

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

Date: May 11, 2010

Place: Closed Session: 4:30-5 p.m., Human Resources Conference Room, Victor Valley Community College 18422 Bear Valley Road, Victorville, CA 92395

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

Regular Meeting 5:30 p.m. Board Room Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

AGENDA

Board Room Victor Valley Community College

1. **CALL TO ORDER** 4:30 p.m.

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

2. **CLOSED SESSION**

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – Government Code Section 54957(b)
(One employee)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Contract Negotiation) – Government Code
Section 54954.5

Director, Evening Operations, Instructional Support Programs
Director of the Associate Degree Nursing Program and Allied Health
Executive Dean, Technology & Information Resources
Vice President, Administrative Services

CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION
Government Code Section 54956.9(b) (3) (A)
(1 case)

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

BOARD OF TRUSTEES: Dennis Henderson, Chris Mollenkamp, Donald Nelson, Joe Range, Angela Valles, ASB Member

WORKSHOP ~ Staff Lounge

Budget Workshop

5-5:30 p.m.

REGULAR MEETING AGENDA

*Board Room Victor Valley Community College
This meeting will be electronically recorded*

3. OPEN SESSION REGULAR MEETING

5:30 p.m.

3.1 Closed Session Report

3.2 Board President Report

Committee Reports:

President's Cabinet - Angela Valles

Facilities Committee – Joe Range

Finance Budget and Planning Committee – Joe Range

Accreditation Committee – Chris Mollenkamp

Institutional Effectiveness Committee– Chris Mollenkamp

Environmental Health and Safety Committee – Don Nelson

Child Development Committee – Don Nelson

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 April 13, 2010 regular Board meeting, April 22, 2010 special Board meeting.

5.2 Agreement – William D. Suval, M.D. Inc.

Ratification of the agreement between Victor Valley Community College District and William D. Suval, M.D. Inc. to provide clinical learning facilities for the health sciences programs. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party. Fiscal Impact: None

5.3 Agreement – Puri Orthopedic Center, Inc.

Ratification of the agreement between Victor Valley Community College District and Puri Orthopedic Center, Inc. to provide clinical learning facilities for the health sciences programs. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party. Fiscal Impact: None

- 5.4 Agreement – Hawes Billing Service
Ratification of the agreement between Victor Valley Community College District and Hawes Billing Service to provide clinical learning facilities for the health sciences programs. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party. Fiscal Impact: None
- 5.5 Agreement – Ashvin Bhutwala, M.D.
Ratification of the agreement between Victor Valley Community College District and Ashvin Bhutwala, M.D. to provide clinical learning facilities for the health sciences programs. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party. Fiscal Impact: None
- 5.6 Agreement – High Desert Primary Care Medical Group, A California Partnership
Ratification of the agreement between Victor Valley Community College District and High Desert Primary Care Medical Group, A California Partnership to provide clinical learning facilities for the health sciences programs. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party. Fiscal Impact: None
- 5.7 Agreement – High Desert ENT
Ratification of the agreement between Victor Valley Community College District and High Desert ENT to provide clinical learning facilities for the health sciences programs. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party. Fiscal Impact: None
- 5.8 Agreement – Rakesh K & Neera Grover, M.D.
Ratification of the agreement between Victor Valley Community College District and Rakesh K & Neera Grover, M.D. to provide clinical learning facilities for the health sciences programs. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party. Fiscal Impact: None
- 5.9 Agreement – Jamboor Medical Cooperation/High Desert Nephrology/Desert Cities Dialysis
Ratification of the agreement between Victor Valley Community College District and Jamboor Medical Cooperation/High Desert Nephrology/Desert Cities Dialysis to provide clinical learning facilities for the health sciences programs. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party. Fiscal Impact: None
- 5.10 Agreement – Stine Chiropractic
Ratification of the agreement between Victor Valley Community College District and Stine Chiropractic to provide clinical learning facilities for the health sciences programs. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party. Fiscal Impact: None
- 5.11 Curriculum Changes
Approval of the curriculum changes that have been recommended by the College Curriculum Committee on March 25 and April 8, 2010. Fiscal Impact: None
- 5.12 Agreement – Frick, Frick & Jette Architects, Inc.
Ratification of the agreement between Victor Valley Community College District and Frick, Frick & Jette Architects, Inc. to create a landscape master plan for the entire campus. This work takes the basic concepts set forth in the facilities master plan and applies it to projects to be incorporated on the campus fulfilling goals of the campus master plan. Fiscal Impact: \$11,226.00, Fund 71

5.13 Disposal of Surplus Property

Approval of the Contract Education Services' agreements listed for the courses offered in the Contract Education department. Fiscal Impact: \$600.00 income to the District.

Vendor:	Income to the District
Sanchos Tacos	\$ 300.00
American Legion Post 229, Adelanto	\$ 300.00
Total:	\$ 600.00

5.14 Board of Trustees Payments Reports

Approval of the Board of Trustees Payments Reports. Fiscal Impact: None

5.15 Board of Trustees Budget Transfer Request Report

Approval of the budget transfers. Fiscal Impact: None

5.16 Agreement – Excelsior Education Center

Ratification of the agreement between Victor Valley Community College District and Excelsior Education Center for the purchase and relocation of four (4) modular units. Fiscal Impact: \$5,701.00 per modular unit for a total of \$22,804.00 to be paid from rent revenue received from Excelsior Education Center.

5.17 Agreement – Vavrinek, Trine, Day & Company

Ratification of the contract between Victor Valley Community College District and Vavrinek, Trine, Day & Company to assist in the preparation of an indirect cost proposal so the District can negotiate an indirect cost rate through the Department of Health & Human Services. Fiscal Impact: Not to exceed \$5,300.00, Fund 01 expenditure.

5.18 Memorandum of Understanding – Summer 2010 Work Week Schedule

Approval of the Memorandum of Understanding for the Summer 2010 work week schedule. Fiscal Impact: None.

5.19 Agreement – San Bernardino County Superintendent of Schools

Ratification of the agreement between Victor Valley Community College District and San Bernardino County Superintendent of Schools to join an agreement to purchase anti-virus and endpoint software protection for Victor Valley College staff and student computers. Fiscal Impact: \$10,008.09 – budgeted item; annually for 3 years beginning July 1, 2012 through June 30, 2015.

5.20 Agreement - Independent Contractor– Nancy K. Bohl, Inc., DBA The Counseling Team

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Nancy K. Bohl, Inc., DBA The Counseling Team to provide psychological testing for police officers. The period of the agreement is from April 1, 2010 through March 31, 2011. Fiscal Impact: Budgeted, \$250.00 per evaluation, not to exceed \$4,000.00.

5.21 Agreement – Norman A. Traub Associates

Approval of the agreement between Victor Valley Community College District and Norman A. Traub Associates to conduct background investigations for police officers. Fiscal Impact: Budgeted, \$2,200.00 plus expenses for executive background investigations.

5.22 Academic Equivalency Request – Karmen Padfield, Clinical Nursing, Health Care Ancillaries

Approval of the academic equivalency request for Karmen Padfield, Clinical Nursing, Health Care Ancillaries. Fiscal Impact: None.

- 5.23 Agreement – Ebmeyer Charter and Tour
Approval of the agreement between Victor Valley Community College District and Ebmeyer Charter and Tour to provide transportation services to registered students at Victor Valley Community College and the Puente Program coordinator(s). Fiscal Impact: \$3,300.00, Puente Grant funded.
- 5.24 Out of the Country Travel – Hinrich Kaiser
Approval of the out-of-country travel to Perth, Western Australia for Dr. Hinrich Kaiser to conduct research for the Western Australian Museum, May 12-16,2010. Fiscal Impact: \$2,500.00 – Staff Development/Title V Funds.

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda YES ___ NO ___

10. ADMINISTRATIVE SERVICES

- 10.1 Public Hearing to Adopt a Resolution for the Victor Valley Community College Mitigated Negative Declaration for the Eastside Public Safety Training Center YES ___ NO ___

- a) The Board president hereby declares the hearing open
- b) The public may now comment on the Victor Valley Community College Eastside Public Safety Training Center Mitigated Negative Declaration
- c) The board president hereby declares the hearing closed

Adoption of the resolution and approval of the Victor Valley Community College Eastside Public Safety Training Center Mitigated Negative Declaration. Fiscal Impact: None

- 10.2 Grant of Easement- Southern California Edison YES ___ NO ___

Approval of the Grant of Easement to Southern California Edison to install and maintain electrical service to the campus. Fiscal Impact: None

- 10.3 Appointment – Citizens' Bond Oversight Committee YES ___ NO ___

Approval to appoint Jason Barker, Sheri Schmoll, Carroll Yule and Diane Uli to serve on the Citizens' Bond Oversight Committee for the period of May 11, 2010 through March 31, 2012. Fiscal Impact: None

- 10.4 Change Order – CHJ, Inc. – Eastside Public Safety Training Center YES ___ NO ___

Approval of the Change Order with CHJ, Inc. requested by the then Superintendent/President Dr. Robert Silverman. Fiscal Impact: \$950.00, locally bond funded.

- 10.5 Change Order – SolFocus, Inc. YES ___ NO ___

Ratification of the change order with Solfocus, Inc. to install one additional 4" conduit for the future expansion of the One Mega Watt Solar Facility. Fiscal Impact: \$14,254.00, locally bond funded.

- 10.6 Award Contract – Parking Lot Repairs YES ___ NO ___

Approval to award the contract to Cooley Construction, Inc for parking lot repairs. Fiscal Impact: \$529,482.00, locally bond funded.

- 10.7 Foundation Donations YES ___ NO ___
Acceptance of donations as college property from the Victor Valley College District Foundation. The Foundation has made expenditures from cash contributions to specific college programs in the amount of \$28,448.96 and transferred \$70,501.04 in student scholarships for a total cash contribution of \$98,950.00. The Foundation has also received and is transferring ownership of in-kind (non-cash) gifts valued at \$2,964.00. Total \$101,914.00 to the District.

11. HUMAN RESOURCES

- 11.1 Public Hearing for District Initial Negotiations Proposal to CSEA YES ___ NO ___
a) The Board president hereby declares the hearing open
b) The public may now comment on the initial proposal
c) The board president hereby declares the hearing closed

Fiscal Impact: None

- 11.2 Public Hearing for CSEA Initial Negotiations Proposal to District YES ___ NO ___
a) The Board president hereby declares the hearing open
b) The public may now comment on the initial proposal
c) The board president hereby declares the hearing closed

Fiscal Impact: None

- 11.3 Employment Contract for Interim Superintendent/ President YES ___ NO ___
Ratification of the employment contract with Dr. Christopher O'Hearn as Interim Superintendent/President, effective March 30, 2010. Fiscal Impact: Budgeted.

- 11.4 Management Interim Appointment, Deputy Superintendent YES ___ NO ___
Approval of the appointment of Fusako Yokotobi as Interim Deputy Superintendent in addition to her regular appointment as Vice President of Human Resources, effective May 12, 2010. Fiscal Impact: Budgeted.

12. INFORMATION/DISCUSSION

- 12.1 Monthly Financial Reports
Submitted as an informational item.

- 12.2 Revision – Victor Valley College Equal Employment Opportunity Plan
Submitted as an informational item.

13. REPORTS (3 minute limit per report)

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

- 13.1 Foundation

- 13.2 Employee Groups

- a) CTA
b) CSEA
a) AFT Part-Time Faculty United

14. TRUSTEE COMMENTS

- ASB
-

15. ITEMS FOR FUTURE BOARD MEETINGS

Board members may request items to be placed on future Board meetings for a report or information.

16. 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)

17. 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: April 13, 2010

Place: Closed Session: 3:30-4 p.m., Human Resources Conference Room, Victor Valley Community College 18422 Bear Valley Road, Victorville, CA 92395

Workshop: 4-5 p.m., Staff Lounge, Victor Valley Community College 18422 Bear Valley Road, Victorville, CA 92395

Regular Meeting 5 p.m. Board Room Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

AGENDA

Board Room Victor Valley Community College

CALL TO ORDER

3:30 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on April 13, 2010 in the Board Room of the Administration building. Ms. Valles, Board President called the meeting to order at 3:30 p.m.

Absent: Mary Mazzola, Student Trustee

TRUSTEE ROLL CALL: Angela Valles, Board President; Chris Mollenkamp Vice President; Don Nelson, Trustee, Joe Range, Trustee

Trustee Henderson arrived at 3:35 p.m.
Mary Mazzola, Student Trustee arrived at 4:50 p.m.

MANAGEMENT PRESENT: Dr. Christopher O'Hearn, Interim Superintendent/President, Fusako Yokotobi, Vice President, Human Resources, GH Javaheripour, Vice President, Administrative Services and Annette McComas (Recorder)

PLEDGE OF ALLEGIANCE

Don Nelson led the Pledge of Allegiance to the Flag.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: None

2. CLOSED SESSION

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE – Government Code Section 54957(b)
(One employee)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Contract Negotiation) – Government Code
Section 54954.5
Interim Superintendent/President

BOARD OF TRUSTEES: Dennis Henderson, Chris Mollenkamp, Donald Nelson, Joe Range, Angela Valles, ASB Member

CONFERENCE WITH LABOR NEGOTIATOR – Government Code Section 54957.6
District Representatives: Dr. Christopher O'Hearn, Paul Williams, Mary Pringle, Fusako Yokotobi
Employee Organization: CSEA

WORKSHOP ~ Staff Lounge

Superintendent/President Search Process

4-5 p.m.

REGULAR MEETING AGENDA

*Board Room Victor Valley Community College
This meeting will be electronically recorded*

3. OPEN SESSION REGULAR MEETING

3.1 Closed Session Report

At 5 p.m. Board President Valles reconvened to open session and announced that the employee discipline was continued to the May meeting.

3.2 Board President Report

Committee Reports:

Facilities Committee – Trustee Range recommended that the original location plan for the One Stop Center should be reconsidered reverting back to the 2005 Facilities Master Plan. Dr. O'Hearn responded that he is currently reviewing the master plan and addressing the differences in cost. The original location has been determined to be more costly compared to the recommend site.

Finance Budget and Planning Committee – Trustee Range reported that the committee recently submitted to the Chancellor's office. He pointed out that there are very limited resources and it is necessary to work within the budget

Accreditation Committee – Trustee Mollenkamp reported that Dr. O'Hearn has been working with the stakeholders in anticipation of the accreditation expected in March of 2011. He stressed that everyone should be involved in the process which will demonstrates the college's commitment.

Environmental Health and Safety Committee – Trustee Nelson reported that he is awaiting notification of meetings that are planned.

Child Development Committee – Trustee Nelson reported that Kelley Johnson, Director of the Child Development Center has done an excellent job on the completion of the Parent Center handbook.

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: none

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. O'Hearn did give a report. He did note that his transition has been smooth and the college community is coming together.

Faculty Senate – absent

5. CONSENT AGENDA

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

- 5.1 Approval of the minutes of the March 9, 2010 regular Board meeting, March 15, 2010 and March 30, 2010 special Board meetings.
- 5.2 Agreement – Datatel, Inc.
Ratification of the agreement between Victor Valley Community College District and Datatel, Inc. to perform workflow analysis and training for the instruction office. Fiscal Impact: \$7,500.00, budgeted item.
- 5.3 Agreement – Datatel, Inc.
Approval of the agreement between Victor Valley Community College District and Datatel, Inc. provide miscellaneous training and consulting services. Fiscal Impact: \$50,000.00, budgeted item.
- 5.4 Agreement – Vector Resources, Inc.
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to replace our current out of support telephone switch with redundant switches which will provide enhanced support for the campus telephone. Fiscal Impact: \$23,506.83, budgeted item.
- 5.5 Agreement – Vector Resources, Inc.
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. for renewal of engineer hours used in support of the campus telephone system for issues that are beyond the scope of technical expertise. Fiscal Impact: \$2,000.00, budgeted item.
- 5.6 Agreement – Gilmore & Bell
Ratification of the agreement between Victor Valley Community College District and Gilmore & Bell to fund a comprehensive energy analysis and implementation for the campus. Fiscal Impact: \$2,000.00, fund 71 expenditure.
- 5.7 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None.
- 5.8 Board of Trustees Budget Transfer Request Report
Approval of the Board of Trustees budget transfers as submitted. Fiscal Impact: None
- 5.9 Agreement – Galaxy Moving Company, Inc.
Ratification of the agreement between Victor Valley Community College District and Galaxy Moving Company, Inc. to remove the football lockers from the Humanities Center modular unit 75A. Fiscal Impact: \$1,360.00, fund 71 expenditure.
- 5.10 Agreement – Biogin Consulting
Ratification of the agreement between Victor Valley Community College District and Biogin Consulting to provide Mojave Ground Squirrel Surveys at the property in Apple Valley for the Public Safety Training Center. Fiscal Impact: \$19,000, locally bond funded.
- 5.11 Quarterly Financial Status Report (CCFS-311Q)
Acceptance of the quarterly financial status report (Form CCFS-311Q). Fiscal Impact: None

- 5.12 Agreement – Hi Desert Alarm
Ratification of the agreement between Victor Valley Community College District and Hi Desert Alarm to install and monitor a fire alarm system at the Child Development Center.
Fiscal Impact: \$1,366.38, equipment and installation, monitoring \$25.00 per month. This expense will be paid for from rents collected from the County Head Start tenants.
- 5.13 Disposal of Surplus Property
Approval of the sale of furniture/equipment to the County of San Bernardino's Head Start Program. Fiscal Impact: \$11,675.70 income to the district.
- 5.14 Agreement – Contract Education Services – Such a Voice
Approval of the Contract Education Service to introduce students to the voice-over business.
Fiscal Impact: \$350.00 income to the district.
- 5.15 Agreement – Independent Contractor – Audrey Williams
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Audrey Williams to provide EOPS related training. Fiscal Impact: \$2,500.00 – EOPS.
- 5.16 Renewal - Library Online Database Subscriptions
Ratification of the renewal purchase of online database subscriptions through the Community College Library Consortium for the period of July 1, 2010 through June 30, 2011. Fiscal Impact: \$17,101.64, budgeted.
- 5.17 Contract – Pacific Floor Company
Approval of the contract between Victor Valley Community College District and Pacific Floor Company to recoat the gymnasium floor. Fiscal Impact: \$8,057.00, athletics budget.
- 5.18 Agreement – Allan Barbish
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Allan Barbish to provide complete sound system at Sultana High School for the June 11, 2010 commencement ceremonies. Fiscal Impact: Not to exceed \$2,200.00, budgeted item, graduation account.
- 5.19 Business Associate Agreements for Healthcare Programs' Clinical Locations
Approval of the Business Associate Agreement for all healthcare programs of the district.
Fiscal Impact: None
- 5.20 3rd Amendment – Agreement Renewal – Community Hospital of San Bernardino
Approval of the renewal of the third amendment that was originally approved on March 1, 2007 between Victor Valley Community college District and Community Hospital of San Bernardino to provide clinical learning facilities for health sciences programs. Fiscal Impact: None

5.21 Agreements – Contract Education Services

Approval of the Contract Education Services' agreements listed for the courses offered in the Contract Education department. Fiscal Impact: \$4,500.00 income the district.

