



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

Date: October 9, 2007

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

AGENDA

This meeting will be electronically recorded

CALL TO ORDER

4:15 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

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

2.1 Closed Session Report

2.2 STUDENT SUCCESS PRESENTATION
(Open Session) – B. Silverman

5-6 p.m.

3. OPEN SESSION (Business Meeting)

6 p.m.

Public Comments Related to Agenda Items

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

PUBLIC COMMENTS RELATED TO AGENDA ITEMS

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

4. SUPERINTENDENT/PRESIDENT'S REPORT

- Faculty Senate

5. CONSENT AGENDA

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

Approval of consent items.

YES ___ NO ___

- 5.1 Approval of the minutes of the September 11, 2007 regular Board meeting
- 5.2 Property Disposal
Approval of the disposal of the surplus electrical equipment listed through the auctioneer services of The Liquidation Company. Fiscal Impact: Revenue to the District for the sale of these items.
- 5.3 Renewal Agreement – Dr. Sepuya – VVCCD Respiratory Therapy Program
Ratification to renewal the agreement for Dr. Samuel Sepuya to serve as the medical director for the Victor Valley Community College District Respiratory Therapy Program from August 27, 2007 through August 26, 2008. Fiscal Impact: Budgeted \$4,000
- 5.4 Agreement – California Early Childhood Mentor Program
Ratification of the agreement with the San Francisco Community College District on behalf of its California Early Childhood Mentor Program for the 2007-2008 fiscal year. Fiscal Impact: \$35,000.00 to the District.
- 5.5 Contract – Tonyan Complete Piano Service
Ratification of the agreement with Tonyan Complete Piano Service for hammer replacement. Fiscal Impact: Not to exceed \$6,700.00
- 5.6 Renewal Contract – Victor Valley Community Hospital
Ratification of the renewal of the Clinical Facility Use Contract between Victor Valley Community Hospital and Victor Valley Community College District to provide clinical learning locations for students from the Health Sciences programs beginning August 1, 2007. Fiscal Impact: None
- 5.7 Deletion of Classified Positions
Approval to delete the Vocational Program Specialist and Administrator Coordinator positions. Fiscal impact: None
- 5.8 Out of State Travel – United Nations Club – Washington, DC
Ratification of student travel to Washington, D.C. to attend and compete in the United Nations Club conference from November 2, 2007 through November 4, 2007. Fiscal Impact: None to the District, \$10,412.00 allocated through donations.

- 5.9 Renewal Agreement - Dr. Troop –VVCCD Paramedic Academy Program
Ratification of the renewal the agreement for Dr. Roger Troop to serve as the medical director for the Victor Valley Community Paramedic Academic Program from August 27, 2007 through August 26, 2008. Fiscal Impact: Budgeted \$5,000
- 5.10 Agreement – Novacoast
Ratification of the agreement with Novacoast for a purchase of a Storage Area Network. Fiscal Impact: \$63,110.00
- 5.11 Agreement – CHJ Incorporated
Ratification of the agreement with CHJ Incorporated for testing and inspection services for the Adaptive PE Center project. Fiscal Impact: \$44,765.00 (This project is state funded and is 100% reimbursable.)
- 5.12 Change Order – EJ Enterprises – Speech/Drama Addition
Ratification of the Change Order with EJ Enterprises for the installation of a card reader system in the Speech/Drama Addition to tie into existing campus-wide networked card reader system. Fiscal Impact: Budgeted Item \$37,822.00
- 5.13 Notice of Competition – Gymnasium Floor Replacement
Acceptance of the work of Pacific Floor Company for the replacement of the gymnasium floor and direct the District to file the Notice of Completion. Fiscal Impact: None
- 5.14 Board of Trustees Budget Transfer Request Report
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.15 Agreement – National Cinemedia
Ratification of the agreement with National Cinemedia to provide creative production services and advertising on 16 movie screens at the movie theater in the mall of Victor Valley. Fiscal Impact: \$7,800.12
- 5.16 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.17 Quarterly Financial Status Report (CCFS-311Q)
Approval of the quarterly financial status report (CCFS-311Q). Fiscal Impact: None
- 5.18 Contract Education Services – Innovative Business Partnership
Ratification of the agreement between Victor Valley Community College District and Innovative Business Partnership for the period from August 21, 2007 through August 21, 2008 to provide a two-hour class for students to obtain a Certified Food Worker Certification that is valid for three years. Fiscal Impact: \$500.00 to the District.
- 5.19 Contract Education Services – Apple Valley Chamber of Commerce
Ratification of the agreement between Victor Valley Community College District and Apple Valley Chamber of Commerce. This agreement is for Business Skills Academy computer classes from October 6, 2007 through December 8, 2007 to provide Microsoft computer skills to employer and members of the Apple Valley Chamber of Commerce. Fiscal Impact: \$500.00 to the District.
- 5.20 Student Out-of-State Travel
Approval of out-of-state travel to Washington, D.C. to attend the American Student Association of Community Colleges National Student Citizenship Conference to be held October 27-30, 2007. Fiscal Impact: Associated Study Body Funds: \$10,500.00

- 5.21 Academic Equivalency Request – Charlene Drinkwine – Physical Education
Ratification of the equivalency for Charlene Drinkwine – Physical Education. Fiscal Impact: None.
- 5.22 Second Reading - Revised Board Policy – 5030 – Fees
Approval of the revised Board Policy 5030 – Fees. Fiscal Impact None.
- 5.23 Contract Education Services – San Bernardino County Superintendent of Schools
Ratification of an agreement between Victor Valley Community College District and County of San Bernardino from September 29, 2007 through November 17, 2007. Fiscal Impact: \$6,400.00 to the District.
- 5.24 Contract Education Services – Seniors with Inquiring Minds
Ratification of an agreement between Victor Valley Community College District and Seniors with Inquiring Minds for the period from October 18, 2007 through December 13, 2007 to provide catering services for Seniors with Inquiring Minds (S.W.I.M.) events. Fiscal Impact: \$600.00 to the District.
- 5.25 Agreement Renewal – XAP Corporation
Ratification of the renewal agreement with XAP Corporation for the CCCApply online application system. Fiscal Impact: Budgeted item, \$10,609.00
- 5.26 Agreement – Brickley Environmental
Ratification of the agreement with Brickley Environmental for the removal and disposal of asbestos in the Agriculture Department, Building 60. Fiscal Impact: Budgeted item \$5,195.00.
- 5.27 Amended Agreement – Data Impact
Approval of the amended agreement with Data Impact for the scanning and imaging of historical students records. Fiscal Impact: Budgeted item, Matriculation and Title V funds \$35,000.00
- 5.28 Agreement – Jean Malone
Ratification of the agreement with Jean Malone for consultation services at \$100/hour, not to exceed 100 hours. Fiscal Impact: \$100/hour not to exceed 100 hours.

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Separate approval of items pulled from consent agenda

6.2 Second Reading:- District Vision, Mission, Values and Goals

Approval of the second reading of the District Vision, Mission, Values and Goals. Fiscal Impact: None

YES ___ NO ___

8. INSTRUCTION

8.1 County of San Bernardino Department of Workforce Development Expansion Program

Acceptance of a contract with the County of San Bernardino Department of Workforce Development Program for enrollment beginning spring, 2008 through December 9, 2009. Fiscal Impact: \$150,000.00 to the District.

YES ___ NO ___

- 8.2 Grant – California High School Exit Exam Preparation Program Fund 2007 Funding Cycle, Grant Number 07-0097 YES ___ NO ___

Approval of the awarded grant from the Chancellor's Office of California Community Colleges for the California High School Exit Exam Preparation Program for the Class of 2007. Fiscal Impact: \$197,101.00 to the District. The District will receive forty percent (40%, \$78,840.40) of the awarded funds within sixty (60) days of a fully executed grant agreement. The remaining sixty percent (60%, \$118,260.00) based upon receipt and approval of the Final Report and Final Expenditure Report for the Project.

10.1 ADMINISTRATIVE SERVICES

- 10.1 Agreement – O'Neil Construction Inspections – Adaptive P.E. Center YES ___ NO ___

Approval of the agreement with O'Neil Construction inspections in the amount of \$200,000.00 for DSA inspection services for the Adaptive PE Center project. Fiscal Impact: \$200,000 – this project is state funded and is 100% reimbursable.

- 10.2 Change Order – Air-Ex Air Conditioning – Advanced Technology Center YES ___ NO ___

Approval of Change Order No. 07-01 form Air-Ex Air Conditioning. Fiscal Impact: \$108,768.63 (This project is State funded and will be 100% reimbursable to the District through Fund 71 up to the approved contract amount.)

- 10.3 The California Community College Initiative YES ___ NO ___

Approval of the resolution. Fiscal Impact: The initiative could mean an additional \$3.1 million for the Victor Valley Community College District in the 2009-2010 fiscal year.

11. HUMAN RESOURCES

- 11.1 AFT-PTFU Negotiations Proposal Public Hearing

Article IV, Union Rights: (not limited to) released time

Article X, Health Benefits

Article XIII, Faculty Assignments: (not limited to) priority hiring for full-time positions

- a) The Board president hereby declares the hearing open
- b) The public may now comment on the contract
- c) The Board president hereby declares the hearing closed.

12. INFORMATION/DISCUSSION

- 12.1 First Reading:- New Board Policy 1201 - Shared Governance Document
Submitted as an informational item.

- 12.2 First Reading – New Board Policy 1202 - Institutional Effectiveness
Submitted as an informational item.

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

- 12.4 Monthly Financial Reports
Submitted as an informational item.

12.5 American College & University Presidents Climate Commitment
Submitted as an informational item.

12.6 First Reading – Revised Board Policy 3250 – Institutional Planning
Submitted as an informational item.

13. REPORTS (3 minute limit per Report)

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

13.1 Foundation

13.2 Shared Governance

a) ASB

13.3 Employee Groups

a) CTA

b) CSEA

b) AFT Part-Time Faculty United

14. TRUSTEE COMMENTS

15. Public Comments Related to Non-Agenda Items

PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

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

16. ADJOURNMENT

YES ___ NO ___

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



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

Date: September 11, 2007

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

CALL TO ORDER/ROLL CALL:

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

5 p.m.

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

Absent: Heena Mehra, Student Trustee

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

PLEDGE OF ALLEGIANCE: Marianne Tortorici led the Pledge of Allegiance to the Flag.

Heena Mehra, Student Trustee arrived at 5:45 p.m.

2. 2007-2008 Budget Workshop

5-6 p.m.

Bruce Baron provided a review of the 5-year budget plan with a focus on the 2007-08 final budget which the board will be asked to approve at the regular session. This budget is based a lot on growth and investment in the future of the college. The College is looking at an aggressive growth projection for a 5-year plan, with a 29% overall projected growth, 5% this year and 6% over the next 4 years. A 5% reserve is not adequate for a college of this size; therefore a 10% reserve fund is anticipated by the year 2011-12. One-time reserve funds to balance the budget and to stabilize operations will be used until revenue from enrollment growth will constitute the difference. The value of enrollment was presented which demonstrated that one student, in one class, for one hour, creates an \$8 revenue to the College. Various sources of revenue were presented with 58% coming out of state appropriation funds.

At 5:30 p.m., Board President, Joe Range recessed the 2007-2008 Budget Workshop.

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

2. OPEN SESSION

6 p.m.

At 6:01 p.m. Board President, Joe Range convened to open session. Mr. Nelson led the Pledge of Allegiance to the Flag. In recognition of the victims of the 9-11 attack, Mr. Range began the meeting with a silent remembrance.

DELETIONS/CORRECTIONS TO AGENDA: Item 5.6 was deleted

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: None

3. Governing Board

Betty Underhill and Dennis Henderson

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman provided an update regarding the recent assault that happened on campus. An investigation is being conducted and no findings have been provided. Additional security presence on campus has been initiated.

Dr. Silverman reported that Child Development Center situation continues to be an ongoing saga. Alternative solutions have been reviewed which has caused additional problems. It is possible that the Child Development Center is still too large and needs to be reduced even more. With the costs continuing to rise, this program continues to be problematic. The Child Development Center committee will continue meeting to develop additional solutions. Mr. Range commended Dr. Silverman on the work that he has done with everyone.

5. CONSENT AGENDA

It was MSC (Nelson/Underhill, 5-0) to approve the consent items in one motion as amended with item 5.6 deleted.

5.1 Approval of the minutes of the August 14, 2007 regular Board meeting

5.2 Approval of the minutes of the August 16, 2007 special Board meeting

5.3 Ratification of the following contracts that were approved by Dr. Silverman, Superintendent/President or his designee per Board Policy 2430. These contracts are available to the public in the Superintendent/President's office.

VENDOR	DESCRIPTION	Amount	Approved by Legal Counsel
One Cup at a Time	To establish new coffee house service On campus to compliment existing food services. This is a revenue generating agreement for one year	\$1,000/month Income to the District	YES
Southern California Edison	Solar Incentive Program	Revenue to the District in the form of incentive money	YES
Contract Education Services	Retirement Planning, Federal Income Tax Preparation, Certified Food Worker Certification	\$5,300.00	N/A
John Tonyan	Tune and service music department and PAC pianos	NTE \$2,200.00	N/A
iParadigms, LLC	Annual service fee for institutional license and Turnitin plagiarism prevention for institutional license	\$8,430.83	N/A

- 5.4 Management: Revised Job Description, Reclassification – Director of TRIO Programs
Approval of revised job description and salary placement for the Director of TRIO Programs effective October 1, 2007. Fiscal Impact: \$812/monthly
- 5.5 Classified Position Increase
Approval to increase the CDC Permit teacher from a 75% classified position to a 100% classified position at Level 13, effective August 27, 2007 and Office Assistant, Nursing Department, from a 75% classified position to a 100% classified position at Level 10, effective August 20, 2007. Fiscal Impact: \$770/monthly
- 5.6 **DELETED** Revised Classified Job Description – Student Services Specialist II
Approval of the revised job description for the Student Services Specialist II position for Beth Roberts, Lilia Garcia and Pat Montgomery with no change in salary placement. Fiscal Impact: None
- 5.7 Classified New Positions – Admissions and Records Assistant, Career Pathways and Orientation Coordinator, and Upward Bound Coordinator
Approval of the new positions of Admissions and Records Assistant, Career Pathways and Orientation Coordinator, and Upward Bound Coordinator. Salary schedule placement is pending negotiations with CSEA. Fiscal Impact: \$8,092/month
- 5.8 Agreement – Child Development Services CCAP-7318
Approval of the agreement with the Department of Education for Child Development Services Agreement #CCAP-7318. Fiscal Impact: \$3,241.00 to the District
- 5.9 Adopt a Resolution - Child Development Services CCAP-7318
Adopt a resolution for Child Development Services Grant Agreement, CCAP-7318 with the California Department of Education Services for the 2007-2008 fiscal year for the Infant Toddler Resource Programs. Fiscal Impact: None to the District.
- 5.10 Rescind – Board Delegated Authorized Signatory
Approval to rescind all previous signatory of the former employees listed effective immediately. Fiscal Impact: None
- 5.11 Board of Trustees Budget Transfers
Approval of the budget transfers as presented.
- 5.12 Board of Trustees Payments Reports
Approval of the Board of Trustees Payments Report.
- 5.13 Donations
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$114,917.67 for the period ending July 31, 2007.
- 5.14 Amend Agreement – Cal K12 Construction Management – Advanced Technology Center
Approval of the amendment to the agreement with Cal K-12 Construction Management. Fiscal Impact: 143,713.00 (This project is State funded and will be 100% reimbursable to the District through Fund 71 up to the approved contract amount.)

- 5.15 Amend Agreement – Cal K12 Construction Management – Speech/Drama Addition
Approval of the amendment agreement with Cal K12 Construction Management. The original budget development for the Speech/Drama Addition project was based on State funding only. The cost estimate for construction management was 7.5% of the State budgeted construction cost, or \$537,450.00. This figure was based on a construction cost estimated in 2005 and was to be revised when a final construction budget was established. Actual construction cost for this project is \$10,947,512.00, an increase of \$3,781,512.00 the amendment to the contract will reflect 7.5% of the actual construction costs. Fiscal Impact: \$283,613.00
- 5.16 Change Order – Champion Electric- Speech/Drama Addition
Ratification of the Change Order with Champion Electric. Fiscal Impact: \$8,484.00
Budgeted Item
- 5.17 Change Order – Daart Engineering – Speech/Drama Addition
Ratification of the Change Order with Daart Engineering. Fiscal Impact: \$12,607.00
Budgeted Item
- 5.18 Change Order – Pro-Craft Plumbing Co. – Advanced Technology Center
Ratification of the Change Order with Pro-Craft Plumbing Co. Fiscal Impact: \$6,079.80
(This project is State funded and will be 100% reimbursable to the district through Fund 71 up to the approved contract amount.)
- 5.19 Change Order – Air-Ex Air Conditioning – Speech/Drama Addition
Ratification of the Change Order with Air-Ex Air Conditioning. Fiscal Impact: \$58,648.20
- 5.20 Change Order – Nibbellink Masonry Construction – Advanced Technology Center
Ratification of the Change Order with Nibbellink Masonry Construction. Fiscal Impact: \$4,163.66.
- 5.21 Change Order – Elljay Acoustics – Advanced Technology Center
Ratification of the Change Order with Elljay Acoustics. Fiscal Impact: \$2,783.00 to the District.
- 5.22 Change Order – KCB Towers – Advanced Technology Center
Ratification of the Change Order with KCB Towers. Fiscal Impact: \$34,918.12 to the District.
- 5.23 Change Order – Caston Plastering & Drywall – Speech/Drama Addition
Ratification of the Change Order with Caston Plastering & Drywall. Fiscal Impact: \$27,765.10
- 5.24 Change Order – Lozano Caseworks, Inc. – Advanced Technology Center
Ratification of the Change Order with Lozano Caseworks, Inc. Fiscal Impact: \$50,910.00 to the District.
- 5.25 Requirement to Support Cell Phones for Staff
Approval of the stipend in the amount of \$50.00 per month for Babette Dersham, Tim Isbell, and Rodrick Morgan. Fiscal Impact: \$50.00 per month for \$600.00 annually per employee.

- 5.26 Request for Proposal (RFP) – Analysis of Information Technology
Approval of the initiation of the process to advertise an RFP (Request for Proposal) for a comprehensive analysis of all areas of information technology and to make recommendations on how to build the appropriate infrastructure for the future. Fiscal Impact: None at this time
- 5.27 Grant Agreement – California State Department of Social Service Independent Living Program
Acceptance of the Grant Agreement with the Foundation for California Community Colleges for the California State Department of Social Service, Independent Living Program from July 1, 2007 through June 30, 2008. Fiscal Impact: \$10,200.00 to the District.
- 5.28 RGP Planning and Development Services
Ratification of the agreement with RGP Planning and Development Services in the amount of \$53,400.00 for the Program Environmental Impact Report for the 2007 Facilities Master Plan. Fiscal Impact: \$53,400.00
- 5.29 Maintenance Renewal – Nexus Integration Services
Ratification of the Cisco SmartNet agreement to renew the warranty on all campus Cisco supported devices to include network switches, routers, bridges, servers, phones and software. Fiscal Impact: \$44,452.74

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda

10.1 ADMINISTRATIVE SERVICES

- 10.1 Public Hearing and Adoption of the 2007-2008 Budget

The Board president declared the public hearing open. Mr. Nelson complimented Mr. Baron on his outstanding budget presentation. Hearing no additional comments, the Board president declared the public hearing closed.

It was MSC (Underhill/Elder, 5-0) to adopt the 2007-2008 budget.

- 10.2 Draw Down Funds from the Guaranteed Investment Contract (GIC)

It was MSC (Elder/Nelson, 5-0) to approve to draw down of funds from the Guaranteed Investment contract in the amount of \$4,800,000.00 during fiscal year 2007-08. Fiscal Impact: The necessity to balance our General Fund budget which is not possible without using the Guaranteed Investment Contract funds in accordance with the five year plan.

- 10.3 Agreement Renewal – MLS Technologies, Inc.

It was MSC (Underhill/Elder, 5-0) to approve the renewal agreement with MLS Technologies for consulting services. Fiscal Impact: Budgeted Item, not to exceed \$208,000.00

- 10.4 Change Order – RDM Electric Company, Inc. – Advanced Technology Center

It was MSC (Underhill/Nelson, 5-0) to approve the Change Order with RDM Electric Co., Inc. Fiscal Impact: \$75,091.03 (This project is State funded and will be 100% reimbursable to the district through Fund 71 up to the approved contract amount.)

11. HUMAN RESOURCES

11.1 District Initial Negotiations Proposal for AFT Contract

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

12. INFORMATION/DISCUSSION

12.1 AFT-PTFU Initial Negotiations Proposal to District

Submitted as an informational item.

12.2 First Reading:- District Vision, Mission, Values and Goals

Submitted as an informational item. Dr. Silverman commended the college on working effectively and efficiently on the first reading of the District's Vision, Mission, Values and Goals.

12.3 Revised Board Policy #5030 – First Reading

Submitted as an informational item. Dr. Silverman announced that this policy was revised in accordance to a recommendation by the outside auditor. The College Council, which includes representatives from all campus constituent groups, reviewed and approved this policy revision on August 30, 2007.

13. REPORTS (3 minute limit per Report)

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

13.1 Foundation

Ginger Ontiveros

13.2 Shared Governance

a) ASB

Heena Mehra September 27th board candidates forum

b) Faculty Senate

No report

13.3 Employee Groups

a) CTA

Mike Smith

c) CSEA

No report

d) AFT Part-Time Faculty United

Emily Selden replaced Neal Kelsey

14. TRUSTEE COMMENTS

Don Nelson

PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: The following individuals made comments with respect to non-agendized items: Tammy Brown and Dewey Kelleygray

15. ADJOURNMENT

It was MSC (Nelson/Elder, 5-0) to adjourn the meeting at 6:51 p.m. The motion carried unanimously.

Donald Nelson, Clerk

Date Approved

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

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

TOPIC: PROPERTY DISPOSAL

SUBMITTED BY: Christopher Hylton, Maintenance & Operations

RECOMMENDED BY: Bruce Baron Bruce Baron

APPROVED BY: Robert Silverman RS

Description/Background:

The district wishes to dispose of surplus electrical equipment no longer of use or value to the college under Education Code 81450. The district wishes to advertise and sell the equipment to the highest bidder using the auctioneer services of The Liquidation Company. The equipment for surplus is listed below.

Item #1

Cutler-Hammer Switchgear
ID# 72YE688
Max KV – 4.76
Main Bus Amps – 1200
Short Time KA – 36
BilKV – 60
Hertz – 60
Momentary KA – 58
Estimated Purchase Price (2001) \$50,000

Item #2

Cutler-Hammer Circuit Breaker
Type – 50VCP-W250
Style – 8075A31G06
2 Units
Estimated Purchase Price (2001) \$3,000

Item #3

Alstom Transformer
KVA – 2500
High Volt – 4160
Low Volt – 480Y/277
HV BilKV – 60
LV BilKV – 30
Hertz - 60

Need:

Equipment is no longer of use or value to the college making it necessary to dispose of.

