847,354	1,184,772
Apportionment	<u>28,959,405</u>	<u>24,720,386</u>	<u>4,239,019</u>
Totals	<u>\$ 42,222,626</u>	<u>\$ 36,319,447</u>	<u>\$ 5,903,179</u>

### SELECTED HIGHLIGHTS

- During fiscal year 2005-2006, total full-time equivalents students (FTES) decreased approximately 2.0% for credit courses and decreased 2.2% for non-credit courses.
- During 2005-2006 there was a decrease in non-credit courses, which represents an ongoing change in District goals to target credit courses over non-credit. As mentioned previously, credit and non-credit FTES, along with other workload measures, are the basis for the District's state apportionment. Workload measures directly related to credit and non-credit FTES account for over 85 percent of the District's general state apportionment.

### STATEMENT OF NET ASSETS

The Statement of Net Assets presents the assets, liabilities and net assets of the District as of the end of the fiscal year, and is prepared using the accrual basis of accounting, which is similar to the accounting basis used by most private-sector organizations. The Statement of Net Assets is a point of time financial statement whose purpose is to present to the readers a fiscal snapshot of the District. The Statement of Net Assets presents end-of-year data concerning assets, liabilities and net assets.

From the data presented, readers of the Statement of Net Assets are able to determine the assets available to continue operations of the District. Readers are also able to determine how much the District owes vendors and employees. Finally, the Statement of Net Assets provides a picture of the net assets and their availability for expenditure by the District.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued

June 30, 2006

### STATEMENT OF NET ASSETS, Continued

Condensed Statement of Net Assets, as of June 30, 2006 and 2005:

	<u>2006</u>	<u>2005</u>
<b>ASSETS</b>		
<b>Current assets</b>		
Cash, investments, and short-term receivables	\$ 54,657,402	\$ 47,612,176
Inventory and other assets	<u>1,589,695</u>	<u>636,368</u>
Total current assets	56,247,097	48,248,544
<b>Non-current assets</b>		
Capital assets, net of depreciation	<u>44,486,950</u>	<u>43,099,870</u>
<b>TOTAL ASSETS</b>	<u>100,734,047</u>	<u>91,348,414</u>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	8,106,497	3,562,207
Deferred revenue	301,205	199,571
Long term liabilities, current portion	<u>1,511,263</u>	<u>1,350,730</u>
Total current liabilities	9,918,965	5,112,508
<b>Non-current liabilities</b>		
Long term liabilities	<u>56,912,224</u>	<u>58,579,061</u>
<b>TOTAL LIABILITIES</b>	<u>66,831,189</u>	<u>63,691,569</u>
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	30,317,557	26,215,701
Restricted	1,514,869	665,697
Unrestricted	<u>2,070,432</u>	<u>775,447</u>
<b>TOTAL NET ASSETS</b>	<u>\$ 33,902,858</u>	<u>\$ 27,656,845</u>

The difference between total assets and total liabilities is one indicator of the current financial condition of the District; the change in net assets is an indicator of whether the overall financial condition has improved or worsened during the year. The District's net assets increased from last year by \$6,246,013 for the fiscal year ending June 30, 2006. The District currently has a 6.1% unrestricted reserve. Assets and liabilities are generally measured using current values. One notable exception is capital assets, which are stated at historical cost less accumulated depreciation.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued

June 30, 2006

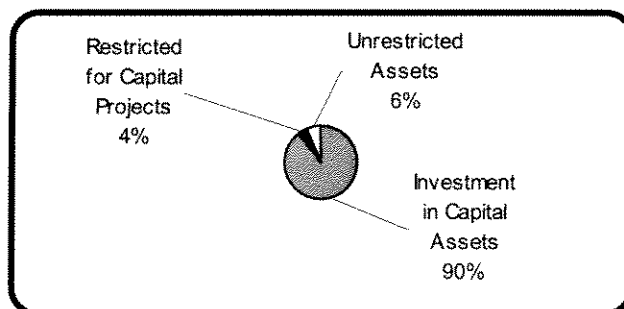
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### STATEMENT OF NET ASSETS, Continued

The Net Assets are divided into three major categories. The first category, *invested in capital assets*, provides the equity amount in the property, plant and equipment owned by the District. The second category, *expendable restricted net assets*, are net assets available for expenditure by the District, but must be spent for purposes as determined by external entities and/or donors that have placed time or purpose restrictions on the use of the assets. The final category is *unrestricted net assets* that are available to the District for any lawful purpose of the District.

- Approximately 17 percent of the cash balance and investments is cash deposited in the San Bernardino County Treasury Pool, and approximately 81 percent is cash deposited in guaranteed investment contracts. All funds are invested in accordance with Board Policy, which emphasizes prudence, safety, liquidity, and the return on investment. The Statement of Cash Flows contained within these financial statements provides greater detail regarding the sources and uses of cash.
- The majority of the accounts receivable balance, in the amount of \$4,998,029, is from federal and state sources for grant and entitlement programs.
- Capital assets had a net balance of \$44.5 million. Depreciation expense of \$2.12 million was recognized against general and capital outlay fund revenues during 2005-2006. Debt liabilities in the amount of \$62.7 have been recognized against the increase in capital assets.
- Accounts payable in the amount of \$7.77 million are amounts due as of the fiscal year-end for goods and services received as of June 30, 2006. Other current liabilities in the amount of \$634,505 related mainly to deferred revenues, and non-current liabilities in the amount of \$1.51 million for post retirement benefits and capital leases have been recognized for the year ended June 30, 2006.
- The District currently has \$52.3 million outstanding related to the issuance of the certificates of participation debt. Additional information regarding long term debt is included in the Debt Administration section of this discussion and analysis.
- The District's current investment in capital assets, net of related debt, is \$30.3 million. The long term goals to improve this investment-to-debt ratio includes payoff of the Certificates of Participation using local taxpayer approval of a Proposition 39 General Obligation Bond, which will tentatively go before voters in 2006-2007.
- The unrestricted net assets ending balance is related to recognizing depreciation on fixed assets in the amount of \$2,118,669, accrued post employment benefits of \$1,050,032, and accrued vacation of \$1,321,681. The long-term goal to improve the unrestricted net assets balance includes the establishment of contingency reserves for post-employment benefits and vacation liabilities.

NET ASSETS AS OF JUNE 30, 2006



# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued June 30, 2006

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### STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

Changes in total net assets as presented on the Statement of Net Assets are based on the activity presented in the Statement of Revenues, Expenses, and Changes in Net Assets. The purpose of this statement is to present the operating and non-operating revenues earned, whether received or not, by the District, the operating and non-operating expenses incurred, whether paid or not, by the District, and any other revenues, expenses, gains and/or losses earned or incurred by the District. Thus, this Statement presents the District's results of operations.

#### Condensed Statement of Revenues, Expenses and Changes in Net Assets for the Years Ended June 30, 2006 and 2005:

	<u>2006</u>	<u>2005</u>
<b>Operating revenues</b>		
Tuition and fees	\$ 4,032,126	\$ 2,847,354
Grants and contracts	19,875,454	20,756,256
Auxiliary sales and charges	<u>3,756,729</u>	<u>2,983,336</u>
Total operating revenues	27,664,309	26,586,946
<b>Operating expenses</b>		
Salaries and benefits	40,021,493	36,259,026
Supplies, maintenance and other operating expenses	24,146,770	21,674,228
Depreciation and amortization	<u>2,118,669</u>	<u>1,359,461</u>
Total operating expenses	<u>66,286,932</u>	<u>59,292,715</u>
OPERATING LOSS	(38,622,623)	(32,705,769)
<b>Non-operating revenues (expenses)</b>		
State apportionments, non-capital	28,959,405	24,720,386
Property taxes	9,231,095	8,751,707
State revenues	1,941,254	1,387,908
Investment income	3,210,194	78,206
Interest expense	(1,057,758)	(939,030)
Other non-operating expenses	<u>(566,054)</u>	<u>(365,064)</u>
Total non-operating revenues (expenses)	<u>41,718,136</u>	<u>33,634,113</u>
INCOME BEFORE OTHER REVENUES	3,095,513	928,344
<b>Other revenues</b>		
Federal, state, and local capital income	<u>3,150,500</u>	<u>1,291,450</u>
NET INCREASE IN NET ASSETS	<u>\$ 6,246,013</u>	<u>\$ 2,219,794</u>

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued June 30, 2006

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### STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS, Continued

The schedule above has been prepared from the Statement of Revenues, Expenses, and Changes in net Assets. State general apportionment, while budgeted for operations, is considered non-operating revenues, according to the Governmental Accounting Standards Board's (GASB) prescribed reporting format. Grants and contracts revenue includes student financial aid, as well as specific federal and state grants received for programs serving the students of the District.

Total Operating Revenues reflects an increase in tuition and fees of \$1,184,772 from the previous year. This increase is due to growth in the District. Grants and contracts increase and decrease when grant period ends or when new grants are obtained by the District. Auxiliary sales and charges reflect increases in bookstore sales.

Generally, operating revenues are earned for providing goods and services to the various customers and constituencies of the District. Operating expenses are those expenses incurred to acquire or produce the goods and services provided in return for operating revenues and to fulfill the mission of the District. Non-operating revenues are those received or pledged for which goods and services are not provided; for example, state appropriations are non-operating because they are provided by the legislature to the District without the legislature directly receiving commensurate goods and services for those revenues.

- Tuition and fees are generated by the resident, non-resident and foreign fees paid by the students attending Victor Valley Community College District, including fees such as parking fees, community services classes and other related fees. As noted previously in this discussion and analysis, our enrollment continues to grow which translates into increased tuition and fees.
- Non-capital grants and contracts are primarily those received from federal and state sources and used in the instructional program.
- State apportionment is generated based on the workload measures reported to the state by the District. The District has experienced increases in the various workload measures.
- Local property taxes are received through the Auditor-Controller's Office for San Bernardino and Riverside Counties. The amount received for property taxes is deducted from the total State general apportionment amount calculated by the State for the District.

Total operating expenses increased by \$7.0 million. The increase is comprised of three parts: 1) salaries and benefits increased by \$3.8 million resulting from step-and-column increases for all affected employees; 2) supplies, maintenance and other operating expense increased by \$2.5 million due to available growth funds; and 3) depreciation and amortization increased by \$759,208.

Operating expenses are 61% related to personal costs. The balance of operating expenses is for supplies, materials, other operating expenses, financial aid, utilities and depreciation expense.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued June 30, 2006

### EXPENDITURES BY ACTIVITY

Following is a table summarizing the District's expenditures by activity:

	<u>Salaries and Benefits</u>	<u>Operating Expenses</u>	<u>Capital Outlay</u>	<u>Total</u>
<b>Functional classifications</b>				
Instruction	\$ 24,260,042	\$ 697,555	\$ 182,541	\$ 25,140,138
Academic support	3,910,632	489,137	102,880	4,502,649
Student services	3,468,380	966,632	252,999	4,688,011
Operation and maintenance of plant	1,238,603	800,246	6,832	2,045,681
Institutional support	3,458,504	2,762,860	1,199,487	7,420,851
Community services and economic development	215,806	125,374	2,731	343,911
Auxiliary operations	75,792	43,687	9,699	129,178
Student aid	-	66,565	-	66,565
Other outgo	-	4,800	-	4,800
	<u>\$ 36,627,759</u>	<u>\$ 5,956,856</u>	<u>\$ 1,757,169</u>	44,341,784
Depreciation and amortization				<u>2,118,669</u>
Total expenditures by activity				<u>\$ 46,460,453</u>

### STATEMENT OF CASH FLOWS

The Statement of Cash Flows provides information about cash receipts and cash payments during the fiscal year. This statement also helps users assess the District's ability to generate positive cash flows, meet obligations as they come due, and the need for external financing.

The Statement of Cash Flows is divided into five parts. The first part reflects operating cash flows and shows the net cash used by the operating activities of the District. The second part details cash received for non-operating, non-investing and non-capital financing purposes. The third part shows cash flows from capital and related financing activities. This part deals with the cash used for the acquisition and construction of capital and related items. The fourth part provides information from investing activities and the amount of interest received. The last section reconciles the net cash used by operating activities to the operating loss reflected on the Statement of Revenues, Expenses and Changes in Net Assets.

#### Condensed Statement of Cash Flows For the Years Ended June 30, 2006 and 2005:

	<u>2006</u>	<u>2005</u>
<b>Cash provided by (used in)</b>		
Operating activities	\$ (33,186,934)	\$ (28,921,054)
Non-capital financing activities	39,408,223	33,365,953
Capital financing activities	(2,543,735)	(1,667,236)
Investing activities	<u>1,581,874</u>	<u>423,311</u>
Net increase in cash and cash equivalents	5,259,428	3,200,974
Cash and cash equivalents at beginning of year	<u>4,345,648</u>	<u>1,144,674</u>
Cash and cash equivalents at end of year	<u>\$ 9,605,076</u>	<u>\$ 4,345,648</u>



# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued

June 30, 2006

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### STATEMENT OF CASH FLOWS, Continued

The primary operating activities contributing to cash flow are student tuition and fees and federal, state, and local grants and contracts, while the primary operating activity using cash flow throughout the year is the payment of salaries and benefits.

Even though State apportionment and property taxes are the primary source of non-capital related revenue (and cash flow), the new GASB accounting standards require that these sources of revenue be shown as non-operating revenue, since they come from general resources of the State and not from the primary users of the college's programs and services (students). The District depends upon this funding as the primary source of funds to continue the current level of operations.

Cash flow from operating activities decreased by \$4.27 million during fiscal year 2005-2006. The District collected almost \$216,072 less in tuition and fees. Bookstore sales increased by \$773,393. Payments to employees, in the form of salaries and benefits, increased by \$4.6 million; payments for supplies and services decreased by \$0.7 million.

Cash flow from non-capital financing activities increased by \$6.0 million. This increase was comprised of a \$5.9 million increase in all base and categorical State apportionment payments and slightly increased cash receipts of property taxes.

The primary use included in capital and related financing activities is the purchase of capital assets (buildings, building improvements, and equipment). The increase in cash payments for capital projects is attributable to the Advanced Technology Building and the Speech / Drama addition projects.

### DISTRICT'S FIDUCIARY RESPONSIBILITY

The District is the trustee, or fiduciary, for certain amounts held on behalf of students, clubs and donors for student loans and scholarships. The District's fiduciary activities are reported in separate Statements of Fiduciary Net Assets and Changes in Fiduciary Net Assets. These activities are excluded from the District's other financial statements because these assets cannot be used to finance operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

### CAPITAL ASSETS

At June 30, 2006 the District had total capital assets of \$67.7 million consisting of land, buildings and building improvements, construction in progress, vehicles, data processing equipment and other office equipment. These assets have accumulated depreciation of \$23.2 million.

Capital additions consist primarily of replacement, renovation and new construction of facilities, as well as significant investments in equipment, including information technology. Current year additions were funded with a combination of special categorical, unrestricted general fund dollars, and capital outlay appropriations.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## MANAGEMENT'S DISCUSSION AND ANALYSIS, Continued

June 30, 2006

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### DEBT

At June 30, 2006 the District had \$53,254,000 in debt related to the Certificates of Participation (COP) bonds. The COP bond was issued in 1997 to payoff 1994 and 1996 issues totaling \$45 million, and to fund various projects related to the construction, purchase and renovation of instructional and student facilities. Debt payments on the COP will be funded through the general fund receipts and investments over the term of the COP, unless a general obligation bond is approved by voters. See notes to the financial statements for additional information on long-term liabilities.

### ECONOMIC FACTORS THAT MAY AFFECT THE FUTURE

The economic position of the District is closely tied to that of the State of California as state apportionments and property taxes allocated to the District represent approximately 73.1 percent and 23.4 percent respectively of the total sources of revenues received by the District. These two sources, together with enrollment fees, make up the District's general apportionment, which is the main support for California community colleges.

A multi-billion dollar State deficit in fiscal year 2002-2003 and a similar one in fiscal year 2003-2004 resulted in cuts to specific programs within the community college budget for fiscal year 2003-2004. The fiscal year 2004-2005 State budget addressed a \$15 billion shortfall; the fiscal year 2005-2006 State budget addressed a \$7.3 billion shortfall. For fiscal year 2006-2007, the State faces a structural budget gap of \$7.5 billion.

The Governor's fiscal year 2003-2004 budget for community colleges did not provide for a cost of living increase (COLA). Also, several categorical programs were cut substantially, including Partnership for Excellence, scheduled maintenance/special repairs, instructional equipment and library materials, and part-time faculty compensation. To reduce further cuts to community colleges, a \$200 million deferral was added to the fiscal year 2003-2004 budget from fiscal year 2004-2005 Proposition 98 funds. A similar deferral of \$200 million continued for the fiscal year 2004-2005 and fiscal year 2005-2006 budgets.

In spite of the State's fiscal constraints, the fiscal year 2004-2005 State budget provided for a 2.41% COLA, and for fiscal year 2005-2006 State budget, a 4.23% COLA. Additionally, the fiscal year 2004-2005 State budget included \$80 million for equalization, but a lesser amount (\$30 million) for fiscal year 2005-2006. The Board of Governors for the California Community College system is requesting \$80 million of equalization for the fiscal year 2006-2007 State budget. The Governor's fiscal year 2003-2004 budget provided additional funding (\$38 million) for financial aid services to students. This funding continued for fiscal year 2004-2005. Also, enrollment growth was fully funded at 6% for fiscal year 2004-2005. Also, enrollment growth was fully funded at 6% for fiscal year 2004-2005, and increased to 11% for fiscal year 2005-2006. While the District could have been fully funded for 11% growth during 2005-2006, enrollment remained flat.

A big change on the horizon commencing with the 2006-2007 fiscal year is SB-361, a new community college funding system. If passed, the bill would delete the provision that establishes the current community college funding system for allocating state general apportionment revenues and the provision that governs the allocation of equalization funds to community college districts. The main goal of SB-361 is to equalize the dollars that community colleges receive per full-time equivalent student (FTES). In addition, it will also provide enhanced funding for qualifying noncredit FTES. The District anticipates earning an estimated \$2.5 million in additional state apportionment with this new funding system.

**FINANCIAL STATEMENTS**

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# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## STATEMENT OF NET ASSETS

June 30, 2006

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### ASSETS

#### Current assets

Cash	\$ 9,605,077
Investments	40,054,296
Accounts receivable	4,998,029
Inventories	839,262
Prepaid expenses	<u>750,433</u>
Total current assets	56,247,097

#### Non-current assets

##### Capital assets:

Land	766,682
Construction in progress	4,267,036
Land improvements	5,198,811
Buildings	50,244,412
Furniture and equipment	<u>7,234,977</u>
	67,711,918
Less accumulated depreciation	<u>(23,224,968)</u>
Capital assets, net	<u>44,486,950</u>

TOTAL ASSETS \$ 100,734,047

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## STATEMENT OF NET ASSETS

June 30, 2006

---

### LIABILITIES AND NET ASSETS

#### Current liabilities

Overdraft	\$ 1,299
Accounts payable	7,771,818
Deferred revenue	301,205
Other current liabilities	<u>333,380</u>
Total current liabilities	8,407,702

#### Non-current liabilities

##### Due within one year:

Certificates of participation – current portion	300,000
Capital leases payable – current portion	967,157
Accrued post employment – current portion	<u>244,106</u>

Total due within one year 1,511,263

##### Due after one year:

Certificates of participation – non-current portion	52,950,000
Capital leases payable – non-current portion	442,770
Accrued vacation pay – non-current portion	1,321,651
Accrued post employment benefits – non-current portion	1,050,032
Accrued early retirement – non-current portion	242,570
Other non-current liabilities	<u>905,201</u>

Total due after one year 56,912,224

Total non-current liabilities 58,423,487

Total liabilities 66,831,189

#### Net assets

Invested in capital assets, net of related debt	30,317,557
Restricted for capital projects	1,514,869
Unrestricted	<u>2,070,432</u>

Total net assets 33,902,858

TOTAL LIABILITIES AND NET ASSETS \$ 100,734,047

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS For the Year Ended June 30, 2006

---

<b>Operating revenues</b>	
Tuition and fees	\$ 4,032,126
Grants and contracts, non-capital:	
Federal	13,237,992
State	5,339,792
Local	1,297,670
Auxiliary enterprise sales and charges	<u>3,756,729</u>
Total operating revenues	27,664,309
<b>Operating expenses</b>	
Salaries	30,076,087
Employee benefits	9,945,406
Financial aid	12,109,220
Other operating expenses and services	10,891,605
Equipment, maintenance and repairs	<u>1,145,945</u>
Total expenses	64,168,263
Depreciation	<u>2,118,669</u>
Total operating expenses	<u>66,286,932</u>
OPERATING LOSS	(38,622,623)
<b>Non-operating revenues (expenses)</b>	
State apportionments, non-capital	28,959,405
Local property taxes	9,231,095
State taxes and other revenues	1,941,254
Investment income	3,210,194
Interest expense on capital related debt	(1,057,758)
Other non-operating expenses	<u>(566,054)</u>
Total non-operating revenues (expenses)	<u>41,718,136</u>
INCOME BEFORE OTHER REVENUES	3,095,513

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS For the Year Ended June 30, 2006

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### Other revenues

State revenues, capital	<u>3,150,500</u>
Total other revenues	<u>3,150,500</u>

NET INCREASE IN NET ASSETS	6,246,013
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### Net assets

Beginning of year	<u>27,656,845</u>
End of year	<u>\$ 33,902,858</u>

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## STATEMENT OF CASH FLOWS For the Year Ended June 30, 2006

---

### Cash flows from operating activities

Cash received from tuition and fees	\$ 4,133,760
Cash received from federal grants and contracts	13,237,992
Cash received from state grants and contracts	5,339,792
Cash received from local grants and contracts	1,297,670
Cash received from bookstore sales and charges	3,756,729
Cash payments to employees	(40,397,070)
Cash payments to suppliers	(8,446,587)
Cash paid to students	<u>(12,109,220)</u>
Net cash used in operating activities	(33,186,934)

### Cash flows from non-capital financing activities

State apportionments	28,801,928
State taxes and other apportionments	1,941,254
Local property taxes	9,231,095
Other non-operating	<u>(566,054)</u>
Net cash provided by non-capital financing activities	39,408,223

### Cash flows from capital and related financing activities

State revenue, capital projects	3,150,500
Principal paid on capital debt	(1,130,727)
Interest paid on capital debt	(1,057,758)
Purchases of capital assets	<u>(3,505,749)</u>
Net cash used in capital and related financing activities	(2,543,734)

### Cash flows from investing activities

Interest received on capital investments	3,210,194
Purchase of investments	<u>(1,628,320)</u>
Net cash provided by investing activities	<u>1,581,874</u>

NET CHANGE IN CASH 5,259,429

### Cash

Beginning of year	<u>4,345,648</u>
End of year	<u>\$ 9,605,077</u>



# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## STATEMENT OF CASH FLOWS

For the Year Ended June 30, 2006

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### Reconciliation of operating loss to cash used in operating activities

Operating loss \$ (38,622,623)

### Adjustments

Depreciation 2,118,669

### Changes in assets and liabilities

Increase in inventory (202,906)

Increase in prepaid expenses (750,421)

Increase in accounts payable 4,233,070

Increase in deferred revenues 101,634

Decrease in other liabilities (64,357)

NET CASH USED IN OPERATING ACTIVITIES

\$ (33,186,934)

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS

June 30, 2006

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Victor Valley Community College District (the “District”) conform to accounting principles generally accepted in the United States of America as prescribed by the Government Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants. The Victor Valley Community College District accounts for its financial transactions in accordance with the policies and procedures of the California State Chancellor’s Office Budget and Accounting Manual.

#### Financial Reporting Entity

The Victor Valley Community College District provides higher education in the County of San Bernardino, State of California.

The District and the Victor Valley Community College District Facilities Corporation (the “Corporation”) have a financial and operational relationship which meets the reporting entity definition criteria of the GASB Statement No. 14 for the inclusion of the Corporation as a component unit of the District. Accordingly, the basic, but not the only, criterion for including a governmental department, agency, institution, commission, public authority, or other governmental organization in a governmental unit’s reporting entity for financial reports is the ability of the governmental unit’s elected officials to exercise oversight responsibility over such agencies. Oversight responsibility implies that one governmental unit is dependent on another and that the dependent unit should be reported as part of the other.

Oversight responsibility is derived from the governmental unit’s power and includes, but is not limited to:

- Financial interdependency
- Selection of governing authority
- Designation of management
- Ability to significantly influence operations
- Accountability for fiscal matters

Accordingly, for the year ended June 30, 2006, the financial activities of the Corporation have been blended into the financial statements of the District.

#### Basis of Presentation

The District is accounted for as a Business Type Activity, as defined by Governmental Accounting Standards Board (GASB) Statements No. 34/35, *Basic Financial Statements – Management’s Discussion and Analysis – for State and Local Governments*, and for Public Colleges and Universities, and its financial statements are presented on the accrual basis of accounting. Under this method, revenues are recognized when they are earned, and expenses are recognized when they are incurred.

The District adopted GASB Statements No. 34/35 as amended by GASB Statement No. 37, *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments: Omnibus*, as and for the year ended June 30, 2003, and applied those standards on a retroactive basis. GASB Statements No. 34/35 established standards for external financial reporting purposes into three net asset categories: (1) those invested in capital assets, net of related debt; (2) restricted net assets; and (3) unrestricted net assets.

The District adopted GASB Statement No. 38, *Certain Financial Statement Note Disclosures*, for the year ended June 30, 2003, and applied the standard on a retroactive basis. GASB 38 modified, establishes, and rescinds certain financial statement disclosure requirements.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued June 30, 2006

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

#### Basis of Presentation, Continued

During the fiscal year ended June 30, 2005, the District was required to adopt GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, which amends existing accounting guidance under GASB No. 3, *Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements*. GASB Statement No. 40 enhances the deposit and investment risk disclosure by updating the custodial credit risk disclosure requirements of GASB No. 3 and addressing other common risks, including concentration of credit risk, interest rate risk, and foreign currency risk. Note 2 shows the disclosures as required by GASB Statement No. 40.

The District applies all Governmental Accounting Standards Board (GASB) pronouncements as well as the Financial Accounting Standards Board (FASB) pronouncements issued on or before November 20, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

#### Basis of Accounting – Measurement Focus

##### **Entity-Wide Financial Statements**

The entity-wide statements are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenditures are recorded when a liability is incurred, regardless of the timing of the related cash flows.

The entity-wide statement of activities presents a comparison between operating revenues and operating expenses of the District. Revenues and expenses that are not classified as operating revenues or expenses are presented as non-operating revenues and expenses. Non-operating revenues and expenses include state apportionments, property taxes, interest and investment income, or expenses as these sources and uses of funds are derived from the general population and not from operations.

Net assets are reported as restricted when constraints placed on net asset use are either externally imposed by creditors (such as through debt covenants), grants, contributors, or laws or regulations of other governments or imposed by law through constitutional provision or enabling legislation.

##### **Revenues – Exchange and Non-Exchange Transactions**

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, available means expected to be received within 90 days of the fiscal year-end.

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include state apportionments, property taxes, certain grants, entitlements, and donations. Revenue from state apportionments is generally recognized in the fiscal year in which it is apportioned from the State. Revenue from property taxes is recognized in the fiscal year in which the taxes are received. Revenue from certain grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include time and purpose requirements. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued June 30, 2006

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

#### Basis of Accounting – Measurement Focus, Continued

##### **Deferred Revenue**

Deferred revenue arises when potential revenue does not meet both, the “measurable” and “available”, criteria for recognition in the current period or when resources are received by the District prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized. Certain federal and state grants received before the eligibility requirements are met are recorded as deferred revenue.

##### **Expenses / Expenditures**

On the accrual basis of accounting, expenses are recognized at the time they are incurred. Allocations of costs, such as depreciation and amortization, are recognized in the entity-wide financial statements although they are not allocated in individual funds within the District’s financial records.

##### Cash and Cash Equivalents

The District’s cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Cash equivalents also include cash with County treasury balances for purposes of the statement of cash flows.

##### Investments

In accordance with GASB Statement No. 31, *Accounting and Reporting for Certain Investments and for External Investment Pools*, investments are stated at fair value. Fair value is estimated based on quoted market prices at year-end. Investments for which there are no quoted market prices are not material.

##### Accounts Receivable

Accounts receivable are written off when they are determined to be uncollectible. The accounts receivable balances, as of June 30, 2006, do not include an allowance for doubtful accounts since any uncollectible portion is considered to be immaterial.

##### Stores Inventory

Inventory consists of books, instructional materials, sundry items held for resale to students and staff of the College. Inventory is valued at cost utilizing the weighted-average method. Cost is recorded as an expense at the time the items are withdrawn from inventory and sold.

##### Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Land	N/A	Vehicles	8 years
Construction in progress	N/A	Infrastructure	25 to 65 years
Site improvements	20 years	Buildings	39 years
Machinery and equipment	5 to 20 years		

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued

June 30, 2006

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

#### Compensated Absences

Accumulated unpaid employee vacation benefits are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the entity-wide financial statements.

Sick leave is accumulated without limit for each employee at the rate of one day for each month worked. Leave with pay is provided when employees are absent for health reasons; however, the employees do not gain a vested right to accumulate sick leave. Employees, therefore, are never paid for any sick leave balance at termination of employment or any other time. Therefore, the value of accumulated sick leave is not recognized as a liability in the District's financial statements. However, credit for unused sick leave is applicable to all classified school members who retire after January 1, 1999. At retirement, each member will receive .004 year of service credit for each day of unused sick leave.

#### Accrued Liabilities and Long-Term Obligations

All payables, accrued liabilities, and long-term obligations are reported in the entity-wide financial statements.

#### Net Assets

Net assets represent the residual interest in the District's assets after liabilities are deducted. In accordance with GASB Statements No. 34/35, the Fund Equity section on the Statement of Net Assets was combined to report total net assets and present it in three broad components: (1) invested in capital assets, net of related debt; (2) restricted; and (3) unrestricted. Net assets invested in capital assets, net of related debt include capital assets net of accumulated depreciation and outstanding principal balances of debt attributable to the acquisition, construction or improvement of those assets. Net assets are restricted when constraints are imposed by third parties or by law through constitutional provisions or enabling legislation. Internally imposed designations of resources are not presented as restricted net assets. When both restricted and unrestricted resources are available for use, generally it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

#### Operating Revenues and Expenses

Operating revenues are those revenues that are generated directly from the primary activity of the District. These revenues are student tuition and fees, federal, state, and local grants, and sales from the college bookstore. Operating expenses are necessary costs incurred to provide the goods or services that are the primary activity of the District.

#### Property Tax

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments, on November 15 and on March 15. Unsecured property taxes are payable in one installment on or before August 31. The County of San Bernardino bills and collects the taxes for the District. The District recognizes tax revenues when received.

#### Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

#### Federal Financial Assistance Programs

The District participates in federally funded Pell Grants, SEOG grants, Federal Work-Study, and Stafford Loan programs, as well as other programs funded by the federal government. Financial aid to students is reported as operating expenses or scholarship allowances, which reduce revenues. The amount reported as operating expense represents the portion of aid

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued June 30, 2006

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### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

#### Federal Financial Assistance Programs, Continued

that was provided to students in the form of cash. Scholarship allowances represent the portion of aid provided to students in the form of reduced tuition. These programs are audited in accordance with the Single Audit Act Amendments of 1996, and the U.S. Office of Management and Budget’s revised circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, and the related *Compliance Supplement*.

#### Implementation of New Accounting Pronouncements

During the fiscal year ended June 30, 2005, the District adopted GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, which amends existing accounting guidance under GASB No. 3, *Deposits with Financial Institutions, Investments (including Repurchase Agreements) and Reverse Repurchase Agreements*. GASB Statement No. 40 enhances the deposit and investment risk disclosures by updating the custodial credit risk disclosure requirements of GASB No. 3 and addressing other common risks, including concentrations of credit risk, interest rate risk, and foreign currency risk. Note 2 shows the disclosures as required by GASB Statement No. 40.

### NOTE 2 – CASH AND INVESTMENTS

Cash and investments, as of June 30, 2006, are classified in the accompanying financial statements as follows:

<b>Statement of net assets</b>	
Cash	\$ 9,605,077
Investments	40,054,296
Overdraft	<u>(1,299)</u>
Total cash and investments	<u>\$ 49,658,074</u>

Cash and investments as of June 30, 2006 consist of the following:

<b>Deposits</b>	
Cash on hand and in banks	\$ 1,046,302
Cash in revolving fund	74,250
<b>Pooled funds</b>	
Cash in County Treasury	8,483,226
Investments	<u>40,054,296</u>
Total cash and investments	<u>\$ 49,658,074</u>

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued June 30, 2006

### NOTE 2 -- CASH AND INVESTMENTS, Continued

#### Investments Authorized by the District's Investment Policy

The District is authorized to make direct investments in local agency bonds; notes or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies/certificates of participation, obligations with first priority security; and collateralized mortgage obligations. The District's investment policy does not contain any specific provisions intended to limit the District's exposure to:

- interest rate risk
- credit risk
- concentration of credit risk.

#### Investments Authorized by Debt Agreements

Investments of debt proceeds held by bond trustee are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the District's investment policy. The table below identifies the *investment types* that are authorized for investments held by bond trustee. The table also identifies certain provisions of these debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>
Pre-refunded municipal obligations	None
State obligations	None
U.S. Treasury obligations	None
U.S. Agency securities	None
Banker's acceptances	360 days
Commercial paper	270 days
Money market mutual funds	N/A
Investments contracts	30 years
County investment pool	None

#### Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following table that shows the maturity date of each investment:

<u>Investment Type</u>	<u>Maturity Date</u>	<u>Amount</u>
County investment pool	None	\$ 8,483,226
Money market	None	103,541
Certificates of deposit	None	75,000
Investment contracts	December 1, 2024	<u>39,875,755</u>
		<u>\$ 48,537,522</u>

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued

June 30, 2006

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### NOTE 2 -- CASH AND INVESTMENTS, Continued

#### Disclosures Relating to Interest Rate Risk, Continued

Generally, the risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

#### Concentration of Credit Risk

The investment policy of the District contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code.

Investments in any one issuer that represent 5% or more of total investments and by reporting unit (primary government, discretely presented component unit, governmental activities, major fund, non-major funds in the aggregate, etc.) are as follows:

- \$39,875,755 of the cash and investments (including amounts held by bond trustee) reported in the Proprietary Funds are held in the form of a non-negotiable AA-rated investment contract issued by SunAmerica, Inc. that matures on December 1, 2024.

#### Custodial Credit Risk

##### **Deposits**

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: the California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

##### **Investments**

The custodial risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction a government will not be able to recover the value of its investment of collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.



# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued June 30, 2006

### NOTE 3 – ACCOUNTS RECEIVABLE

Receivables at June 30, 2006 consist of the following:

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Enterprise Funds	Internal Service Funds	Trust Funds	Total
<b>Federal government:</b>								
Categorical aid	\$ 283,749	\$ 46,808	\$ -	\$ -	\$ -	\$ -	\$ 376,895	\$ 707,452
<b>State government:</b>								
Categorical aid	1,501,451	98,954	-	1,083,257	-	-	18,670	2,702,332
Lottery	337,410	-	-	-	-	-	-	337,410
<b>Local government:</b>								
Taxes	723,199	-	-	-	-	-	-	723,199
Interest	67,670	2,369	5,452	10,078	-	1,985	1,770	89,324
<b>Other local sources</b>	<u>334,339</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>103,036</u>	<u>937</u>	<u>-</u>	<u>438,312</u>
<b>TOTAL RECEIVABLES</b>	<u>\$ 3,247,818</u>	<u>\$ 148,131</u>	<u>\$ 5,452</u>	<u>\$ 1,093,335</u>	<u>\$ 103,036</u>	<u>\$ 2,922</u>	<u>\$ 397,335</u>	<u>\$ 4,998,029</u>

### NOTE 4 – CAPITAL ASSETS

The following is a schedule of capital asset additions and deletions for the year ending June 30, 2006:

	Balance June 30, 2005	Additions	Deletions	Balance June 30, 2006
<b>Capital assets not being depreciated</b>				
Land	\$ 766,682	\$ -	\$ -	\$ 766,682
Construction in progress	<u>2,228,861</u>	<u>2,038,175</u>	<u>-</u>	<u>4,267,036</u>
Total capital assets not being depreciated	<u>2,995,543</u>	<u>2,038,175</u>	<u>-</u>	<u>5,033,718</u>
<b>Capital assets being depreciated</b>				
Land improvements	5,185,072	13,739	-	5,198,811
Buildings	49,356,994	887,418	-	50,244,412
Furniture and equipment	<u>6,668,560</u>	<u>566,417</u>	<u>-</u>	<u>7,234,977</u>
Total capital assets being depreciated	61,210,626	1,467,574	-	62,678,200
<b>Less: accumulated depreciation</b>				
Land improvements	(3,216,784)	336,002	-	(2,880,782)
Buildings	(13,269,552)	(1,821,141)	-	(15,090,693)
Furniture and equipment	<u>(4,619,963)</u>	<u>(633,530)</u>	<u>-</u>	<u>(5,253,493)</u>
Total accumulated depreciation	<u>(21,106,299)</u>	<u>(2,118,669)</u>	<u>-</u>	<u>(23,224,968)</u>
Total capital assets being depreciated, net	<u>40,104,327</u>	<u>(651,095)</u>	<u>-</u>	<u>39,453,232</u>
<b>CAPITAL ASSETS, NET</b>	<u>\$ 43,099,870</u>	<u>\$ 1,387,080</u>	<u>\$ -</u>	<u>\$ 44,486,950</u>

Depreciation expense for the year was \$2,118,669.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued June 30, 2006

### NOTE 5 – INTERFUND TRANSACTIONS

#### Interfund Receivables/Payables (Due to/Due From)

Interfund receivables and payable balances consist of amounts owed between funds as a result of the time lag between the date that: (1) interfund goods and services are provided or reimbursable expenditures occur; (2) transactions recorded in the accounting system; and (3) payments between funds occur. These interfund transactions have been eliminated through consolidation within the entity-wide financial statements.

