



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

Date: March 10, 2009

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

AGENDA

1. CALL TO ORDER 5 p.m.

ROLL CALL

PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

2. CLOSED SESSION

(a) LIABILITY CLAIMS - Government Code 54956.95

Claimant: Michelle Ruiz

(b) CONFERENCE WITH LEGAL COUNSEL--POTENTIAL LITIGATION

Government Code Section 54956.9 (b)(3)(A)

(1 case)

(c) CONFERENCE WITH LEGAL COUNSEL--POTENTIAL LITIGATION

Government Code Section 54956.9 (b)

EEOC Claim Number 480-2009-00397

(d) CONFERENCE WITH LABOR NEGOTIATORS – Government Code

Section 54957.6 District Representative: Dr. Robert Silverman

Employee Organizations: AFT

PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS

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

RECESS TO CLOSED SESSION

3. RECONVENE TO OPEN SESSION

6 p.m.

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

3.1 Closed Session Report

PUBLIC COMMENTS RELATED TO AGENDA ITEMS

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

**4. SUPERINTENDENT/PRESIDENT'S REPORT
(Accountability Reporting of the California Community Colleges – ARCC)**

- **Faculty Senate**

5. CONSENT AGENDA

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

Approval of consent items.

YES ___ NO ___

- 5.1 Approval of the minutes of the January 29, 2009 special Board meeting and the February 10, 2009 regular Board meeting.
- 5.2 Agreement – Total Compensation System, Inc.
Approval of the agreement between Victor Valley Community College District and Total Compensation Systems, Inc. for the completion of an actuarial study to provide the information necessary for the district's compliance with GASB 43 and 45. Fiscal Impact: Budgeted item, Fund 01, not to exceed \$9,500.00
- 5.3 Board of Trustees Budget Transfer Request Report
Approval of the Board of Trustees Budget Transfer Request Report. Fiscal Impact – None.
- 5.4 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact – None.
- 5.5 Agreement – Samuel Sepuya, M.D.
Approval of the agreement between Victor Valley Community College District and Samuel Sepuya, M.D. through August 26, 2009 to oversee portions of the Respiratory Therapy program as they relate in the hospital setting. Fiscal Impact: Budgeted item, \$4,000.00.
- 5.6 Out-of-State Travel – Student Travel
Approval of the student travel to attend the Phi Theta International Convention in Grapevine, TX from April 16, 2009 through April 18, 2009. Students will be accompanied by Deanna Murphy. Fiscal Impact: None, ASB funds not to exceed \$5,000.00.
- 5.7 Out-of-State Travel – Student Travel
Approval of the student travel to Washington, D.C. to attend the National Student Advocacy and Leadership Spring Conference from March 19, 2009 through March 24, 2009. Students will be accompanied by Robert Sewell. Fiscal Impact: None, ASB funds not to exceed \$10,000.00.

5.8 Agreements – Contract Education Services

Approval of the Contract Education Services' agreements listed below to obtain a food handlers certification card by attending a two-hour class. Fiscal Impact: \$1,500.00 to the District.

Vendor:	Income to the District
George Elementary	\$ 300.00
Del Taco	\$ 300.00
El Pollo Loco	\$ 300.00
Sam's Chinese Buffet	\$ 300.00
Holiday Inn	\$ 300.00
Total:	\$1,500.00

5.9 Agreement – Contract Education Services – Terry Rowen

Approval of the agreement between Victor Valley Community College District and Terry Rowen to provide workshops. The period of this agreement is from April 25, 2009 through June 30, 2009. Fiscal Impact: \$12,300.00 to the District.

5.10 Agreement – Contract Education Services – Millionaire Mind Training Center for Excellence, LLC

Approval of the agreement between Victor Valley Community College District and Millionaire Mind Training Center for Excellence, LLC. The period of this agreement is from March 11, 2009 through June 30, 2009. Fiscal Impact: \$1,200.00 to the District.

5.11 Agreement – Contract Education Services – Irvine Property Management

Approval of the agreement between Victor Valley Community College District and Irvine Property Management. The period of this agreement is from March 11, 2009 through June 30, 2009. Fiscal Impact: \$500.00 to the District.

5.12 Agreement – High Desert Hispanic Chamber of Commerce

Ratification of the agreement with High Desert Hispanic Chamber of Commerce to be a sponsor for their February monthly meeting. Fiscal Impact: \$300.00 Public Information budget.

5.13 Agreement - La Ponderosa KWRN 1550

Ratification of the agreement with La Ponderosa KWRN 1550 AM to advertise registration information for the Community Education Center in downtown Victorville. Fiscal Impact: \$1,000.00 Public Information budget.

5.14 Out-of-State Travel – Political Science

Approval of the student travel to New York, NY. To attend the National Model United Nations conference from April 5, 2009 through April 12 2009. Students will be accompanied by Professor Bozonelos. Fiscal Impact: General Fund, \$7,500.00, ASB reimbursement \$2,500.00, student fellowships \$9,000.00, Individual fundraising \$3,000.00, student dues \$1,400.00.

5.15 Agreement (Second Amendment) – Community Hospital of San Bernardino

Approval of the second amendment to the Education Affiliation agreement that was originally approved on March 1, 2007 between Victor Valley Community College and Community Hospital of San Bernardino. Fiscal Impact: None

- 5.16 Agreement – Independent Contractor
Approval of an Independent Contractor Agreement between Victor Valley Community College District and Principled Leadership Solutions to provide training on interest-based negotiations and decision making. This agreement is from March 11, 2009 through June 30, 2009. Fiscal Impact: Not to exceed \$5,000.00 reimbursed through mandated costs.
- 5.17 Academic Equivalency Request – Emily Skaftun (English)
Approval of the academic equivalency request for Emily Skaftun (English). Fiscal Impact: None
- 5.18 Academic Equivalency Request – Leonard Lopez (Photographic Technology/Commercial Photography)
Approval of the academic equivalency request for Leonard Lopez (Photographic Technology/Commercial Photography). Fiscal Impact: None
- 5.19 Second Reading - New Board Policy – BP 6341 Instruction to Bidders
Approval of the new board policy 6341 Instruction to Bidders Non-Responsibility Determination & Due Process Hearing. Fiscal Impact: None
- 5.20 Agreement (Second Amendment) – Catholic Healthcare West
Approval of the second amendment to the Education Affiliation agreement that was originally approved on March 1, 2007 between Victor Valley Community College and Catholic Healthcare West. Fiscal Impact: None
- 5.21 Agreement – Independent Contractor – Dr. Nick Andonov
Approval of an Independent Contractor Agreement between Victor Valley Community College District and Dr. Nick Andonov to provide professional advice to Human Resources regarding compliance issues. This agreement is from March 11, 2009 through June 30, 2009. Fiscal Impact: Budgeted item, not to exceed \$4,000.00.
- 5.22 Increase Contract Amount – Norman A. Traub & Associates Investigation Services
Approval to increase the consultant agreement amount with Norman A. Traub Associates Investigation Services for an additional \$3,000 for the investigations of discrimination complaints. This contract was originally approved on July 8, 2008 for up to \$8,000 and was amended in November for up to \$15,000. Fiscal Impact: \$130.00 per hours plus expenses, increasing additional \$3,000.00.
- 5.23 Revised Department Chairperson's Pay for Spring 2008
Approval of the revised payment for department chairperson, Leslie Huiner, for the spring 2008 academic year. Fiscal Impact: budgeted item, \$2,856.00
- 5.24 Agreement – ECORP Consulting, Inc.
Ratification of the agreement with ECORP Consulting, Inc. for the Biological Constraints Analysis for 150 acres of land the college is considering purchasing for the Workforce Development Center. Fiscal Impact: \$1,800.00 – locally bond funded.

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda

10. ADMINISTRATIVE SERVICES

- 10.1 Honorarium Approval—Measure JJ Public Safety Eastside Safety Center YES ___ NO ___
Approval of payment of honorarium to the two final unsuccessful bidders only if the bidder delivers quality good faith work product in consideration for a honorarium not to exceed \$20,000. Fiscal Impact: Not to exceed \$40,000 – budgeted item from bond proceeds.
- 10.2 Foundation Donations YES ___ NO ___
Acceptance of the donations as college property from the Victor Valley College District Foundation of \$193,283.06 in-kind cash donations, (\$69,630.50 in scholarships) for a total amount of \$262,913.56. In addition the Foundation has also received property donations as listed. Donations are for the period ending January 2009. Fiscal Impact: None.
- 10.3 Bid Award – The Dumbell Man Fitness Equipment YES ___ NO ___
Approval to award the bid to The Dumbell Man Fitness Equipment for equipment for the Adapted PE Center. Fiscal Impact: \$124,834.54 fund 71 expenditure (This project is partially State funded and a portion of this may be reimbursable through the State. Any portion that is not reimbursable has been previously budgeted.)
- 10.4 Award of Contract – Rymax Electrical Inc. YES ___ NO ___
Approval to award the contract to Rymax Electrical Inc. for electrical switchgear replacement. Fiscal Impact: \$72,670.00 to be paid from a state deferred maintenance fund or Fund 71.
- 10.5 2009-10 Budget Assumptions YES ___ NO ___
Approval of the proposed budget assumptions for fiscal year 2009-2010. Fiscal Impact: to be determined
- 11. HUMAN RESOURCES**
- 11.1 New Classified Position and Job Description – Program Specialist, Special Grant Programs YES ___ NO ___
Approval of the new classified position and job description. Fiscal Impact: State and Federal grants, Range 14 on Classified Salary Schedule, \$4,426-\$5,648 per month, plus benefits.
- 11.2 New Academic Position and Job Description – GEAR UP Program YES ___ NO ___
Approval of the new academic position and job description. GEAR UP Program Counselor/Academic Advisor. Fiscal Impact: GEAR UP funds, \$49,803-\$77,993 per year, plus benefits.
- 11.3 New Management Position and Job Description – GEAR UP Associate Director YES ___ NO ___
Approval of the new management position and job description. Fiscal Impact: GEAR UP funds Range 15 on the Administrative/Management/Confidential salary schedule \$5,265-\$6,724 per month, plus benefits.
- 11.4 Revised Job Description – Instructional Dean YES ___ NO ___
Approval of the updated job description for Instructional Dean. Fiscal Impact: None

11.5 Management Appointment – Director of the Associate Degree Nursing Program and Allied Health YES ___ NO ___

Approval of the contract for Geneva Baker for the position of Director of the Associate Nursing Program and Allied Health beginning on or after June 1, 2009. Fiscal Impact: Range 18, Step D of the Administrative Management Salary Schedule, \$8,404.00 per month, plus benefits.