Fiscal Impact:

Revenue to the district for the sale of these items.

Recommended Action:

It is recommended the Board of Trustees approve the disposal of the surplus equipment listed above through the auctioneer services of The Liquidation Company.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ NO X ___

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

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

TOPIC: AGREEMENT - MEDICAL DIRECTOR FOR THE
RESPIRATORY THERAPY PROGRAM

SUBMITTED BY: Scott Jones, Allied Health

RECOMMENDED BY: Marianne Tortorici

APPROVED BY: Robert Silverman

Description/Background:

The district desires to ratify an agreement for Dr. Samuel Sepuya to serve as the medical director for the Victor Valley Community College District Respiratory Therapy Program from August 27, 2007 through August 26, 2008.

The Medical Director of the Victor Valley Community College District Respiratory Therapy Program will fulfill the role of Medical Director described in the Guidebook of the Committee on Accreditation for Respiratory Care (COARC) and will be responsible for maintaining the program in accordance with current AMA standards.

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

Need:

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

Fiscal Impact: Budgeted - \$4,000.00 Annually

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement for Dr. Samuel Sepuya to serve as the medical director for the Victor Valley Community College District Paramedic Academy Program from August 27, 2007 through August 26, 2008.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: AGREEMENT – CALIFORNIA EARLY CHILDHOOD MENTOR PROGRAM

RECOMMENDED BY: Kelley Johnson, Child Development Center

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Victor Valley Community College District and the San Francisco Community College District on behalf of its California Early Childhood Mentor Program, for the 2007-2008 fiscal year. Through this contract, mentors are selected from a variety of early childhood programs in the high desert. The Child Development's practicum students will be placed in these programs for the lab hours necessary for completion of CHDV 127A and CHDV 127B.

Victor Valley Community College District has contracted these services for the past 12 years.

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

Need:

Students benefit from placements in the community as this leads to employment in these or similar sites. The program provides tremendous support to students as they prepare for their careers in early childhood education.

Fiscal Impact: \$35,000.00 to the District

The mentors are paid a stipend of \$500.00 for each student they mentor per semester. In addition, funds provide seminars for mentor teachers and directors of child development care centers throughout the community, materials, and supplies for the mentor's classroom.

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement with the San Francisco Community College District on behalf of its California Early Childhood Mentor Program for the 2007-2008 fiscal year.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO


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

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

TOPIC: CONTRACT - TONYAN COMPLETE PIANO SERVICE

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify a contract with Tonyan Complete Piano Service for hammer replacement: Steinway and Sons model D, #470622 (1979). The work to be done is as follows:

- New hammers, shanks, and flanges
- Adjust action leverage/geometry and modify wippen heels
- Install friction adjusting screws in hammer shanks
- Refine hammer weight
- Relead keys, Polish capstans, Voice hammers, Regulate action
- Clean and lube repetition lever springs and slots
- Smooth hammer tail edges

This work is not to exceed \$6,000.00

Additional work that is needed but unrelated to hammers and touch are:

- Replace tri-cord section of damper felts
- Replace key bushings (both rails)

This work is not to exceed \$700.00

A copy of the contract is available for review in the President's office.

Need:

This contract is for replacing hammers and new touchweight design with Tonyan Complete Piano Service for hammer replacement: Steinway and Sons model D, #470622 (1979) and work unrelated to hammers and touch.

Fiscal Impact: Not to exceed \$6,700.00

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify a contract with Tonyan Complete Piano Service for hammer replacement: Steinway and Sons model D, #470622 (1979).

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO ___


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

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

TOPIC: RENEWAL CONTRACT - VICTOR VALLEY COMMUNITY HOSPITAL

SUBMITTED BY: Pat Luther, Nursing

SUBMITTED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify a renewal contract with Victor Valley Community Hospital. Dr. Tortorici signed the (June) BOT approved Clinical Facility Use Contract with Victor Valley Community Hospital on June 14, 2007. It was sent to them for signature. Changes were then requested by the new administration at the clinical facility. The changes were approved by the district's attorney and made to the contract by the department.

A copy of the renewal contract is available for review in the President's office.

Need:

Clinical facility use contracts are agreements that allow the Allied Health, Nursing, and other Health Sciences programs to utilize medical and medically related facilities for student clinical learning rotations.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify the renewal of a Clinical Facility Use Contract between Victor Valley Community Hospital and Victor Valley Community College District to provide clinical learning locations for students from the Health Sciences programs beginning August 1, 2007.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: DELETION OF CLASSIFIED POSITIONS
SUBMITTED BY: Rocio Chavez, on behalf of the Classification Committee

RECOMMENDED BY: Marion Boenheim *Marion Boenheim*

APPROVED BY: Robert Silverman *Robert Silverman*

Description/Background:

As a result of the reclassifications approved by the Board of Trustees on August 14, 2007, the following classified positions should be deleted:

- Vocational program specialist (reclassified as instructional program specialist)
- Administrative coordinator (reclassified as community/contract education coordinator)

Need:

The vocational program specialist and administrative coordinator positions are no longer included in the current salary schedule and should be deleted as they have been replaced by the positions listed above.

Fiscal Impact: None.

Recommended Action: It is recommended that the Board of Trustees delete the vocational program specialist and administrative coordinator positions.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X


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

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

TOPIC: OUT-OF-STATE TRAVEL – STUDENT

SUBMITTED BY: Dino Bozonelos, Political Science

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district is requesting ratification for students to travel to Washington D.C. to attend and compete in the United Nations Club Conference in New York, New York from November 02, 2007 through November 04, 2007. All persons participating in the field trip of the National Model United Nations Conference are registered students at Victor Valley Community College.

- Justin Boggs
- Joshua Burgamy
- Richard Burgos
- Bryan Hornschu
- Alaa Kamel
- Abigail Myers
- Sean O'Grady
- Jonathan Slade

Need:

This request is to prepare students for the rigors of upper division and graduate level work. Students participate in an international competition that furthers their abilities in college and in the workforce.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify student travel to Washington D.C. to attend and compete in the United Nations Club Conference from November 02, 2007 through November 04, 2007.

Legal Review: YES NOT APPLICABLE

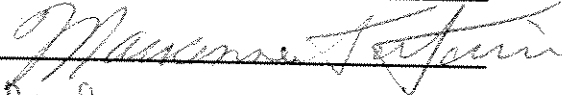
Reference for Agenda: YES NO


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

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

TOPIC: AGREEMENT – MEDICAL DIRECTOR FOR THE
PARAMEDIC ACADEMY

SUBMITTED BY: Scott Jones, Allied Health

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify the agreement for Dr. Roger Toop to serve as the medical director for the Victor Valley Community College District Paramedic Academy Program from August 27, 2007 through August 26, 2008.

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

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

Need:

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

Fiscal Impact: Budgeted - \$5,000.00 Annually

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify the agreement for Dr. Roger Toop to serve as the medical director for the Victor Valley Community College District Paramedic Academy Program from August 27, 2007 through August 26, 2008.

Legal Review: YES NOT APPLICABLE ___

Reference for Agenda: YES ___ NO

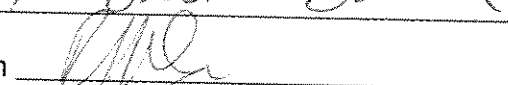
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: AGREEMENT - NOVACOAST – STORAGE AREA NETWORK (SAN)

SUBMITTED BY: Jon Booth, Technical Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

A Storage Area Network (SAN) is required to provide network server data access for the district data center. July 16th of this year our existing SAN hardware failed resulting in an eventual data loss in our datacenter. Staff technicians were able to take parts from a second SAN in order to get the existing SAN back online. At this time the reassembled SAN is operating in a seriously compromised condition and may fail at any moment. The existing SAN is causing daily network disruption and technicians are doing everything possible to keep it in operation until the replacement arrives.

The district storage area network provides magnetic storage for a cluster of 5 servers configured for high-availability and redundancy. All user directories, groupwise e-mail boxes, computer and lab data and administrative application data is stored on this shared storage area network.

Failure to purchase a new SAN will result in a catastrophic failure of the above services. While they are backed up there is no location available to restore the data to. This will adversely affect almost all data services on campus.

The purchase of a new SAN will enable us to serve data more efficiently, reliably and with double the speed. It will also enable us to consolidate more services in the cluster instead of adding additional servers.

This purchase will provide a new Storage Area Network for the district data center and include installation, data transfer from existing SAN, and staff training.

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

Need: The district's existing SAN has completely failed and requires immediate replacement.

Fiscal Impact: \$63,110.00

Recommended Action: This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the agreement with Novacoast in the amount of \$63,110.00 for the purchase of a Storage Area Network.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

novacoast

IT PROFESSIONAL SERVICES
PRODUCT DEVELOPMENT

Quote

Novacoast
1505 Chapala Street
Santa Barbara CA 93101
805.568.0171

Quote Information

Date: 9/11/2007
Quote ID: NOC00004
Subject: Victor Valley SAN

Quote by:

Kevin Hall
Sales Manager Storage
909-957-8501
khall@novacoast.com

Client Information

Customer: Victor Valley College
Address: 18422 Bear Valley Road
City, State ZIP: Victorville, CA 92392
Contact: Jon Booth
Phone: 760) 245-4271 x2304
Email: boothj@vvc.edu

Products

Line	QTY	Description	Mfg Part Number	Extended Price
1	1	QuickStart 4Cb SBOD Base Bundle		
2	1	QuickStart FC Base Software	QS4-BASE-SFC	
3	10	500GB SATA 7K RPM HDD W/Shuttle	QS-BASE-FC-SW	
4	1	IO, iSCSI, 1Gb, 2 port, Std Profile, PCI-X	DS-S500X7K	
5	1	SW, Remote Instant Replay Asynchronous Base License	IO-ITX2S-X	
6	1	SW, Data Instant Replay Base License	SW-RIRA-BASE	
			SW-DIRP-BASE	
10		Sub Total		
11	1	Hardware Maintenance (1 year)		\$45,854.00
12	1	Software Maintenance (1 year)		\$2,996.00
13	1	Installation and Implementation		\$5,760.00
14	1	Education Discount		\$20,500.00
15		Total		\$12,000.00
				\$63,110.00

Comments:

Installation and Implimentation applies to the installation of a Compellent SAN Solution and the Implimentation, Migration of Victor Valley's Netware Cluster from the existing EMC SAN to the new Compellent SAN Solution.

Terms:

Quote valid for 30 days. Check or credit card (MC/Visa only) required. Credit card purchases incur a 3% processing fee. We execute the purchase with your cleared funds. No refunds. No returns. Purchase Orders are accepted, but the order will not be placed prior to Novacoast receiving and processing the payment.

This quote does not include state and/or local sales tax, if any.

Novacoast, Inc
 1505 Chapala Street
 Santa Barbara, CA 93101

Tel: (805) 568-0171
 Fax: (805) 564-1809

Effective Date:

Expiration Date:

Project Name: VVC SAN

Customer: Victor Valley College

Contact: Jon Booth

Phone/Ext.:

Address: 18422 Bear Valley Road

E-mail: boothj@vvc.com

Fax:

City, State, Zip: Victorville, CA 92392

Billing:

Phone/Ext.

Customer:
 (Same?)

PO #:

Account Executive:

Phone:

Address: 18422 Bear Valley Road

Lead Engineer:

Phone:

City, State, Zip: Victorville, CA 92392

Project Mgr:

Phone:


Task No.	Task Description	Service Location / Point of Contact
1	SAN Core Services (Design, Install, Configure, Train, Document)	
2	Configure boot from san other other volume mapping (6 Servers)	
3	Migrate production data from existing storage either local or remote to SAN (6 Servers)	

Task No.	Start Date	End Date	Labor QTY	Labor Rate	Travel QTY	Travel Rate	Other Expenses	Estimated Charges	
1									
2								\$	
3								\$	
Alternative Service Hours / Billing Agreements: (if applicable)								Estimated Travel & Costs	\$
								Total Estimated Charges:	\$

Task No.	Task Description	Start Date	Stop Date	Labor QTY	Travel QTY	Other Expenses	Actual Charges
1							
2							\$
3							\$
Total Charges:							\$
							\$

BY SIGNING BELOW, THE CUSTOMER ACKNOWLEDGES AND AGREES THAT THIS STATEMENT OF WORK SHALL BE GOVERNED BY THE TERMS AND CONDITIONS ATTACHED HERETO. IN THE EVENT THE CUSTOMER IS REQUIRED BY LAW TO WITHHOLD TAXES, THE CUSTOMER AGREES TO FURNISH NOVACOAST ALL REQUIRED RECEIPTS AND DOCUMENTATION SUBSTANTIATING SUCH PAYMENT.

NOVACOAST: _____
 Date: _____

CUSTOMER: 
 Date: _____

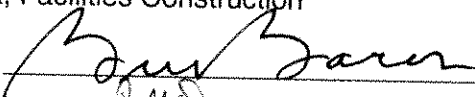
Customer hereby acknowledges the Services were completed as specified in this Statement of Work.


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

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

TOPIC: AGREEMENT – CHJ INCORPORATED – ADAPTIVE PE CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with CHJ Incorporated for laboratory and on site testing services during the construction of the Adaptive PE Center as required by law for State funded construction projects. The testing service will review all of the various construction materials, grading, footings, and other materials for compliance with legal and structural standards.

Need:

The above services are required for all construction of State facilities.

Fiscal Impact: \$44,765.00 – This project is state funded and is 100% reimbursable.

Recommended Action: This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the agreement with CHJ Incorporated in the amount of \$44,765.00 for testing and inspection services for the Adaptive PE Center project.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO



C.H.J. Incorporated

1355 E. Cooley Drive, Colton, CA 92324 • Phone (909) 824-7210 • Fax (909) 824-7209
15345 Anacapa Road, Suite D, Victorville, CA 92392 • Phone (760) 243-0506 • Fax (760) 243-1225

AUTHORIZATION FOR SERVICE

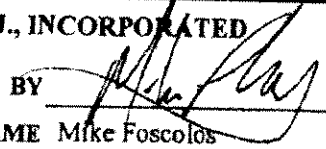
CLIENT	<u>Victor Valley College</u>	CHJ JOB NUMBER	_____
ADDRESS	<u>18422 Bear Valley Road</u>	CROSS REFERENCE	_____
	<u>Victorville, California 92392-9699</u>	PROPOSAL DATED	<u>July 19, 2007</u>
ATTENTION	<u>Mr. Steve Garcia</u>	TIME & MATERIALS	<u>**</u>
TELEPHONE	_____	ESTIMATED COST	<u>\$44,765.00</u>
FAX	_____	CONTRACT AMOUNT	_____
BILL TO	<u>Client</u>	DEPOSIT REQUIRED	_____
P.O. NUMBER	_____		

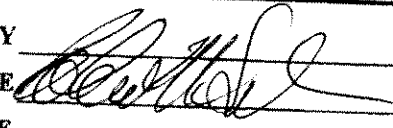
JOB LOCATION Proposed New Gymnasium, Victor Valley College, Victorville, California

DESCRIPTION OF SERVICES TO BE PROVIDED Geotechnical Rough-Grading and Post Grading Observation, Compaction Testing, and Construction Materials Inspection and Testing Services (** Time and Materials as per our proposal letter dated July 19, 2007)

REMARKS Acceptance of this proposal also indicates an acceptance of the limitations outlined in the attached Exhibit "A".

C.H.J., INCORPORATED

BY 
 NAME Mike Foscolos
 TITLE Project Development Management
 DATE September 10, 2007

COMPANY _____
 SIGNATURE 
 NAME _____
 TITLE _____
 DATE _____

Please Note: Payment for Professional Services rendered shall be due upon presentation of invoice. Except as otherwise provided by written agreement, a charge of one percent (1%) per month will be added after 30 days from invoice date. The client, hereby designated by the signature above, agrees to pay all costs of collection when incurred including but not limited to reasonable attorney's fees.



EXHIBIT "A" - CONDITIONS

Client: Victor Valley College, 18422 Bear Valley Road, Victorville, California 92392-9699

Project: Geotechnical Rough-Grading and Post-Grading Observation, Compaction Testing, and Construction Materials Inspection and Testing Services, Proposed New Gymnasium, Victor Valley College, Victorville, California

Right of Entry: The Client will provide for right of entry of C.H.J., Incorporated (CHJ), CHJ personnel, and any other personnel, as well as all equipment necessary in order to complete the services. CHJ will take reasonable precautions to minimize any damage to the property, but it is understood by Client that in the normal course of performing services some damage may occur, the correction of which is not part of this Agreement.

Indemnification: CHJ agrees to hold Client, its agents, and officers harmless from any and all damages in an amount equal to CHJ's proportional fault, if any, arising from adjudged errors or omissions of CHJ, and for any cost or expenses incurred by Client in an amount equal to CHJ's proportional fault, if any. In turn, Client will hold CHJ, its agents, and officers harmless from any and all damages in an amount equal to Client's proportional fault, if any, arising from actions caused, contributed to, or created by acts or omissions of the Client.

Limitation of Liability: Subject to the immediately following paragraph as "Limitation of Liability", CHJ's liability arising out of their performance under the agreement shall be limited to claims directly attributable only to the failure to exercise the degree of skill and performance normally exercised by duly qualified persons performing similar services at the same time under similar conditions and locality. The amount of liability shall not exceed the total amount of fees for services rendered under the agreement \$50,000 or the total amount of CHJ's fees, whichever is greater. In no event shall CHJ, its employees or agents be liable for loss of earnings, loss of profits, loss of interests, judgements, awards, or contribution thereto or any other special, indirect, or consequential damage however caused. Work under this agreement shall be deemed a service, not goods or products. CHJ will not be responsible for any interpretation by others of information provided.

Standard of Care: CHJ will strive to perform services under this Agreement in a manner consistent with that level of care and skill ordinarily exercised by members of the same profession, providing similar services at the same time under similar conditions and locality.

The conclusions and recommendations provided by CHJ for the project described by Client and the scope of services agreed upon by Client, herewith acknowledged, will be based upon observations and testing performed by CHJ at separate locations. It is assumed and expected that the conditions between locations observed and/or tested are similar to those encountered at the individual locations where observation and sampling was performed. However, conditions between those locations may vary significantly and CHJ makes no representation as to locations other than those tested. Changes in the conditions of the subject site can occur due to the passage of time, material processes or the works of man on this or adjacent properties. Therefore, the conclusions, recommendations, and test results provided to Client may be invalidated wholly or partially by changes outside of the control of CHJ. The conclusions and recommendations provided are therefore subject to review by CHJ, and review by others may allow misinterpretation for which CHJ will not be responsible.

The Client warrants that all information supplied by Client to CHJ, including oral communications by authorized persons, for their use in completing its services under this Agreement are accurate and sufficient for use by CHJ, and that CHJ can rely on their completeness and accuracy.

Hazardous Materials: Services provided by CHJ at times can be in areas where hazardous materials may be encountered. The Client warrants and hereby represents that any and all available information concerning the location, extent, concentration and types of hazardous or potentially hazardous materials have been furnished to CHJ by Client prior to performance of services. Should hazardous materials be present or be discovered, whether they are known or unknown by CHJ, Client agrees to indemnify, defend and hold harmless CHJ, its officers, employees, and agents or subcontractors from all claims and/or liability which result, or are alleged, in whole or in part, to be the fault of CHJ in providing their services. Client also agrees to compensate CHJ for any and all time and/or expenses incurred by CHJ in defense of any claim; for storage, transportation, and disposal of contaminated samples or drill cuttings; and for disposal of contaminated consumables and/or decontamination of equipment. Storage, transportation, and disposal of samples or materials from any job site will be performed under the Client's EPA Identification Number, and/or contaminated samples and materials associated with the project shall be returned to the Client under chain of custody protocol for proper disposal. All such compensation shall be based upon CHJ's prevailing Schedule of Fees.



CHJ reserves the right to unilaterally suspend or terminate all services under this Agreement at its sole discretion in the event undisclosed hazardous material type, location or extent, or concentrations in excess of values provided to CHJ by the Client are discovered. If CHJ's services are terminated or suspended, CHJ agrees to negotiate in good faith a new agreement to continue to meet Client's needs.

~~**Disputes:** In the event that a dispute arises relating to the performance of the services to be provided under this Agreement, and should that dispute result in litigation, it is agreed that the prevailing party shall be entitled to recover all reasonable costs incurred in connection with such dispute, including CHJ's staff time at CHJ's Schedule of Fees in effect at the time of such dispute, court costs, attorney's fees, and all other claim-related expenses.~~

Neither the Client nor CHJ may delegate, assign, sublet or transfer his or its duties or interest in this Agreement without the prior express written consent of the other party.

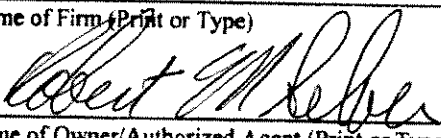
Test Results: Where compaction test results are presented as part of a report or document submitted by CHJ, such information represents an independent sample of the effort achieved by the contractor who performed the actual operation. Certain information concerning the depth and location of the testing performed will be furnished by persons representing themselves as knowledgeable of these conditions. In many cases, independent verification of that information furnished to CHJ, or the knowledge of that information by any person representing themselves as knowledgeable, is not possible. That information will be relied upon during the performance of such testing or presentation of recommendations.

In instances where compaction testing is performed by CHJ, it is understood and agreed among all parties that the contractor performing the work on the project remains primarily responsible and liable for the compaction achieved at the project. Compaction testing by CHJ in no way relieves the contractor from his obligation to properly perform his work. No warranty or guarantee, express or implied, is included or intended in this agreement or in any report, opinion, document or otherwise.

I/We have read Exhibit "A" - Conditions which is incorporated by reference in the Authorization for Service, and agree to the terms and conditions set forth. These terms and conditions as set forth are binding upon those ordering and/or Authorizing this work, either directly or through their agent, and on their assigns or successors in interest.

Date _____

Name of Firm (Print or Type)



Name of Owner/Authorized Agent (Print or Type)

Signature of Owner/Authorized Agent



C.H.J. Incorporated

1355 E. Cooley Drive, Colton, CA 92324 ♦ Phone (909) 824-7210 ♦ Fax (909) 824-7209
15345 Anacapa Road, Suite D, Victorville, CA 92392 ♦ Phone (760) 243-0506 ♦ Fax (760) 243-1225

July 19, 2007

Victor Valley College
18422 Bear Valley Road
Victorville, California 92392-9699
Attention: Mr. Steve Garcia, Director of Facilities

Subject: Proposal to Perform Geotechnical Rough-Grading and
Post-Grading Observation, Compaction Testing, and
Construction Materials Inspection and Testing Services
Proposed New Gymnasium
Victor Valley College
Victorville, California

Dear Mr. Garcia:

Thank you for giving us the opportunity to provide you with this proposal to perform the geotechnical rough-grading, post-grading observation and compaction testing services, as well as the construction materials inspection and testing services for the new gymnasium project. We are looking forward to working with Victor Valley College throughout the construction phases of this project and have prepared this proposal letter in order to advise you of the details of our services and procedures.