#### Operating Transfers

Operating transfers between District are used to: (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them; and (2) move receipts restricted to debt service from the funds collecting the receipts to the debt service fund as debt service payments become due, to finance various programs accounted for in other funds in accordance with budgetary authorizations. These operating transfers have been eliminated through consolidation within the entity-wide financial statements.

### NOTE 6 – ACCOUNTS PAYABLE

Accounts payable at June 30, 2006 consist of the following:

	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Capital Project Funds</u>	<u>Proprietary Funds</u>	<u>Trust and Agency Funds</u>	<u>Total</u>
Accrued payroll	\$ 1,659,648	\$ 203,163	\$ -	\$ -	\$ -	\$ 1,862,811
Invoices and other	3,908,097	45,673	-	609,913	592,696	5,156,379
Construction	-	-	752,628	-	-	752,628
Total accounts payable	<u>\$ 5,567,745</u>	<u>\$ 248,836</u>	<u>\$ 752,628</u>	<u>\$ 609,913</u>	<u>\$ 592,696</u>	<u>\$ 7,771,818</u>

### NOTE 7 – DEFERRED REVENUE

Deferred revenue at June 30, 2006 consists of the following:

Enrollment fees	\$ 171,013
Other	<u>130,192</u>
Total deferred revenue	<u>\$ 301,205</u>

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued June 30, 2006

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### NOTE 8 – LONG-TERM DEBT

#### Long-Term Debt Summary

A schedule of changes in long-term debt for the year ended June 30, 2006 is shown below:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deductions</u>	<u>Ending Balance</u>	<u>Amount Due Within One Year</u>
Compensated absences, net	\$ 1,278,263	\$ 43,388	\$ -	\$ 1,321,651	\$ -
Post-employment benefits, net	1,341,727	-	(47,589)	1,294,138	244,106
1997 certificates of participation	53,450,000	-	(200,000)	53,250,000	300,000
Capital leases	2,352,671	-	(942,744)	1,409,927	967,157
Early retirement	<u>242,570</u>	<u>-</u>	<u>-</u>	<u>242,570</u>	<u>-</u>
Total changes in long-term debt	<u>\$ 58,665,231</u>	<u>\$ 43,388</u>	<u>\$ (1,190,333)</u>	<u>\$ 57,518,286</u>	<u>\$ 1,511,263</u>

#### Compensated Absences

Accumulated unpaid employee vacation benefits as of June 30, 2006 are \$1,321,651.

#### Post-Employment Benefits

The District provides post-employment health care and other retirement benefits, in accordance with District employment contracts, for eligible employees who retire from the District on or after attaining age 50 for PERS and age 55 for STRS with at least 10 years of service until the retiree is eligible for Medicare at age 65. Currently, 12 faculty, 12 management and 13 classified employees meet these eligibility requirements. Expenditures for post-employment benefits are recognized on a pay-as-you-go basis for retirees' premiums. During the 2005-2006 fiscal year, the District paid \$0 for the 34 employees eligible for post-employment.

The approximate future liability for the District at June 30, 2006, amounted to \$1,294,138. This amount was calculated based on the number of retirees receiving benefits, multiplied by the yearly District payment per employee in effect at June 30, 2006, with a three percent COLA for subsequent year, multiplied by the number of years of payments remaining.

#### Certificates of Participation (COP)

##### **1997 Certificates of Participation**

On December 1, 1997, the District issued \$53,450,000 of Certificates of Participation (1997 Capital Improvement Refinancing Project). The certificates are due in installments beginning December 1, 2005 and continuing until December 1, 2028. They bear an adjustable interest rate as determined by the trust document. The interest rate at June 30, 2006 was 2.32%. Future interest due is calculated based on the interest rate in effect at June 30, 2006. The proceeds were used to refinance the 1994 and 1996 COPs and will be repaid through facilities lease payments, which approximate the required debt service.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued June 30, 2006

### NOTE 8 – LONG-TERM DEBT, Continued

#### Certificates of Participation (COP), Continued

Certificates will be due each year as follows:

Year ending June 30,	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2007	\$ 300,000	\$ 1,231,920	\$ 1,531,920
2008	400,000	1,223,800	1,623,800
2009	500,000	1,213,360	1,713,360
2010	600,000	1,200,600	1,800,600
2011	700,000	1,185,520	1,885,520
2012-2016	5,450,000	5,611,500	11,061,500
2017-2021	12,300,000	4,608,680	16,908,680
2022-2026	18,750,000	2,798,500	21,548,500
2027-2031	<u>14,250,000</u>	<u>507,500</u>	<u>14,757,500</u>
	<u>\$ 53,250,000</u>	<u>\$ 19,581,380</u>	<u>\$ 72,831,380</u>

#### Early Retirement

The District offered, to eligible miscellaneous classified employees, an early retirement under the Public Employees' Retirement System. The District has entered into contracts with 11 eligible employees for the early retirement, which will result in either a net savings to the District or an overall reduction in the workforce of the organizational unit. The outstanding contract amount for this early retirement offering as of June 30, 2006 is \$242,570.

#### Capital Leases

The District's liability on lease agreements with options to purchase is summarized below:

	<u>Vehicles</u>	<u>Computers and Equipment</u>	<u>Relocatables</u>	<u>Total</u>
Beginning balance, July 1, 2005	\$ 12,018	\$ 1,272,519	\$ 1,068,134	\$ 2,352,671
Payments and adjustments	<u>(12,018)</u>	<u>(405,845)</u>	<u>(524,882)</u>	<u>(942,744)</u>
Ending balance, June 30, 2006	<u>\$ -</u>	<u>\$ 866,674</u>	<u>\$ 543,252</u>	<u>\$ 1,409,927</u>

The capital leases have minimum payments as follows:

Year ending June 30,	<u>Lease Payment</u>
2007	\$ 1,024,738
2008	<u>462,472</u>
Subtotal	1,487,210
Less: amount representing interest	<u>(77,283)</u>
Present value of minimum lease payments	<u>\$ 1,409,927</u>

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued June 30, 2006

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### NOTE 9 – EMPLOYEE RETIREMENT SYSTEMS

Qualified employees are covered under multiple-employer contributory retirement plans maintained by agencies of the State of California. Certificated employees may be member of the State Teachers' Retirement System (STRS) and classified employees may be members of the California Public Employees' Retirement System (CalPERS). Non-members may be members of the alternate retirement system.

#### **PARS-ARS**

##### Plan Description

The District contributes to the Public Agency Retirement System Alternate Retirement System (PARS-ARS), a defined contribution retirement plan administered by the District. PARS-ARS employs a corporate Trustee and Trust Administrator who receives and invests contributions to the Plan and manages the assets of the Trust. Contributions for the fiscal year 2005-2006 were \$65,943.

##### Funding Policy

Active plan members contribute 3.75% of their salary and the District contributes the equivalent 3.75%. Interest earnings on the plan investments minus administrative costs are credited to the members accounts monthly and accumulate tax-free until withdrawal.

#### **PERS**

##### Plan Description

The District contributes to the California Public Employees' Retirement System (CalPERS) as required by law; a cost-sharing multiple-employer public employee retirement system defined benefit pension administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Laws. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, California 95814.

##### Funding Policy

Active plan members are required to contribute 7.0% of their salary and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution rate for fiscal year 2005-2006 was 9.116% of annual payroll. The contribution requirements of the plan members are established by State statute. The District's contributions to CalPERS for the fiscal year ended June 30, 2006, 2005, and 2004 were \$893,015, \$915,562, and \$989,232, respectively, and equal 100 percent of the required contributions for each year.

#### **STRS**

##### Plan Description

The District contributes to the State Teachers' Retirement System (STRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement and disability benefits and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from the STRS, 7667 Folsom Boulevard, Sacramento, California 95826.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued June 30, 2006

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### NOTE 9 – EMPLOYEE RETIREMENT SYSTEMS, Continued

#### STRS, Continued

##### Funding Policy

Active plan members are required to contribute 8.0% of their salary and the District is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. The required employer contribution rate for fiscal year 2005-2006 was 8.25% of annual payroll. The contribution requirements of the plan members are established by State statute. The District's contributions to STRS for the fiscal year ending June 30, 2006, 2005, and 2004 were \$1,393,939, \$1,294,564, and \$1,268,659, respectively, and equal 100 percent of the required contributions for each year.

### NOTE 10 – COMMITMENTS AND CONTINGENCIES

#### State and Federal Allowances, Awards and Grants

The District has received State and Federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, in the opinion of management any required reimbursements will not be material.

#### Litigation

*Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not predictable with assurance. It is reasonably possible that the matter discussed in the foregoing paragraph could be decided unfavorably to the District and could require the District to pay damages or make other expenditures. Based on an estimate by legal counsel the potential liability could be up to \$500,000.*

*A former employee alleges discrimination by the District during their employment based upon a disability due to not being given reasonable accommodation. Should the plaintiff prevail in this matter, they would be entitled to all unmitigated back pay and benefits from the date of their termination to the date of judgment, plus an award of front pay, adjusted to present value, from the date of judgment to an anticipated retirement date, net of mitigation. In addition to back pay and front pay, the plaintiff could receive an award for emotional distress of an unknown amount plus attorney's fees. The plaintiff will not be entitled to double recovery, and any amount awarded to her in the writ petition would be an offset to anything awarded in the discrimination case.*

#### Operating Leases

The District leases certain office equipment under operating leases. These leases expire in accordance with contracts through 2008 as follows:

Year ending June 30,	<u>Lease Payment</u>
2007	\$ 79,224
2008	79,224
2009	13,224
2010	<u>10,629</u>
	<u>\$ 182,301</u>

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTES TO FINANCIAL STATEMENTS, Continued June 30, 2006

### NOTE 11 – PARTICIPATION IN PUBLIC ENTITY RISK POOLS AND JOINT POWERS AUTHORITIES

The District is a member of the Southern California Employees' Benefit Association (SCEBA), the State-Wide Association of Community Colleges (SWACC), Schools' Excess Liability Fund (SELF), and Protected Insurance Program for Schools (PIPS) public entity risk pools. The District pays an annual premium to each entity for its health, workers' compensation, and property liability coverage. The relationships between the District and the pools are such that they are not component units of the District for financial reporting purposes.

These entities have budgeting and financial reporting requirements independent of member units and their financial statements are not presented in these financial statements; however, fund transactions between the entities and the District are included in these statements. The District's share of year-end assets, liabilities or fund equity has not been calculated. Audited financial statements are available from the respective entities.

	Southern California Schools Employee Benefit Association <b>(SCSEBA)</b>	State-Wide Association of Community Colleges <b>(SWACC)</b>	Schools' Excess Liability Fund <b>(SELF)</b>
<b>Purpose:</b>	Provides health benefit coverage.	Provides general liability and property coverage.	Provides excess liability.
<b>Participants:</b>	Community colleges and school districts in Southern California.	Community college districts.	School districts and community colleges throughout the State.
<b>Governing board:</b>	A representative from member districts.	A representative from member districts.	Sixteen elected members from participating districts.

### NOTE 12 – RETIREE BENEFITS

The District provides a Tax Shelter Annuity Plan for all eligible employees, as defined in the Plan documents. Participants may contribute a portion of their earnings under a 403(b) plan, which has a maximum deferral limit of \$15,000 if under age 50, and \$20,000 if over age 50. The District will not make matching contributions to the Plan on behalf of participants. However, the District absorbs some costs associated with the administration of the Plan.

### NOTE 13 – FUTURE PRONOUNCEMENTS

Accounting principles have long held that the cost of retiree benefits should be "accrued" over employees' working lifetime. For this reason, in 2004 the Government Accounting Standards Board (GASB) issued Accounting Standards 43 and 45 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees).

The District is required to implement these Standards for the fiscal year beginning July 1, 2007.

The fiscal impact on the District is significant. To fully implement these standards immediately, the District would need to accrue \$4,271,768 for future retiree health benefits.

Until the new standards take effect, GASB 12 currently requires the District to disclose the existence and/or cost of retiree health benefits. These costs are disclosed in Note 8.

## SUPPLEMENTARY INFORMATION

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# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## ORGANIZATION

For the Year Ended June 30, 2006

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Victor Valley College is a public community college operated under the Education Code of the State of California. The Community College District was established by authority of the voters who created the District in 1960. The College began classes in 1961. The present campus was started in 1963 and opened its doors to students in 1965. The College District encompasses an area of approximately 2,200 square miles and includes the communities of Adelanto, Apple Valley, Cedar Springs, Helendale, Hesperia, Lucerne Valley, Oro Grande, Phelan, Wrightwood, Los Flores, and Victorville. The College is a part of a State-wide system of community colleges jointly supported by the State and Local districts and functioning under the advisory supervision of the State Board of Governors. The Board of Trustees is the governing body of Victor Valley Community College District, acting through the Superintendent / President of the District.

## BOARD OF TRUSTEES

<u>Member</u>	<u>Office</u>	<u>Term Expires</u>
JA Range	President	November 2006
Dennis Henderson	Vice-President	November 2006
Thomas M. Elder, II	Trustee	November 2006
Bettye Underhill, Ph.D.	Trustee	November 2009
Donald Nelson	Clerk	November 2009

## ADMINISTRATION

Patricia Spencer, Ph.D.	Superintendent / President
Marianne Tortoric	Executive Vice-President / Deputy Superintendent, Instruction
Bruce Baron	Vice-President, Administrative Services
Willard Lewallen, Ph.D.	Vice-President, Student Services

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2006

<u>Federal Grantor</u>	<u>Pass-Through Grantor</u>	<u>Program</u>	<u>Federal Catalog Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Expenditures</u>
U.S. Department of Education	---	Title V – Higher Education Federal Work Study (I)	84.033	*	\$ 300,286
U.S. Department of Education	---	Supplemental Educational Opportunity Grant (SEOG) (I)	84.007	*	295,200
U.S. Department of Education	---	SEOG - Administrative Allowance (I)	84.007	*	20,153
U.S. Department of Education	---	Pell Grants (I)	84.063	*	10,330,243
U.S. Department of Education	---	Pell Grants -- Administrative Allowance (I)	84.063	*	21,225
U.S. Department of Education	---	Student Financial Aid Administrative Allowance (I)	84.033	*	540,725
U.S. Department of Education	---	Federal Loans (I)	84.032	*	474,374
U.S. Department of Education	---	Higher Education Act (TRIO) Title IV Student Support Services	84.042A	*	312,639
U.S. Department of Education	State Department of Education	Vocational and Applied Technology Education Act - Title I-Part C	84.048	*	402,977
U.S. Department of Education	State Department of Education	Vocational and Applied Technology Education Act - Title III-E Tech Prep	84.023	03578	16,948
U.S. Department of Education	State Chancellor's Office	Biotech Grant	---	3068	<u>867</u>
Total Department of Education					12,715,637
U.S. Department of Health and Human Services	State Department of Education	Temporary Assistance Needy Families	93.558	*	58,000
U.S. Department of Health and Human Services	State Department of Education	Child Care Center Program (I)	93.596	00321	<u>980,752</u>
Total Department of Health and Human Services					1,038,752
U.S. Department of Agriculture	---	Hispanic Serving Grant (I)	10.223	*	576,005
U.S. Dept. of Veteran's Affairs	---	Veteran's Education	64.116	*	7,377
Corporation for National and Community Service <u>15,082</u>	State Government Office	AmeriCorps Teach and Read Development Program	94.006	*	
<b>TOTAL FEDERAL EXPENDITURES</b>					<b><u>\$ 14,352,853</u></b>

\* Pass-through entity identifying number not applicable

(I) Major program

See Accompanying Note to Supplementary Information

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## SCHEDULE OF WORKLOAD MEASURES FOR PROGRAM-BASED FUNDING For the Year Ended June 30, 2006

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<u>Categories</u>	<u>Audited Data</u>
<b>Credit full-time equivalent student (FTES)</b>	
Weekly census	5,615
Daily census	935
Actual hours of attendance	277
Independent study / work experience	1,213
Summer intersession	<u>706</u>
Total credit FTES	8,746
<b>Non-credit FTES</b>	
Actual hours of attendance	271
Summer intersession	<u>32</u>
Total non-credit FTES	<u>303</u>
<b>TOTAL FULL-TIME EQUIVALENT STUDENTS</b>	<u><u>9,049</u></u>
<b>Basic skills</b>	
Credit	451
Non-credit	<u>51</u>
<b>TOTAL BASIC SKILLS</b>	<u><u>502</u></u>

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT WITH AUDITED FINANCIAL STATEMENTS

For the Year Ended June 30, 2006

There were adjustments to the Annual Financial and Budget Reports (CCFS-311) which required reconciliation to the audited financial statements at June 30, 2006.

	<u>General Fund</u>	<u>Debt Service Funds</u>	<u>Child Development Fund</u>	<u>Capital Outlay Project Fund</u>	<u>Bookstore Fund</u>
<b>Fund Balance</b>					
Balance, June 30, 2006 (CCFS-311)	\$ 3,555,779	\$ 40,490,534	\$ 252,232	\$ 1,514,870	\$ 646,884
Adjustments and reclassifications	-	-	-	-	-
Balance, June 30, 2006	<u>\$ 3,555,779</u>	<u>\$ 40,490,534</u>	<u>\$ 252,232</u>	<u>\$ 1,514,870</u>	<u>\$ 646,884</u>

	<u>Cafeteria Fund</u>	<u>Self Insurance Fund</u>	<u>Health Trust Fund</u>	<u>Student Center Fee Fund</u>	<u>Associated Student Body Fund</u>
<b>Fund Balance</b>					
Balance, June 30, 2006 (CCFS-311)	\$ 121,143	\$ 186,542	\$ 2,511	\$ 8,170	\$ 83,678
Adjustments and reclassifications	-	-	-	-	-
Balance, June 30, 2006	<u>\$ 121,143</u>	<u>\$ 186,542</u>	<u>\$ 2,511</u>	<u>\$ 8,170</u>	<u>\$ 83,678</u>

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## NOTE TO SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2006

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### NOTE 1 – PURPOSE OF SCHEDULES

#### Schedule of Expenditures of Federal Awards

The accompanying schedule of expenditures of Federal awards includes the federal grant activity of the District and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the United States Office of Management and Budget Circular A-133, *Audits of State, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the general-purpose financial statements.

#### Schedule of Workload Measures for Program-Based Funding

Full-Time Equivalent Students (FTES) is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of State funds are made to community college districts. This schedule provides information regarding the attendance of students throughout the District.

#### Reconciliation of Annual Financial and Budget Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balance of all funds reported on the Form CCFS-311 to the audited financial statements.

## OTHER REPORTS

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Board of Trustees  
Victor Valley Community College  
Victorville, California

We have audited the financial statements of the business-type activities of Victor Valley Community College District as of and for the year ended June 30, 2006, which collectively comprise Victor Valley Community College District's basic financial statements and have issued our report thereon dated November 9, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Victor Valley Community College District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the District's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe none of the reportable conditions described above is a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Victor Valley Community College District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts.

The Board of Trustees  
Victor Valley Community College District

This report is intended solely for the information and use of the Board of Trustees, Management, the California State Chancellor's Office, and Federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Messner & Hadley, LLP.*

Messner & Hadley, LLP  
Certified Public Accountants

Victorville, California  
November 9, 2006



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH  
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM  
AND INTERNAL CONTROL OVER COMPLIANCE WITH  
OMB CIRCULAR A-133**

The Board of Trustees  
Victor Valley Community College District  
Victorville, California

Compliance

We have audited the compliance of Victor Valley Community College District with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major Federal programs for the year ended June 30, 2006. Victor Valley Community College District's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major Federal programs is the responsibility of Victor Valley Community College District's management. Our responsibility is to express an opinion on Victor Valley Community College District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether non-compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about Victor Valley Community College District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Victor Valley Community College District's compliance with those requirements.

In our opinion, Victor Valley Community College District complied, in all material respects, with the requirements referred to above that are applicable to each of its major Federal programs for the year ended June 30, 2006.

Internal Control Over Compliance

The management of Victor Valley Community College District is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to Federal programs. In planning and performing our audit, we considered Victor Valley Community College District's internal control over compliance with requirements that could have a direct and material effect on a major Federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

The Board of Trustees  
Victor Valley Community College District

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that non-compliance with applicable requirements of laws, regulations, contracts, and grants caused by error or fraud that could be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the Board of Trustees, Management, the California State Chancellor's Office, and Federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

*Messner & Hadley, LLP.*

Messner & Hadley, LLP  
Certified Public Accountants

Victorville, California  
November 9, 2006

# INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE

The Board of Trustees  
Victor Valley Community College District  
Victorville, California

We have audited the basic financial statements of Victor Valley Community College District (the "District") as of and for the year ended June 30, 2006, and have issued our report thereon dated November 9, 2006.

Our audit was made in accordance with auditing standards generally accepted in the United States of America and the standards for the financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and California Community Colleges Contracted District Audit Manual, issued by the Chancellor's Office. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The District's management is responsible for the District's compliance with laws and regulations. In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with the following state laws and regulations in accordance with Section 400 of the Chancellor's Office California Community Colleges Contracted District Audit Manual:

## **General Directives**

Management Information System Implementation:

- Required Data Elements

## **Administration**

Fiscal Operations:

- Salaries of Classroom Instructors (50 Percent Law)
- Gann Limit Calculation

Apportionments:

- Residency Determination for Credit Courses
- Students Actively Enrolled
- Concurrent Enrollment of K-12 Students in Community College Credit Courses
- Apportionment for Instructional Service Agreements / Contracts
- Enrollment Fees

Open Enrollment

## **Educational Programs**

### **Student Services**

Matriculation:

- Uses of Matriculation Funds

The Board of Trustees  
Victor Valley Community College District

**Special Programs**

Extended Opportunity Programs and Services (EOPS):

- Allocation of Costs
- Administrator / Director Requirements

**Facilities**

Scheduled Maintenance Programs

Based on our audit, we found that, for the items tested, the Victor Valley Community College District complied with the State laws and regulations of the State programs referred to above, except as described in the Findings and Recommendations section of this report. Further, based on our audit, for items not tested, nothing came to our attention to indicate that Victor Valley Community College District had not complied with the State laws and regulations.

This report is intended for the information of the Board of Trustees, the audit committee, management, and various County, State and Federal regulatory agencies, and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

*Messner & Hadley, LLP.*

Messner & Hadley, LLP  
Certified Public Accountants

Victorville, California  
November 9, 2006

## FINDINGS AND QUESTIONED COSTS SECTION

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## SUMMARY OF AUDITORS' RESULTS

For the Year Ended June 30, 2006

---

### FINANCIAL STATEMENTS

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

Material weaknesses identified? No

Reportable conditions identified not considered to be material weaknesses? No

Non-compliance material to financial statements notes? No

### FEDERAL AWARDS

Type of auditors' report issued on compliance for major programs: Unqualified

Internal control over financial reporting:

Material weaknesses identified? No

Reportable conditions identified not considered to be material weaknesses? No

Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a): No

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
84.063, 84.007, 84.033, 84.032	Student Financial Aid Cluster
84.048	Vocational Education
93.596	Child Care Center Program
10.223	Hispanic Serving Grant

Dollar threshold used to distinguish between Type A and Type B programs: \$ 430,586

Auditee qualified as low-risk auditee? No

### STATE AWARDS

Type of auditors' report issued on compliance for State programs: Unqualified

Internal control over state programs:

Material weaknesses identified? No

Reportable conditions identified not considered to be material weaknesses? No

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## SCHEDULE OF CURRENT YEAR FINDINGS AND QUESTIONED COSTS

For the Year Ended June 30, 2006

---

The following findings represent reportable conditions, and instances of non-compliance related to the financial statements that are required to be reported in accordance with government audit standards generally accepted in the United States of America. The findings have been coded as follows:

### **2006-1 Required Data Elements**

#### Requirement

The District is required to maintain detailed documentation to substantiate the data reported on the Apportionment Attendance Report Form CCFS-320. One of the two suggestions of information to supplement the documentation of each course is the signature of the instructor on all primary attendance accounting documents as a certification of a true and accurate accounting.

#### Condition

On one of fourteen census sheets tested, the instructor's signature was not present. The course was a credit course.

#### Recommendation

The District should review all census sheets to determine that the instructors have signed.

#### District Response

The Director of Admissions and Records has been directed to review procedures and revise such procedures, if necessary, for submission of census rosters to ensure that instructor signatures are obtained.

### **2006-2 Concurrent Enrollment**

#### Requirement

For summer session concurrent enrollment students, the K-12 principal may not recommend more than five percent of those students completing a particular grade for such enrollment.

#### Condition

The District does not have a system in which the principals involved certify that they have not recommended more students than allowed by the California Education Code.

#### Recommendation

The District should institute such a certification process.

#### District Response

During 2006-2007, the District will work with local school districts to develop and implement a procedure for the K-12 principals to certify that they have not recommended for summer session enrollment more than 5% of the students in a particular grade level.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## SCHEDULE OF CURRENT YEAR FINDINGS AND QUESTIONED COSTS, Continued For the Year Ended June 30, 2006

---

### **2006-3 Standards of Scholarship**

#### Requirement

The District is required to adopt and publish procedures for correction of grades that allow a student to challenge a grade alleged to be incorrect.

#### Condition

The District has not adopted such a procedure and, therefore, has not published one.

#### Recommendation

The District should adopt the procedure as required by Education Code and CCR.

#### District Response

The District has a student grievance procedure that is adopted and published. This student grievance procedure is used for all grievances, including grade appeals. The District is in the process of revising this administrative procedure for implementation (and publication) in the 2007-2008 academic year.

### **2006-4 Student Instructional Materials Fees**

#### Requirement

The District is required to have a policy if it charges an Instructional Materials Fee. The District does charge this fee.

#### Condition

The District does charge this fee, but its fee policy and its catalog do not state the required policy.

#### Recommendation

The District should adopt the required fee policy or cease charging the fees for materials to students.

#### District Response

The District agrees with the finding and will develop a committee to establish a fee policy.

### **2006-5 Non-Credit Courses**

#### Requirements

The District was notified by the Chancellor's Office that for non-credit courses where apportionment was claimed, it was required to perform a Self Assessment. A checklist was provided to determine compliance and a reporting deadline was established for certain types of courses.

#### Condition

The District did not perform the required Self Assessment.

#### Recommendation

The Self Assessment should be performed as soon as possible.

#### District Response

The District agrees with the finding and will develop a form to assess noncredit classes.



# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## SCHEDULE OF CURRENT YEAR FINDINGS AND QUESTIONED COSTS, Continued For the Year Ended June 30, 2006

---

### **2006-6 Separation of Duties**

#### Requirement

Good internal control mandates that the payroll function be segregated from the human resources function.

#### Condition

There is currently a lack of segregation of duties over the payroll function. The payroll function is currently being performed by employees that report to the human resource department.

#### Recommendation

The payroll department should be segregated from human resources by having fiscal services supervise this function.

#### District Response

The District will bring the recommendation regarding segregation of duties to the appropriate departments for further review.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## STATUS OF PRIOR YEAR'S FINDINGS AND RECOMMENDATIONS For the Year Ended June 30, 2006

---

<u>Findings and Recommendations</u>	<u>Current Status</u>	<u>Management's Explanation If Not Implemented</u>
<p><b>2005-1 Return of Title IV Funds</b> The District is not returning Title IV funds in the required 30 days after determining a student has withdrawn, due to the MIS Department not providing the necessary list of students as District procedure requires.</p> <p>The Financial Aid Department should be allowed to query the list as needed rather than having to depend upon the MIS Department for the required information.</p>	Implemented	
<p><b>2005-2 Reconciliation of Enrollment Fee Revenue</b> The District was unable to provide adequate reconciliation between enrollment fee revenue calculated based on full-time equivalent students (FTES) and the amounts posted to the general ledger.</p> <p>The accounting system, Datatel, should be modified to allow separate reporting of enrollment fees from other student revenues. The reconciliation is necessary to ensure that amounts reported in financial statements are accurate and properly supported.</p>	Implemented	

STUDENT SERVICES

FEBRUARY 13, 2007

TOPIC: BOARD POLICY 5020 – NONRESIDENT TUITION (REVISED, SECOND READING)

Board Policy 5020 has been revised as indicated in bold and italic print to bring the policy into compliance with the Chancellor's Office procedures for determining and reporting nonresident tuition rates. BP 5020 has been recommended for approval by College Assembly at its December 5, 2006 meeting.

Fiscal Impact: None.

**RECOMMENDATION:**

Approval of revised BP 5020 Nonresident Tuition, Second Reading.

**REFERENCE FOR AGENDA:** YES

**General Counsel Approval:** YES \_\_\_ NO \_\_\_ NOT APPLICABLE X \_\_\_

**I recommend the Board of Trustees approve this item**

Willard Swallen  
Vice President, Student Services

Date 1/24/07

**I recommend the Board of Trustees approve this item**

Louis E. Zellers  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

STUDENT SERVICES

Chapter 5

**Nonresident Tuition**

**BP 5020**

Reference: Education Code Sections 68050, 68051, 68052, 68130

Nonresident students shall be charged nonresident tuition for all units enrolled.

Not later than ~~January~~ **February 1** of each year, the superintendent/president shall bring to the board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The superintendent/president shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

INSTRUCTION

FEBRUARY 13, 2007

**TOPIC:** OUT-OF-STATE TRAVEL – DEAN OF HUMANITIES, ARTS, AND SOCIAL SCIENCES

The district requests authorization from the Board of Trustees to allow Dr. John Rude to attend the Chair Academy's 16<sup>th</sup> Annual International Conference for Leaders in post-secondary Education in Jacksonville, Florida from March 6, 2007 through March 10, 2007.

Fiscal Impact: Budgeted Item – \$1,935.00

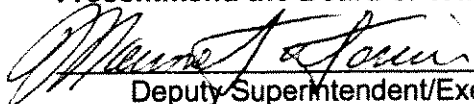
**RECOMMENDATION:**

It is recommended that the Board of Trustees approve out-of-state travel for Dr. John Rude to attend the Chair Academy's 16<sup>th</sup> Annual International Conference for Leaders in post-secondary Education in Jacksonville, Florida from March 6, 2007 through March 10, 2007.

**REFERENCE FOR AGENDA:** YES

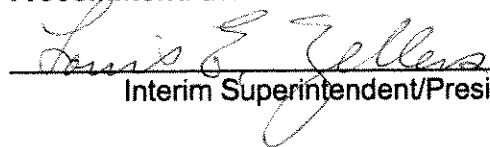
**General Counsel Approval:** YES \_\_\_ NO \_\_\_ NOT APPLICABLE X

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Deputy Superintendent/Executive  
Vice President, Instruction

Date 01-23-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

### Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Dr. John A. Rude  
 Name of Conference/Workshop: Chair Academy's 16th Annual International Conference for Leaders in Post-Secondary Education VPs, Deans, etc  
 Location of Conference/Workshop: Jacksonville, FL  
 Date(s) of Conference/Workshop: March 6-10, 2007

#### Travel Authorization/Funding Request

##### Estimated Cost of Attendance

Meals (\$35 per day max) \$ 175-  
 Mileage 90 @ \$ 42.5 per mile: 39-  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?   350-  
 Registration: To be prepaid?   535-  
 Lodging/Hotel: To be prepaid?   675<sup>226</sup>  
 Other: To be prepaid?   60-  
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 1834-  
1935.00

##### NOTES:

- 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.
  - 2) Organization dues and memberships may not be included as part of the Travel Authorization.
- Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # 014779 P.O.# \_\_\_\_\_

John A. Rude 1-8-07  
 Signature of Attendee Date

##### APPROVAL TO ATTEND:

[Signature] 1-8-07  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

##### Please Indicate Budget Approval

[Signature] 1-8-07  
 Budget Account Manager Signature Date

01-00-14-6070-X-5202  
 Department Budget Account # (12 digits) \$ Approved

\_\_\_\_\_  
 Faculty Travel Date Faculty Travel # \$ Approved

\_\_\_\_\_  
 Staff Development Date Staff Dev # \$ Approved

##### Processing Instructions -

##### Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.

White, green: Fiscal Services; Pink, goldenrod: Requestor; Canary: Staff Development

#### Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

##### Transportation

Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_

Plane, train, shuttle, bus: \_\_\_\_\_

Taxi/bus fares or parking: \_\_\_\_\_

##### Conference Registration Fees:

Lodging/Hotel (exit bill must show zero balance): \_\_\_\_\_

Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Lodging Total: \$ \_\_\_\_\_

##### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

Sub-total of expenses: \_\_\_\_\_

LESS AMOUNT PREPAID BY DISTRICT: \_\_\_\_\_

**TOTAL NET** (returned or payable to employee): \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

##### Processing Instructions -

##### Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

APR 5 2007  
**FISCAL SERVICES**

5727

INSTRUCTION

FEBRUARY 13, 2007

**TOPIC: OUT OF THE COUNTRY TRAVEL - CHINA**

The district requests authorization from the Board of Trustees to allow Dr. Lori Kildal, Dr. Marion Boenheim, and Dr. Marianne Tortorici to travel to China as part of the Concordia Partnership during the spring semester, 2007 at the end of February, the beginning of March, 2007. Total travel time is for 7 to 10 days including weekends.

Fiscal Impact: None to the District

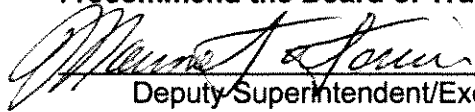
**RECOMMENDATION:**

It is recommended that the Board of Trustees approve out of the country travel to allow Dr. Lori Kildal, Dr. Marion Boenheim, and Dr. Marianne Tortorici to travel to China as part of the Concordia Partnership during the spring semester at the end of February, the beginning of March, 2007. Total travel time is for 7 to 10 days including weekends.

**REFERENCE FOR AGENDA: YES**

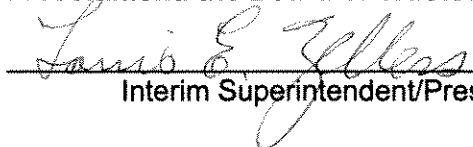
**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Deputy Superintendent/Executive  
Vice President, Instruction

Date 1-26-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Marion Bonheim  
 Name of Conference/Workshop: Concordia Partnership, Concordia University  
 Location of Conference/Workshop: China  
 Date(s) of Conference/Workshop: Feb/March 07

### Travel Authorization/Funding Request

**Estimated Cost of Attendance**

Meals (\$35 per day max) \$ \_\_\_\_\_  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?    
 Registration: To be prepaid?    
 Lodging/Hotel: To be prepaid?    
 Other: \_\_\_\_\_ To be prepaid?    
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 0

**NOTES:**

- 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.
  - 2) Organization dues and memberships may not be included as part of the Travel Authorization.
- Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_

Marion Bonheim 1-25-07  
 Signature of Attendee Date

**APPROVAL TO ATTEND:**

\_\_\_\_\_  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

**Please Indicate Budget Approval**

- \_\_\_\_\_  
 Budget Account Manager Signature Date
- \_\_\_\_\_  
 Department Budget Account # (12 digits) \$ Approved
- \_\_\_\_\_  
 Faculty Travel Date Faculty Travel # \$ Approved
- \_\_\_\_\_  
 Staff Development Date Staff Dev # \$ Approved

**Processing Instructions -**

**Travel Authorization/Funding Phase**

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
 Canary: Staff Development

### Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel  
 (see 'Guidelines' on reverse side)

**Transportation**

Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

Lodging Total: \$ \_\_\_\_\_

**Meals - Itemized by day (list names of others on receipt if applicable)**

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

**Sub-total of expenses:** \_\_\_\_\_

**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_

**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Fiscal Services Approval Date

**Processing Instructions -**

**Reimbursement Request Phase**

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.



# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Dr. Marianne Tartorki  
 Name of Conference/Workshop: Concordia Partnership, Concordia University  
 Location of Conference/Workshop: China  
 Date(s) of Conference/Workshop: Spring, 2007: Tentatively end of February, first of March, 2007


## Travel Authorization/Funding Request

### Estimated Cost of Attendance

Meals (\$35 per day max) \$ \_\_\_\_\_  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?   \_\_\_\_\_  
 Registration: To be prepaid?   \_\_\_\_\_  
 Lodging/Hotel: To be prepaid?   \_\_\_\_\_  
 Other: \_\_\_\_\_ To be prepaid?   \_\_\_\_\_  
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 0

**NOTES:**

- 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.
  - 2) Organization dues and memberships may not be included as part of the Travel Authorization.
- Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_  
  
 Signature of Attendee \_\_\_\_\_ Date 1-25-07

**APPROVAL TO ATTEND:**

Signature of Supervisor (staff) or Dean, Learning Systems (faculty) \_\_\_\_\_ Date \_\_\_\_\_

### Please Indicate Budget Approval

\_\_\_\_\_  
 Budget Account Manager Signature Date  
 \_\_\_\_\_  
 Department Budget Account # (12 digits) \$ Approved  
 \_\_\_\_\_  
 Faculty Travel Date Faculty Travel # \$ Approved  
 \_\_\_\_\_  
 Staff Development Date Staff Dev # \$ Approved

### Processing Instructions -

#### Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
 Canary: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

### Transportation

Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

**Lodging Total:** \$ \_\_\_\_\_

### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

**Sub-total of expenses:** \_\_\_\_\_

**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_

**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Services Approval \_\_\_\_\_ Date \_\_\_\_\_

### Processing Instructions -

#### Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: LORI KILDAL  
 Name of Conference/Workshop: Partnership w/ Concordia University  
 Location of Conference/Workshop: CHINA  
 Date(s) of Conference/Workshop: Spring 2007 (End of Feb. or 1<sup>st</sup> of March)

## Travel Authorization/Funding Request

### Estimated Cost of Attendance

Meals (\$35 per day max) \$ \_\_\_\_\_  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?    
 Registration: To be prepaid?    
 Lodging/Hotel: To be prepaid?    
 Other: \_\_\_\_\_ To be prepaid?    
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 0

**NOTES:**

- 1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.
  - 2) Organization dues and memberships may not be included as part of the Travel Authorization.
- Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # \_\_\_\_\_ P.O.# \_\_\_\_\_

Lori Kildal 1-25-07  
 Signature of Attendee Date

**APPROVAL TO ATTEND:**

[Signature] 1-25-07  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

### Please Indicate Budget Approval

\_\_\_\_\_ Date \_\_\_\_\_  
 Budget Account Manager Signature  
 \_\_\_\_\_ \$ Approved  
 Department Budget Account # (12 digits)  
 \_\_\_\_\_ Date \_\_\_\_\_ Faculty Travel # \_\_\_\_\_ \$ Approved  
 Faculty Travel  
 \_\_\_\_\_ Date \_\_\_\_\_ Staff Dev # \_\_\_\_\_ \$ Approved  
 Staff Development

### Processing Instructions -

#### Travel Authorization/Funding Phase

**Requestor:** Submit all copies to Dean or Supervisor for approval to attend, then...if using Staff Development and/or Faculty Travel Funding, send the completed Travel Authorization to the Staff Development Office. **If not using Staff Development/Faculty Travel Funding, send the completed form directly to Fiscal Services.**

White, green: Fiscal Services; Pink, goldenrod: Requestor;  
 Canary: Staff Development

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

### Transportation

Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \$ \_\_\_\_\_  
 Plane, train, shuttle, bus: \_\_\_\_\_  
 Taxi/bus fares or parking: \_\_\_\_\_  
**Conference Registration Fees:** \_\_\_\_\_  
**Lodging/Hotel (exit bill must show zero balance):** \_\_\_\_\_  
 Room: Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_  
 Days \_\_\_\_\_ Rate = \$ \_\_\_\_\_

**Lodging Total:** \$ \_\_\_\_\_

### Meals - Itemized by day (list names of others on receipt if applicable)

Date	Brkfst	Lunch	Dinner	#People	\$

Other: \_\_\_\_\_

**Sub-total of expenses:** \_\_\_\_\_

**LESS AMOUNT PREPAID BY DISTRICT:** \_\_\_\_\_

**TOTAL NET (returned or payable to employee):** \$ \_\_\_\_\_

I certify that the items I have listed are actual and necessary travel expenses incurred for community college district purposes and are in accordance with the Education Code for the State of California.

\_\_\_\_\_  
 Employee Signature Date

\_\_\_\_\_  
 Fiscal Services Approval Date

### Processing Instructions -

#### Reimbursement Request Phase

**Requestor:** Forward the pink copy to Fiscal Services with original receipts. Retain the goldenrod copy for your records.

## International Education

Victor Valley College has the opportunity to expand its programs globally. One potential new partner is China. VVC has the opportunity to meet with several schools and businesses in China to provide vocational programs, ESL, general education, etc. China also sends more students to the United States than any other country except India. This would give VVC the opportunity to service students in China as well as recruit new students to Victor Valley College. China's education minister, Zhou Ji said, "China has 1.3 billion people and if they are not well educated, it will be a heavy burden for China." He welcomes colleges from the U.S. He feels they "play a very important role in the modernization of the country."

Victor Valley College has also partnered with Concordia University on meeting the needs of Chinese students. Concordia is already established in China offering two accredited programs. However, Concordia can not fulfill all of the needs of the Chinese students and has asked us to partner with them.

The goals of VVC's International Education in China are:

1. Establish partnerships with schools and businesses.
  - a. Pratt and Whitney Aero-Engine Co., Ltd.
  - b. Beijing Normal University
  - c. Tsinghua University
  - d. China Agricultural University
  - e. Tianhua College
  - f. Jin Cai School
  - g. Taizhou School
  - h. Shushen School
2. Offer programs and/or classes that meet the needs of the Chinese communities.
3. Recruit Chinese students to Victor Valley College.
  - a. ESL immersion classes for 1<sup>st</sup> 2 years. Finish bachelor's degree at Concordia University.
  - b. Accelerated summer classes for Jr. High students through adult learners.
4. Encourage VVC students to study in China for one semester.
5. Exchange teaching members - VVC professors and Chinese professors

There are other schools that are planning to move into this market. VVC would like to be the leader for California Community Colleges. Dr. Kildal, Dr. Boenheim, and Dr. Tortorici have the opportunity to travel to China as part of the Concordia partnership during the spring semester. Concordia has asked for these specific administrators based on titles and expertise.

Funding is provided by non-district funds.

5.23 Ratification of the following contracts that were approved by Dr. Zellers, Interim Superintendent/President per Board Policy 2430. These contracts are available to the public in the Superintendent/President's office

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>Amount</b>
Data Impact	Document imaging Services	\$27,844
EUREKA	Career assessment and exploration software	\$ 4,310
St. Bernardine Medical Center	To provide clinical learning locations for students in the Nursing program – March 1, 2007-March 1, 2008	None to the District
Prime Healthcare Management. Inc.	To provide clinical learning locations for students of the Phlebotomy Program – January 1, 2007 through December 31, 2010	None to the District
Robert H. Ballard Rehabilitation Hospital	To provide clinical learning locations for students in the Nursing program – January 1, 2007-December 31, 2009	None to the District
USDA Forest Service	Training activities related to wildland fire suppression and related training activities through June 30, 2011	Not to exceed \$64,000
Contract Education Services	Contract Education Service courses	\$38,875.00
Luis Pena	Personal Services to conduct maintenance and repair on all weight room equipment.	\$ 3,700.00
SARS Software Products	Manages appointment scheduling for the counseling center	\$16,000

BOARD OF TRUSTEES

FEBRUARY 13, 2007

TOPIC: Board Meetings – Change in Start Time for Open Session

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the Board approve the proposed start time for open session from 6 p.m. to 5 p.m., which are preceded by Closed Session at 3 p.m. unless otherwise noted on the agenda.

REFERENCE FOR AGENDA: YES

General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X

I recommend the Board of Trustees approve this item

Louis E. Zellers  
Interim Superintendent/President

Date 2-5-07

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

ADMINISTRATIVE SERVICES

FEBRUARY 13, 2007

**TOPIC: REQUEST FOR EMERGENCY AWARD OF CONTRACTS WITHOUT BID**

Under Public Contract Code 20654 (CC) the board is relieved from bidding requirements when, in an emergency, work is necessary to permit the continuance of existing school classes. On January 16, 2007 temperatures dropped drastically, causing pipes to freeze and burst, resulting in severe damage to the gymnasium floor. The floor needs to be replaced as soon as possible to minimize negative impact on our students and instructional programs. Utilization of the public bid process would add several months to the timeline to perform the repair/replacement.

Fiscal Impact: None

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the emergency replacement of the gymnasium floor and direct the Superintendent/President to request approval of the County Superintendent of Schools to make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for this purpose, without advertising for or inviting bids.

**REFERENCE FOR AGENDA: YES**

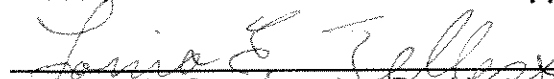
**General Counsel Approval: YES \_\_\_NO\_\_\_NOT APPLICABLE \_X\_**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Vice President, Administrative Services

Date 2-5-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2/5/07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

ADMINISTRATIVE SERVICES

FEBRUARY 13, 2007

**TOPIC: SIGNATURE AUTHORITY – GYMNASIUM FLOOR PROJECT**

Under Public Contract Code 20654 (CC) the board is relieved from bidding requirements when, in an emergency, work is necessary to permit the continuance of existing school classes. Pending approval by the County Superintendent's Office of a district request to approve this as an emergency project, the district should proceed with contracts to complete this project as quickly as possible to minimize impact to the students and instructional programs.

Fiscal Impact: Not to exceed \$300,000

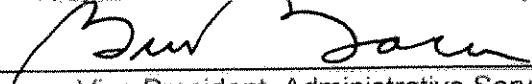
**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Superintendent/President to enter into contracts, not to exceed a total of \$300,000.00, for the gymnasium floor replacement project, as approved by the County Superintendent's Office as an emergency under Public Contract Code 20654.

**REFERENCE FOR AGENDA:** No

**General Counsel Approval:** YES \_\_\_ NO \_\_\_ NOT APPLICABLE X\_\_\_

**I recommend the Board of Trustees approve this item**

  
Vice President, Administrative Services

Date 2-5-07

**I recommend the Board of Trustees approve this item**

  
Interim Superintendent/President

Date 2/5/07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_



## San Bernardino County Superintendent of Schools

# EMERGENCIES – AWARD OF CONTRACTS WITHOUT BIDS

*Public Contract Codes 20113 (K-12) and 20654 (CC)*

### **BACKGROUND**

Public Contract Codes 20113 (K-12) and 20654 (CC) relieves the governing boards of school districts from bidding requirements when, in an emergency, any repairs, alterations, work or improvement is necessary to permit the continuance of existing school classes or to avoid danger to life or property.

This approval is for awarding a bid without a contract only. It does not authorize a district to begin a project without obtaining any necessary local or state permits nor does it preclude any local or state building codes or ordinances.

### **REQUIRED DOCUMENTATION FOR COUNTY SUPERINTENDENT'S APPROVAL**

1. Request for approval of emergency including an explanation of the emergency and how repairs, alterations, work or improvement is necessary to:
  - A. Permit the continuance of existing school classes.
  - B. Avoid danger to life or property.
2. Unanimous school board action approving emergency request.

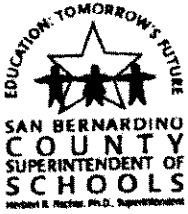
### **REQUIRED DOCUMENTATION FOR SCHOOL CLAIMS PROCESSING OF WARRANT**

1. Approval by County Superintendent of Schools
2. Contract documentation (where applicable)
  - A. Contract agreement, including board action, approving contract and/or authorized agent's signature. (EC 39656)

To include where applicable:

1. Nature and end result (purpose of contract)
  2. Time period
  3. Amount and payment conditions
  4. Obligations of parties
  5. Indemnification
3. Bonds required (Civil Code 3247) – California Admitted Surety
  - A. Payment bond (excess of \$25,000) for any public project
4. All other applicable/necessary documentation





San Bernardino County Superintendent of Schools

EMERGENCIES – AWARD OF CONTRACTS WITHOUT BIDS

Public Contract Codes 20113 (K-12) and 20654 (CC)

Name of School District Victor Valley Community College District

Contact Person Christopher Hylton

Telephone (760) 245-4271 x2472 Date 1/30/07

In accordance with Public Contract Code 20113 (K-12) or 20654 (CC), an emergency at Victor Valley [ ] School District [X] Community College has arisen.

(Please explain) On January 16, 2007, the temperatures in Victorville dropped drastically causing the pipes under the gymnasium floor to freeze and burst. This caused severe flooding under the floor resulting in more than 50% damage to the gym floor.

The following repairs, alterations, work or improvement is necessary to: [X] A. Permit the continuance of existing school classes. [ ] B. Avoid danger to life or property. This approval is for awarding a contract without a bid only. It does not authorize a district to begin a project without obtaining any necessary local or state permits nor does it preclude any local or state building codes or ordinances.

The type of work to be performed includes: Furnish and install a new gymnasium floor.

The Governing Board, at a regular/special meeting on \_\_\_\_\_, approved an emergency request with a vote of \_\_\_ to \_\_\_ and is asking the approval of the County Superintendent of Schools to make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for this purpose without advertising for or inviting bids.

I certify that the above information is true and correct and in accordance with Public Contract Code 20113 or 20654.

Governing Board Designee \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved on \_\_\_\_\_

- Attachments: [ ] Board Minutes/Resolution (unanimous vote), [ ] Contract documentation (where applicable), [ ] Bonds. • MUST BE ATTACHED •

Herbert R. Fischer, Ph.D. County Superintendent of Schools

HUMAN RESOURCES

FEBRUARY 13, 2007

**TOPIC: DEFERRED COMPENSATION PLAN AND THIRD-PARTY ADMINISTRATION**

The district is requesting approval of the Elite Choice 457(b) Governmental Deferred Compensation Plan, which includes Envoy Plan Services third party administration and Elite Choice 457(b)/403(b) investment platform (Elite Choice).

Together, Envoy and Elite Choice provide voluntary retirement plans for public school employees which mitigate the district's fiduciary liability and include retirement plan administration and compliance services.

Fiscal Impact: None to the district

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt the resolutions attached for 1) adoption of a 403(b) tax sheltered annuity plan and governmental 457(b) deferred compensation plan, and 2) adoption of the Elite Choice governmental 457(b) deferred compensation plan and the Elite Choice 403(b) tax sheltered annuity plan as listed.

**REFERENCE FOR AGENDA: YES**

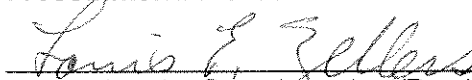
**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Vice President, Human Resources

Date 1-22-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

## Elite Choice Retirement Solutions Benefits to Victor Valley College and Employees

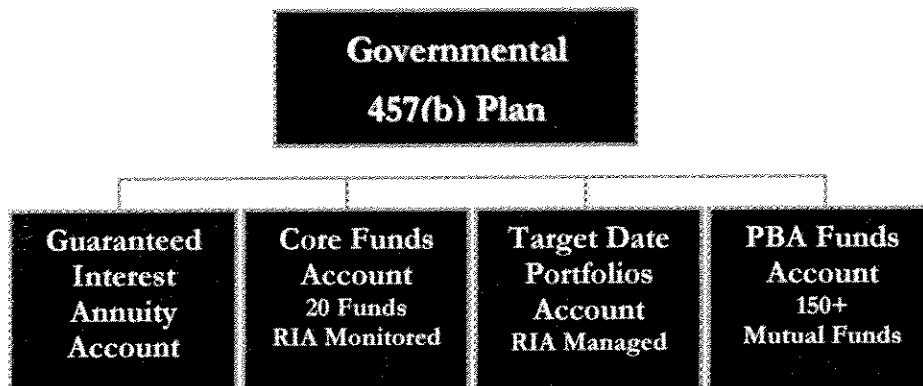
The Elite Choice 457(b) Plan improves the way public school employees participate in voluntary retirement plans such as traditional 403(b) and 457(b) plans, and to mitigate the District's/Plan Sponsor's fiduciary liability. Employees are provided with more choice, more control and more flexibility...and education in a variety of ways, making them a more knowledgeable investor and improve their ability to plan for their own retirement.

### District Benefits:

- Elite Choice mitigates the fiduciary liability for the District as the 457(b) Plan Sponsor
- Elite Choice assumes the responsibilities and liabilities for all Settler Functions for the plan, which includes:
  - Loans
  - Rollovers and Transfers
  - Separation From Service
  - Unforeseeable Emergency Withdrawals
  - Small Account Balance In-Service Distributions
  - QDRO Distributions
- Elite Choice assumes the responsibility for the District in meeting IRC Section 404(c) and state regulations for the implementation and operation of a comprehensive employee education program

### Employee Benefits:

- The Elite Choice provides a wide spectrum of investment choices among all investment styles, categories and risk classes
- Elite Choice provides the flexibility to consolidate 457(b), 403(b), 401(a) and IRA current and future investments on one easy-to-read statement that can be managed online
- The Elite Choice program costs consist of no up-front loads and no back-end surrender fees
- Elite Choice features for Employees/Participants includes:
  - Online Enrollment
  - Participant Directed Accounts
  - Daily Valuation Processing
  - Multi-Manager Platform
  - Rollover Eligibility (STRS/PERS and other plans)
  - 24/7 Internet Access
  - 24/7 Voice Response (VRU) – Bilingual
  - Consolidated Account Statements
  - Online 457(b) Participant Loans



## Envoy Plan Services, Inc.

### Benefits for Victor Valley College and its Employees

**Envoy Plan Services, Inc.** (“Envoy”) is a provider of retirement plan administration and compliance services to public education organizations, and is the author of the 403(b) and 457(b) Retirement Plans Administration Manual used by Los Angeles County Office of Education, San Luis Obispo County Office of Education, Orange County Department of Education and Santa Cruz County Office of Education and their districts. Envoy’s comprehensive services provides the District a means to delegate operational responsibilities for the District’s 403(b) Plan and **plan sponsor liabilities** for the settler function administration of the District’s 457(b) Plan.

- Envoy provides comprehensive administration and compliance services, ensuring compliance with federal and state regulations, including the new California Ed Code 25001 et. seq. (403(b) Compare.com registry administered by CalSTRS.) Envoy also provides assistance in the event of an IRS 457(b) or 403(b) audit.
- Envoy is the primary contact for all employees, financial representatives, and investment providers.
- Envoy will create a customized section of Envoy’s website dedicated to the District. Includes customized forms and procedures, customized and standardized retirement plans information, listing of all 403(b) & 457(b) providers and contact information, Internet links to 403bCompare.com, IRS website, and other related links.
- Envoy will provide one source for employees to obtain information about plans, technical information regarding regulations and maximum contribution limits, and streamlined enrollment procedures in both the 403(b) and 457(b) plans.

## **RESOLUTION VICTOR VALLEY COLLEGE**

### **Adoption of a 403(b) Tax Sheltered Annuity Plan and Governmental 457(b) Deferred Compensation Plan**

**WHEREAS**, the Board of Trustees of the Victor Valley College ("District"), designated as a governmental employer as defined in Section 457(e)(1)(A) of the Internal Revenue Code ("IRC") as amended, desires to adopt a Tax Sheltered Annuity Plan that qualifies under IRC Section 403(b) ("the TSA/403(b) Plan"), and a governmental non-qualified Deferred Compensation Plan that qualifies under IRC Section 457(b) ("the DCP/457(b) Plan") in which employees are permitted to make voluntary salary reductions; and to which the District may elect from time to time to make employer contributions on behalf of selected employees; and

**WHEREAS**, the Board of Trustees, District officials, or other District employees, make no representations or recommendations and bear no responsibility for any employee's/participant's selection of specific investment options made available under the DCP/457(b) Plan and/or the TSA/403(b) Plan ("the Plans"). The Board of Trustees, District officials, or other District employees, makes no representations to employees about the advisability, appropriateness or income tax consequences of participating in any TSA/403(b) and/or DCP/457(b) account(s) to which contributions are made, and that each employee, and not the District or Board of Trustees, shall be individually responsible for the determination of those eligible limits.

#### **THEREFORE, BE IT RESOLVED THAT:**

1. The TSA/403(b) Plan which, at all times, is intended to conform with the requirements of IRC Section 403(b) is adopted, and the following qualified investment options will be made available for the employees' selection:

Fixed annuities which are qualified under IRC Section TSA/403(b)(1); and

Variable annuities that are qualified under IRC Section TSA/403(b)(1); and

Custodial accounts investing only in regulated investment company stock under IRC Section TSA/403(b)(7).

2. The DCP/457(b) Plan which, at all times, conforms with the requirements of IRC Section DCP/457(b) is adopted, and the following investment options shall be held in trust, or in annuity contracts, or in custodial accounts that comply with IRC Section 457(g) for the exclusive benefit of employees who voluntarily choose to participate in the DCP/457(b) Plan, and their beneficiaries:

Fixed Annuities, Variable Annuities, Custodial Accounts, and Trust Accounts.

3. Individuals who will be permitted to participate in the District's DCP/457(b) Plan are described in the Plan Document and the Adoption Agreement.

4. All employees of the District are given the opportunity to participate in the District's TSA/403(b) Plan, and to enter into an amendment of employment contract for the purpose of effecting a reduction in the salary paid to such employee. Persons who are not employees are prohibited from participation.

**Administration and Compliance:** It is the intention of the members of the Board of Trustees that the District's TSA/403(b) Plan and DCP/457(b) Plan will conform with the applicable federal and state statutory requirements, and that the employee salary reduction contributions to the TSA/403(b) Plan and DCP/457(b) Plan be within eligible limits as set out in IRS regulations as currently stated, or as amended in the future. The Board of Trustees authorizes the Interim Superintendent/President or designee, to develop appropriate procedures to conduct a compliance review, followed by an ongoing compliance initiative, and to install necessary controls to insure that the TSA/403(b) and DCP/457(b) Plans are operated in conformance with the Internal Revenue Code and relevant state regulations, including related regulations as currently stated, and as amended in the future.

To assist the District in meeting the above requirements stated in this resolution, the Board hereby authorizes and directs the Interim Superintendent/President or designee, to engage the services of Envoy Plan Services, Inc. an independent third party administrator ("the Administrator"). The Interim Superintendent/President or designee, and the Administrator are further authorized to act on the Board's behalf with respect to all other aspects of the TSA/403(b) Plan and the DCP/457(b) Plan.

The Superintendent or designee is the District's Plan Administrator, and is hereby authorized and directed to execute the actions necessary to properly establish and administer the Plans, including the selection or eviction of investment option providers for the Plans, and entering into contracts or agreements as necessary to carry out the duties of the District's Plan Administrator, and where applicable, to execute procedures required to attain and maintain the qualified status of the Plans.

**Employer Contributions:** The Board of Trustees hereby authorizes the Interim Superintendent/President or designee to develop and implement employer contributions to the TSA/403(b) Plan and DCP/457(b) Plan as necessary and appropriate; and to establish Administrative Policies that conform to the federal and state Code and relevant regulations for those contributions.

That this Resolution is hereby adopted and approved, and supersedes and replaces any and all prior resolutions and plans of the District, authorizing the purchase of a TSA/403(b) Tax Sheltered Annuity and a DCP/457(b) Deferred Compensation Plan for its employees.

District Name: VICTOR VALLEY COLLEGE

Adopted by the Board of Trustees: February 13, 2007

Certified by the Clerk of the Board: Name: Donald Nelson

Signature: \_\_\_\_\_

**RESOLUTION  
VICTOR VALLEY COLLEGE**

**Adoption of the Elite Choice  
Governmental 457(b) Deferred Compensation Plan  
and the Elite Choice 403(b) Tax Sheltered Annuity Plan**

**WHEREAS**, the Board of Trustees of Victor Valley College ("District"), designated as a governmental employer desires to adopt the new Victor Valley College Elite Choice 457(b) Deferred Compensation Plan, a governmental non-qualified plan that qualifies under IRC Section 457(b) (the "Elite Choice 457(b) Deferred Compensation Plan") in which eligible employees are permitted to make voluntary salary reductions; and the new Victor Valley College Elite Choice 403(b) Tax Sheltered Annuity Plan that qualifies under IRC Section 403(b) (the "Elite Choice 403(b) Tax Sheltered Annuity Plan") in which eligible employees are permitted to make voluntary salary reductions.

**THEREFORE, BE IT RESOLVED THAT:**

1. **The Board hereby establishes and adopts** the Victor Valley College Elite Choice 457(b) Deferred Compensation Plan which is for the benefit of Plan participants, and shall at all times, conform with the requirements of IRC Section 457(b), including assets of the Plan to be held in Trust for the benefit of Plan participants and their beneficiaries: and
2. **The Board hereby establishes and adopts** the Victor Valley College Elite Choice 403(b) Tax Sheltered Annuity Plan which is for the benefit of Plan participants, and shall at all times, conform with the requirements of IRC Section 403(b): and
3. **The Board hereby authorizes** the Interim Superintendent/President or designee, or his or her successor, as District 457(b) Plan Administrator and 403(b)/TSA Plan Administrator, and further authorizes him or her to implement and manage the Plans: and
4. **The Board hereby authorizes** the Interim Superintendent/President or designee, or his or her successor, to enter into other contracts or agreements which he or she deems necessary or proper to administer the Plans: and
5. **The Board hereby appoints** and authorizes Union Bank of California, N.A., as Trustee of the Elite Choice 457(b) Deferred Compensation Plan: and
6. **The Board hereby appoints** and authorizes Union Bank of California, N.A., as Custodian of the Elite Choice 403(b) Tax Sheltered Annuity Plan: and
7. **Individuals who will be permitted** to participate in the Elite Choice 403(b) Tax Sheltered Annuity and 457(b) Deferred Compensation Plans are described in the Plan Document and the Adoption Agreement for each Plan: and
8. **Eligible individuals** are given the opportunity to participate in the District's Elite Choice 457(b) Deferred Compensation Plan and/or the District's Elite Choice 403(b) Tax Sheltered Annuity Plan by entering into an amendment of employment contract for the purpose of effecting a reduction in the salary paid to such participant.

**Conformance:** It is the intention of the members of the Board of Trustees that the District's Elite Choice 457(b) Deferred Compensation Plan and Elite Choice 403(b) Tax Sheltered Annuity Plan will conform with the applicable federal and state statutory requirements, and that the participants' salary reduction contributions to the 457(b) DCP Plan and the 403(b)/TSA Plan be within eligible limits as set out in IRS regulations as currently stated, or as amended in the future.

**This Resolution is hereby adopted** and approved, authorizing the adoption of the Elite Choice 457(b) Deferred Compensation Plan and the Elite Choice 403(b) Tax Sheltered Annuity for its eligible individuals as described to be effective February 13, 2007.

**Adopted by the Board of Trustees:** February 13, 2007

**Certified by the Secretary of the Board:** **Name:** Donald Nelson

**Signature:** \_\_\_\_\_

**Employer Plan Administrator:** **Title:** Interim Superintendent/President

**Signature:** \_\_\_\_\_

**Plan Administrator Designee:** **Title:** Vice President, Human Resources

**Signature:** \_\_\_\_\_



HUMAN RESOURCES

FEBRUARY 13, 2007

**TOPIC: AFT MILEAGE STIPEND PAYMENT**

On March 2, 2006, the district and AFT Part-Time Faculty United agreed to implement a pilot program for a mileage stipend for the fall semester 2006. The purpose of the stipend was to recruit more part-time faculty members from outside of the district.

At this time, the district desires to pay eligible AFT PTFU unit members a mileage stipend for fall 2006.

Fiscal Impact: At this time, stipend applications have been submitted by 20 adjunct instructors for a total of \$8225.50.


**RECOMMENDATION:**

It is recommended that the Board of Trustees approve payment of mileage stipends for eligible AFT PTFU unit members.

**REFERENCE FOR AGENDA: YES**

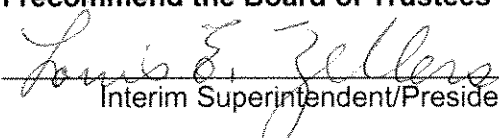
**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Vice President, Human Resources

Date 1-22-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**  
**AFT Part-Time Faculty United**

**Mileage Stipend**  
**March 2, 2006**

Victor Valley Community College (District) and AFT Part-Time Faculty United (PTFU), Local 6286, realize the unique location of Victor Valley College (VVC) may discourage certain qualified persons from applying for part-time teaching positions. To respond to this reality and to cast the widest possible net for recruiting part-time faculty members, VVC and PTFU agree to the following:

1. Each Unit Member who resides 45 miles or more from the college shall receive a stipend of \$50 per unit of pay per semester. Online assignments do not qualify.
2. Residence shall be verified by presenting a copy of a current utility bill, lease agreement, or mortgage, which includes the Unit Member's name.
3. A stipend for a particular semester shall be paid by the end of the semester.
4. Any part-time faculty member desiring such stipend shall file a request form provided by the District and attach to such application a printout from MapQuest.com or Google.com documenting the commuting distance.
5. This pilot program shall be implemented for the fall semester 2006 and shall be evaluated by the District and the Union at the end of that semester.

It is further understood that this memorandum of understanding is limited to the particular circumstance and time frame herein referenced and shall in no way be construed as establishing a past practice.

For the district

Date: 3.2.06

W SCHMIDT  
William Schmidt  
Human Resources Director

For AFT Part-Time Faculty United

Date: 3-2-06

Paul Jordan  
Paul Jordan

HUMAN RESOURCES

FEBRUARY 13, 2007

**TOPIC: AMENDMENT OF CONTRACT FOR INTERIM SUPERINTENDENT/PRESIDENT**

When the interim superintendent/president agreed to accept the position at Victor Valley College, it was with the understanding that the position would be paid at the rate of the previous superintendent/president, which is currently \$186,762.96.

The contract for the current interim superintendent/president is at the initial hire rate of the previous superintendent/president in 2003--\$160,800 annually--and did not take into account salary increases, step increases, and COLA that took place through August 2006.

**RECOMMENDATION:**

It is recommended that the Board of Trustees consider action to adjust the annual salary indicated on the contract for the interim superintendent/president to reflect what the current rate of pay should be plus district retirement contribution.

FISCAL IMPACT: \$3,496.58 monthly

REFERENCE FOR AGENDA: YES

General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X

**I recommend the Board of Trustees approve this item**

*[Signature]*  
Vice President, Human Resources

Date 1-25-07

**I recommend the Board of Trustees approve this item**

*[Signature]*  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
EMPLOYMENT AGREEMENT  
INTERIM SUPERINTENDENT/PRESIDENT

The Victor Valley Community College District, hereinafter referred to as "District," agrees to employ Dr. Louis E. Zellers, hereinafter referred to as "Employee" as the interim superintendent/president of the Victor Valley Community College District. Employee shall report to and take direction from the Board of Trustees of the District.

1. District Support: District shall provide to the satisfaction of Employee adequate working conditions and support personnel.
  
2. Payment: In consideration of this agreement, District shall pay Employee at the rate of \$160,800 **\$186,762.96** per year pro-rated for the period of service less than a full year served. In addition to his salary, Employee shall receive a \$400 per month stipend for general expenses, **\$1,333 per month in lieu of the District's contribution to STRS**, and \$1,500 monthly allowance for housing in lieu of health and welfare benefits. Employee will be provided two days per month district-paid vacation leave, one day per month district-paid sick leave, and all paid holidays granted to certificated administrators of the district. Upon termination or expiration of this agreement, Employee shall be paid for any unused, accrued vacation time. In addition, Employee shall be provided with five district-paid personal business leave days. Employee shall be provided with a district vehicle and district gasoline credit card for business use and incidental personal use.

District will reimburse Employee for any required district travel expenses. Also, Employee will submit such receipts as District may require for all of Employee's expenses that are necessary for carrying out his duties under this agreement, including travels, meals, lodging, and incidentals, all in accordance with District policies and procedures.

3. Employee's Duties and Powers: Under the direction of the Board of Trustees of the District, Employee shall perform such duties as are commensurate with the position of superintendent/president of the District. Employee shall be responsible for the operation of the District and shall devote such time and attention as are necessary to fully and completely perform his duties as required as an exempt employee.
  
4. Term of Agreement: Employee will begin services to the District on August 21, 2006, and said services will continue thereafter on a month-to-month basis for a period of up to one year unless either party provides written notification of a desire to terminate the contract. Such notice will be provided 60 days prior to the termination date, unless the 60-day time period is reduced by mutual agreement between the District and Employee. This agreement is not subject to automatic renewal or re-employment pursuant to Section 72411(c) of the Education Code.

\_\_\_\_\_  
Joe Range, President  
Board of Trustees  
Victor Valley Community College District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Louis E. Zellers

\_\_\_\_\_  
Date

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
EMPLOYMENT AGREEMENT  
INTERIM SUPERINTENDENT/PRESIDENT

The Victor Valley Community College District, hereinafter referred to as "District," agrees to employ Dr. Louis E. Zellers, hereinafter referred to as "Employee" as the interim superintendent/president of the Victor Valley Community College District. Employee shall report to and take direction from the Board of Trustees of the District.

1. **District Support:** District shall provide to the satisfaction of Employee adequate working conditions and support personnel.
2. **Payment:** In consideration of this agreement, District shall pay Employee at the rate of ~~\$160,800~~ per year pro-rated for the period of service less than a full year served. In addition to his salary, Employee shall receive a \$400 per month stipend for general expenses and \$1,500 monthly allowance for housing in lieu of health and welfare benefits. Employee will be provided two days per month district-paid vacation leave, one day per month district-paid sick leave, and all paid holidays granted to certificated administrators of the district. Upon termination or expiration of this agreement, Employee shall be paid for any unused, accrued vacation time. In addition, Employee shall be provided with five district-paid personal business leave days. Employee shall be provided with a district vehicle and district gasoline credit card for business use and incidental personal use.

District will reimburse Employee for any required district travel expenses. Also, Employee will submit such receipts as District may require for all of Employee's expenses that are necessary for carrying out his duties under this agreement, including travels, meals, lodging, and incidentals, all in accordance with District policies and procedures.

3. **Employee's Duties and Powers:** Under the direction of the Board of Trustees of the District, Employee shall perform such duties as are commensurate with the position of superintendent/president of the District. Employee shall be responsible for the operation of the District and shall devote such time and attention as are necessary to fully and completely perform his duties as required as an exempt employee.
4. **Term of Agreement:** Employee will begin services to the District on August 21, 2006, and said services will continue thereafter on a month-to-month basis for a period of up to one year unless either party provides written notification of a desire to terminate the contract. Such notice will be provided 60 days prior to the termination date, unless the 60-day time period is reduced by mutual agreement between the District and Employee. This agreement is not subject to automatic renewal or re-employment pursuant to Section 72411(c) of the Education Code.

*[Signature]*  
Tom Range, President  
Board of Trustees  
Victor Valley Community College District

*9/27/06*  
Date

*[Signature]*  
Dr. Louis E. Zellers

*8/21/06*  
Date

HUMAN RESOURCES

FEBRUARY 13, 2007

**TOPIC: CLASSIFIED INHOUSE PROMOTIONS SETTLEMENT AGREEMENT**

CSEA Chapter 584 and Victor Valley College have reached agreement on CSMCS Case #ARB 06-0305.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approves the settlement agreement on CSMCS Case #ARB 06-0305 as listed.

**REFERENCE FOR AGENDA: YES**

**General Counsel Approval: YES  NO  NOT APPLICABLE**

**I recommend the Board of Trustees approve this item**

*M. Rosenbaum*  
Vice President, Human Resources

Date 1-22-07

**I recommend the Board of Trustees approve this item**

*Louis L. Jellens*  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

## SETTLEMENT AGREEMENT

This Settlement Agreement (hereinafter "Agreement") is entered into by and between the Victor Valley Community College District (hereinafter "District") and the California School Employees Association and its Victor Valley College Chapter No. 584 (hereinafter "CSEA").