Vendor:	Income to the District
Philly Cheese Steak	\$ 300.00
Cardenas Mexican Market	\$ 300.00
Fresh Wok	\$ 300.00
Phoenix China	\$ 300.00
Jensens	\$ 600.00
Los Alazanes –15461 Main St., Hesperia	\$ 300.00
Los Alazanes – 14153 Mariposa Rd., Victorville	\$ 300.00
Rosita Restaurant	\$ 300.00
Red Robin Restaurant	\$ 300.00
Angels Road House Restaurant	\$ 300.00
Roberto Mexican Food	\$ 300.00
The Order of the Eagles Lodge	\$ 300.00
Idle Spurs Buffet	\$ 300.00
Arturo's Restaurant	\$ 300.00
Total:	\$ 4,500.00

5.22 Memorandum of Understanding – U.S. Forest Service Pacific Southwest Region, Fire and Aviation Management

Acceptance of a Memorandum of Understanding (MOU) between Victor Valley Community College District and the U.S. Forest Service, Pacific Southwest Region, Fire and Aviation Management to offer safety refresher training courses on campus. The MOU is effective upon Board of Trustees acceptance and remains in effect until such time either parties submit a termination of agreement. Fiscal Impact: \$9,000.00 to the district.

5.23 Agreement – Independent Contractor – Ruby Wikstrom

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Ruby Wikstrom to assist with streamlining schedule and catalog production. The period of the agreement is from March 10, 2010 through June 30, 2010. Fiscal Impact: \$3,500.00, Title V Coop Grant and \$3,500.00 budgeted item.

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Separate approval of items pulled from consent agenda

8. INSTRUCTION

8.1 Acceptance of Grant Funds from the Office of Statewide Health Planning and Development (OSHDP) Healthcare and Workforce and Community Development

It was MSC (Nelson/Henderson, 5-0) to accept the grant funds in the amount of \$123,396.00 from the Office of Statewide Health Planning and Development (OSHDP) Healthcare and Workforce and Community Development to increase access to health care and reduce health disparities within the State of California. Fiscal Impact: \$123,396.00 to the district for the Nursing Program.

8.2 Amended Child Development Center Handbook Changes

It was MSC (Mollenkamp, Nelson, 5-0) to approve Approval of the amended revisions to the Child Development Center Handbook as submitted for 2010-2011 school year. Fiscal Impact: None

10. ADMINISTRATIVE SERVICES

10.1 TABLED Memorandum of Lease Agreement – New Cingular Wireless PCS, LLC

It was Motioned by Trustee Nelson and seconded by Trustee Henderson to approve the lease agreement between Victor Valley Community College District and New Cingular Wireless, PCS, LLC for the purpose of constructing, operating, and maintaining a Monopine Cell Tower communication facility. Fiscal Impact: One time \$10,000.00 signing bonus and \$24,000.00 annually, increasing by 4% for a projected revenue to the District of \$1,039,482.00 over the next 25 years.

Following discussion, Trustee Nelson motioned and Trustee Henderson seconded to withdraw their motions.

It was MSC (Nelson/Valles, 5-0) to table the item until the next meeting.

10.2 Award Contract – JAM Fire Protection Inc.

It was MSC (Mollenkamp, Nelson, 5-0) to approve Approval to award the contract to JAM Fire Protection, Inc. to update the fire extinguishing system located in the server room in the Technology Center Building and relocate the backup servers from Building 10A to the Technology Center Building 21. Fiscal Impact: Fund 71, \$33,240.00 and a County contribution of \$24,000.00 with a total project cost of \$57,240.00.

10.3 FAILED Change Order – SolFocus, Inc.

It was motioned by Trustee Nelson and seconded by Henderson, to approve additional services and authorize the interim Superintendent/President to execute a change order with Solfocus, Inc. to install a spread style footings at the 1MW Solar Generating Facility. Fiscal Impact: \$111,000, locally bond funded.

Following discussion, the motion to approve additional services and authorize the interim Superintendent/President to execute a change order with Solfocus, Inc. to install a spread style footings at the 1MW Solar Generating Facility failed (Valles, No, Mollenkamp, No, Henderson, No, Nelson, No, Range, No)

10.4 Solicit Firms to Provide Superintendent/President Recruitment Services

It was MSC (Mollenkamp/Nelson, 5-0) to authorize the District solicit qualified firms to conduct the search to fill the position of Superintendent/President. Fiscal Impact: None

11. HUMAN RESOURCES

11.1 Revised, Confidential Job Description, Executive Administrative Assistant, Human Resources

It was MSC (Range/Nelson, 5-0) to approve the revised confidential job description of Executive Administrative Assistant; Human Resources to more accurately reflect the duties of the position. Fiscal Impact: None

12. INFORMATION/DISCUSSION

12.1 Monthly Financial Reports

Submitted as an informational item.

12.2 District Initial Negotiations Proposal to CSEA

Submitted as an informational item.

12.3 CSEA Initial Negotiations proposal to District

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
Janice Olson

13.2 Employee Groups

a) CTA
Absent

b) CSEA
Arlene Greene

c) AFT Part-Time Faculty United
Absent

14. TRUSTEE COMMENTS

- ASB

Mary Mazzola reported on student activities. Trustees Range, Henderson, Valles and Nelson commented on the loss of Bill Porter. Trustee Mollenkamp recognized the Model United Nations students on their recent accomplishments. He also pointed out that the Science Department recently identified 3 new species of reptiles.

15. ITEMS FOR FUTURE BOARD MEETINGS

Board members may request items to be placed on future Board meetings for a report or information.

Trustee Mollenkamp asked that the protocols and processes presented at the December 2009 be further discussed.

16. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: Beverly Dudley

17. ADJOURNMENT

It was MSC (Range/Mollenkamp, 5-0) to adjourn the meeting at 5:50 p.m.

Dennis Henderson, Clerk

Date Approved



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

Date: April 22, 2010

Place: Board Members either be available in person or telephonically
President's Conference Room ~ Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

AGENDA

Board Room Victor Valley Community College

CALL TO ORDER

4:35 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on April 22, 2010 in the President's Conference Room. Ms. Valles, Board President called the meeting to order at 4:35 p.m.

TRUSTEE ROLL CALL: Telephonically: Angela Valles, Board President; Chris Mollenkamp Vice President; Don Nelson, Trustee, and Joe Range, Trustee. **In Person:** Dennis Henderson, Clerk.

MANAGEMENT PRESENT: Dr. Christopher O'Hearn, Interim, Superintendent/President, Fusako Yokotobi, Vice President, Human Resources, and Annette McComas (Recorder)

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: None

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: None

2. OPEN SESSION REGULAR MEETING

3. BOARD OF TRUSTEES

YES ___ NO ___

Spring Valley Lake Election

It was MSC (Valles/Henderson, 5-0) to select the incumbents Ken Bodle, Kirt Mahlum, Ernest Martell and Jeff Morgan for the Spring Valley Lake Association Board of Directors candidates.

4. ADJOURNMENT

It was MSC (Nelson/Henderson, 5-0) to adjourn the meeting at 4:45 p.m.

Dennis Henderson, Clerk

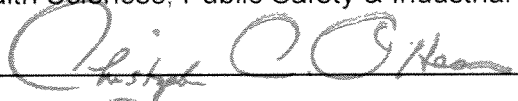
Date Approved


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

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

TOPIC: AGREEMENT – WILLIAM D. SUVAL, M.D., INC.

SUBMITTED BY: Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District desires to ratify an agreement between Victor Valley Community College District and William D. Suval, M.D., Inc. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

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

Need:

To provide clinical learning facilities for the health sciences programs.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and William D. Suval, M.D., Inc. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

Legal Review: YES X NOT APPLICABLE ___


Reference for Agenda: YES ___ NOX


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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – PURI ORTHOPEDIC CENTER, INC.

SUBMITTED BY: Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District desires to ratify an agreement between Victor Valley Community College District and Puri Orthopedic Center, Inc. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

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

Need:

To provide clinical learning facilities for the health sciences programs.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Puri Orthopedic Center, Inc. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

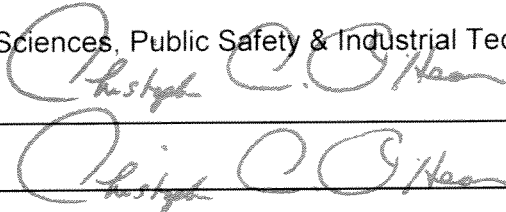
BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – HAWES BILLING SERVICE

SUBMITTED BY: Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology

RECOMMENDED BY: Christopher O'Hearn

APPROVED BY: Christopher O'Hearn



Description/Background:

The District desires to ratify an agreement between Victor Valley Community College District and Hawes Billing Service. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

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

Need:

To provide clinical learning facilities for the health sciences programs.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Hawes Billing Service. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO

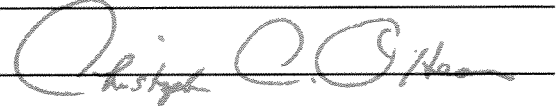
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: AGREEMENT – ASHVIN BHUTWALA, M.D.

SUBMITTED BY: Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District desires to ratify an agreement between Victor Valley Community College District and Ashvin Bhutwala, M.D. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

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

Need:

To provide clinical learning facilities for the health sciences programs.

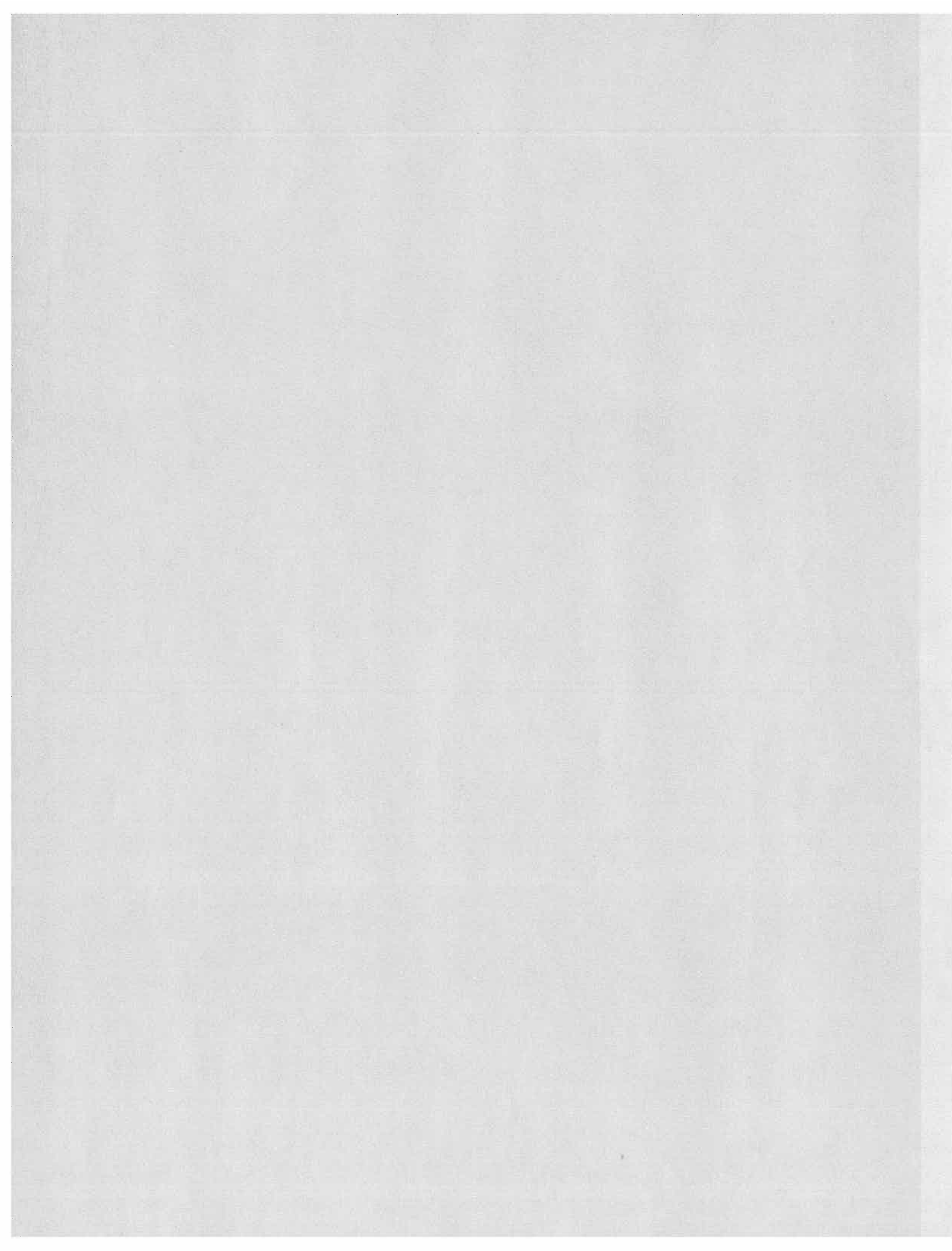
Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Ashvin Bhutwala, M.D. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X



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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – HIGH DESERT PRIMARY CARE MEDICAL GROUP, A CALIFORNIA PARTNERSHIP

SUBMITTED BY: Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology

RECOMMENDED BY: Christopher O'Hearn _____

APPROVED BY: Christopher O'Hearn _____

Description/Background:

The District desires to ratify an agreement between Victor Valley Community College District and High Desert Primary Care Medical Group, A California Partnership. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

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

Need:

To provide clinical learning facilities for the health sciences programs.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and High Desert Primary Care Medical Group, A California Partnership. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


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

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

TOPIC: AGREEMENT – HIGH DESERT ENT

SUBMITTED BY: Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District desires to ratify an agreement between Victor Valley Community College District and High Desert ENT. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

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

Need:

To provide clinical learning facilities for the health sciences programs.

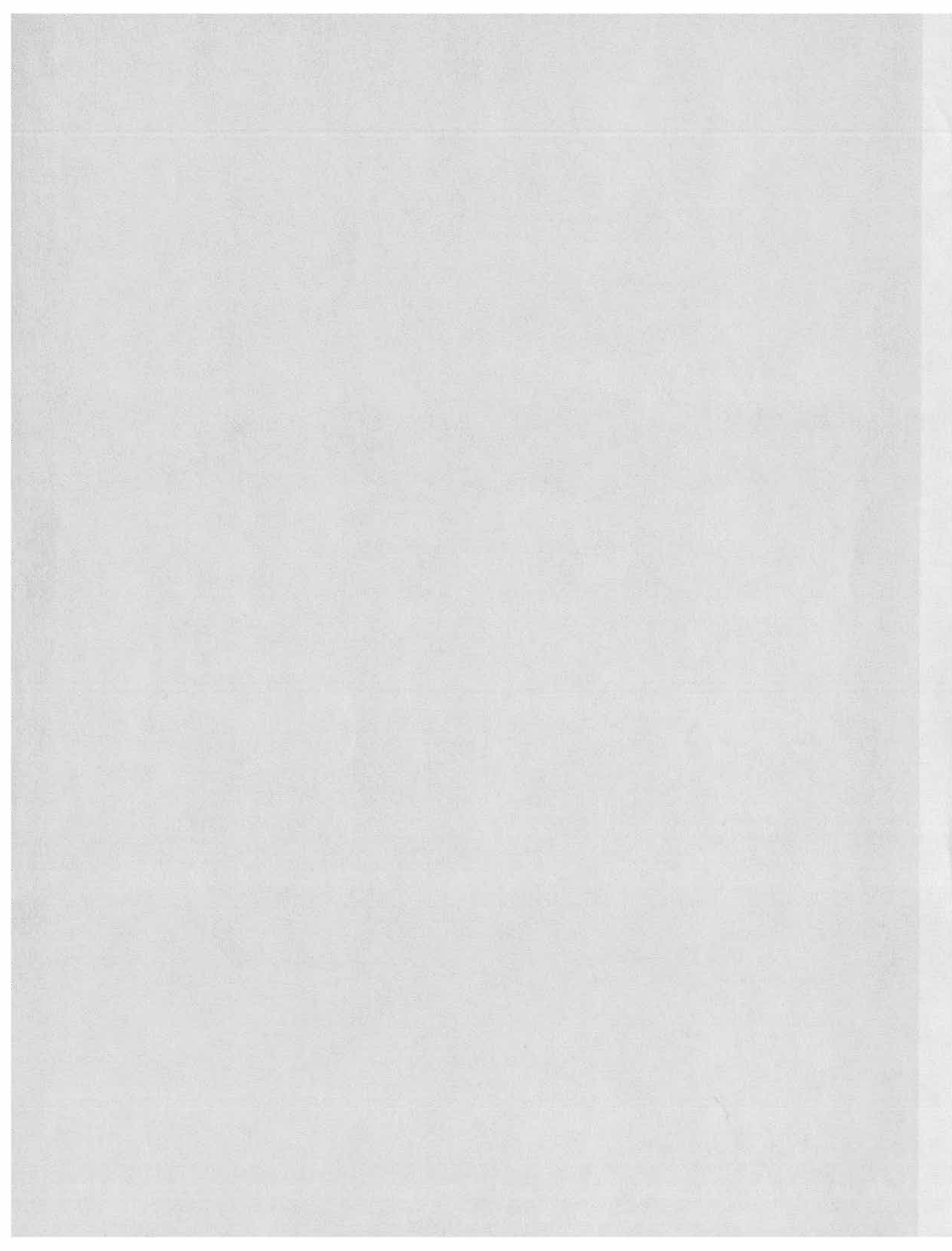
Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and High Desert ENT. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X





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

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

TOPIC: AGREEMENT – JAMBOOR MEDICAL COOPERATION/
HIGH DESERT NEPHROLOGY/DESERT CITIES DIALYSIS

SUBMITTED BY: Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District desires to ratify an agreement between Victor Valley Community College District and Jamboor Medical Cooperation/ High Desert Nephrology/Desert Cities Dialysis. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

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

Need:

To provide clinical learning facilities for the health sciences programs.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Jamboor Medical Cooperation/ High Desert Nephrology/Desert Cities Dialysis. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

Legal Review: YES **X** NOT APPLICABLE

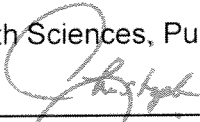
Reference for Agenda: YES **NO**



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

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

TOPIC: AGREEMENT – STINE CHIROPRACTIC

SUBMITTED BY: Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Christopher O'Hearn  

Description/Background:

The District desires to ratify an agreement between Victor Valley Community College District and Stine Chiropractic. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

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

Need:

To provide clinical learning facilities for the health sciences programs.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees ratify an agreement between Victor Valley Community College District and Stine Chiropractic. The agreement begins May 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party provided, however, that no such termination shall be effective until the end of the academic term that is in session at that time.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X

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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: CURRICULUM CHANGES

SUBMITTED BY: Starla Whitney, Curriculum and Scheduling Coordinator

RECOMMENDED BY: Christopher O' Hearn



APPROVED BY: Christopher O' Hearn



Description/Background:

The College Curriculum Committee is meeting on a regular basis to review course changes that have been proposed by the instructional departments. The modifications in existing courses and the proposed new courses that were approved by the committee on March 25 and April 8, 2010 are listed on the attached sheet.