We have prepared this proposal after reviewing the specifications and plans written by MDA Johnson Favaro Urban Design. A construction schedule was also reviewed and utilized in the preparation of this proposal. As you are aware, the geotechnical investigation report for the project was prepared by our firm (Job No. V05101-3, dated May 6, 2005). Our proposal is based on the specifications and plans as well as the geotechnical investigation report.

BUSINESS CERTIFICATION:

C.H.J., Incorporated (CHJ) provides a full range of geotechnical engineering services, including engineering geology and environmental engineering, as well as special inspection and construction materials testing. CHJ, as a firm, consists of approximately 75 employees, including three Professional



Civil Engineers, two of whom are also Professional Geotechnical Engineers; four Professional Geologists, three of whom are also Certified Engineering Geologists; a Registered Environmental Assessor, and a Geotechnical Engineering Ph.D., as well as staff geologists, staff engineers, field and laboratory technicians, public works inspectors, and Registered Special Inspectors.

All of the work CHJ conducts in the State of California is under the authority of the licenses of our principal engineers, who are licensed in the State of California. Their numbers are as follows:

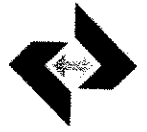
NAME	TITLE	REGISTRATION NO.
Robert J. Johnson	President	G.E. 443; R.C.E. 27060; R.E.A. 859
George Battey III	Senior Vice President	R.C.E. 34323
Jay J. Martin	Vice President	E.G. 1529; P.G. 4887
Allen D. Evans	Vice President	G.E. 2060
Terrance A. Davis	Project Geologist	E.G. 2393; P.G. 7515
John S. McKeown	Project Geologist	E.G. 2396; P.G. 7753
Ben Williams	Senior Staff Geologist	P.G. 7542

LOCATION OF PRINCIPAL OFFICE:

Our main office and laboratory is located in Colton, California at 1355 East Cooley Drive. The High Desert Office is located in Victorville, at 15345 Anacapa Road. Technicians and Inspectors will be dispatched from the Victorville office.

STRENGTH OF STAFF:

Provided is a list of management and professional staff. Resumés of key personnel and a list of inspectors who possess certifications for the performance of concrete, masonry, and steel testing and inspection are included as Enclosure "A". Mr. Robert Johnson will serve as the Project Engineer for all contracted geotechnical associated work, and Mr. George Battey will serve as Project Engineer for all contracted work associated with construction inspection and materials testing.



Mr. Robert Johnson, a Registered Civil Engineer and Geotechnical Engineer in the State of California, is the President and Principal Geotechnical Engineer of CHJ, with over 27 years of experience in environmental and geotechnical engineering.

Mr. George Battey is the Senior Vice President and Principal Materials Engineer of CHJ and has 22 years of experience in construction materials testing and inspection. He is a Registered Civil Engineer and has been with CHJ since 1996.

Mr. Jay Martin is the Vice President of the Geology Division of CHJ and is a State of California Professional Geologist and Certified Engineering Geologist. Mr. Martin has written and co-written several publications and provides oversight on all geologic aspects of environmental assessments.

Mr. Allen Evans is the Vice President of the Geotechnical Division of CHJ. He is a State of California Registered Civil Engineer, as well as a Registered Geotechnical Engineer and has over 23 years of experience in the geotechnical engineering field.

Mr. Ben Williams, is a Senior Staff Geologist, and a State of California registered Professional Geologist with over 30 years of experience in the geotechnical engineering field.

Mr. John Dalgity is the Operations Manager. He has 28 years of professional experience with CHJ, and he is the liaison between field and office for assimilation of data for geotechnical reports. He is also responsible for the dispatching of the field soils technicians to the various on-going projects.

Mr. Kevin Horn is the Inspection and Testing Manager and has 13 years of professional experience with CHJ. He is responsible for dispatching materials-testing technicians and registered special inspectors.

Mr. James Dalgity is the Laboratory Supervisor. He is responsible for the daily operations of the lab and its technicians, and he is also in charge of keeping the lab current with registrations and certifications for all city, county, and government agencies.

PARTIAL LIST OF REPRESENTATIVE PROJECTS:

Below is a representative list of school projects CHJ has recent performed services for, including geotechnical investigations, compaction testing, preliminary environmental site assessments, and construction materials testing and inspection. Our firm's 42-year history makes CHJ the laboratory of choice for many school districts and colleges.



CLIENT	CONTACT	PROJECTS
Chaffey College, Rancho Cucamonga	Mr. Gregg BeGell (909) 987-1737	Geotechnical Investigations, Compaction and Materials Testing, Concrete Mix Designs for Campus wide Renovations and a Child Development Center
Fontana Unified School District	Mr. Mike Collins (909) 350-7300	Compaction, and Materials Testing and Inspection at Almeria Middle School Gymnasium
Hacienda La Puente Unified School District	Mr. Del Benson (626) 933-8701	Geotechnical Investigation, Grading Observation and Compaction Testing for the Adult Education Facility Addition
Jurupa Unified School District	Ms. Sheila Carpenter (951) 360-4102x204	Geotechnical Investigation, Grading Observation and Compaction Testing for the Peralta Elementary School Classroom Addition Project; Various Materials Testing for Relocatable Classrooms, Glen Avon, Ina Arbuckle, Mission Bell Elementary Schools, Jurupa Valley High School
San Bernardino City Unified School District	Mr. Mike Alvord (909) 381-1100	Compaction and Materials Testing and Inspection at various school sites
University of California Riverside Office of Design and Construction	Mr. Fernand McGinnis (951) 787-4201	Grading Observation, Geotechnical Investigations, Materials Inspection and Testing, Compaction Testing, Geologic Feasibility Studies, Preliminary Environmental Site Assessments for various campus facilities

SCOPE OF SERVICES:

As we understand it, the subject gymnasium will be constructed of wood-frame construction.

The proposed costs are calculated according to an estimated schedule. A **not-to-exceed** contract amount is given with the understanding that the actual costs will be controlled by the work schedule of the contractor and can be adjusted if needed. Regarding our rough-grading observation and post-grading compaction testing services, to allow for continuous monitoring of the costs involved, we would request



that daily time charge tickets be signed by your on-site representative for our field services. Other geotechnical costs which are generally incurred during a project of this nature are optimum moisture - maximum dry density determinations, sand equivalent, sieve analysis, R-value tests, and office and engineering costs associated with the preparation of the final reports.

Regarding our materials inspection services, to allow for continuous monitoring of the costs involved, we would request that daily time charge tickets be signed by your on-site representative for our field services. We have included a separate line item for special inspections, on-site welding inspections, concrete, etc., if these services are needed. If the on-site inspections are performed by the DSA inspector, then these items will not be included as part of the budget.

CHJ will perform the on-site inspection of the placement of reinforcing steel, the placement of concrete, and prepare concrete tests samples. CHJ will perform concrete batch inspection and the required tests in reinforcing steel, and concrete aggregates. CHJ will inspect the laying and grouting of structural masonry and the placing of reinforcing steel in the masonry, and will sample and test all masonry materials.

CHJ will perform visual inspection of welds and material identification at the fabrication shop and will perform ultrasonic testing of material and full penetration welds in the shop. Our inspectors will perform inspections of the faying surfaces, and installation and tightening of high strength bolts in the field. Our inspectors will inspect all field welding and perform ultrasonic testing on full penetration welds. CHJ will also inspect the steel surfaces prior to the application of fireproofing, observe the application of fireproofing, verify fireproofing thickness, and sample and test the fireproofing for density.

Because our soils technician costs are computed on a per-hour basis and not on a per-test basis, our cost projection was based upon estimated hours and the actual cost will be controlled by the work schedule. A minimum show-up time of 2 hours will be charged if testing is cancelled at the time of the site visit and no observation or compaction testing is performed. If cancellation is made by 4:00 p.m. the previous day, no show-up time will be charged.

Utilizing estimated quantities based on the schedule and our experience on similar projects, we have formulated the enclosed cost projections. **Charges will be billed only for the actual services performed.** We will, of course, make every effort to minimize costs throughout the project, while still providing sufficient testing to adequately monitor the project. We will work closely with Victor Valley



College personnel, its inspectors, the I.O.R., and all project managers and contractors throughout the project to ensure efficient coordination. **To show our interest in working for Victor Valley College, we have discounted our prevailing wage rate for certified technician, thus saving the college a considerable amount on their total cost.**

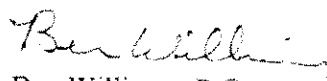
We want to emphasize that efficient project coordination and scheduling of our technicians and inspectors by the construction superintendent could have a significant effect on our man hours and, in turn, the costs involved with the project.

Again, we thank you for the opportunity to provide this proposal and look forward to working with you. If you should have questions concerning this proposal, please do not hesitate to contact this firm at your convenience.

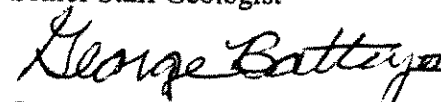
Respectfully submitted,
C.H.J., INCORPORATED



Mike Foscolos
Project Development Manager



Ben Williams, P.G.
Senior Staff Geologist



George Battey III, R.C.E.
Senior Vice President

MF/BW/GB:ndt

Appendix: "I" - Cost Projections

APPENDIX I



**GRADING OBSERVATION AND POST-GRADING
COMPACTION TESTING SERVICES COST PROJECTION**

Amount	Description	Unit Cost	Cost
80 Hours	Full-Time Grading Observation and Testing (Portal to Portal)	\$ 76.00/Hr.	\$ 6,080.00
8 Hours	Part-Time Grading Observation and Testing	76.00/Hr.	608.00
12 Hours	Geologic In-Grading Observation	100.00/Hr	1,200.00
6 Hours	Footing Observation	76.00/Hr.	456.00
10 Hours	Parking Lot Subgrade and Finish Grade Compaction Testing	76.00/Hr.	760.00
8 Hours	Curb and Gutter Compaction Testing	76.00/Hr.	608.00
8 Hours	Sidewalk Compaction Testing	76.00/Hr.	608.00
24 Hours	Compaction Testing for Utilities	76.00/Hr.	1,824.00
20 Hours	Asphalt Paving Observation, Compaction Testing, and Sampling (If Needed)	76.00/Hr.	1,520.00
170 Hours	Testing Equipment and Vehicle	10.00/Hr.	1,700.00
4 Each	Optimum Moisture - Maximum Density	135.00 Ea.	540.00
4 Each	Asphalt Content Gradation, 2 Per Day For Verification (If Needed)	245.00 Ea.	980.00
4 Each	Hveem Stability Maximum Density, 2 Per Day For Verification (If Needed)	235.00 Ea.	940.00
1 Hour	Principal Engineer	185.00 Hr.	185.00
4 Hours	Senior Staff Engineer	100.00 Hr.	400.00
17 Hours	Staff Engineer and Project Coordination	88.00 Hr.	1,496.00
2 Hours	Drafting/AutoCAD Operator	70.00 Hr.	140.00
4 Hours	Word Processing/Clerical	55.00 Hr.	220.00
9 Each	Report (4 Copies Each)	250.00 Ea.	No Charge
ESTIMATED GEOTECHNICAL OBSERVATION AND COMPACTION TESTING SUBTOTAL:			\$20,265.00



APPENDIX I

**INSPECTION AND TESTING
COST PROJECTION**

Amount	Description	Unit Cost	Cost
INSPECTIONS:			
40 Hours	Structural Steel Shop Inspection (Based on Southern California Shop Location)	\$ 78.00 Hr.	\$ 3,120.00
40 Hours	Structural Glu-Laminates Lumber (Based on California Location - Subcontracted to Outside Inspection Firm)	85.00 Hr.	3,400.00
80 Hours	Concrete Inspection	78.00 Hr.	6,240.00
40 Hours	Concrete Batch Plant Inspection	78.00 Hr.	3,120.00
24 Hours	Structural Steel Field Welding Inspection	78.00 Hr.	1,872.00
	ESTIMATED INSPECTION SUBTOTAL:		\$17,752.00
MATERIALS TESTING:			
20 Each	Comprehensive Strength of Concrete Cylinder Test	22.00 Ea.	440.00
8 Each	Tensile Strength & Bend of Reinforced Steel Test	75.00 Ea.	600.00
6 Each	Compressive Strength of Base Plate Grout Test	35.00 Ea.	210.00
1 Each	Aggregate Sieve Analysis - Fine Washed on #200	95.00 Ea	95.00
1 Each	Aggregate Specific Gravity and Absorption, Fine	115.00 Ea	115.00
2 Each	Aggregate Sieve Analysis - Coarse	70.00 Ea.	140.00
2 Each	Aggregate Specific Gravity and Absorption, Coarse	75.00 Ea	150.00
20 Hours	Technician - Concrete Anchor and Wire Testing	75.00 Hr.	1,500.00
20 Hours	Vehicle and Testing Equipment	10.00 Hr.	200.00
10 Hours	Technician - Sample Pick Up	69.00 Hr.	690.00
	ESTIMATED MATERIALS TESTING SUBTOTAL:		\$ 4,140.00

Assumptions:

The shop inspection will be performed at a local shop which will work a single 40-hour shift per week.

CHJ will perform the on-site concrete and structural welding inspection and will cast the test samples.

These prices are good through August 1, 2008.



APPENDIX I

COST PROJECTION SUMMARY


Description	Cost
ESTIMATED GEOTECHNICAL OBSERVATION & COMPACTION TESTING SUBTOTAL:	\$ 20,265.00
ESTIMATED INSPECTION AND MATERIALS TESTING SUBTOTAL:	21,892.00
ALLOWANCE FOR OVERTIME, SCHEDULE CHANGES, ETC.:	\$ 2,608.00
ESTIMATED PROJECT TOTAL:	\$ 44,765.00


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: CHANGE ORDER – EJ ENTERPRISES – SPEECH/DRAMA ADDITION

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to submit for approval Change Order No. 04-01 from EJ Enterprises. During the course of construction various changes may be made which can both increase or decrease the cost of the project. The below list is a compilation of the adjustments made and represents both direct and indirect costs of the contractor in performing or providing the work covered. The additional cost to cover this change order was previously board approved.

1. The District has requested E J Enterprises to install a card reader system in the Speech/Drama Addition. This system was not on the original plans for the facility but has since been adopted as a campus standard. The system will help to provide better security and control access with documented computerized entry logging and ties into existing campus wide networked card reader system.

Total \$37,822.00

Need:

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

Fiscal Impact: \$37,822.00 - Budgeted item

Recommended Action: This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the Change Order with EJ Enterprises in the amount of \$37,822.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

Change Order

Spencer/Hoskins Associates

2245 N. Lake Avenue
Altadena, CA 91001

Owner
 Architect
 CM
 Project Inspector
 Contractor

PROJECT: Speech Drama Addition

DSA Application No. 04-106730

18422 Bear Valley Road
Victorville, CA 92395

Date: 10/9/2007

To Contractor:

EJ Enterprises

Architect's Project No: 03083

Contract Date: 6/12/2006

Contract Number: B.P. No 004

The Contract is hereby revised by the following items:

Change Order No. 04-01

Item	Description	Amount
COR 023	Miscellaneous items required to make the card reader system up & running with the existing campus wide network system. Please see attached breakdown.	\$37,822.00

Additional back up attached.

Not valid until signed by the Owner and Architect

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract/Agreement

The original Contract Value was.....	\$524,715.00
Sum of changes by prior Prime Contract Change Orders.....	\$0.00
The Contract Value prior to this Prime Contract Change Order was.....	\$524,715.00
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$37,822.00
The new Contract Value including this Prime Contract Change Order will be.....	\$562,537.00
The Contract duration will be changed by.....	0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	

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

Spencer/Hoskins Associates

EJ Enterprises

Victor Valley College District

ARCHITECT

2245 N. Lake Avenue
Altadena, CA 91001
Address

By

SIGNATURE

DATE

7/21/07

CONTRACTOR

2801 SATURN ST. #B Area, CA
Address

By

SIGNATURE

DATE

08-10-07

OWNER

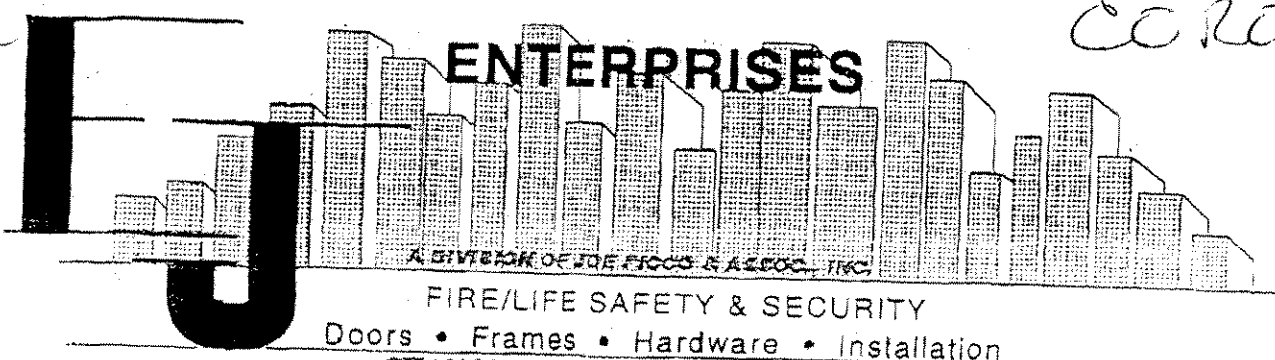
18422 Bear Valley Rd.
Victorville, CA 92395
Address

By

SIGNATURE

DATE

CO 2023



FIRE/LIFE SAFETY & SECURITY
Doors • Frames • Hardware • Installation
CHANGE ORDER PROPOSAL NO. 1.2

TO: CAL K-12 CONSTRUCTION MGMT.
32598 PAK GLEN ROAD
YUCAIPA, CA 92399

DATE: DECEMBER 20, 2006

PROJECT: VVCC-SPEECH & DRAMA

ATTN: JULIE BAKER

EJE JOB #: 06-175

SCOPE OF WORK

FINISH HARDWARE INSTALLATION

NOTICE TO PROCEED MUST HAVE A WRITTEN AUTHORIZATION BEFORE ANY MATERIAL WILL BE ORDERED. MATERIAL WILL NOT BE SHIPPED OR INSTALLED WITHOUT THE ACTUAL BILLING VEHICLE. WE HAVE NOT PROCEEDED WITH THIS CHANGE ORDER.

Change order (CO) Construction Change Directive (CCD) Time & Material-Not to Exceed (T&M)

PER YOUR FAX DATED 12/12/06 AND THE VERBAL REQUEST OF BILL MC CARTHY ON 11/2/06, WE QUOTE THE FOLLOWING REVISED CHANGE ORDER:

TOTAL ADD: \$37,822.00

*SEE ATTACHMENT FOR BREAKDOWN OF ADDS AND DELETES

Unless otherwise noted this quote will remain firm for 30 days, thereafter subject to review.

EJ ENTERPRISES

AUTHORIZED SIGNATURE

BY: JOE JURANKO
joe_juranko@ejenterprisesdoors.com

BY: _____

NOTE: ALLOW 8-10 WEEKS LEAD TIME FROM RECEIPT OF WRITTEN APPROVAL.

ATTACHMENT NO. 1
CHANGE ORDER PROPOSAL NO. 1.2

PER YOUR FAX DATED 12/12/06 AND THE VERBAL REQUEST OF BILL MC CARTHY ON 11/2/06

DATE: DECEMBER 20, 2006
PROJECT: VVCC - SPEECH AND DRAMA

CHANGE ORDER BREAKDOWN

ADD:

- (21) Ea. Electrified Mortise Locks 8271-24V-Fail Secure 613
- (29) Ea. Thin Line II Reader 5395 Designer-Gray
- (12) Ea. Electric Hinges TA2714 4.5 x 4.5 QC8 640
- (3) Ea. Electric Hinges T4A3786 4.5 x 4.5 QC8 640
- (7) Ea. Electric Hinges T4A3786 5 x 4.5 QC8 640
- (7) Ea. Electric Latch Retraction Exit Device 43-22-56-8813-24V-48"-Fail Secure 613
- (1) Ea. Electric Latch Retraction Exit Device 43-22-56-12-NB8713-24V-48"-Fail Secure 613
- (2) Ea. Electrified Continuous Hinges MCK12HD QC8 DBZ
- (1) Ea. Retrofit Cables (Hinge to Lock) Part # 52-2985 3'
- (29) Ea. Raceways in Doors Part # ERW
- (29) Ea. Conduit Boxes in HM Frame MG-16-2C

\$ 34,845.93 Cost
 \$ 5,226.89 15% MU
\$ 40,072.82 Sub
 \$ 3,105.65 7.75% Sales Tax
\$ 43,178.47 Sub
 \$ 700.00 Freight
\$ 915.00 Labor
\$ 44,795.00 TOTAL ADD

ATTACHMENT NO. 2

CHANGE ORDER PROPOSAL NO. 1.2

PER YOUR FAX DATED 12/12/06 AND THE VERBAL REQUEST OF BILL MC CARTHY ON 11/2/06

DATE: DECEMBER 20, 2006

PROJECT: VVCC - SPEECH AND DRAMA

.....
CHANGE ORDER BREAKDOWN

DELETE:

- | | |
|------------------------------------|--------------------------|
| (7) Ea. Narrow Stile Exit Devices | 43-22-12-8813ETL 48" 613 |
| (1) Ea. Narrow Stile Exit Device | 43-22-12-NB8713 48" 613 |
| (2) Ea. Continuous Hinges | MCK12HD 85" BRZ |
| (12) Ea. Butt Hinges | TA2714 4.5 x 4.5 640 |
| (3) Ea. Butt Hinges | T4A3786 4.5 x 4.5 640 |
| 7) Ea. Butt Hinges | T4A3786 5 x 4.5 640 |
| →) Ea. Mortise Locks | 22-37-8255 LNL 613 |
| (7) Ea. Mortise Locks | 22-37-8237 LNL 613 |
| (3) Ea. Mortise Locks | 22-8278 LKL 613 |
| (2) Ea. Mortise Locks | 22-8292 LNL 613 |

(S7,718.00) TOTAL CREDIT

TOTAL ADD:	\$44,795.00
TOTAL CREDIT:	(\$ 7,718.00)
BOND:	<u>\$ 745.00</u>
TOTAL CHANGE ORDER ADD:	\$37,822.00

ATTACHMENT NO. 3
CHANGE ORDER PROPOSAL NO. 1.2

PER YOUR FAX DATED 12/12/06 AND THE VERBAL REQUEST OF BILL MC CARTHY ON 11/2/06

DATE: DECEMBER 20, 2006

PROJECT: VVCC - SPEECH AND DRAMA

.....