A. WHEREAS, the District and CSEA (collectively hereinafter "the parties") had entered into a collective bargaining agreement (hereinafter "Collective Bargaining Agreement") for the period July 1, 2004 through June 30, 2007;

B. WHEREAS, Article XXI, Sections 21.1 through 21.6 of the Collective Bargaining Agreement relate to "Transfers & Reassignments and Promotions";

C. WHEREAS, Article XXI, Section 21.1 provides:

21.1 For the purpose of this Article, the following definitions shall apply:

21.1.1 A "transfer" is defined as any board action which results in the movement of a unit member from one job site to another job site but within the same classification. (For example a Secretary I moving from a dean's office to the Student Center).

21.1.2 A "reassignment" is defined as any board action which results in the movement of a bargaining unit member from one classification to an equal or lower classification. (For example, movement from a specialist to a technician classification of equal or lower salary range).

21.1.3 A "promotion" is defined as any board action in the movement of a bargaining unit member from one classification to a higher classification. (For example, an Instructional Assistant I to a Records Evaluator II).

D. WHEREAS, Article XXI, Section 21.3 provides:

21.3 IN-HOUSE PROMOTION - When a new position is created, or an existing position becomes vacant, current unit members who have completed their probationary employment shall be given an opportunity to apply for a transfer, reassignment or promotion to the open position prior to the position being opened up to the public.

21.3.1 The District shall notify bargaining unit members in writing when a position is open including the job site of the position. During a school recess, a bargaining unit member's vacation and/or absence, job announcements will be sent to bargaining unit members who have submitted a written request to the Office of Human

Resources. These job announcements will be sent via first class U.S. mail.

21.3.2 Any bargaining unit member wishing to be considered for the position shall so notify the District, in writing, within five (5) working days of the announcement. If the applicant has on file a completed and approved examination or its equivalent demonstrating that the minimum qualifications have been met, the applicant may request and be granted a release from further testing as a prerequisite to consideration for the position.

21.3.3 Only bargaining unit members meeting the minimum qualifications as established by the job description will be considered for reassignment.

21.3.4 The supervisor designated to oversee the open position shall have the right to deny a unit member's transfer, reassignment or promotion and request that the position be opened to all applicants (bargaining unit members and the public). The District shall select the most qualified applicant.

E. WHEREAS, Title 5 of the California Code of Regulations, section 53021 entitled "Recruitment," provides in relevant part:

- (a) Except as otherwise provided in this section, community college districts shall actively recruit from both within and outside the district work force to attract qualified applicants for all *new openings*. This shall include outreach designed to ensure that all persons, including persons from monitored groups, are provided the opportunity to seek employment with the district. The requirement of open recruitment shall apply to all new full-time and part-time openings in all job categories and classifications, including, but not limited to, faculty, classified employees . . .
- (b)(1) "In-house or promotional only" recruitment shall not be used to fill any *new opening* for any position described in subdivision (a) *except* when the position is being filled on an *interim* basis for the minimum time necessary to allow for full and open recruitment; provided however, that no interim appointment or series of interim appointments exceed one year in duration. . .
- (3) Where in-house or promotional only recruitment is permitted, the district shall comply with its established hiring procedures and all district employees shall be afforded the opportunity to apply and demonstrate that they are qualified.

...



- (c) For purposes of this section, a *new opening* is *not* created when:
- (1) there is a reorganization that does not result in a net increase in the number of employees;
  - (2) one or more lateral transfers are made and there is no net increase in the number of employees;
  - (3) a position which is currently occupied by an incumbent is upgraded, reclassified, or renamed without significantly altering the duties being performed by the individual;
  - ...
  - (5) the position is filled by a temporary, short-term, or substitute employee appointed pursuant to Education Code sections 87422, 87480, 87482.5(b), 88003, 88106 or 88109;

....  
[emphasis added].

F. WHEREAS, in or about February 2005, based upon its belief that Article XXI conflicted with and violated Title 5 of the California Code of Regulations, section 53021, the District ceased compliance with Article XXI, Section 21.3 relating to in-house transfers, reassignments, and promotions;

G. WHEREAS, in or about February 2005 and on a continuous basis thereafter, CSEA has filed several separate Formal Level I grievances alleging that the District had failed to comply with Article XXI, Section 21.3 relating to in-house transfers, reassignments, and promotions;

H. WHEREAS, upon the District's denial of the grievances, CSEA has notified the District of its intent to proceed with arbitration in regards to at least one of the grievances relating to in-house transfers, reassignments, and promotions;

I. WHEREAS, on or about March 23, 2006 and April 26, 2006, at face-to-face meetings, the parties discussed their various positions regarding the interpretation of Title 5 of the California Code of Regulations, section 53021 in conjunction with Article XXI, Section 21.3 relating to in-house transfers, reassignments, and promotions;

J. WEHREAS, the parties have selected an arbitrator to resolve CSEA's in-house promotions grievances, in CSMCS case no. ARB. 06-0305. The matter is set for hearing on January 30, 2007, before arbitrator Michael Prihar. [The parties had previously scheduled a second day of hearing for January 31, 2007, but it was cancelled by Mr. Prihar due to his unavailability];

K. WHEREAS, on or about March 27, 2006, the District resumed compliance with Article XXI, Section 21.3 relating to in-house transfers and reassignments;

L. WHEREAS, on or about July 11, 2006, the District and CSEA entered into a formal settlement agreement, wherein the District confirmed its compliance with Article XXI, Section 21.3 relating to "in-house transfers and reassignments" only;

M. WHEREAS, the parties agree that it is in their best interests to resolve the remaining portions of the grievances, relating to "in-house promotions," without further expense or inconvenience;

NOW, THEREFORE, the District and CSEA enter into the following agreement as a full and complete settlement of the above-referenced matter relating to in-house promotions, as follows:

1. CSEA will not proceed with arbitration on its grievances relating to in-house promotions. CSEA agrees to timely notify the selected arbitrator of the parties' settlement of the in-house promotions grievances, in order to minimize or eliminate the payment of any amount of cancellation fees by either party in CSMCS case no. ARB. 06-0305.
2. The parties agree to add Section 21.1.4 to Article XXI of their Collective Bargaining Agreement as follows:
  - 21.1.4 A "new opening" is defined as a bargaining unit position for which the District shall actively recruit within and outside the District work force. However, a new opening is not created when:
    1. there is a reorganization that does not result in a net increase in the number of employees;
    2. one or more lateral transfers are made and there is no net increase in the number of employees;
    3. a position which is currently occupied by an incumbent is upgraded, reclassified, or renamed without significantly altering the duties being performed by the individual; and
    4. the position is filled by a temporary, short-term, or substitute employee appointed pursuant to Education Code sections 87422, 87480, 87482.5(b), 88003, 88106 or 88109.
3. The parties agree to amend the relevant provisions of Section 21.3 of Article XXI of the Collective Bargaining Agreement as follows:

21.3 IN-HOUSE TRANSFERS, REASSIGNMENTS, OR PROMOTIONS -

When a new position is created or an existing position becomes vacant [hereinafter collectively referred to as an "open position"], current unit members who have completed their probationary employment shall be given an opportunity to **apply** for a transfer, reassignment, or promotion to the open position prior to the recruitment being opened up to all applicants (bargaining unit members and the public) [hereinafter "open recruitment"].

...

21.3.4 The supervisor designated to oversee the open position shall have the right to deny a unit member's transfer or reassignment and request that there be an open recruitment. While an eligible unit member may apply for a promotion to a new opening prior to the open recruitment, this Article does not allow the District to consider the application of an in-house promotion applicant prior to the open recruitment. The District shall select the most qualified applicant.

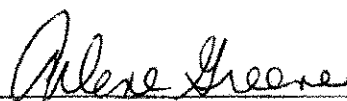
Notwithstanding the above paragraph, under the limited circumstances set forth in Title 5 of the California Code of Regulations, section 53021(b)(1), the District may consider and/or appoint an in-house promotion applicant prior to the open recruitment only when the District intends to fill the position on an interim basis.

4. The parties agree that the District is not authorized to conduct in-house promotions prior to an open recruitment, except as otherwise provided for under Title 5 of the California Code of Regulations, section 53021(b)(1) (i.e. only when the position is being filled on an interim basis).
5. The parties further agree that any alleged misapplication or misinterpretation of the terms of this Agreement shall be subject to the grievance procedures pursuant to Article XVI of the parties' Collective Bargaining Agreement.
6. As of the date of this Agreement, CSEA agrees to withdraw with prejudice its grievances relating to in-house transfers, reassignments, and promotions in their entirety.
7. To the extent this Agreement conflicts with the parties' July 11, 2006, formal settlement agreement resolving CSEA's grievances relating to "in-house transfers and reassignments" [as referenced in paragraph L above], this Agreement supersedes and controls the conflicting provisions, if any. The remaining portions of the parties' July 11, 2006, formal settlement agreement will nevertheless continue to be valid.

8. The parties through their counsel of record or representatives have participated in the drafting of this Agreement. The attorneys or representatives for all parties by their signatures on this Agreement approve it as to form, and accordingly, the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting parties will not be employed in any interpretation of this Agreement.


CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS VICTOR VALLEY COLLEGE CHAPTER NO. 584

DATED: January \_\_\_\_, 2007

By   
ARLENE GREENE, CHAPTER  
PRESIDENT

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

DATED: January 8, 2007

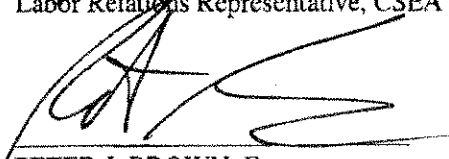
By   
MARION BOENHEIM, ~~Ph.D.~~  
VICE PRESIDENT, HUMAN  
RESOURCES, Authorized to Sign by Board  
of Trustees

APPROVED AS TO FORM:

DATED: January 17, 2007

By   
LACY GILLESPIE  
Labor Relations Representative, CSEA

DATED: January 19, 2007

By   
PETER J. BROWN, Esq.  
LIEBERT CASSIDY WHITMORE  
Attorneys for the District and the Board

HUMAN RESOURCES

FEBRUARY 13, 2007

**TOPIC:** COLLECTIVE BARGAINING AGREEMENT WITH AFT PART-TIME FACULTY UNITED, LOCAL 6286

A tentative agreement has been reached with AFT Part-Time Faculty United, Local 6286, on the initial collective bargaining agreement which will become effective upon board ratification and remain in force through February 12, 2010.

The adjunct faculty has voted to approve the initial collective bargaining agreement.

Fiscal Impact: budgeted item

**RECOMMENDATION:**

It is recommended that the Board of Trustees ratify the initial collective bargaining agreement with AFT Part-Time Faculty United, Local 6286, as listed.

**REFERENCE FOR AGENDA:** YES

**General Counsel Review:** YES  NO  NOT APPLICABLE

**I recommend the Board of Trustees approve this item**

*MTT Benbow*  
Vice President, Human Resources

Date 1-22-07

**I recommend the Board of Trustees approve this item**

*Louis E. Zellers*  
Superintendent/President

Date 2/5/07

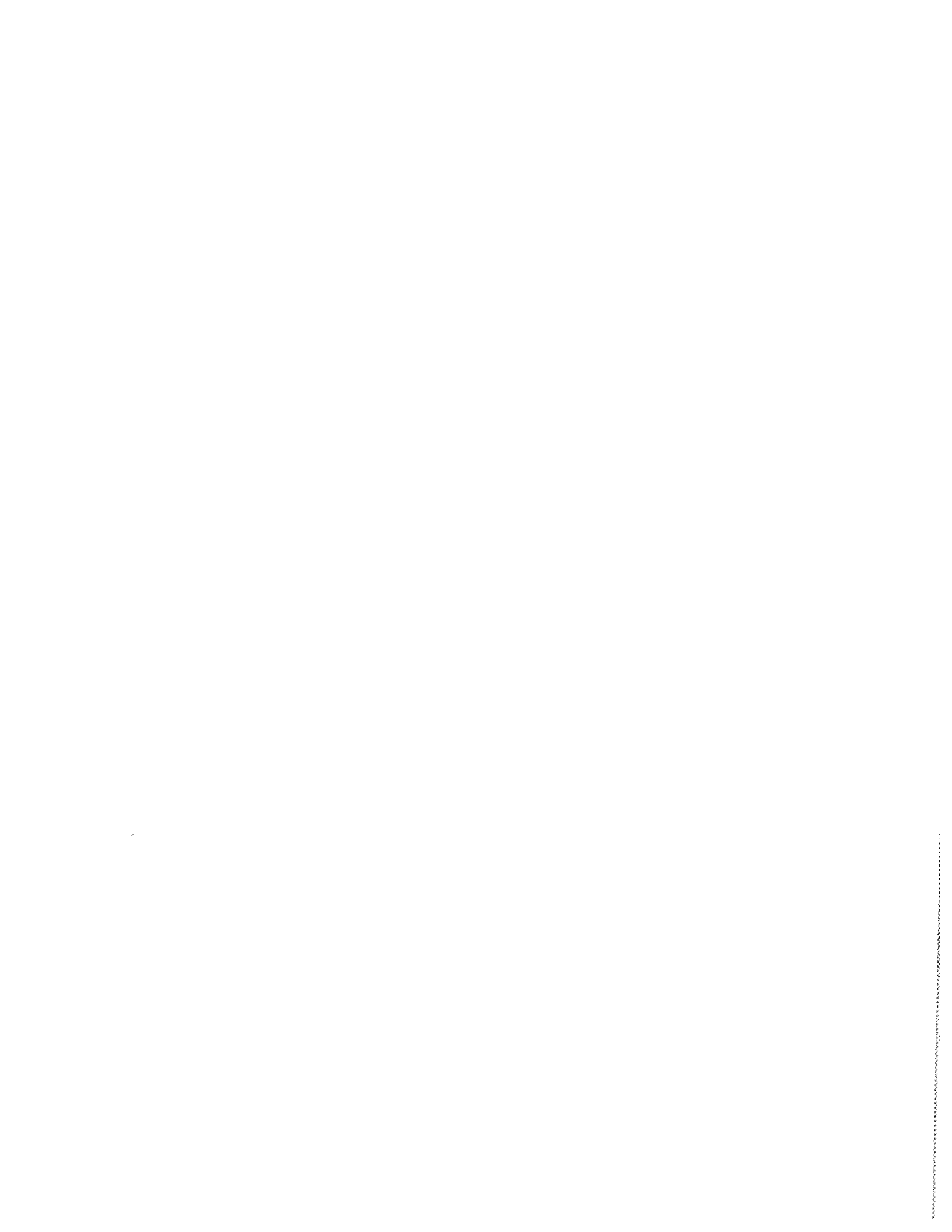
**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

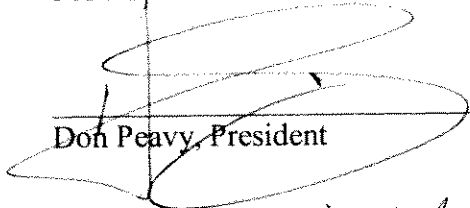
Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

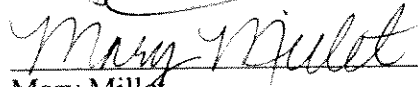


The Victor Valley Community College District and AFT Part-Time Faculty United, Local 6286, agree that this contract shall be binding upon both parties.

For AFT:


  
\_\_\_\_\_  
Don Peavy, President

18 JAN 07  
\_\_\_\_\_  
Date

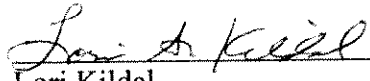
  
\_\_\_\_\_  
Mary Millet  
California Federation of Teachers Field Representative

1/18/07  
\_\_\_\_\_  
Date

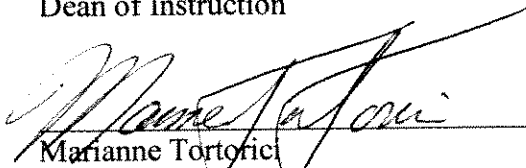
For the District:

  
\_\_\_\_\_  
Marion Boenheim  
Vice President, Human Resources

1-18-07  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Lori Kildal  
Dean of Instruction

1-18-07  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Marianne Tortorici  
Deputy Superintendent/Executive Vice President, Instruction

1-18-07  
\_\_\_\_\_  
Date





## **ARTICLE 1: Agreement**

- 1.1 The Articles and provisions herein constitute a bilateral and binding Agreement between the Victor Valley Community College District (the "District") and the AFT Part-Time Faculty United, Local 6286, CFT/AFT, AFL-CIO (the "AFT Part-Time Faculty United" or "Union").
- 1.2 This Agreement is entered into pursuant to the Educational Employment Relations Act (the "EERA"), Government Code §3540 et seq. The parties recognize and agree that this Agreement and its implementation fall within the jurisdiction of the Public Employment Relations Board (the "PERB") as established by the EERA.
- 1.3 This Agreement, when ratified and executed by each party hereto, shall constitute the sole agreement between them. Any modification or amendment of this Agreement shall be made by and between the parties hereto in writing and executed by each party thereto.
- 1.4 This Agreement shall become effective upon the date of ratification and execution by both parties and shall remain in full force and effect up to and including February 12, 2010.

## **ARTICLE 2: Recognition**

- 2.1 The District recognizes AFT Part-Time Faculty United as the exclusive bargaining agent and representative of the Part-Time Faculty Bargaining Unit effective June 2, 2004.
- 2.2 The Part-Time Faculty Bargaining Unit is described in the PERB Certification of Representation in Case No. LA-RR-1101-E, name as amended August 26, 2004 LA-AC-59-E. "Unit Members" shall mean all members of the Bargaining Unit, individually or collectively.
  - 2.2.1 The Part-Time Faculty Bargaining unit shall include only part-time faculty teaching sixty percent (60%) or less of a full-time load either for credit or non-credit. This includes the part-time faculty assignment portion of classified employees who teach.
  - 2.2.2 The Part-Time Faculty Bargaining unit shall exclude all management, supervisory, classified (with the exception of teaching assignments performed by classified employees), and confidential employees and all full-time or pro-rata permanent or tenured faculty, contract or non-tenured faculty, full-time temporary faculty paid on the regular and contract faculty salary schedule, substitutes, and lab supervisors.
- 2.3 Unit Members on an authorized leave of absence remain members of the Bargaining Unit during such leaves of absence. Leaves of absences are not authorized beyond the conclusion of the contracted semester/session in which they were granted.
- 2.4 Any dispute between the District and AFT Part-Time Faculty United as to whether any new or revised position is to be included within or excluded from the Bargaining Unit shall be submitted to the exclusive jurisdiction of the Public Employment Relations Board ("PERB").

### **ARTICLE 3: District Rights**

- 3.1 All matters not specifically enumerated as within the scope of representation in Government Code 3543.2 or not limited by the express terms of other Articles of this Agreement are reserved to the District. It is agreed that such reserved rights include, but are not limited to, the Board's sole right to manage the District and direct the work of its employees; to determine the level, means, and kinds of services provided; to determine the staffing patterns and the number of kinds of personnel required; to determine its organization; to determine assignment and location thereof; to determine performance standards; to decide on the building, location, or modification of a facility; to determine the budget and methods of raising revenue; to determine educational objectives and policies; to determine the time and hours of operation of District facilities; to sub-contract work or operations except where expressly forbidden by law; to maintain order and efficiency; to determine rules applicable to employees; to hire, assign, evaluate, promote, discipline, layoff, and transfer employees. All other rights of management not expressly limited by the clear and explicit language of this Agreement are also expressly reserved to the District even though not enumerated above. The exercise of any right reserved to the District herein in a particular manner or the non-exercise of any such right shall not be deemed a waiver of the District's right or preclude the District from exercising the right in a different manner. The right to determine or decide any of the foregoing shall also include the right to implement, supplement, change, modify, or discontinue, in whole or in part, temporarily or permanently in any such areas.
- 3.2 It is not the intention of the parties, in setting forth the above-mentioned rights of management, to detract or diminish in any way the consultation rights of the Union as set forth in Government Code Section 3543.2. However, such rights are not part of this Agreement, and it is the parties' intention that the provisions of the other Articles of this Agreement constitute the only contractual limitation upon the District's right.
- 3.3 Any dispute arising out of or in any way connected with either the existence of or the exercise of any of the rights of the District set forth above, or any other rights of the District not expressly limited by the language of this Agreement, is not subject to the Grievance Procedure contained in this Agreement.
- 3.4 The District retains the right to amend, modify, or rescind policies and practices set forth in the Agreement in cases of emergency. An emergency is a sudden, generally unexpected occurrence or occasion requiring immediate action that affects District facilities or equipment or otherwise involves an act of God or specific governmental order requiring the District to make certain action or refrain from taking certain action.

## **ARTICLE 4: Union Rights**

- 4.1 A reasonable number of AFT Part-Time Faculty United representatives shall have the right of access to areas in which employees work so long as the representatives do not interfere with the work performance of any employee. AFT Part-Time Faculty United representatives may not have access to classrooms during class time for Union business or may not disrupt the learning and/or work environment.
- 4.2 One bulletin board in the mailroom shall be designated for the exclusive use of AFT Part-Time Faculty United. Items posted on this and other campus bulletin boards shall only contain official business of AFT Part-Time Faculty United.
- 4.3 All items to be posted by the Union on other campus bulletin boards shall bear the date of posting and the designation of AFT Part-Time Faculty United and shall be removed by AFT Part-Time Faculty United no later than ten (10) days from the posting date. A copy of any posted materials shall be provided to the superintendent/president on the same day the item is posted.
- 4.4 One double-sized mailbox in the main campus mailroom shall be provided for exclusive use of AFT Part-Time Faculty United.
- 4.5 Communications placed by AFT Part-Time Faculty United in institutional mailboxes shall bear the designation of AFT Part-Time Faculty United.
- 4.6 AFT Part-Time Faculty United will pay for its own supplies.
- 4.7 AFT Part-Time Faculty United shall be permitted free office space on the main campus.
- 4.8 AFT Part-Time Faculty United shall be permitted the use of other facilities and equipment subject to District policies and procedures governing their use. AFT Part-Time Faculty United may schedule the occasional use of classrooms and meeting facilities in the same manner as do other campus organizations and college departments, divisions, and committees. For such uses, the Union shall follow the same procedures for scheduling and use of campus facilities as are required of other campus organizations and college departments, divisions, and committees.
- 4.9 Upon request, AFT Part-Time Faculty United shall be provided existing District information and documents that are available to the public. In addition, the District shall provide to AFT Part-Time Faculty United existing documents and data necessary for the purposes of negotiations, administration of this Agreement, processing of grievances, and representation of the members of the Bargaining Unit. Such materials include, but are not limited to, existing financial reports and audits, rosters of all personnel, budget plans and projections, allocation of state and federal funds, and student enrollment data. Union requests for information not contained in existing documents can be submitted in writing. The District need not provide the requested information when to do so would be overly burdensome. If the District agrees to provide the information, AFT Part-Time Faculty United will bear the cost associated with complying with the request. The District shall provide AFT Part-Time Faculty United with an estimated date of completion.
- 4.10 In satisfaction of the requirements of Chapter 10.7 of Division 4 of Title 1 of the Government Code, during the regular semesters, the District shall provide a cumulative total of three-hundred (300) hours of compensation each academic year to such Unit

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

- 4.11 Within fifteen (15) working days of the start of each term, the District shall provide in electronic form to AFT Part-Time Faculty United the names, addresses, telephone numbers, e-mail address, and discipline(s) of all part-time faculty employed that term. By the end of the second week of each semester, summer session, and intersession the District shall provide to AFT Part-Time Faculty United a list of all part-time faculty assignments, including day, hour, and building and room. In addition, at the close of each pay period, the District shall provide AFT Part-Time Faculty United with a list (in electronic form) of all part-time faculty paid during that pay period.
- 4.12 At least once each month, designated representatives of the District and AFT Part-Time Faculty United shall meet on a mutually agreed upon date, place, and time for the purpose of reviewing the administration of this Agreement and for the purpose of resolving any problems that may arise. Representatives of AFT Part-Time Faculty United may submit agenda items for discussion. The agenda will be prepared by the District and mutually agreed upon by both parties.
- 4.13 For those college-wide committees that have full-time union representation, the part-time faculty union shall also have representation.
- 4.14 The District shall post this Agreement on the District Web site and also make it available in PDF format for download from that Web site. The Office of Human Resources shall provide each newly hired part-time faculty member with instructions on how to find the Agreement on the District Web site. A unit member may obtain a printed copy of this Agreement by submitting a written request to the Office of Human Resources.
- 4.15 The District shall provide AFT Part-Time Faculty United with electronic access to current board policies on the District Web site.

## **ARTICLE 5: Grievance Procedure**

### **5.1 Definitions**

- 5.1.1 “Grievant”: A Grievant is the Union, a Unit Member, or a group of Unit Members who allege a violation, misinterpretation, or misapplication of one or more specific sections of this Agreement.
- 5.1.2 “Grievance”: A Grievance is an allegation that there has been a violation, misinterpretation, or misapplication of one or more specific sections of this Agreement.
- 5.1.3 “Working Day”: A Working Day is defined as any calendar day during the fall or spring or winter or summer terms that the central administrative offices of the college are normally scheduled to be, and actually are, open for business.

### **5.2 General Provisions**

- 5.2.1 The District and AFT Part-Time Faculty United agree that a reasonable effort will be made by the District and the Unit Member(s) to resolve the Grievance(s) in an informal manner at the lowest possible level.
- 5.2.2 Each party involved in the Grievance shall act in a timely manner so that the Grievance may be resolved promptly. However, with the written consent of the Union and the District, the time limits for any level may be extended. The right to grieve the incident is forfeited when Grievant fails to adhere to the time limits. If the District fails to respond within the time limits, the grievance will proceed to the next level in the grievance process.
- 5.2.3 The Grievance & Appeal Form appears in Appendix B. The form requires that the Grievant specify the precise section(s) of this Agreement which have been violated, misinterpreted, or misapplied and requires the Grievant to specify a requested remedy.
- 5.2.4 The Grievance process may not be used to challenge the termination or non-renewal of an assignment unless a violation, misinterpretation, or misapplication of Article 13 is alleged.
- 5.2.5 The Grievant shall have the right to be present at each level of the Grievance procedure. All parties shall make every effort to schedule Grievance meetings at mutually convenient times. A Grievance meeting shall not be scheduled during the time the Grievant is required to be present in class.
- 5.2.6 Grievances of a similar or like nature may be joined as a single Grievance upon the written mutual consent of the Grievants involved and the District. Should the Grievances be consolidated, the final Grievance decision shall be binding upon all parties to the consolidated Grievance.
- 5.2.7 In adjusting the Grievance, the Grievant and the District shall have equal access to any documents and District records not otherwise protected from access by law. Access to the personnel file and/or grievance records of the Grievant by the Union

will be permitted only where the Union has the written authorization of the Grievant authorizing such access.

- 5.2.8 All Grievance documents and/or files shall be maintained in a section of the Human Resources filing system separate from the personnel files. Access to Grievance documents shall be limited to District personnel charged with the processing of grievances, the Grievant, and AFT Part-Time Faculty United representatives with written authorization by the Grievant.
- 5.2.9 No reprisals of any kind shall be taken by the District or AFT Part-Time Faculty United against any Grievant or other participant in the grievance procedure by reason of such participation.
- 5.2.10 AFT Part-Time Faculty United may, at the Grievant's request, represent the Grievant, but no other person or organization may represent the Grievant. With the exception of arbitrations, the Grievant shall be allowed to process and attend every step of the Grievance procedure without the assistance of AFT Part-Time Faculty United.
- 5.2.11 The Grievant shall be entitled, upon request, to representation by AFT Part-Time Faculty United at all Grievance meetings. In situations in which AFT Part-Time Faculty United is not representing the Grievant, the District shall not agree to a final resolution of the Grievance until AFT Part-Time Faculty United has received a copy of the Grievance and the proposed settlement and has been given the opportunity to file a response to the matter within ten (10) working days of that receipt. Such settlements shall not be precedents for other disputes, except by written agreement between the District and Union.

### 5.3 Procedures

#### 5.3.1 Informal

5.3.1.1 Within fifteen (15) working days after the alleged acts or omission giving rise to the grievance, or after the Grievant should reasonably have known of the alleged act or omission giving rise to the grievance, the Grievant must orally present his/her grievance to his/her immediate management supervisor, or the right to grieve the incident is forfeited.

5.3.1.2 The Supervisor shall have five (5) working days to respond. If not resolved, the matter will be moved to Level One Grievance.

#### 5.3.2 Level One

5.3.2.1 Formal Level I: Within ten (10) working days after the supervisor responds, or should have responded, the grievant must present his or her grievance in writing to his/her supervisor. Following the informal conference required in 5.3.1 above, the Grievant must present his/her grievance in writing to his/her immediate management supervisor, or the right to grieve the incident is forfeited. The Grievant shall deliver a copy of the Level One Grievance to AFT Part-Time Faculty United.

- 5.3.2.2 This grievance statement shall be a clear, concise statement of the alleged violation, misinterpretation, or misapplication of a specific Article and Section of this Agreement, the circumstances involved, the decision rendered at the informal conference, if any, and the specific remedy sought. The grievance shall be submitted on the Grievance Form in Appendix B.
- 5.3.2.3 The immediate management supervisor shall communicate his or her decision in writing to the Grievant and to AFT Part-time Faculty United within ten (10) working days after receiving the Level One Grievance.
- 5.3.3 Level Two
  - 5.3.3.1 In the event the Grievant is not satisfied with the decision at Formal Level I, the Grievant may, within ten (10) working days, appeal the decision in writing to the superintendent/president or his/her designee. This appeal shall include a copy of the original grievance, the decisions rendered, and the reasons for the appeal. The Grievant shall deliver a copy of the Level Two Grievance to AFT Part-Time Faculty United.
  - 5.3.3.2 The superintendent/president or designee shall communicate his/her decision in writing to the Grievant and AFT Part-Time Faculty United within fifteen (15) working days after receiving the Level Two Grievance.
- 5.3.4 Level Three: Mediation
  - 5.3.4.1 If the Grievant is not satisfied with the decision at Level Two, at the Grievant's option, he or she may, within fifteen (15) working days of the receipt of the decision on the Grievance from Level Two, submit to the vice president of Human Resources and AFT Part-Time Faculty United a written request for mediation of the Grievance. If the District and the Union agree to mediation of the Grievance, the vice president of Human Resources shall, within ten (10) working days after the receipt of the written request, submit to the California State Mediation and Conciliation Services a request for the services of a mediator. AFT Part-Time Faculty United and the District shall jointly agree to the mediator selected.
  - 5.3.4.2 If a satisfactory resolution of the Grievance is achieved by means of this mediation process, both parties to the Grievance shall sign a written statement of the resolution to that effect, and thus waive the right to further appeal the Grievance.
- 5.3.5 Level Four: Arbitration
  - 5.3.5.1 If the Grievance was submitted to mediation but the mediation process did not produce a mutually acceptable resolution, within ten (10) working days of the mediation meeting, the Grievant may request that the Union submit the matter to Binding Arbitration. The Union must submit a copy of the request for binding arbitration to the District within



the same time frame. The right to binding arbitration is forfeited if the deadline to file is not met.

- 5.3.5.2 If the Grievance was not submitted to mediation and the Grievant is not satisfied with the decision at Level Two, the Grievant may request that the Union submit the Grievance to Binding Arbitration. This request must be submitted in writing within ten (10) working days following the receipt of the Level Two decision. If there was no District response to the Level Two Grievance, the request for binding arbitration must be submitted in writing within ten (10) working days after the last day for the District to provide a Level Two decision.
- 5.3.5.3 Within fifteen (15) working days following receipt of the request for arbitration, the Union shall notify the District in writing that it is submitting the Grievance to binding arbitration. If the Union is a Grievant in the matter, the Union may submit the Grievance to arbitration on its own initiative.
- 5.3.5.4 AFT Part-Time Faculty United and the District shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request the California State Mediation and Conciliation Services to provide a roster of five names of persons experienced in hearing grievances in public agencies. Each party shall alternately strike a name until only one name remains. The order of striking shall be determined by lot. The remaining name shall be the arbitrator.

#### 5.3.6 Arbitration Procedure

- 5.3.6.1 The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation, misinterpretation, or misapplication of this Agreement. The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him or her by the respective parties in the presence of each other and upon the arguments presented in briefs.
- 5.3.6.2 Either party may, at its own expense, cause the hearing to be recorded by a certified court reporter, and the other party may, at its own expense, receive a certified copy of the record so created, or the parties may bear the expense equally.
- 5.3.6.3 The arbitrator's decision shall be in writing and shall set forth all relevant findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any recommendation that requires the commission of an act prohibited by law or that violates the terms of this Agreement. The findings, conclusions, and recommendations of the arbitrator shall be final and binding on both parties.

5.3.6.4 The cost of the services of the arbitrator will be borne equally by the District and Union. All other expenses shall be borne by the party incurring them.

## **ARTICLE 6: Evaluation**

- 6.1 To assure the highest quality educational programs and services, Unit Members shall be observed and evaluated.
- 6.2 Definitions
  - 6.2.1 An “Evaluatee” is the Unit Member being evaluated.
  - 6.2.2 An “Evaluator” shall be the CIO or CSSO or managerial designee for the evaluatee. Per Education Code Section 87663(c), the evaluation shall include a peer review process.
  - 6.2.3 A “peer reviewer” may be either a part-time or a full-time faculty member from the part-time faculty member’s division.
  - 6.2.4 An “Observation” is a continuous period of thirty (30) minutes or longer during which the evaluator or peer reviewer observes the Unit Member in the performance of his or her duties.
  - 6.2.5 A working “day” is defined as any calendar day during the fall or spring terms that the central administrative offices of the District are normally scheduled to be, and actually are, open for business.
- 6.3 Scheduling and Frequency
  - 6.3.1 A Unit Member shall be evaluated by students during the first regular semester of employment and during the third and fifth semesters of employment.
  - 6.3.2 A Unit Member may be evaluated any semester that the Unit Member is employed, but not less than once in a six-semester period.
  - 6.3.3 Observations for the purpose of evaluation must be held during any scheduled class or non-teaching assignment. An evaluatee shall be notified by the CIO or CSSO or designee five (5) working days in advance of an observation. The notification shall include a copy of a blank evaluation form (See Appendix B). Observations shall be conducted no earlier than the third week of classes and no later than the thirteenth (13<sup>th</sup>) week of the semester.
  - 6.3.4 Within five (5) days after discussing the observation with the reviewer, the Evaluatee may also have the option of requesting a second observation in the event that he or she has serious concerns with the initial observation.
  - 6.3.5 The District reserves the right to make unannounced visits to a classroom or non-instructional worksite.
- 6.4 General Evaluation Procedures
  - 6.4.1 Unit Members shall be evaluated according to criteria established by the District and the Union.
  - 6.4.2 The Unit member shall also be notified that the Evaluator or designee will conduct student evaluations of the Unit Member’s performance.
  - 6.4.3 As a peer reviewer, a part-time or full-time faculty member within the Unit Member’s division shall perform a classroom, library, or counseling observation

of student contact activities for at least thirty (30) minutes. If a part-time or full-time faculty member from within the Unit Member's division is not available to perform the peer review, the District shall select a peer reviewer from a related discipline.

- 6.4.4 After all of the evaluation components have been completed, the CIO or CSSO or designee shall prepare a final evaluation report that includes the peer review report, the observation report, and a summary of student evaluations.
- 6.4.5 After the final evaluation report has been completed, the CIO or CSSO or designee shall meet to discuss with the Unit Member the results of the evaluation.
- 6.4.6 The evaluation report shall require the signatures of the Evaluatee as well as of the Evaluator. The Evaluatee's signature shall signify receipt of a copy of the evaluation, not necessarily his or her agreement with its content. The evaluation report shall be placed in the Unit Member's personnel file.
- 6.4.7 In the event that the Evaluatee disagrees with the evaluation, he or she may submit within ten (10) working days after signing the report a statement of exception to the Office of Human Resources. The statement of exception shall be stapled to the original evaluation and become part of the Unit Member's personnel file.
- 6.4.8 A Unit Member shall be evaluated for any instructional or non-instructional assignment. However, subsequent to the Unit Member's initial evaluation, he or she shall not be evaluated in more than one assignment during any given semester.