12. INFORMATION/DISCUSSION

12.1 2008 Accountability Report for Community Colleges
Submitted as an informational item.

12.2 Monthly Financial Reports
Submitted as an informational item.

12.3 District Initial Negotiations Proposal to AFT-PTFU Contract
Submitted as an informational item.

12.4 Superintendent/President Goals
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

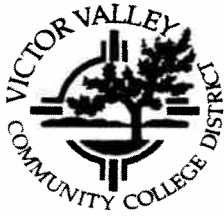
- ASB

15. Public Comments Related to Non-Agenda Items

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

16. ADJOURNMENT YES ___ NO ___

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



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

Date: January 23, 2009

Place: Spring Valley Lake Country Club
13229 Spring Valley Parkway
Victorville, CA 92395

AGENDA

This meeting will be electronically recorded

CALL TO ORDER

9 a.m.

The Board of Trustees of Victor Valley Community College District met in Open session on January 23, 2009 at Spring Valley Lake Country Club. Mr. Range, Board President called the meeting to order at 9 a.m.

TRUSTEE ROLL CALL: Present: Joe Range, Board President; Angela Valles, Vice President; Bettye Underhill, Clerk; Don Nelson, Trustee, Donald Nelson, Trustee.
Absent: Christina Zambrano, Student Trustee

PLEDGE OF ALLEGIANCE

Brad Underhill led the pledge of allegiance.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA : None

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)

2. OPEN SESSION (Business Meeting)

Topic	Presenter	Time
Welcome and Introductions	Joe Range, Board President	9 a.m.

Board President, Mr. Range, welcomed everyone and explained that the afternoon would entail presenters. This is a moment in time for Victor Valley Community College as it moves forward with it's first bond. What will be accomplished today will help lead us in a direction so that we can move quickly forward with the bond.

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

College Report

- President's Report

Dr. Silverman said that the purpose of this meeting is to provide the board members with as much information possible. In preparation for the February board meeting, it is very important to have an overview and understand the direction all of the intricacies involving the college, accreditation, bond status, and project management.

- Accreditation Status

A confidential report was presented to all board members. Additional information is expected from the accreditation soon which will provide status information. Dr. Silverman expects to be back to a normal status but is unable to confirm until further information is provided by the accreditation. The committee, led by Debra Blanchard and Lisa Harvey did an outstanding job on the SLOs. Ms. Valles, and Mr. Nelson all expressed that they were very proud of the college. Dr. Underhill was impressed with the growth that she has seen. Mr. Range said that administration has changed and the seats have been filled differently as before. It was pointed out that there is 84 years of experience on the senior staff with an average of 8 years for each board member.

- Bond Status and Overview

Dr. Silverman provided an overview of the bond status. A bond oversight committee has been established that will monitor the spending of the money. Information was presented on some of the items that will sell the bonds. People who buy these bonds look at the appraised value of the district and the future.

- VVCC Past 18 months

Dr. Silverman provided a walk through of the timelines of events that have occurred since November 2008 through May.

The benefits of hiring a project management company versus a project director was presented. A project management company would take care of the architecture and design and will be responsible to the board and Superintendent/President to ensure the correct process is followed. Their job is to act as the college's representative to the contract.

Originally the college was going to hire a project director but it was later determined that no one could really help us and would require hiring a full-time person.

A committee reviewed four proposals that were submitted (Parsons, Swinerton, Kitchel and gkkworks) and concluded that gkkworks was the best choice.

Don Nelson left at 10:12 a.m.

An RFP for the design build services was advertised with 17 companies responding. We have a committee working with legal counsel to review all RFPs to make a determination for the best company based on the criteria established. It will be narrowed down to 5-6 companies to be interviewed. Following the interviews, it will be narrowed down to 3 companies. Bridging documents will go to those three and the company will then provide a bid. Recommendations of the company will be presented to the board for approval.

Don Nelson arrived at 10:17 a.m.

The process that the board will be involved in hiring the design build was reviewed and explained. The board will be responsible for one contract the contract between district and the design build entity. Gkkworks will be hired to ensure the process is done correctly.

Dr. Silverman provided an update on the land purchase which will be presented for consideration at the February board meeting.

The trip to New York to make a presentation on the status of the college for a bond rating was presented. The rating will either be A, A+, A++ or A+++. The bond raters look at 4 different areas; the district finances, debt burden, the debt burden around the college, what the demographics of the college is, how it is changing and the economy which then becomes the basis of the rating.

Break: 10:53

Reconvene: 11:08

The core team of gkkworks presented background information, their experience in planning design, program management and construction management experience. Their role as the Program Manager will be to develop and implement bond program polices and procedures, provide strategic services to facilitate bond program management, coordinate and manage contract administration, and manage the finances and accounting of the bond program.

Timelines of action plans were presented which in 45 days would be to develop program organizational structure for implementing design, bidding and construction of the projects, a design build entities shortlist will be created, the approval of bond sales and approval of the land offer for the Westside Center. Within 60 days a review of existing campus facilities assessments and recommendations will be made, the COP's will be paid off, acquisition of the land for the Westside Center and approval of an MOU with Apple Valley and Fire District Board for the Eastside property. Within 90 days develop preliminary master projects schedule, develop a preliminary program budget which sets forth the anticipated project costs, complete the bridging documents and approve an MOU with Hesperia for the Westside Center land use. Within 150 days gkkworks will assist the District in identifying proposed standard materials, hardware and equipment for projects.

The bridging documents will include: hire local sub consultants, Coordinate EIR/CEQA process, confirm program with stakeholders and users, develop guidelines (architectural, sustainable, technology), identify district mission and vision, and develop site plans. The development for bridging documents for design-build projects will involve: development basis of design reports and building specification, demolition plans, site/grading plans, building plans, conducting meetings with DSA and bid conference with short listed design-build teams.

The need for community and business outreach was presented which is expected to stimulate the local economy by seeking maximum participation by local, small, emerging and disabled veteran owned businesses. It is the district's goal to hire 85% of the local work force in the High Desert communities and reduce local unemployment.

At 12:41 p.m. the meeting was adjourned for lunch.

At 1:48 p.m. the meeting was called to order.

College General Fund Budget Workshop

Mary Pringle
GH Javaheripour
Ginnie Moran

- 3-5 year budget plan
GH reported on the state's financial conditions. Need to implement interim solutions which included holding back \$400,000 expenditures highlighting the budget assumptions for the next year. Budget assumptions for fiscal year 2009-10 were presented for consideration and comment. It was clarified that there would be no vote by the board at this time. The final plan will be presented to College Council and submitted to the Board.

Break: 2:27 p.m.

Reconvene from break: 2:35 p.m.

Dennis arrived at 2:37 p.m.

Mary Pringle presented a first reading of the budget assumptions. The handouts provided are changes made to the board approved assumptions in March 2008. (1) District will be receiving 400k less in block grants this year (Instructional equipment & deferred maintenance). (2) .68% COLA to faculty and staff may be retracted effective January 2009. (3) In lieu of budget cuts we will not be receiving any payments from the state eff. Jan-June 2009. VVC is receiving 5.8% for growth from the State. (4) \$4.5 million into general fund to balance budget, approved by board of trustees. \$1.5 million to balance & \$3 million to the COP. Need to establish a bridge fund with a portion of the cash flow. Goals; District will develop a balanced budget, maintain a 6% reserve, fill faculty & classified staff, continue contribution to retirement benefits – set aside \$3.1 million, establishing bridge fund through the local agency investment fund (established years ago).

STAR is a statement of where we are, where we have been and where we want to go. Dr. Silverman presented a summary of his first 18 months at the college, the balance of paper of where we are going next. There are a series of strategies planned and make a reality to drive the college which includes a marketing plan. The college has to be a leader in economic recovery. The STAR documents relates back to the goals of the board.

3. ACTION AGENDA

2:30-3:00

3.1 Agreement – gkkworks

It was MSC (Henderson/Valles, 5-0) to ratify the agreement to provide Program management services for preliminary work on the voter approved local bond projects. The period of this agreement is January 13, 2009 through February 11, 2009. Fiscal Impact: Not to exceed \$35,000 locally bond funded.

3.2 Independent Contractor Agreement – Jim Lents

It was MSC (Henderson/Valles, 5-0) to approve the Independent Contract Agreement between Victor Valley Community College District and Jim Lents to provide review and administrative counsel regarding Measure JJ Bond design and construction activities. The period of this agreement is December 1, 2008 through December 31, 2009. Not to exceed \$40,000 locally bond funded.

4. ADJOURNMENT OF THE BUSINESS MEETING

It was MSC (Underhill/Nelson, 5-0) to adjourn the business meeting at 3:02 p.m.

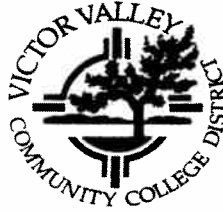
5. BOARD DISCUSSION

3 p.m.

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.