Sargent 8271 Electric Mortise Locks x HID 5395 Thin Line II Prox Reader, to be provided and installed at the following openings:

106, 107, 108, 109, 110, 111, 112, 113, 115, 120, 122, 123, 127B, 128A, 133, 134A, 135F, 210A, 212, 214 & 222.

Sargent 43-22-56-8813 Electric Latch Retraction Exit Device x HID 5395 Thin Line II Prox Reader, to be provided and installed at the following openings:

1A, 139A, 208, 209, 211A, 213 & 221A.

Sargent 43-22-56-12-NB8713 Electric Latch Retraction Exit Device4 x HID 5395 Thin Line II Prox Reader, to be provided and installed at the following opening:

136A

This proposal excludes the following:

1. Provide, install and connect of all controllers and their boxes.
2. Provide, install and connect of all power supplies.
3. Supplying 110VDC to each hard-wired opening.
4. Connecting of wires from electrical hinge to the controllers.
5. Connecting of power supplies to the locks and/or controllers.
6. Programming and integrating locks into the existing access control system.
7. Testing any of the electronic components of the locks.
8. HID Prox cards.

This proposal includes the following:

1. Providing above listed materials.
2. Installation of the electric mortise locks on the doors.
3. Installation of the electric exit devices on the doors.
4. Installation of the electric hinges on the doors and frames.
5. Connection of the electric hinges to the hard-wired locks.

Victor Valley CCD Report 17 Certification

Certification of Inventory for Fiscal Year: 2007-08

Campus Name: **Victor Valley Community College**
Certified ASF: **342,633**
Certified OGSF: **447,297**

District Approval



9-20-07

Authorized Signature

Date

Printed Name

Date

State Approval

Authorized Signature

Date

Printed Name

Date

Included:

(2) Signed Copies of Report 17 Certification Sheet, indicating certification of Report 17 electronically submitted to the FPU on __/__/__

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

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

TOPIC: NOTICE OF COMPLETION – GYMNASIUM FLOOR REPLACEMENT

SUBMITTED BY: Christopher Hylton, Maintenance & Operations

RECOMMENDED BY: Bruce Baron *Bruce Baron*

APPROVED BY: Robert Silverman *RS*

Description/Background:

The district wishes to submit for approval the attached Notice of Completion for the work done by Pacific Floor Company for the replacement of the gymnasium floor. All work is considered complete as of August 10, 2007.

The new floor was fully inspected by our Director of Maintenance and Operations, who has signed that all work was completed as specified and meets with college approval and highest standards of workmanship.

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

Need:

The county requires the board to accept the work completed by Pacific Floor Company in order for the district to file the Notice of Completion with the County of San Bernardino.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees accept the work of Pacific Floor Company for the replacement of the gymnasium floor and direct the district to file the Notice of Completion.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ NO X ___

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

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

TOPIC: BOARD OF TRUSTEES BUDGET TRANSFER REQUEST REPORT

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron *Bruce Baron*

APPROVED BY: Robert Silverman *[Signature]*

Description/Background:

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

Need: N/A

Fiscal Impact: None

Recommended Action:

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

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO ___

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 06/30/07 to 06/30/07

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
1097	F01	Various Programs 5990-Undistributed Account	Various Programs	1100-Teacher Salary-Regular 4500-Other Supplies 1100-Teacher Salary-Regular		213,058 215,564 428,622
(Year End Account Cleanup)						428,622
1097	F01	Various Programs 5990-Undistributed Account	Undistributed Account Various Programs	Salaries & Benefits Salaries & Benefits 4500-Other Supplies Salaries & Benefits		1,941,494 237,566 21,276 2,200,336
(Year End Account Cleanup)						2,200,336
1097	F01	Various Programs	Various Programs 5990-Undistributed Account	Salaries & Benefits Salaries & Benefits 4500-Other Supplies		92,413 60,050 32,363
(Year End Account Cleanup)						92,413
1098	F01	5990-Undistributed Account	Various Programs	4500-Other Supplies Salaries & Benefits		782,494
(Year End Account Cleanup)						782,494
1099	F01	5990-Undistributed Account	Various Programs	4500-Other Supplies Salaries & Benefits		405,370
(Year End Account Cleanup)						405,370
1101	F01	5990-Undistributed Account	Various Programs	4500-Other Supplies Salaries & Benefits		113,456
(Year End Account Cleanup)						113,456
1100	F01	Various Programs Various Programs	Various Programs Various Programs 5990-Undistributed Account	4000's-Supplies 5000's-Contracts (Travel, Utilities, etc.) 4000's-Supplies 5000's-Contracts (Travel, Utilities, etc.) 4500-Other Supplies		19,873 197,043 8,942 107,913 100,061
(Year End Account Cleanup)						216,916
1102	F01	5990-Undistributed Account	Various Programs	4500-Other Supplies 3000's-Salaries & Benefits		99,729
(Year End Account Cleanup)						99,729
1103	F01	5990-Undistributed Account	Various Programs	4500-Other Supplies 3000's-Salaries & Benefits		88,649
(Year End Account Cleanup)						88,649
1100	F01	Various Programs	Various Programs 5990-Undistributed Account	5000's-Contracts (Travel, Utilities, etc.) 5000's-Contracts (Travel, Utilities, etc.) 4500-Other Supplies		903,761 125,832 777,929
(Year End Account Cleanup)						903,761
1105	F01	5990-Undistributed Account	Various Programs	4500-Other Supplies 3000's-Salaries & Benefits		1,168,182
(Year End Account Cleanup)						1,168,182
1100	F01	5990-Undistributed Account	Various Programs	4500-Other Supplies 5000's-Contracts (Travel, Utilities, etc.)		52,390
(Year End Account Cleanup)						52,390

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 06/30/07 to 06/30/07

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
1100	F01	Various Programs Various Programs District-Wide Holding Program		5000's-Contracts (Travel, Utilities, etc.)		103,938
				6000's-Equipment/Software		355,588
				7000's-Reserves,Grants,Transfers		46,336
			Various Programs	5000's-Contracts (Travel, Utilities, etc.)	12,850	
			Various Programs	6000's-Equipment/Software	54,593	
			Various Programs	7000's-Reserves,Grants,Transfers	600	
			5990-Undistributed Account	4500-Other Supplies	437,819	
	(Year End Account Cleanup)			505,862	505,862	
1107	F01	Various Programs 5990-Undistributed Account		1000's-Salaries & Benefits		56,692
				4500-Other Supplies		81,854
			Various Programs	1000's-Salaries & Benefits	138,546	
	(Year End Account Cleanup)			138,546	138,546	
1109	F01	Various Programs (Year End Account Cleanup)	5990-Undistributed Account	Salaries & Benefits		953,958
				4500-Other Supplies	953,958	
1110	F01	Various Programs (Year End Account Cleanup)	5990-Undistributed Account	3000's-Salaries & Benefits		366,876
				4500-Other Supplies	366,876	
1111	F01	Various Programs (Year End Account Cleanup)	5990-Undistributed Account	3000's-Salaries & Benefits		226,711
				4500-Other Supplies	226,711	
1112	F01	Various Programs (Year End Account Cleanup)		5000's-Contracts (Travel, Utilities, etc.)		19,348
				4000's-Supplies	737	
			Various Programs	5000's-Contracts (Travel, Utilities, etc.)	9,156	
			5990-Undistributed Account	4500-Other Supplies	9,455	
					19,348	19,348
1113	F01	Various Programs (Year End Account Cleanup)		3000's-Salaries & Benefits		37,115
				3000's-Salaries & Benefits	189	
			Various Programs 5990-Undistributed Account	4500-Other Supplies	36,926	
		37,115	37,115			
1114	F01	Various Programs (Year End Account Cleanup)		3000's-Salaries & Benefits		32,491
				3000's-Salaries & Benefits	7,837	
			Various Programs 5990-Undistributed Account	4500-Other Supplies	24,654	
		32,491	32,491			
1115	F01	Various Programs 5990-Undistributed Account (Year End Account Cleanup)		3000's-Salaries & Benefits		7,470
				4500-Other Supplies		106,289
			Various Programs	3000's-Salaries & Benefits	113,759	
		113,759	113,759			
1116	F01	Various Programs 5990-Undistributed Account (Year End Account Cleanup)		3000's-Salaries & Benefits		37,154
				4500-Other Supplies		1,474,001
			Various Programs	3000's-Salaries & Benefits	1,511,155	
		1,511,155	1,511,155			

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 06/30/07 to 06/30/07

Batch No.	Fund	Program		Account	Amount			
		From:	To:		Increase	Decrease		
1117	F01	Various Programs		3000's-Salaries & Benefits		15,589		
			Various Programs	3000's-Salaries & Benefits	1,029			
			5990-Undistributed Account	4500-Other Supplies	14,560			
					<u>15,589</u>		<u>15,589</u>	
		(Year End Account Cleanup)						
1119	F01	Various Programs		3000's-Salaries & Benefits		1,870		
		Various Programs		4000's-Supplies		437		
			5990-Undistributed Account	4500-Other Supplies	2,307			
					<u>2,307</u>		<u>2,307</u>	
		(Year End Account Cleanup)						
1120	F01	Various Programs		2000's-Salaries & Benefits		45		
			Various Programs	2000's-Salaries & Benefits	11			
			5990-Undistributed Account	4500-Other Supplies	34			
					<u>45</u>		<u>45</u>	
		(Year End Account Cleanup)						
1121	F01	Various Programs		Salaries & Benefits		42		
			Various Programs	Salaries & Benefits	23			
			5990-Undistributed Account	4500-Other Supplies	18			
					<u>42</u>		<u>42</u>	
		(Year End Account Cleanup)						
1122	F01	Various Programs		3000's-Salaries & Benefits		51		
			Various Programs	3000's-Salaries & Benefits	14			
			5990-Undistributed Account	4500-Other Supplies	37			
					<u>51</u>		<u>51</u>	
		(Year End Account Cleanup)						
1123	F01	Various Programs		3000's-Salaries & Benefits		54		
			Various Programs	3000's-Salaries & Benefits	29			
			5990-Undistributed Account	4500-Other Supplies	25			
					<u>54</u>		<u>54</u>	
		(Year End Account Cleanup)						
1124	F01	Various Programs		3000's-Salaries & Benefits		56		
			Various Programs	3000's-Salaries & Benefits	14			
			5990-Undistributed Account	4500-Other Supplies	42			
					<u>56</u>		<u>56</u>	
		(Year End Account Cleanup)						
1125	F01	Various Programs		3000's-Salaries & Benefits		48		
		5990-Undistributed Account		4500-Other Supplies		16		
			Various Programs	3000's-Salaries & Benefits	63			
					<u>63</u>		<u>63</u>	
		(Year End Account Cleanup)						
1126	F01	Various Programs		3000's-Salaries & Benefits		11		
		5990-Undistributed Account		4500-Other Supplies		23		
			Various Programs	3000's-Salaries & Benefits	35			
					<u>35</u>		<u>35</u>	
		(Year End Account Cleanup)						

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 06/30/07 to 06/30/07

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
1127	F01	Various Programs 5990-Undistributed Account	Various Programs	3000's-Salaries & Benefits		15
				4500-Other Supplies		4
				3000's-Salaries & Benefits		20
						<u>20</u>
(Year End Account Cleanup)						
1128	F01	Various Programs	Various Programs 5990-Undistributed Account	3000's-Salaries & Benefits		35
				3000's-Salaries & Benefits		4
				4500-Other Supplies		31
						<u>35</u>
(Year End Account Cleanup)						
1129	F01	Various Programs 5990-Undistributed Account	Various Programs	3000's-Salaries & Benefits		11
				4500-Other Supplies		16
				3000's-Salaries & Benefits		27
						<u>27</u>
(Year End Account Cleanup)						
1130	F01	Various Programs Various Programs 5990-Undistributed Account	Various Programs Various Programs	3000's-Salaries & Benefits		0
				4000's-Supplies		7
				4500-Other Supplies		22
				3000's-Salaries & Benefits		16
				4000's-Supplies		13
						<u>29</u>
(Year End Account Cleanup)						
1132	F01	5990-Undistributed Account	Various Programs	4500-Other Supplies		2
				3000's-Salaries & Benefits		<u>2</u>
(Year End Account Cleanup)						
1133	F01	Various Programs	5990-Undistributed Account	3000's-Salaries & Benefits		1
				4500-Other Supplies		<u>1</u>
(Year End Account Cleanup)						

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

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

TOPIC: AGREEMENT – NATIONAL CINEMEDIA
SUBMITTED BY: Bill Greulich, Public Information
RECOMMENDED BY: Bruce Baron *Bruce Baron*
APPROVED BY: Robert Silverman *RS*

Description/Background:

The district wishes to enter into an agreement with National Cinemedia to provide creative production services and advertising on 16 movie screens at the movie theater in the Mall of Victor Valley. These advertisements will run prior to registration periods to promote college enrollment.

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

Need:

This National Cinemedia contract is one of the key elements of the overall communications plan for Victor Valley Community College for 2007 – 2008 to recruit new students. Movie theaters present the college the opportunity to advertise in one of the very limited entertainment venues located in the High Desert during a time that weather forces people inside for Holiday shopping. According to media experts, theater advertising has the highest recall of all media. It uses sight, sound and motion to tell the story and engage the viewer. Cinema recall is rated at 75% compared to 42% for a full-page advertisement in the newspaper, 75% to 17% with television, and 75% to 27% for internet banner and radio.

The need for this advertising schedule is to reach potential students where they can be reached. To grow by 6% for the next three years, the college needs to communicate with potential students and their parents via a media directed to their attention. The association with these movies heightens our credibility and enhances recall.

Fiscal Impact: \$7,800.12 – From Advertising Budget.

Recommended Action: This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the agreement with National Cinemedia in the amount of \$7,800.12.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: BOARD OF TRUSTEES PAYMENTS REPORT

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron *Bruce Baron*

APPROVED BY: Robert Silverman *RS*

Description/Background:

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

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

Need: N/A

Fiscal Impact: None

Recommended Action:

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

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

BOARD PAYMENT REPORT
 BOARD OF TRUSTEES MEETING OCT 09,2007

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 107	\$ 19,307.62					
BATCH 107A	\$ 25,752.50					
BATCH 108	\$ 473.99					
BATCH 109 VOIDED						
BATCH 109A	\$ 2,327.53					
BATCH 110	\$ 25.00					
BATCH 111	\$ 61,402.28					
BATCH 111A	\$ 1,990.87					
BATCH 112	\$ 2,536.50					
BATCH 113	\$ 4,680.00					
BATCH 114 VOIDED						
BATCH 114A	\$ 6,240.00					
BATCH 115 VOIDED						
BATCH 115A	\$ 11,760.00			\$774.89		
BATCH 116						
BATCH 117	\$ 1,100.50					
BATCH 118	\$ 7,350.43					
BATCH 119	\$ 963.20					
BATCH 120 VOIDED						
BATCH 120A	\$ 2,090.90					
BATCH 121	\$ 4,191.00					
BATCH 122	\$ 22,245.54					
BATCH 123	\$ 1,807.64					
BATCH 124	\$ 7,851.68					
BATCH 124A	\$ 2,293.00					
BATCH 125				\$89.04		
BATCH 126 VOIDED						
BATCH 126A	\$ 64,233.08				\$75,829.24	
BATCH 127						
BATCH 128						
BATCH 128A		\$ 9,609.95				
BATCH 129		\$ 2,103.00				
BATCH 129A		\$ 88,045.43				
BATCH 130		\$ 390,245.74				
BATCH 130A		\$ 82,798.04				
		\$ 348,491.03				

**BOARD REPORTS
BOARD OF TRUSTEES MEETING OCT 09, 2007**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Debt Service	Student Cntr Fee
BATCH 131	\$ 18,123.44					
BATCH 132 VOIDED						
BATCH 132A	\$ 25,923.88					
BATCH 133	\$ 6,508.48					
BATCH 133A	\$ 11,364.01					
BATCH 134	\$ 12,763.61					
BATCH 134A	\$ 1,848.13					
BATCH 135 VOIDED						
BATCH 135A	\$ 462,471.72					
BATCH 136						
BATCH 137						
BATCH 138 VOIDED						
BATCH 138A						
BATCH 139	\$ 467.74		\$ 7,186.01			
BATCH 140	\$ 295.00		\$ 11,350.00			
BATCH 141	\$ 90.78					
BATCH 142 VOIDED						
BATCH 142A	\$ 3,854.20					
BATCH 143	\$ 3,936.22					
BATCH 144	\$ 20,237.60					
BATCH 144A	\$ 1,928.00					
BATCH 145 CONTAINS NO BATCH						
BATCH 146						
BATCH 147	\$ 6,281.88				\$79.36	
BATCH 148	\$ 295.35					
BATCH 149	\$ 9,930.00					
BATCH 150	\$ 3,802.18					
BATCH 150A	\$ 3,547.40					
BATCH 151						
BATCH 152	\$ 1,706.00					\$282.62
BATCH 153 CONTAINS NO BATCH						
BATCH 153A	\$ 3,038.24					
BATCH 154	\$ 645.08					
BATCH 155	\$ 12,000.00					
BATCH 156	\$ 2,178.40					

**BOARD REPORTS
BOARD OF TRUSTEES MEETING OCT 09, 2007**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Debt Service	Student Cntr Fee
BATCH 157	\$ 9,380.39					
BATCH 157A	\$ 4,121.47					
BATCH 158	\$ 6,817.00					
BATCH 159	\$ 981.56					
BATCH 160	\$ 3,180.31					
BATCH 161	\$ 32,392.33					
BATCH 162	\$ 10,419.95					
BATCH 163	\$ 7,534.98					
BATCH 164	\$ 12,106.34					
BATCH 165	\$ 8,071.13					
BATCH 165A	\$ 24,814.39					
BATCH 166	\$ 228,602.77					
BATCH 167 VOIDED						
BATCH 167A	\$ 8,093.27					
BATCH 168			\$ 13,229.20			
BATCH 168A			\$ 16,236.89			
BATCH 169	\$ 7,466.18					
BATCH 169A	\$ 6,051.66					
BACH 170				\$ 294.70		
BATCH 170A				\$ 1,102.58		
BATCH 171	\$ 5,284.37					
BATCH 172	\$ 5,326.00					
BATCH 173	\$ 32,594.58					
BATCH 174 VOIDED						
BATCH 174A			\$ 165,460.68			
BATCH 175	\$ 2,498.01					
BATCH 175A	\$ 1,790.00					
BATCH 176 VOIDED						
BATCH 176A			\$ 9,830.20			
BATCH 177	\$ 2,400.00					
BATCH 178	\$ 9,773.00					
BATCH 179	\$ 5,710.00					
BATCH 180	\$ 7,191.93					
BATCH 181	\$ 600.00					
BATCH 182	\$ 1,226.66	518.58				
BATCH 183						
BATCH 184	\$ 1,648.51					

**BOARD REPORTS
BOARD OF TRUSTEES MEETING OCT 09, 2007**


	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 185						
BATCH 185A			\$ 1,200.00			
BATCH 186	\$ 3,166.18		\$ 134,614.75			
BATCH 187	\$ 1,050.63					
BATCH 188				\$50.00		
BATCH 189 VOIDED						
BATCH 189A	\$ 100,000.00					
BATCH 190	\$ 59,421.59					
BATCH 190A	\$ 2,754.77					
TOTAL	\$ 1,476,330.56	\$ 518.58	\$ 1,360,565.84	\$ 2,623.19	\$ 75,829.24	\$ 0.00

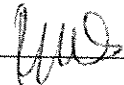
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: QUARTERLY FINANCIAL STATUS REPORT (CCFS-311Q)

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

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

A copy of the quarterly financial status report is available for review in the Superintendent/President's office.

Need:

AB 2910, Chapter 1486, Statutes of 1986, requires California community college districts to report quarterly on their financial condition.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees receive and enter this report into the minutes of the meeting.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

Fiscal Year : 2006-07
 Quarter Ended: 30-Jun

District: 990 Victor Valley Community College District

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2003-04	Actual 2004-05	Actual 2005-06	Actual 2006-07
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	33,460,656	35,922,866	41,825,312	44,883,328
A.2	Other Financing Sources (Object 8900)	-183,974	105,000	26,376	2,500,000
A.3	Total Unrestricted Revenues(A.1 + A.2)	33,276,684	36,027,866	41,851,688	47,383,328
Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	33,681,067	35,646,380	40,077,056	44,599,735
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	465,000	-21,656	713,159	2,217,440
B.3	Total Unrestricted Expenditures(B.1 + B.2)	34,146,067	35,624,724	40,790,215	46,817,175
C.	Revenues Over(Under) Expenditures(A.3 - B.3)	-869,383	403,142	1,061,473	566,153
D.	Fund Balance Beginning	2,927,146	1,606,230	1,196,326	2,200,299
D.1	Prior Year Adjustments + (-)	-470,876	-810,046	-60,500	0
D.2	Adjusted Fund Balance Beginning (D + D.1)	2,456,270	796,184	1,135,826	2,200,299
E.	Fund Balance Ending (C. + D.2)	1,586,887	1,199,326	2,200,299	2,766,452
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	4.6%	3.4%	5.4%	5.9%
II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	8,283	9,317	9,154	8,746

Line	Description	As of the specified quarter ended for each fiscal year presented		
		2003-04	2004-05	2006-07
III. Total General Fund Cash Balance (Unrestricted and Restricted)				
H.1	Cash, excluding borrowed funds			4,692,786
H.2	Cash, borrowed funds only			0
H.3	Total Cash (H.1 + H.2)	733,822	1,653,008	6,386,506

Line	Description	As of the specified quarter ended for each fiscal year presented			
		Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
IV. Unrestricted General Fund Revenues and Expenditures: 2006-07 Budget to Year-to-Date Actuals					
Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	43,115,560	45,340,849	44,883,328	99%
I.2	Other Financing Sources (Object 8900)	2,500,000	2,572,911	2,500,000	97%
I.3	Total Unrestricted Revenues(I.1 + I.2)	45,615,560	47,913,760	47,383,328	99%
Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	43,217,855	45,408,129	44,599,735	98%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,387,705	2,504,831	2,217,440	89%
J.3	Total Unrestricted Expenditures(J.1 + J.2)	45,615,560	47,912,960	46,817,175	98%
K.	Revenues Over(Under) Expenditures(I.3 - J.3)	0	800	566,153	
L.	Adjusted Fund Balance Beginning	2,200,299	2,200,299	2,200,299	
L.1	Fund Balance Ending	2,200,299	2,201,099	2,766,452	
M.	Percentage of UGF Fund Balance to UGF Expenditures (L.1 / J.3)	4.8%	4.6%		

V. Has the district settled any employee contracts during this quarter? **No**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	%*	Total Cost Increase	%*	Total Cost Increase	%*
a. SALARIES:						
Year 1:	0	0.0%	0	0.0%	0	0.0%
Year 2:	0	0.0%	0	0.0%	0	0.0%
Year 3:	0	0.0%	0	0.0%	0	0.0%
b. BENEFITS:						
Year 1:	0	0.0%	0	0.0%	0	0.0%
Year 2:	0	0.0%	0	0.0%	0	0.0%
Year 3:	0	0.0%	0	0.0%	0	0.0%

*. As specified in Collective Bargaining Agreement or other Employment Contract.