A copy of the College Curriculum changes are available in the president's office for your review.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve the curriculum changes that have been recommended by the College Curriculum Committee.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

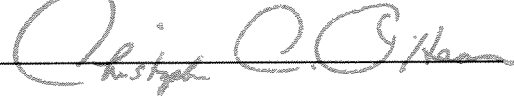
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: AGREEMENT – FRICK, FRICK & JETTE ARCHITECTS, INC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to enter into an agreement with Frick, Frick & Jette Architects, Inc. to create a landscape master plan of the entire main campus, developing an approved set of landscape standards, design guidelines and plans for the beautification of the college campus. This work takes the basic concepts set forth in the facilities master plan and applies it to projects to be incorporated on the campus fulfilling goals of the campus master plan.

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

Need:

Bond Measure JJ provides funding to the District for various projects, which include improvements to the main campus.

Fiscal Impact:

\$11,226.00 – Landscape Design Guidelines. Including 7.5% of construction costs on a project by project basis chosen by the District – Locally Bond Funded

Recommended Action:

This item has been approved by the Interim Superintendent/President and it is recommended that the Board of Trustees ratify the agreement with Frick, Frick & Jette Architects, Inc. in the amount of \$11,226.00 and 7.5% for Architectural over site as projected for the services described above.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENTS - CONTRACT EDUCATION SERVICES

SUBMITTED BY: Debbie Potts, Contract Education

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District desires to approve the Contract Education Services' agreements listed below for the courses offered in the Contract Education department.

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

Vendor:	Income to the District
Sanchos Tacos	\$ 300.00
American Legion Post 229, Adelanto	\$ 300.00
Total:	\$ 600.00

Need:

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

Fiscal Impact: \$600.00 Income to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve the Contract Education Services' agreements listed above for the courses offered in the Contract Education department.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO


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

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

TOPIC: BOARD OF TRUSTEES PAYMENTS REPORT

SUBMITTED BY: Renee Garcia, Fiscal Services

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

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

Need: N/A

Fiscal Impact: None

Recommended Action:

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

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES NO ___

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, MAY 11, 2010**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Revenue Bond	Student Cntr Fee
BATCH 789	\$ 1,960.00					
BATCH 790	\$ 6,105.85					
BATCH 790A	\$ 9,949.22					
BATCH 791	\$ 564.49					
BATCH 792 CONTIANS NO BATCH					\$ 1,398,852.90	
BATCH 792A					\$ 990,854.10	
BATCH 793 VOIDED						
BATCH 793A	\$ 27,758.10					
BATCH 794	\$ 6,562.10					
BATCH 795						
BATCH 796			\$ 6,997.50			
BATCH 497	\$ 8,003.56					
BATCH 798	\$ 15,032.96					
BATCH 798A	\$ 2,433.00					
BATCH 799	\$ 2,965.68					
BATCH 800 BATCH IS VOIDED						
BATCH 800A					\$ 11,445.92	
BATCH 801					\$ 1,038.97	
BATCH 802						
BATCH 803						
BATCH 804						
BATCH 804A	\$ 2,937.11					
BATCH 805	\$ 1,700.00					
BATCH 805	\$ 4,523.22			\$ 200.00		
BATCH 806 VOIDED						
BATCH 806A	\$ 2,310.17					
BATCH 807	\$ 15,395.42					
BATCH 808	\$ 8,892.56					
BATCH 808A	\$ 3,838.88					
BATCH 809	\$ 6,353.52					
BATCH 809A	\$ 3,838.88					
BATCH 810 BATCH VOIDED						
BATCH 810A					\$ 273,737.06	
BATCH 811	\$ 6,369.73					
BATCH 811A	\$ 2,339.00					
BATCH 812	\$ 3,484.46					
BATCH 813	\$ 2,942.30					
BATCH 814	\$ 2,576.08					
BATCH 815	\$ 4,862.43					

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, MAY 11, 2010**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Revenue Bond	Student Cntr Fee
BATCH 816		\$152.50				
BATCH 817 VOIDED						
BATCH 817A			\$ 137,391.00			
BATCH 818			\$ 1,462.42			
BATCH 819	\$ 3,422.37					
BATCH 819A	\$ 6,368.14					
BATCH 820			\$ 3,581.70			
BATCH 821	\$ 75.00					
BATCH 822 BATCH IS VOIDED						
BATCH 822A		\$1,063.43				
BATCH 823	\$ 2,123.07					
BATCH 824				\$ 47.36		
BATCH 825	\$ 12,970.67					
BATCH 825A	\$ 14,249.02					
BATCH 826	\$ 637.50					
BATCH 827	\$ 2,473.00					
BATCH 828	\$ 3,264.60					
BATCH 829			\$ 504.00			
BATCH 830	\$ 26,219.91					
BATCH 830A	\$ 52,181.11					
BATCH 831				\$ 128.28		
BATCH 832	\$ 35,237.76					
BATCH 832A	\$ 41,132.00					
BATCH 833	\$ 40,053.40					
BATCH 834		539.67				
BATCH 834A		1500				
BATCH 835						
BATCH 836	\$ 1,464.52			\$ 2,650.00		
BATCH 837 CONTAINS NO BATCH						
BATCH 838	\$ 144.00					
BATCH 839			\$ 425.00			
BATCH 839A			\$ 1,717.59			
BATCH 840	\$ 4,251.16					
BATCH 841 CONTAINS NO BATCH						
BATCH 842	\$ 13,118.15					
BATCH 843	\$ 1,185.30					
BATCH 844 CONTAINS NO BATCH						
						\$ -

**BOARD REPORTS
 BOARD OF TRUSTEES MEETING, MAY 11, 2010**


	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Revenue Bond	Student Cntr Fee
BATCH 844A	\$ 1,758.75					
BATCH 845	\$ 16,678.86					
BATCH 846	\$ 10,214.65					
BATCH 847	\$ 9,400.40					
BATCH 848	\$ 83,839.43					
BATCH 849	\$ 112,744.77					
	\$ 799,955.63	\$3,255.60	\$ 196,788.12	\$ 3,025.64	\$2,676,341.95	\$ -


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: BOARD OF TRUSTEES BUDGET TRANSFER REQUEST REPORT

SUBMITTED BY: Deedee Orta, Administrative Services

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

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 X

Reference for Agenda: YES X NO ___

VICTOR VALLEY COLLEGE
 BUDGET TRANSFER REPORT
 FROM 03/12/10 TO 04/09/10

4/15/2010

Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
100190	01	0000 DISTRICT-WIDE HOLDING PROGRAM	817000 FEDERAL REVENUE	51,000		BGT UPDATE
100190	01	6350 STUDENT SUPPORT SVCS-TITLE IV	135000 PERSONAL SERVICES	2,570		BGT UPDATE
100190	01	6350 STUDENT SUPPORT SVCS-TITLE IV	239000 CLASS-SHORT TERM/TEMP/NI	13,536		BGT UPDATE
100190	01	6350 STUDENT SUPPORT SVCS-TITLE IV	239100 CLASS-REG/FT-OVERTIME	11,029		BGT UPDATE
100190	01	6350 STUDENT SUPPORT SVCS-TITLE IV	248000 CLASS-I/NR-STUDENTS	10,736		BGT UPDATE
100190	01	6350 STUDENT SUPPORT SVCS-TITLE IV	335000 PUBLIC AGENCY RET SYSTEM	2,000		BGT UPDATE
100190	01	6350 STUDENT SUPPORT SVCS-TITLE IV	450000 OTHER SUPPLIES	3,000		BGT UPDATE
100190	01	6350 STUDENT SUPPORT SVCS-TITLE IV	520000 TRAVEL/CONFERENCE-INSTRUCTIONA	8,129		BGT UPDATE
100192	01	0000 DISTRICT-WIDE HOLDING PROGRAM	817000 FEDERAL REVENUE	51,000		BGT UPDATE
100192	01	6350 STUDENT SUPPORT SVCS-TITLE IV	135000 PERSONAL SERVICES	2,121		BGT UPDATE
100192	01	6350 STUDENT SUPPORT SVCS-TITLE IV	239000 CLASS-SHORT TERM/TEMP/NI	9,216		BGT UPDATE
100192	01	6350 STUDENT SUPPORT SVCS-TITLE IV	239400 CLASS SUBS/NI	15,735		BGT UPDATE
100192	01	6350 STUDENT SUPPORT SVCS-TITLE IV	248000 CLASS-I/NR-STUDENTS	8,264		BGT UPDATE
100192	01	6350 STUDENT SUPPORT SVCS-TITLE IV	565000 CONTRACTS-MAINT AGREEMENTS	299		BGT UPDATE
100192	01	6350 STUDENT SUPPORT SVCS-TITLE IV	590000 OTHER EXPENSE	15,365		BGT UPDATE
100203	01	6065 EVENING OPS/INSTR SUPPORT	218000 CLASSIFIED-NI/REG	27,032		WIA PG EXP
100203	01	6065 EVENING OPS/INSTR SUPPORT	321000 PUBLIC EMPLOYEES RET SYSTEM	2,600		WIA PG EXP
100203	01	6065 EVENING OPS/INSTR SUPPORT	331000 QASDI	1,600		WIA PG EXP
100203	01	6065 EVENING OPS/INSTR SUPPORT	331500 MEDICARE 1.45%	400		WIA PG EXP
100203	01	6065 EVENING OPS/INSTR SUPPORT	341000 HEALTH AND WELFARE	5,000		WIA PG EXP
100203	01	6065 EVENING OPS/INSTR SUPPORT	351000 STATE UNEMPLOYMENT INSURANCE	80		WIA PG EXP
100203	01	6065 EVENING OPS/INSTR SUPPORT	361000 WORKERS COMPENSATION	500		WIA PG EXP
100203	01	6065 EVENING OPS/INSTR SUPPORT	450000 OTHER SUPPLIES	2,500		WIA PG EXP
100203	01	6065 EVENING OPS/INSTR SUPPORT	520200 TRAVEL/CONFERENCE-ADMIN	1,500		WIA PG EXP
100203	01	6065 EVENING OPS/INSTR SUPPORT	581000 ADVERTISING-PUBLIC RELATIONS	5,000		WIA PG EXP
100203	01	6065 EVENING OPS/INSTR SUPPORT	590000 OTHER EXPENSE	1,000		WIA PG EXP
100203	01	6065 EVENING OPS/INSTR SUPPORT	790000 RESERVE FOR CONTINGENCIES		(47,212)	WIA PG EXP
100219	01	0948 AUTOMOTIVE TECHNOLOGY	430000 INSTRUCTIONAL SUPPLIES	9,739		FOR INSTRUCTIONAL SUPPLIES
100219	01	0948 AUTOMOTIVE TECHNOLOGY	569100 PRIOR YEAR ROLLOVERS		(9,739)	FOR INSTRUCTIONAL SUPPLIES
100220	01	4936 TUTORS/WRITING CENTER	248000 CLASS-I/NR-STUDENTS		(2,381)	TO COVER NEG BAL
100220	01	4936 TUTORS/WRITING CENTER	331500 MEDICARE 1.45%	150		TO COVER NEG BAL
100220	01	4936 TUTORS/WRITING CENTER	335000 PUBLIC AGENCY RET SYSTEM	550		TO COVER NEG BAL
100220	01	4936 TUTORS/WRITING CENTER	351000 STATE UNEMPLOYMENT INSURANCE	47		TO COVER NEG BAL
100220	01	4936 TUTORS/WRITING CENTER	361000 WORKERS COMPENSATION	1,300		TO COVER NEG BAL
100220	01	4936 TUTORS/WRITING CENTER	430000 INSTRUCTIONAL SUPPLIES	6		TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	248000 CLASS-I/NR-STUDENTS		(11,144)	TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	248000 CLASS-I/NR-STUDENTS	1,920		TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	248000 CLASS-I/NR-STUDENTS	7,512		TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	248000 CLASS-I/NR-STUDENTS	1,712		TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	331500 MEDICARE 1.45%	10		TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	335000 PUBLIC AGENCY RET SYSTEM	150		TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	335000 PUBLIC AGENCY RET SYSTEM	27		TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	351000 STATE UNEMPLOYMENT INSURANCE	5		TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	361000 WORKERS COMPENSATION	90		TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	361000 WORKERS COMPENSATION	52		TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	430000 INSTRUCTIONAL SUPPLIES		(406)	TO COVER NEG BAL
100220	01	4940 LEARNING CENTER	553200 BOTTLED WATER	400		TO COVER NEG BAL
100221	01	5900 CERTIFICATED RETIREES BENEFIT	341000 HEALTH AND WELFARE		(6,500,000)	OB 3410->3939
100221	01	5900 CERTIFICATED RETIREES BENEFIT	393900 OTHER BENEFITS	6,500,000		OB 3410->3939
100222	01	5990 UNDISTRIBUTED ACCOUNTS	790000 RESERVE FOR CONTINGENCIES		(10,000)	DATATEL TRAINING
100222	01	6785 DATATEL	584000 CONTRACTED SERVICES	10,000		DATATEL TRAINING
100223	01	6720 FISCAL OPERATIONS	450000 OTHER SUPPLIES	1,500		OB 5710->5840/4500
100223	01	6720 FISCAL OPERATIONS	571000 LEGAL EXPENSE		(5,000)	OB 5710->5840/4500
100223	01	6720 FISCAL OPERATIONS	584000 CONTRACTED SERVICES	3,500		OB 5710->5840/4500
100224	01	4930 COOPERATIVE EDUCATION	430000 INSTRUCTIONAL SUPPLIES	667		OB 6405->4300
100224	01	4930 COOPERATIVE EDUCATION	640500 COMPUTERS		(667)	OB 6405->4300
100225	01	1203 R N PROGRAM	430000 INSTRUCTIONAL SUPPLIES		(10,000)	OB 4300->6400
100225	01	1203 R N PROGRAM	640000 NEW EQUIPMENT	10,000		OB 4300->6400
100226	01	2133 FIRE CONTROL TECHNOLOGY	520000 TRAVEL/CONFERENCE-INSTRUCTIONA	814		BT PER SUZIE
100226	01	2133 FIRE CONTROL TECHNOLOGY	552500 FUEL - GASOLINE	6,000		BT PER SUZIE
100226	01	2133 FIRE CONTROL TECHNOLOGY	584000 CONTRACTED SERVICES		(16,814)	BT PER SUZIE
100226	01	2133 FIRE CONTROL TECHNOLOGY	640000 NEW EQUIPMENT	10,000		BT PER SUZIE
100226	01	6060 DEAN-STUDENT & WKFORCE DEV	450000 OTHER SUPPLIES	250		BT PER SUZIE
100226	01	6060 DEAN-STUDENT & WKFORCE DEV	590000 OTHER EXPENSE		(250)	BT PER SUZIE
100227	01	6790 TECHNICAL SVCS (FORMERLY IT)	520200 TRAVEL/CONFERENCE-ADMIN	2,752		OB 5650->5202
100227	01	6790 TECHNICAL SVCS (FORMERLY IT)	565000 CONTRACTS-MAINT AGREEMENTS		(2,752)	OB 5650->5202