Bettye Underhill, Clerk

Date Approved



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

Date: February 10, 2009

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

CALL TO ORDER

5 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on February 10, 2009 in the Board Room of the Administration building. Mr. Range, Board President called the meeting to order at 5 p.m.

TRUSTEE ROLL CALL: Present: Joe Range, Board President; Angela Valles, Vice President; Dennis Henderson, Trustee, Don Nelson, Trustee, Christina Zambrano, Student Trustee

Absent: Bettye Underhill, Clerk, Christina Zambrano, Student Trustee

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

PLEDGE OF ALLEGIANCE

Dennis Henderson led the Pledge of Allegiance to the Flag.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: None

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION: Board president, Mr. Range, announced the items that the Board would consider in closed session.

2. CLOSED SESSION

- (a) CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
(Subdivision (a) of section 54956.9 of the Government Code)

Boenheim v. Victor Valley College, San Bernardino Superior Court, Victorville District, Case Number CIVVS 803769

Tortorici v. Victor Valley College, San Bernardino Superior Court, Victorville District, Case Number CIVVS 803762

- (b) CONFERENCE WITH LEGAL COUNSEL--POTENTIAL LITIGATION
Government Code Section 54956.9 (b)

1. EEOC Claim Number 480-2009-00397
2. Internal Discrimination Charge

- (c) CONFERENCE WITH LEGAL COUNSEL--POTENTIAL LITIGATION
Government Code Section 54956.9 (b) (3) (A)
(1 case)
- (d) CONFERENCE WITH LABOR NEGOTIATORS – Government Code Section 54957.6
District Representative: Dr. Robert Silverman

Employee Organizations: CSEA, AFT, CTA
- (e) PUBLIC EMPLOYEE APPOINTMENT – Government Code Section 54957

Director of Evening Operations, Instructional Support Programs

Interim Director of Disabled Student Programs and Services (DSPS)
- (f) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code 54957
Director of Special Grants Programs
Executive Dean, Student Services
Dean, Instructional Programs, STEM
Director, Trio Programs
Dean Instructional Programs, Health Sciences & Public Safety
Executive Dean of Institutional Effectiveness
Director, EOPS/CARE
Executive Dean, Technology & Information Resources
Dean, Instructional Programs, Humanities, Arts & Social Sciences

PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS: None

At 5:05 p.m. Board President, Mr. Range recessed to closed session.

Christina Zambrano, Student Trustee arrived at 5:50 p.m.

3. RECONVENE TO OPEN SESSION

6 p.m.

At 6:05, Board President reconvened to open session and announced that there was no closed session report.

- 3.1 Closed Session Report
None

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: The following individuals made a comment with respect to noted agenda items: Margaret Kagy (5.14, 5.35, 5.36), Patricia Wagner (8.1), Anthony Pallante (8.1), and Roderick Gray (8.1)

4. SUPERINTENDENT/PRESIDENT'S REPORT

As part of the Superintendent/President's report Dr. Silverman announced that Margaret Kagy was recently elected as the new president of CSEA and extended her the opportunity to introduce her new board. Ms. Kagy introduced Audrey Vaughn (Site Rep Coordinator), Pearl Bandringa (Treasurer), Sharon Wright (Public Relations Officer, Eileen Sullivan (Vice-President), Robbie Richards (Secretary), Arlene Greene (Chief Job Steward). The CSEA negotiations team consists of Ray Navarro, Carlos Martinez, and Michelle Laveaux.

Dr. Silverman reported that the accreditation was "stellarly" successful. Additional data was shown that what has taken other colleges two years to do, it took us 18 months. This is a testament to the hard work of the whole college and everybody has pulled together to make this a success. We are not expecting another visit until 2011.

Enrollment is doing tremendously well. We are now up 10% over last year. It is expected that the funded growth for this year is going to be 5.9% and that would be a 10,070 FTES. If the college reaches 10,001 FTES will receive the extra million dollars.

- **Faculty Senate**
No report

5. CONSENT AGENDA

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

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

5.2 Agreement – Ebmeyer Charter and Tour

Approval of the agreement between Victor Valley Community College District and Ebmeyer Charter Tour to provide transportation for registered students of Victor Valley Community College, Janet Long, Director of Trio Program and Jessica Diaz, Counselor of Student Support Services. Fiscal Impact: \$1,104.75 funded by Title IV grant funded.

5.3 Agreement- Victor Valley Union High School District

Ratification of the agreement between Victor Valley Community College District and Victor Valley Union High School District to provide transportation for Upward Bound Math and Science Department students to be brought to Victor Valley Community College from their high schools for the Saturday Academy on September 13, 2008. Fiscal Impact: \$1,293.75, funded by Upward Bound Math and Science Program.

5.4 Agreement – Apple Valley Fire Protection District

Ratification of the agreement between Victor Valley Community College District and Apple Valley Fire Protection District for maintenance on various fire apparatus. The period of this agreement is from January 6, 2009 through June 30, 2009. Fiscal Impact: Not to exceed \$15,000.00 – budgeted item.

5.5 Donations Science Equipment

Approval of the donations from Victor Valley Community College District to three local schools in the Victor Valley. Fiscal Impact: None

- 5.6 California Early Childhood Mentor Program New List of Mentors
Approval of the three new teachers for the California Early Childhood Mentor Program at Victor Valley Community College District. Fiscal Impact: None
- 5.7 Agreement – Independent Contractor – William L. Garrison
Approval of the agreement between Victor Valley Community College District and William L. Garrison to provide evaluation services to faculty and staff consistent with the Title V – HSI and GEAR UP grant objectives. Fiscal Impact: Not to exceed \$6,500.00, Title V – HSI grant \$5,000.00, GEAR UP Grant \$1,500.00.
- 5.8 Agreement – Independent Contractor – Terry Kurtz
Approval of the agreement between Victor Valley Community College District and Terry Kurtz to provide video services for men’s and women’s basketball games. Fiscal Impact: Not to exceed \$700.00, budgeted item.
- 5.9 Agreement – Independent Contractor – Thomas Kirk Riding
Ratification of the agreement between Victor Valley Community College District and Thomas Kirk Riding to provide pairing and score keeping for the 2008 CCCAA State Wrestling Tournament. Fiscal Impact: Not to exceed \$550.00 State wrestling account.
- 5.10 Agreement – Independent Contractor – MKH Electronics
Ratification of the agreement between Victor Valley Community College District and MKH Electronics to provide service and repair of ultrasound machines, combo ultrasound/stim machines, hydrocollators, and whirlpools in the athletic training room. The period of this agreement is through June 30, 2009. Fiscal Impact: Not to exceed \$2,000.00
- 5.11 Agreements – Contract Education Services
Approval of the Contract Education Services’ agreements listed below to obtain a food handlers certification card by attending a two-hour class. Fiscal Impact: \$1,200.00 to the District

Vendor:	Income to the District
Pho Belwood	\$ 300.00
Yum Yum Donuts	\$ 300.00
Circle K Corporation	\$ 600.00
Total:	\$1,200.00

- 5.12 Agreement – Boston Reed College
Approval of the agreement between Victor Valley Community College District and Boston Reed College to provide a Pharmacy Technician course. The period of this agreement is from March 14, 2009 through October 17, 2009. Fiscal Impact: \$1,690.00 per student enrolled in Boston Reed College’s Pharmacy Technician Program. \$300.00 per student to the District.
- 5.13 Curriculum Changes
Approval of the curriculum changes that were approved by the committee on October 23, November 13, and December 11, 2008. Fiscal Impact: None

- 5.14 Contract – Digital Networks Group, Incorporated
Approval of the agreement between Victor Valley Community College District and Digital Networks Group, Incorporated to enhance five science classrooms with new audio and visual learning systems. Fiscal Impact: \$29,195.59, funded by Title V Grant.
- 5.15 2009-2010 Academic Calendar
Approval of 2009-2010 academic calendar. Fiscal Impact: None
- 5.16 Agreement – Independent Contractor – Maria Bitonti
Ratification of the agreement between Victor Valley Community College District and Maria Bitonti to provide training services to partner liaisons consistent with the Career Pathways grant objectives. Fiscal Impact: Budgeted item, not to exceed \$306.00 Career Pathways grant.
- 5.17 Agreement – Independent Contractor – Tammy D. Sanchez
Ratification of the agreement between Victor Valley Community College District and Tammy D. Sanchez to provide training services to partner liaisons consistent with the Career Pathways grant objectives. Fiscal Impact: Budgeted item, not to exceed \$306.00 Career Pathways grant.
- 5.18 Authorized Signatory
Approval of the signature of Gholam Javaheripour to conduct college business. Fiscal Impact: None
- 5.19 Agreement – XIRRUS
Ratification of the agreement between XIRRUS and Victor Valley Community College District to support minimal level of wireless computer access for students and staff. Fiscal Impact: \$6,890.00 – budgeted item.
- 5.20 Purchase Agreement – CPI Building Management & Leasing
Approval of the agreement between CPI Building Management & Leasing and Victor Valley Community College District to purchase office furniture at a reduced cost. Fiscal Impact: \$27,500.00, Fund 71 expenditure. (This project is partially State funded and a portion of this may be reimbursable through the State. Any portion that is not reimbursable has been previously budgeted.)
- 5.21 Notice of Completion – Existing Gymnasium Demolition
Approval of a Notice of Completion for the GC Builders, Inc., bid package 20– Existing Gymnasium Demolition – for the Seismic Replacement Auxiliary Gymnasium (aka: Adaptive PE Center) Project. Total contact amount for the bid package was \$329,000.00. Fiscal Impact: None.
- 5.22 Scope of Work Addendum – RGP Planning and Development Services
Ratification of the addendum #2 to the scope of work provided by RGP Planning and Development Services pertaining to the Program Environmental Impact Report (EIR) for the 2007 Facilities Master Plan; Board approved on September 11, 2007. Fiscal Impact: \$5,850.00 – Fund 71 Expenditure.
- 5.23 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact – None.