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPS, etc.)? **No**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

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

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

A budget reserve has been established for pending legal settlements and for the High Desert Community Partner Project. Three annual payments of \$234,000 are to be taken from the district's appropriation beginning in fiscal year 2004-05; the final payment occurred in the 2006-07 fiscal year.

INSTRUCTIONS

GENERAL:

This Excel workbook contains three Excel worksheets. These worksheets will be used to collect and report the CCFS-311Q data beginning with the 2006-07 1st quarter report (due 11/15/06). The first tab is the *Instructions* worksheet that contains basic instructions; the second tab is the *Enter_Edit Data* worksheet and is where the quarterly data is entered; the third tab is the *View Data* worksheet that presents prior year comparative data and is for viewing and printing the CCFS-311Q report and certification.

When the district and quarter is selected in the *Enter_Edit Data* worksheet, the *View Data* worksheet is set up to automatically fill-in the district's Section I, prior year revenue, expenditure, and fund balance data from district 311 Annual Financial and Budget Reports that have been submitted to the Chancellor's Office. However, because not all the 2005-06 311 Annual Financial and Budget Reports were received and certified before this form was released, there is no 2005-06 (prior year) revenue, expenditure, and fund balance data for districts that did not submit their certified 2005-06 data. Therefore, the *View Data* worksheet 2005-06 revenue, expenditure, and fund unprojected and districts that did not submit their certified 2005-06 data can manually enter their own data if desired. (Note: For CCFS-311Q purposes, prior year data is for district use and is not required to be reported to the System Office.)

The prior year FTES and General Fund Cash amounts are automatically filled-in from prior year 311Q data. If any of these cells have a "No data" message that means the district has not submitted their 311Q data for that quarter to the Chancellor's Office.

The current quarterly data that is input into the *Enter_Edit Data* worksheet is linked to the *View Data* worksheet for viewing and printing.

ENTER EDIT DATA Worksheet Instructions:

To begin, at the top of the worksheet:

- Click on cell containing **District** name and a down arrow will appear, click on arrow and select your district from the list.
- Click on cell containing **Fiscal Year** and make sure 2006-07 is selected.
- Click on cell containing **Quarter Ended** and select the quarter ended date for the quarter being reported.

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance: Enter data in columns 1, 2, 3, and 4 for rows A.1, A.2, B.1, B.2, D., and D.1. The rest of the cells are calculated fields, which are protected. The percentage of fund balance to expenditures is a calculated cell and is determined by dividing total ending unrestricted general fund balance by total unrestricted general fund expenditures. Adopted Budget (Col. 1) is the district board adopted budget amounts; Annual Current Budget (Col. 2) is the adopted budget with board approved budget changes; Year-to-Date Actuals (Col. 3) are the actual revenues, expenditures, and fund balance amounts as of the quarter ended; and the Projected Actuals as of June 30 (Col. 4) are the district projected June 30 actual revenues, expenditures, and fund balances amounts. Note: Normally, the Col. 2 and Col. 4 balances would be the same amounts.

II. Annualized FTES: On line G.1, enter the projected June 30th resident FTES rounded to the nearest whole number.

III. Total General Fund Cash Balance: On line H.1 enter the portion that excludes borrowed funds and on line H.2 enter the portion of borrowed funds only for the quarter specified. Line H.3 is a calculated cell and should equal the total restricted and unrestricted general fund cash balance as of the quarter being reported.

IV. Settlement of Employee Contracts: Answer question by clicking on the box next to the Yes or No. If the answer is yes, then select the cell and enter the information requested. **IV.a. and IV.b.:** The dollar amounts should be the cost increase to be realized in each year of the contract - do not enter the total cost, only the dollar increase. **IV.c.:** Include an explanation of how the district plans to fund the salary increases.

V. Significant Events for the Quarter: Answer question by clicking on the box next to the Yes or No. If the answer is yes, then select the cell below and enter the information requested. List the events and explain the financial implications.
CCFS-311Q_012407a_06-07_4th.qtr

requested. List the events and explain the financial implications.

VI. Significant Events that need to be addressed this year: Answer questions by clicking on the box next to the Yes or No. If the answer is yes, then select the cell and enter the information requested. List the events and explain how district plans to address them.

Note: When answering questions in sections IV., V., and VI., make sure only one of the boxes is checked. If both the Yes and No boxes are inadvertently checked, the word 'Error' will appear on your View Data worksheet.

To print the Enter_Edit Data worksheet, select File, Print, OK.

VIEW DATA Worksheet Instructions

This is the worksheet that will contain the data for the CCFS-311Q viewing and report printing. Similar to the current web based CCFS-311Q, prior year data will populate the View Data worksheet for comparative purposes. The data from the Enter_Edit Data worksheet will be transferred to this worksheet to the appropriate cells.

Except for the 2005-06 (prior year) Revenue, Expenditure, and Fund Balance data, this worksheet is protected and only can be viewed or printed. Since 2005-06 311 annual data not reported when the form was created, these cells have been left unprotected for districts to input their data, if available. To print select, file, print, OK.

The View Data worksheet also contains the CCFS-311Q certification.

CERTIFICATION and DATA SUBMISSION Instructions:

Certification submission: Print a hardcopy of the CCFS-311Q (View Data worksheet) certification. The certification is to be signed and dated by the district CBO and Superintendent. A copy should be retained by the district and the original mailed to the Chancellor's Office (System Office) to the following address:

Chancellor's Office
California Community Colleges
College Finance and Facilities Planning
1102 Q Street, 4th Floor
Sacramento, CA 95814-6511
Attn: James Kong

CCFS-311Q Data Submission: To submit the certified district CCFS-311Q data to the System Office, save a copy of the Excel file for your records, then email the entire Excel workbook file to the following System Office email-box: cdamreports@ccccc.edu

Contact Marty Rubio, at (916) 323-6899 or mrubio@ccccc.edu, if you have any questions concerning the completion, certification or submission of the form.

BDX110
 MARY: 06-07
 73 Victor Valley Comm. College

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2006 TO 06/30/2007

HJ5132

09/13/2007

PAGE 1

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE
		CURRENT					
8600.00 STATE REVENUES	34,274,186.00	34,306,062.63	34,306,062.63	100.0	0.00	0.00	31,876.63
8800.00 LOCAL REVENUES	11,066,663.00	10,577,265.47	10,577,265.47	95.5	0.00	0.00	489,397.53
8900.00 OTHER FINANCING SOURCES	2,572,911.00	2,500,000.00	2,500,000.00	97.1	0.00	0.00	72,911.00
TOTAL: 8000	47,913,760.00	47,383,328.10	47,383,328.10	98.8	0.00	0.00	530,431.90
1100.00 TEACHERS SALARY-REGULAR	10,716,588.00	10,716,577.26	10,716,577.26	99.9	0.00	0.00	10.74
1200.00 ACAD SAL-NI/REG ADM & SUPV	2,171,773.00	2,171,770.53	2,171,770.53	99.9	0.00	0.00	2.47
1300.00 TEACHERS SALARY-HOURLY	6,708,277.00	6,708,264.17	6,708,264.17	99.9	0.00	0.00	12.83
1400.00 SAL-CRED-NON-INSTRUC-N-SAL-SC	138,829.00	138,828.83	138,828.83	99.9	0.00	0.00	0.17
TOTAL: 1000	19,735,467.00	19,735,440.79	19,735,440.79	99.9	0.00	0.00	26.21
2100.00 CLASSIFIED SALARY/NON INSTRUCT	7,069,926.00	7,066,716.61	7,066,716.61	99.9	0.00	0.00	3,209.39
2200.00 CLASS SAL/INSTRUCTIONAL	1,279,555.00	1,279,561.39	1,279,561.39	100.0	0.00	0.00	6.39
2300.00 STU SAL/NON INSTRUCTIONAL	210,833.00	210,847.71	210,847.71	100.0	0.00	0.00	14.71
2400.00 STU SAL/INSTRUCTIONAL	414,102.00	414,104.40	414,104.40	100.0	0.00	0.00	2.40
TOTAL: 2000	8,974,416.00	8,971,230.11	8,971,230.11	99.9	0.00	0.00	3,185.89
3100.00 STATE TCNRS RMT SYSTEM/INSTRU	1,420,446.00	1,420,082.32	1,420,082.32	99.9	0.00	0.00	363.68
3200.00 PERS- INSTRUCTIONAL	803,777.00	803,793.68	803,793.68	100.0	0.00	0.00	16.68
3300.00 CASDI- INSTRUCTIONAL	1,030,586.00	1,030,615.09	1,030,615.09	100.0	0.00	0.00	29.09
3400.00 H & W INSTRUCTIONAL & CERTIFI	3,381,005.00	3,381,012.25	3,381,012.25	100.0	0.00	0.00	7.25
3500.00 STATE UNEMPLOYMENT INSURANCE	14,435.00	14,378.19	14,378.19	99.6	0.00	0.00	56.81
3600.00 WORKERS COMPENSATION	634,707.00	634,732.41	634,732.41	100.0	0.00	0.00	25.41
3900.00 FRINGE BENEFITS-BUDGET ONLY	2,049,206.00	2,049,174.82	2,049,174.82	99.9	0.00	0.00	31.18
TOTAL: 3000	9,334,162.00	9,333,788.76	9,333,788.76	99.9	0.00	0.00	373.24
4300.00 INSTRUCTIONAL SUPPLIES	395,907.00	385,919.00	385,919.00	97.4	0.00	0.00	9,988.00
4400.00 MEDIA MTRLS SUPPLIES, SUBSCRIPT	14,369.00	14,367.50	14,367.50	99.9	0.00	0.00	1.50
4500.00 OTHER SUPPLIES	1,008,925.00	318,817.07	318,817.07	31.5	0.00	0.00	690,107.93
TOTAL: 4000	1,419,201.00	719,103.57	719,103.57	50.6	0.00	0.00	700,097.43
5100.00 CONTRACTED PERSONAL SERVICES	18,253.00	18,253.00	18,253.00	100.0	0.00	0.00	0.00
5200.00 TRAVEL/CONFERENCE- INSTRUCTIONA	286,064.00	286,040.17	286,040.17	99.9	0.00	0.00	23.83
5300.00 DUES & MEMBERSHIPS	192,980.00	192,977.80	192,977.80	99.9	0.00	0.00	2.20
5400.00 INSURANCE	427,491.00	427,490.31	427,490.31	99.9	0.00	0.00	0.69
5500.00 UTILITIES	199,405.00	199,397.35	199,397.35	99.9	0.00	0.00	7.65
5600.00 CONTRACTS-RENTS,LEASES,REPAIRS	887,343.00	824,173.64	824,173.64	92.8	0.00	0.00	63,169.36
5700.00 AUDIT,LEGAL & ELECTION EXPENSE	451,992.00	451,986.63	451,986.63	99.9	0.00	0.00	5.37
5800.00 CONTRACTS - COUNTY SCHOOLS	1,772,220.00	1,743,792.03	1,743,792.03	98.3	0.00	0.00	28,427.97
5900.00 OTHER EXPENSE	88,369.00	88,366.32	88,366.32	99.9	0.00	0.00	2.68
TOTAL: 5000	4,324,117.00	4,232,477.25	4,232,477.25	97.8	0.00	0.00	91,639.75
TOTAL: 1000-5999	43,787,363.00	42,992,040.48	42,992,040.48	98.1	0.00	0.00	795,322.52
6100.00 SITES	30,710.00	30,710.00	30,710.00	100.0	0.00	0.00	0.00

BDX110
 MARY: 06-07
 73 Victor Valley Comm. College

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2006 TO 06/30/2007

#J5132

09/13/2007

Fund: 01 GENERAL FUND

PAGE 2

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		YEAR TO DATE	%	FENDED/ ENCUMBERED	UNENCUMBERED BALANCE
		CURRENT	YEAR TO DATE				
6200.00 BUILDINGS-NEW & REMODEL	1,034,111.00	1,027,610.36	1,027,610.36	99.3	0.00	6,500.64	
6300.00 LIBRARY BOOKS	26,927.00	26,926.25	26,926.25	99.9	0.00	0.75	
6400.00 NEW EQUIPMENT	529,018.00	522,447.82	522,447.82	98.7	0.00	6,570.18	
TOTAL: 6000	1,620,766.00	1,607,694.43	1,607,694.43	99.1	0.00	13,071.57	
TOTAL: 1000-6999	45,408,129.00	44,599,734.91	44,599,734.91	98.2	0.00	808,394.09	
7100.00 DEBT RETIREMENT	1,253,664.00	1,253,663.62	1,253,663.62	99.9	0.00	0.38	
7400.00 OTHER OUTGOING TRANSFERS	962,577.00	962,576.67	962,576.67	99.9	0.00	0.33	
7500.00 GRANTS	1,200.00	1,200.00	1,200.00	100.0	0.00	0.00	
7900.00 RESERVE FOR CONTINGENCIES	287,390.00	0.00	0.00	.0	0.00	287,390.00	
TOTAL: 7000	2,504,831.00	2,217,440.29	2,217,440.29	88.5	0.00	287,390.71	
TOTAL: 1000-7999	47,912,960.00	46,817,175.20	46,817,175.20	97.7	0.00	1,095,784.80	

BDX110
 MARY: 06-07
 73 Victor Valley Comm. College

SAN BERNARDINO COUNTY SCHOOLS COMPUTER CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2006 TO 06/30/2007

#J5132
 09/13/2007
 PAGE 3

Fund: 01 GENERAL FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	ENCUMBERED	UNENCUMBERED BALANCE
TOTAL INCOME (8000 - 8999)	47,913,760.00	47,383,328.10	47,383,328.10	98.8	530,431.90 1.1
TOTAL: 1000-5999	43,787,363.00	42,992,040.48	42,992,040.48	98.1	795,322.52 1.8
TOTAL: 1000-6999	45,408,129.00	44,599,734.91	44,599,734.91	98.2	808,394.09 1.7
TOTAL: 1000-7999	47,912,960.00	46,817,175.20	46,817,175.20	97.7	1,095,784.80 2.2
TOTAL EXPENSES (1000 - 7999)	47,912,960.00	46,817,175.20	46,817,175.20	97.7	1,095,784.80 2.2

CERTIFICATION

District : 990 Victor Valley Community College District

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

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

Barry Bacon 9/13/07
District Chief Business Officer Date

Qtr. Ended: June 30, 2007

[Signature] 9/13/07
District Superintendent Date

Governing Board Meeting Date: _____


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

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

TOPIC: CONTRACT EDUCATION SERVICES – INNOVATIVE BUSINESS PARTNERSHIP

SUBMITTED BY: Debbie Potts, Community Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Victor Valley Community College District and Innovative Business Partnership for a Certified Food Worker Certification. The period of this agreement is from August 21, 2007 through August 21, 2008.

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

Need:

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

Fiscal Impact: \$500.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Victor Valley Community College District and Innovative Business Partnership for the period from August 21, 2007 through August 21, 2008.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ NO X ___

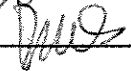
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: CONTRACT EDUCATION SERVICES – APPLE VALLEY CHAMBER OF COMMERCE

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district to ratify an agreement between Victor Valley Community College District and Apple Valley Chamber of Commerce. The period of this agreement is from October 6, 2007 through December 08, 2007. The agreement is for Business Skills Academy Computer Classes for students to obtain Microsoft computers skills to employer and members of the Apple Valley Chamber of Commerce.

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

Need:

This is a training opportunity in essential Microsoft computer skills to employer and members of the Apple Valley Chamber of Commerce.

Fiscal Impact: \$500.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Victor Valley Community College District and Apple Valley Chamber of Commerce. This agreement is for Business Skills Academy Computer classes from October 6, 2007 through December 08, 2007 to provide Microsoft computer skills to employer and members of the Apple Valley Chamber of Commerce.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO


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

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

TOPIC: Out of State Travel - Student

SUBMITTED BY: Robert Sewell, Associate Student Body

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

Approval is requested for the following ASB students to travel to Washington, D.C. to attend the American Student Association of Community Colleges (A.S.A.C.C.) National Student Citizenship Conference to be held October 27-30, 2007:

Heena Mehra, President
Colleen Ferguson, Treasurer
Armando Perez, Inter Club Council
Catalina Diaz, Student Advocate

Christina Zambrano, Vice President
Ryan Campbell, Secretary
Amy Scott, Athletics Senator

Need:

The conference is designed to educate the student participants on the major issues that are critical to community colleges. After attending and participating in the conference, students are given time to meet with the Representatives and Senators or their staff members regarding these important issues and other campus issues that have been coordinated with campus administration.

Fiscal Impact: Associated Student Body funds. \$10,500.00

Recommended Action: It is recommended that the Board of Trustees approve out of state travel to Washington, D.C. for the above listed students.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: RATIFICATION OF ACADEMIC EQUIVALENCY REQUESTS

SUBMITTED BY: Equivalency Committee

RECOMMENDED BY: Marion Boenheim *Marion Boenheim*

APPROVED BY: Robert Silverman *RS*

Description/Background:

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

Charlene Drinkwine—Physical Education

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

EQUIVALENCY: Meets requirements under course work, Victor Valley equivalency policy. A master's degree in a discipline which is not specifically named on the Board of Governor's minimum qualification list for the particular discipline in question, but includes course work which clearly parallels and/or is closely related to the discipline which is specifically listed on the minimum qualifications list.

Need: The district wishes to employ the individual listed above who does not have a master's degree, but who has been determined to have the equivalency to teach.

Fiscal Impact: None

Recommended Action:

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

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: REVISIED BOARD POLICY 5030 - SECOND READING FOR APPROVAL

SUBMITTED BY: Bruce Baron, Administrative Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

District wishes to submit for second reading and approval the revised Board Policy 5030. Policy was revised in accordance with a recommendation made by the outside auditor to authorize the Superintendent/President to establish instructional materials/usage fees for courses. The College Council, which includes representatives from all campus constituent groups, reviewed and approved this policy revision on August 30, 2007.

The following paragraph was added to the original board policy:

Instructional materials/usage fees:

The Superintendent/President is authorized to establish instructional materials/usage fees which may vary by course.

Need:

Revision to Board Policy 5030 is needed in order to authorize the Superintendent/President to establish instructional materials/usage fees to courses.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the revised Board Policy 5030.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: CONTRACT EDUCATION SERVICES – SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

SUBMITTED BY: Debbie Potts, Contract Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to ratify an agreement between Victor Valley Community College District and County of San Bernardino Superintendent of Schools. The period of this agreement is from September 29, 2007 through November 17, 2007.

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

Need:

This course is designed to give hands-on instruction to those persons interested in becoming an instructional assistant for medically fragile students.

Fiscal Impact: \$6,400.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Victor Valley Community College District and County of San Bernardino Superintendent of Schools from September 29, 2007 through November 17, 2007.

Legal Review: YES ___ NOT APPLICABLE_X_


Reference for Agenda: YES ___ NO_X_


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

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

TOPIC: CONTRACT EDUCATION SERVICES – SENIORS WITH INQUIRING MINDS (S.W.I.M.)

SUBMITTED BY: Debbie Potts, Community Education Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to ratify an agreement between Victor Valley Community College District and Seniors with Inquiring Minds (S.W.I.M). The period of this agreement is from October 18, 2007 through December 13, 2007.

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

Need:

The agreement is to provide catering service for Seniors with Inquiring Minds (S.W.I.M.) event.

Fiscal Impact: \$600.00 to the District

Recommended Action:



It is recommended by the Superintendent/President that the Board of Trustees ratify an agreement between Victor Valley Community College District and Seniors with Inquiring Minds for the period from October 18, 2007 through December 13, 2007 to provide catering service for Seniors with Inquiring Minds (S.W.I.M.) event.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X

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

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

TOPIC: AGREEMENT RENEWAL – XAP CORPORATION
SUBMITTED BY: Kenneth W. Blaney, Computing & Information Resources
RECOMMENDED BY: Bruce Baron 
APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to renew its agreement with XAP Corporation for the CCCApply online application system. XAP Corporation provides the CCCApply online application system specifically written for the community colleges in California. Currently there are more than 50 colleges, including Victor Valley College who have contracted with their service.

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

Need:

It is essential for the district to have an online application tool for the students. It is not only convenient to the student applicants but also can reduce the manpower needed by the school to manually process each application.

Fiscal Impact: \$10,609.00 – Budgeted Item

Recommended Action:

This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the renewal agreement with XAP Corporation in the amount of \$10,609.00 for the CCCApply online application system.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: AGREEMENT - BRICKLEY ENVIRONMENTAL
SUBMITTED BY: Christopher Hylton, Maintenance & Operations
RECOMMENDED BY: Bruce Baron Bruce Baron
APPROVED BY: Robert Silverman RS

Description/Background:

The district wishes to enter into an agreement with Brickley Environmental to remove and dispose of asbestos containing materials in the Agriculture Department, Building 60.

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

Need:

During the removal of the existing carpet for the purposes of installing new tile flooring, nine by nine inch tiles were discovered under the carpet. Historically tiles of this size usually contained asbestos. A sample was submitted for testing, and the sample tested positive for asbestos. Because of the condition of the old tile it could not be encapsulated by the new floor and had to be removed. The asbestos containing tile was not listed on the asbestos survey that was conducted in 1996 and therefore had never been scheduled for abatement.

Fiscal Impact: \$5,195.00 – Budgeted Item

Recommended Action: This item has been approved by the Superintendent/President. It is recommended that the Board of Trustees ratify the agreement with Brickley Environmental in the amount of \$5,195.00 for the removal and disposal of asbestos in the Agriculture Department, Building 60.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: Amended Agreement - Data Impact

SUBMITTED BY: Marianne Tortorici, Student Services

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

On March 13, 2007, the Board of Trustees approved an agreement with Data Impact in the amount of \$28,000 for the scanning and imaging of historical student records. These records needed to be scanned to include them in the new electronic data base of current students. It was discovered once the project was underway, that additional work was necessary to index the student data that was not included in the original cost. Additionally, to complete the project, there was a need to add education plans to the electronic system.

Need:

Once this project is complete, all the historical student records will be archived electronically, and the electronic processing and storage of various documents will be built into regular business practices of various offices. This will provide a more efficient method and ready access to student records. It also allows other areas besides Admissions & Records to access the data electronically, e.g., Counseling. Additionally, having all this data stored electronically, eliminates the need for a large storage space for file cabinets and paper which can be used for other office needs.