VICTOR VALLEY COLLEGE
 BUDGET TRANSFER REPORT
 FROM 03/12/10 TO 04/09/10

4/15/2010

Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
100228	01	0400 BIOLOGICAL SCIENCES	430000 INSTRUCTIONAL SUPPLIES	1,000		OB 5640->4300
100228	01	0400 BIOLOGICAL SCIENCES	564000 CONTRACTS-REPAIRS		(1,000)	OB 5640->4300
100229	78	6745 RISK MANAGEMENT	450000 OTHER SUPPLIES	500		OB 5840->4500
100229	78	6745 RISK MANAGEMENT	584000 CONTRACTED SERVICES		(500)	OB 5840->4500
100230	71	6595 REDEVELOPMENT PASSTHROUGH	450000 OTHER SUPPLIES	317		TO COVER NEG BAL
100230	71	6595 REDEVELOPMENT PASSTHROUGH	564000 CONTRACTS-REPAIRS	10,338		TO COVER NEG BAL
100230	71	6595 REDEVELOPMENT PASSTHROUGH	620000 BUILDINGS-NEW & REMODEL		(60,699)	TO COVER NEG BAL
100230	71	6595 REDEVELOPMENT PASSTHROUGH	640000 NEW EQUIPMENT	19,704		TO COVER NEG BAL
100230	71	6595 REDEVELOPMENT PASSTHROUGH	644000 TRANSPORTATION EQUIPMENT	30,340		TO COVER NEG BAL
100231	71	0006 "V.V.C.CAMPUS-VICTORVILLE"	620000 BUILDINGS-NEW & REMODEL	2,500,000		BGT UPDATE
100231	71	0025 SPEECH/DRAMA	620000 BUILDINGS-NEW & REMODEL	6,800		BGT UPDATE
100231	71	0038 ADAPTIVE PE	620000 BUILDINGS-NEW & REMODEL	8,745		BGT UPDATE
100234	01	6790 TECHNICAL SVCS (FORMERLY IT)	450000 OTHER SUPPLIES	596		TO COVER NEG BAL
100234	01	6790 TECHNICAL SVCS (FORMERLY IT)	520200 TRAVEL/CONFERENCE-ADMIN	1,800		TO COVER NEG BAL
100234	01	6790 TECHNICAL SVCS (FORMERLY IT)	527500 BUSINESS EXPENSE STIPENDS	2,000		TO COVER NEG BAL
100234	01	6790 TECHNICAL SVCS (FORMERLY IT)	528000 CELL PHONE EXPENSE	400		TO COVER NEG BAL
100234	01	6790 TECHNICAL SVCS (FORMERLY IT)	553200 BOTTLED WATER	205		TO COVER NEG BAL
100234	01	6790 TECHNICAL SVCS (FORMERLY IT)	564000 CONTRACTS-REPAIRS	4,429		TO COVER NEG BAL
100234	01	6790 TECHNICAL SVCS (FORMERLY IT)	565000 CONTRACTS-MAINT AGREEMENTS		(11,118)	TO COVER NEG BAL
100234	01	6790 TECHNICAL SVCS (FORMERLY IT)	580500 LICENSE FEES	1,688		TO COVER NEG BAL
100235	42	0006 "V.V.C.CAMPUS-VICTORVILLE"	620000 BUILDINGS-NEW & REMODEL	77,500		OB 5840->6200
100235	42	0015 BOND: PUBLIC SAFETY TRNG CTR	584000 CONTRACTED SERVICES		(77,500)	OB 5840->6200
100236	42	0015 BOND: PUBLIC SAFETY TRNG CTR	620000 BUILDINGS-NEW & REMODEL	8,000,000		PROJECT EXP
100237	01	0934 ELECTRONICS & ELECTRIC TECH	520000 TRAVEL/CONFERENCE-INSTRUCTIONA	600		OB 6400->5200
100237	01	0934 ELECTRONICS & ELECTRIC TECH	640000 NEW EQUIPMENT		(600)	OB 6400->5200
100238	01	6730 VP-HUMAN RESOURCES	520200 TRAVEL/CONFERENCE-ADMIN		(2,000)	PG 6730->6760
100238	01	6760 STAFF DIVERSITY	520200 TRAVEL/CONFERENCE-ADMIN	2,000		PG 6730->6760
100239	42	0015 BOND: PUBLIC SAFETY TRNG CTR	620000 BUILDINGS-NEW & REMODEL		(20,000)	SOLAR APP FEE
100239	42	0016 SOLAR PROJECT-MAIN CAMPUS	612000 SITE IMPROVEMENTS	20,000		SOLAR APP FEE
100240	01	1305 CHILD DEVELOPMENT	430000 INSTRUCTIONAL SUPPLIES		(500)	TRANS PER SANDY
100240	01	1305 CHILD DEVELOPMENT	430000 INSTRUCTIONAL SUPPLIES		(1,000)	TRANS PER SANDY
100240	01	1305 CHILD DEVELOPMENT	520000 TRAVEL/CONFERENCE-INSTRUCTIONA	500		TRANS PER SANDY
100240	01	1305 CHILD DEVELOPMENT	520000 TRAVEL/CONFERENCE-INSTRUCTIONA	1,000		TRANS PER SANDY
100241	01	6620 SUPT/PRESIDENTS OFFICE	553200 BOTTLED WATER	1,500		OB 7900->5532
100241	01	6620 SUPT/PRESIDENTS OFFICE	790000 RESERVE FOR CONTINGENCIES		(1,500)	OB 7900->5532
100242	01	2133 FIRE CONTROL TECHNOLOGY	564000 CONTRACTS-REPAIRS		(1,000)	OB 5640->5840
100242	01	2133 FIRE CONTROL TECHNOLOGY	584000 CONTRACTED SERVICES	1,000		OB 5640->5840
100243	01	2133 FIRE CONTROL TECHNOLOGY	244600 PROFESSIONAL EXPERT-CLASSIFIED	12,725		TO COVER NEG BAL
100243	01	2133 FIRE CONTROL TECHNOLOGY	321000 PUBLIC EMPLOYEES RET SYSTEM	400		TO COVER NEG BAL
100243	01	2133 FIRE CONTROL TECHNOLOGY	331000 OASDI	200		TO COVER NEG BAL
100243	01	2133 FIRE CONTROL TECHNOLOGY	331500 MEDICARE 1.45%	100		TO COVER NEG BAL
100243	01	2133 FIRE CONTROL TECHNOLOGY	335000 PUBLIC AGENCY RET SYSTEM	400		TO COVER NEG BAL
100243	01	2133 FIRE CONTROL TECHNOLOGY	351000 STATE UNEMPLOYMENT INSURANCE	40		TO COVER NEG BAL
100243	01	2133 FIRE CONTROL TECHNOLOGY	361000 WORKERS COMPENSATION	100		TO COVER NEG BAL
100243	01	2133 FIRE CONTROL TECHNOLOGY	563000 CONTRACTS-RENTS & LEASES		(3,475)	TO COVER NEG BAL
100243	01	2133 FIRE CONTROL TECHNOLOGY	564000 CONTRACTS-REPAIRS		(490)	TO COVER NEG BAL
100243	01	2133 FIRE CONTROL TECHNOLOGY	640000 NEW EQUIPMENT		(10,000)	TO COVER NEG BAL
100244	01	2206 GEOGRAPHIC INFORMATION SYSTEMS	110000 TEACHERS SALARY-REGULAR		(9,152)	OB 1100->1350
100244	01	2206 GEOGRAPHIC INFORMATION SYSTEMS	130000 TEACHERS SALARY-HOURLY	3,126		OB 1100->1350
100244	01	2206 GEOGRAPHIC INFORMATION SYSTEMS	135000 PERSONAL SERVICES	3,851		OB 1100->1350
100244	01	2206 GEOGRAPHIC INFORMATION SYSTEMS	580500 LICENSE FEES	2,175		OB 1100->1350
100245	01	6780 MANAGEMENT INFORMATION SYSTEMS	450000 OTHER SUPPLIES		(3,866)	OB 4500->6405
100245	01	6780 MANAGEMENT INFORMATION SYSTEMS	640500 COMPUTERS	3,866		OB 4500->6405
100246	01	6790 TECHNICAL SVCS (FORMERLY IT)	563000 CONTRACTS-RENTS & LEASES		(11,572)	CISCO
100246	01	6790 TECHNICAL SVCS (FORMERLY IT)	584000 CONTRACTED SERVICES	17,000		CISCO
100246	01	6790 TECHNICAL SVCS (FORMERLY IT)	640000 NEW EQUIPMENT	11,572		CISCO
100246	01	6790 TECHNICAL SVCS (FORMERLY IT)	640500 COMPUTERS		(17,000)	CISCO

VICTOR VALLEY COLLEGE
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Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
100247	01	6412 CALWORKS COORDINATION	148000 ACADEMIC-NI/NR-COUNSELORS	14,698		BGT UPDATE
100247	01	6412 CALWORKS COORDINATION	218000 CLASSIFIED-NI/REG		(2,588)	BGT UPDATE
100247	01	6412 CALWORKS COORDINATION	248000 CLASS-I/NR-STUDENTS	1,477		BGT UPDATE
100247	01	6412 CALWORKS COORDINATION	450000 OTHER SUPPLIES	17,000		BGT UPDATE
100247	01	6412 CALWORKS COORDINATION	520000 TRAVEL/CONFERENCE-INSTRUCTIONA	5,850		BGT UPDATE
100247	01	6412 CALWORKS COORDINATION	584000 CONTRACTED SERVICES		(36,437)	BGT UPDATE
100248	01	6780 MANAGEMENT INFORMATION SYSTEMS	580500 LICENSE FEES	108,586		OB 5840->5805
100248	01	6780 MANAGEMENT INFORMATION SYSTEMS	584000 CONTRACTED SERVICES		(108,586)	OB 5840->5805
100249	01	5990 UNDISTRIBUTED ACCOUNTS	790000 RESERVE FOR CONTINGENCIES		(34,514)	BLACKBOARD LICENSE
100249	01	6780 MANAGEMENT INFORMATION SYSTEMS	580500 LICENSE FEES	34,514		BLACKBOARD LICENSE
100250	01	5990 UNDISTRIBUTED ACCOUNTS	790000 RESERVE FOR CONTINGENCIES		(22,072)	ACCJC DEPOSIT
100250	01	6682 ACCREDITATION	530000 DUES & MEMBERSHIPS	22,072		ACCJC DEPOSIT
100251	01	5990 UNDISTRIBUTED ACCOUNTS	790000 RESERVE FOR CONTINGENCIES		(3,500)	ICR FOR R WILKSTROM
100251	01	6010 VP-STUDENT LEARNING	584000 CONTRACTED SERVICES	3,500		ICR FOR R WILKSTROM
100252	01	6460 FINANCIAL AID ADMIN	569100 PRIOR YEAR ROLLOVERS		(4,000)	OB 5691->5840
100252	01	6460 FINANCIAL AID ADMIN	584000 CONTRACTED SERVICES	4,000		OB 5691->5840
100253	01	6790 TECHNICAL SVCS (FORMERLY IT)	565000 CONTRACTS-MAINT AGREEMENTS		(11,646)	OB 5650/5805->6400
100253	01	6790 TECHNICAL SVCS (FORMERLY IT)	580500 LICENSE FEES		(11,354)	OB 5650/5805->6400
100253	01	6790 TECHNICAL SVCS (FORMERLY IT)	640000 NEW EQUIPMENT	23,000		OB 5650/5805->6400
100254	01	6790 TECHNICAL SVCS (FORMERLY IT)	565000 CONTRACTS-MAINT AGREEMENTS		(250)	OB 5650->6400
100254	01	6790 TECHNICAL SVCS (FORMERLY IT)	640000 NEW EQUIPMENT	250		OB 5650->6400
100255	01	6790 TECHNICAL SVCS (FORMERLY IT)	565000 CONTRACTS-MAINT AGREEMENTS		(39)	OB 5650->6400
100255	01	6790 TECHNICAL SVCS (FORMERLY IT)	640000 NEW EQUIPMENT	39		OB 5650->6400
100256	01	6460 FINANCIAL AID ADMIN	569100 PRIOR YEAR ROLLOVERS		(19,855)	OB 5691->5840
100256	01	6460 FINANCIAL AID ADMIN	584000 CONTRACTED SERVICES	19,855		OB 5691->5840
100257	01	6040 DEAN-STEM ACADEMIC PROGRAMS	450000 OTHER SUPPLIES		(600)	OB 4500->5810
100257	01	6040 DEAN-STEM ACADEMIC PROGRAMS	581000 ADVERTISING-PUBLIC RELATIONS	600		OB 4500->5810
100258	01	6460 FINANCIAL AID ADMIN	218000 CLASSIFIED-NI/REG	19,855		OB 5840->2180
100258	01	6460 FINANCIAL AID ADMIN	584000 CONTRACTED SERVICES		(19,855)	OB 5840->2180
100259	01	6460 FINANCIAL AID ADMIN	218000 CLASSIFIED-NI/REG		(19,855)	OB 2180->5810
100259	01	6460 FINANCIAL AID ADMIN	581000 ADVERTISING-PUBLIC RELATIONS	19,855		OB 2180->5810
100260	01	0836 ATHLETICS DEPARTMENT	135000 PERSONAL SERVICES	12,000		FOR ATHLETIC TUTORS
100260	01	5990 UNDISTRIBUTED ACCOUNTS	790000 RESERVE FOR CONTINGENCIES		(12,000)	FOR ATHLETIC TUTORS
100261	01	6760 STAFF DIVERSITY	520200 TRAVEL/CONFERENCE-ADMIN	1,047		OB 5691->5202/5840/5630
100261	01	6760 STAFF DIVERSITY	563000 CONTRACTS-RENTS & LEASES	559		OB 5691->5202/5840/5630
100261	01	6760 STAFF DIVERSITY	569100 PRIOR YEAR ROLLOVERS		(2,905)	OB 5691->5202/5840/5630
100261	01	6760 STAFF DIVERSITY	584000 CONTRACTED SERVICES	1,299		OB 5691->5202/5840/5630
100262	72	6920 CHILD DEVELOPMENT CENTER	139400 SUBSTITUTE: CDC TEACHERS	13,488		TO COVER NEG BAL
100262	72	6920 CHILD DEVELOPMENT CENTER	341000 HEALTH AND WELFARE		(15,338)	TO COVER NEG BAL
100262	72	6920 CHILD DEVELOPMENT CENTER	580500 LICENSE FEES		(800)	TO COVER NEG BAL
100262	72	6920 CHILD DEVELOPMENT CENTER	640000 NEW EQUIPMENT	2,650		TO COVER NEG BAL
100263	01	0948 AUTOMOTIVE TECHNOLOGY	569100 PRIOR YEAR ROLLOVERS		(940)	FOR CONTRACTED SERVICES
100263	01	0948 AUTOMOTIVE TECHNOLOGY	584000 CONTRACTED SERVICES	940		FOR CONTRACTED SERVICES
100264	72	6920 CHILD DEVELOPMENT CENTER	110000 TEACHERS SALARY-REGULAR		(28,601)	OB 1100->2394
100264	72	6920 CHILD DEVELOPMENT CENTER	239400 CLASS SUBS/NI	27,000		OB 1100->2394
100264	72	6920 CHILD DEVELOPMENT CENTER	335000 PUBLIC AGENCY RET SYSTEM	1,601		OB 1100->2394
100265	01	4900 INTERDISCIPLINARY STUDIES	130000 TEACHERS SALARY-HOURLY		(265,977)	BGT ADJ
100265	01	6772 CAMPUS POLICE/PARKING	218000 CLASSIFIED-NI/REG	117,039		BGT ADJ
100265	01	6772 CAMPUS POLICE/PARKING	219000 CLASSIFIED SPECIALS-NON INSTR	75,000		BGT ADJ
100265	01	6772 CAMPUS POLICE/PARKING	239100 CLASS-REG/FT-OVERTIME	20,000		BGT ADJ
100265	01	6772 CAMPUS POLICE/PARKING	321000 PUBLIC EMPLOYEES RET SYSTEM	1,203		BGT ADJ
100265	01	6772 CAMPUS POLICE/PARKING	331000 OASDI	1,476		BGT ADJ
100265	01	6772 CAMPUS POLICE/PARKING	331500 MEDICARE 1.45%	350		BGT ADJ
100265	01	6772 CAMPUS POLICE/PARKING	361000 WORKERS COMPENSATION	529		BGT ADJ
100265	01	6772 CAMPUS POLICE/PARKING	450000 OTHER SUPPLIES	20,000		BGT ADJ
100265	01	6772 CAMPUS POLICE/PARKING	520200 TRAVEL/CONFERENCE-ADMIN	10,000		BGT ADJ
100265	01	6772 CAMPUS POLICE/PARKING	574000 ASSESSMENT FEE	20,000		BGT ADJ
100265	01	6772 CAMPUS POLICE/PARKING	589100 CREDIT CARD/MERCHANT FEES	380		BGT ADJ

VICTOR VALLEY COLLEGE
 BUDGET TRANSFER REPORT
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4/15/2010

Ref. No.	Fund	Program	Account	Amount		Description
				Increase	Decrease	
100266	01	6772 CAMPUS POLICE/PARKING	450000 OTHER SUPPLIES		(6,000)	OB 4500->5840
100266	01	6772 CAMPUS POLICE/PARKING	584000 CONTRACTED SERVICES	6,000		OB 4500->5840
100267	01	6772 CAMPUS POLICE/PARKING	218000 CLASSIFIED-NI/REG		(30,435)	OB 2180->2394
100267	01	6772 CAMPUS POLICE/PARKING	239100 CLASS-REG/FT-OVERTIME	5,000		OB 2180->2394
100267	01	6772 CAMPUS POLICE/PARKING	239400 CLASS SUBS/NI	25,435		OB 2180->2394
100268	01	6770 PURCHASING	563000 CONTRACTS-RENTS & LEASES	3,500		OB 6400->5630
100268	01	6770 PURCHASING	641900 EQUIPMENT-LEASE/PURCHASE		(3,500)	OB 6400->5630
100269	01	6720 FISCAL OPERATIONS	570000 AUDIT,LEGAL & ELECTION EXPENSE		(99,187)	PG 6720->6770
100269	01	6770 PURCHASING	239100 CLASS-REG/FT-OVERTIME	1,904		PG 6720->6770
100269	01	6770 PURCHASING	450000 OTHER SUPPLIES	64,082		PG 6720->6770
100269	01	6770 PURCHASING	641900 EQUIPMENT-LEASE/PURCHASE	33,201		PG 6720->6770

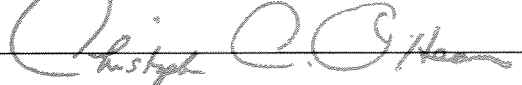
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – EXCELSIOR EDUCATION CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

At the February 9, 2010 Board of Trustees meeting, the Board approved a Site Ground Lease Agreement by and between the District and Excelsior Education Center. In Section 4c of the Site Ground Lease, the District was given the option to purchase up to four (4) modular units from Excelsior at One dollar (\$1.00) each. The Contract provides that the District must pay the cost for removal and relocation of the units. The District wishes to exercise its option to make this purchase, however by doing so the District would have to incur additional costs for the removal and relocation. Excelsior requires that the removal and relocation be completed by its contractor, who was retained through a public bid process. Excelsior will pay the contractor and the District will reimburse the cost to Excelsior. It is in the best interest of the District to take advantage of existing contracts in place with Excelsior Education Center to remove and relocate these modular units for the District.

A copy of the original Site Ground Lease Agreement is available for review in the Interim Superintendent/President's office.

Need:

The District intends to use these modular units as classrooms for athletic programs that have been displaced from the Humanities Center due to Excelsior leasing this facility.

Fiscal Impact:

\$5,701.00 per modular unit for a total of \$22,804.00 – To be paid from rent revenue received from Excelsior Education Center.

Recommended Action:



This item has been approved by the Interim Superintendent/President and it is recommended that the Board of Trustees find that the agreement is in the best interest of the District and ratify the agreement with Excelsior Education Center for the purchase and relocation of four (4) modular units.

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 – VAVRINEK, TRINE, DAY & COMPANY
SUBMITTED BY: Mary Pringle, Fiscal Services
RECOMMENDED BY: G.H. Javaheripour 
APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to enter into an agreement with the audit firm Vavrinek, Trine, Day & Company to assist in the preparation of an indirect cost proposal, so the District can negotiate an indirect cost rate through the Department of Health & Human Services.

In order to claim portions of certain federal grants, the District is required to negotiate an indirect cost rate. Once a percentage is established, the District is entitled to take up to this percentage to cover indirect costs of administering the grant(s).

An indirect cost rate is simply a device for determining fairly and conveniently within the boundaries of sound administrative principles, what proportion of indirect cost each program should bear. Note that indirect costs are incurred for common or joint objectives and cannot be readily identified with a particular grant, contract or other activity of the organization. An indirect cost rate is the ratio between the total indirect expenses and some direct cost base. The indirect cost allocation methods used by each organization depend on its own structure, program functions, and accounting system.

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

Need:

This is a requirement under the Department of Labor, based on the Cost Principles and Procedures Required by OMB Circular A-122 (2 CFR Part 230).

Fiscal Impact: Not to exceed \$5,300.00 – Fund 01 expenditure

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Vavrinek, Trine, Day & Co. to assist the District in the preparation of an indirect cost rate proposal, not to exceed \$5,300.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

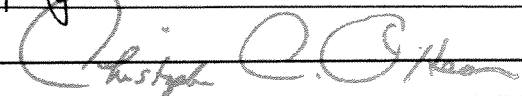
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: MEMORANDUM OF UNDERSTANDING
SUMMER 2010 WORK WEEK SCHEDULE

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Christopher O'Hearn 

Description/Background:

Pursuant to Article 4.1 of the CSEA Agreement dated July 1, 2007, through June 30, 2010, the District has determined that the College will not be open on Fridays for the summer 2010 term starting on June 18, 2010, and ending August 13, 2010. The summer work week will be Monday through Thursday, nine hours and twenty-two minutes per day for full-time employees.

Also in accordance with the CSEA Agreement, the following departments, or portions of these departments, may continue to operate under the normal five-day work week:

- Child Development Center
- Maintenance & Operations
- Biological Sciences
- PAC
- IT, MIS, IMS, Telecom
- Campus Police

Need: Board approval is needed to incorporate the new summer work schedule.