- 5.24 Approval of Academic Equivalency Request - Christina A. Shelby – Art and Photography
Approval of the equivalency request for Christina A. Shelby – Art and Photography.
Fiscal Impact: None
- 5.25 Agreement – Contract Education Services
Approval of an agreement between Victor Valley Community College District and Roger Burgraff, Ph.D. to provide workshops, “How to Deal with Disagreements, Conflict, and Confrontation”, and “How to Deal with Difficult People with Tact and Skill.” The period of this agreement is February 11, 2009, through June 30, 2009.
Fiscal Impact: \$1,000.00 to the District.
- 5.26 Agreement – Contract Education Service
Approval of an agreement between Victor Valley Community College District and Rounds, Miller, and Associates to provide a workshop, “Using Your Computer to Make Money.” The period of the agreement is from April 23, 2009, through June 30, 2009.
Fiscal Impact: \$390.00 to the District.
- 5.27 Agreement – Contract Education Services
Approval of an agreement between Victor Valley Community College District and Learn CPR 4 Life to provide workshops, “American Heart Association Healthcare Provider CPR”, and “CPR/First Aid.” The period of this agreement is from February 11, 2009, through June 30, 2009. Fiscal Impact: \$9,000.00 to the District.
- 5.28 Agreement – Contract Education Services
Approval of an agreement between Victor Valley Community College District and Tomco Driving School to provide workshops, “Driver Education”, and “Online Driver’s Education.” The period of this agreement is from February 11, 2009, through June 30, 2009. Fiscal Impact: \$5,500.00 to the District.
- 5.29 Agreement – Contract Education Services
Approval of an agreement between Victor Valley Community College District and Archangel to provide a workshop, “Retirement Planning Today”. The period of this agreement is from
February 10, 2009, through May 09, 2009. Fiscal Impact: \$2,000.00 to the District.
- 5.30 Agreement – Contract Education Services
Approval of an agreement between Victor Valley Community College District and Standing Room Only Productions, Inc. to provide a workshop, “Youth performance Arts.” The period is this agreement is from February 11, 2009, through June 30, 2009.
Fiscal Impact: \$1,600.00 to the District.
- 5.31 Agreement – Contract Education Services
Approval of an agreement between Victor Valley Community College District and Voices for All to provide a workshop, “An Introduction to Voiceovers.” The period of this agreement is from February 11, 2009, through June 30, 2009. Fiscal Impact: \$600.00 to the District.

- 5.32 Agreement – Contract Education Services
Approval of an agreement between Victor Valley Community College District and Notary Public Seminars to provide a workshop, "Notary Public." The period of this agreement is from April 4, 2009, through June 30, 2009. Fiscal Impact: \$1,500.00 to the District.
- 5.33 Agreement – Contract Education Services
Approval an agreement between Victor Valley Community College District and Debbi Harper to provide a workshop, "The Brain Class – A Blueprint for Brain Fitness." The period of the agreement is from February 11, 2009, through June 30, 2009. Fiscal Impact: \$390.00 to the District.
- 5.34 Agreement – Contract Education Services
Approval of an agreement between Victor Valley Community College District and Interactive Teaching to provide a workshop, "How to Motivate the Unmotivated Child." The period of this agreement is from February 11, 2009, through June 30, 2009. Fiscal Impact: \$390.00 to the District.
- 5.35 Agreement Renewal – Affiliated Computer Services, Inc.
Approval of the renewal agreement with Affiliated Computer Services to provide 1098-T reporting requirements for tax year 2008. Fiscal Impact: Budgeted item from Fund 01, not to exceed \$22,000.00
- 5.36 Independent Contractor – Mike Tran
Ratification of an agreement between Victor Valley Community College District and Mike Tran to assist the MIS department with the 1098 process; train current Systems Analyst on Financial Aid process(es) available within Datatel. Fiscal Impact: \$15,000.00, budgeted item.

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda
- 6.2 Resolution 09-02 – Change of Election Day – San Bernardino and Los Angeles County
It was MSC (Nelson, Valles 3-1-0, Henderson, No, Underhill absent) to approve the resolution permitting Victor Valley Community College District to change its election day with the approval of the Board of Supervisors of the Counties of San Bernardino and Los Angeles from November 2009 to November 2010. Fiscal Impact: Cost savings to the District will vary from election to election dependent on the numbers of items on the ballot. Savings would be approximately \$200,000 over a two-year period. In addition, there is a one time cost of \$21,000 to notify voters of the change.

7. SUPERINTENDENT/PRESIDENT

7.1 Resolution 09-01 – Authorizing the issuance of Victor Valley Community College District (Los Angeles and San Bernardino Counties, California) Election of 2008 General Obligation Bond

Dr. Silverman announced that the fiscal impact for this proposal should read \$150M for the first issuance. The \$297,500,000.00 is the total amount that will be done in four different issues.

Break: 6:34 p.m.

Reconvene: 6:36 p.m.

It was MSC (Henderson/Nelson, 4-0, Underhill absent) to adopt the resolution authorizing the issuance of Victor Valley Community College District (Los Angeles and San Bernardino Counties, California) Election of 2008 General Obligation Bond. Fiscal Impact: \$297,500,000.00, budgeted item from bond proceeds.

7.2 Agreement for Purchase and Sale of Real Property and Joint Escrow Instructions

It was MSC (Nelson/Henderson, 4-0, Underhill absent) to approve the agreement and Joint Escrow instructions between Victor Valley Community College District and Carl E. Ross Living Trust effective upon acceptance by the Governing Board of the Victor Valley Community College District. Seller is the owner of approximately 55 acres of vacant real property located on the east side of US 395, south of Main Street, APN 3064-571-01. Fiscal Impact: \$10,890,000.00, budgeted item from bond proceeds.

7.3 Victor Valley College District Foundation, Inc. - Property Evaluation Documents - Invoice for Approval

It was MSC (Nelson/Valles, 4-0, Underhill absent) to approve to pay Victor Valley College District Foundation, Inc. for Property Evaluation Documents dated January 22, 2009 for Biological Constraints, Phase I Environmental Site Assessment, Cultural Resources Survey, Geotechnical Investigation, and Buyer's Copy of Property ID – Invoice amount: \$25,500.00, budgeted item from bond proceeds.

8. INSTRUCTION

8.1 Tutor Salary Schedule

It was MSC (Nelson/Valles, 2-2, Underhill absent) The motion failed with the following vote Valles, No. Henderson, No, Range Yes, Nelson, Yes and Underhill, absent) to approve to eliminate the tutoring levels and go to the flat rate of minimum wage for tutors who are student workers. Fiscal Impact: None.

10. ADMINISTRATIVE SERVICES

10.1 Foundation Donations

It was MSC (Nelson/Henderson, 4-0, Underhill absent) to accept the donations as college property from the Victor Valley College District Foundation of \$99,625.90 in-kind cash donations, (\$15,390.44 in scholarships) for a total amount of \$115,016.34. In addition the Foundation has also received property donations as listed. Donations are for the period ending December 2008. Fiscal Impact: None.

- 10.2 Agreement – Program Management Services – gkkWorks
It was MSC (Henderson/Nelson 4-0, Underhill absent) to approve the agreement between Victor Valley Community College District and gkkworks for Program Management services at a rate not to exceed a total aggregate of five percent (5%) of total project costs related to Measure JJ. Fiscal Impact: Compensation to gkkWorks for project management services as defined in contract shall not exceed a total aggregate of five percent (5%) of total project costs related to Measure JJ paid for services rendered monthly, and based on bond amount less Certificate of Participation and land costs - budgeted item from bond proceeds.
- 10.3 Bond: Establishment of New Funds
It was MSC (Nelson/Henderson, 4-0, Underhill absent) to approve the establishment of the *Revenue Bond Construction Fund* and the *Revenue Bond Project Fund*. Fiscal Impact: None
- 10.4 2007-2008 Financial Audit
It was MSC (Nelson/Valles, 4-0, Underhill absent) to accept the 2007-2008 financial audit. Fiscal Impact: None
- 10.5 Agreement – Asera LLC
It was MSC (Valles/Nelson, 4-0, Underhill absent) to approve the agreement between Victor Valley Community College District and Asera LLC to provide services in connection with the District's renewable energy conservation, and technology development program. Fiscal Impact: Budgeted item from bond proceeds, not to exceed \$60,000.00.

11. HUMAN RESOURCES

- 11.1 Public Hearing for AFT Initial Negotiations Proposal to District for 2008/2009 Reopeners
At 7:19 p.m. the Board President declared the hearing open. Hearing no comments the Board President declared the hearing closed at 7:20 p.m.
- 11.2 Management Appointment, Director of Evening Operations, Instructional Support Programs – Timothy Johnston
It was MSC (Nelson/Henderson, 4-0, Underhill absent) to approve the appointment of Timothy Johnston, Director of Evening Operations, and Instructional Support Programs beginning on or after February 11, 2009. Fiscal Impact: Range 18 on the Management Salary Schedule, \$7,235 per month plus benefits.
- 11.3 Revised, Management Position and Job Description – Chief, Campus Police
It was MSC (Nelson/Valles, 4-0, Underhill absent) to approve the revised job description and placement on the management salary schedule. Fiscal Impact: Budgeted item, Level 19 of the Management Salary Schedule, \$7,992-\$10,214/month, plus benefits.
- 11.4 New Management Position and Job Description, Executive Director Foundation/Institutional Advancement
It was MSC (Nelson/Valles, 4-0, Underhill absent) to approve the new job description and placement on the management salary schedule. Fiscal Impact: Level 19 of the Management Salary Schedule, \$9,727 per month plus benefits.