Fiscal Impact: Budgeted item, Matriculation and Title V funds, not to exceed \$35,000.

Recommended Action: It is recommended that the Board of Trustees approve the amended agreement with Data Impact.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO



5432 Bolsa Ave., Unit A
Huntington Beach, CA 92649
714-891-9144 fax 714-891-8334

Projected Costs

27-Sep-07

Prepared For:

Victor Valley Community College

Electronic Data Processing Charges	Price	Quantity	Total
Pages Processed	\$0.0000	0	\$0.00
DataMiner - Megabytes Processed	\$0.0000	0	\$0.00

Image Processing Charges	Price	Quantity	Total
Pages Scanned (Student Records)	\$0.065	320407	\$20,826.46
Pages Scanned (Transcripts) 8 boxes	\$0.065	34837	\$2,264.41
Pages Scanned (Ed Plans)	\$0.065	10000	\$650.00
Data Fields Entered (Student ID# or SSN#)			
Keystrokes Entered	\$0.0025	2441797	\$6,104.49

Programming Charges	Price	Quantity	Total
Application Setups	\$250.00	0	\$0.00
Custom Forms	\$0.00	0	\$0.00
Programming Changes	\$0.00	0	\$0.00

Web Hosting Charges	Price	Quantity	Total
Electronic Pages Hosted	\$0.00	0	\$0.00
Image Pages Hosted	\$0.00	0	\$0.00

Other Charges	Price	Quantity	Total
Original DVDs/CD's	\$0.00	9	\$0.00
Duplicate DVDs/CD's	\$0.00	0	\$0.00
Offsite Data Storage - Per month	\$0.00	0	\$0.00
Pickup and Delivery per instance	\$50.00	1	\$50.00
Document preparation charges per file (client responsible)	\$0.25	0	\$0.00
Sales Tax @7.75%			\$2,317.00

Total Cost			\$32,212.35
-------------------	--	--	--------------------

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: JEAN MALONE AGREEMENT

SUBMITTED BY: District Negotiating Team

RECOMMENDED BY: Marion Boenheim *M. Boenheim*

APPROVED BY: Robert Silverman *RS*

Description/Background:

The district wishes to consult with Jean Malone on various collective bargaining issues.

Need:

The district is asking for outside expertise regarding varied collective bargaining issues. Dr. Malone is the author of online collective bargaining, and is knowledgeable in this field.

Fiscal Impact: \$100/hour

Recommended Action: It is recommended that the board ratify the agreement with Jean Malone for consultation services at \$100/hour, not to exceed 100 hours.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO ___


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

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

TOPIC: REVISED BOARD POLICY 1200 - DISTRICT VISION, MISSION, VALUES AND GOALS – SECOND READING FOR APPROVAL

SUBMITTED BY: College Council

RECOMMENDED BY: Virginia Moran 

APPROVED BY: Robert Silverman 

Description/Background:

District wishes to submit for second reading and approval the revised Board Policy 1200 Vision, Mission, Values & Goals statement. The College Council, which includes representatives from all campus constituent groups, reviewed and approved the revised Vision, Mission, Values & Goals statement on September 6 and 13, 2007.

Need:

Revisions to the Board Policy 1200 Vision, Mission, Values & Goals statement were necessary to facilitate the development of measurable indicators of institutional effectiveness.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the revised Board Policy 1200 Vision, Mission, Values & Goals.

Legal Review: YES ___ NOT APPLICABLE X___

Reference for Agenda: YES X___ NO___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT BOARD POLICY

THE DISTRICT

Chapter 1

District Vision, Values, Mission & Goals

BP 1200

VISION

Victor Valley Community College uplifts the diverse communities we teach and serve by promoting educational excellence, enhancing local prosperity, and ensuring environmental leadership.

VALUES

As a student-centered learning organization, we will uphold the following core values:

- Excellence** – providing superior service and educational *learning* opportunities
- Integrity** – guiding the college’s actions with an internally consistent framework of principles
- Accessibility** – facilitating access to the college’s programs from other locations
- Diversity** – valuing different points of view and contributions of all
- Collaboration** – encouraging recursive interaction of knowledge experience and mutual learning of people who are working together toward a common creative goal
- Innovation**- providing creative approaches to *learning* problem solving and growth

MISSION

The mission of Victor Valley Community College is to:

- Cultivate** intellectual growth, social responsibility, environmental stewardship, cultural enrichment, and economic development.
- Create** exceptional and accessible lifelong learning opportunities that afford students within our expanding communities the attainment of knowledge and skills necessary for success in the global economy.
- Embrace** difference in our communities by integrating their wealth of multicultural knowledge and wisdom into a cohesive and resourceful *learning* environment for all.
- Inspire** innovative teaching and service with imaginative uses of collaboration and technology, fostering vibrant programs that are measurably effective in addressing *student learning* and community needs.
- Empower** each student to learn by modeling academic integrity, democratic citizenship, and meaningful contribution to society.

GOALS

The goals of Victor Valley Community College are to:

- create sustainability and environmental stewardship for our colleagues, our students, and our community.
- become an agile learning organization consistent with the needs of students and the communities that the college serves.
- offer educational programs that lead to meaningful and measurable student *learning and success* through seamless transfer opportunities to colleges, universities, and careers.
- increase the number of students served through recruitment, persistence, and retention strategies.
- provide affordable and attractive options for members of the community seeking a post secondary education, which includes an environment in which diversity thrives.
- develop and deliver enriching courses for community members and businesses seeking additional training and development.


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

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

TOPIC: COUNTY OF SAN BERNARDINO DEPARTMENT OF
WORKFORCE DEVELOPMENT EXPANSION PROGRAM

SUBMITTED BY: Pat Luther, Nursing

RECOMMENDED BY: Marianne Tortorici 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to accept a contract with the County of San Bernardino Department of Workforce Investment Development that proposes to help expand the Associate Degree in Nursing Program (ADN) by increasing program capacity by forty (40) additional students above its current enrollment of 160 students. Enrollment will begin in spring 2008 and graduating December 2009. Students will be selected from the current waiting list using the traditional selection process. To this end, the County has allocated \$150,000 to the proposed Nursing Workforce Expansion Program, which has a total estimated cost of \$674,000. To help meet the total estimated cost of the program, funds will be obtained from the district's Nursing Capacity Building Grant/Enrollment Capacity (\$222,200), FTEs (\$252,000), and private funding (\$50,000).

A copy of the contract is available for review in the President's office.

Need:

The Victor Valley has experienced tremendous growth over the last decade, and equally so our local healthcare community has been challenged to respond to this growth as well. With our nation experiencing a shortage in the nursing industry, VVC ADN program must remain poised to produce an adequate number qualified nursing personnel into the local healthcare workforce. This is being accomplished by developing partnerships and by securing grant funding where possible. The community is responding by opening new hospital facilities and major expansion projects have been proposed in response to this higher demand for services locally. Much concern however continues to be centered on training and producing enough nurses to meet the demand. Therefore, partnering with our local government entities as well as our healthcare partners to develop alternative program strategies that utilize all available resources to meet these needs together has been a primary focus for our community and the ADN program.

Fiscal Impact: \$150,000.00 to the District

Recommended Action: It is recommended by the Superintendent/President that the Board of Trustees accept a contract with the County of San Bernardino Department of Workforce Development Program for enrollment beginning spring, 2008 through December 9, 2009.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X ___

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

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

TOPIC: GRANT-CALIFORNIA HIGH SCHOOL EXIT EXAM PREPARATION PROGRAM FUND 2007 FUNDING CYCLE, GRANT NUMBER 07-0097

SUBMITTED BY: Marianne Tortorici, Instruction

RECOMMENDED BY: Marianne Tortorici

APPROVED BY: Robert Silverman

Description/Background:

The district desires to approve the awarded Grant from the Chancellor's Office of California Community Colleges for the California High School Exit Exam Preparation Program.

A copy of the Grant is available for review in the President's office.

Need:

This Grant is for the development of a California High School Exit Examination Preparation Program for the Class of 2007.

Fiscal Impact: \$197,101.00 to the District. The District will receive forty percent (40%, \$78,840.40) of the awarded funds within sixty (60) days of a fully executed grant agreement. The remaining sixty percent (60%, \$118,260.60) based upon receipt and approval of the Final Report and Final Expenditure Report for the project.

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve the awarded Grant from the Chancellor's Office of California Community Colleges for the California High School Exit Exam Preparation Program for the Class of 2007.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

STATE OF CALIFORNIA

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95814-6511
(916) 445-8752
<http://www.cccco.edu>

INSTRUCTION OFFICE

SEP 12 2007



July 17, 2007

RECEIVED

TO: Chief Executive Officers

FROM: Carole Bogue-Feinour, Vice Chancellor
Academic Affairs

SUBJECT: Notice of Intent to Award
Division of Academic Affairs
**Instructional Programs and Services, California High School Exit
Examination (CAHSEE) Preparation Grant RFA 07-0097**

Notification: This memorandum is a formal notification of intent to award through Academic Affairs, Instructional Programs and Services, twenty-two (22) grants in the following area:

- CAHSEE Preparation for the Class of 2007 (RFA#: 07-0097)

An amended list of the applications proposed for funding by grant category and district/college is attached. This information will be available at the following URL after July 10, 2007.

http://www.cccco.edu/divisions/esed/aa_ir/aa_grants.htm

Process: The Colleges' grant applications were reviewed by Chancellor's Office staff. Recommendations for funding status were made based upon that review to determine funding eligibility pursuant to the Contracts and Grants Manual, Section 3440.

Results: Based on the review, applications were assigned in rank order to one of four categories:

1. **Funded (F)** – The grant application is recommended for funding.
2. **Eligible-Not Funded (E-NF)** – The grant application received a passing score, but funds were too limited to reach that far down on the list.
3. **Not Eligible (NE)** – The grant application's score was below 75 points.
4. **Not Reviewed/Scored (NS)** – The application was rejected before being read for reasons listed in the RFA.

Applicants have ten business days from the date of this letter or until July 19, 2007 to enter a protest. Please refer to Section 3470 of the Grants and Contracts Manual (available online at: http://www.cccco.edu/grants/cccco/grants_contracts_guidelines.htm) for information on correctly filing a protest. If a protest is entered during this period, the grants in that category will not be awarded until the protest is resolved. The appeal must specify the grounds of appeal and must be based on the process and/or procedures used in the review and recommendation of applications for awards.


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

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

TOPIC: AGREEMENT – O'NEAL CONSTRUCTION INSPECTIONS – ADAPTIVE PE CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with O'Neal Construction Inspections (at an hourly rate of \$80.00 per hour) to provide Class I Department of State Architects (DSA) inspection services for the construction of the Adaptive PE Center as needed 2007-2008 and 2008-2009 fiscal years.

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

Need:

The above services are required for all construction of State facilities.

Fiscal Impact: \$200,000.00 – This project is state funded and is 100% reimbursable.

Recommended Action: It is recommended that the Board of Trustees approve the agreement with O'Neal Construction Inspections in the amount of \$200,000.00 for DSA inspection services for the Adaptive PE Center project.

Legal Review: YES X NOT APPLICABLE ___

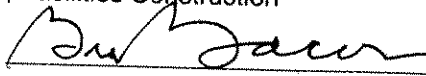
Reference for Agenda: YES ___ NO X

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: CHANGE ORDER – AIR-EX AIR CONDITIONING – ADVANCED TECHNOLOGY CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to submit for approval Change Order No. 07-01 from Air-Ex Air Conditioning. During the course of construction various changes may be made which can both increase or decrease the cost of the project. The below list is a compilation of the adjustments made and represents both direct and indirect costs of the contractor in performing or providing the work covered. The additional cost to cover this change order will be subtracted from contingency money supplied by the State for this project.

1. The District asked for the deletion of the well water piping from the central plant to the HVAC equipment located in the advanced technology center thus creating a credit back to the district. This piping was covered in an energy contract with Chevron energy solutions as part of our campus energy upgrades.

(\$47,431.63)

2. As part of the Districts value engineering efforts, exhaust EF1, low voltage controls, related duct work, related electrical, roof curbs have been deleted from the scope of work and a credit issued back to the District.

(\$ 1,689.88)

3. The District made the decision to move the Technical Services and Computing & Information Resources departments into the advanced technology center. This move necessitated the need for additional Air conditioning to be located in Server room 152A, new Server room 178 and MIS Computer Room B06A to keep the servers at there optimum operating temperatures.

\$157,890.14

Total \$108,768.63

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

Need: The above items are needed to complete the Advanced Technology Center construction project.

Fiscal Impact: \$108,768.63 (This project is State funded and will be 100% reimbursable to the district through Fund 71 up to the approved contract amount.)

Recommended Action: It is recommended that the Board of Trustees approve Change Order No. 07-01 from Air-Ex Air Conditioning in the amount of \$108,768.63.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

Change Order

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

Owner
 Architect
 CM
 Project Inspector
 Contractor

PROJECT: Advanced Technology Building **DSA Application No. 04-104366**
 18422 Bear Valley Rd.
 Victor Valley, Ca. 92392

Date: 10/9/2007
To Contractor:
 Air-Ex Air Conditioning
 157 Gentry Street
 Pomona, CA 91767

Architect's Project No:
Contract Date: 3/15/2006
Contract Number: B.P. 007

The Contract is hereby revised by the following items:

Change Order No. 07-01

Item	Description	Amount
CCD 034	HVAC Changes to delete well water piping and add hot water piping to control plant.	\$(47,431.63)
CCD 079R	Changes required for installation of backup generator. Additional HVAC equipment in Server Room 152A, new Server Room 178 & MIS Computer Room B06A.	\$157,890.14
CCD 080	Omit exhaust EF1, low voltage controls, related duct work, related electrical, roof curbs etc.	\$(1,689.88)

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

The original Contract Value was.....	\$1,541,856.00
Sum of changes by prior Prime Contract Change Orders.....	\$0.00
The Contract Value prior to this Prime Contract Change Order was.....	\$1,541,856.00
The Contract Value will be changed by this Prime Contract Change Order in the amount of.....	\$108,768.63
The new Contract Value including this Prime Contract Change Order will be.....	\$1,650,624.63
The Contract duration will be changed by.....	0 Days
The revised Substantial Completion date as of this Prime Contract Change Order is.....	

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

<p>Spencer/Hoskins Associates ARCHITECT 2245 North Lake Ave Altadena, CA 91001 Address</p> <p>By <u><i>[Signature]</i></u> SIGNATURE</p> <p>DATE <u>8/28/07</u></p>	<p>Air-Ex Air Conditioning CONTRACTOR 157 Gentry Street Pomona, CA 91767 Address</p> <p>By <u><i>[Signature]</i></u> SIGNATURE</p> <p>DATE <u>9-12-07</u></p>	<p>Victor Valley College District OWNER 18422 Bear Valley Rd. Victorville, CA 92395 Address</p> <p>By _____ SIGNATURE</p> <p>DATE _____</p>
---	---	---


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

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

TOPIC: THE CALIFORNIA COMMUNITY COLLEGE INITIATIVE

SUBMITTED BY: Bruce Baron, Administrative Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

The California Community College Initiative will be placed on the ballot in the next statewide election in February 2008. The Initiative promises to increase the share of Proposition 98 funds designated for Community Colleges and to lower the student fee to \$15 per unit, among other provisions.

Need:

The Initiative is needed so that Proposition 98 funds for the California Community Colleges can be calculated and appropriated separately from the K-12 districts resulting in a greater funding base for the community colleges.

Fiscal Impact: The Initiative could mean an additional \$3.1 million for the Victor Valley Community College District in the 2009-2010 fiscal year.

Recommended Action:

It is recommended that the Board of Trustees approve the following resolution:

WHEREAS, California Community Colleges serve 2.4 million students annually through a system of 72 locally-established and governed community college districts with 109 colleges within a statewide system;

WHEREAS, California Community Colleges need stable funding, predictable student fees, local control, and the ability to provide effective leadership for the system of 109 colleges;

WHEREAS, the California Community College Initiative (officially known as the Community College Governance, Funding Stabilization, and Student Fee Reduction Act) would ratify the bilaterally-governed community college system by placing it in the State Constitution, thereby securing local governance while enhancing state leadership;

WHEREAS, the California Community College Initiative would provide the local community colleges with a secure, stable source of funds that is tied to community college enrollment growth, and thus stop the annual competition between K-12 and community college districts for Proposition 98 funding without harming K-12 schools;

WHEREAS, the use of the actual community college enrollment growth figure would avoid the artificial funding cap that would otherwise be imposed on community colleges over the next ten years because of declining K-12 enrollment;

WHEREAS, the California Community College Initiative has qualified for the February 5, 2008 statewide election;

WHEREAS, the California Community College Initiative will provide Victor Valley Community College District with \$3.1 million in additional funds beginning in fiscal year 2009-2010;

WHEREAS, the California Community College Initiative would not threaten funding for K-12 education in California because primary and secondary education would retain a separate funding mechanism tied to its growth;

WHEREAS, the California Community College Initiative would end the "zero-sum" game of the Proposition 98 split, which has resulted in shifting funds from community colleges to K-12 schools under the current provisions of Proposition 98;

WHEREAS, the California Community College Initiative would ensure that promises made by the Legislature are kept with a property tax guarantee;

WHEREAS, the California Community College Initiative funds the increase to community colleges over the next ten years through natural growth in the state's general fund, without raising taxes;

WHEREAS, the California Community College Initiative reduces student fees to \$15 to make them stable and predictable as well as consistent with personal income, and prohibits the Legislature from increasing fees in the future by more than the change in per capita personal income;

WHEREAS, the California Community College Initiative would eliminate the possibility of mid-semester fee increases and guarantee that students will have at least 60 days' notice before any fee increase takes effect;

WHEREAS, the California Community College Initiative ensures that fee revenue stays with the community colleges for the improvement of education, instead of being diverted to other state programs;

WHEREAS, the California Community College Initiative would allow the Board Governors and Chancellor to hire the senior staff professionals currently appointed by the governor, and thus have the same authority as that provided to the UC President and CSU Chancellor;

WHEREAS, the California Community College Initiative includes provisions in the state constitution for locally-elected governing boards accountable to voters and for a statewide chancellor hired by a board appointed by the governor;

WHEREAS, the California Community College Initiative allows locally-elected governing boards to overturn unreasonable and costly state regulations by a two-thirds vote; and

THEREFORE, be it resolved, that the Board of Trustees of the Victor Valley Community College District supports the Community College Governance, Funding Stability, and Student Fee Reduction Act.

Legal Review: YES ___ NOT APPLICABLE X___

Reference for Agenda: YES ___ NO X___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: AFT-PTFU NEGOTIATIONS PROPOSAL PUBLIC HEARING

SUBMITTED BY: AFT-PTFU

RECOMMENDED BY: Marion Boenheim 

APPROVED BY: Robert Silverman 

Description/Background:

AFT-PTFU requests that the Board of Trustees conduct a public hearing to provide the opportunity for comments on its initial proposal to the district:

Article IV, Union Rights: (not limited to) released time

Article X, Health Benefits

Article XIII, Faculty Assignments: (not limited to) priority hiring for full-time positions

Need:

1. The board president hereby declares the hearing open
2. The public may now comment on the initial proposal
3. The board president thereby declares the hearing closed

Fiscal Impact: unknown

Recommended Action: It is recommended that the board take the appropriate action as noted above.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X ___

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

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

TOPIC: NEW BOARD POLICY 1201 – SHARED GOVERNANCE –
FIRST READING

SUBMITTED BY: College Council

RECOMMENDED BY: Virginia Moran 

APPROVED BY: Robert Silverman 

Description/Background:

District wishes to submit for first reading the new Board Policy 1201 Shared Governance.

Shared governance at Victor Valley Community College includes both formal and informal processes that provide employees and students with substantial opportunity to participate in district policy formulation and that provide advice and judgment on policy matters that ensure attainment of the college mission.

The College Council, which includes representatives from all campus constituent groups, reviewed and approved the new policy on September 27, 2007.

Need:

The new Board Policy 1201 Shared Governance was necessary to facilitate the development of measurable indicators of institutional effectiveness.

Fiscal Impact: None

Recommended Action:

This is provided for board information only.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICY

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE

BP 1201

Shared governance at Victor Valley Community College includes both formal and informal processes that provide employees and students with substantial opportunity to participate in District policy formulation and that provide advice and judgment on policy matters that ensure attainment of the college mission.

Reference: California Code of Regulations, Title 5, Section 53203
California Education Code 70901(b)(1)(E)

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

Reference: California Code of Regulations, Title 5, Section 53203
California Education Code 70901(b)(1)(E)
BP 2510 (Participation in Local Decision Making)

Shared governance at Victor Valley Community College as envisioned by Assembly Bill 1725 (Vasconcellos; chaptered 1988) is based upon cooperation, mutual trust, respect and shared values which put students and learning first. Shared governance processes are designed to consider various options openly and creatively. The goal of shared governance at Victor Valley Community College is to reach better solutions using the expertise of participants so the college can be more effective as a result of having been considered through the process itself. The critical component of shared governance at Victor Valley Community College is trust. This governance structure does not address or interfere with department organization or the management structure of the District.

Following are descriptions of governance structures, areas of responsibility, and how information flows from each entity to the Board and Superintendent/President.

Board of Trustees

The Victor Valley Community College District Board of Trustees has full authority to establish, maintain, operate, and govern in accordance with the California Community College Board of Governor's rules and regulations and the laws of the State of California. This authority includes the following:

- 1) Establish and approve policies for current and long-range academic and facilities plans and programs, and promote orderly growth and development of the District. In so doing, the Board of Trustees, shall, as required by law, establish policies for, develop, and approve comprehensive plans. The Board of Trustees shall establish and approve policies for individual courses that are offered in approved educational programs without referral to the Board of Governors.
- 2) Establish and approve policies for courses of instruction and educational programs. The educational programs shall be submitted to the Board of Governors for approval. Courses of instruction that are not offered in approved educational programs shall establish and approve policies for such courses that are offered in approved educational programs without referral to the Board of Governors.
- 3) Establish academic standards, probation, dismissal, and readmission policies, and graduation requirements consistent with the minimum standards adopted by the Board of Governors.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

- 4) Employ and assign all personnel consistent with the minimum standards adopted by the Board of Governors and establish employment practices, salaries, and benefits for all employees consistent with the laws of this state.
- 5) To the extent authorized by law, determine and control the operational and capital outlay budgets. The District governing Board shall determine the need for elections for override tax levies and bond measures, and request that those elections be called.
- 6) Manage and control District property. The Board of Trustees may contract for the procurement of goods and services as authorized by law.
- 7) Establish procedures consistent with minimum standards established by the Board of Governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, the right to participate effectively in District and college governance, and the right of academic senates to assume primary responsibilities for making recommendations in the areas of curriculum and academic standards.
- 8) Establish rules and regulations governing student conduct.
- 9) Establish students fees, and, at its discretion, other fees as authorized by law.
- 10) At its discretion, receive and administer gifts, grants, and scholarships.
- 11) Provide auxiliary services as deemed necessary to achieve the purpose of the community college.
- 12) Within the framework provided by law, determine the District's academic calendar, including the holidays it will observe.
- 13) Hold and convey property for the use and benefit of the District. The Board of Governors may acquire by eminent domain any property necessary to carry out the powers or functions of the District.
- 14) Participate in the consultation process established by the Board of Governors for the development and review of policy proposals.