Fiscal Impact: None

Recommended Action: The district requests that the Board of Trustees approve this Memorandum of Understanding as presented.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into by and between Victor Valley Community College District (hereinafter "District") and the California School Employees Association and its local Chapter 584 (hereinafter "CSEA").

Pursuant to Article 4.1 of the CSEA Agreement dated July 1, 2007, through June 30, 2010, the District has determined that the college will not be open on Fridays for the Summer 2010 term beginning June 18, 2010, through August 13, 2010.

The summer work week will be Mondays through Thursdays, nine hours and twenty-two minutes per day for full-time employees. There will be a flexible lunch hour.

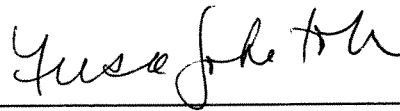
The following departments or portions of these departments may continue to operate under the normal five-day work week:

Child Development Center
Maintenance & Operations
Biological Sciences
PAC
IT, MIS, IMS, Telecom
Campus Police

This Memorandum of Understanding expires August 13, 2010.

For the District

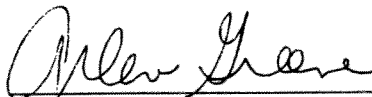
Date: 3-31-10



Fusako Yokotobi
Vice President, Human Resources

For CSEA

Date: 3-31-10



Arlene Greene
President, CSEA Chapter 584

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

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

TOPIC: AGREEMENT – San Bernardino County Superintendent of Schools

SUBMITTED BY: Frank Smith– Technology & Information Resources
Christopher O'Hearn

RECOMMENDED BY: Christopher O'Hearn _____

APPROVED BY: Christopher O'Hearn _____
Christopher O'Hearn

Description/Background:

The District wishes to enter into agreement with San Bernardino County Superintendent of Schools to join in an agreement to purchase anti-virus and endpoint software protection for Victor Valley College staff and student computers.

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

Need:

This will reduce the current cost of this product by a 60% reduction in the current cost of this protection.

Fiscal Impact: \$10,008.09 – Budgeted Item; annually for 3 years beginning July 1, 2012 through June 30, 2015.

Recommended Action:

This item has been approved by the Superintendent/President it is recommended that the Board of Trustees ratify the agreement with San Bernardino County Superintendent of Schools

Legal Review: YES NOT APPLICABLE ___

Reference for Agenda: YES ___ NO

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

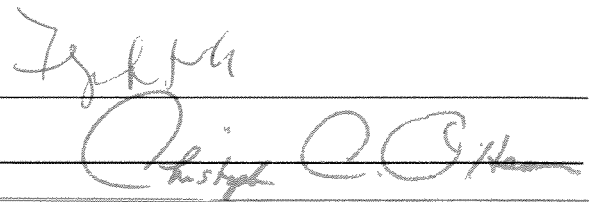
BOARD CONSENT **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: AGREEMENT—Nancy K. Bohl, Inc., DBA The Counseling Team International

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi

APPROVED BY: Christopher O'Hearn



Description/Background:

To meet the requirements of the law, it is necessary for the district to use an independent contractor to provide psychological testing for police officers.

A copy of the original agreement is available for review in the office of the superintendent/president.

Need:

Psychological testing is needed to hire school police officers in accordance with Government Code 1031.

Fiscal Impact:

Expenditure: Budgeted, \$250 per evaluation, not to exceed \$4000 through March 31, 2011.

Recommended Action:

It is recommended that the Board of Trustees ratify the agreement for consultant services by Nancy K. Bohl, Inc., DBA The Counseling Team International, through March 31, 2011, not to exceed \$4000.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO ___

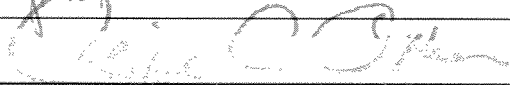
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT—Norman A. Traub Associates

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Christopher O'Hearn 

Description/Background:

It is necessary for the district to use an independent contractor to conduct background investigations for police officers.

A copy of the original agreement is available for review in the office of the superintendent/president.

Need:

Background investigations are needed to hire school police officers in accordance with Government Code 1031.

Fiscal Impact:

Expenditure: Budgeted, \$2200 plus expenses for executive background investigations.

Recommended Action:

It is recommended that the Board of Trustees approve the agreement with Norman A. Traub Associates to conduct background investigations for police officers in accordance with Government Code 1031.

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: APPROVAL OF ACADEMIC EQUIVALENCY REQUEST

SUBMITTED BY: Equivalency Committee—Debra Blanchard, Chairperson

RECOMMENDED BY: Fusako Yokotobi *Fusako Yokotobi*

APPROVED BY: Christopher O'Hearn *Christopher O'Hearn*

Description/Background:

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

Karmen Padfield
Clinical Nursing, Health Care Ancillaries

EQUIVALENCY

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

Need:

To establish that the minimum standards for equivalency have been met.

Fiscal Impact:

None

Recommended Action:

It is recommended that the board approve 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 X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: AGREEMENT – EBMEYER CHARTER AND TOUR

SUBMITTED BY: Judy Solis, PUENTE Program Coordinator

RECOMMENDED BY: Christopher O'Hearn

APPROVED BY: Christopher O'Hearn



Description/Background:

The District desires to approve an agreement between Victor Valley Community College District and Ebmeyer Charter and Tour. The term of this agreement is from May 12, 2010, through May 14, 2010.

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

Need:

This agreement is to provide transportation services to registered students at Victor Valley Community College and the PUENTE Program Coordinator(s).

Fiscal Impact: - \$3,300.00 – PUENTE Grant funded

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve an agreement between Victor Valley Community College District and Ebmeyer Charter and Tour. The term of this agreement is from May 12, 2010, through May 14, 2010.

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: Out of Country Travel - Perth, Western Australia

SUBMITTED BY: Hinrich Kaiser, Faculty

RECOMMENDED BY: Christopher O'Hearn

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District desires to approve out of the country travel for Hinrich Kaiser to conduct research for the Western Australian Museum (WAM) in Perth, Western Australia, May 12-16, 2010.

Need: The research conducted at the Western Australian Museum will benefit Victor Valley College students and will also serve as professional development for Dr. Kaiser.

Fiscal Impact: \$2500.00 – Staff Development/Title V Funds

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve out of the country travel to Perth, Western Australia for Dr. Hinrich Kaiser to conduct research for the Western Australian Museum, May 12-16, 2010.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ NO X ___

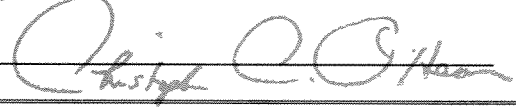
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: REQUEST TO HOLD A PUBLIC HEARING TO ADOPT A RESOLUTION FOR THE VICTOR VALLEY COMMUNITY COLLEGE MITIGATED NEGATIVE DELCARATION FOR THE EASTSIDE PUBLIC SAFETY TRAINING CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to hold a public hearing to adopt the Victor Valley Community College Eastside Public Safety Training Center project and identify any comments with mitigations submitted during the comment period in preparation of adopting the Mitigated Negative Declaration.

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

Need:

Adopting the resolution for the Mitigated Negative Declaration is part of the requirements for the completion of the CEQA process for the Eastside Public Safety Training Center project.

Recommended Action:

1. It is recommended the Board of Trustees open and close a public hearing to accept comments regarding the Victor Valley Community College Eastside Public Safety Training Center Mitigated Negative Declaration.
2. It is recommended the Board of Trustees adopt the resolution and approve the Victor Valley Community College Eastside Public Safety Training Center Mitigated Negative Declaration as submitted.

Fiscal Impact: No Fiscal Impact.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

RESOLUTION OF THE BOARD OF TRUSTEES OF THE
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
TO ADOPT THE EASTSIDE PUBLIC SAFETY TRAINING PROJECT
LOCATED IN THE TOWN OF
APPLE VALLEY, CALIFORNIA, SAN BERNARDINO COUNTY

WHEREAS, The District proposes to construct the Eastside Public Safety Training Center located in the northern portion of the Town of Apple Valley, San Bernardino County, California to serve as an educational facility associated with Victor Valley Community College District to accommodate students in attendance at the college and enhance educational opportunities for those students; and

WHEREAS, prior to beginning construction of school facilities exceeding a specified size of 10,000 square feet, the District must comply with the California Environmental Quality Act (“CEQA”); and

WHEREAS, an Initial Study for the Project (“Initial Study”) has been prepared based on the Preliminary Environmental Assessment and Mitigated Negative Declaration prepared for the Victor Valley Community College District to ascertain whether the Eastside Public Safety Training Center may have significant effects on the environment;

WHEREAS, the Initial Study has indicated that the Project may have one or more potentially significant impacts on the environment, but that each potentially significant impact can be reduced to a level of insignificance by the adoption of the mitigation measures incorporated in the project; thus District staff have determined that a Mitigated Negative Declaration should be prepared and a Mitigation Monitoring and Reporting Program (MMRP) implemented for the Project; and

WHEREAS, the Mitigated Negative Declaration was prepared pursuant to CEQA and the State CEQA Guidelines; and

WHEREAS, the District, as the lead agency for the Project, provided copies of the draft Mitigated Negative Declaration (“Draft Negative Declaration MND”) and Initial Study to the public for review and comment pursuant to Public Resources Code Sections 21091 and 20192; and

WHEREAS, the District received, considered and responded to comments received from the public and other interested agencies regarding the MND, which comments are attached hereto as Appendix “G”; and

WHEREAS, the Board has carefully reviewed the MND and all other relevant information contained in the record for the Project.

NOW, THEREFORE, the Board of the College District hereby finds, determines, declares, orders and resolves as follows:

Section 1 – Recitals. That all of the recitals set forth above are true and correct.

Section 2 – Compliance with CEQA. That the Board reviewed and considered the information contained in the Final MND including without limitation, the Draft Negative Declaration, Initial Study, comments from the public and interested agencies, and the District’s responses to such comments. The Board hereby makes the following specific findings with respect to the Final MND:

- (a) The MND prepared for the Project contains a complete and accurate reporting of the environmental impacts associated with the Project; and
- (b) The MND has been completed in compliance with CEQA and the State CEQA Guidelines; and
- (c) On the basis of the whole record before the Board, including the MND and any comments received, the Project may have one or more significant impacts on the environment, but each potentially significant impact can be

reduced to a level of insignificance by the adoption of the mitigation measures in the MMRP incorporated in the Project, as shown on Exhibit "A" hereto.

- (d) Pursuant to Education Code Section 17213, the School District has given notice to and consulted with the Mojave Air Quality Management District ("Air Quality District") requesting identification of facilities located within one-fourth of a mile of the School Site which might reasonably be anticipated to emit hazardous air emissions or acutely hazardous materials, substances, or waste; and
- (e) Pursuant to Public Resources Code Section 21181.8 and Education Code Section 17213(a), the proposed school project is not the site of a current or former hazardous waste disposal site or solid waste disposal site, a hazardous substance release site, a site which contains one or more pipelines which carries hazardous substances, materials, or wastes, or a site that is within 500 feet of a freeway or busy traffic corridor that would create a health hazard or exposure to high level pollutants.
- (f) The Board does hereby adopt the proposed Mitigated Negative Declaration with planned mitigation measures along with a Monitoring Program, attached hereto as Exhibit "A".
- (g) The MND and Initial Study reflect the independent judgment of the District; and
- (h) Any mitigation measures added ("Mitigation Measures") to the MND subsequent to the circulation of the Draft Negative Declaration are either minor changes to the Project and do not result in a fundamental reorganization of the MND, and/or the purpose of the Mitigation Measures are to reduce the effects on the environment that were already identified in the Draft MND as insignificant, and further that the Mitigation Measures do not have the potential to have a significant impact upon the environment; and

- (i) That any mitigation measures which have been changed or substituted subsequent to the circulation of the Draft MND are equivalent or more effective in mitigating the environmental impacts than the prior mitigation measures, and that the change and/or substitution of such mitigation measures and not itself cause any potentially significant effect upon the environment.

Section 3 – Location and Custodian of Records. The location and custodian of records with respect to all of the relevant documents and any other material which constitutes the administrative record for the MND are as follows: Director of Facilities, Victor Valley Community College District.

Section 4 – Wildlife Findings. That the proposed Project will have less than significant impacts, either individually or cumulative, on wildlife resources or the habitat upon which the wildlife depends as defined in Fish and Game Code Section 711.2, nor will it adversely impact the resources governed by the State Department of Fish and Game.

Section 5 – Adoption of Negative Declaration. That the Board hereby adopts the MND.

Section 6 – Notice of Determination. That the Board hereby directs College District staff to file a notice of determination with the County of San Bernardino and the State of California within five (5) working days after the Board’s adoption of the MND.

APPROVED, PASSED AND ADOPTED by the Board of the Victor Valley Community College District on the 11th day of May 2010, by the following vote:

AYES:

NOES:

ABSTENTIONS:

President of the Governing Board of the
Victor Valley Community College District

Attested to:


Clerk of the Governing Board of the
Victor Valley Community College District


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: GRANT OF EASEMENT - SOUTHERN CALIFORNIA EDISON

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to grant an electrical easement to Southern California Edison for two strips of land lying within Lot 14, Tract No. 8307, Book 111, Pages 79 through 82 of maps in the Office of the County Recorder. This request comes from Excelsior Education Center who entered into a land lease agreement with Victor Valley Community College at the December 2008 Board of Trustees meeting for 3.64 acres for the length of 40 years.

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

Need:

This easement is typical and required to allow Southern California Edison to install and maintain electrical service to the Excelsior Education Center.

Fiscal Impact: No fiscal impact.

Recommended Action:

It is recommended that the Board of Trustees approve the Grant of Easement to Southern California Edison Company to install and maintain electrical service to the campus.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES X NO ___

SPECTRUM

Land Services
"Beyond Service... Solutions"

April 5, 2010

Victor Valley Community College District

Ken Wade

18422 Bear Valley Road
Victorville, CA 92395-5850

SUBJECT: Electric Service to 12217 Spring Valley Pkwy
Work Order No. 6873-2316 / 9-2173

Dear Ken Wade,

Please find enclosed the revised Grant of Easement for the above referenced project location. The enclosed document is based on a revised work order drawing received from Edison planner, Scott Stephenson.

Please have the Grant of Easement executed, have the signatures notarized, and return to my attention at Spectrum. Please note that the notary stamps must be clear and legible to be accepted for recording by the County Recorder's Office. The copy of the easement is for your files.

Thank you for your cooperation in this matter. If you have any questions, or need additional information, please call me at (714) 568-1800 ext. 236 or E-mail me at LSolis@spectrumland.com.

Sincerely,



Lisa R. Solis
Senior Right-of-Way Agent

Enclosures

RECORDING REQUESTED BY



SOUTHERN CALIFORNIA
EDISON

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO

SOUTHERN CALIFORNIA EDISON COMPANY

Real Properties
2131 Walnut Grove Avenue, 2nd Floor
Rosemead, CA 91770

Attn: Distribution/TRES

COPY

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**GRANT OF
EASEMENT**

DOCUMENTARY TRANSFER TAX \$ NONE (VALUE AND CONSIDERATION LESS THAN \$100.00)	DISTRICT	WORK ORDER	IDENTITY	MAP SIZE
	Victorville	6873-2316 TD# 409970	9-2173	
SCE Company	FIM 355-2220-0	APPROVED:	BY	DATE
SIG. OF DECLARANT OR AGENT DETERMINING TAX FIRM NAME	APN 0482-281-14	Real Properties	SLS/SM	04/05/10

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee"), an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time underground electrical supply systems and communication systems (hereinafter referred to as "systems"), consisting of wires, underground conduits, cables, vaults, manholes, handholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for transmitting intelligence by electrical means, in, on, over, under, across and along that certain real property in the County of San Bernardino, State of California, described as follows:

TWO STRIPS OF LAND LYING WITHIN LOT 14, TRACT NO. 8307, AS PER MAP RECORDED IN BOOK 111, PAGES 79 THROUGH 82 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, THE CENTERLINES OF SAID STRIPS BEING DESCRIBED AS FOLLOWS:

STRIP #1 (14.00 FEET WIDE)

COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 14; THENCE WESTERLY ALONG THE NORTH LINE OF SAID LOT 14, A DISTANCE OF 70.00 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE SOUTHERLY, AT RIGHT ANGLES FROM SAID NORTH LINE, A DISTANCE OF 12.50 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "A"; THENCE CONTINUING SOUTHERLY, AT RIGHT ANGLES FROM SAID NORTH LINE, A DISTANCE OF 7.50 FEET.

STRIP #2 (12.00 FEET WIDE)

BEGINNING AT SAID POINT "A"; THENCE EASTERLY, PARALLEL WITH SAID NORTH LINE OF LOT 14, A DISTANCE OF 70.00 FEET TO THE EAST LINE OF SAID LOT 14.

EXCEPTING THEREFROM THAT PORTION LYING WITHIN STRIP #1 DESCRIBED ABOVE.

This legal description was prepared pursuant to Sec. 8730(c) of the Business & Professions Code.

Grantor agrees for himself, his heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, earth fill or other structures except walls and fences on the above described real property. The Grantee, and its contractors, agents and employees, shall have the right to trim or cut tree roots as may endanger or interfere with said systems and shall have free access to said systems and every part thereof, at all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such a manner as will cause the least injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable.

EXECUTED this ____ day of _____, 20__.

GRANTOR

VICTOR VALLEY COMMUNITY COLLEGE
DISTRICT

Signature

Print Name

Title

State of California)

County of _____)

On _____ before me, _____, personally
(here insert name and title of the officer)

appeared _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.

Signature _____

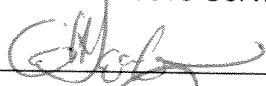
(This area for notary stamp)


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

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

TOPIC: APPOINTMENT - CITIZENS' BOND OVERSIGHT COMMITTEE

SUBMITTED BY: G.H. Javaheripour, Administrative Services

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to appoint four members of the Citizens' Bond Oversight Committee. First one-year terms of four committee members expired as of March 31, 2010. The District advertised for the open seats on this committee and reviewed all applications. Jason Barker, Sheri Schmoll and Caroll Yule, who served an initial (one-year) term have agreed to serve a second (two-year) term. Diane Uli was selected to fill the remaining open seat. Based on Resolution 08-07, Section 5.4 which was board approved on October 14, 2008, committee members may serve no more than two consecutive terms.