11.5 Management Appointment, Interim Director of Disabled Student Programs and Services (DSPS)

It was MSC (Henderson/Nelson, 4-0, Underhill absent) to approve the appointment of Jaclyn Trost as Interim Director of Disabled Student Programs and Services (DSPS) beginning on or after February 11, 2009 Fiscal Impact: Budgeted item, Range 18 on the Management Salary Schedule, \$7,992/month plus benefits.

11.6 Academic Contract Recommendations – Approval of One-Year Reemployment Contracts

It was MSC (Nelson/Henderson, 4-0, Underhill absent) to approve of the one-year reemployment contract for the 2009-2010 academic year for two probationary academic employees completing their first full year of satisfactory service, Marsha Cole, Child Development and Yoko Inagi, Librarian. Fiscal Impact: Budgeted item.

11.7 Academic Contract Recommendations – Approval of Two-Year Reemployment Contract

It was MSC (Nelson/Henderson, 4-0, Underhill absent) to approve the two-year reemployment contract for the 2009-2011 academic years for Russell McCord, Respiratory Therapy for completing his first full year of satisfactory service. Fiscal Impact: Budgeted item.

11.8 Academic Contract Recommendations – Approval of Tenure Status

It was MSC (Nelson/Henderson, 4-0, Underhill absent) to approve the reemployment contract and tenure status for Jessica Gibbs, Biology and Jeanine Speakman, Nursing for all subsequent year. Fiscal Impact: Budgeted item.

12. INFORMATION/DISCUSSION

12.1 Monthly Financial Reports

Submitted as an informational item.

12.2 First Reading - Board Policy – Rejection of a Prospective Bidder

Submitted as an informational item.

13. REPORTS (3 minute limit per report)

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

13.1 Foundation

Ginger Ontiveros

13.2 Employee Groups

a) CTA

No report

b) CSEA

Margaret Kagy

c) AFT Part-Time Faculty United

Valerie Franjelica

14. TRUSTEE COMMENTS

- ASB
Christina Zambrano, Student Trustee

Ms. Valles said that she was proud of the college and all the hard work that was done on the accreditation. She also thanked Dr. O'Hearn for all the work that he did. On another note, she pointed out that it is very important to pay attention in providing the writing center with quality instructor and students. Mr. Henderson feels it is an important job to write clearly. He thanked everyone, especially Dr. O'Hearn for getting off the warning list with accreditation. He also wanted to thank those individuals that participated with the passage of the bond. Mr. Range congratulated everyone that worked on the accreditation. He thanked Drs. Silverman and O'Hearn for leading the way and helping the college get the accreditation done. Willie Pringle was congratulated on his recent Hall of Fame award. Don Nelson thanked Ken Walsh for all that he does for the college.

15. Public Comments Related to Non-Agenda Items

The following individuals made a comment with respect to non-agenized items: None

16. ADJOURNMENT

It was MSC (Nelson/Valles 4-0, Underhill absent to adjourn the meeting at 7:45 p.m.

Angela Valles, Vice President

Date Approved

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: AGREEMENT – TOTAL COMPENSATION SYSTEMS, INC.

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

The district desires to enter into an agreement with Total Compensation Systems, Inc. (TCS) for the completion of an actuarial study to provide the information necessary for the district's compliance with GASB 43 and 45. TCS performed the district's last actuarial study in March 2006.

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

Need:

Fulfills legal requirement to assess the district's long-term post-employment retirement benefit costs.

Fiscal Impact: Budgeted item from Fund 01, not to exceed \$9,500.00

Recommended Action:

It is recommended the Board of Trustees approve the agreement with Total Compensation Systems, Inc. to perform an actuarial study in compliance with GASB 43 and 45.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X

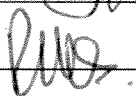
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: BOARD OF TRUSTEES BUDGET TRANSFER REQUEST REPORT

SUBMITTED BY: Deedee Orta, Administrative Services

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

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

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

Need: N/A

Fiscal Impact: None

Recommended Action:

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

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/08 to 02/11/09

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
175	F01	6300-Counseling & Guidance (Travel Expenses)	6300-Counseling & Guidance	4500-Other Supplies 5200-Travel/Conference-Instruc		150
182	F01	6455-Dean of Student Services (Personal Services)	6455-Dean of Student Services	5200-Travel/Conference-Instruc 1350-Personal Services	3,672	3,672
190	F01	0839-Mens Basketball 0848-Women's Soccer 0846-Women's Basketball 0845-Women's Volleyball 0836-Athletics Department 0837-Mens Baseball 0839-Mens Basketball 0840-Mens Soccer 0839-Mens Basketball 0848-Womens Soccer 0845-Womens Volleyball 0846-Womens Basketball 0845-Womens Volleyball 0836-Athletics Department (Cover Athletic Areas)		1350-Personal Services 5840-Contracted Services 5840-Contracted Services 5840-Contracted Services 4310-Instructional Software 4300-Other Supplies 5840-Contracted Services 4300-Instructional Supplies Benefits 4300-Other Supplies 4300-Other Supplies 5900-Other Expense 4300-Other Supplies 5130-Contracted Services-Doctors		3,753 1,276 123 840 85 1,378 217 1,791 367 886 390 30 933 85
128	F01	0000-District-Wide Holding Program 6920-Child Development Center 1305-Child Development 1305-Child Development 1305-Child Development 1305-Child Development 6920-Child Development Center 6920-Child Development Center 6920-Child Development Center (Budget Update)		8620-Child Development Apport Salaries & Benefits 4300-Other Supplies 5200-Travel/Conference-Instructional 5350-Postage Expense Salaries & Benefits 4300-Other Supplies 5690-Indirect Cost Salaries & Benefits		6,166 55,587 30,270 6,178 311 67,546 9,809 65 8,760
208	F01	2105-Administration of Justice (Weapons Servicing & Supplies)	2105-Administration of Justice	5840-Contracted Services 4300-Instructional Supplies	3,900	3,900
209	F01	0836-Athletics Dept. 0839-Mens Basketball (To cover Supply Budget)	0847-Mens Baseball	Salaries & Benefits Salaries & Benefits Salaries & Benefits	5,000	4,000 1,000
210	F01	5990-Undistributed Account (Vacation Pay)	Various Depts.	3900-Fring Benefits-Budget Only Salaries & Benefits	211,233	211,233
212	F01	6460-Financial Aid Admin (To Cover Negative Balance)	6460-Financial Aid Admin	4500-Other Supplies Salaries & Benefits	1,380	1,380
217	F01	6790-Technical Services 6790-Technical Services 6790-Technical Services 6790-Technical Services 6790-Technical Services 6790-Technical Services 6790-Technical Services (Account Clean Up)		4510-Non Instruc Software 4570-Network Supplies 5640-Contracts-Repairs 5691-Prior Year Rollovers 5202-Travel/Conference Admin 5630-Contracts-Rents & Leases 5630-Contracts-Rents & Leases		14,100 16,130 3,830 22,332 1,130 32,930 22,332

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/08 to 02/11/09

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
128	F01	6920-Child Development Center 6920-Child Development Center 6920-Child Development Center (ILP Budget Update)	0000-District Wide Holding Program 6920-Child Development Center	Salaries & Benefits 5690-Indirect Cost 7620-Other Services-Students 8620-Child Dev Apport 4300-Instruc Supplies		140 86 330 1,000 1,556
225	F01	5990-Undistributed Account (Legal Expense)	6730-VP-Human Resources	7900-Reserve for Contingencies 5710-Legal Expense		70,000 70,000
228	F01	2105-Admin of Justice (Eagle Weapons)	2105-Admin of Justice	4300-Instructional Supplies 5650-Contracts-Maint Agreements		900 900
229	F01	6200-Admissions & Registration (LA Records/Hershey)	6200-Admissions & Registration 6200-Admissions & Registration	Salaries 5840-Contracted Services Salaries		25,000 10,200 14,800
232	F01	6060-Dean-Vocational Programs (For Instruc Supplies-Welding)	0956-Indus-Tech Welding	5900-Other Expense 4300-Instruc Supplies		15,402 15,402
239	F01	6010-VP-Student Learning (CCLC Assess)	6010-VP-Student Learning	Benefits 5740-Assessment Fee		2,300 2,300
241	F01	5990-Undistributed Account (Vacation Pay: Thomas)	6772-Security/Parking	3900-Fringe Benefits-Budget Only Benefits		45,312 45,312
250	F01	6780-Management Info Systems 6785-Datatel (Travel & Conferences)	6780-Management Info Systems 6785-Datatel	4510-Non Instruc Software 5840-Contracted Services 5202-Travel/Conference-Admin 4500-Other Supplies		1,000 15,000 1,000 15,000
251	F01	6780-Management Info Systems (Computer)	6780-Management Info Systems	4510-Non Instruc Software 6405-Computers		3,000 3,000
257	F01	6727- (Supplies)	6727-	5202-Travel/Conference-Admin 4500-Other Supplies		1,100 1,100
260	F01	6050-Dir-Nursing (Program Clean Up)	6055-	Salaries Salaries		50,022 50,022
263	F01	6050-Dir-Nursing (Acct Clean Up)	6050-Dir-Nursing	Salaries & Benefits Salaries & Benefits		50,022 50,022
264	F01	0948-Automotice Tech (Alpha-Omega Ent)	0948-Automotive Tech 0948-Automotive Tech	5691-Prior Year Rollovers 5840-Contracted Services 6400-Equipment		21,958 1,529 20,429
268	F01	6460-Financial Aid Admin 6460-Financial Aid Admin (C Allen)	6460-Financial Aid Admin 6460-Financial Aid Admin	5202-Travel/Conference-Admin 5691-Prior Year Rollovers Salaries 5202-Travel/Conference-Admin		4,796 2,225 3,000 4,021