The Victor Valley Community College District Board of Trustees has full authority to adopt rules and regulations consistent with the regulations of the Board of Governors and the laws of

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

the State to execute these prescribed functions. By a majority vote, the Victor Valley Community College District Board of Trustees may delegate its authority to the Chief Executive Officer (Superintendent/President) or any other employee, committee, or designee.

President's Cabinet

Charge –

- Establishes goals, action strategies, and strategic master plan
- Establishes college priorities
- Reviews and updates master plan
- Reviews unit plans and strategies
- Monitors progress towards goals and priorities
- Reports annually to the Board performance indicators

Information Flow – Direct to Superintendent/President on both policy-related issues and operational decision-making.

Membership – President, Vice Presidents, Student Services, Public Information, Institutional Effectiveness.

Faculty Senate

The Victor Valley Board of Trustees will operate according to the provisions of Title 5 Section 53200-53204 in consulting collegially with the Faculty Senate of Victor Valley Community College. “Consult collegially” means that the District governing Board shall approve policies on academic and professional matters through the advice and judgment of the Faculty Senate, and shall designate the President to work with Faculty Senate representatives to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

“Academic and professional matters” include the following areas of primacy:

- Responsible for curriculum changes recommended by the curriculum committee
- Degree and certificate requirements
- Grading Policies
- Educational program development
- Standards regarding student preparation and success
- Faculty roles in governance
- Faculty roles and involvement in accreditation processes
- Faculty professional development activities
- Processes for program review

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

- All academic and professional matters as agreed to by the Board of Trustees /Administration.
- Creation of student learning outcomes at class program and college level.
- Providing assessment strategies for student learning outcomes at all levels.
- Ensuring that assessment results are utilized for improvement.

Information Flow – Direct to Board of Trustees on policy-related issues. Direct to Superintendent/ President on operational decisions.

Membership – Full-time and part-time faculty members.

The following is a list of active committees within the Faculty Senate: (under review)

- Academic Development Committee
- Budget Committee
- Catalog Committee
- Education Master Plan Committee
- Equivalencies/Eminence Committee
- Fair Employment Relations Committee
- Faculty Hiring Procedures Committee
- Government Publications Research Committee
- Graduation Requirements Committee
- Honors Committee
- Petitions Committee
- Plagiarism Committee
- Learning Assessment Committee
- Study Abroad Committee
- Vocational Technical Education Committee

College Council

The College Council is the college-wide committee through which shared governance is practiced at Victor Valley Community College. The Council is comprised of representatives from five major college constituencies:

- faculty
- classified staff
- students
- classified management
- educational administrators

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

Each of these constituencies provides at least two representatives. The College Council assures the Board of Trustees that policies, procedures, and other important recommendations have been thoroughly reviewed and considered. At the beginning of each academic year, the College Council will review the shared governance document and will evaluate itself to assure integrity and effectiveness of both the document and of the Council activities.

Information Flow – Direct to Board of Trustees on policy-related issues. Direct to Superintendent/ President on operational, policy implementation decisions.

Membership – President’s Cabinet, Faculty Senate, California Teacher’s Association, American Federation of Teachers/Part-Time Faculty Union, Classified School Employees Association, Management Association, Associated Student Body. The council will be co-chaired by the Superintendent/President or designee and Faculty Senate President or designee.

College-Wide Committees

Establishing Committees. College-wide committees are established with approval from the College Council. There are eleven standing committees and adhoc committees may be established as needed. Adhoc committees will have a term and special task. Such committees shall include members from the 5 major college constituencies (faculty, classified staff, students, classified management, educational administrators). Such committees shall be established for a stated purpose, which is ongoing or recurring in nature; said purpose should require regular and consistent meetings over more than one academic year. Committees may not be reformed each year; however, individual constituent representation may change. The College Council will discontinue any college-wide committees that are no longer needed.

Committee Representation. The governance structure provides for representation from five recognized constituencies at Victor Valley Community College: students, faculty, classified staff, classified managers, and educational administrators. Appointments from these constituencies, when not specified by position, are made by the following:

- Students – ASB Council
- Faculty – Faculty Senate (Full-time and Associates)
- Classified Staff – CSEA
- Managers – Management Association
- Administrators – Superintendent/President

Committee members are reminded that their role in committees goes beyond partisan representation; it is expected that all members will draw upon their particular expertise.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

Recommendations must be motivated by doing what is best for the college in light of its mission, goals, and needs. Committees should seek a broad diversity of members and, where possible, avoid overlap in membership and service by the same individuals. Constituent groups shall appoint or replace committee members as needed. In the initial stages of a committee's formation, constituent groups and committees should develop plans for ongoing representation and for the staggering of terms. The Superintendent/President is responsible for the overall membership balance and ensuring broad representation of the committees.

Meeting Norms. Committee meetings are public. In addition to representation afforded to individuals through constituencies, individuals and groups may also be heard in any committee by requesting permission to speak. Written minutes of the proceedings will be recorded for all standing committees. Appointees have the responsibility for keeping their respective groups informed of the proceedings and recommendations of standing committees. Appointees are expected to attend meetings and contribute as a part of their professional responsibilities.

College-Wide Committees. The following is a list of standing committees, their charge, and how information flows from the committee to other shared governance entities (see Diagram 1). Information must flow freely along designated reporting lines and between standing and ad hoc committees. Committee deliberations and actions may benefit other committees. Information must flow freely between the Faculty Senate and Superintendent/President. Direct input to the Board may be provided by annual reports and/or Board request.

Diversity

Charge –

- Creates, implements and monitors a plan to enhance and celebrate diversity on campus.
- Suggests strategies to encourage people of diverse backgrounds to participate at the college.
- Conducts training and educational activities associated with diversity.
- Delineates and monitors the long and short term accessibility concerns district wide.
- Monitors implementation of ADA transition plans.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Environmental Health & Safety

Charge –

- Creates a safety plan for the campus.
- Provides training and information regarding safety / disaster preparedness.
- Reviews and monitors disaster plans.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

- Coordinates with public agencies.
- Conducts drills and table top scenarios.
- Makes recommendations to ensure preparedness.
- Reviews individual concerns regarding safety and disaster preparedness planning.
- Integrates college police services into all aspects of safety and disaster preparedness.
- Support all employees wanting to make and/or maintain healthy lifestyle changes.
- Provide health education.
- Provide health and wellness classes for employees at work site.
- Increase morale of employees by sponsoring social gatherings as well as recognized groups and individuals.
- Provide education in areas of nutrition, stress management, fitness, and injury prevention.
- Improve morale, job satisfaction and productivity.
- Employee assistance plan.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Facilities

Charge –

- Review and create the facilities master plan.
- Receives reports of construction progress.
- Monitors space utilization of all campus facilities for efficiency and effectiveness in meeting instructional and support service needs.
- Provides input to five year capital plan submitted to the state annually.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Finance/Budget & Planning

Charge –

- Reviews and advises the President's council and Board regarding budget strategies.
- Ensures that there is general agreement regarding benefits through a benefits subcommittee.
- Provides two way communication with the college community regarding budget issues and their implications.
- Reviews unit plans and priorities to ensure financial support.
- Designs and ensures the long and short term planning for the college.
- Monitors plan implementation including resource allocation and assessment.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

- Supports budget unit planning.
- Reviews and advises President's Cabinet regarding action strategies.
- Identify necessary resources available to ensure the viability of the plan and help ensure plan implementation and success.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.
- Annual report directly to Board of Trustees.

Institutional Effectiveness

Charge –

- Identifies and defines performance measures of institutional effectiveness.
- Responsible for monitoring and ensuring the effectiveness of college evaluation, planning and improvement.
- Ensures systematic and regular program review for all college programs.
- Validates the assessment of student learning at the course, program, and college levels.
- Provides feedback loop to ensure that college effectiveness is constantly improved by consideration of objective performance data.
- Reviews and reports performance indicators.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.
- Annual report directly to Board of Trustees.

Staff Development

Charge –

- Establishes criteria and evaluates applications for Professional Development travel and conference requests.
- Ensure dissemination of knowledge and skills attained through Professional Development Funding.
- Serve as an advisory group to the Teaching and Learning Center.
- Improve and sustain the professional growth of district employees through collegially planned learning opportunities that continue to support the institution's goals.
- Support quality teaching, learning, and support services for students by providing resources for employees to develop and fulfill career, personal and professional needs and goals.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

- Continuous professional development and training to maintain high qualified faculty and staff committed to serving the educational needs of students, foster community partnerships and address the professional growth of all staff members.
- Develop and practice core skills on teamwork, cultural awareness and personal technology.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Student Services

Charge –

- Creates plan to constantly improve student success opportunity.
- Determines directions for the improvement of customer services.
- Coordinates with public relations to create recruitment and marketing activities.
- Develops and monitors a one stop for student services.
- Student discipline.
- Oversees compliance with matriculation regulations.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

Sustainability

Charge –

- Create a college plan to incorporate the principles of sustainability into the college operations and practices.
- Make recommendations to Faculty, the Faculty Senate and Curriculum Committee regarding the infusion of sustainability into the college curriculum.
- Ensure that sustainability principles and practices are the unifying concept of the college.
- Initiate the development of a comprehensive plan to achieve climate neutral as soon as possible.
- Conduct and complete a comprehensive inventory of all college greenhouse emissions and provide updates biannually.

Information Flow –

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201

Technology

Charge –

- Provide recommendations to enhance, improve and expand communications including telephone, direct contact to campus users and emergency.
- Recommend policies and procedures regarding campus technologies.
- Monitors the adequacy of technology platform to support instruction, students and staff.
- Develop campus-wide technology plan and provides oversight for plan implementation and success.
- Monitors and assess campus-wide technology distribution and support in line with end-user needs.

Information Flow--

- Direct to College Council on policy-related issues.
- Direct to Superintendent/President on improvements to operational issues.

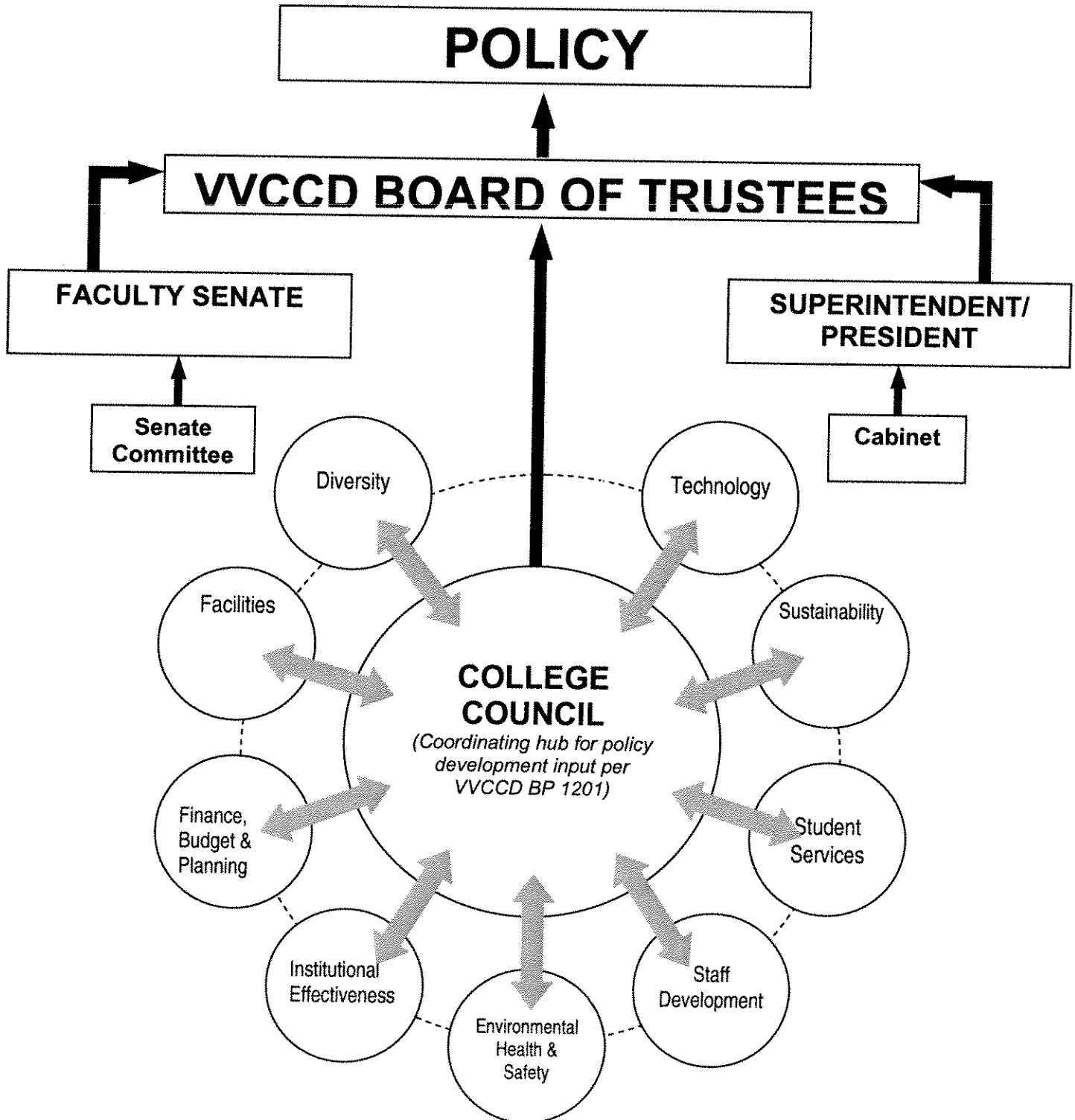
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

SHARED GOVERNANCE STRUCTURE & RESPONSIBILITIES

AP 1201





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

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

TOPIC: NEW BOARD POLICY 1202 – INSTITUTIONAL EFFECTIVENESS – FIRST READING

SUBMITTED BY: College Council

RECOMMENDED BY: Virginia Moran 

APPROVED BY: Robert Silverman 

Description/Background:

District wishes to submit for first reading the new Board Policy 1202 Institutional Effectiveness.

It is required that Victor Valley Community College engage in systematic and regular program review, as well as short and long term planning and resource allocation processes, that support the improvement of institutional and educational effectiveness. Student Learning Outcomes and instructional improvements are required components of institutional processes for evaluation, planning, and overall institutional effectiveness. The assessment of which includes:

1. Program Review
2. Use of data and analysis to inform institutional planning and improvement; and
3. Assessment of student learning

The College Council, which includes representatives from all campus constituent groups, reviewed and approved the new policy on September 27, 2007.

Need:

The new Board Policy 1202 Institutional Effectiveness was necessary to facilitate the development of measurable indicators of institutional effectiveness which can be monitored and reported to the public.

Fiscal Impact: None

Recommended Action:

This is provided for board information only.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X ___ NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICY

THE DISTRICT

CHAPTER 1

INSTITUTIONAL EFFECTIVENESS

BP 1202

It is required that Victor Valley Community College engage in systematic and regular program review, as well as short and long term planning and resource allocation processes, that support the improvement of institutional and educational effectiveness. Student learning outcomes and instructional improvement are required components of institutional processes for evaluation, planning, and overall institutional effectiveness—the assessment of which includes:

1. Program review;
2. Use of data and analysis to inform institutional planning and improvement; and
3. Assessment of student learning.

Referenced: Accrediting Commission for Community and Junior Colleges
Standards, June 2006, Standard I

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

IMPLEMENTING INSTITUTIONAL EFFECTIVENESS

AP 1202

VVCC's planning process begins with a community and campus discussion of the vision, values, mission, and goals of the college to ensure that meeting the needs of the community remain central. The Board of Trustees adopts these items and thereby sets the overall direction of the college. The Superintendent/President is empowered to work cooperatively with the campus community to determine the priorities and strategic action plans necessary to fully implement the direction set by the Board. The Superintendent/President is additionally responsible for measuring the college's progress using performance indicators which are annually shared with the Board and the community at large. This process of *closing the loop* is critical to ensure that progress is systematically assessed on a regular basis, and that the opportunity for modification of all levels of planning is facilitated. In this way, plans must be feasible, adequately supported with resources, and effectively implemented to achieve the intended results.

VVCC's planning process is derived from the following core components of the college's organizational identity:

VISION

Victor Valley Community College uplifts the diverse communities we teach and serve by promoting educational excellence, enhancing local prosperity, and ensuring environmental leadership.

VALUES

As a student-centered learning organization, we will uphold the following core values:

Excellence – providing superior service and educational opportunities

Integrity – guiding the college's actions with an internally consistent framework of principles

Accessibility – facilitating access to the college's programs from other locations

Diversity – valuing different points of view and contributions of all

Collaboration – encouraging recursive interaction of knowledge experience and mutual learning of people who are working together toward a common creative goal

Innovation- providing creative approaches to problem solving and growth

MISSION

The mission of Victor Valley Community College is to:

Cultivate intellectual growth, social responsibility, environmental stewardship, cultural enrichment, and economic development.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

IMPLEMENTING INSTITUTIONAL EFFECTIVENESS

AP 1202

Create exceptional and accessible lifelong learning opportunities that afford students within our expanding communities the attainment of knowledge and skills necessary for success in the global economy.

Embrace difference in our communities by integrating their wealth of multicultural knowledge and wisdom into a cohesive and resourceful learning environment for all.

Inspire innovative teaching and service with imaginative uses of collaboration and technology, fostering vibrant programs that are measurably effective in addressing student learning and community needs.

Empower each student to learn by modeling academic integrity, democratic citizenship, and meaningful contribution to society.

GOALS

The goals of Victor Valley Community College are to:

- create sustainability and environmental stewardship for our colleagues, our students, and our community.
- become an agile learning organization consistent with the needs of students and the communities that the college serves.
- offer educational programs that lead to meaningful and measurable student learning and success through seamless transfer opportunities to colleges, universities, and careers.
- increase the number of students served through recruitment, persistence, and retention strategies.
- provide affordable and attractive options for members of the community seeking a post secondary education, which includes an environment in which diversity thrives.
- develop and deliver enriching courses for community members and businesses seeking additional training and development.

Priorities

Based upon our goals, the following priorities have been established to ensure systematic appropriation of college resources that is integrated with and aligned to administrative planning, institution-wide evaluation, and our ongoing improvement as a comprehensive California community college:

1. Incorporate the principles and practices of sustainability in all its applications across programs and service areas of the college.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

THE DISTRICT

CHAPTER 1

IMPLEMENTING INSTITUTIONAL EFFECTIVENESS

AP 1202

2. Reflect the sociocultural diversity of the communities served.
3. Enhance strategies for student recruitment, retention, persistence, and success towards educational goals.
4. Infuse the educational experience of all students with innovation, creativity, and effective integration of new instructional technologies.
5. Improve the basic skills of students, defined to include all the fundamental tools for learning—pre-collegiate through transfer.
6. Develop and deliver instructional programs that meet the needs of the communities served, including those relevant to the following career pathways: Allied Health/Emergency Services; Transportation/Distribution/Logistics; Aviation; Environmental Technology/Sustainability Studies; Teacher Preparation; and Manufacturing.

Institutionalized decision-making processes—including but not limited to the annual evaluation, planning, and budget augmentation request process (P.R.A.I.S.E.) shown in Diagram 1—must systematically integrate the above priorities in deliberating and deriving any conclusions relevant to that process.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

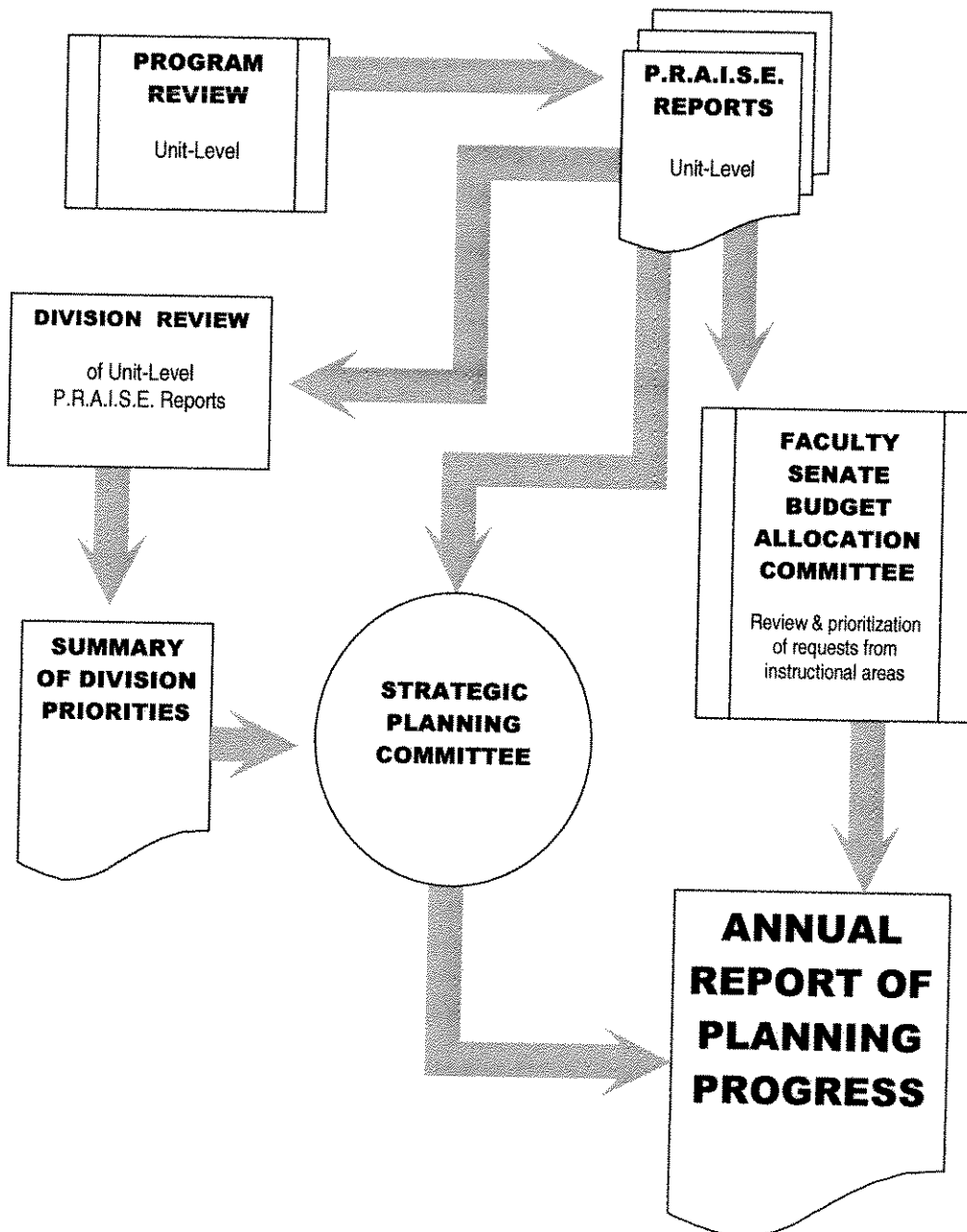
THE DISTRICT

CHAPTER 1

IMPLEMENTING INSTITUTIONAL EFFECTIVENESS

AP 1202

Diagram 1 – Annual Program Review and Institutional Strategies for Excellence (PRAISE) Process




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

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

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

SUBMITTED BY: College Council

RECOMMENDED BY: Virginia Moran 

APPROVED BY: Robert Silverman 

Description/Background:

The attached report due to the commission October 15, 2007, provides an update to progress made on ACCJC recommendations and additional Commission concerns specified.