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

Need:

Pursuant to Section 15278 of the Education Code, the District is obligated to establish and maintain the Committee in order to satisfy the accountability requirements of Prop 39.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees appoint Jason Barker, Sheri Schmoll, Caroll Yule and Diane Uli to serve on the Citizens' Bond Oversight Committee for the period of May 11, 2010 through March 31, 2012.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 08-07**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE VICTOR VALLEY
COMMUNITY COLLEGE DISTRICT ESTABLISHING A CITIZENS' BOND
OVERSIGHT COMMITTEE AND APPROVING BYLAWS THEREFORE**

WHEREAS, the Board of Trustees of the Victor Valley Community College District (the "District") previously adopted a resolution requesting Los Angeles County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 4, 2008; and

WHEREAS, notice of the Bond Election has been duly given; and on November 4, 2008, the Bond Election will be held for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$297,500,000 (the "Measure JJ"); and

WHEREAS, Section 15278 of the Education Code of the State of California provides that the governing board of a community college district shall establish and appoint members to an independent citizens' oversight committee, no later than 60 days of the date that the governing board enters the election results on its minutes; and

WHEREAS, the Board of Trustees of the District wishes hereby to establish such independent citizens' bond oversight committee in connection with issuance of bonds under Measure JJ and to approve Bylaws governing such committee.

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE VICTOR VALLEY
COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS
FOLLOWS:**

Section 1. Authorization. Measure JJ was authorized pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution in accordance with the requirements of the Strict Accountability In Local School Construction Bonds Act of 2000 (the "Act").

Section 2. Establishment of Committee. An independent citizens' bond oversight committee (the "Committee") is hereby established for the purposes set forth in the Act.

Section 3. Bylaws. The Committee shall operate pursuant to the Board approved Bylaws. The Committee shall have only those responsibilities granted to them in the Act and in the Bylaws. The Bylaws, as submitted herewith and attached hereto, are hereby approved.

Section 4. Other Actions. Officers of the Board and members of the Committee established hereunder are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to give effect to and comply with the terms and intent of this Resolution. Such actions heretofore taken by such officers, officials and staff are hereby ratified, confirmed and approved.

CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

Section 1. Committee Established. The Victor Valley Community College District (the "District") is conducting an election on November 4, 2008 (the "Election"), to obtain authorization from the District's voters to issue up to \$297,500,000 aggregate principal amount of the District's general obligation bonds (the "Measure JJ"). The election will be conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 *et seq.* of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District will be obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Victor Valley Community College District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have legal capacity independent from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the *Ralph M. Brown Public Meetings Act* of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Measure JJ. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the following duties:

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the purposes set forth in the Measure JJ; and (b) no bond proceeds were used for any teacher or administrative salaries or other operating expenses.

3.3 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board and/or Superintendent/President. Either the Board or the Superintendent/President, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (a) Approval of construction contracts,
- (b) Approval of construction change orders,
- (c) Expenditure of construction funds,
- (d) Handling of all legal matters,
- (e) Approval of construction plans and schedules,
- (f) Approval of all deferred maintenance plans, and
- (g) Approval of the sale of bonds.

3.5 Measure JJ Projects Only. In recognition of the fact that the Committee is charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out its activities.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit as required by Article XIII A of the California Constitution.

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent/President.

(c) Review copies of deferred maintenance proposals or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5. Membership.

5.1 Number.

The Committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for Victor Valley Community College, such as a foundation.
- At least two (2) members of the community at-large.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 **Ethics: Conflicts of Interest.** By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code. Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. At the suggestion of the Superintendent/President, at the Committee's first meeting, members may draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) appropriate local groups will be solicited for applications; (b) the Superintendent/President will review the applications; and (c) the Superintendent/President will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. Vacancies shall be filled within 90 days from the initial date of each such vacancy.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District, (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual, and (c) the Committee may only receive copies of reports and documents which have been previously presented to the Board and which are a public record.

Section 6. Meetings of the Committee

6.1 Regular Meetings. The Committee is required to meet at least once a year but may meet more often as the Committee shall determine.

6.2 Location. All meetings shall be held within the Victor Valley Community College District.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

Section 7. District Support

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the *Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds shall be used to provide District support to the Committee.

Section 8. Reports. In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. The Annual Report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Superintendent/President shall appoint the initial Chair to serve for an initial two (2) year term. The Committee shall elect an initial Vice-Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as chair only when the Chair is absent.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. Termination. The Committee shall automatically terminate and disband 180 days following the date when all Measure JJ bond proceeds have been spent.

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Victor Valley Community College District;

- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

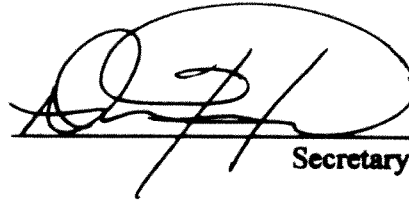
ADOPTED, SIGNED AND APPROVED this 9th day of October 2008:

VICTOR VALLEY COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES



Board President

ATTEST:



Secretary

STATE OF CALIFORNIA)
)
LOS ANGELES COUNTY)

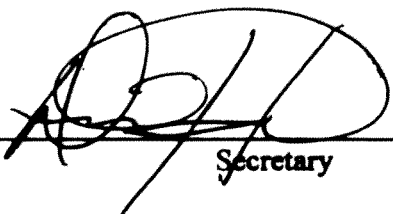
I, Dennis Henderson, do hereby certify that the foregoing Resolution No. 08-07 was duly adopted by the Board of Trustees of the Victor Valley Community College District at a meeting thereof held on the 14th day of October, 2008 and that it was so adopted by the following vote:

AYES: 5

NOES: 0

ABSENT: 0

ABSTENTIONS: 0

By  _____
Secretary


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: CHANGE ORDER – CHJ, INC. – EASTSIDE PUBLIC SAFETY TRAINING CENTER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to submit for approval Change Order No.1 for CHJ, Inc. During the course of construction various changes may be made which can both increase or decrease the cost of the project. Geotechnical studies were completed by CHJ, Inc. and submitted to the Department of General Services for review for the construction of the Eastside Public Safety Training Center. After review, further investigation was requested by the Department of General Services to the then Superintendent/ President, Dr. Robert Silverman. Direction was given for CHJ, Inc. to complete the additional work and invoice the District.

The below list is a compilation of the adjustments made and represents both direct and indirect costs of the contractor in performing or providing the work covered.

1.	Original contract amount.	\$25,380.00
2.	Change order Requested by then Superintendent/President Dr. Robert Silverman	\$950.00
Total:		\$26,330.00

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

Need:

Bond Measure JJ provides funding to the District to for various projects, which include Geotechnical studies of the Fire / Safety / Training Center in Apple Valley.

Fiscal Impact: \$ 950.00 - Locally Bond Funded

Recommended Action: It is recommended that the Board of Trustees approve the Change Order with CHJ, Inc. in the amount of \$ 950.00 as invoiced for the services described above.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___



18422 Bear Valley Road
Victorville, CA 92395
(760) 245-4271
Fax: (760) 243-2781

Change Order No. 1

Project: Victor Valley College
Eastside Public Safety Training Center

To: C.H.J. Incorporated

You are hereby authorized to make the following changes:

1. Provide additional Services pertaining to Addendum for Additional Geotechnical Investigation in response questions and comments by California Geological Survey (CGS).

Reason for Change: Additional services Requested by Superintendent/President in response to CGS comments.

Requested By: Robert M. Silverman, Superintendent/President

Original Contract Sum:	\$25,380.00
Net change by previously authorized Change Orders	\$0.00
Contract Sum will Increase by:	\$950.00
New Contract Amount:	\$26,330.00

CHJ, Incorporated



Authorized Signature

4-21-10

Date

Victor Valley Community College

Authorized Signature

Date

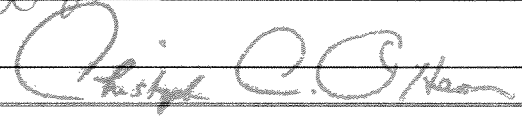
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: CHANGE ORDER – SOLFOCUS, INC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour  _____

APPROVED BY: Christopher O'Hearn  _____

Description/Background:

At its December 8, 2009 meeting, the Board of Trustees approved contract with Solfocus, Inc. to design and install a One Mega Watt Solar Generating Facility. The District wishes to install one additional 4" inch conduit for the future expansion of the One Mega Watt Solar Facility.

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

Need:

Planning for future expansion of the site now enables the District to take advantage of the current economy's low construction cost. Installing the conduit now while trenches are open also allows the District to avoid excessive future cost estimated at \$88,780 to complete the same work.

Fiscal Impact: Not to exceed \$14,254.00 - Locally Bond Funded.

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the change order with Solfocus, Inc. in an amount not to exceed \$14,254.00 for installation of additional conduit at the 1 MW Solar Generating Facility.

Legal Review: YES **X** NOT APPLICABLE ___

Reference for Agenda: YES **X** NO ___



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

DEPARTMENT OF FACILITIES CONSTRUCTION

MEASURE JJ BOND PROGRAM

CHANGE ORDER No.1

PROJECT: Main Campus Solar Project

PROJECT NO.: 56230-PME-002

PURCHASE ORDER/ CONTRACT NO.:

CHANGE ORDER NO.: 1

DATE: May 11, 2010

The Contract is changed as follows:

- Original Contract Sum: \$ 5,072,760.00
Net Change by Previously Authorized Change Orders: \$ 0.00
Contract Sum Prior to This Change Order: \$ 5,072,760.00
Contract Sum will be: [X] (Increased) [] (Decreased) [] (Unchanged) by this Change Order in the Amount of: \$ 14,254.00
New Contract Sum Including This Change Order: \$ 5,087,014.00
Aggregate Change Order Percentage to Date: 0.28 %

Contract Time will be: [] (Increased) [] (Decreased) [X] (Unchanged) by (0) days. Date of Substantial Completion as of date of this Change Order therefore is unchanged.

NOTE: By the execution of this change order, all parties accept the Contract Sum change and the change in the date of Substantial Competition, if any, and expressly waive any claims for any additional compensation, damages, or time extensions, in connection with the above referenced changes.

Signatures and dates for Solar Contractor (SolFocus, Inc.), Program Manager (gkkworks), and Victor Valley Community College District. Includes names like Erik Atkinson and A. McQuilkin with dates 4/19/10.



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

DEPARTMENT OF FACILITIES CONSTRUCTION

MEASURE JJ BOND PROGRAM

CHANGE ORDER No.1

SCOPE OF WORK

Item #1:

Provide one (1) additional 4" medium voltage conduit from pull box #1 (first pull box south of solar array) to VLD location. This work was requested by the District.

Total cost of work covered by this Change Order: \$ 14,254.00

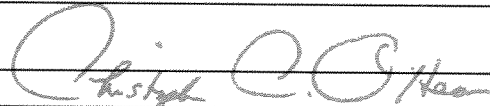
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: AWARD CONTRACT – PARKING LOT REPAIRS

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

Bids for F-100, Parking Lot Repairs were opened on April 8, 2010. Two (2) bids were received as follows:

Premier Paving, Inc.	\$560,482.00
Cooley Construction, Inc.	\$529,482.00

Cooley Construction, Inc. was the lowest responsible bidder. The bids have been thoroughly reviewed by the Vice President of Administrative Services and the Director of Facilities Construction. Cooley Construction, Inc. is licensed in California and their bonding company is authorized to do business in California.

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

Need:

Bond Measure JJ provides funding to the District for various projects, which include improvements to the main campus. Replacing existing parking lots #5, 6, 7, 8, 17, 18 & 19 will correct the current poor conditions of these lots as well as correct many safety issues and improve paths of travel for students and staff.

Recommended Action:

It is recommended that the Board of Trustees award the contract to Cooley Construction, Inc. in the amount of \$529,482.00.

Fiscal Impact:

\$529,482.00 – Locally Bond Funded.

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: FOUNDATION DONATIONS

SUBMITTED BY: Ginger Ontiveros, Victor Valley College Foundation

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

Acceptance of donations as college property from the Victor Valley College District Foundation. The Foundation has made expenditures from cash contributions to specific college programs in the amount of \$28,448.96 and transferred \$70,501.04 in student scholarships for a total cash contribution of \$98,950.00. The Foundation has also received and is transferring ownership of inkind (non-cash) gifts valued at \$2,964.00. Total contributions from the Foundation for January-February 2010 are \$101,914.00 to the District.

Need: N/A

Fiscal Impact: \$101,914.00 to the District.

Recommended Action:

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

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

Victor Valley College District Foundation, Inc.
Gifts In Kind

February, 2010

Date	Constituent	Fund	Gift Value Reference
11/1/2009	Richard B. Ripley	VVC- Art	\$550.00 Epson Stylus Photo 2200 Inkjet Printer and rep
1/4/2010	Patricia Caldwell	FR-Library	\$200.00 4 boxes of books and training tapes in mgmnt a
1/4/2010	Claude Oliver	FR-Library	\$2,000.00 Books
1/11/2010	Michael Myers	VVC-CDC	\$93.00 Labels, Pencils, Craynos, and Glue
1/14/2010	William A. Porter	FR-Library	\$1.00 Magazines
1/25/2010	James H. Wilson	FR-Library	\$120.00 120 Magazines
		Grand Total:	\$2,964.00

6 Gift(s) listed

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
February, 2010

Project Description	Post date	Trans. Amount	Account Description	Reference
Women's Tennis	02/22/10	\$ 100.00	Contributions & Donations	Donation in support of Youth Programs
Women's Tennis	02/03/10	\$ 599.60	Hospitality	Reimbursement for Snacks for Tennis
Athletics Total:		\$ 699.60		
Friends of the Library	02/16/10	\$ 580.00	Outside Labor	Reimb for Plant Maintenance
Friends of the Library Total:		\$ 580.00		
Grants - General	02/03/10	\$ 233.81	Hospitality	Continental Breakfast for Press Conference
Parachute Project	02/16/10	\$ 100.00	Scholarships	Student Incentives
Parachute Project	02/16/10	\$ 100.00	Scholarships	Student Incentive
Parachute Project	02/03/10	\$ 100.00	Scholarships	Student Incentive
Parachute Project	02/03/10	\$ 100.00	Scholarships	Student Incentive
Parachute Project	02/03/10	\$ 100.00	Scholarships	Student Incentive
Parachute Project	02/22/10	\$ 84.52	Hospitality	Credit Card Charges
Grants Total:		\$ 818.33		
Model United Nations Club	02/16/10	\$ 1,789.46	Travel	Transfer of MUN Funds for New York Conference
MUN Total:		\$ 1,789.46		
Nursing Alumni	02/16/10	\$ 122.71	Hospitality	Reimbursement for NP1 Luncheon
Nursing Alumni	02/23/10	\$ 13.04	Hospitality	Reimbursement for NP1 Luncheon
Nursing Alumni	02/23/10	\$ 12.10	Hospitality	Reimbursement for NP1 Luncheon
Nursing Alumni	02/23/10	\$ 21.20	Hospitality	Reimbursement for NP1 Luncheon
Nursing Alumni	02/16/10	\$ 673.00	Equipment / Supplies	Reimbursement for Nursing T-Shirts
Nursing General	02/03/10	\$ 57.09	Awards & Recognition	Reimbursement for Nursing White Cap Award
Nursing Total:		\$ 899.14		
Paramedic Academy	02/16/10	\$ 1,075.93	Equipment / Supplies	MacBook and AppleCare
Paramedic Academy	02/22/10	\$ 161.58	Equipment / Supplies	Microsoft Office Software for Paramedic Program
Paramedics Total:		\$ 1,237.51		
General Scholarship Clearing Fund	02/23/10	\$ 4,274.06	Scholarships	Scholarships Received thru 2/23/10
General Scholarship Clearing Fund	02/03/10	\$ 300.00	Scholarships	Scholarships received thru 2/3/10
General Scholarship Clearing Fund	02/16/10	\$ 1,735.32	Scholarships	Scholarships Received thru 2/26/10
General Scholarship Clearing Fund	02/25/10	\$ 2,300.00	Scholarships	Scholarship Transfers thru 2/25/10
General Scholarship Clearing Fund	02/25/10	\$ 700.00	Scholarships	Scholarship Transfers to Bookstore
PREPAID-Willmas Charitable Trust	02/23/10	\$ 5,625.00	Scholarships	Scholarship Transfer thru 2/23/10

VVC FOUNDATION SUPPORT TO VVC

Expenditures Made From Cash Donations

February, 2010

Project Description	Post date	Trans. Amount	Account Description	Reference
VVC Nursing Weekend College	02/03/10	\$ 250.00	Scholarships	Spring '10 Scholarship - DVH
VVC Nursing Weekend College	02/03/10	\$ 250.00	Scholarships	Spring '10 Scholarship - DVH
VVC Nursing Weekend College	02/03/10	\$ 250.00	Scholarships	Spring '10 Scholarship - DVH
VVC Nursing Weekend College	02/03/10	\$ 250.00	Scholarships	Spring '10 Scholarship - DVH
VVC Nursing Weekend College	02/03/10	\$ 250.00	Scholarships	Spring '10 Scholarship - DVH
Scholarships Total:		\$ 36,934.38		
GRAND TOTAL:		\$ 42,958.42		

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
January, 2010

Project Description	Post date	Trans. Amount	Account Description	Reference
Agriculture (Mojave Sustainability Project)	01/20/10	\$ 6,610.74	Salaries & Wages	Salaries - Bennett/Roberts
Agriculture Total:		\$ 6,610.74		
Soccer	01/12/10	\$ 138.51	Postage	Postage Charges 10/09
Athletics Total:		\$ 138.51		
Fire Technology Program	01/20/10	\$ 2,173.91	Equipment / Supplies	Fire-tech Equipment and Tools
Fire Tech Total:		\$ 2,173.91		
Friends of the Library	01/20/10	\$ 17.20	Printing	Printing Charges for October 2009
Friends of the Library Total:		\$ 17.20		
Charles A. Peterson Memorial - Growth	01/20/10	\$ 2,500.00	Scholarships	Scholarships Transfers thru 1/20/10
General Scholarship Clearing Fund	01/20/10	\$ 4,000.00	Scholarships	Scholarships Transfers thru 1/20/10
General Scholarship Clearing Fund	01/20/10	\$ 500.00	Scholarships	Scholarships transferred to the Bookstore
General Scholarship Clearing Fund	01/20/10	\$ 1,250.00	Scholarships	Scholarships Received thru 1/15/10
General Scholarship Clearing Fund	01/06/10	\$ 4,122.50	Scholarships	Scholarships received thru 1/6/10
General Scholarship Clearing Fund	01/12/10	\$ 5,904.91	Scholarships	Scholarships received thru 1/8/10
General Scholarship Clearing Fund	01/26/10	\$ 11,852.25	Scholarships	Scholarships Received thru 1/25/10
General Scholarship Clearing Fund	01/26/10	\$ 737.00	Scholarships	Scholarships Transfers thru 1/25/10
Parachute Project	01/26/10	\$ 100.00	Scholarships	Student Incentive
Parachute Project	01/26/10	\$ 100.00	Scholarships	Student Incentive
PREPAID-Victorville Elks Lodge	01/20/10	\$ 2,500.00	Scholarships	Scholarships Transfers thru 1/20/10
Scholarships Total:		\$ 33,566.66		
Grants - General	01/26/10	\$ 67.00	Travel	Credit Card Charges
Butros, Michael (Campus Grant)	01/20/10	\$ 1,116.38	Grants Awarded	Foundation Mini Grants
Embroden, Nord (Campus Grant)	01/20/10	\$ 1,550.00	Grants Awarded	Foundation Mini Grants
Gatewood, Justin (Campus Grant)	01/20/10	\$ 1,000.00	Grants Awarded	Foundation Mini Grants
Jones, Scott (Campus Grant)	01/26/10	\$ 1,085.33	Grants Awarded	CS4 Web Premium Mac
Kuhns, Troy (Campus Grant)	01/20/10	\$ 1,000.00	Grants Awarded	Foundation Mini Grants
Rowley, Daniel (Campus Grant)	01/20/10	\$ 226.50	Grants Awarded	Foundation Mini Grants
Parachute Project	01/20/10	\$ 7,020.72	Salaries & Wages	Salaries - Franco/Fink/Golder
Grants Total:		\$ 13,065.93		

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
January, 2010

Project Description	Post date	Trans. Amount	Account Description	Reference
Model United Nations Club	01/26/10	\$ 90.00	Admission / Entry Fees	Model United Nations Conference
MUN Total:		\$ 90.00		
Nursing General	01/26/10	\$ 81.56	Awards & Recognition	Reimbursement for Engraved Plaquement
Nursing General	01/06/10	\$ 7.07	Awards & Recognition	Nursing Name Plates
Nursing Total:		\$ 88.63		
Transfer Center	01/06/10	\$ 240.00	Refund	Reimbursement for refunds of Campus Tours
Transfer Center Total:		\$ 240.00		
GRAND TOTAL:		\$ 55,991.58		

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

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

TOPIC: PUBLIC HEARING FOR DISTRICT INITIAL NEGOTIATIONS
PROPOSAL TO CSEA

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi *Fusako Yokotobi*

APPROVED BY: Christopher O'Hearn *Christopher O'Hearn*

Description/Background:

The district requests that the Board of Trustees conduct a public hearing to provide the opportunity for comments on its initial proposal to CSEA listed below:

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

- | | |
|---|--|
| Article I, Agreement | Article XIII, Assignment |
| Article III, No Discrimination | Article XIV, Evaluations |
| Article IV, District Rights | Article XVII, Safety |
| Article V, Workday | Article XIX, Classification |
| Article VII, Upward Mobility | Article XX, Resignation |
| Article VIII, Salary | Article XXI, Transfer, Reassignments, and Promotions |
| Article IX, Health and Welfare Benefits | Article XXII, Association Rights |
| Article X, Holidays | Article XXIII, Negotiations |
| Article XI, Vacation | Article XXIV, Discipline |
| Article XII, Leaves | |

Need:

The district wishes to sunshine the articles listed above.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees hold a public hearing as noted above.