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/08 to 02/11/09

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
269	F01	6420-DSPS 6420-DSPS		Benefits 5200-Travel/Conference-Instruc Salaries		701 2,477
			6420-DSPS 6420-DSPS			3,000 178
		(To Cover Negative Balance)				
269	F01	6421-DSPS/Service Fees		5840-Contracted Services Salaries & Benefits		4,000 4,000
			6421-DSPS/Service Fees			
		(To Cover Negative Balance)				
269	F01	6420-DSPS 6420-DSPS		Salaries & Benefits 4500-Other Supplies Salaries		7,040 7,061
			6420-DSPS			14,101
		(To Cover Negative Balance)				
270	F01	6420-DSPS 6420-DSPS 6420-DSPS		Salaries 5200-Travel/Conference-Instruc 5840-Contracted Services Salaries		12,500 4,275 13,225
			6420-DSPS			30,000
		(Sign Subs)				
271	F01	1250-Paramedics 1250-Paramedics		6400-Equipment Salaries 4300-Instructional Supplies 5200-Travel/Conference-Instruc Benefits		21,332 2,130
			1250-Paramedics 1250-Paramedics 1250-Paramedics			1,330 800
		(Prof Experts)				
272	F71	6595-Redevelopment Passthrough		6200-Buildings-New & Remodel 4500-Other Supplies		2,886 2,886
			6595-Redevelopment Passthrough			
		(To Cover Negative Balance)				
273	F71	0000-District Wide Holding Program		8899-Miscellaneous Income 6200-Buildings-New & Remodel 5840-Contracted Services		244,816 208,016 36,800
			0006-VVC Campus-Victorville 0006-VVC Campus-Victorville			
		(Update Accts)				
278	F01	1305-Child Development		4300-Instructional Supplies 7500-Grants		1,148 1,148
			1305-Child Development			
		(Budget Update)				
279	F01	0000-District Wide Holding Program 6920-Child Development Center 6920-Child Development Center		8620-Child Development Apport 5630-Contracts-Rents & Leases 5200-Travel/Conference-Instruc		6,166 1,300 4,866
		(Budget Update)				
289	F01	3002-Restaurant/Food Svc Mgmt		5691-Prior Year Rollovers 4300-Instructional Supplies		1,270 1,270
			3002-Restaurant/Food Svc Mgmt			
		(For Instructional Supplies)				
296	F01	0836-Athletics		4300-Instructional Supplies Salaries		2,500 2,500
			0844-Womens Tennis			
		(Asst. Tennis Coach)				
319	F01	0836-Athletics		4300-Instructional Supplies 5640-Contracts-Repairs		1,036 400
			0836-Athletics			
		(For repairs)				
321	F01	6350-Student Support Svcs-Title IV		5691-Prior Year Rollovers Salaries & Benefits		7,475 7,475
			6350-Student Support Svcs-Title IV			
		(J Diaz)				

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/08 to 02/11/09

Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
337	F01	6670-VP-Admin Svcs (Laptop Purchase)	6670-VP-Admin Svcs	5840-Contracted Services 6405-Computers		1,100
338	F01	0000-District Wide Holding Program (Budget Update)	6350-Student Support Svcs-Title IV	8170-Federal Revenue Salaries	14,869 14,869	
339	F01	6350-Student Support Svcs-Title IV (Budget Update)	6350-Student Support Svcs-Title IV	Salaries & Benefits		76,747
			6350-Student Support Svcs-Title IV	Salaries & Benefits	50,024	
			6350-Student Support Svcs-Title IV	4500-Other Supplies	4,540	
			6350-Student Support Svcs-Title IV	5200-Travel/Conference-Instructional	6,889	
			6350-Student Support Svcs-Title IV	5300-Dues & Memberships	820	
			6350-Student Support Svcs-Title IV	5690-Indirect Cost	10,644	
			6350-Student Support Svcs-Title IV	5840-Contracted Services	3,050	
			6350-Student Support Svcs-Title IV	5650-Contracts-Maint Agreements	300	
			6350-Student Support Svcs-Title IV	6405-Computers	480	
339	F01	6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV (TY 2008 Budget Update)	6350-Student Support Svcs-Title IV	Salaries & Benefits 5691-Prior Year Rollovers		6,571 73,671
			6350-Student Support Svcs-Title IV	Salaries & Benefits	56,007	
			6350-Student Support Svcs-Title IV	4500-Other Supplies	9,082	
			6350-Student Support Svcs-Title IV	5200-Travel/Conference-Instruc	11,354	
			6350-Student Support Svcs-Title IV	5300-Dues & Memberships	700	
			6350-Student Support Svcs-Title IV	5650-Contracts-Maint Agreements	299	
			6350-Student Support Svcs-Title IV	5840-Contracted Services	2,800	
339	F01	6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV (Budget Update)	6350-Student Support Svcs-Title IV	Salaries 5690-Indirect Cost 5202-Travel/Conference-Admin		27,660 1,752 4,744
			6350-Student Support Svcs-Title IV	Salaries & Benefits	18,310	
			6350-Student Support Svcs-Title IV	4300-Instructional Supplies	612	
			6350-Student Support Svcs-Title IV	4500-Other Supplies	1,500	
			6350-Student Support Svcs-Title IV	5200-Travel/Conference-Instruc	10,564	
			6350-Student Support Svcs-Title IV	5300-Dues & Memberships	1,000	
			6350-Student Support Svcs-Title IV	5630-Contracts-Rents & Leases	1,800	
			6350-Student Support Svcs-Title IV	5420-Liability Insurance	370	
339	F01	6350-Student Support Svcs-Title IV (Budget Update)	6350-Student Support Svcs-Title IV	6400-Equipment		35,393
			6350-Student Support Svcs-Title IV	Salaries & Benefits	25,659	
			6350-Student Support Svcs-Title IV	5202-Travel/Conference-Admin	2,172	
			6350-Student Support Svcs-Title IV	5420-Liability Insurance	370	
			6350-Student Support Svcs-Title IV	5840-Contacted Services	7,192	
339	F01	6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV 6350-Student Support Svcs-Title IV (Budget Update)	6350-Student Support Svcs-Title IV	Salaries & Benefits		17,621
			6350-Student Support Svcs-Title IV	5650-Contracts-Maint Agreements		25,000
			6350-Student Support Svcs-Title IV	5840-Contracted Services		7,255
			6350-Student Support Svcs-Title IV	4300-Instructional Supplies		20,000
			6350-Student Support Svcs-Title IV	6400-Equipment		20,000
			6350-Student Support Svcs-Title IV	Salaries & Benefits	38,106	
			6350-Student Support Svcs-Title IV	4300-Instructional Supplies	2,496	
			6350-Student Support Svcs-Title IV	4500-Other Supplies	6,922	
			6350-Student Support Svcs-Title IV	5200-Travel/Conference-Instruc	16,694	
			6350-Student Support Svcs-Title IV	5300-Dues & Memberships	817	
			6350-Student Support Svcs-Title IV	5630-Contracts-Rents & Leases	1,283	
			6350-Student Support Svcs-Title IV	5900-Other Expense	740	
			6350-Student Support Svcs-Title IV	5420-Liability Insurance	520	
			6350-Student Support Svcs-Title IV	6400-Equipment	991	
			6350-Student Support Svcs-Title IV	5690-Indirect Cost	16,230	
			6350-Student Support Svcs-Title IV	5202-Travel/Conference-Admin	1,024	
			6350-Student Support Svcs-Title IV	5650-Contracts-Maint Agreements	1,299	
			6350-Student Support Svcs-Title IV	5840-Contracted Services	2,754	

VICTOR VALLEY COLLEGE
BUDGET TRANSFER REQUEST REPORT
From 11/14/08 to 02/11/09

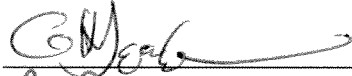
Batch No.	Fund	Program		Account	Amount	
		From:	To:		Increase	Decrease
341	F01	6460-Financial Aid Admin		Benefits		62,013
		6460-Financial Aid Admin		4500-Other Supplies		5,796
				5805-License Fees		12,500
				5810-Advertising-Public Relations		10,000
				5850-Bank Charges		25,400
				5900-Other Expense		15,230
			6460-Financial Aid Admin	Salaries & Benefits	63,047	
			6460-Financial Aid Admin	5202-Travel/Conference-Admin	7,000	
			6460-Financial Aid Admin	5805-License Fees	25,000	
			6460-Financial Aid Admin	5810-Advertising-Public Relations	20,000	
			6460-Financial Aid Admin	5840-Contracted Services	15,010	
	6460-Financial Aid Admin	5900-Other Expense	882			
(Budget Update)						
344	F01	0000-District Wide Holding Program		8629-Block Grant		23,427
		6460-Financial Aid Admin		Salaries		10,377
		6460-Financial Aid Admin		5202-Travel/Conference-Admin		5,550
		6460-Financial Aid Admin		5805-License Fees		7,500
(Sub-Program Adj)						
346	F01	6920-Child Development Center		4300-Instructional Supplies		21,079
		6920-Child Development Center		Salaries		63,452
			6920-Child Development Center	Salaries & Benefits	53,877	
			1305-Child Development	4300-Instructional Supplies	30,270	
				5200-Travel/Conference-Instruc	384	
(Budget Update)						
347	F01	6920-Child Development Center		5630-Contracts-Rents & Leases		1,300
			6920-Child Development Center	Benefits	1,300	
(Budget Update)						
351	F01	6455-Dean of Student Services		5690-Indirect Cost		58,630
			6455-Dean of Student Services	Salaries & Benefits	53,069	
			6455-Dean of Student Services	4300-Instructional Supplies	12	
			6455-Dean of Student Services	4500-Other Supplies	5,356	
			6455-Dean of Student Services	5200-Travel/Conference-Instruc	193	
(To move to Type 2008)						
355	F01	6455-Dean of Student Services		Salaries & Benefits		340
			6455-Dean of Student Services	Salaries & Benefits	270	
			6455-Dean of Student Services	7610-Student Book Service	70	
(To Cover Negative Balance)						
355	F01	1501-English		4300-Instructional Supplies		1,400
			Dean-Humanities, Social Sci	6405-Computers	1,400	
(For computer purchase)						
357	F01	6010-VP-Student Learning		5630-Contracts-Rents & Leases		3,000
			6010-VP-Student Learning	6400-Equipment	3,000	
(Dell Color Printer for CIDG)						
358	F01	0836-Athletics		4300-Instructional Supplies		6,745
			0836-Athletics	6400-Equipment	6,745	
(Football Hitting Sled)						
361	F01	6040-Dean-Academic Programs		Salaries		18,000
		6040-Dean-Academic Programs		4300-Instructional Supplies		4,747
			6040-Dean-Academic Programs	Salaries	12,000	
				5690-Indirect Cost	4,747	
				7610-Student Book Service	6,000	
(CAHSEE Grant #2 Transfers)						