## ARTICLE 7: Personnel Files

- 7.1 There shall be only one Personnel File for each Unit Member and it shall be maintained by the District in the Human Resources Office. The cabinets in which Personnel Files are kept shall be locked at all times outside of normal business hours. Except as provided in a settlement agreement between the District and the grievant(s), documents related to grievances shall not be included in the Personnel File.
- 7.2 Each Unit Member shall have the right to review the contents of his or her own Personnel File by making a prior appointment for review. The review shall take place at a time when the Unit Member is not otherwise required to render service to the District and during normal working hours of the Human Resources Office.
- 7.3 The District shall be bound by applicable federal and state statutes concerning the privacy and confidentiality of Personnel Files. Routine access to the Personnel File shall be limited to Human Resources Office staff responsible for maintaining the Personnel Files. If a Unit Member is an applicant for any position in the District, the hiring committee for that position may have access to the Unit Member's Personnel File when required by the District's hiring procedure. A member of the District Governing Board shall have access to a Unit Member's Personnel File only during a duly noticed meeting of the Governing Board, and then only if necessary for a personnel action that is on the agenda for that meeting. The following are the only other administrators permitted to review a Unit Member's Personnel File:
- 7.3.1 The superintendent/president of the District
  - 7.3.2 The District vice president responsible for the Unit Member's division
  - 7.3.3 The Unit Member's division dean or other administrator responsible for the Unit Member's division or assignment.
- 7.4 If a unit member is an applicant for any position in the District, the unit member may make a written request to have items from his or her personnel file copied and provided to the hiring committee. Only items required for the application process shall be copied and provided to the hiring committee. The hiring committee for that position may have access to the Unit Member's Personnel File when required by the District's hiring procedure.
- 7.5 A Unit Member may authorize a representative to review the file. The authorized representative may be any person selected by the Unit Member, including persons not employed by the District. If reviewed in the absence of the Unit Member, the designated representative shall first present the written authorization and appropriate identification.
- 7.6 No anonymous material shall be placed in any Unit Member's Personnel File.
- 7.7 Information of a derogatory nature shall not be entered or filed unless the Unit Member is first given a copy of the derogatory material and provided a period of ten (10) working days to review the material and prepare a written response. The Unit Member's response shall be attached to the derogatory material when it is placed in the Personnel File.
- 7.8 The District shall keep a log identifying all person(s) (other than Human Resources office staff whose duty it is to maintain the files) who have reviewed the contents of the

Personnel File. The log shall be maintained in the Unit Member's Personnel File and shall include the date and the name of the person who reviewed the file.

## **ARTICLE 8: Leaves**

### **8.1 Sick Leave**

- 8.1.1 Unit Members will be granted sick leave on a prorated basis as required in the Education Code. Prorated sick leave shall mean, for example, if a Unit Member has a 40% load in a particular semester, the Unit Member shall be credited with 40% sick leave of what a full-time faculty member is granted for one semester.
- 8.1.2 A Unit Member shall notify the Division Dean or designee as soon as possible when illness or injury causes the Unit Member to be absent from his or her assignment. Unless the cause for absence arises unexpectedly within that time, such notice shall occur no less than three (3) hours prior to the scheduled beginning time of the Unit Member's assignment.
- 8.1.3 If a Unit Member has a faculty assignment for a subsequent term, then sick leave may be carried into that subsequent term.
- 8.1.4 The total unused sick leave accumulated by the Unit Member shall appear on each payroll warrant as soon as this process can be implemented by the Payroll Department.
- 8.1.5 Any unused portion of this sick leave will be accumulated indefinitely as long as the person is a part-time faculty member of the District. At the request of the employee, accumulated sick leave may be transferred to other districts within California according to the provisions of Education Code Section 87782 and Title 5 Section 5601. Once transferred, sick leave cannot be transferred back to the District. The District bears no responsibility for sick leave policies and procedures at other institutions.
- 8.1.6 Deductions from sick leave for any person placed under quarantine shall be made on the same basis as if the Unit Member were ill.
- 8.1.7 A Statement of Absence will be signed by any Unit Member absent because of illness immediately upon his or her return to work. A return to work released from his/her healthcare provider may also be required.

### **8.2 Personal Necessity Leave**

- 8.2.1 Each semester, at the discretion of the Unit Member, a Unit Member may use accumulated sick leave for personal necessity, which shall be deducted from the Unit Member's accumulated sick leave. The maximum amount of personal necessity leave taken in any one semester is limited to one-half the amount of sick leave the Unit Member could earn in that semester.
- 8.2.2 Unit Members shall submit notification for personal necessity leave to their immediate supervisor at least two (2) working days prior to the beginning of the leave, except when extenuating circumstances make this impossible.
- 8.2.3 After returning from Personal Necessity Leave, the Unit Member shall complete and submit a form furnished by the District containing the dates of absence. The Unit Member's signature shall signify that the activity was consistent with the

purpose of this section. Falsification of this document is grounds for disciplinary action.

### 8.3 Bereavement Leave

8.3.1 Unit Members shall be entitled to use sick leave for up to four (4) consecutive calendar days upon the death of a member of his or her immediate family.

8.3.2 For purposes of bereavement leave, immediate family shall be defined as: the mother, father, grandmother, grandfather, or a grandchild of the Unit Member or of the spouse of the Unit Member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the Unit Member, or a person who has resided in the household of the employee for two or more years.

### 8.4 Jury Service Leave

8.4.1 Leave shall be granted for the time of attendance required in court and certified by the clerk or other authorized officer of such jury or court. The time of attendance required in court is only that time that occurs when the Unit Member is assigned in-class time.

8.4.2 Payment shall be made for such leave upon receipt of documentation from the court. Payment shall be made only during the term of the member's teaching contract.

8.4.3 Notification for jury service leave shall be made to the dean within ten (10) working days of the receipt of the summons, accompanied by a copy of the jury summons.

### 8.5 Leave to Attend Professional Conferences

8.5.1 With approval of the superintendent/president, or his/her designee, a Unit Member may be authorized to travel to and attend conferences or special meetings in the performance of school duties. Such travel and attendance at conferences will not constitute absence from teaching service.

8.5.2 Upon return from authorized travel, the Unit Member shall submit a written request for travel reimbursement to the administrative supervisor within a period of ten (10) working days, provided that reimbursement for expenses has been authorized.



## ARTICLE 9: Workload

- 9.1 The load of an adjunct faculty member will not exceed 60% of a full-time faculty load without approval from the Chief Instructional Officer. There shall be no arbitrary limit set by policy of the District or any division or department of the college to restrict part-time faculty from achieving a sixty percent (60%) workload.
- 9.2 Ancillary activities shall not be part of the calculation of the Unit Member's workload for purposes of this Article and pursuant to Education Code section 87482.5(c). Ancillary activities shall be duties and responsibilities assumed by a Unit Member that are not required of all Unit Members having similar instruction, counseling, or library assignments. Ancillary activities include, but are not limited to, service as a member of the Academic Senate, hiring committees, evaluation committees, department committees, and shared governance committees of the college. Other examples of ancillary activities are grant-writing, curriculum development, advising student organizations (unless that is an essential function of a particular instructional assignment), and administering the Collective Bargaining Agreement and includes mandatory paid orientation for new unit members or unit members absent for four (4) or more consecutive semesters.
- 9.3 The minimum class size shall be twenty-two (22) students enrolled as of the official census day. The Chief Instruction Officer may approve lower minimum enrollments. No class shall be cancelled if it meets the minimum enrollment as of the census day unless there are exceptional circumstances (e.g., instructor's catastrophic illness).
- 9.4 Maximum Class Size
- 9.4.1 The maximum class size for "face to face," on-campus classes will be limited by the capacity of the room in which the class is scheduled, except the maximum class size for English composition shall be 30 students.
- 9.4.2 The combined enrollment for multiple "face to face," on-campus sections or courses that are taught simultaneously by the same instructor shall not exceed the maximum specified in Section 9.4.1.
- 9.4.3 Online class enrollment shall not exceed thirty (30) students. It is possible to have an over-enrolled class that is allowed by the Chief Instructional Officer and agreed to by the faculty member. Over-enrollment will be compensated at the prevailing hourly rate and will not be counted as load. Payment will be according to Table 1 below:

**TABLE I**

<u>Class Size</u>	<u>Percentage of Hourly Rate</u>
30	N/A
38	25%
45	50%
52	75%
60	100%

9.4.4 When instruction is delivered by pre-recorded television, the class enrollment shall not exceed one-hundred (100) students.

## **ARTICLE 10: Benefits**

- 10.1 Commencing February 12, 2007, contingent upon ratification by AFT part-time Faculty United and Board approval in February 2007, the District will issue \$20,000 for the spring semester and \$20,000 for the subsequent semesters to AFT Part-Time Faculty United to be distributed for health benefits among its membership. Each semester, distribution to AFT Part-Time Faculty United shall be within ten (10) days of the start of the spring and fall semesters of subsequent years.

## **ARTICLE 11: Working Conditions**

- 11.1 Safe Working Conditions. Other than the hazards that are customary and usual for their occupation, Unit Members shall not be required to work in unsafe conditions or to perform tasks that endanger their health, safety, or well-being.
- 11.1.1 Compliance. The District and each Unit Member shall endeavor to maintain facilities according to current requirements imposed by the county, state, and federal laws, including, but not limited to, the county ordinances policed by county safety inspectors through the Central Services Department, the Occupational Safety and Health Act of 1973 (29 U.S.C. 651 et seq.) administered by the OSHA Review Commission and the California Occupational Safety and Health Act (California Labor Code Sections 6300 et seq.) administered by the Division of Industrial Safety.
- 11.1.2 Reporting. It shall be the duty and responsibility of both the District and the Unit Members to report any condition believed to be a violation of Section 11.1.1 of this Agreement. Unit Members shall report in writing to the vice president for Administrative Services as soon as possible after observance. This section of the Agreement shall not be the basis for discipline of a Unit Member. However, nothing contained in this section shall be construed as limiting the right of the District to discipline a Unit Member for failure to report a safety violation if the duty to report arises under the statutes cited in Section 11.1.1 or the common law of the state of California or the United States of America.
- 11.1.2.1 The District shall investigate alleged violations of the statutes cited in Section 11.1.1 and take appropriate, reasonable action within the time constraints specified in the statute. Within ten (10) working days of the taking of corrective action, the District shall inform the Unit Member of the action taken.
- 11.1.2.2 No Unit Member shall suffer any recrimination and/or reprisals as a result of reporting any condition believed to be a violation of Section 11.1.1 of this Agreement.
- 11.2 Participation in Governance
- 11.2.1 In accordance with Education Code Section 87482.8(d), "Part-time faculty should be considered to be an integral part of their departments and given all the rights normally afforded to full-time faculty in the areas of book selection, participation in department activities, and the use of college resources, including, but not necessarily limited to, telephones, copy machines, supplies, office space, mailboxes, clerical staff, library, and professional development."
- 11.2.2 Unit Members shall have the right to participate in faculty service beyond their regular assignment. Such service shall include, but not be limited to, course development and grant writing.
- 11.3 Mailboxes. The District shall provide to each Unit Member a campus mailbox in the main campus mailroom.

- 11.4 Part-Time Faculty Work Area. The District shall provide Unit Members a common work area to be shared with all Unit Members. The common area shall include an enclosed space which provides adequate privacy for confidential conversations between Unit Members and their students. The facility shall be equipped with a telephone, computer, Internet access, copier, and District-supplied software.
- 11.5 Travel. If a Unit Member has written District approval to use his or her own vehicle for authorized District business, the District shall:
  - 11.5.1 Provide reimbursement at the District's established mileage rate.
  - 11.5.2 Provide insurance for that Unit Member per the District's insurance policy coverage.
- 11.6 Parking. The District shall not charge any Unit Member for parking at any District site or facility.
- 11.7 Commencement. Participation at commencement shall be voluntary.

**ARTICLE 12: Compensation**

12.1 Part-time instructors shall be paid for credit courses as shown in Table A.

**Table A  
Credit Pay  
Sample 3-Unit Lecture Class**

Implementation Date	Unit of Pay Credit Courses	Hourly Pay	Doctorate
Spring 2007 <sup>1</sup>	\$864	\$48	\$3000 stipend/academic year <sup>3</sup>
Spring 2008	\$918	\$51	\$3000 stipend/academic year <sup>3</sup>
Spring 2009	\$972	\$54	\$3000 stipend/academic year <sup>3</sup>
Spring 2010	\$990 + COLA	\$55 <sup>2</sup>	\$3000 stipend/academic year <sup>3</sup>

<sup>1</sup>Contingent upon ratification by AFT Part-Time Faculty United and Board approval in February 2007

<sup>2</sup>Plus COLA rounded to nearest dollar

<sup>3</sup>Prorated according to load

12.2.1 All adjunct faculty to be paid per unit of pay for credit courses with a stipend for accredited doctorates to be determined.

12.2.2 Part-time parity funding will be utilized according to regulatory provisions.

12.2.3 In the event of an unanticipated fiscal crisis, both parties agree to renegotiate in order to maintain the fiscal solvency of the district.

12.2.4 The proposed salary schedule listed above for the aforementioned years is in lieu of COLA for FY 2005-2009.

12.2 Part-time instructors shall be paid for non-credit courses as shown in Table B.

**Table B  
Non-Credit Pay**

Implementation Date	Hourly Rate
Spring 2007	\$38
Spring 2008	\$39
Spring 2009	\$40

12.2.1 The above salary schedule is in lieu of COLA for FYs 2005-2009 and is further in lieu of any reopening on compensation to consider growth funds during FYs 2006-2009.

12.3 Parity funding for part-time faculty shall be applied according to law.

12.4 Part-time faculty in disciplines for which a master's degree is not required shall be placed on the salary schedule using the same criteria as are used in placing full-time faculty members in those disciplines.

- 12.5 It is the responsibility of the faculty member to supply official transcripts prior to the beginning of the semester. Foreign transcripts are to be officially translated by an authorized agency and submitted to Human Resources.
- 12.6 Unless mutually agreed, there shall be no re-openers to this contract for the period from February 13, 2007, to February 12, 2010.

## **ARTICLE 13: Faculty Assignments**

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

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

### **13.3 Eligibility for Priority Assignment**

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

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

13.3.2 The Unit Member shall have received two (2) consecutive evaluations of "Satisfactory" or higher conducted by the vice president of Instruction or designee during the preceding three (3) academic years. If fewer than two (2) evaluations have been completed for the Unit Member during the three (3) years immediately preceding the 2007-2008 academic year, satisfactory or better student evaluations may be substituted for each faculty evaluation that was not performed in those years.

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

13.3.4 Within the preceding four (4) years, the Unit Member shall NOT, without good and sufficient cause, have failed to complete her or his acceptance agreement as per Section 13.5.5.

### **13.4 Discipline Priority Lists**

13.4.1 Within six (6) months following ratification of this Agreement, the vice president of Instruction or designee shall establish for each discipline a current Priority List of part-time faculty members who meet the requirements in 13.3.1 through 13.3.4 above and have satisfactory or higher consecutive evaluations for the previous three (3) academic years. Anyone not meeting these criteria will be removed from the Priority List. Each discipline will have a Priority List and individuals may be listed on several Priority Lists. Each year, that Priority List shall be updated no later than thirty (30) days following the close of the spring semester.

13.4.2 The vice president of Instruction or designee shall send a complete list of available assignments to all Unit Members on the Priority List. This notification shall include a response form and a deadline date by which Unit Members must respond. The deadline for response shall fall between ten (10) and thirty (30)



calendar days following the distribution of the assignment lists. The vice president of Instruction or designee shall choose the deadline date within the 10- to 30-day time period. The assignment list shall be distributed by the following methods:

13.4.2.1 Via campus mail

13.4.2.2 Via e-mail to those Unit Members who requested e-mail notification and provided an e-mail address to the vice president of Instruction

13.4.2.3 Via U.S. Mail to those Unit Members who provided an addressed, stamped envelope to the vice president of Instruction or designee for this purpose

13.4.3 Unit Members wanting assignments shall respond with their preference(s) for assignments and are responsible for ensuring that their response reaches the vice president of Instruction or designee's office by the deadline date.

### 13.5 Offers of Assignments

13.5.1 Subject to the District's obligations with respect to full-time faculty load, the vice president of Instruction or designee shall first distribute the available assignments for a given term to part-time Unit Members on the Priority List. In distributing the available assignments, the vice president of Instruction or designee shall strive to honor requests from Unit Members to teach again the course(s) they taught during the preceding twelve (12) months. After the requests of the Unit Members on the Priority List have been addressed per the preceding two sentences, the remaining assignments shall be distributed to existing Unit Members not on the Priority List or prospective Unit Members.

13.5.2 The vice president of Instruction or designee shall retain the right to assign Unit Members not on the Priority List or prospective Unit Members to meet new and/or emerging instructional or programmatic needs for the assignments(s). For the purposes of this section, "new and/or emerging instructional or programmatic needs" shall mean:

13.5.2.1 An assignment or course which has not previously been offered at Victor Valley College and for which no Priority List exists or for which no individual possesses the Chancellor's Office minimum qualifications;

13.5.2.2 An assignment or course for which there are emerging trends or required specialized knowledge in subject matter or methodology and no Unit Member on the Priority List possesses the Chancellor's Office minimum qualifications.

13.5.3 Assignments remaining after the above process may be offered to part-time faculty not on the Priority Lists, subject to the District's obligations with respect to full-time faculty load.

13.5.4 Offers of assignments shall be made to perspective teaching unit members who will designate their acceptance of the assignment by signing the offer and returning it to the Vice President of Instruction by the date designated in their assignment letter. The Unit Member is responsible for assuring that his or her

response reaches the Vice President of Instruction or designee's office by the deadline date.

13.5.5 Confirmation of assignment does not preclude the cancellation of a class due to lack of sufficient student enrollment or reassignment of a class to a full-time faculty member to comply with the District's obligations with respect to full time faculty load.

13.6 Equal Access to Assignments

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

13.7 Schedule of Classes

When feasible, the Unit Member's name shall be published in the Schedule of Classes for all of the Unit Member's teaching assignments. If an assignment is made after the Schedule of Classes is published, the Unit Member's name will be added to the Schedule of Classes on the college Website as each periodic update is made.

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

13.9 Whenever in this article two or more Unit Members would be entitled to an assignment, the vice president of Instruction or designee may determine who receives the assignment. For the purposes of this section, "entitlement" is based upon this article's language pertaining to assignments.

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

## **ARTICLE 14: Intellectual Property**

- 14.1 In the absence of a separate and express written agreement to the contrary between a Unit Member and the District, a Unit Member shall possess and retain exclusive property rights to all things created or developed by the Unit Member that are eligible for protection under copyright law in Title 17 of the United States Code or patent law in Title 35 of the United States Code, providing such things to be copyrighted are created or developed by the Unit Member on the Unit Member's time and using the Unit Member's resources.
- 14.2 All things created or developed by the Unit Member and not falling within the purview of 14.1 above, shall be governed by Board Policy 3710.

## **ARTICLE 15: Academic Freedom**

15.1 Academic Freedom shall be granted in accordance with the provisions of Board Policy 4030, Academic Freedom:

Victor Valley College believes academic freedom in relation to teaching duties is fundamental and essential to the teaching profession:

1. Teachers must be free to teach and students free to learn. Both must have access to and be free to explore and discuss issues and divergent points of view. Both must be free to form, hold, and express judgments and opinions, responsibly identifying them as such. The profession must defend itself and its members from any abridgment of academic freedom.
2. Teachers must have the responsibility for developing curriculum and selecting instructional materials and methods to meet the goals of that curriculum. Teachers and governing boards must develop procedures to be followed when there are criticisms/objections to methods or materials. The content of instruction must be judged and controlled by skilled professionals without undue interference by any individual or group. Individuals or groups, which seek to inhibit academic freedom, must not have influence over the hiring, firing, promotion or due process rights of teachers.
3. The same policies and protections applied to full-time teachers apply also to part-time and temporary teachers.
4. Teachers must be free to evaluate, criticize, and/or advocate personal points of view concerning educational matters in the classroom. Teachers must not be restricted when assisting their colleagues in the event their academic and/or professional freedoms are violated.
5. Teachers must be employed, promoted, or retained in relation to their teaching abilities and performance without discrimination or harassment regarding their personal opinions or their scholarly, literary, or artistic endeavors. The presence during class of any individual or organization whose intent is to decide or determine what is accurate or inaccurate inhibits academic freedom.

Reference: Title 5, Section 51023; Accreditation Standard 2.2

Board adopted 9/11/01

Board revised 2/11/03

**ARTICLE 16: Non-Discrimination**

- 16.1 The District shall not discriminate in any of its policies, procedures, or practices on the basis of race, color, religion, political belief or activity, national origin, ancestry, sex, age, sexual orientation, veteran status, marital status, medical condition, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics. The District shall not condone such discrimination against Unit Members by employees or students.
- 16.2 The District shall not condone Unit Members being subjected to verbal, visual, physical, or sexual harassment.
- 16.3 The District shall not discriminate in any of its policies, procedures or practices on the basis of, or in retaliation for, a Unit Member's participation or non-participation in activities protected by the Educational Employment Relations Act.

## **ARTICLE 17: Discipline**

- 17.1 Discipline shall not be imposed upon a Unit Member without just cause.
- 17.2 Discipline shall be imposed within a reasonable period after the District learns, or should have known, of the alleged grounds for the discipline.
- 17.3 Discipline shall be progressive and shall generally follow the steps listed in Article 17.4. In cases where the act or omission which is cause for discipline is of a serious nature, steps in the progressive process may be omitted.
- 17.4 Progress Discipline Steps:
- (a) Oral warning
  - (b) Written warning
  - (c) Written reprimand placed in personnel file
  - (d) Suspension placed in personnel file
- 17.5 If a Unit Member is suspended for the alleged misconduct of the Unit Member and that suspension is later found to have been without just cause, the Unit Member shall receive back pay for the period of suspension. In the event of a termination that is found to have been without just cause, the Unit Member shall receive as liquidated damages compensation equivalent to teaching one three (3) unit course for one (1) semester, in addition to any compensation actually received by that Unit Member prior to termination.
- 17.6 Causes for disciplinary action shall include, but not necessarily be limited to, those listed in Education Code Section 87732:
- (a) Immoral or unprofessional conduct
  - (b) Dishonesty
  - (c) Unsatisfactory performance
  - (d) Evident unfitness for service
  - (e) Physical or mental condition that makes him or her unfit to instruct or associate with students
  - (f) Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the board of governors or by the governing board of the community college district employing him or her.
  - (g) Conviction of a felony or of any crime involving moral turpitude
  - (h) Conduct specified in Section 1028 of the Government Code

## **ARTICLE 18: Complaints Against a Unit Member**

- 18.1 Discipline shall not be imposed upon a Unit Member as a result of oral or anonymous complaint(s). Complaints shall be in writing, signed and dated by the complainant. However, the District may receive an anonymous complaint and, if the complaint is investigated and verified, may take appropriate action.
- 18.2 Unit Members shall have a reasonable opportunity to respond to complaints lodged against them.
- 18.3 Disciplinary action taken as a result of a complaint shall be in accordance with the provisions of Article 17.
- 18.4 Prior to imposing disciplinary action based upon a complaint, the District shall conduct a reasonable investigation of the complaint.

## **ARTICLE 19: Reopening Negotiations**

- 19.1 Each academic year during the period of this Agreement, the parties shall meet and negotiate Article 12 (Compensation)<sup>1</sup> and Article 10 (Benefits). In addition, each party may reopen two (2) articles of its choice during each academic year. By mutual agreement, additional articles may be reopened. During the month of November, AFT Part-Time Faculty United shall present its initial reopener proposals to the District for the following academic year.
- 19.1.1 In the year 2009, the parties shall sunshine their proposals on or before the first board meeting of July 2009. Negotiations for the master agreement shall open in August 2009.
- 19.2 From time to time during the period of this Agreement, circumstances might arise that were not anticipated by the parties when this Agreement was negotiated. Also, ambiguities in language or unintended consequences of this Agreement might be recognized or discovered.
- 19.2.1 By mutual consent, the parties may resolve such issues in separate memoranda of Understanding executed by both parties.
- 19.2.2 Such Memoranda of Understanding shall be binding upon the parties even if inconsistent with terms of this Agreement that were negotiated and ratified prior to the date of the Memoranda of Understanding.

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<sup>1</sup> Article 12 (Compensation) shall not be reopened without the mutual consent of the District and AFT Part-Time Faculty United for period of February 13, 2007, through February 12, 2010.



## **ARTICLE 20: Severability and Savings**

- 20.1 If any provision of this Agreement is or shall be at any time contrary to law, such provision shall be inoperative. All other provisions shall remain in effect.
- 20.2 If any provision is held by a court of competent jurisdiction to be contrary to law, the parties will meet to negotiate a replacement provision. If state or federal law is changed so that a provision of this Agreement thereby becomes contrary to law, the parties will meet to negotiate a replacement provision. In either event, negotiations shall begin no later than sixty (60) calendar days after either party presents to the other an initial proposal.

**TOPIC: DELETION OF CLASSIFIED POSITIONS**

As a result of reclassification with the Hay Study, the following positions are no longer included in the current salary schedule and should be deleted:

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| Accounting Assistant                  | Library Technical Assistant           |
| Admissions & Records Assistant        | Media Services Coordinator            |
| Admissions & Records Coordinator      | Media Services Technician             |
| Attendance Accounting Technician      | Network Specialist                    |
| Audio Visual Assistant                | Offset Press Operator                 |
| Bookstore Assistant                   | Payroll Technician                    |
| Bookstore Cashier/Receiving Clerk     | Records Evaluator I                   |
| Buyer                                 | Records Evaluator II                  |
| Campus Police & Public Safety Officer | Research Analytical Technician        |
| Citations Specialist                  | Sergeant, Police & Public Safety      |
| Data Entry Clerk                      | Student Development Center Specialist |
| Data Processing Specialist            | Textbook Assistant                    |
| Hardware/Software Purchasing Agent    | Ticket Sales Assistant                |
| Instructional Assistant I             | Typesetter                            |
| Instructional Assistant II            | Web Assistant                         |
| Instructional Assistant III           |                                       |
| Learning Center Specialist            |                                       |


**RECOMMENDATION:**

It is recommended that the Board of Trustees delete the positions no longer included on the current salary schedule as listed.

**REFERENCE FOR AGENDA: YES**

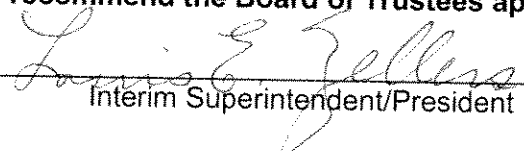
**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Vice President, Human Resources

Date 1-23-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: ACCOUNTING ASSISTANT

### BASIC FUNCTION:

Under the direction of the Director of Fiscal Services, perform responsible clerical accounting duties for a variety of assigned accounts.

### REPRESENTATIVE DUTIES:

Perform responsible clerical accounting duties for a variety of assigned accounts; count cash, coin, checks and credit card transactions; verify balances and review office receipts; prepare deposit documentation. *E*

Review checking receipts, refunds, overrings, and invoices for accuracy; correct errors as necessary; balance deposits of assigned accounts; prepare and maintain reimbursement log spreadsheet. *E*

Prepare checks for revolving cash requisitions; assure accuracy and completeness of requisitions and assure appropriate signatures are obtained. *E*

Prepare a variety of correspondence and appropriate materials for small claims court and collection activities; prepare demand letters and send certified mail; prepare requisition and revolving cash requests for Marshal's service and court fees. *E*

Assure accurate records and other documentation for the court; appear in court as a representative of the College; provide information to collection agencies as requested; update student records and prepare receipts for payments. *E*

Operate a variety of office equipment, such as a computer terminal and applicable software, adding machine and typewriter. *E*

Prepare and maintain a variety of records and reports related to the accounting function, such as registration distribution, spreadsheets, revolving cash log, reimbursement information and records of student accounts for courts collection activity. *E*

Prepare and mail invoices for College facility usage fees.

Maintain logs of parking permit receipts and balance on spreadsheets.

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

January 2007  
Ewing & Company

Methods, procedures and terminology used in clerical accounting work.  
Basic accounting practices, procedures and terminology.  
Operation of a computer terminal and data entry techniques.  
Techniques of utilizing related accounting clerical software.  
Laws, rules and regulations concerning assigned clerical accounting activities.  
Preparation, review and control of assigned accounts.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Modern office practices, procedures and equipment.  
District organization, operations, policies and objectives.  
Record-keeping techniques.  
Small claims court procedures, such as filing and appearing in court.

**ABILITY TO:**

Apply bookkeeping and financial record-keeping practices to the maintenance of assigned accounting records.  
Verify, balance and adjust accounts.  
Process and record accounting transactions accurately.  
Communicate effectively both orally and in writing.  
Compile and verify data and prepare reports.  
Operate a computer terminal to enter data, maintain records and generate reports.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Determine appropriate action within clearly defined guidelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of clerical experience involving financial or statistical record-keeping.

**WORKING CONDITIONS:**

Accounting office environment.

Position requires moderate lifting (up to 14 pounds) of money bags, dexterity of hands and fingers to operate a typewriter and computer terminal, and sitting for extended periods of time.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: ADMISSIONS & RECORDS ASSISTANT

#### BASIC FUNCTION:

Under the direction of the Dean-Student Services, assist in and perform a variety of specialized admissions and records duties; assist students, staff and the public and provide information concerning admissions, student records, registration and enrollment.

#### REPRESENTATIVE DUTIES:

Assist students, staff and the public and provide information concerning admissions, student records, registration and enrollment; assist students and others regarding general education requirements and other related information. *E*

Assist students in correct procedures for completion of applications for admissions, graduation, certifications and other enrollment materials; review and assure accuracy and completion and verify residency. *E*

Process and maintain a variety of information related to the admissions and records function, such as transcript requests, grade removal and changes, add/drop cards, change of name and address cards, approved petitions and others. *E*

Operate a computer terminal to prepare and maintain a variety of data and information, such as attendance and census reports as required; input grade information, and course enrollment.

Assist students to complete graduation forms and submit to Records Evaluators.

Perform a variety of clerical duties such as typing, filing, photocopy student transcripts and other material, and answer telephones to register students, respond to questions and take messages.

Communicate with a variety of District personnel, departments and high school counselors to obtain transcript information, verify student clearances and request student assessment results as necessary.

Assist with off-campus registration activities as assigned.

Assist faculty with petitions for grade changes, attendance hours reporting, census and incomplete grade contracts.

Prepare and maintain a variety of records and reports such as admission applications, grade and positive attendance sheets, census reports and others.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Interpersonal skills using tact, patience and courtesy.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Operation of a computer terminal and data entry techniques.  
District organization, operations, policies and objectives.  
Basic math.

**ABILITY TO:**

Perform specialized clerical duties related to admissions and records.  
Read and accurately analyze course descriptions.  
Explain, apply and interpret rules, regulations and policies regarding community college admissions and records.  
Operate a variety of office equipment including a computer terminal.  
Type at an acceptable rate of speed.  
Add, subtract, multiply and divide quickly and accurately.  
Communicate effectively both orally and in writing.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of clerical experience involving frequent public contact.

**WORKING CONDITIONS:**

Office environment; subject to constant interruptions.

Position requires sitting and operating a computer keyboard to enter data into a computer terminal for extended periods of time, bending at the waist, speaking and exchanging information, and light lifting.

Incumbents may be exposed to extended viewing of computer monitor.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: ADMISSIONS & RECORDS COORDINATOR

#### BASIC FUNCTION:

Under the direction of the Dean-Student Services, coordinate, provide work direction and guidance and participate in the admissions, registration and records programs for the District.

#### REPRESENTATIVE DUTIES:

Coordinate, provide work direction and guidance and participate in the admissions function of the college, including the processing of applications, transcripts, test data, and other documents; determine legal residence, establish and review special admissions statutes for certain students, including foreign students. *E*

Coordinate, provide work direction and guidance and participate in the registration function of the college, including assignment of registration priorities and scheduling of registration appointments, as well as on-line enrollment of students in credit and non-credit classes. *E*

Oversee the student records system to assure the accuracy of records, from initial data entry to the maintenance and issuance of transcripts, including verification of student eligibility for graduation, general education transfer certification, the Adult High School Diploma Program, vocational certificates, and certain honors. *E*

Review and implement the California Community College Student Attendance Accounting Manual and other applicable laws, regulations, and policies concerning student attendance, admissions, grading, records, credit, and other related matters. *E*

Collect student information and coordinate the preparation of attendance, statistical, and other reports required by the college, and by local, State, and federal agencies. *E*

Provide work direction and leadership for temporary hourly staff and student workers; compile monthly time sheets and transmit for processing. *E*

Consult with students who have questions or are experiencing problems with admissions, records, registration, probation, dismissal, withdrawal and other related college policies. *E*

Prepare and direct the preparation of a variety of county, State and federal reports. *E*

Present orientations and workshops to faculty, staff, and student groups upon request. *E*

Respond to written and verbal inquiries concerning college programs or provide appropriate referrals. *E*

Advise and consult with the Dean-Student Services, academic and vocational deans and other administrative, academic, and classified staff relative to the interpretation of policies, procedures, and regulations.

Coordinate operations with management information systems personnel in implementing new and revised programs and in analyzing present procedures and systems; provide for training of staff.

Provide a wide range of technical support to administration, faculty, staff, and students.

Assist in the preparation of materials for publication in the college class schedules, college catalog and other publications, hand-outs, and flyers.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Policies, procedures, functions and organization of a college Admissions and Records Office.

State and federal laws, codes and regulations related to admissions, registration, matriculation and records maintenance.

Graduation and transfer requirements.

Modern automated record-keeping systems.

Principles of training and providing work direction.

Oral and written communication skills.

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

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Policies and objectives of assigned program and activities.

#### **ABILITY TO:**

Coordinate the activities and functions of the admissions, registration and records functions.

Implement policies, procedures and guidelines related to assigned functions.

Assure compliance with State, federal and College regulations, requirements, policies and mandates.

Train and provide work direction and guidance to assigned personnel.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

### **EDUCATION AND EXPERIENCE:**

**January 2007**

**Ewing & Company**



Any combination equivalent to: associate's degree in business administration, social sciences or a related field and four years increasingly responsible admissions and records experience.

**WORKING CONDITIONS:**

Office environment; subject to constant interruptions.

Position requires sitting and operating a computer keyboard to enter data into a computer terminal for extended periods of time, bending at the waist, speaking and exchanging information, and light lifting.

Incumbents may be exposed to extended viewing of computer monitor.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ATTENDANCE ACCOUNTING TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of an area administrator, develop, maintain, schedule and perform a variety of responsible specialized admissions and records duties, including but not limited to census, grade reporting and attendance accounting; assist students, faculty, staff and the public, and provide information concerning admissions, student records, registration and enrollment.

### **REPRESENTATIVE DUTIES:**

Develop, maintain, schedule, and perform responsible specialized admissions and records duties including but not limited to census, grade reporting and attendance accounting; assure completeness and accuracy of information. *E*

Develop, maintain and distribute information relative to timely distribution of roll sheets, attendance sheets, census, grades, and positive accounting forms in accordance with State mandated rules and regulations. *E*

Assist students, staff and the public and provide information concerning admissions, student records, registration and enrollment; assist students and others regarding general education requirements and other related information. *E*

Assist students in correct procedures for completion of applications for admissions, graduation, certifications and other enrollment materials; review and assure accuracy and completion and verify residency. *E*

Process and maintain a variety of information related to the admissions and records function, such as transcript requests, grade removal and changes, add/drop cards, change of name and address cards, approved petitions and others. *E*

Operate a computer terminal to prepare and maintain a variety of data and information, such as attendance and census reports as required; input grade information, and course enrollment. *E*

Assist students to complete graduation forms and submit to Records Evaluators. *E*

Perform a variety of clerical duties such as typing, filing, photocopy student transcripts and other material, and answer telephones to register students, respond to questions and take messages.

Communicate with a variety of District personnel, departments and high school

counselors to obtain transcript information, verify student clearances and request student assessment results as necessary; develop and process 2+2 Articulation forms; provide

information to counselors, faculty, staff and students relative to 2+2 agreements. *E*

Assist with off-campus registration activities as assigned. *E*

Serve as a technical resource and assist faculty and staff concerning policies, procedures, rules, regulations and petitions relating to attendance, census, positive hours accounting, grade reporting, grade changes, and incomplete grade contracts. *E*

Prepare and maintain a variety of records, logs and reports such as admission applications, grade and positive attendance sheets, census reports and others; verify for accuracy and completeness; prepare faculty orientation handouts; develop new forms as needed. *E*

Train and provide work direction to others as assigned. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Policies, procedures, and functions of a college admissions and records office.

Applicable state and federal laws, codes and regulations.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

Oral and written communication skills.

Operation of a computer terminal and data entry techniques.

District organization, operations, policies and objectives.

Basic math.

**ABILITY TO:**

Perform responsible specialized clerical duties related to admissions and records, including but not limited to census, grade reporting and attendance accounting.

Read and accurately analyze course descriptions.

Explain, apply and interpret rules, regulations and policies regarding community college admissions and records, census, grade reporting and attendance accounting.

Serve as technical resource for faculty, staff and students.

Operate a variety of office equipment including a computer terminal.