Legal Review: YES ___ NOT APPLICABLE ___

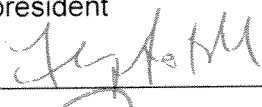
Reference for Agenda: YES ___ NO X ___


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: PUBLIC HEARING FOR CSEA INITIAL NEGOTIATIONS PROPOSAL TO DISTRICT

SUBMITTED BY: Arlene Greene, CSEA president

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Christopher O'Hearn 

Description/Background:

CSEA requests that the Board of Trustees conduct a public hearing to provide the opportunity for comments on its initial proposal to the district listed below:

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

Add an article for definitions to clarify class, classification, position, and salary level.

Article XIII—Assignment

- 13.1 Notice of Assignment
- 13.2 Working out of class

Article XIV—Evaluations

Article XV—Layoff and Reemployment

- 15.4 Bumping Rights

Article XIX—Classification

Change to Salary Classification

Article XXI—Transfers, Reassignments, and Promotions

Language that it is negotiable, possibly adding the form

Article XXII—Association Rights

Need:

CSEA wishes to sunshine the articles listed above.

Fiscal Impact: None

Recommended Action:


It is recommended that the Board of Trustees hold a public hearing 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 X BOARD INFORMATION (no action required) ___

TOPIC: Employment Contract for Interim Superintendent/President
SUBMITTED BY: Fusako Yokotobi 
RECOMMENDED BY: Jeffrey Morris, Stutz, Artiano, Schnioff & Holtz
APPROVED BY: Angela Valles, Board President _____

Description/Background:

The district desires to employ Dr. Christopher O'Hearn as Interim Superintendent/President.
A copy of the original agreement is available for review in the office of the superintendent/president.

Need:

It is necessary for the Interim Superintendent/President to have an employment contract.

Fiscal Impact: Budgeted

Recommended Action:

It is recommended that the Board of Trustees ratify the employment contract with Dr. Christopher O'Hearn as Interim Superintendent/President, effective March 30, 2010.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
EMPLOYEE AGREEMENT
INTERIM SUPERINTENDENT/PRESIDENT**

The Victor Valley Community College District, hereinafter referred to as "District," agrees to employ Dr. Christopher O'Hearn, hereinafter referred to as "Employee" as the Interim Superintendent/President of the Victor Valley Community College District. Employee shall report to and take direction from the Board of Trustees of the District.

1. District Support: District shall provide to the satisfaction of the Employee adequate working conditions and support personnel.

2. Payment: In consideration of this agreement, District shall pay Employee at the rate of \$203,155.44 per year pro-rated for the period of service less than a full year served. In addition to his salary, Employee shall receive a \$400 per month stipend for general expenses. Employee will be provided 1.83 days per month district-paid vacation leave, one-day per month district-paid sick leave, and all paid holidays granted to certificated administrators of the District. Upon termination or expiration of this agreement, Employee shall be paid for any unused, accrued vacation time.

District will reimburse Employee for any required district travel expenses. The Interim Superintendent/President is entitled to \$7,500 per year for business expenses. Employee will submit such receipts as District may require for all of Employee's expenses that are necessary for carrying out his duties under this agreement, including travels, meals, lodging, and incidentals, all in accordance with District policies and procedures.

3. Employee's Duties and Powers: Under the direction of the Board of Trustees of the District, Employee shall perform such duties as are commensurate with the position of superintendent/president of the District. Employee shall be responsible for the operation of the District and shall devote such time and attention as are necessary to fully and completely perform his duties as required as an exempt employee.

4. Term of Agreement: Employee will begin services to the District on March 15, 2010, and said services will continue thereafter on a month-to-month basis for a period of up to one year unless either party provides written notification of a desire to terminate the contract. Such notice will be provided 60 days prior to the termination date, unless the 60-day time period is reduced by mutual agreement between the District and Employee. This agreement is not subject to automatic renewal or re-employment pursuant to Section 72411(c) of the Education Code.

Angela Valles, President
Board of Trustees
Victor Valley Community College District

Dr. Christopher O'Hearn
Interim Superintendent/President

Dated: _____, 2010

Dated: _____, 2010

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: MANAGEMENT INTERIM APPOINTMENT, DEPUTY SUPERINTENDENT

SUBMITTED BY: Christopher O'Hearn



RECOMMENDED BY: Christopher O'Hearn



APPROVED BY: Christopher O'Hearn

Description/Background:

Fusako Yokotobi has been recommended to fill the position of Interim Deputy Superintendent, in addition to her regular appointment as Vice President of Human Resources, effective May 12, 2010.

Need:

An interim position is needed to replace current incumbent who is serving as Interim Superintendent/President.

Fiscal Impact: Budgeted

Recommended Action:

It is recommended that the Board of Trustees approve the appointment as listed.

Legal Review: YES ___ NOT APPLICABLE ___


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)**

TOPIC: MONTHLY FINANCIAL REPORTS

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

Financial reports are being presented for the period ending February 28, 2010 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.

Need: N/A

Fiscal Impact: None

Recommended Action:

This is an information only item.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2009-2010 Financial Statements
GENERAL FUND - FUND 01
As of 2/28/10

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 11,843,130			
<u>Revenues</u>				
Federal	\$ 5,757,203	\$ 1,445,081	\$ 4,312,122	74.90%
State	40,008,702	24,513,923	15,494,779	38.73%
Local	12,696,752	7,033,520	5,663,232	44.60%
Transfers In	5,900,000	1,000,000	4,900,000	83.05%
<u>Total Revenues</u>	\$ 64,362,657	\$ 33,992,524	\$ 30,370,133	47.19%
<u>Expenditures</u>				
Academic Salaries	\$ 26,187,816	\$ 14,519,508	\$ 11,668,308	44.56%
Classified Salaries	13,796,121	9,154,438	4,641,683	33.64%
Benefits	15,941,565	5,710,057	10,231,508	64.18%
Supplies	1,403,226	662,083	741,143	52.82%
Operating Expenses	12,952,630	5,892,947	7,059,683	54.50%
Capital Outlay	971,514	750,212	221,302	22.78%
Transfers, Grants	541,591	224,997	316,594	58.46%
Contingency	402,919	-1,500	404,419	100.37%
Debt Service Retirement/Interest	0	0	0	
<u>Total Expenditures</u>	\$ 72,197,382	\$ 36,912,742	\$ 35,284,640	
 Excess Revenues/(Expenditures)	 \$ (7,834,725)	 \$ (2,920,218)		
 Month Ending Fund Balance 2/28/10		 \$ 8,922,912		
 Projected Ending Fund Balance	 \$ 4,008,405			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2009-2010 Financial Statements
DEBT SERVICE PAYMENT - FUND 29
As of 2/28/10

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 28,022,430			
<u>Revenues</u>				
Local Revenues	\$ 1,016,000	\$ 1,198,038	\$ (182,038)	-17.92%
Transfers In		\$ -	\$ -	
<u>Total Revenues</u>	\$ 1,016,000	\$ 1,198,038	\$ (182,038)	-17.92%
<u>Expenditures</u>				
Debt Service Payments	\$ 8,600,000	\$ 2,700,000	\$ 5,900,000	68.60%
<u>Total Expenditures</u>	\$ 8,600,000	\$ 2,700,000	\$ 5,900,000	
Net Change in Fund Balance	\$ (7,584,000)	\$ (1,501,962)		
Month Ending Fund Balance 2/28/10		\$ 26,520,468		
Projected Ending Fund Balance	\$ 20,438,430			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2009-2010 Financial Statements
BOND PROJECTS FUND - FUND 42
As of 2/28/10

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 81,339,621			
<u>Revenues</u>				
Interest Income	\$ 750,000	\$ 480,020	\$ 269,980	36.00%
Proceeds from Bonds	\$ 259,477	\$ 274,227	\$ (14,750)	
<u>Total Revenues</u>	\$ 1,009,477	\$ 754,247	\$ 255,230	25.28%
<u>Expenditures</u>				
Supplies	\$ 1,581	\$ 81	\$ 1,500	
Travel	1,854	1,193	661	
Legal Expense	75,000	29,862	45,138	
Contracted Services	147,500	20,000	127,500	
Buildings - New & Remodel	17,022,113	13,601,362	3,420,751	20.10%
<u>Total Expenditures</u>	\$ 17,248,048	\$ 13,652,498	\$ 3,595,550	
Net Change in Fund Balance	\$ (16,238,571)	\$ (12,898,251)		
Month Ending Fund Balance 2/28/10		\$ 68,441,370		
Projected Ending Fund Balance	\$ 65,101,050			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2009-2010 Financial Statements
CAPITAL OUTLAY PROJECTS - FUND 71
As of 2/28/10

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 2,880,247			
<u>Revenues</u>				
Interest Income	\$25,000	\$36,396	-\$11,396	-45.58%
Redevelopment	696,000	339,342	356,658	51.24%
Miscellaneous Income	0	0	0	
Transfers In	2,700,000	2,700,000	0	0.00%
<u>Total Revenues</u>	\$ 3,421,000	\$ 3,075,738	\$ 345,262	10.09%
<u>Expenditures</u>				
Supplies	\$ 12,076	\$ 7,483	\$ 4,593	38.03%
Contracts	533,767	348	533,419	99.93%
Buildings-New & Remodel	1,011,105	197,235	813,870	80.49%
Equipment	749,052	14,513	734,539	98.06%
Transfers/Grants/Contingency	0	0	0	
<u>Total Expenditures</u>	\$ 2,306,000	\$ 219,579	\$ 2,086,421	
 Net Change in Fund Balance	 \$ 1,115,000	 \$ 2,856,159		
Month Ending Fund Balance 2/28/10		\$ 5,736,406		
 Projected Ending Funding Balance	 \$ 3,995,247			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2009-2010 Financial Statements
CHILD DEVELOPMENT CENTER - FUND 72
As of 2/28/10

	Annual Budget	YTD Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 90,259			
<u>Revenues</u>				
State	\$252,191	\$125,478	\$126,713	50.24%
Rents & Leases	60,000	0	60,000	100.00%
Interest Income	600	139	461	76.83%
Miscellaneous Income	0	29,429	-29,429	
<u>Total Revenues</u>	\$ 312,791	\$ 155,046	\$ 157,745	50.43%
<u>Expenditures</u>				
Academic Salaries	\$ 191,670	\$ 99,846	\$ 91,824	47.91%
Classified Salaries	98,832	60,412	38,420	38.87%
Benefits	93,878	50,932	42,946	45.75%
Instructional Supplies	7,500	3,549	3,951	52.68%
Operating Expenses	4,500	675	3,825	
Equipment	0	0	0	
Reserve/Contingencies	0	0	0	0.00%
<u>Total Expenditures</u>	\$ 396,380	\$ 215,414	\$ 180,966	
 Net Change in Fund Balance	 \$ (83,589)	 \$ (60,368)		
 Month Ending Fund Balance 2/28/10		 \$ 29,891		

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2009-2010 Financial Statements
STUDENT CENTER FEE - FUND 73
As of 2/28/10

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 8,170			
<u>Revenues</u>	\$ 104,000	\$ 67,315	\$ 36,685	35.27%
<u>Expenditures</u>				
Transfers Out	\$ 104,000	\$ 36,915	\$ 67,085	64.50%
Net Change in Fund Balance	\$ -	\$ 30,400		
Month Ending Fund Balance 2/28/10		\$ 38,570		

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2009-2010 Financial Statements
HEALTH TRUST FUND - FUND 75
As of 2/28/10

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 23,261			
<u>Revenues</u>				
Interest Income	\$ 1,000	\$ 125	\$ 875	87.50%
Miscellaneous Income		\$ 7,665	\$ -	
Transfers In	17,000	0	17,000	0.00%
<u>Total Revenues</u>	\$ 18,000	\$ 7,790	\$ 17,875	99.31%
<u>Expenditures</u>				
Reserve For Contingencies	\$ -	\$ -	\$ -	
Outgoing Transfers	0	0	0	
<u>Total Expenditures</u>	\$ -	\$ -	\$ -	
 Net Change in Fund Balance	 \$ 18,000	 \$ 7,790		
Month Ending Fund Balance 2/28/10		\$ 31,051		
 Projected Ending Fund Balance	 \$ 41,261			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2009-2010 Financial Statements
SELF INSURANCE TRUST - FUND 78
As of 2/28/10

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 101,317			
Revenues				
Interest Income	\$ 3,000	\$ 597	\$ 2,403	80.10%
Miscellaneous Income	0	0	0	
Transfers In	0		0	
Total Revenues	<u>\$ 3,000</u>	<u>\$ 597</u>	<u>\$ 2,403</u>	91.41%
Expenditures				
Supplies	\$ 14,000	\$ 2,990	\$ 11,010	78.64%
Contracted Services	54,500	4,680	49,820	91.41%
New Furniture/Equipment	1,500	1,196	304	0.00%
Reserve for Contingencies	0	0	0	
Total Expenditures	<u>\$ 70,000</u>	<u>\$ 8,866</u>	<u>\$ 61,134</u>	87.33%
Net Change in Fund Balance	\$ (67,000)	\$ (8,269)		
Month Ending Fund Balance 2/28/10		\$ 93,048		
Projected Ending Fund Balance	\$ 34,317			

VICTOR VALLEY COMMUNITY COLLEGE
2009-2010 Financial Statements
RAMS BOOKSTORE
As of 2/28/10

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 1,137,114			
<u>Revenues</u>	\$ 4,683,000	\$ 3,076,155	\$ 1,606,845	34.3%
Less: Cost of Goods Sold	\$ 3,550,000	\$ 2,260,155	\$ 1,289,845	36.3%
Gross Margin from Local Revenues	\$ 1,133,000	\$ 816,000		
Total Other Income		\$ 4,187		
<u>Total Revenues</u>	\$ 2,270,114	\$ 820,187		
<u>Expenditures</u>	\$ 1,442,500	\$ 453,616		
Estimated labor to be invoiced		\$ 51,500		
<u>Total Expenditures</u>	\$ 1,442,500	\$ 505,116	\$ 937,384	65.0%
Revenues/(Expenditures)	\$ (309,500)	\$ 315,071	\$ (624,571)	
Month Ending Fund Balance 2/28/10		\$ 1,452,185		
Projected Ending Fund Balance	\$ 827,614			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2009-2010 Financial Statements
AUXILIARY SERVICES
As of 2/28/10

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 155,083			
<u>Revenues</u>	\$ 479,000	\$ 462,583	\$ (31,048)	-6.48%
Estimated "Due From" District		<u>47,465</u>		
<u>Total Revenues</u>		\$ 510,048		
<u>Expenditures</u>				
District	\$ 479,000	\$ 209,170	\$ 241,830	50.49%
<u>Total Expenditures</u>		<u>28,000</u>		
		\$ 237,170		
Revenues/(Expenditures)	\$ -	\$ 272,878		
Month Ending Fund Balance 2/28/10		\$ 427,961		
Projected Ending Fund Balance	\$ 155,083			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2009-2010 Financial Statements
ASB FUND
As of 2/28/10

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 189,539			
<u>Revenues</u>	\$150,000	\$105,569	\$44,431	29.62%
Estimated amount "Due From" District		39,310		
<u>Total Revenues</u>		\$144,879		
<u>Expenditures</u>	\$150,000	\$130,162	\$19,838	13.23%
<u>Total Expenditures</u>				
Revenues/(Expenditures)	\$ -	\$ 14,717		
Month Ending Fund Balance 2/28/10		\$ 204,256		
Projected Ending Fund Balance	\$ 189,539			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2009-2010 Financial Statements
FEDERAL/STATE GRANT FUNDS
As of 2/28/10

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/09	\$ 65,911			
<u>Revenues</u>				
PELL	\$ 13,450,331	\$ 9,210,103	\$ 4,240,228	
SEOG	297,265	58,600	238,665	
Direct Loan	7,447,270	3,896,364	3,550,906	
Cal Grant	917,016	635,360	281,656	
CARE	36,385	118,960	-82,575	
TRIO	50,650	26,686	23,964	
EOPS	0	0	0	
ACG	32,725	3,099	29,626	
Total Revenues	\$ 22,231,642	\$ 13,949,172	\$ 8,282,470	
<u>Expenditures</u>				
PELL	\$ 13,450,331	\$ 9,194,360	\$ 4,255,971	
SEOG	297,265	58,600	238,665	
Direct Loan	7,447,270	3,893,311	3,553,959	
Cal Grant	917,016	456,997	460,019	
CARE	36,385	70,040	-33,655	
TRIO	50,650	26,686	23,964	
EOPS	0	0	0	
ACG	32,725	3,099	29,626	
Bank Charges	0	0	0	
Origination Fee	0	0	0	
Total Expenditures	\$ 22,231,642	\$ 13,703,093	\$ 8,528,549	
 Net Change in Fund Balance	 \$ -	 \$ 246,079		
Month Ending Fund Balance 2/28/10		\$ 311,990		
 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: REVISION, VICTOR VALLEY COLLEGE EQUAL EMPLOYMENT OPPORTUNITY PLAN

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi *Fusako Yokotobi*

APPROVED BY: Christopher O'Hearn *Christopher O'Hearn*

Description/Background:

On July 14, 2009, the Board of Trustees approved the Victor Valley College Equal Employment Opportunity Plan. Additional language on page 8 is recommended.