**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: Robert Silverman 

Description/Background:

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

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

Need: N/A

Fiscal Impact: None

Recommended Action:

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

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, MARCH 11, 2009**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 496	\$ 8,108.54					
BATCH 496A	\$ 2,171.88					
BATCH 497	\$ 9,695.75					
BATCH 498	\$ 13,958.97					
BATCH 498A	\$ 1,927.05					
BATCH 499	\$ 3,229.37					
BATCH 499A	\$ 3,500.00					
BATCH 500	\$ 4,151.80					
BATCH 501	\$ 2,625.22					
BATCH 502	\$ 4,435.12					
BATCH 503	\$ 20,987.50					
BATCH 503A	\$ 6,193.80		\$ 465.65			
BATCH 504						
BATCH 505	\$ 244.99					
BATCH 506	\$ 1,037.86					
BATCH 507 VOIDED						
BATCH 507A	\$ 1,700.00					
BATCH 508	\$ 1,700.00					
BATCH 509 VOIDED						
BATCH 509A	\$ 3,000.00					
BATCH 510	\$ 2,775.75					
BATCH 511						
BATCH 511A			\$ 38,406.63			
BATCH 512			\$ 110,378.70			
BATCH 513			\$ 1,375.00			
BATCH 513A			\$ 32,292.90			
BATCH 514	\$ 660.00		\$ 268,225.75			
BATCH 515	\$ 4,893.00					
BATCH 516	\$ 15,803.73					
BATCH 516A	\$ 28,559.66					
BATCH 517						\$80.33
BATCH 518 VOIDED						
BATCH 518A	\$ 1,729.28					

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, MARCH 11, 2009**

	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 519	\$ 1,442.00					
BATCH 520						
BATCH 521	\$ 1,144.00		\$ 3,767.93			
BATCH 522 VOIDED						
BATCH 522A	\$ 1,677.63					
BATCH 523	\$ 72,292.38					
BATCH 524	\$ 31,156.50					
BATCH 525 VOIDED						
BATCH 525A	\$ 80,000.00					
BATCH 526 VOIDED						
BATCH 526A	\$ 6,226.00					
BATCH 527	\$ 6,544.00					
BATCH 528	\$ 5,544.68					
BATCH 529	\$ 15,233.22					
BATCH 529A	\$ 3,803.58					
BATCH 530	\$ 7,932.48					
BATCH 531		\$1,500.00				
BATCH 531A		\$13,093.70				
BATCH 532	\$ 8,132.74					
BATCH 533	\$ 22,672.29					
BATCH 534			\$ 314.00			
BATCH 535	\$ 608.35					
BATCH 536	\$ 380.46					
BATCH 537	\$ 741.68					
BATCH 538	\$ 299.20					
BATCH 539	\$ 26,185.92					
BATCH 540	\$ 9,695.55					
BATCH 541	\$ 1,965.50					
BATCH 542	\$ 14,403.39					
BATCH 542A	\$ 9,150.00					
BATCH 543 VOIDED						
BATCH 543A	\$ 54,131.58					
BATCH 544	\$ 4,539.83					
BATCH 545	\$ 7,294.67					
BATCH 545A	\$ 24,083.13					
BATCH 546 VOIDED						
BATCH 546A	\$ 2,197.34					
BATCH 547	\$ 2,716.77					

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING, MARCH 11, 2009**


	General Fund	Insurance Trust	Cap Projects Fund	Child Dev Ctr Fund	Dept Service	Student Cntr Fee
BATCH 548	\$ 1,983.22					
BATCH 549	\$ 40,250.06					
BATCH 550			\$ 18,098.64			
BATCH 550A			\$ 139,347.25			
BATCH 551	\$ 891.73					
BATCH 552 CONTAINS NO BATCH						
BATCH 553	\$ 1,235.16					
BATCH 554	\$ 359.90					
BATCH 555	\$ 1,030.69					
BATCH 556	\$ 817.98					
BATCH 557	\$ 1,180.64					
BATCH 558	\$ 25,652.06					
BATCH 558A	\$ 56,700.00					
BATCH 559	\$ 22,595.79					
BATCH 559A	\$ 21,337.78					
BATCH 560	\$ 2,995.00					
BATCH 561	\$ 50.98		\$ 25,449.25			
BATCH 562			\$ 4,433.99			
BATCH 562A						
BATCH 563	\$ 5,198.95					
BATCH 563A	\$ 150,210.16					
BATCH 564	\$ 300.00					
BATCH 565 CONTAINS NO BATCH						
BATCH 565A	\$ 1,500.00					
BATCH 566	\$ 684.00					
TOTAL	\$ 900,258.24	\$ 14,593.70	\$ 642,555.69	\$ 80.33	\$ 0.00	

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

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

TOPIC: AGREEMENT – SAMUEL SEPUYA, M.D.

SUBMITTED BY: Pat Luther, Health Sciences & Public Safety

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to approve an agreement between Victor Valley Community College District and Samuel Sepuya, MD., through August 26, 2009.

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

Need:

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

Fiscal Impact: Budgeted - \$4,000.00

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve an agreement between Victor Valley Community College District and Samuel Sepuya, MD., through August 26, 2009.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: OUT OF STATE TRAVEL – STUDENT TRAVEL

SUBMITTED BY: Deanna T. Murphy, Auxiliary Services

RECOMMENDED BY: Christopher O'Hearn

APPROVED BY: Robert Silverman

Description/Background:

The District is requesting approval to allow the Phi Theta Kappa officers to travel to Grapevine, Texas to attend the Phi Theta International Convention from April 16, 2009, through April 18, 2009. Students participating in the field trip are registered at Victor Valley Community College. Students will be accompanied by Deanna Murphy.

Students:

Greaver, Llane
Jamagin-Vernola, Music
Konik, Michael
Nerkowski, Stacey
Smith, Chere
Zambrano, Christina

Need:

This conference is designed to provide general sessions, keynote speakers, workshops and forums designed to educate the student participants in developing leadership and interpersonal skills, network with community college scholars, leaders, and faculty from around the world, learn how to strengthen the Alpha Phi Gamma chapter to benefit our college and community, and elect society leaders.

Fiscal Impact: None - ASB Funds, Not to Exceed \$5,000.00

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve Phi Theta Kappa officers to travel to Grapevine, Texas to attend the Phi Theta International Convention from April 16, 2009, through April 18, 2009. Students participating in the field trip are registered at Victor Valley Community College.

Legal Review: YES NOT APPLICABLE

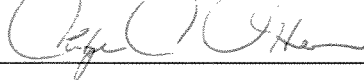
Reference for Agenda: YES NO

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

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

TOPIC: Out of State Travel - Student

SUBMITTED BY: Robert A. Sewell, Director, Auxiliary Services

RECOMMENDED BY: Dr. Christopher O'Hearn 

APPROVED BY: Robert Silverman

Description/Background:

Approval is requested for the following staff member(s) and Associated Student Body representatives to travel to Washington D.C. to attend the National Student Advocacy & Leadership Spring Conference, March 19 - 24, 2009:

- | | |
|---|-------------------------------------|
| Robert A. Sewell, Director, Auxiliary Services/A.S.B. Advisor | |
| Christina Zambrano, A.S.B. President | Leif Kofford, A.S.B. Vice President |
| Roderick Gray, Executive Senator | Mary Mazzola, Secretary |
| Magdalen Chavez, Public Relations Senator | Tammy Brown, I.C.C. Senator |
| Sheri Schmoll, Allied Health Senator | Judy Schmoll, Activities Senator |
| Gregory Harbor, Math & Science Senator | |

Need:

The conference is designed to provide general sessions, keynote speakers, workshops and forums designed to educate the student participants on the major issues that are critical to community colleges. Some of those issues include Pell Grants, Student Loan Availability, Federal Work-study funding, Perkins Funding for Community Colleges, textbook prices and student debt relief.

Fiscal Impact: None to the District. (A.S.B. Funds, \$10,000).

Recommended Action: It is recommended that the Board of Trustees approve out of state travel for staff/students listed above to travel to Washington, D.C. to attend the National Student Advocacy & Leadership Spring Conference, March 19 - 24, 2009.

Legal Review: YES ___ NOT APPLICABLE ___


Reference for Agenda: YES ___ NO ___

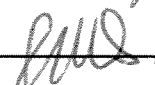
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: AGREEMENTS - CONTRACT EDUCATION SERVICES

SUBMITTED BY: Debbie Potts, Contract Education

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

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
George Elementary	\$ 300.00
Del Taco	\$ 300.00
El Pollo Loco	\$ 300.00
Sam's Chinese Buffet	\$ 300.00
Holiday Inn	\$ 300.00
Total:	\$1,500.00

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: \$1,500.00 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: AGREEMENT – CONTRACT EDUCATION SERVICES

SUBMITTED BY: Debbie Potts, Contract Education

RECOMMENDED BY: Christopher O’Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to approve an agreement between Victor Valley Community College District and Terry Rowen. The period of this agreement is from April 25, 2009, through June 30, 2009.