Type at an acceptable rate of speed.

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Meet schedules and time lines.  
Maintain records and prepare reports.  
Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of clerical experience involving frequent public contact.

**WORKING CONDITIONS:**

Office environment; subject to constant interruptions.

Position requires sitting and operating a computer keyboard to enter data into a computer terminal for extended periods of time, bending at the waist, speaking and exchanging information, and light lifting.

Incumbents may be exposed to extended viewing of computer monitor.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: AUDIO-VISUAL ASSISTANT

#### BASIC FUNCTION:

Under the direction of the Dean-Instruction, schedule, deliver and provide media services for audio-visual equipment and materials; serve as a resource to instructors, staff and students in the operation of audio-visual equipment.

#### REPRESENTATIVE DUTIES:

Schedule and deliver audio-visual equipment and materials. *E*

Troubleshoot malfunctions of audio-visual equipment; perform routine maintenance and minor repair of audio-visual equipment; contact appropriate sources for complex repairs; pick-up and deliver equipment for repair. *E*

Demonstrate the operation of audio-visual equipment to instructors and staff; answer questions related to the use of media materials as necessary. *E*

Oversee and train student assistants in the use of audio-visual equipment and materials; assure proper safety procedures are followed according to established guidelines. *E*

Perform a variety of clerical duties; maintain a variety of related files; type catalogue cards and labels for audio-visual and software collection; update and produce the annual catalogue of available audio-visual equipment and software. *E*

Provide a variety of media-related services; videotape classroom lectures, edit video tapes, copy off-air broadcasts of instructional materials from satellite and PBS programs and transmit to campus classrooms as directed. *E*

Operate a variety of audio-visual and office equipment, such as video camera, high speed audio duplicator, delivery truck, studio lights and typewriter and other related equipment. *E*

Requisition supplies and maintain inventory of audio-visual equipment and materials; order films; maintain related inventory records.

Compile and submit statistical reports periodically.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods and procedures related to the operation of a variety of audio-visual equipment.

Techniques in video production including planning, script writing, camera and recorder usage and video editing.

Safety practices and precautions.

Methods, equipment and materials used in the maintenance and repair of audio-visual equipment.

Proper methods of storing equipment, materials and supplies.

Record-keeping techniques.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Basic record-keeping techniques.

Proper lifting techniques.

Principles of training and providing work direction to student workers.

**ABILITY TO:**

Perform routine and minor repair, maintenance and installation of a wide variety of audio-visual equipment.

Operate hand and power tools in a safe and correct manner.

Demonstrate proper and safe use of equipment to students and staff.

Prepare a variety of video and other multi-media presentations.

Estimate and order needed supplies and equipment.

Understand and follow oral and written directions.

Maintain routine records.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Assign and review the work of others.

Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of audio-visual equipment operation and clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Indoor environment.

Position requires driving from site to site to pick-up and deliver audio-visual equipment; heavy lifting, bending and crawling under tables.

Incumbents may be exposed to contact with dissatisfied or abusive individuals.

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: BOOKSTORE ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Director of Auxiliary Services, perform a limited number of duties to assist with the bookstore operation including cashiering and customer service.

#### **REPRESENTATIVE DUTIES:**

Operate a cash register; verify money in register; make change and process refunds and exchanges according to established policies and procedures; verify checks and process credit card purchases.

Price and display merchandise.

Utilize bookstore computer and SEARCH program.

Maintain the bookstore in a clean and orderly condition.

Operate a variety of office and bookstore equipment including credit card machine, adding machine, photocopier and other bookstore machines.

Assist in a variety of bookstore functions as needed; update and print bad check files.

Perform limited number of basic duties related to bookstore cashiering.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic math and cashiering skills.

Sales and merchandising techniques.

Basic record-keeping techniques.

Basic computer operation.

##### **ABILITY TO:**

Operate a cash register and make change accurately.

Process refunds and exchanges according to established policies and procedures.

Price and display merchandise.

Communicate effectively both orally and in writing.

Maintain routine records.



**EDUCATION AND EXPERIENCE:**

Equivalent to: graduation from high school and one year of retail experience including cashiering.

**WORKING CONDITIONS:**

Bookstore environment; subject to working variable hours.

Position requires operating a computer terminal and other office equipment, standing for extended periods of time, speaking and exchanging information, moderate lifting of 15-44 pounds, and reaching above the shoulder, overhead as well as horizontally.

Incumbents may be exposed to contact with dissatisfied or abusive individuals.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: BOOKSTORE CASHIER/RECEIVING CLERK

#### BASIC FUNCTION:

Under the direction of the Director of Bookstore, perform cashier duties and assist patrons by providing information and assistance in a college bookstore; receive and price books and merchandise.

#### REPRESENTATIVE DUTIES:

Operate a cash register; verify money in register; make change and process refunds and exchanges according to established policies and procedures; verify checks and process credit card purchases. *E*

Receive, price, stock, shelve and display merchandise; prepare notices and ship damaged and overstock merchandise to publishers and vendors. *E*

Utilize bookstore computer and SEARCH program to input data to assist students, staff and others locate textbooks and supplies; demonstrate proper usage of SEARCH program to bookstore patrons; update program as necessary. *E*

Maintain bookstore in a clean and orderly condition. *E*

Communicate with various campus personnel and departments to provide information regarding bookstore inventory; receive and notify requisitioner of arrival of special orders. *E*

Operate a variety of office and bookstore equipment including credit card machine, adding machine, photocopier and other bookstore machines. *E*

Open and close bookstore; assure proper security of bookstore according to established procedures. *E*

Maintain appropriate stock levels on select items, and reorder as necessary; maintain credit files according to established procedures.

Assist in bookstore inventory activities as directed.

Assist in a variety of bookstore functions as needed; update and print bad check files.

Provide work direction to assigned hourly personnel as directed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic math and cashiering skills.

Practices and procedures used in a bookstore, including refunds, exchanges and receiving, displaying, pricing and stocking merchandise.

Modern office practices, procedures and equipment.

Basic record-keeping techniques.

Basic computer operation.

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

District organization, operations, policies and objectives.

Basic inventory methods and practices.

**ABILITY TO:**

Operate a cash register and make change accurately.

Process refunds and exchanges according to established policies and procedures.

Receive, price, stock and display merchandise.

Communicate effectively both orally and in writing.

Verify checks and process credit card purchases.

Assist bookstore patrons with a variety of needs, concerns or questions.

Maintain routine records.

Operate a computer terminal and applicable software.

Assign and review the work of others.

Learn District organization, operations, policies and objectives.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year retail experience including cashiering, receiving, pricing, stocking and displaying work.

**WORKING CONDITIONS:**

Bookstore environment; subject to working variable hours.

Position requires operating a computer terminal and other office equipment, standing for extended periods of time, speaking and exchanging information, moderate lifting of 15-44 pounds, and reaching above the shoulder, overhead as well as horizontally.

Incumbents may be exposed to contact with dissatisfied or abusive individuals.

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: BUYER**

#### **BASIC FUNCTION:**

Under the direction of the Director-Fiscal Services, assist in the coordination of the purchasing operations of the District; perform complex and technical purchasing functions.

#### **REPRESENTATIVE DUTIES:**

Purchase specific lines of items and services for District departments; interview vendors to obtain products information. **E**

Receive and review requisitions from District departments for completeness and accuracy. **E**

Obtain bids by telephone, letter, and personal contact; compare and analyze quotations; recommend awards on bids for review by the Director and authorize issuance of purchase orders. **E**

Initiate justification documents; investigate and verify financial and statistical data; monitor inventory utilizing data print-outs and physical examination. **E**

Check products' compliance with legal requirements.

Review standing purchase orders for renewal.

Type various forms such as invoices, specifications, reports and requisitions.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Purchasing procedures, practices, methods and terminology.

Supply, materials and equipment sources and vendors.

Computerized purchasing record maintenance.

Equipment and inventory systems.

Expediting procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Read, analyze and understand a variety of written and technical material.

Understand and follow oral and written directions.

Make arithmetic calculations with speed and accuracy.

Check and verify written and statistical records.

Compose written communications independently. Interpret and apply laws, policies, rules and regulations regarding purchasing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of purchasing experience or one year of purchasing experience in a school district or other public agency.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Office environment.

Position requires seeing to read and research specifications, speaking and hearing to communicate with vendors and District staff, reaching to file documents, and sitting for extended periods of time.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:     CAMPUS POLICE AND PUBLIC SAFETY OFFICER**

### **BASIC FUNCTION:**

Under the direction of the Director of Police and Public Safety, patrol campus and guard campus property, buildings and equipment to protect against fire, theft and vandalism; maintain order, security and prevent illegal acts. In performing these duties, and those described below, a Campus Police and Public Safety Officer is a peace officer within the meaning of either Education Code Section 72330, or Penal Code Section 830.32.

### **REPRESENTATIVE DUTIES:**

Patrol and guard assigned area and protect property by making inspections; inspect and check the security of doors, windows and gates; lock and unlock doors. **E**

Prevent entry and report presence of unauthorized persons on grounds or in buildings; board and secure doors and windows and perform other temporary repairs following incidents. **E**

Prepare reports and other information relating to observed violations; report observed or reported hazardous conditions or potentially hazardous conditions and malfunctions; prepare preliminary incident reports. **E**

Apprehend and/or identify crime suspects. **E**

Assist other college safety personnel on duty in responding to alarms and radio calls; assist with detention, restraint or arrest of violators and offenders as assigned; perform first aid and CPR activities as necessary. **E**

Investigate unusual conditions; take immediate action to reduce danger and possible malfunction of equipment; notify proper agencies or persons regarding impaired equipment, vandalism, illegal entry or fire. **E**

Provide security escort for students, staff or visitors as needed; assist persons with vehicles in parking lot; provide security at special events as assigned. **E**

Provide information to the public when visiting premises; provide assistance to students, staff and visitors as needed; transport monies across campus and within the District. **E**

**CLASS TITLE: CAMPUS POLICE AND PUBLIC SAFETY OFFICER- continued 2**

Patrol campus parking lots and streets; control the parking and safe movement of vehicles in parking areas; check for vehicle permits and improper parking; issue citations for non-compliance with parking and moving violations. **E**

Operate equipment such as a two-way radio, camera, patrol vehicle, handcuffs, slim-jim lettering machine, typewriter, computer and copier as assigned. **E**

Appear in court as a witness as required. **E**

Remain alert for and report fire hazards and other emergency situations. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices, terminology and procedures used in District campus safety activities.

Basic State vehicle and penal codes.

Basic law enforcement methods.

Policies and objectives of assigned program and activities.

Laws, rules and regulations related to assigned activities.

Health and safety regulations.

Basic record-keeping and report writing techniques.

Interpersonal skills using tact, firmness and diplomacy.

**ABILITY TO:**

Perform campus security activities to assure safety and security of campus facilities, employees, students and visitors.

Learn security procedures and use sound judgment in emergency situations.

Perform first aid and CPR activities.

Learn applicable District rules, regulations, policies and procedures.

Communicate tactfully and effectively with students, staff and the public.

Analyze situations likely to be encountered on patrols.

Observe and retain names, faces and details or occurrences.

Understand and correct emergency alarm systems.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

Patrol an assigned area and protect property by making inspections.

Inspect and check the security of doors, windows and gates.

**CLASS TITLE: CAMPUS POLICE AND PUBLIC SAFETY OFFICER- continued 3**

Prevent entry and report presence of unauthorized persons on grounds or in buildings.

Prepare reports and other information relating to observed violations.

Operate equipment such as two-way radio, camera, patrol vehicles, handcuffs, and slim-jim, lettering machine, typewriter, computer and copier as assigned.

Learn to interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Work under direct supervision.

Understand and work within scope of authority.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by specialized course work in law enforcement and one year of related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License and ability to qualify for District vehicle insurance coverage.

Valid First Aid Certificate and CPR Certificate issued by an authorized agency.

Valid Basic POST Certificate or Module D Certificate.

Certificate of Completion for Campus Law Enforcement Course.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; driving from site to site to conduct work; adverse weather conditions.

**PHYSICAL ABILITIES:**

Heavy lifting (over 50 pounds);standing and walking for extended periods of time; climbing; bending at the waist; crawling; kneeling; reaching; pulling, pushing, and carrying; climbing ladders; manual dexterity to operate equipment; seeing to observe.

**HAZARDS:**

Exposure to abusive individuals.



## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: CITATION SPECIALIST**

**BASIC FUNCTION:**

Under the direction of the Director of Campus Police and Public Safety, perform a variety of responsible clerical, technical, accounting and record keeping duties; assure compliance with specific Vehicle Code laws; serve as liaison with the San Bernardino County Data Center, DMV, the appropriate local courts, and outside agencies in the parking citation program.

**REPRESENTATIVE FUNCTIONS:**

Perform a variety of responsible, clerical, Campus Police and Public Safety department functions, including but not limited to radio dispatch, phone, computer skills, and communication skills. *E*

Serve as liaison with San Bernardino County Data Center, DMV, local municipal courts, and outside agencies in the parking citation program; assure compliance with all regulations regarding the confidentiality of DMV material per applicable government code sections. *E*

Perform data entry to access and maintain Requester program for parking citations; prepare and maintain a variety of records, reports, lists, forms and procedures, logs and schedules, and correspondence necessary to comply with the citation process; keep current with and maintain information on pending laws pertaining to citations, DMV procedures and County of San Bernardino reports. *E*

Assure compliance with applicable California Vehicle Code (CVC) sections pertaining to all aspects and levels of the citation program, San Bernardino County jail fees, and all aspects of the Administrative Hearing process. *E*

Dispatch emergency and non-emergency communications, including receiving and evaluating information, complaints, requests, and signals from a variety of communication equipment. *E*

Act quickly and calmly while exercising good judgment in emergency situations, follow oral and written procedures, rules of the FCC and 10 Code. *E*

Operate computer equipment for preparation and maintenance of a variety of documents, reports, and related materials; operate a variety of standard office equipment; utilize word processing or other software as required by the position. *E*

Assure compliance with applicable California Vehicle Code sections regarding parking citations and moving violations by filing necessary documents with the local municipal court system,

**CLASS TITLE: Citation Specialist - continued**

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including filing court complaints, collection of bail, and setting court appearance dates. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct operations, procedures and services of the Campus Police and Public Safety department.

Vehicle codes, regulations, and various procedures related to the citation process, San Bernardino County jail fees, and Administrative Hearing process.

Rules, policies, and procedures of confidentiality of DMV information.

Rules of FCC and 10 Code.

Modern office practices, procedures, equipment, and radio dispatch.

District organization, operations, policies, and objectives.

Record keeping techniques.

Operation of a personal computer, data entry techniques, word processing and other software programs.

Interpersonal skills using tact, patience and courtesy.

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

Telephone techniques and etiquette.

Effective communication skills.

**ABILITY TO:**

Perform liaison duties with the San Bernardino County Data Center, DMV, local municipal courts and outside agencies in parking citation program.

Learn, apply and explain policies, procedures, regulations and other guidelines of department.

Interpret, apply, and assure compliance with specific rules, policies, and procedures of the citation program.

Assess a law enforcement or other hazardous situation and determine independent or appropriate course of action

Act quickly and calmly while exercising good judgment in emergency situations.

Analyze and problem solve DMV information.

Follow oral and written procedures, rules of the FCC and 10 Code.

Perform a variety of clerical and record keeping duties in support of the Campus Police and Public Safety department.

Maintain files and records accurately and with close attention to detail.

Operate a personal computer to enter data, maintain records and generate reports, documents and related materials.

**CLASS TITLE: Citation Specialist - continued**

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Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Work independently with little direction.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level course work in business, technical or secretarial science or related field and three years of responsible clerical and technical experience.

**WORKING CONDITIONS:**

Office environment.

Position requires light lifting (up to 14 pounds), sitting and viewing a computer monitor for extended periods of time, dexterity of hands and fingers to operate computer keyboard; reaching, bending, and hearing and speaking to communicate and provide information to others.

Incumbents may be exposed to contact with abusive individuals.

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DATA ENTRY CLERK**

#### **BASIC FUNCTION:**

Under the direction of the Dean of Student Development, perform a variety of duties involving computer data entry, filing and maintaining records, reports and forms for articulation and matriculation files and student educational plans in support of a Counseling Department function.

#### **REPRESENTATIVE DUTIES:**

Perform a variety of clerical duties, including computer data entry for articulation files, student educational plans in compliance with matriculation requirements, utilizing DOS and Word Perfect.

**E**

Assist the articulation officer in updating, editing, proofreading and computer input of transfer university major patterns for counselor and student access.

Design and process a variety of forms related to transfer, and general education requirement information.

**E**

Maintain a variety of logs, records and files related to assigned office; sort, classify and file materials in alpha, numeric or other established sequence.

**E**

Operate a variety of office equipment such as ten key on computer and perform other clerical duties as assigned; operate specialized computer equipment to enter and retrieve student educational plans and articulation data, maintain records and generate reports.

Maintain supply and material inventory of assigned area as required.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

##### **ABILITY TO:**

Perform a variety of clerical duties involving computer data entry, filing and maintaining records or reports in support of the Counseling articulation and matriculation function.

Learn and apply rules and regulations involved in assigned clerical activities.

Understand and follow oral and written directions.

Type at 45 words per minute.

Operate a variety of office equipment including computer equipment and copier.

Operate a computer terminal to enter data, maintain records and generate reports.

Meet schedules and time lines.

Maintain records and prepare reports.

Answer telephones and greet the public courteously.

Communicate effectively both orally and in writing.

Work cooperatively with others.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college level coursework in computer science and two years of responsible data entry experience.

### **WORKING CONDITIONS:**

Office environment.

Position requires sitting for extended periods of time, dexterity of hands and fingers to operate a computer keyboard, and other office equipment, and reaching to maintain files.

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DATA PROCESSING SPECIALIST**

#### **BASIC FUNCTION**

Under the direction of an area administrator, develop, modify, document and operate the Student Data Processing System and programs; assure data processing controls and procedures are established, maintained, and documented; prepare a variety of reports for District personnel and for the Chancellor's office; and perform related work as required.

#### **REPRESENTATIVE DUTIES**

Develop, modify, document and operate the Student Data Processing System and programs; assure data processing controls and procedures have been established, maintained and documented. **E**

Perform "System Operator" duties on HP3000 which includes: cleaning dat drive; change dat tapes; streaming system jobs; SLT tape backups; cleaning tape drive; system reset; other duties/troubleshoot as required to maintain system availability for district personnel; other duties as required by SBCSS Information Systems staff. **E**

Perform "System Operator" duties on Periphonics Voice Processing System (VPS) and SUN Sparc UNIX System for telephone registration which includes: responding to console message and equipment signals; online management and troubleshooting; other duties as required. **E**

Assist in preparation and summation of data for computer processing; create and prepare a variety of required reports; design necessary data processing and departmental forms. **E**

Verify accuracy of input and output data; assist in uncovering problems that arise from faulty programs, coding, data input or machine operations. **E**

Serve as technical resource and prepare technical documentation and material for district personnel and instruct district personnel involved in data processing activities. **E**

Decollate, trim and burst various forms for distribution to various District departments. **E**

Provide backup in the absence of other data processing personnel. **E**

Operate a variety of computer and office equipment, including microcomputers, mainframe, terminal printer, communication equipment, scanner, decollator, burster, typewriter, fax machine, and modems. **E**

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDEGE OF:**

- MIS departmental operations.
- District Student Data Processing System operations and functions.
- District organization, operations, policies and objectives.
- Various software applications including word processing, spreadsheets, database management, telecommunications and graphic programs.
- Computer software applications and languages utilized by the District.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of training and assisting district personnel in mainframe programs, as well as software applications.
- Data Base concepts, design and processing techniques.
- Logic underlying database functions and processes.
- Principles of computer-based communications.
- Fundamentals of data bases, flow charting, source documents and report handling.
- Technical operation of computer systems and related equipment and software applications.

### **ABILITY TO:**

- Develop, modify, document and operate district Student Data Processing System
- Assure internal controls are established, maintained and documented in compliance with organizational directives.
- Communicate data processing procedures and requirements to users.
- Detect errors in the material and data being processed.
- Respond to user requests for assistance and malfunction corrections.
- Read, interpret and apply detailed and technical written and oral instructions.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
- Follow oral and written directions.
- Operate computers and peripheral equipment properly and efficiently.
- Provide technical assistance and training to computer systems users.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Gather and analyze data, draw sound conclusions and prepare clear, concise reports.
- Meet schedules and time lines.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in computer information science or related field and two years experience in data analysis and/or report design.

## **WORKING CONDITIONS:**

Standard office environment.

Incumbents may be exposed to viewing a computer monitor for extended periods of time. 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, moderate lifting (up to 40 pounds), climbing stairs, carrying, pushing and pulling equipment, bending at the waist, and kneeling or crouching to work on computer equipment.



## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:        **HARDWARE AND SOFTWARE PURCHASING AGENT****

**BASIC FUNCTION:**

Under the direction of an area administrator and in coordination with MIS, plan, organize and perform the purchasing function of the District involved in the procurement of computer and peripheral equipment, including software, supplies, and services required by the District in compliance with Board policies and applicable State and Federal laws; coordinate with the MIS department and district personnel involved in receiving, inventory, storage, and distribution of such equipment and supply items.

**REPRESENTATIVE DUTIES:**

Plan, organize and perform the operations of the department in the procurement of computer and peripheral equipment and software; coordinate with the MIS department and district personnel in receiving, inventory, storage, and distribution of such equipment and supply items; create and maintain spreadsheets and detailed reports on bid items for Board review. *E*

Assist the area administrator in analyzing purchasing methods, assignments, policies and procedures to improve departmental efficiency and effectiveness, and assure compliance with state code and regulations and district policies for purchase agreements, including bid and RFP processes for computer and peripheral equipment, including software, supplies and services. *E*

Assist the area administrator and participate in the contracting process; review incoming requisitions, contract requests and related correspondence for the purchase of equipment, supplies or services. *E*

Develop bid specifications in coordination with District staff, RFPs (request for proposals), requests for quotation, establishment of pricing agreements, assist in the development of contracts and issuing of purchase agreements required in the completion of the purchasing or contracting cycle; develop and/or assist the area administrator with district computer supply bids. *E*

Interview vendors/suppliers to obtain contract terms and conditions, review and analyze new product and service offerings, advise suppliers of District policies and procedures and communicate parameters for doing business with the District; assist the area administrator in supplier evaluation process. *E*

Assist the area administrator in the development of specifications; research and provide pricing information for budget purposes; share product offerings and make recommendations for equipment acquisitions, service contracts and establishing long range equipment goals. *E*

Prepare and review for signature, purchase orders and contracts for computer hardware and

software; coordinate with MIS to maintain adequate site licensing for software; review prepayment purchase orders and request prepayment checks; prepare and forward purchasing documents and financial information and reports to accounts payable. *E*

Coordinate with the area administrator and prepare recommendations for Board actions as they relate to hardware/software purchasing activities. *E*

Coordinate with the area administrator, as necessary, to assure compliance with advertising and bidding requirements and for guidelines in contracting for the computer and peripheral equipment, including software and services required by the District. *E*

Prepare reports including pricing data, equipment recommendations, statistical reports, product performance ratings, vendor evaluations, bid evaluations, product analyses and other data as it relates to computer hardware and software. *E*

Coordinate with the area administrator in the identification and sale of surplus computer and peripheral equipment ensuring proper receipt and deposit of monies received and the removal of sold items from District inventories. *E*

Review trade papers, magazines, vendor proposals and others to keep abreast of current market trends. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Principles, practices, rules and regulations related to public sector procurement.
- Computer and peripheral equipment and supplies.
- Sources of supply, marketing practices and pricing methods and differentials.
- Applicable sections of the State Education Code and other applicable laws.
- Material handling, inspecting, storing, inventory control and distribution.
- Operation of a computer terminal and data entry techniques.
- Advance knowledge of spreadsheet and word processing programs.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- State regulations pertaining to sale of surplus or obsolete District property.

**ABILITY TO:**

Plan, organize and perform the purchasing function involved in the procurement of computer and peripheral equipment, supplies, and services in compliance with Board policies and applicable State and Federal laws.

Coordinate with MIS department and district personnel involved in inventory, storage, and distribution of such equipment and supply items.

Interpret market prices and trends.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Meet schedules and time lines.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Prepare and write complex formal bids and assist with the preparation of contract documents in coordination with district staff.

Coordinate with an area administrator on the sale of district surplus or obsolete computer and peripheral equipment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in computer science or a related field and four years increasingly responsible experience in purchasing, and distribution of computer and peripheral equipment including software and supplies.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Office environment.

Position requires sitting and viewing a computer monitor for extended periods of time.

Hand and digit dexterity to operate a typewriter and computer keyboard.

Reaching; bending at the waist; hearing and speaking to communicate and provide information to others; seeing to observe accuracy of reports and documents.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: INSTRUCTIONAL ASSISTANT I

### BASIC FUNCTION:

Under the direction of an area administrator, provide instructional assistance and reinforcement to individuals or groups of students in all areas of instruction in the English, math, Business Education Technology, foreign language, theater arts/PAC, music, or physical education instructional labs; assist in monitoring the proper use of the lab and associated equipment and software; respond to questions and assist students as needed with subject matter, software programs and equipment operation; maintain various student records and files and prepare the lab for student use.

### DISTINGUISHING CHARACTERISTICS:

Instructional Assistant I incumbents provide instructional assistance activities in the use of various equipment, computers and software applications in an English, math, Business Education Technology, foreign language, theater arts/PAC, music, or physical education labs. Instructional Assistant II incumbents coordinate and maintain a networked instructional computer lab and provide instructional assistance and reinforcement to individuals or groups of students. Instructional Assistant III incumbents perform advanced and technical instructional assistance involving greater scope of instructional reinforcement, independence and ramifications of errors such as an automotive repair shop, construction technology lab, welding lab, CIS lab, Learning Center Media lab, a networked BET computer lab, drafting lab, or electronics and computer technology lab.

### REPRESENTATIVE DUTIES:

Provide instructional assistance and reinforcement to individuals or groups of students in all areas on instruction in the English, math, Business Education Technology, foreign language, theater arts/PAC, music or physical education instructional labs; demonstrate the proper use and operation of various equipment, computers and software applications, including word processing, DOS and desktop publishing. *E*

Monitor individuals and groups of students in the proper use of the lab, use of associated equipment and software, and completion of lab activities; maintain current knowledge of applicable software utilized in the lab; respond to questions and assist students as needed with subject matter, software programs and equipment operation; communicate and enforce lab policies and procedures. *E*

Load, restore and restart programs; start and shut down computers; assist in the preparation of lab equipment, software and instructional materials; perform back-up according to established procedures; assure proper operation of equipment. *E*

Orient, demonstrate and provide instruction to students in the proper operation of computers, related software applications, printers, transcription equipment, typewriters and calculators. *E*

Troubleshoot and perform minor maintenance to lab equipment; contact appropriate personnel or vendors as needed for trouble-shooting assistance and to arrange for equipment repair or replacement. *E*

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*

Perform a variety of clerical duties; prepare, update, erase and store various student and class records and files, including scores, grades, progress and attendance. *E*

Maintain the lab in a clean and orderly condition; store, maintain, distribute and account for inventory of equipment, software and related materials. *E*

Provide input and recommendations regarding lab activities, software applications or curriculum changes and modifications.

Provide work direction to lab tutors as assigned.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

College curriculum and educational requirements of assigned subject area.

Apple and/or IBM-compatible microcomputers as appropriate for assigned computer lab.

Operation of various business equipment.

Word processing, basic DOS, and general desktop publishing or graphics software applications.

Routine adjustment and maintenance of microcomputers and other office equipment.

Basic instructional and reinforcement methods and techniques.

Classroom procedures and appropriate student conduct.

Student guidance principles and practices.

Requirements of maintaining the instructional lab in a safe, clean and orderly condition.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

### ABILITY TO:

Provide instructional assistance and reinforcement to individuals or groups of students in all areas of instruction in the Business Education Technology, foreign language, theater arts/PAC, music, or physical education instructional labs.

- Assist in monitoring the proper use of the lab and associated equipment and software.
- Respond to questions and assist students as needed with subject matter, software programs and equipment operation.
- Communicate subject matter in a clear and accurate manner.
- Prepare the lab and materials for the students
- Organize and demonstrate lab exercises, demonstrations and activities to correspond to classroom curriculum.
- Type at 45 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
- Exercise patience, tact and sensitivity with students.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Learn the procedures, functions and limitations of assigned lab duties.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Observe and control student behavior according to approved policies and procedures.
- Maintain various student records and files and prepare the lab for student use.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by course work in physical education, English, math, business education technology, business equipment or microcomputer operations, and the use of various software applications, or physical training equipment to obtain the knowledge listed above and one year of experience operating office equipment, including microcomputer hardware and software used by the District including physical training equipment, and some experience working with students in an instructional setting.

**WORKING CONDITIONS:**

English, math, Business Education Technology, foreign language, theater arts/PAC, music, or physical education lab environment.

Position requires seeing to observe students and lab equipment, speaking to communicate instructions, standing and walking for extended lengths of time and moderate lifting of computers and related equipment (up to 44 pounds).

Incumbents may be exposed to abusive individuals.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: INSTRUCTIONAL ASSISTANT II

#### BASIC FUNCTION:

Under the direction of an area administrator, maintain a networked instructional computer lab and provide instructional assistance and reinforcement to individuals or groups of students; coordinate and monitor the use of the lab; operate, troubleshoot and maintain lab equipment; respond to questions and assist students as needed with proper operation of equipment and software; prepare lab exercises and teaching aids; prepare and maintain a variety of records.

#### DISTINGUISHING CHARACTERISTICS:

Instructional Assistant II incumbents coordinate and maintain a networked instructional computer lab and provide instructional assistance and reinforcement to individuals or groups of students. Instructional Assistant III incumbents perform advanced and technical instructional assistance involving greater scope of instructional reinforcement, independence and ramifications of errors such as an automotive repair shop, construction technology lab, welding lab, CIS lab, Learning Center Media lab, a networked BET computer lab, drafting lab, or electronics and computer technology lab. Instructional Assistant I incumbents provide instructional assistance activities in the use of various equipment, computers and software applications in an English, math, Business-Education Technology lab, foreign language, theater arts/PAC, music, or physical education lab.

#### REPRESENTATIVE DUTIES:

Maintain a networked instructional computer lab and provide instructional assistance and reinforcement to individuals or groups of students with basic math, high school algebra, geometry, essay writing, English as a Second Language, and GED preparation in a networked instructional computer lab; assist students with software operation and understanding. *E*

Provide lab orientation to students; coordinate and monitor the use of equipment and software in the lab; open, close and secure the computer system daily; perform computer backup procedures as necessary. *E*

Perform and complete diagnostic tests with GAIN students to determine which level of computerized instruction is initially most appropriate. *E*

Perform a variety of clerical duties including preparing and maintaining records of rosters, lab activities, student attendance, grades, student progress, attendance, and equipment maintenance. *E*

Prepare the lab, materials and related software for the students; discuss classroom activities with faculty and determine software to correlate with classroom instruction;

organize and demonstrate lab exercises, demonstrations and activities to correspond to classroom curriculum. *E*

Recommend supplemental lab exercises to maximize instructional benefit, including the purchase of new equipment, software and office supplies. *E*

Operate equipment in the computer lab, including microcomputers, file server, printer; troubleshoot and perform routine maintenance on computer equipment; contact appropriate personnel or vendors as needed for trouble-shooting assistance and to arrange for equipment repair or replacement. *E*

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior. *E*

Maintain the assigned lab in a clean and orderly condition; store, maintain, distribute and account for inventory of equipment, software and related materials; assist academic staff with the purchase of instructional materials and software to supplement curriculum. *E*

Provide work direction to tutors as assigned.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

College curriculum and educational requirements of assigned subject area, including math and English requirements.

Networked Apple and/or IBM-compatible microcomputers as appropriate for assigned computer lab.

Configuration, operation, troubleshooting and maintenance of respective lab equipment.

Instructional and reinforcement methods and techniques.

Classroom procedures and appropriate student conduct.

Student guidance principles and practices.

Technical aspects of subjects taught in the assigned lab.

Requirements of maintaining assigned lab in a safe, clean and orderly condition.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

##### ABILITY TO:

Maintain a networked instructional computer lab and provide instructional assistance and reinforcement to individuals or groups of students.

Prepare and maintain a variety of records.

Coordinate and monitor the use of the lab.

Operate, troubleshoot and maintain a variety of lab equipment.

Respond to questions and assist students as needed with proper operation of equipment and software.

Organize and demonstrate lab exercises, demonstrations and activities to correspond to classroom curriculum.



- Reinforce instruction to individuals or small groups of students.
- Maintain lab in a safe and proper operating condition.
- Communicate subject matter in a clear and accurate manner.
- Select programs and related materials appropriate for subject and course curriculum.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.
- Exercise patience, tact and sensitivity with students.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Observe and control student behavior according to approved policies and procedures.
- Perform a variety of clerical duties, including typing and maintaining records.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by course work in math and english and in the operation and routine maintenance of a networked computer system and one year of related experience installing, operating and maintaining equipment associated with the assigned lab and working with students in an instructional lab environment.

**WORKING CONDITIONS:**

Networked computer lab environment.

Position requires ability to observe students and equipment; ability to effectively communicate instructions.

Incumbent may be exposed to dissatisfied or abusive individuals.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT III

### BASIC FUNCTION:

Under the direction of an assigned supervisor, perform advanced and technical instructional reinforcement and demonstrations in a lab/shop environment, including a drafting lab, Business Education Technology (BET) networked computer lab, automotive shop, Construction technology lab, Computer Information Systems (CIS) networked computer lab, Learning Center Media Laboratory, welding lab, ~~or~~ electronics and computer technology lab, **or restaurant management lab**; coordinate and monitor the use of the lab; operate technical equipment and tools and demonstrate safe and proper operation; troubleshoot and perform routine maintenance of a variety of lab equipment; respond to questions and assist students as needed with proper operation of equipment; prepare lab exercises and teaching aids; prepare and maintain a variety of records related to lab activities.

### DISTINGUISHING CHARACTERISTICS:

Instructional Assistant III incumbents perform advanced and technical instructional assistance involving greater scope of instructional reinforcement, independence and ramifications of errors such as an automotive repair shop, construction technology lab, welding lab, CIS lab, Learning Center Media lab, a networked BET computer lab, drafting lab, ~~or~~ electronics and computer technology lab, or restaurant management lab. Instructional Assistant I incumbents provide instructional assistance activities in the use of various equipment, computers and software applications in an English, math, Business Education Technology lab, foreign language, theater arts/PAC, music, or physical education labs. Instructional Assistant II incumbents coordinate and maintain a networked instructional computer lab and provide instructional assistance and reinforcement to individuals or groups of students.

### REPRESENTATIVE DUTIES:

Perform advanced and technical instructional reinforcement and demonstrations in a lab/shop environment, including networked BET lab, CIS lab, Learning Center Media lab or an auto mechanics, construction technology, drafting, welding, ~~or~~ electronics and computer technology lab, **or restaurant management lab**; assist students in concept understanding and skill acquisition. **E**

Assist students individually and in small groups with lab/shop assignments, projects and repairs; oversee and inspect student repairs performed on automobile components and systems and on welding assignments. **E**

Prepare the lab and materials for the students; organize and demonstrate lab exercises, demonstrations and activities to correspond to classroom curriculum and theory; recommend supplemental lab exercises to maximize instructional benefit, including the purchase of new equipment or software applications. **E**

Operate technical equipment and tools used in the assigned BET lab, CIS lab, Instructional Alternatives Media Lab (IAML), automotive shop, construction technology lab, drafting lab, welding lab, ~~or~~ electronics and computer technology lab **or restaurant management lab**, including microcomputers, plotters, printers, scanners, computer-based electronic trainers, oscilloscopes, analog and digital multimeters, frequency generators and counters, satellite dish control systems, digital and microwave communication systems and associated tools, mechanical drafting equipment, Diazo printers, and kroy lettering machines, LANs meters, engine analyzers, alignment equipment, lathes, valve grinding equipment, auto lifts and jacks, various welders, cutters, saws, shears, grinders, drill press, forklift, and power tools; **ovens, stoves, blenders, mixers, food processors, and various restaurant management hand tools.**  
**E**

Answer questions, correct improper use of equipment and software, and orient students to the equipment

and lab policies and procedures. **E**

Prepare test plates and provide direction to students and others seeking welding certification through the District; prepare and bend test weldments to verify compliance with established quality standards. **E**

Perform a variety of clerical duties; prepare and maintain records and files of lab activities, attendance, grades, student progress, and equipment maintenance. **E**

Maintain tools, equipment and the lab/shop facility in a clean and proper working condition; perform minor maintenance and repairs and notify appropriate personnel of major maintenance and repair needs; discuss malfunctions and needed technical support with vendors; maintain an adequate inventory of supplies and materials. **E**

Assist academic staff with programs, planning curriculum, lesson plans, assignments and instructional materials; assist with the research and purchase of supplies and materials for the lab/shop. **E**

Prepare and distribute billings to customers for automotive work performed in the shop; collect payments and maintain related records; communicate with customers regarding issues such as costs, needed repairs and complaints. **E**

Provide training and work direction to tutors and student workers as assigned.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Operation and proper and safe use of a variety of tools, equipment, hardware and software used in the assigned instructional lab.