Fiscal Impact: None

Recommended Action: Revised language on page 8 is presented for information. This revision will be brought to the June 8, 2010, board meeting for approval.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

Victor Valley College
Equal Employment Opportunity Plan

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1. Introduction

The Victor Valley College Equal Employment Opportunity Plan reflects the district's commitment to equal employment opportunity. The district believes that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment which is welcoming to all will foster diversity and promote excellence.

The *Plan's* immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable title 5 regulations (section 53000 et seq.) and the steps the district shall take in the event of underrepresentation of monitored groups. The *Plan* contains an analysis of the demographic makeup of the district's workforce population and an analysis of whether underrepresentation of monitored groups exists. The *Plan* also includes the requirements for a complaint procedure for noncompliance with the title 5 provisions relating to equal employment opportunity programs, establishment of a Diversity Committee, methods to support equal employment opportunity and an environment which is welcoming to all, and procedures for dissemination of the *Plan*. To properly serve a growing diverse population, the district will endeavor to hire and retain faculty and staff who are sensitive to and knowledgeable of the needs of the continually changing student body it serves.

Robert Silverman, Ph.D.
Superintendent/President

2. Definitions

[Title 5, § 53001(a)-(p)]

- A. *Adverse Impact*: a statistical measure (such as those outlined in the EEO Commission's *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- B. *Business Necessity*: circumstances which justify an exception to the requirements of Section 53021(b) (1) because compliance with that section would result in substantial additional financial cost to the district or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.
- C. *Chancellor's Office* – California Community College's Chancellor's Office (aka System Office).
- D. *Diversity*: means a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by accent, age, ancestry, citizenship status, color, disability, economic status, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or veteran status.
- E. *Equal Employment Opportunity*: means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels and in all job categories listed in Section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by title 5, Section 53000 et seq.
- F. *Equal Employment Opportunity Plan*: a written document in which a district's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- G. *Equal Employment Opportunity Programs*: all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of Section 53006.
- H. *Ethnic Minorities*: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.
 - 1) *Ethnic Group Identification*: means an individual's identification in one or more of the ethnic groups reported to the chancellor pursuant to Section 53004. These groups shall be more specifically defined by the chancellor consistent with state and federal law.

- I. *Goals for Persons with Disabilities*: a statement that the district will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not “quotas” or rigid proportions.
- J. *In-house or Promotional Only Hiring*: means that only existing district employees are allowed to apply for a position.
- K. *Monitored Group*: means those groups identified in Section 53004(b) for which monitoring and reporting is required pursuant to Section 53004(a). (These groups are men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African Americans, Hispanics/Latinos, Caucasians, and persons with disabilities).
- L. *Person with a Disability*: any person who (1) has a physical or mental impairment as defined in Government Code, Section 12926 which limits one or more of such person’s major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is “limited” if the condition makes the achievement of the major life activity difficult.
- M. *Projected Representation*: the percentage of persons from a monitored group determined by the chancellor to be available and qualified to perform the work in question.
- N. *Reasonable Accommodation*: the efforts made on the part of the district to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. “Reasonable accommodations” may include the items designated in Section 53025.
- O. *Screening or Selection Procedures*: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.
- P. *Significantly Underrepresented Group*: any monitored group for which the percentage of persons from that group employed by the district in any job category listed in Section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.
- Q. *Target Date*: a point in time by which the district plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.
- R. *Timetable*: a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

3. Policy Statement

[Education Code, § 87106, et seq.]

The district is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, diversity, and provide equal consideration for all qualified candidates.

4. Delegation of Responsibility, Authority and Compliance

[Title 5, §§ 53003(c)(1) and 53020]

It is the goal of Victor Valley College that all employees promote and support equal employment opportunity because such a goal requires a commitment and a contribution from every segment of the district. The general responsibilities for the prompt and effective implementation of this *Plan* are set forth below.

A. Board of Trustees

The Board of Trustees is ultimately responsible for proper implementation of the district's *Plan* at all levels of district and college operation, and for ensuring equal employment opportunity as described in the *Plan*.

B. Superintendent/President

The Board of Trustees delegates to the Superintendent/President the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the district's equal employment opportunity policies and procedures. The Superintendent/President shall advise the governing board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on *Plan* implementation. The Superintendent/President shall include in the evaluation of the performance of all administrators who report directly to him/her on actions taken in support of the *Plan*.

C. Equal Employment Opportunity Officer

The district has designated the Vice President of Human Resources as its equal employment opportunity officer who is responsible for the day-to-day implementation of the *Plan*. If the designation of the equal employment opportunity officer changes before this *Plan* is next revised, the district will notify employees and applicants for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing and monitoring the *Plan* and for assuring compliance with the requirements of title 5, Sections 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in section 6 of the *Plan* and for ensuring that applicant pools and selection procedures are properly monitored.

D. Diversity Committee

The district has established a Diversity Committee to act as an advisory body to the equal employment opportunity officer and the district as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Diversity Committee assists in the development and implementation of the *Plan* in compliance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for *Plan* revisions as appropriate.

E. Agents of the District

Any organization or individual, whether or not an employee of the district, who acts on behalf of the governing board with regard to the recruitment and screening of personnel, is an agent of the district and is subject to all the requirements of this *Plan* and will be given a copy of it.

F. Good Faith Effort

The district shall make a continuous good faith effort to comply with all the requirements of its *Plan*.

5. Advisory Committee

[Title 5 § 53005]

The district has established a Victor Valley College Diversity Committee to assist the district in implementing its *Plan*. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention, and diversity. The equal employment opportunity officer or designee shall train the advisory committee on equal employment compliance and the *Plan* itself. The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the district has been unable to meet this objective, it will document what efforts were made to recruit advisory committee members who are members of monitored groups. The committee will be composed of two members of the faculty appointed by the Academic Senate President, two members of the classified staff appointed by the CSEA President, one member appointed by the Management Team, two students recommended by the ASB president, two community representatives appointed by the Superintendent/President, and one member of the administration appointed by the Superintendent/President.

Each year, the committee will be initially convened and chaired by the Equal Employment officer. Terms of office for the voting members shall be for two years. The Victor Valley College Diversity Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the governing board, the Superintendent/President, and the equal employment opportunity officer.

6. Complaints

[Title 5, §§ 53003(c)(2), 53026 and 59300 et seq.]

- A. *Complaints Alleging Violation of the Equal Employment Opportunity Regulations (title 5 Section 53026).* The district has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations¹ have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the district to waive the sixty (60) day limitation. Complaints alleging violations of the *Plan* that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. As directed by the Chancellor's Office, the decision of the district in complaints pursuant to Section 53026 is final. (See *California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints* at:

<http://www.cccco.edu/divisions/legal/guidelines/Guidelines%20for%20Minimum%20Conditions%20Complaints.htm>.

The district may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a district statement of the reason for returning the complaint without action.

The complaint shall be filed with the equal employment opportunity officer. If the complaint involves the equal employment opportunity officer, the complaint may be filed with the Superintendent/President. **Any complaints against the superintendent/president or a board member shall be filed with the vice president of Human Resources, who shall report the complaint to legal counsel. Legal counsel shall then report the complaint to the president of the Board of Trustees. In the event that the complaint is against the Board president, legal counsel shall report the complaint to the vice president of the Board of Trustees.** A written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. If this is not practical, a written notification will be provided to the complainant as to the reasons for the extension and estimated date of completion. The equal employment opportunity officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

In the event that a complaint filed under Section 53026 alleges unlawful discrimination, it will be processed according to the requirements of Section 59300 et seq.

- B. *Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)* The district has adopted procedures for complaints alleging unlawful discrimination or

¹ The equal employment opportunity regulations are found in California Code of Regulations, title 5, section 53000 et seq.

harassment. The Vice President of Human Resources is responsible for receiving such complaints and for coordinating their investigation.

7. Notification to District Employees

[Title 5, § 53003(c)(3)]

The commitment of the Board of Trustees and the Superintendent/President to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity policy statement and the *Plan*. The policy statement will be printed in the college catalog and class schedule. The *Plan* and subsequent revisions will be distributed to the district's governing board, the Superintendent/President, administrators, the academic and classified senate councils, union representatives and members of the District Diversity Committee. The *Plan* will be available on the district's Website and, when appropriate, may be distributed by email. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence their employment with the district. Each year, the district will inform all employees by email of the *Plan*'s availability including a written summary of the provisions of the *Plan*. The annual notice will emphasize the importance of the employee's participation and responsibility in ensuring the *Plan*'s implementation.

8. Training for Screening/Selection Committees

[Title 5, § 53003(c)(4)]

Any organization or individual, whether or not an employee of the district, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the title 5 regulations on equal employment opportunity (Section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the district's Equal Employment Opportunity Plan; the district's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency;² and the value of a diverse workforce. Persons serving in the above capacities will be required to receive training. The Equal Employment Opportunity Officer or designee is responsible for providing the required training.

² "Cultural proficiency" involves successful teaching and other interactions with both students and colleagues from a variety of cultures. It requires a contextual understanding that numerous social and institutional dynamics, including the effects of inequities, affect how students have been taught and treated, and translates that understanding to the removal of barriers to student success. "Culture" refers to those things that are shared within a group or society: shared knowledge and beliefs, shared values, shared behavioral expectations, and principles that are widely used or recognized. "Culture" therefore refers to more than simply race and ethnicity.

9. Annual Written Notice to Community Organizations

[Title 5, § 53003(c)(5)]

The Equal Employment Opportunity officer or designee will provide annual written notice to appropriate community-based and professional organizations concerning the *Plan*. The notice will include a summary of the *Plan*, inform these organizations how they may obtain a copy, and shall solicit their assistance in identifying diverse qualified candidates. The notice will also include the internet address where the district advertises its job openings and the HR department phone number to call in order to obtain employment information. The district will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources, especially for underrepresented populations. A list of organizations which will receive this notice is attached to this *Plan (Appendix A)*. This list may be revised from time to time as necessary.

10. Analysis of District Workforce and Applicant Pool

[Title 5, § 53003(c)(6)]

The Human Resources Department will annually survey the district's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the district's progress in implementing the *Plan*, to provide data needed for the reports required by this *Plan*, and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). At least every three years, the *Plan* will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- A) Executive/Administrative/Managerial
 - B) Faculty and other instructional staff:
 - Adult education
 - Career education
 - English
 - Health and physical education
 - Humanities
 - C) Professional non-faculty
 - D) Secretarial/Clerical
 - E) Technical and paraprofessional
 - F) Skilled drafts
 - G) Service and maintenance
- | |
|------------------------------------|
| Instructional and support services |
| Mathematics |
| Natural sciences |
| Social sciences |
| Part-Time |

DISTRICT WORKFORCE ANALYSIS – FALL 2007

	Total	Male	Female	American Indian Alaska Native Male/ Female	Black African American Male/ Female	Asian Pacific Islander Male/ Female	Hispanic Male Female	White Male/ Female	Other/ Unknown
Exec/Admin	15	6	9	0/0	2/1	0/0	0/1	4/5	0/2
Professional/ Non-faculty	9	5	4	0/0	1/0	0/0	1/1	3/3	0/0
Secretarial/ Clerical	109	10	99	0/2	1/12	0/4	1/30	8/51	0/0
Technical/ Paraprofessional	63	27	36	0/1	1/0	4/4	2/14	20/17	0/0
Skilled Craft	6	6	0	0/0	0/0	0/0	0/0	6/0	0/0
Service/ Maintenance	42	31	11	0/0	4/0	0/0	7/3	19/7	0/2
Faculty - Adult Education	32	17	15	1/1	1/0	0/1	2/3	13/10	0/0
Faculty - Career Education	22	18	4	1/0	2/1	0/1	0/0	15/2	0/0
Faculty - English	13	4	9	0/0	0/0	0/0	0/0	4/9	0/0
Faculty - Health and P.E.	30	15	15	2/0	1/0	0/0	3/3	9/11	0/1
Faculty - Humanities	20	13	7	0/0	1/1	0/0	1/2	11/4	0/0
Faculty - Instructional and Support Services	1	1	0	0/0	0/0	0/0	0/0	1/0	0/0
Faculty - Mathematics	17	12	5	0/0	1/0	0/2	1/0	10/3	0/0
Faculty - Natural Sciences	14	6	8	0/0	0/0	0/0	0/0	6/8	0/0
Faculty - Social Sciences	24	18	6	0/0	1/0	1/1	0/0	16/5	0/0
Faculty - Part- Time	384	213	171	0/1	18/7	13/7	13/19	164/131	5/6
Persons with Disabilities	24	11	13	0/1	0/0	0/0	2/2	9/10	0/0
Totals	825	413	412	4/6	34/22	18/20	33/78	318/276	5/11

DISTRICT APPLICANT POOL ANALYSIS – 2007 through 2008

	Total	Male	Female	American Indian/Alaska Native Male/Female	Black/African American Male/Female	Asian/Pacific Islander Male/Female	Hispanic Male/Female	White Male/Female	Other / Unknown
Executive/ Administration	37	15	11	2/0	1/1	0/0	1/1	6/4	14/6
Faculty - Career Education	33	13	15	0/0	2/4	0/1	0/1	11/9	1/1
Faculty - Instructional and Support Services	28	8	13	0/0	1/2	0/2	3/3	4/6	7/7
Faculty - Natural Sciences	45	37	5	0/0	3/0	10/0	0/0	15/3	11/2
Faculty - Part- time	481	221	237	1/0	16/28	14/15	15/26	96/87	1/182
Professional/ Non-faculty	31	7	19	0/2	3/3	0/2	1/4	3/8	6/5
Secretarial/ Clerical	386	77	308	0/2	15/54	1/8	17/62	31/111	67/16
Service/ Maintenance	221	177	42	4/0	24/4	6/0	53/15	65/14	30/6
Skilled Craft	19	6	13	0/0	0/2	0/0	1/3	5/6	2/0
Technical/ Paraprofessional	64	47	15	1/0	5/2	1/1	11/2	24/8	4/7
Totals	1345	608	678	8/4	70/100	32/29	102/117	260/256	143/232

11. Other Measures Necessary to Further Equal Employment Opportunity

[Title 5, § 53003(c)(10)]

The district recognizes that multiple approaches are appropriate to fulfill its mission to ensure equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination. To that end, in addition to the steps to address underrepresentation and/or significant underrepresentation, the district will implement a diversity program. Having a campus that has accepted principles of diversity and multiculturalism can make implementation and maintenance of an effective equal employment opportunity program much easier. For that reason, institutionalizing a diversity program that is well planned out, well funded, and supported by the leadership of the district can be of great value. The district will sponsor cultural events and speakers on issues dealing with diversity and explore how to infuse diversity into the classroom and curriculum. The district will promote the concept of cultural proficiency and it will develop an evaluation form that integrates diversity into the evaluation of employees. The district will also promote learning opportunities and personal growth in the area of diversity and evaluate how the physical environment can be responsive to its diverse employee and student populations. In implementing a diversity program, the district shall consider steps such as:

- A. Establishing a formal Office of Diversity that is part of the structure of the district and that will be adequately funded and supported by the district leadership.
- B. Conducting campus climate studies to identify hidden barriers.
- C. Including guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.
- D. Highlighting the district's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications.
- E. Conducting diversity dialogues, forums, and cross-cultural workshops.
- F. Reviewing and revising college publications and other marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
- G. Recognizing and valuing staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award.
- H. Offering a series of EEO/diversity workshops in conjunction with staff development programs.
- I. Establishing an "Equal Employment Opportunity and Diversity" online presence by highlighting the district's diversity and equal employment opportunity, ADA, and sexual harassment and nondiscrimination policies, procedures and programs on the district's Website. The Website will also list contact persons for further information on all of these topics.
- J. Promoting sabbaticals that will assist the district in achieving its equal employment opportunity and diversity objectives.

- K. Promoting various cultural celebrations on campus.
- L. Recognizing multilingualism and knowledge of multiculturalism as a desired and, when appropriate, required skill and qualification for community college employees.
- M. Establishing a *Community Outreach Advisory Council* to involve community-based organizations in the recruitment and other equal employment opportunity efforts of the college. Recommended membership will include representatives from local business and industry as well as from diverse community groups such as NAACP, chambers of commerce, and city council(s).

12. Graduate Assumption Program of Loans for Education

[Education Code, §§ 87106, 69618 et seq.]

The district will encourage community college students to become qualified for and seek employment as community college employees. The district shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The district will post informational flyers on the campuses concerning such programs, and make information available in the student guidebook and in locations accessible to students. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

13. Goals for Hiring Persons with Disabilities

[Title 5, §§ 53003(d), 53025]

Goals for persons with disabilities and associated requirements for analysis and action will be completed upon receipt of legally valid availability data from the State Chancellor's Office.

Reasonable Accommodations

Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of Government Code, sections 11135 et seq. and 12940(m); Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act. The ADA Compliance Officer is the Director of Disabled Student Programs and Services/ADA Compliance Officer.

Appendix A – Community Organizations and contact information

High Desert Hispanic Chamber of Commerce
14443 Park Avenue
Victorville, CA 92392
760-241-6661

Victor Valley African American Chamber of Commerce
14368 St. Andrews Drive
Victorville, CA 92392
760-952-9152

Korean Chamber of Commerce
14443 Park Avenue, #C3
Victorville, CA 92392
760-955-5504

League of Women Voters
568 No. Mt. View Avenue, suite 150
San Bernardino, CA 92401
909-338-4163

Mexican American Legal Defense & Education Fund
634 S. Spring Street
Los Angeles, CA 90013
213-629-2512

National Association for the Advancement of Colored People
Antelope Branch
P.O. Box 2466
Lancaster, CA 93539

National Council of La Raza
523 W 6th Street, suite 840
Los Angeles, CA 90014
213-489-3428

Japanese America Citizen League
Pacific Southwest Regional Office
244 S. San Pedro Street, suite 406
Los Angeles, CA 90012
213-626-4471