1. Environment for Empowerment
2. Governance Structures
3. Improving Institutional Effectiveness
4. Student Learning Outcomes
5. Organizational Structure & Staffing

Need:

Compliance with mandated requirements of ACCJC accreditation.

Fiscal Impact: None

Recommended Action:

This item is provided for board information.

Legal Review: YES ___ NOT APPLICABLE X ___


Reference for Agenda: YES X ___ NO ___


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

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

TOPIC: MONTHLY FINANCIAL REPORTS

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

Financial reports are being presented for the period ending August 31,2007 for the General Fund (01), Debt Service Payment Fund (29), Capital Outlay Projects Fund (71), Child Development Center Fund (72), Student Center Fee Fund (73), Insurance Trust Fund (75), Health Trust Fund (78), ASB, Auxiliary Services, Bookstore and Federal Grant Funds.

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

Need: N/A

Fiscal Impact: N/A

Recommended Action:

This is an information only item.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ NO X ___

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
GENERAL FUND - FUND 01
As of 8/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 3,812,886			
Revenues				
Federal	\$ 2,586,719	\$ 95,276	\$ 2,491,443	96.32%
State	\$ 39,731,802	\$ 9,370,843	\$ 30,360,959	76.41%
Local	\$ 12,188,970	\$ 1,266,323	\$ 10,922,647	89.61%
Transfers In	\$ 4,800,000	\$ 1,000,000	\$ 3,800,000	0.00%
Total Revenues	<u>\$ 59,307,491</u>	<u>\$ 11,732,442</u>	<u>\$ 47,575,049</u>	80.22%
Expenditures				
Academic Salaries	\$ 24,660,170	\$ 1,131,304	\$ 23,528,866	95.41%
Classified Salaries	\$ 13,521,428	\$ 2,067,101	\$ 11,454,327	84.71%
Benefits	\$ 8,872,301	\$ 979,877	\$ 7,892,424	88.96%
Supplies	\$ 1,890,697	\$ 134,695	\$ 1,756,002	92.88%
Operating Expenses	\$ 6,311,482	\$ 665,953	\$ 5,645,529	89.45%
Capital Outlay	\$ 1,361,534	\$ 536,047	\$ 825,487	60.63%
Transfers, Grants, Contingency	\$ 785,365	\$ 49,138	\$ 736,227	93.74%
Debt Service Retirement/Interest	\$ 2,900,000	\$ -	\$ 2,900,000	
Total Expenditures	<u>\$ 60,302,977</u>	<u>\$ 5,564,115</u>	<u>\$ 54,738,862</u>	90.77%
 Excess Revenues/(Expenditures)	 \$ (995,486)	 \$ 6,168,327		
Month Ending Fund Balance 8/31/07		\$ 9,981,213		
Projected Ending Fund Balance	\$ 2,817,400			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
DEBT SERVICE PAYMENT - FUND 29
As of 8/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 40,660,929			
<u>Revenues</u>				
Local Revenues	\$ 1,017,040	\$ 3,386	\$ 1,013,654	99.67%
Transfers In		\$ -	\$ -	
<u>Total Revenues</u>	\$ 1,017,040	\$ 3,386	\$ 1,013,654	99.67%
<u>Expenditures</u>				
Debt Service Payments	\$ 10,800,000	\$ -	\$ 10,800,000	100.00%
<u>Total Expenditures</u>	\$ 10,800,000	\$ -	\$ 10,800,000	
 Net Change in Fund Balance	 \$ (9,782,960)	 \$ 3,386		
Month Ending Fund Balance 8/31/07		\$ 40,664,315		
Projected Ending Fund Balance	\$ 30,877,969			

**VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
CAPITAL OUTLAY PROJECTS - FUND 71
As of 8/31/07**

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 2,391,958			
<u>Revenues</u>				
State	\$ 14,434,814	\$ -	\$ 14,434,814	100.00%
Interest Income	\$ 25,000	\$ 15,500	\$ 9,500	
Redevelopment	\$ 916,000	\$ -	\$ 916,000	100.00%
Transfers In	\$ 6,000,000	\$ -	\$ 6,000,000	
<u>Total Revenues</u>	\$ 21,375,814	\$ 15,500	\$ 21,360,314	99.93%
<u>Expenditures</u>				
Contracts	\$ 58,000	\$ 938	\$ 57,062	
Sites	\$ -	\$ -	\$ -	0.00%
Buildings-New & Remodel	\$ 21,261,314	\$ 1,011,743	\$ 20,249,571	95.24%
Equipment	\$ 56,500	\$ 9,610	\$ 46,890	
Transfers/Grants/Contingency	\$ -	\$ -	\$ -	0.00%
<u>Total Expenditures</u>	\$ 21,375,814	\$ 1,022,291	\$ 20,353,523	95.22%
 Net Change in Fund Balance	 \$ -	 \$ (1,006,791)		
Month Ending Fund Balance 8/31/07		\$ 1,385,167		
Projected Ending Funding Balance	\$ 2,391,958			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
CHILD DEVELOPMENT CENTER - FUND 72
As of 8/31/07

	Annual Budget	YTD Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 353,863			
<u>Revenues</u>				
Federal	\$ 244,216	\$ -	\$ 244,216	100.00%
State	\$ 811,066	\$ -	\$ 811,066	100.00%
Local	\$ 110,015	\$ 4,057	\$ 105,958	96.31%
Transfers In	\$ -	\$ -	\$ -	
<u>Total Revenues</u>	\$ 1,165,297	\$ 4,057	\$ 1,161,240	99.65%
<u>Expenditures</u>				
Academic Salaries	\$ 662,481	\$ 53,898	\$ 608,583	91.86%
Classified Salaries	\$ 337,499	\$ 37,238	\$ 300,261	88.97%
Benefits	\$ 312,628	\$ 28,673	\$ 283,955	90.83%
Instructional Supplies	\$ 49,200	\$ 3,658	\$ 45,542	92.57%
Operating Expenses	\$ 15,013	\$ -	\$ 15,013	100.00%
Equipment	\$ 22,800	\$ 213	\$ 22,587	99.07%
Reserve/Contingencies	\$ -	\$ -	\$ -	0.00%
<u>Total Expenditures</u>	\$ 1,399,621	\$ 123,680	\$ 1,275,941	91.16%
 Net Change in Fund Balance	 \$ (234,324)	 \$ (119,623)		
Month Ending Fund Balance 8/31/07		\$ 234,240		

**VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
STUDENT CENTER FEE - FUND 73
As of 8/31/07**

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 8,170			
<u>Revenues</u>	\$ 101,000	\$ 235	\$ 100,765	99.77%
<u>Expenditures</u>				
Transfers Out	\$ 101,000	\$ -	\$ 101,000	100.00%
Net Change in Fund Balance	\$ -	\$ 235		
Month Ending Fund Balance 8/31/07		\$ 8,405		

**VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
HEALTH TRUST FUND - FUND 75
As of 8/31/07**

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 19,313			
<u>Revenues</u>				
Interest Income	\$ 200	\$ 55	\$ 145	72.50%
Transfers In	\$ 15,800	\$ -	\$ 15,800	0.00%
<u>Total Revenues</u>	\$ 16,000	\$ 55	\$ 15,945	99.66%
<u>Expenditures</u>				
Reserve For Contingencies	\$ 16,000	\$ -	\$ 16,000	100.00%
<u>Total Expenditures</u>	\$ 16,000	\$ -	\$ 16,000	
Net Change in Fund Balance	\$ -	\$ 55		
Month Ending Fund Balance 8/31/07		\$ 19,368		
Projected Ending Fund Balance	\$ 19,313			

**VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
SELF INSURANCE TRUST - FUND 78
As of 8/31/07**

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 205,497			
<u>Revenues</u>				
Interest Income	\$ 6,900	\$ 2,455	\$ 4,445	64.42%
Miscellaneous Income	\$ -	\$ -	\$ -	
Transfers In	\$ -	\$ -	\$ -	
<u>Total Revenues</u>	<u>\$ 6,900</u>	<u>\$ 2,455</u>	<u>\$ 4,445</u>	86.24%
<u>Expenditures</u>				
Supplies	\$ -	\$ -	\$ -	
Contracted Services	\$ 80,000	\$ 11,008	\$ 68,992	86.24%
New Equipment	\$ 20,248	\$ 14,649	\$ 5,599	0.00%
Reserve for Contingencies	\$ -	\$ -	\$ -	
<u>Total Expenditures</u>	<u>\$ 100,248</u>	<u>\$ 25,657</u>	<u>\$ 74,591</u>	74.41%
Net Change in Fund Balance	\$ (93,348)	\$ (23,202)		
Month Ending Fund Balance 8/31/07		\$ 182,295		
Projected Ending Fund Balance	\$ 112,149			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
RAMS BOOKSTORE
As of 8/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 957,874			
<u>Revenues</u>	\$ 3,819,000	\$ 1,310,886	\$ 2,508,114	65.67%
Less: Cost of Goods Sold	\$ 2,940,000	\$ 1,001,028	\$ 1,938,972	
Gross Margin from Local Revenues	\$ 879,000	\$ 309,858		
Total Other Income		\$ 4,442		
<u>Total Revenues</u>		\$ 314,300		
<u>Expenditures</u>	\$ 879,000	\$ 44,531		
Estimated labor to be invoiced		\$ 84,000		
<u>Total Expenditures</u>	\$ 787,000	\$ 128,531	\$ 658,469	83.67%
Revenues/(Expenditures)	\$92,000	\$ 185,769		
Month Ending Fund Balance 8/31/07		\$ 1,143,643		
Projected Ending Fund Balance	\$ 1,049,874			

VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
AUXILIARY SERVICES
As of 8/31/07

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 166,492			
<u>Revenues</u>	\$ 481,000	\$ 45,202	\$ 403,949	83.98%
Estimated "Due From" District		<u>\$ 31,849</u>		
<u>Total Revenues</u>		\$ 77,051		
<u>Expenditures</u>				
Estimated Labor to be invoiced "Due To" District	\$ 481,000	\$ 4,650	\$ 406,350	84.48%
<u>Total Expenditures</u>		<u>\$ 70,000</u>		
		\$ 74,650		
Revenues/(Expenditures)				
Month Ending Fund Balance 8/31/07	\$ -	\$ 2,401		
Projected Ending Fund Balance	\$ 166,492			

**VICTOR VALLEY COMMUNITY COLLEGE
2007-2008 Financial Statements
ASB FUND
As of 8/31/07**

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 118,908			
<u>Revenues</u>	\$160,000	\$2,383	\$157,617	98.51%
Estimated amount "Due From" District		<u>\$43,179</u>		
<u>Total Revenues</u>		\$45,562		
<u>Expenditures</u>	\$160,000	\$13,702	\$146,298	91.44%
<u>Total Expenditures</u>		\$0	\$31,860	
Revenues/(Expenditures)	\$ -	\$ 45,562		
Month Ending Fund Balance 8/31/07		\$ 164,470		
Projected Ending Fund Balance	\$ 118,908			

VICTOR VALLEY COMMUNITY COLLEGE
2006-2007 Financial Statements
FEDERAL/STATE GRANT FUNDS
As of 6/30/07 Preliminary

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/07	\$ 65,911			
<u>Revenues</u>				
PELL	\$ 10,035,212	\$ 8,880,930	\$ 1,154,282	0.00%
SEOG	\$ 310,138	\$ 205,800	\$ 104,338	7.40%
Direct Loan	\$ 423,417	\$ 3,395,374	\$ (2,971,957)	0.00%
Cal Grant	\$ 742,062	\$ 811,044	\$ (68,982)	0.00%
CARE	\$ 103,595	\$ 124,123	\$ (20,528)	0.00%
TRIO	\$ 30,000	\$ 29,653	\$ 347	87.21%
EOPS	\$ 8,800	\$ -	\$ 8,800	0.00%
ACG	0	19450	(19,450)	
<u>Total Revenues</u>	\$ 11,653,224	\$ 13,446,924	\$ (1,793,700)	0.20%
<u>Expenditures</u>				
PELL	\$ 10,035,212	\$ 8,880,930	\$ 1,154,282	0.00%
SEOG	\$ 310,138	\$ 203,800	\$ 106,338	8.11%
Direct Loan	\$ 423,417	\$ 3,395,374	\$ (2,971,957)	0.00%
Cal Grant	\$ 742,062	\$ 811,044	\$ (68,982)	1.02%
CARE	\$ 103,595	\$ 124,123	\$ (20,528)	21.76%
TRIO	\$ 30,000	\$ 29,653	\$ 347	100.00%
EOPS	\$ 8,800	\$ 13,508	\$ (4,708)	100.00%
ACG				
Bank Charges	\$ -	\$ -	\$ -	
Origination Fee	\$ -	\$ -	\$ -	
<u>Total Expenditures</u>	\$ 11,653,224	\$ 13,458,432	\$ (1,805,208)	0.81%
 Net Change in Fund Balance	 \$ -	 \$ (11,508)		
Month Ending Fund Balance 8/31/07		\$ 54,403		
Projected Ending Fund Balance	\$ 65,911			

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

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

TOPIC: AMERICAN COLLEGE & UNIVERSITY PRESIDENTS CLIMATE COMMITMENT

SUBMITTED BY: Bruce Baron, Administrative Services

RECOMMENDED BY: Bruce Baron 

APPROVED BY: Robert Silverman 

Description/Background:

A letter that pledges the support of the college was signed by Dr. Robert Silverman, addressing the defining challenge of the 21st century to reverse the effects of global warming. This letter resulted in charter membership status for Dr. Silverman and the college in the American College and University President's Climate Commitment (ACUPCC). Dr. Silverman is one of 350 college and university presidents, representing 3 million students from 46 states, who have pledged to make this commitment.

The ACUPCC is a high-profile pledge by colleges and universities to reduce and ultimately neutralize greenhouse gas emissions on campus, and provide the educated graduates to help society do the same. It also establishes a guide to take proactive steps to integrate sustainability into the curriculum.

Need:

Colleges and universities must exercise leadership in their communities and throughout society by modeling ways to minimize global warming emissions. By reducing global warming emissions and by integrating sustainability into the curriculum Victor Valley College will better serve students and meet its social mandate to help create a thriving, ethical and civil society. Colleges and universities must provide students with the knowledge and skills needed to address the critical, systemic challenges faced by the world in this new century and enable them to benefit from the economic opportunities that will arise as a result of solutions they develop.

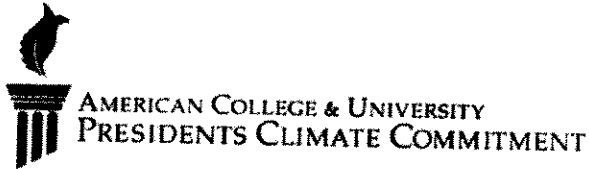
Fiscal Impact: None

Recommended Action:

This is an information only item.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___



American College & University Presidents Climate Commitment

We, the undersigned presidents and chancellors of colleges and universities, are deeply concerned about the unprecedented scale and speed of global warming and its potential for large-scale, adverse health, social, economic and ecological effects. We recognize the scientific consensus that global warming is real and is largely being caused by humans. We further recognize the need to reduce the global emission of greenhouse gases by 80% by mid-century at the latest, in order to avert the worst impacts of global warming and to reestablish the more stable climatic conditions that have made human progress over the last 10,000 years possible.

While we understand that there might be short-term challenges associated with this effort, we believe that there will be great short-, medium-, and long-term economic, health, social and environmental benefits, including achieving energy independence for the U.S. as quickly as possible.

We believe colleges and universities must exercise leadership in their communities and throughout society by modeling ways to minimize global warming emissions, and by providing the knowledge and the educated graduates to achieve climate neutrality. Campuses that address the climate challenge by reducing global warming emissions and by integrating sustainability into their curriculum will better serve their students and meet their social mandate to help create a thriving, ethical and civil society. These colleges and universities will be providing students with the knowledge and skills needed to address the critical, systemic challenges faced by the world in this new century and enable them to benefit from the economic opportunities that will arise as a result of solutions they develop.

We further believe that colleges and universities that exert leadership in addressing climate change will stabilize and reduce their long-term energy costs, attract excellent students and faculty, attract new sources of funding, and increase the support of alumni and local communities.

Accordingly, we commit our institutions to taking the following steps in pursuit of climate neutrality:

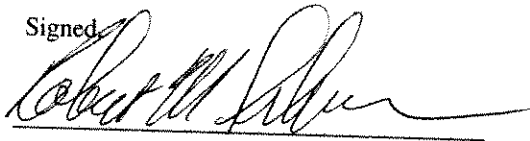
- I. Initiate the development of a comprehensive plan to achieve climate neutrality as soon as possible.
 - a. Within two months of signing this document, create institutional structures to guide the development and implementation of the plan.
 - b. Within one year of signing this document, complete a comprehensive inventory of all greenhouse gas emissions (including emissions from electricity, heating, commuting, and air travel) and update the inventory every other year thereafter.
 - c. Within two years of signing this document, develop an institutional action plan for becoming climate neutral, which will include:
 - i. A target date for achieving climate neutrality as soon as possible.
 - ii. Interim targets for goals and actions that will lead to climate neutrality.
 - iii. Actions to make climate neutrality and sustainability a part of the curriculum and other educational experience for all students.
 - iv. Actions to expand research or other efforts necessary to achieve climate neutrality.
 - v. Mechanisms for tracking progress on goals and actions.

(continued...)

2. Initiate two or more of the following tangible actions to reduce greenhouse gases while the more comprehensive plan is being developed.
 - a. Establish a policy that all new campus construction will be built to at least the U.S. Green Building Council's LEED Silver standard or equivalent.
 - b. Adopt an energy-efficient appliance purchasing policy requiring purchase of ENERGY STAR certified products in all areas for which such ratings exist.
 - c. Establish a policy of offsetting all greenhouse gas emissions generated by air travel paid for by our institution.
 - d. Encourage use of and provide access to public transportation for all faculty, staff, students and visitors at our institution.
 - e. Within one year of signing this document, begin purchasing or producing at least 15% of our institution's electricity consumption from renewable sources.
 - f. Establish a policy or a committee that supports climate and sustainability shareholder proposals at companies where our institution's endowment is invested.
 - g. Participate in the Waste Minimization component of the national RecycleMania competition, and adopt 3 or more associated measures to reduce waste.
3. Make the action plan, inventory, and periodic progress reports publicly available by providing them to the Association for the Advancement of Sustainability in Higher Education (AASHE) for posting and dissemination.

In recognition of the need to build support for this effort among college and university administrations across America, we will encourage other presidents to join this effort and become signatories to this commitment.

Signed



President/ Chancellor Signature

Robert M. Silverman

President/ Chancellor Name

Victor Valley Community College

College or University

09/26/07

Date

Please send the signed commitment document to:

Mary Reilly
Second Nature
18 Tremont St., Suite 1120
Boston, MA 02108

or fax to: 320-451-1612
or scan & email to: mreilly@secondnature.org

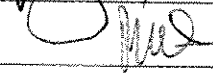
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: REVISED BOARD POLICY 3250 – INSTITUTIONAL PLANNING – FIRST READING

SUBMITTED BY: College Council

RECOMMENDED BY: Virginia Moran 

APPROVED BY: Robert Silverman 

Description/Background:

District wishes to submit for first reading the revised Board Policy 3250 Institutional Planning. The College Council, which includes representatives from all campus constituent groups, reviewed and approved this policy revision on September 28, 2007.

Need:

Revisions to the Board Policy 3250 Institutional Planning is in response to college planning efforts and the recommend legislative changes

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the revised Board Policy 3250 Institutional Planning

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

REVISED 10/04/2007

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT BOARD POLICY

GENERAL INSTITUTION

Chapter 3

Institutional Planning

BP 3250

The governing board of Victor Valley Community College District shall establish planning priorities and approve short-range and long-range plans including educational plans. Each plan shall be periodically revised as deemed necessary by the governing board. The Superintendent/President shall ensure that the district maintains broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research. The Superintendent/President shall submit those plans which require Board approval according to Title V, and shall inform the Board about the planning process and status of various plans. The educational master plan shall contain the educational objectives of the college and the future plans for transfer programs, career technical programs, non-credit courses and programs, and remedial and developmental programs. On the basis of current and future enrollment the educational master plan shall contain plans for the development and expansion of ancillary services including services in the library and for counseling, placement, and financial aid.

The Superintendent/President shall ensure that the Board has reviewed and updated the general institutional mission and goals for the comprehensive plans on an annual basis.

Reference:

Accreditation Standard I.B; Title 5, Sections 51008, 51010, 51027, 53003, 54220, ~~55400 et seq~~ 55080, 55190. 55510, 56270 et seq.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICY

GENERAL INSTITUTION

Chapter 3

Institutional Planning**3250**

The governing board of Victor Valley Community College shall establish planning priorities and approve short and long range plans including educational plans with the college. Each plan shall be modified and brought up-to-date periodically as deemed necessary by the governing board. The superintendent/president shall ensure that the district has and implements a broad based comprehensive systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research. The superintendent/president shall submit those plans for which the board approval is required by Title V and shall inform the board about the planning process and status of various plans. The educational master plan shall contain the educational objectives of the college and the future plans for transfer programs, career technical programs, non-credit courses and programs and remedial and developmental programs. On the basis of current and future enrollment the educational master plan shall contain plans for the development and expansion of ancillary services including services in the library and for counseling, placement, and financial aide.

The superintendent/president shall ensure that the board has reviewed and updated the general institutional mission and goals for the comprehensive plans on an annual basis.

This revised agenda was in response to our planning efforts and the recommend legislative changes.

Reference:

Accreditation Standard I.B; Title 5, Sections 51008, 51010, 51027, 53003, 54220, ~~55400 et seq~~ 55080, 55190. 55510, 56270 et seq.