College curriculum and educational requirements of assigned subject area.

Operation, troubleshooting and maintenance of respective lab equipment.

Apple and/or IBM-compatible microcomputers or advanced welding equipment as appropriate for assigned computer lab.

Personal computer architectures; upgrade and repair methods and procedures; DOS, Windows 3.11 for workgroups and Windows 95 computer operating systems.

Technical aspects of subjects taught in the assigned lab.

Instructional and reinforcement methods and techniques.

Hardware and software configuration and troubleshooting.

Student guidance principles and practices.

Autocad version 12 and the Autocad modeling extension at an advanced level.

Lab procedures and appropriate student conduct.

Interpersonal skills using tact, patience and courtesy.

Health and safety practices and procedures used in the maintenance and repair of welding equipment or automotive engines and components, **or in restaurant management services.**

Basic record-keeping techniques.

Proper lifting techniques.

##### ABILITY TO:

Perform advanced and technical instructional reinforcement and demonstrations in a lab/shop environment, including a Business Education Technology (BET) networked computer lab, automotive shop, construction technology lab, welding lab, drafting lab, or electronics and computer technology lab, **or restaurant management lab.**

Construct programs using BASIC, Visual BASIC, Pascal, Microtest and virtual instruments (Vis) using Snap Master or similar platforms.

Coordinate and monitor the use of the lab.

Troubleshoot and perform routine maintenance of a variety of lab equipment.

Respond to questions and assist students as needed with proper operation of equipment.  
Prepare and maintain a variety of records related to lab activities.  
Operate a variety of tools, equipment and machinery of the assigned instructional shop or lab.  
Tutor students in the proper operation and safety of technical equipment.  
Communicate subject matter in a clear and accurate manner.  
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.  
Maintain work area and equipment in a safe, clean and orderly condition.  
Complete work with constant interruptions.  
Work independently with little direction.  
Observe and control student behavior according to approved policies and procedures.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in the assigned subject area and two years of increasingly responsible experience in the assigned subject area using equipment utilized by the District, including at least one year in an instructional support capacity.

#### LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require a valid California driver's license. Some positions in this class may be required to possess a Certificate of Completion in Welding Technology from an accredited college or agency.

#### WORKING CONDITIONS:

Lab or shop environment; some lab/shop environments subject the incumbent to constant exposure to working around and with machinery having moving parts.

Some positions require heavy lifting (45 pounds and heavier), standing and walking for extended periods of time, bending at the waist, pushing, pulling, speaking to communicate instructions, seeing to observe student work and behavior, dexterity of hands and fingers to operate keyboards, tools and equipment of assigned lab, and reaching overhead, above the shoulders and horizontally.

Incumbents may be exposed to exhaust and chemical fumes, petroleum products, carbon monoxide from vehicle and equipment operation, working around and with machinery having moving parts; welding positions may be exposed to burns from flying sparks, electrical shocks, loud noise from grinders, intense light from welding and arc flashes, and extreme heat.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEARNING CENTER SPECIALIST

BASIC FUNCTION:

Under the direction of the Dean of Learning Resources and Adult Education and working cooperatively with the Learning Center Coordinator provide specialized assistance to faculty and staff, and direction to tutors and students using media and tutorial resources at the Learning Center; facilitate daily activities and provide or instruct others in providing complex computer application support using programming language; and organize and adjust hourly staff's regular and seasonal activities, including their clerical and routine record-keeping functions.

REPRESENTATIVE DUTIES:

Assist students with registration materials required for enrollment in the Learning Center; assist students with sign-in/out procedures; enter student data in computer, prepare registration sheets and print student reports. **E**

Prepare reports on student usage and tutor evaluations according to established procedures; summarize results and confer with Coordinator. **E**

Prepare budget summaries and recommendations; request budget reports from payroll and update Learning Center student payroll and budget reports as assigned.

Maintain a variety of related records and reports as required.

Working cooperatively with the Coordinator, assist in assuring that all alternative academic resources assigned to the Learning Center are continuously made available to students. Schedule and advertise: daily/weekly/monthly specific curricular programs; all media programs; tutoring in multiple

content areas; and seminars. **E**

Assist the Coordinator in assigning schedules, tasks, functions and activities of hourly personnel, volunteers, student aides and tutors; assist in prioritizing, organizing, arranging and adjusting their activities and projects. **E**

Work closely with the Coordinator to integrate all Learning Center functions. **E**

With the Coordinator, assist by providing a supportive climate for student use of the Learning Center. **E**

With the Coordinator, support and serve as liaison with faculty and staff as they develop, conduct and alter Learning Center-based coursework. **E**

Work cooperatively with the Instructional Assistant III toward smooth interaction of tutorial and media activities. **E**

Participate in and assist in conducting tutor meetings with the Coordinator; occasionally, assist by conducting staff and tutor meetings.

With the Coordinator and Instructional Assistant, anticipate the need for and plan methods for faculty/staff to conduct Learning Center/Media Lab orientations.

Assist the Coordinator and work with faculty to: screen tutor applications; arrange for interviewing and pre-hiring; and prepare hourly staff, student aide, and tutor timesheets. **E**

Make and, as needed, change group, walk-in and individual tutor schedules. **E**

Using advanced applications of spreadsheet and word processing applications, prepare positive attendance and other Learning Center reports derived from registration and from other information sources; assist in deriving retention and related reports to support classes. **E**

See through to completion timely composing, publication and dissemination of media, tutorial and seminar advertisements of

Learning Center activities.

Work cooperatively with the Coordinator to provide quality training and ongoing inservice to tutors and volunteers.

Maintain consistent registration (signing in and out) processes for all clientele; provide appropriate reports on registration each semester.**E**

Complete all needed daily opening activities; open the facility, using required security, registration and other start-up procedures.**E**

Respond with courtesy, tact and respect to telephone inquiries and requests of faculty, tutors and students about Learning Center functions and services.**E**

Perform other new duties as the Learning Center continues to grow, change and adapt to new instructional alternative delivery programs.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Standard math skills.

Interpersonal skills including listening, tact, patience and courtesy.

Basic methods of task organization, assignment, review and supervision.

Methods of informing staff, tutors and students about the courses, media, tutorial and seminar services at the Learning Center.

Tutorial techniques and practices.

One spreadsheet and one word processing program used at VVC (Quattro Pro and Word Perfect preferred).

Basic troubleshooting techniques when minor workstation media hardware or software problems occur.

Basic data collection and inventory methods, practices, and monitoring.

Record keeping and basic office techniques.

File setup, maintenance, storage and purging.

ABILITY TO:

Meet schedules and time lines.

Work cooperatively in an environment requiring constant communication, cooperation and flexibility.

Communicate effectively orally and in writing; make effective oral presentations to staff, tutors and students when needed.

Provide, with the help of the Coordinator and the Laboratory Assistant, orientation faculty and students.

Provide specialized assistance in hiring, record-keeping and payroll for hourly staff, student aides and tutors.

Operate, maintain and perform minor repairs of reception desk equipment and resources.

Use all VVC forms and ordering materials to assure ordering, inventory and upkeep of essential resources.

Oversee accession of new materials and disposal of outdated resources.

Create simple brochures and flyers.

Research and change, when necessary, to more efficient methodologies (such as in registration, scheduling and report-producing) as appropriate.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: an Associate of Arts degree and three years experience involving considerable tutorial and student contact, including at least one year in an environment similar to the Learning Center.

**WORKING CONDITIONS:**

Learning Center environment; subject to constant interruptions.

Position requires operating computer terminals, printers, laser disk players, CD ROM and other educational and office technology; at certain junctures, extensive use is demanded.

Position requires light lifting, sitting, standing for extended periods of time.

Position requires ability to work under pressure and to



interact positively and with calm to a broad spectrum of staff and student needs.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: LIBRARY TECHNICAL ASSISTANT

### BASIC FUNCTION:

Under the direction of the Dean-Instruction, provide a variety of technical library assistance and information to students and staff with responsibility for an assigned area regarded as a library department such as circulation, technical processing and periodicals.

### REPRESENTATIVE DUTIES:

Provide a variety of technical library assistance and information to students and staff with responsibility for an assigned area regarded as a library department such as circulation, technical processing and periodicals. *E*

Provide basic explanations and directions to students regarding the use of card catalogs, periodical indexes and other library reference materials; answer technical questions and provide patron assistance at the circulation or reference desk. *E*

Check books, periodicals, videos, cassettes and other materials in and out of the library; provide reserve and cataloging assistance; process circulating and non-circulating materials according to established procedures; assure materials are returned in a timely manner and assess fines for late materials received. *E*

Assist students and the public in obtaining library cards; receive appropriate identification and enter into computer; issue library cards and file related information according to established procedures; perform periodic computer back-up as required. *E*

Assist in coordinating the requisitioning and ordering of books for the library collection; research and secure best price; receive books and verify accuracy of shipments; enter books using on-line catalog database and prepare for shelving. *E*

Process and renew periodical subscriptions; maintain records of subscriptions; communicate with periodical publishers and other personnel regarding deliveries, concerns and other issues; bind periodical collection according to established procedures. *E*

Communicate with patrons regarding book fines and lost book fees; print and distribute overdue and fine notices and other billings according to established procedures; receive payments for fines and remove from patron record; clear library holds. *E*

Provide inter-library loan services; process and search for materials through the OCLC or SIRCULS systems to obtain requested material; maintain and update circulation statistics. *E*

Receive and process new periodicals; stamp, date, file and display new periodicals; enter

periodical information into a computer as necessary. *E*

Perform a variety of clerical duties for the library function such as typing and data entry, answering telephones, providing information, photocopying materials and performing routine maintenance on equipment; assist patrons with a variety of office machine, microfilm and microfiche operations. *E*

Monitor and perform the repair and bindery activities of damaged books; replace bar codes and security strips, and type and replace lost or damaged call numbers; monitor the filing and shelving of bound, single issue and microfilm. *E*

Operate a variety of office and library equipment, including a microcomputer, word processor, microfilm and microfiche reader/printer, fax machine, typewriter, tape duplicator, VCR, cassette recorder, and copier. *E*

Assist other library staff as needed; orient, train and provide work direction to assigned student workers; communicate with patrons regarding fines and fees; prepare and sign student time sheets for assigned library area. *E*

Make recommendations for new supplies, equipment and book acquisitions; assist with budget preparation activities.

Pick-up, sort and distribute library mail and parcels; deliver out-going mail according to established procedures.

Attend workshops on technical services functions and other meetings and conferences as directed.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

Library technical processes related to the acquisition, cataloging, classification and circulation of library materials.

Library of Congress Classification System.

Principles of training and providing work direction.

Library policies, procedures and terminology.

Library organization, operations, policies and objectives.

Operation of a computer and data entry techniques.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Filing and record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

OCLC and SIRCULS on-line bibliographic data base and subsystems.

**ABILITY TO:**

Provide technical library assistance and information to students and staff.

Process incoming materials and perform related clerical duties.

Circulate library materials according to established procedures using an automated circulation system.

Assist students and others in the use of Library materials and equipment.

Operate a variety of office machines including microcomputer, typewriter, microfilm and microfiche reader/printer, fax machine.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to library personnel.

Prioritize and schedule work.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in library science and two years increasingly responsible library experience in an automated library environment.

**WORKING CONDITIONS:**

Campus library environment; subject to constant interruptions.

Position requires dexterity of hands and fingers to operate a computer terminal and other library and office equipment, sitting or standing for extended periods of time, bending at the waist, speaking and hearing to exchange information, moderate lifting (15-44 pounds), carrying, pushing or pulling, and reaching overhead, above the shoulders and horizontally.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: MEDIA SERVICES COORDINATOR

#### BASIC FUNCTION:

Under the direction of the Dean-Instruction, coordinate media services campus-wide for classroom instruction, and college and community events.

#### REPRESENTATIVE DUTIES:

Coordinate media services campus-wide for classroom instruction, and college and community events; oversee and provide direction for the day-to-day clerical and technical activities of the department. *E*

Coordinate the telecourse program according to established procedures; coordinate teleconferences; utilize satellite program as needed. *E*

Select, recommend and schedule hourly classified staff; schedule appointments with, interview and select student workers; train audio-visual assistants and coordinate activities as assigned; provide orientation to office policies and procedures, safe and proper use and transportation of audio-visual equipment and materials, and minor equipment repairs. *E*

Operate a wide variety of audio-visual, media and office equipment; demonstrate the use of a variety of media and equipment; perform minor equipment repair as needed; determine equipment replacement needs and recommend replacement. *E*

Provide technical support and guidance in the selection of instructional media for use within the curriculum. *E*

Develop and recommend media policy; determine and implement procedures. *E*

Assess department needs and initiate budget recommendations. *E*

Maintain current knowledge of new products and technological trends. *E*

Maintain public relations with faculty, administrators, students, staff and the community.

Represent the District at local, State and national conferences and workshops; participate in a variety of campus committees; participate in State and national organizations.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Audio-visual equipment and modern media materials.
- Function, operation and maintenance of an instructional media center.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Video and audio production and editing.
- Copyright laws.
- Basic theory of electricity and electronics for operation and minor repair of electrical machines and equipment.

**ABILITY TO:**

- Coordinate media services campus-wide for classroom instruction, and college and community events.
- Train and provide work direction to student workers and assigned staff.
- Operate, service and circulate audio-visual equipment and media materials.
- Coordinate the telecourse program.
- Communicate effectively both orally and in writing.
- Assign and review the work of others.
- Prioritize and schedule work.
- Maintain current knowledge of technological advances in the field.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in media, educational technology or related field and three years experience in audio-visual related work.

**WORKING CONDITIONS:**

Office and classroom environments; subject to driving a vehicle to conduct work and to pick-up and deliver audio-visual equipment.

Position requires moderate lifting, bending and crawling.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: MEDIA SERVICES TECHNICIAN

#### BASIC FUNCTION:

Under the direction of an area administrator, perform a variety of responsible technical duties to provide instructional media services for district, student and community needs; serve as a resource to instructors, staff and students in the operation of audio-visual equipment and for other instructional media services.

#### REPRESENTATIVE DUTIES:

Perform a variety of responsible technical duties to provide instructional media services; perform technical processing of media materials and related print materials for Library and Instructional Media Services. *E*

Troubleshoot malfunctions of audio-visual equipment; perform routine maintenance and minor repair of audio-visual equipment; contact appropriate sources for complex repairs; pick-up and deliver equipment for repair. *E*

Serve as a resource to instructors, staff and students for instructional media services; demonstrate the operation of audio-visual equipment to instructors and staff; answer questions related to the use of media materials as necessary. *E*

Assist in establishing criteria and procedures for purging and updating media materials and equipment; assist with research and evaluate specifications when considering future purchases of instructional media equipment; arrange previews of media materials and demonstrations of new equipment for faculty and staff for purchase consideration. *E*

Prescreen and interview prospective student employees; direct and train student assistants in the use of audio-visual equipment and materials; assure proper safety procedures are followed according to established guidelines. *E*

Perform a variety of clerical duties; maintain a variety of related files; type catalogue cards and labels for audio-visual and software collection; update, produce, edit and distribute the annual media catalogue of available audio-visual equipment, software, and materials. *E*

Coordinate the technical aspects of satellite teleconferences and off-air duplications, such as locating new satellites, arranging realignment of the dish, troubleshooting equipment during teleconference activities. *E*

Provide a variety of media-related services; videotape classroom lectures, edit video

tapes, copy off-air broadcasts of instructional materials from satellite and PBS programs and transmit to campus classrooms as directed. *E*

Operate a variety of audio-visual and office equipment, such as video camera, high speed audio duplicator, delivery truck, studio lights and typewriter and other related equipment; schedule and deliver audio-visual equipment and materials. *E*

Assist with requisitioning and ordering of media materials; requisition supplies and maintain inventory of audio-visual equipment and materials; implement and maintain on-going film/video rental process; maintain related inventory records. *E*

Assist with annual budget preparation. *E*

Compile and submit statistical reports periodically.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Proper methods and procedures related to the operation of a variety of media services material and audio-visual equipment.

Techniques in video production including planning, script writing, camera and recorder usage and video editing.

Technical aspects of satellite teleconferences and off-air duplications.

Safety practices and precautions.

Methods, equipment and materials used in the maintenance and repair of audio-visual and media services equipment.

Proper methods of storing equipment, materials and supplies.

Record-keeping techniques.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Basic record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Perform responsible technical duties related to instructional media services.

Serve as a resource to instructors, staff and students by demonstrating media services equipment and answering questions related to the use of the equipment.

Coordinate technical aspects of teleconferences and off air duplications.

Perform routine and minor repair, maintenance and installation of a wide variety of audio- visual equipment.

Operate hand and power tools in a safe and correct manner.



Demonstrate proper and safe use of equipment to students and staff.  
Prepare a variety of video and other multi-media presentations.  
Estimate and order needed supplies and equipment.  
Understand and follow oral and written directions.  
Maintain routine records.  
Establish and maintain cooperative and effective working relationships with others,  
including those from diverse academic, socioeconomic, cultural, ethnic and  
disability backgrounds.  
Meet schedules and time lines.  
Provide work direction to student workers.  
Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of audio-visual equipment operation and clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Indoor environment.

Position requires driving from site to site to pick-up and deliver audio-visual equipment; heavy lifting (45 pounds or more), bending and crawling under tables; reaching overhead; speaking and hearing to communicate; seeing to observe work; dexterity of hands and fingers to operate tools and equipment.

Incumbents may be exposed to contact with dissatisfied or abusive individuals.

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: NETWORK SPECIALIST**

#### **BASIC FUNCTION**

Under the direction of the Director of Management Information Systems, install, coordinate and maintain the Local Area Networks (LANS) for instructional and administrative purposes; provide technical training to instructional lab staff; serve as technical resource to faculty and staff in the use of LANS.

#### **REPRESENTATIVE DUTIES**

Install, coordinate and maintain LANS for instructional and administrative purposes. **E**

Troubleshoot, diagnose and coordinate the repair and maintenance of the network hardware and related equipment.**E**

Operate a variety of computers and auxiliary equipment (printers and peripheral equipment), file servers, various software applications, and software/hardware diagnostics programs and/or equipment.**E**

Serve as technical resource to the faculty and staff on the hardware and software used by the network; demonstrate and train the faculty and staff with the use of network equipment and materials.**E**

Maintain the network environments in proper working condition; assist with the long-range planning, research and purchase of equipment for the network environments; perform minor maintenance and repairs and notify appropriate personnel or vendor of major maintenance and repair needs; discuss malfunctions and needed technical support with vendors.**E**

Prepare and maintain a variety of documentation related to network activities, software registrations/warranties, and file server configuration.**E**

Maintain a network software library; assist in the maintenance of hardware, software inventories. **E**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

Knowledge of:

Operation and proper use of a variety of equipment, hardware and software used in the network environment.

**CLASS TITLE: NETWORK SPECIALIST-CONTINUED**

Advanced knowledge of a networked computer system, CPU/lan diagnostics and repair.  
Operation, adjustment and maintenance of microcomputers and peripheral equipment, including file servers, interface boards and computer drives.  
Hardware and software configuration and trouble shooting.  
Requirements of maintaining computers, CPUs tools, equipment in proper operating condition.  
Determining system requirements and cost estimates for new network equipment.  
Interpersonal skills using tact, patience and courtesy.  
Proper methods of inventorying and storing equipment, materials and supplies.  
Proper lifting techniques.

Ability to:

Install, coordinate and maintain a networked computer environment to support the instructional and administrative objectives.  
Install, troubleshoot, and assist in the maintenance of hardware for the network environments.  
Respond to user requests for assistance and malfunction corrections and provide technical support.  
Read, interpret and apply detailed and technical written and oral instructions.  
Establish and maintain cooperative and effective working relationships with others.  
Follow oral and written directions.  
Provide technical assistance and training to computer systems users.  
Work independently with little direction.  
Communicate effectively both orally and in writing.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in computer information science or related field and two years experience in installation, maintenance, and repair of network hardware and auxiliary equipment such as printers, file servers, software/hardware diagnostic programs and various software applications.

### **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, moderate lifting (up to 40 pounds), climbing stairs, carrying, pushing and pulling equipment, bending at the waist, and kneeling or crouching to work on computer equipment.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: OFFSET PRESS OPERATOR

#### BASIC FUNCTION:

Under the direction of the Printing Services Director, operate and maintain an offset press and duplicating equipment in the reproduction of varied materials; operate related duplicating equipment; perform routine and minor preventive maintenance tasks on offset duplicating equipment.

#### REPRESENTATIVE DUTIES:

Operate and maintain an offset press and duplicating equipment in the reproduction of varied materials such as brochures, fliers, forms, schedules, and instructional and promotional documents. *E*

Mix inks and prepare chemicals for daily work schedules; maintain appropriate toner levels in platemaker to assure high quality publications. *E*

Operate a variety of other equipment associated with offset printing, including presses, paper cutters and folders, plate maker, stitcher, collator and paper drill. *E*

Perform bindery work; cut, pad, glue and fold printed materials; collate, stitch, staple and drill reproduction materials; operate high-speed copiers. *E*

Perform minor adjustments and preventive maintenance to machines and equipment to assure proper operation; maintain appropriate chemicals additives and maintenance additives and lubricants; in the absence of the Director, notify contracted services for needed maintenance and repairs of high-speed copiers. *E*

Receive daily work schedules from the Director; confer with requesting units to establish requirements and related printing information and specifications as needed.

Notify Director of needed supplies; drive a vehicle to pick up supplies from the warehouse.

Maintain records of time, day, paper quantity used for work orders.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Care of offset printing machines and duplicating equipment.

Principles of graphic photography, including half-tones and related procedures.

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Principles of stripping and preparation of paper and metal plates used in reproduction operation.  
Ink and paper stock used in offset printing work.  
General bindery procedures.  
Basic record-keeping.

**ABILITY TO:**

Operate offset printing machines and related equipment used in reproduction activities.  
Perform minor adjustments and repairs to duplicating machines and related equipment.  
Maintain duplicating equipment in good working condition.  
Meet schedules and time lines.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years increasingly responsible experience in the operation of offset presses, related duplicating equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Print shop environment.

Position requires heavy lifting (up to 90 pounds), pulling, standing for long periods, bending from the waist, reaching overhead, above the shoulders and horizontally, and dexterity of hands and fingers to operate and maintain press and other print shop equipment.

Incumbents may be exposed to chemical fumes and hazardous materials.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: PAYROLL TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of Director of Human Resources, prepare and process payroll and benefit information to assure that District classified and academic employees are paid on an accurate and timely basis.

#### **REPRESENTATIVE DUTIES:**

Prepare and process payroll and benefit information to assure that District classified and academic employees are paid on an accurate and timely basis. *E*

Compile, calculate and prepare salaried, hourly, student workers, work study students and special payrolls; review and edit computerized payroll reports for processing and balancing various payrolls and related accounts. *E*

Respond to and research payroll-related questions, concerns or issues regarding employment, income verification, retirement benefits and others; compile employee information for the District as directed. *E*

Record and maintain payroll records, such as individual employee records for benefit purposes, W-4 forms, taxes, earnings records and others; record and maintain complete and accurate absentee records for sick leave and vacation pay. *E*

Respond to questions and comments from employees requiring general interpretation of complex laws, rules and regulations governing District payrolls, including garnishments, IRC Section 125, PARS, PERS and STRS. *E*

Prepare and maintain calculations and payment for employee benefits, District contributions and employee voluntary deductions. *E*

Operate a variety of office equipment such as a computer, printer and financial software; operate a microfiche machine, calculator and fax machine. *E*

Assist in preparing a variety of documentation related to the payroll function, such as retirement, fringe benefits and PARS forms.

Monitor retirees' COBRA benefits payments to the District.

Prepare and maintain a variety of statistical reports and records, including payroll, taxes and bank accounts.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Preparation, maintenance, verification and processing of payroll records.

Preparation and processing of payroll information.

Procedures, rules and regulations of FLSA and applicable sections of the State Education Codes.

Federal and State tax rules and regulations pertaining to social security and medicare benefits, deductions and union contracts.

A variety of word processing and spreadsheet computer programs.

Modern office practices, procedures and equipment.

Operation of a computer terminal and data entry techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

Prepare and process payroll and benefit information to assure that District classified and academic employees are paid on an accurate and timely basis.

Interpret and apply general payroll methods, practices and terminology.

Monitor, adjust and reconcile payroll data.

Compare numbers and detect errors efficiently.

Maintain accurate financial and statistical records.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Operate a computer terminal to enter data, maintain records and generate reports.

Utilize a variety of wordprocessing and spreadsheet computer programs.

Function within a team atmosphere.

Prioritize and schedule work.

Learn District organization, operations, policies and objectives.

Meet schedules and time lines.

Work confidentially with discretion.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented with college-level course work in accounting, bookkeeping or closely related field and three years increasingly responsible experience in financial accounting or statistical record-keeping including at least one year payroll experience.

**WORKING CONDITIONS:**

Office environment.

Position requires sitting for extended periods of time, reaching overhead, above the shoulders and horizontally, hearing and speaking to communicate with District employees, and seeing to complete documents, records and reports.



# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: RECORDS EVALUATOR I

### BASIC FUNCTION:

Under the direction of the Dean-Student Services, evaluate and analyze academic records to certify completion of required course work and testing for graduates from high school; perform related clerical duties and participate in the daily admissions and records function.

### DISTINGUISHING CHARACTERISTICS:

The Records Evaluator I incumbents evaluate and analyze academic records to certify completion of required course work and testing for graduates from high school. The Records Evaluator II incumbents perform more complex evaluation and analysis of student academic records from colleges, universities and other institutions and determine if requirements for graduation in an Associate of Arts or Certificate program have been met.

### REPRESENTATIVE DUTIES:

Evaluate and analyze academic records to certify completion of required course work and testing for graduates from high school; evaluate high school transcripts to determine additional course work needed to complete program requirements. *E*

Provide information regarding student progress and notify student of status; submit student information to the Board of Trustees for approval as required for eligible student graduation. *E*

Participate in the daily admissions and records function; provide information to students and the public; process applications for admission and make registration appointments; process student registration forms and add/drops slips, distribute petition forms, and accept enrollment verification; operate a computer terminal to input student data. *E*

Update and maintain related student information files such as transcripts, work experience credits, GED scores, military technical school credits and others; order and receive a photocopy of student diplomas and transcripts. *E*

Administer and monitor proficiency examinations to students as necessary; grade examinations and notify student of score.

Research student records for instructors and students, and check for incoming transcripts; verify student clearances of academic holds; remove discrepancies from student records as necessary; verify residency.

Answer telephone and provide admissions information, take messages and transfer calls

to appropriate department or personnel.

Operate a variety of office equipment such as a personal computer and related peripheral equipment, typewriter, calculator, copier and others.

Attend staff meetings and workshops as directed.

Visit local high schools and other various locations to assist with admissions and registration activities as directed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Rules, regulations, policies and procedures of an admissions, records and registration office.

Basic courses offered by community colleges.

Proper course analysis and evaluation techniques.

Methods and procedures of admitting and registering students.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Alpha and numeric filing systems.

Operation of a computer terminal and data entry techniques.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

**ABILITY TO:**

Apply District policies and procedures regarding student admissions and high school transcript evaluation.

Make interpretive judgements regarding student course work quickly and accurately.

Learn, apply and explain policies, procedures, rules and regulations.

Maintain confidential and complex files and records.

Perform a variety of admissions, records, registration, clerical and student service duties.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Add, subtract, multiply and divide quickly and accurately.

Operate a computer terminal to enter data, maintain records and generate reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of

increasingly responsible clerical experience including one year experience working with student records and transcripts.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Office environment; subject to constant interruptions and driving to various sites to conduct work.

Position requires walking, dexterity of hands and fingers to operate a computer terminal and other office equipment, bending at the waist, and light lifting.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: RECORDS EVALUATOR II

#### BASIC FUNCTION:

Under the direction of the area administrator, evaluate, maintain and analyze transfer and concurrent student's academic records from various colleges and universities to certify completion of requirements for Associate degree, Certificate programs, and eligibility in athletic programs at Victor Valley College; perform related office functions in support of the department as assigned.

#### DISTINGUISHING CHARACTERISTICS:

The Records Evaluator II incumbents perform more complex evaluation and analysis of student academic records from colleges, universities and other institutions and determine if requirements for graduation in an Associate of Arts or Certificate program have been met, and to determine athletic program eligibility. The Records Evaluator I incumbents evaluate and analyze academic records to certify completion of required course work and testing for graduates from high school.

#### REPRESENTATIVE DUTIES:

Evaluate, maintain and analyze student academic records from Victor Valley College and other colleges to certify completion of requirements for associate degrees and occupational certificates, and eligibility to participate in athletic programs at VVC; apply course and unit credit for courses taken; analyze course content and determine appropriate credit for degrees and certificate completion. *E*

Evaluate all armed services forms, such as DD214, DD295, AARTS transcript, CCAF transcript, CLEP and DANTE scores; assist Financial Aid office in verifying units of course work taken by Veteran students. *E*

Review transcripts for repeated courses; update grade point average and probation status as necessary; input transcript information into computer and generate new transcripts. *E*

Assist counselors and students in analyzing student records. *E*

Assist the supervisor with a variety of technical clerical and routine administrative duties; review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; maintain confidential records and files; compose routine correspondence independently or from brief oral instructions from the supervisor. *E*

Perform a variety of clerical duties such as answer telephones, take messages, maintain

files and operate computer equipment for the preparation and maintenance of a variety of documents, correspondence, reports and related materials; utilize word processing and other software as required by the position; type, address, and copy a variety of letters and file according to established procedures. *E*

Prepare honor student and graduate lists; prepare athletic eligibility list for state certification and conference certification; copy and submit to appropriate personnel. *E*

Utilize a variety of information and resources to obtain related data such as various catalogs, microfiche and telephone contact to colleges and schools. *E*

Organize, assemble and compute data for degrees and certificates, and for athletic program participation; organize and maintain files and assist in compiling information. *E*

Communicate with students, faculty and the public to provide information related to degrees and certification, courses, admissions and registration, and eligibility to participate in VVC athletic programs. *E*

Assist with admissions and records procedures; review and verify applications for completeness and accuracy; assist with telephone registration and provide students with personal academic records and requests. *E*

Assist with off-campus registration at local high schools and other various locations for admissions and registration as directed. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Rules, regulations, policies and procedures of an admissions, records and registration office.

Rules, regulations, requirements and procedures related to athletic eligibility and participation.

Various armed services forms and transcripts, such as DD214, DD295, AARTS transcript, CCAF transcript, CLEP and DANTE scores.

Available computer programs for records evaluation, such as College Source Program.

Basic courses offered by community colleges.

Proper course analysis and evaluation techniques including terminology, variations in course descriptions and appearances of transcripts.

Methods and procedures of admitting and registering students.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Alpha and numeric filing systems.

Operation of a computer terminal and data entry techniques.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

**ABILITY TO:**

Apply District policies and procedures regarding student admissions, transcript evaluation, degree and certificate requirements, and athletic eligibility and participation requirements.

Interpret and understand college transcripts and various Armed Services forms.

Access and use available computer programs for records evaluation.

Make interpretive judgments regarding student course work quickly and accurately.

Learn, apply and explain policies, procedures, rules and regulations.

Maintain confidential and complex files and records.

Perform a variety of admissions, records, registration, clerical and student service duties.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Add, subtract, multiply and divide quickly and accurately.

Operate a computer terminal to enter data, maintain records and generate reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work and three years of increasingly responsible clerical experience including one year experience working with student records and transcripts.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Office environment; subject to constant interruptions and driving to various sites to conduct work.

Position requires walking, dexterity of hands and fingers to operate a computer terminal and other office equipment, bending at the waist, and light lifting.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: RESEARCH ANALYTICAL TECHNICIAN

### BASIC FUNCTION:

Under the direction of an area administrator, perform data/information research, processing and analysis tasks in support of District programs and plans; perform research for various reports and presentations.

### REPRESENTATIVE DUTIES:

Identify appropriate District and/or external sources of data for each research project and retrieve the data in appropriate form using suitable tools. *E*

Maintain up to date knowledge of District and external data resources and research, and statistical tools and techniques. *E*

Apply appropriate statistical tools and techniques to all areas of study, which include but are not limited to matriculation, prerequisites, assessment, program evaluation, program costs, curriculum, accreditation, student outcomes and follow-up, student characteristics, data integrity and state and federal reporting requirements. *E*

Organize and prepare research based information, analysis and interpretation clearly and effectively in narrative, tabular, and graphical mode. *E*

Design and implement data collection instruments; collect appropriate data from specified campus activities, and analyze and interpret data appropriately. *E*

Maintain a research data warehouse system and indexed archive of information and reports suitable for answering typical current questions and anticipating future ones. *E*

Work with requesters to clarify their needs and optimize the activity of research results for them and for the District. *E*

Maintain an institutional research calendar and ensure that cyclical project timelines are met. *E*

Provide technical and analytical support to office divisions, committees, faculty, staff and administration in research related activities, as prioritized; train others in the tools and techniques of research. *E*

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

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#### KNOWLEDGE OF:

Operation and manipulation of microcomputer database, word processing, and graphics software applications.

Microcomputer-based statistical packages used within the District.

Research, data collection, analysis and evaluation methodologies, principles, and techniques, including survey design, sampling techniques, and statistical analysis.

Operation of a computer and computer equipment.

Data entry techniques.

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

Research methods and report writing techniques.

Interpersonal skills using tact, patience and courtesy.

#### ABILITY TO:

Reason logically and creatively and apply that logic to research topics.

Develop and validate information from a variety of sources.

Gather and assemble data for research and evaluation activities by District staff.

Design appropriate data structures and relationships.

Develop methods for end-user reporting, access, and retrieval of information from the research database.

Operate a computer terminal to enter data, maintain records and generate reports.

Analyze and interpret data and situations accurately.

Communicate effectively both orally and in writing.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Relate to and understand diverse academic, socio-economic, cultural, disability and ethnic backgrounds of community college students.

Maintain accurate records of data collection and prepare reports.

Meet schedules and timelines.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree with course work in computer science and two years experience in research or closely related field.

#### **WORKING CONDITIONS:**

Office environment.

Position requires moderate lifting, and sitting for an extended period of time.

Incumbents may be exposed to viewing a computer monitor for extended periods of time.



## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: SERGEANT, POLICE AND PUBLIC SAFETY**

### **BASIC FUNCTION:**

Under the direction of an area administrator, patrol and guard campus property, buildings and equipment to protect against theft, vandalism and fire; maintain order, security and prevent illegal acts.; enforce campus parking and traffic regulations, state and local laws; perform investigative duties relating to campus incidents; issue citations and make arrests as necessary; act as a branch of the criminal justice system.

### **REPRESENTATIVE DUTIES:**

Patrol and guard assigned area and protect property against theft, vandalism, and fire by making inspections; remain alert for and report fire hazards and other emergency situations; inspect and check the security of doors, windows and gates; lock and unlock doors. *E*

Maintain order, security and prevent illegal acts; prevent entry and report presence of unauthorized persons on grounds or in buildings; board and secure doors and windows and perform other temporary repairs following incidents. *E*

Prepare reports and other information relating to observed violations; report observed or reported hazardous conditions or potentially hazardous conditions and malfunctions; prepare preliminary incident reports. *E*

Apprehend and/or identify crime suspects; make arrests as necessary. *E*

Conduct both preliminary and follow-up investigation of disturbances, prowlers, burglaries, thefts, vehicle accidents, student disciplinary action; interview victims, complainants, witnesses and suspects; gather and preserve evidence; testify and present evidence in court when necessary. *E*

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses related to campus incidents. *E*

Assist other college safety personnel on duty in responding to alarms and radio calls; assist with detention, restraint or arrest of violators and offenders as assigned; administer first aid as necessary. *E*

Investigate unusual conditions, take immediate action to reduce danger and possible malfunction of equipment; notify Director of Police and Public Safety or proper agencies regarding impaired equipment, vandalism, illegal entry or fire. *E*

## **SERGEANT, POLICE AND PUBLIC SAFETY-continued**

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Provide security escort for students, staff or visitors as needed; assist persons vehicles in parking lot; provide security at special events as assigned; direct traffic at special events and other emergency or congested situations. *E*

Maintain contact and positive relationships with students, faculty, staff and the public concerning local and state laws, procedures, and activities of the department; provide information regarding potential law enforcement problems; provide information to the public when visiting premises; provide assistance to students, staff and visitors as needed; transport monies across campus and within the District. *E*

Maintain proficiency with and carry firearm, baton, and chemical agents; operate equipment such as two-way radio, camera, patrol vehicle, handcuffs, and slim-jim as assigned. *E*

Patrol campus parking lots and streets, check for vehicle permits and improper parking; stop drivers who are operating vehicles in violation of laws and warn drivers against unlawful practices; issue citations for non-compliance with parking and moving regulations. *E*

Provide work direction to student workers and others assigned. *E*

Appear in court as a witness as required. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods, practices, terminology and procedures used in District campus safety activities.

Basic State vehicle and penal codes.

Basic law enforcement methods.

Policies and objectives of assigned program and activities.

Laws, rules, and regulations related to assigned activities.

Health and safety regulations.

Principles of training and providing work direction.

Basic record-keeping and report writing techniques.

Interpersonal skills using tact, firmness and diplomacy.

#### **ABILITY TO:**

Perform campus security activities to assure safety and security of campus facilities, employees, students and visitors.

Learn security procedures and use sound judgment in emergency situations.

Perform first aid and CPR activities.  
Learn applicable District rules, regulations, policies and procedures.  
Communicate tactfully and effectively with students, staff and the public.  
Analyze situations likely to be encountered on patrols.  
Observe and retain names, faces and details of occurrences.  
Oral and written communication skills.  
Understand and correct emergency alarm systems.  
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.  
Assign and review the work of others.  
Patrol an assigned area and protect property by making inspections.  
Inspect and check the security of doors, windows and gates.  
Prevent entry and report presence of unauthorized persons on grounds on in buildings.  
Prepare reports and other information relating to observed violations.  
Operate equipment such as two-way radio, camera, patrol vehicles, handcuffs and slim-jim, computer and copier as assigned.  
Learn to interpret, apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Work independently with little direction.  
Understand work within scope of authority.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by specialized course work in law enforcement and one year of related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License and ability to qualify for District vehicle insurance coverage.  
Valid First Aid Certificate and CPR Certificate issued by an authorized agency.  
Valid Basic POST Certificate or Module D Certificate.  
Certificate of completion for Campus Law Enforcement Course.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Driving from site to site to conduct work.  
Adverse weather conditions,

**PHYSICAL ABILITIES:**

Heavy lifting (over 50 pounds)  
Standing and walking for extended periods of time.,

**SERGEANT, POLICE AND PUBLIC SAFETY-continued**

**4**

Climbing  
Bending at the waist  
Crawling  
Kneeling  
Reaching  
Pulling, pushing, and carrying  
Climbing ladders  
Manual dexterity to operate equipment  
Seeing to observe

**HAZARDS:**

Exposure to abusive individuals.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: STUDENT DEVELOPMENT CENTER SPECIALIST

#### BASIC FUNCTION:

Under the direction of an area administrator, provide continuous and readily available services and resources to the students, staff and faculty using the Student Development Center. Provide support services to computerized placement testing as needed.

#### REPRESENTATIVE DUTIES:

Provide continuous and readily available services and resources to the students, staff and faculty using the Student Development Center; provide support services to computerized placement testing as needed. *E*

Organize and perform a variety of daily functions and activities of the Student Development Center; assist in prioritizing and scheduling activities and projects, and adjust as needed. *E*

Provide individual and group orientations for students, staff, faculty, agency representatives and the public in the use of the Student Development Center; visit classrooms to explain Student Development Center use and services; instruct students, faculty and staff in the use of equipment and functions of the Student Development Center. *E*

Communicate with other educational institutions to obtain or exchange information regarding Student Development Center activities. *E*

Assist in the acquisition of new materials and the disposal of out-dated resources; determine proper classification of new career resources for accession process. Perform duties involving the cataloging and circulation systems in the Student Development Center. *E*

Prepare and compile data for reports; prepare and maintain records. *E*

Attend meetings as necessary representing the Student Development Center, in-services and staff retreats as directed; participate in District committees. *E*

Operate, adjust and perform minor repairs on computers, printers, copiers, microfiche reader/copier and video viewers.

Assist in the creation of brochures and handouts that explain Student Development Center services and resources; distribute as needed. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Programs and services of the Student Development Center.  
Various computer guidance programs.  
Career exploration research and assistance skills.  
Operation of a computer terminal and data entry techniques.  
Basic inventory methods and practices.  
Basic record-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.  
Modern office practices, procedures and equipment.  
Policies and objectives of assigned program and activities.  
Oral and written communication skills.  
Public speaking techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Provide continuous and readily available services and resources to the students, staff and faculty using the Student Development Center  
Provide support services to computerized placement testing.  
Perform orientation, dissemination of various technical information and instruction in the use of the Student Development Center.  
Organize and process resource materials.  
Operate and maintain printers, video cassette records and other office equipment.  
Operate a computer terminal to input and retrieve data.  
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.  
Compile and verify data and prepare reports.  
Interpret, apply and explain rules and regulations.  
Determine appropriate action within clearly defined guidelines.  
Prioritize and schedule work.  
Work independently with little direction.  
Provide work direction and guidance to assigned student workers.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, supplemented by college level course work in behavioral sciences and three years experience involving considerable student contact, including at least one year in an environment similar to that of the Student Development Center.

**LICENCES AND OTHER REQUIREMENTS:**

An approved Career Planning Course must be completed within 12 months of employment.

**WORKING CONDITIONS:**

Student Development Center environment; subject to considerable distractions and interruptions.

Position requires light lifting, bending, and standing, walking and sitting for extended periods of time; eye-hand coordination to operate typewriter, computer, and other required office equipment; speaking to exchange information.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: TEXTBOOK ASSISTANT

#### BASIC FUNCTION:

Under the direction of the Director of Bookstore, perform a variety of technical bookstore functions involved in textbook ordering and processing.

#### REPRESENTATIVE DUTIES:

Perform a wide variety of clerical and record-keeping duties and input related data into a computer; order, reorder, receive and maintain stock inventory; input and monitor invoices from vendors; process freight claims and invoice payments. *E*

Perform a variety of technical bookstore functions such as ordering, receiving, pricing and stock control of books stock on hand; determine quantities to be ordered according to established guidelines; lay out and arrange merchandise in store, on shelves and in storing areas. *E*

Communicate with bookstore publishers and others to exchange information, resolve issues, concerns or questions and to coordinate activities; return damaged and overstock books as necessary according to established procedures. *E*

Operate a cash register to perform cashiering duties; assist in the training of student staff with cashiering responsibilities; process bookstore refunds according to established procedures. *E*

Assist and maintain a variety of records and reports including purchase order information, other resources, textbook credit invoices and other related records and reports. *E*

Assist in the repurchase of textbooks; verify invoices to assure proper order, amount, extension and date; recommend the expansion of merchandise and stock as appropriate.

Assure proper procedures and safety requirements regarding pricing, stocking inventory and receiving materials and supplies are maintained; participate in Bookstore operations as required.

Maintain files on various new textbook and trade book editions.

Operate and maintain a variety of related bookstore equipment including a personal computer, shrink wrap machine, facsimile and a credit card approval system.

Perform related duties as assigned.



**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Standard texts and services provided by a college bookstore.
- Record-keeping methods, including stock control and inventory procedures.
- Merchandising practices and techniques.
- Basic supply, equipment and textbook purchasing procedures.
- Basic math and cashiering skills.
- Modern office practices, procedures and equipment.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.

**ABILITY TO:**

- Assist in the overall operation and administration of the College bookstore.
- Prepare correspondence and reports.
- Assist in training bookstore staff.
- Estimate stock need and select appropriate items and inventories.
- Assist students and faculty in the use of bookstore facilities.
- Establish and maintain cooperative working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Perform a variety of technical bookstore clerical work as applied to storekeeping and inventory records.
- Maintain routine records.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Train and provide work direction to others.
- Learn, apply and explain policies, procedures, rules and regulations.
- Operate a cash register and make change accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of retailing experience.

**WORKING CONDITIONS:**

Bookstore environment.

Position requires moderate lifting, climbing ladders, bending, walking, and standing for extended periods.

## **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: TICKET SALES ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the Administrative Assistant in Auxiliary Services, perform a limited number of duties to support ticket sales and related functions. Answer phones and provide information about event scheduling, ticket costs and availability.

#### **REPRESENTATIVE DUTIES:**

- Process incoming and outgoing mail as it relates to ticket sales.
- Sell tickets in the ticket office and at event locations.
- Reconcile cash drawer at the end of a day or sale period.
- Take tickets at events.
- Schedule special groups, such as elementary or high school students, to attend events.
- Operate office equipment including computer, copier and cash register.
- Perform limited number of basic duties related to ticket sales.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Basic math and cashiering skills.
- Basic office practices and equipment.
- Basic record-keeping techniques.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.

##### **ABILITY TO:**

- Learn and apply policies, rules and procedures.
- Perform basic clerical and cashiering duties.
- Understand and follow oral and written direction.
- Operate a variety of office machines including computer, copier and cash register.
- Answer telephones and greet the public courteously.
- Work cooperatively with others.

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience in sales or office work.

**WORKING CONDITIONS:**

Subject to working variable hours.

Position requires operating a computer terminal and other office equipment, standing for extended periods of time, speaking and exchanging information, and reaching above the shoulder, overhead as well as horizontally.

Incumbents may be exposed to contact with dissatisfied or abusive individuals.

# VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: TYPESETTER

### BASIC FUNCTION:

Under the direction of the Printing Services Supervisor, utilize desktop publishing equipment to produce quality copy for the publication of College printed material; perform a variety of print shop related duties.

### REPRESENTATIVE DUTIES:

Operate a personal computer to utilize desktop publishing equipment to produce quality copy for the publication of College printed material. *E*

Operate high speed photocopy equipment to reproduce a variety of instructional and information material; package and label for distribution to campus mail boxes. *E*

Calculate printing services fee for college departments such as paper and supply costs; input into computer and bill departments according to established procedures. *E*

Operate a variety of specialized office equipment, such as personal computer and related software applications, collator, folder and paper cutter. *E*

Collate, assemble and staple booklets and other printed material.

File and maintain billings, art work and other related documentation.

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Desktop publishing equipment and related software applications.

Operation of office and bindery equipment including personal computer, collator and paper drill.

Proofing techniques.

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

Modern office practices, procedures and equipment.

Record-keeping and cost estimate techniques.

Alpha and numeric filing systems.

#### ABILITY TO:

Operate a variety of office and bindery equipment such as a personal computer, folder, and collator.

- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Determine appropriate action within clearly defined guidelines.
- Maintain routine records related to work performed.
- Type at an acceptable rate of speed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year on responsible experience operating desktop publishing equipment.

**WORKING CONDITIONS:**

Printshop environment.

Position requires moderate lifting and bending; dexterity of hands and fingers to operate typewriter and computer keyboard, and seeing to operate equipment and observe quality of work.

Incumbents may be exposed to noise from equipment operation and printing chemical fumes.

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: WEB ASSISTANT

#### BASIC FUNCTION:

Under the direction of an area administrator and in coordination with the District's Webmaster and other technical personnel, assist in the coordination, development, operation and maintenance of the District's web services; provide support for faculty and staff for instructional and/or administrative uses of web services.

#### REPRESENTATIVE DUTIES:

Assist the District's Webmaster and other technical personnel in the design, development, operation and maintenance of the District's internet and intranet web sites and web services using District standard tools, methods and systems, in consultation with the District's Webmaster, technical personnel and other appropriate parties. *E*

Assist the District's Webmaster and other technical personnel with the evaluation, and recommendation of hardware, web server and related software; maintenance, operation and security of all campus web servers. *E*

Assist the District's Webmaster and other technical personnel in the development and/or writing of programs to deliver instructional, student support and administrative services, and online student learning and student support services applications. *E*

Assist the District's Webmaster and other technical personnel in developing database oriented information delivery mechanisms to support posting material on the web; style guidelines for graphics and logos, color schemes and backgrounds; templates for use by faculty, that can easily import their desired course content without compromising their content area expertise; assure that all accessibility standards for the disabled are met. *E*

Assist the District's Webmaster and other technical personnel in creating interfaces between web services and other computer-based information services. *E*

Assist in the preparation and presentation of reports as necessary. *E*

Provide work direction to assigned staff. *E*

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Markup language including Hypertext Markup Language (HTML), Cascading Style Sheets (CSS) and Extensible Markup Language (XML).

Internet protocols including Hypertext Transfer Protocol (HTTP) and File Transfer

Protocol (FTP).  
Indexing and search methodologies, compression and encryption standards, streaming video and audio methods, and videoconferencing.  
Server-side programming/scripting, including PERL, Common Gateway Interface (CGI), PHP Hypertext Preprocessor, Active Server Pages (ASP), and Cold Fusion.  
Client-side programming/scripting including JavaScript, Java Applets, VBScript.  
Web server administration including Apache, Netscape Enterprise, Microsoft Internet Information Server (IIS).  
Database systems including Relational Database Management Systems (RDBMSs) and Structured Query Language (SQL).  
Graphics creation tools including graphics, multimedia, publishing animation, and web development software such as Photoshop, PageMaker, Illustrator, Corel Xara, Xara d-D, or equivalents.  
Operating systems including Netscape and Microsoft Internet Explorer.  
Online classroom software/environments including Blackboard, WebCT.  
Networking, including TCP/IP protocol suite.  
District organization, operations, policies and procedures.  
Interpersonal skills using tact, patience, diplomacy, and courtesy.

**ABILITY TO:**

Design, develop, operate and maintain the District's Internet and intranet web sites.  
Maintain, operate and secure all campus web servers.  
Evaluate, recommend, install hardware, web server and related software.  
Maintain and/or write programs to deliver instructional, student support and administrative services.  
Maintain style guidelines for graphics and logos, color schemes and backgrounds.  
Maintain templates for use by faculty.  
Provide interfaces between web services and other computer-based information services.  
Maintain current knowledge of technological advances in the field.  
Work effectively as a team member.  
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.  
Meet schedules and timelines.  
Communicate effectively both orally and in writing.  
Maintain documentation and records.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: An Associate's degree and three (3) years experience in web site development and maintenance.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**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. Exposure to computer operation noise.



HUMAN RESOURCES

FEBRUARY 13, 2007

TOPIC: ADMINISTRATIVE REVISED POSITION

Be it resolved that the title and salary of the vice president, administrative services, be changed as follows, effective March 1, 2007:

Assistant superintendent and executive vice president of administrative services  
\$170,000 per year, plus a \$400/month stipend

Fiscal impact: \$30,128

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revision of the position and salary of the vice president, administrative services, to assistant superintendent and executive vice president of administrative services, effective March 1, 2007, as listed.

REFERENCE FOR AGENDA: NO

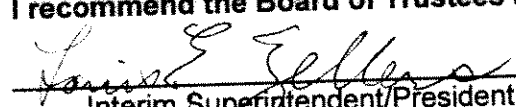
General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE \_\_\_

I recommend the Board of Trustees approve this item

  
\_\_\_\_\_  
Vice President, Human Resources

Date 2-6-07

I recommend the Board of Trustees approve this item

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2/5/07

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

INFORMATION ONLY \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

ADMINISTRATIVE SERVICES

FEBRUARY 13, 2007

**TOPIC: MONTHLY FINANCIAL REPORTS**

Financial reports are being presented for the period ending December 31, 2006, 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.


**RECOMMENDATION:**

This is an information only item.

**REFERENCE FOR AGENDA: YES**

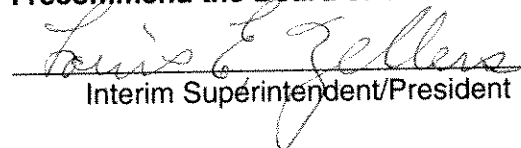
**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE X \_\_\_**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Vice President, Administrative Services

Date 1/19/07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

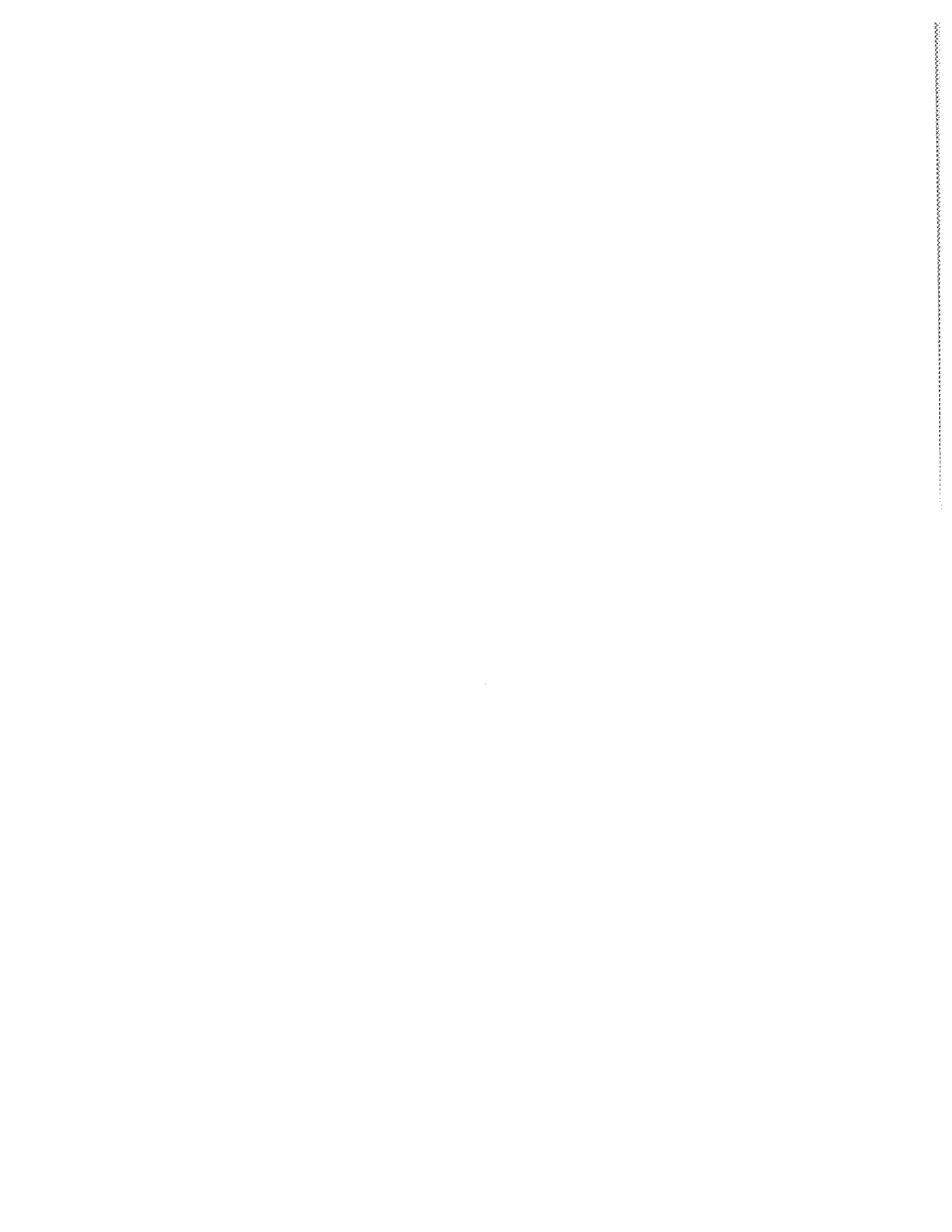
**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_ X \_\_\_



**VICTOR VALLEY COMMUNITY COLLEGE**  
**2006-2007 Financial Statements**  
**GENERAL FUND - FUND 01**  
**As of 12/31/06**

	Budget	Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/06</b>	\$ 3,555,779			
<b><u>Revenues</u></b>				
Federal	\$ 1,980,902	\$ 916,749	\$ 1,064,153	53.72%
State	\$ 38,182,336	\$ 21,199,602	\$ 16,982,734	44.48%
Local	\$ 12,637,889	\$ 6,871,915	\$ 5,765,974	45.62%
Transfers In	\$ 2,500,000	\$ 1,500,000	\$ 1,000,000	0.00%
<b><u>Total Revenues</u></b>	<b>\$ 55,301,127</b>	<b>\$ 30,488,266</b>	<b>\$ 24,812,861</b>	<b>44.87%</b>
<b><u>Expenditures</u></b>				
Academic Salaries	\$ 20,055,689	\$ 8,439,400	\$ 11,616,289	57.92%
Classified Salaries	\$ 10,856,381	\$ 5,758,260	\$ 5,098,121	46.96%
Benefits	\$ 9,807,140	\$ 3,527,441	\$ 6,279,699	64.03%
Supplies	\$ 1,644,432	\$ 535,889	\$ 1,108,543	67.41%
Operating Expenses	\$ 8,505,220	\$ 2,764,329	\$ 5,740,891	67.50%
Capital Outlay	\$ 2,703,180	\$ 1,102,740	\$ 1,600,440	59.21%
Transfers, Grants, Contingency	\$ 1,784,565	\$ 282,711	\$ 1,501,854	84.16%
Debt Service Retirement/Interest	\$ 1,300,000	\$ 1,253,664	\$ 46,336	
<b><u>Total Expenditures</u></b>	<b>\$ 56,656,607</b>	<b>\$ 23,664,434</b>	<b>\$ 32,992,173</b>	<b>58.23%</b>
 Excess Revenues/(Expenditures)	 \$ (1,355,480)	 \$ 6,823,832		
 <b>Month Ending Fund Balance 12/31/06</b>		 \$ 10,379,611		
 <b>Projected Ending Fund Balance</b>	 \$ 2,200,299			

**VICTOR VALLEY COMMUNITY COLLEGE**  
**2006-2007 Financial Statements**  
**DEBT SERVICE PAYMENT - FUND 29**  
**As of 12/31/06**

	Budget	Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/06</b>	\$ 42,116,356			
<b><u>Revenues</u></b>				
Local Revenues	\$ 2,631,390	\$ 778,858	\$ 1,852,532	70.40%
Transfers In	\$ 2,075,300	\$ -	\$ 2,075,300	
<b><u>Total Revenues</u></b>	\$ 4,706,690	\$ 778,858	\$ 3,927,832	83.45%
<b><u>Expenditures</u></b>				
Debt Service Payments	\$ 2,539,000	\$ 290,893	\$ 2,248,107	88.54%
<b><u>Total Expenditures</u></b>	\$ 2,539,000	\$ 290,893	\$ 2,248,107	
Net Change in Fund Balance	\$ 2,167,690	\$ 487,965		
<b>Month Ending Fund Balance 12/31/06</b>		\$ 42,604,321		
<b>Projected Ending Fund Balance</b>	\$ 44,284,046			

**VICTOR VALLEY COMMUNITY COLLEGE**  
**2006-2007 Financial Statements**  
**CAPITAL OUTLAY PROJECTS - FUND 71**  
**As of 12/31/06**

	Budget	Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/06</b>	\$ 1,514,870			
<b><u>Revenues</u></b>				
State	\$ 30,119,187	\$ 2,199,583	\$ 27,919,604	92.70%
Interest Income	\$ 25,000	\$ 21,058	\$ 3,942	
Redevelopment	\$ 470,000	\$ 880,800	\$ (410,800)	-87.40%
Local	\$ -		\$ -	
<b><u>Total Revenues</u></b>	<b>\$ 30,614,187</b>	<b>\$ 3,101,441</b>	<b>\$ 27,512,746</b>	<b>89.87%</b>
<b><u>Expenditures</u></b>				
Contracts	\$ 37,500	\$ 10,753	\$ 26,747	
Sites	\$ -	\$ -	\$ -	0.00%
Buildings-New & Remodel	\$ 30,576,687	\$ 4,585,077	\$ 25,991,610	85.00%
Equipment	\$ -	\$ -	\$ -	
Transfers/Grants/Contingency	\$ -	\$ -	\$ -	0.00%
<b><u>Total Expenditures</u></b>	<b>\$ 30,614,187</b>	<b>\$ 4,595,830</b>	<b>\$ 26,018,357</b>	<b>84.99%</b>
 Net Change in Fund Balance	 \$ -	 \$ (1,494,389)		
<b>Month Ending Fund Balance 12/31/06</b>		<b>\$ 20,481</b>		
<b>Projected Ending Funding Balance</b>	<b>\$ 1,514,870</b>			

**VICTOR VALLEY COMMUNITY COLLEGE**  
**2006-2007 Financial Statements**  
**CHILD DEVELOPMENT CENTER - FUND 72**  
**As of 12/31/06**

	Annual Budget	YTD Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/06</b>	\$ 252,232			
<b><u>Revenues</u></b>				
Federal	\$ 244,216	\$ 16,753	\$ 227,463	93.14%
State	\$ 724,850	\$ 118,903	\$ 605,947	83.60%
Local	\$ 61,948	\$ 238,273	\$ (176,325)	-284.63%
Transfers In	\$ -	\$ -	\$ -	
<b><u>Total Revenues</u></b>	<b>\$ 1,031,014</b>	<b>\$ 373,929</b>	<b>\$ 657,085</b>	<b>63.73%</b>
<b><u>Expenditures</u></b>				
Academic Salaries	\$ 370,150	\$ 235,918	\$ 134,232	36.26%
Classified Salaries	\$ 229,456	\$ 99,944	\$ 129,512	56.44%
Benefits	\$ 238,000	\$ 107,303	\$ 130,697	54.91%
Instructional Supplies	\$ 49,000	\$ 17,856	\$ 31,144	63.56%
Operating Expenses	\$ 20,525	\$ 685	\$ 19,840	96.66%
Reserve/Contingencies	\$ 123,883	\$ -	\$ 123,883	0.00%
<b><u>Total Expenditures</u></b>	<b>\$ 1,031,014</b>	<b>\$ 461,706</b>	<b>\$ 569,308</b>	<b>55.22%</b>
 Net Change in Fund Balance	 \$ -	 \$ (87,777)		
 <b>Month Ending Fund Balance 12/31/06</b>		 <b>\$ 164,455</b>		

**VICTOR VALLEY COMMUNITY COLLEGE**  
**2006-2007 Financial Statements**  
**STUDENT CENTER FEE - FUND 73**  
**As of 12/31/06**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/06</b>	\$ 8,170			
<b><u>Revenues</u></b>	\$ 101,000	\$ 39,612	\$ 61,388	60.78%
<b><u>Expenditures</u></b>				
Transfers Out	\$ 101,000	\$ 27,433	\$ 73,567	72.84%
 Net Change in Fund Balance	 \$ -	 \$ 12,179		
<b>Month Ending Fund Balance 12/31/06</b>		<b>\$ 20,349</b>		



**VICTOR VALLEY COMMUNITY COLLEGE**  
**2006-2007 Financial Statements**  
**HEALTH TRUST FUND - FUND 75**  
**As of 12/31/06**

	Budget	Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/06</b>	\$ 2,511			
<b><u>Revenues</u></b>				
Interest Income	\$ 1,200	\$ 414	\$ 786	65.50%
Transfers In	\$ 10,000	\$ 1,273	\$ 8,727	0.00%
<b><u>Total Revenues</u></b>	\$ 11,200	\$ 1,687	\$ 9,513	84.94%
<b><u>Expenditures</u></b>				
Reserve For Contingencies	\$ 11,200	\$ -	\$ 11,200	100.00%
<b><u>Total Expenditures</u></b>	\$ 11,200	\$ -	\$ 11,200	
Net Change in Fund Balance	\$ -	\$ 1,687		
<b>Month Ending Fund Balance 12/31/06</b>		\$ 4,198		
<b>Projected Ending Fund Balance</b>	\$ 2,511			

**VICTOR VALLEY COMMUNITY COLLEGE**  
**2006-2007 Financial Statements**  
**SELF INSURANCE TRUST - FUND 78**  
**As of 12/31/06**

	Budget	Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/06</b>	\$ 186,542			
<b><u>Revenues</u></b>				
Interest Income	\$ 1,900	\$ 3,449	\$ (1,549)	-81.53%
Miscellaneous Income	\$ -	\$ 82,888	\$ (82,888)	
Transfers In	\$ -		\$ -	
<b>Total Revenues</b>	<u>\$ 1,900</u>	<u>\$ 86,337</u>	<u>\$ (84,437)</u>	29.82%
<b><u>Expenditures</u></b>				
Supplies	\$ -	\$ -	\$ -	
Contracted Services	\$ 40,000	\$ 28,072	\$ 11,928	29.82%
New Equipment	\$ -	\$ -	\$ -	0.00%
Reserve for Contingencies	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<u>\$ 40,000</u>	<u>\$ 28,072</u>	<u>\$ 11,928</u>	29.82%
Net Change in Fund Balance	\$ (38,100)	\$ 58,265		
<b>Month Ending Fund Balance 12/31/06</b>		\$ 244,807		
<b>Projected Ending Fund Balance</b>	\$ 148,442			

**VICTOR VALLEY COMMUNITY COLLEGE**  
**2006-2007 Financial Statements**  
**RAMS BOOKSTORE**  
**As of 12/31/06**

	Budget	Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/06</b>	\$ 803,621			
<b><u>Revenues</u></b>	\$ 3,437,000	\$ 1,630,450	\$ 1,806,550	52.56%
Less: Cost of Goods Sold	\$ 2,650,000	\$ 1,232,825	\$ 1,417,175	
Gross Margin from Local Revenues	\$ 787,000	\$ 397,625		
Total Other Income		\$ 12,834		
<b><u>Total Revenues</u></b>		\$ 410,459		
<b><u>Expenditures</u></b>	\$ 787,000	\$ 274,384		
Estimated labor to be invoiced		\$ 42,000		
<b><u>Total Expenditures</u></b>	\$ 787,000	\$ 316,384	\$ 470,616	59.80%
Revenues/(Expenditures)	\$0	\$ 94,075		
<b>Month Ending Fund Balance 12/31/06</b>		\$ 897,696		
<b>Projected Ending Fund Balance</b>	\$ 803,621			

**VICTOR VALLEY COMMUNITY COLLEGE**  
**2006-2007 Financial Statements**  
**AUXILIARY SERVICES**  
**As of 12/31/06**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/06</b>	\$ 111,174			
<b><u>Revenues</u></b>	\$ 683,900	\$ 158,753	\$ 518,434	75.81%
Estimated "Due From" District		\$ 6,713		
<b><u>Total Revenues</u></b>		<u>\$ 165,466</u>		
<b><u>Expenditures</u></b>				
Estimated Labor to be invoiced "Due To" District	\$ 483,250	\$ 202,003	\$ 247,747	51.27%
<b><u>Total Expenditures</u></b>		<u>\$ 33,500</u>		
		<u>\$ 235,503</u>		
Revenues/(Expenditures)				
	\$ 200,650	\$ (70,037)		
<b>Month Ending Fund Balance 12/31/06</b>				
<b>Projected Ending Fund Balance</b>	\$ 311,824			

**VICTOR VALLEY COMMUNITY COLLEGE**  
**2006-2007 Financial Statements**  
**ASB FUND**  
**As of 12/31/06**

	<b>Budget</b>	<b>Actual</b>	<b>Budget Remaining</b>	<b>Percentage Remaining</b>
<b>Beginning Fund Balance 7/1/06</b>	\$ 91,991			
<b><u>Revenues</u></b>	\$155,000	\$62,031	\$92,969	59.98%
Estimated amount "Due From" District		\$4,743		
<b><u>Total Revenues</u></b>		<u>\$66,774</u>		
<b><u>Expenditures</u></b>	\$155,000	\$99,492	\$55,508	35.81%
<b><u>Total Expenditures</u></b>		\$0 (\$32,718)		
Revenues/(Expenditures)	\$ -	\$ 66,774		
<b>Month Ending Fund Balance 12/31/06</b>		\$ 158,765		
<b>Projected Ending Fund Balance</b>	\$ 91,991			

**VICTOR VALLEY COMMUNITY COLLEGE**  
**2006-2007 Financial Statements**  
**FEDERAL/STATE GRANT FUNDS**  
**As of 12/31/06**

	Budget	Actual	Budget Remaining	Percentage Remaining
<b>Beginning Fund Balance 7/1/06</b>	\$ 65,911			
<b>Revenues</b>				
PELL	\$ 10,035,212	\$ 4,006,732	\$ 6,028,480	0.00%
SEOG	\$ 310,138	\$ -	\$ 310,138	7.40%
Direct Loan	\$ 423,417	\$ 1,299,094	\$ (875,677)	0.00%
Cal Grant	\$ 742,062	\$ 709,184	\$ 32,878	0.00%
CARE	\$ 103,595	\$ 90,000	\$ 13,595	0.00%
TRIO	\$ 30,000	\$ -	\$ 30,000	87.21%
EOPS	\$ 8,800	\$ -	\$ 8,800	0.00%
<b>Total Revenues</b>	<u>\$ 11,653,224</u>	<u>\$ 6,105,010</u>	<u>\$ 5,548,214</u>	<u>0.20%</u>
<b>Expenditures</b>				
PELL	\$ 10,035,212	\$ 3,957,856	\$ 6,077,356	0.00%
SEOG	\$ 310,138	\$ -	\$ 310,138	8.11%
Direct Loan	\$ 423,417	\$ 1,283,688	\$ (860,271)	0.00%
Cal Grant	\$ 742,062	\$ 393,328	\$ 348,734	1.02%
CARE	\$ 103,595	\$ 51,100	\$ 52,495	21.76%
TRIO	\$ 30,000	\$ 400	\$ 29,600	100.00%
EOPS	\$ 8,800	\$ -	\$ 8,800	100.00%
Bank Charges	\$ -	\$ -	\$ -	
Origination Fee	\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<u>\$ 11,653,224</u>	<u>\$ 5,686,372</u>	<u>\$ 5,966,852</u>	<u>0.81%</u>
 Net Change in Fund Balance	 \$ -	 \$ 418,638		
<b>Month Ending Fund Balance 12/31/06</b>		<b>\$ 484,549</b>		
 <b>Projected Ending Fund Balance</b>	 \$ 65,911			

HUMAN RESOURCES

FEBRUARY 13, 2007

**TOPIC:** CSEA INITIAL NEGOTIATIONS PROPOSAL

The initial proposal from CSEA to the district is presented. At the next board meeting, a public hearing of this initial proposal will be provided for public comments.

**RECOMMENDATION:**

The initial proposal from CSEA to the district is presented for information.

**REFERENCE FOR AGENDA:** YES


**General Counsel Approval:** YES \_\_\_ NO \_\_\_ NOT APPLICABLE \_\_\_

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Vice President, Human Resources

Date 1-30-07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 2-5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

INFORMATION ONLY \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

CSEA Successor Contract for 2007-2010

It is the intent of the California School Employees Association and its chapter #584 to negotiate the following contract article(s) for negotiations for the 2007-2010 contract years:

- 1. ARTICLE 8- SALARY**
- 2. ARTICLE 9- HEALTH AND WELFARE**
- 3. ARTICLE 10- HOLIDAYS**
- 4. ARTICLE 11-VACATION**
- 5. ARTICLE 12- LEAVES**
- 6. ARTICLE 13- ASSIGNMENTS**
- 7. ARTILCLE 19- CLASSIFICATION**
- 8. ARTICLE 25- MASTER SETTLEMENT AGREEMENT (MSA)-NEW ARTICLE**
- 9. APPENDIX G- LONGEVITY SCALE**

A complete written proposal for the above issues will be forthcoming prior to the on set of negotiations.



HUMAN RESOURCES

FEBRUARY 13, 2007

**TOPIC: DISTRICT INITIAL NEGOTIATIONS PROPOSAL FOR CSEA CONTRACT**

The initial proposal from the district to CSEA is presented. At the next board meeting, a public hearing of this initial proposal will be provided for public comments.

**RECOMMENDATION:**

The initial proposal from the district to CSEA is presented for information.

**REFERENCE FOR AGENDA: YES**


**General Counsel Approval: YES \_\_\_ NO \_\_\_ NOT APPLICABLE \_\_\_**

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Vice President, Human Resources

Date 1.29.07

**I recommend the Board of Trustees approve this item**

  
\_\_\_\_\_  
Interim Superintendent/President

Date 1.5-07

**ACTION TAKEN BY THE BOARD:**

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

Ayes \_\_\_ Noes \_\_\_

INFORMATION ONLY \_\_\_\_\_

DISTRICT CONTRACT REOPENERS WITH CSEA  
for 2007-2008

The contract between CSEA and the district will expire on June 30, 2007. Therefore, the district wishes to sunshine the entire CSEA contract and to open any and all articles for negotiations at this time.