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

Need:

Provide workshops, “How to Start Your Own Medical Insurance Billing Service From Your Home”, “Beginning Medical Insurance Billing I”, Beginning Medical Insurance Billing II”, and “Computerized Medical Insurance Billing.”

Fiscal Impact: \$12,300.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve an agreement between Victor Valley Community College District and Terry Rowen. The period of this agreement is from April 25, 2009, through June 30, 2009.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO

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

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

TOPIC: AGREEMENT – CONTRACT EDUCATION SERVICES

SUBMITTED BY: Debbie Potts, Contract Education

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to approve an agreement between Victor Valley Community College District and Millionaire Mind Training Center for Excellence, LLC. The period of this agreement is from March 11, 2009, through June 30, 2009.

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

Need:

Provide workshops, "Financial Literacy I and II."

Fiscal Impact: \$1,200.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve an agreement between Victor Valley Community College District and Millionaire Mind Training Center for Excellence, LLC. The period of this agreement is from March 11, 2009, through June 30, 2009.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – CONTRACT EDUCATION SERVICES

SUBMITTED BY: Debbie Potts, Contract Education

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to approve an agreement between Victor Valley Community College District and Irvine Property Management. The period of this agreement is from March 11, 2009, through June 30, 2009.

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

Need:

Provide workshop, "How to Profitably Manage Rental Property."

Fiscal Impact: \$500.00 to the District

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve an agreement between Victor Valley Community College District and Irvine Property Management. The period of this agreement is from March 11, 2009, through June 30, 2009.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

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

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

TOPIC: AGREEMENT – HIGH DESERT HISPANIC CHAMBER OF COMMERCE

SUBMITTED BY: Bill Greulich

RECOMMENDED BY: Bill Greulich Bill Greulich

APPROVED BY: Robert Silverman RS

Description/Background:

The district wishes to enter into an agreement with High Desert Hispanic Chamber of Commerce to be a sponsor for their February monthly meeting called "Education Emresarial" Being a sponsor for this event allows the district to have a banner at the event, a logo on their program, and an opportunity to promote to network with the Hispanic community and to promote both the college and the Community Education Center in downtown Victorville.

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

Need:

This monthly meeting provides networking opportunities as well as a variety of informational topics that address issues such as economic enhancement, marketing and other information to help improve local Hispanic businesses and gives the district the opportunity to inform local Hispanic business owners about VVC and the Community Education Center.

Fiscal Impact: \$300.00 – From Public Information Office Advertising Budget.

Recommended Action: This item has been approved by the Superintendent/President; it is recommended that the Board of Trustees ratify the agreement with High Desert Hispanic Chamber of Commerce in the amount of \$300.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO


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

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

TOPIC: AGREEMENT – LA PONDEROSA KWRN 1550 AM

SUBMITTED BY: Bill Greulich

RECOMMENDED BY: Bill Greulich 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with La Ponderosa KWRN 1550 AM to advertise registration information for the Community Education Center in down town Victorville.

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

Need:

Promoting Victor Valley College on La Ponderosa KWRN 1550 AM will better reach the Hispanic community to inform them of the course offerings at the Community Education Center.

Fiscal Impact: \$1000.00 – From Public Information Office Advertising Budget.

Recommended Action: This item has been approved by the Superintendent/President, it is recommended that the Board of Trustees ratify the agreement with La Ponderosa KWRN 1550 AM in the amount of \$1000.00.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ NO X ___

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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: OUT OF STATE TRAVEL – STUDENT TRAVEL
POLITICAL SCIENCE

SUBMITTED BY: Dino Bozonelos, Political Science

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District is requesting approval to allow students from the Political Science Department to travel to New York, New York to attend the National Model United Nations Conference from April 05, 2009, through April 12, 2009. Students participating in the field trip are registered at Victor Valley Community College. Students will be accompanied by Professor Bozonelos.

Students:

Akpabio, Edikan	Bartz, Rebecca	Burgamy, Joshua	Carnes, Stephen
Crook, Amanda	Garthwaite, Douglas	Gonzalez, Alfredo	Hourany, Joseph
Huston, Michael	Manning, Clarissa	Miller, Jessica	Savage, Brett
Young, Kyland			

Alternates:

Cass, Deandra Ramirez, Naomi

Need:

This request is to compete in the 2009 National Model United Nations Conference.

Fiscal Impact:

General Fund	\$7,500.00
ASB Reimbursement:	\$2,500.00
Student Fellowships:	\$9,000.00
(Administered through VVC Foundation)	
Individual Fundraising:	\$3,000.00
Student Dues:	\$1,400.00

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve students from the Political Science Department to travel New York, New York to attend the National Model United Nations Conference from April 05, 2009, through April 12, 2009. Students participating in the field trip are registered at Victor Valley Community College.

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 (SECOND AMENDMENT) – COMMUNITY HOSPITAL OF SAN BERNARDINO

SUBMITTED BY: Pat Luther, Health Sciences & Public Safety

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to approve the second amendment to the Education Affiliation agreement that was originally approved on March 1, 2007 between Victor Valley Community College District and Community Hospital of San Bernardino. The second amendment is through March 1, 2010 unless sooner terminated as otherwise provided for hereunder, and may be renewed by mutual written agreement of the parties.

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

Need:

To provide clinical learning facilities for health sciences programs.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve the second amendment to the Education Affiliation agreement that was originally approved on March 1, 2007 between Victor Valley Community College District and Community Hospital of San Bernardino.

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 – INDEPENDENT CONTRACTOR
SUBMITTED BY: Fusako Yokotobi
RECOMMENDED BY: Fusako Yokotobi *Fusako Yokotobi*
APPROVED BY: Robert Silverman *RS*

Description/Background:

The District desires to approve an Independent Contractor Agreement between Victor Valley Community College District and Principled Leadership Solutions (Linda Gubman, Facilitator). Contractor to provide training on interest-based negotiations and decision making. The agreement is for training sessions to be arranged on campus between March 11, 2009 and June 30, 2009.

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

Need:

This agreement is necessary to provide Interest Based Bargaining (IBB) training and facilitation for representatives of the Union and District negotiation teams on campus.

Fiscal Impact:

Daily rate of \$900, inclusive of travel and meals. Contract will not exceed \$5,000.00. Costs to be reimbursed through mandated costs.

Recommended Action:

It is recommended that the Board of Trustees approve this agreement for training.

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: APPROVAL OF ACADEMIC EQUIVALENCY REQUEST

SUBMITTED BY: Equivalency Committee—Debra Blanchard, Chairperson

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

Description/Background:

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

EMILY SKAFTUN -- English

EQUIVALENCY

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

Need:

The district wishes to employ the individual listed above who has been determined to have the equivalency for the position listed.

Fiscal Impact:

None

Recommended Action:

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

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: APPROVAL OF ACADEMIC EQUIVALENCY REQUEST

SUBMITTED BY: Equivalency Committee—Debra Blanchard, Chairperson

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

Description/Background:

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

LEONARD LOPEZ -- Photographic Technology/Commercial Photography

EQUIVALENCY

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

Need:

The district wishes to employ the individual listed above who has been determined to have the equivalency for the position listed.

Fiscal Impact:

None

Recommended Action:

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

TOPIC: NEW BOARD POLICY – INSTRUCTION TO BIDDERS – SECOND READING

SUBMITTED BY: STEVE GARCIA

RECOMMENDED BY: GH Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to submit for second reading and approval the new Board Policy 6341 Instruction to Bidders Non-Responsibility Determination & Due Process Hearing.

The College Council, which includes representatives from all campus constituent groups, reviewed and approved the new policy on February 4, 2009. The policy is based on recommendations of the Districts legal council to establish a policy for the Districts governing Board to comply with all laws pertaining to public contracting.

Need:

The new Board Policy 6341 Instruction to Bidders Non-Responsibility Determination & Due Process Hearing is intended to protect the district.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the new board policy 6341 Instruction to Bidders Non-Responsibility Determination & Due Process Hearing.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD POLICY

BUSINESS AND FISCAL AFFAIRS

CHAPTER 6

INSTRUCTION TO BIDDERS

BP-6341

NON-RESPONSIBILITY DETERMINATION & DUE PROCESS HEARING

The District reserves the right to make a determination and reject a bidder as non-responsible based on any of the following items:

- The failure to pre-qualify.
- Issues with substandard performance based on information from others, references, with whom the bidder has conducted business with respect to quality of work, timeliness, and overall performance.
- Prior performance on other District projects with respect to quality of work, timeliness and overall performance.

A bidder whose bid has been rejected by the District based on the determination that the bidder is non-responsible may submit a written request to the District for a due process hearing to challenge the determination pursuant to the policy and procedures set forth herein:

- 1) **Policy**: In the policy of the District's governing Board to comply with all laws pertaining to public contracting, particularly the determination of a prospective bidder as non-responsible. The procedures as set forth herein are meant to protect the interests and rights of the bidders and to afford a bidder a due process hearing and opportunity to be heard, and to facilitate the timely completion of the hearing process.
- 2) **Hearing Officer**: The District has designated the Superintendent/President or his/her designee as its duly authorized Hearing Officer for purposes of effectuating the terms of this policy and procedures concerning the Final Decision and Due Process Hearing of a prior determination of non-responsibility on the part of a bidder on a District public work of improvement.
- 3) **Notice of Request**: The rejected bidder shall have ten (10) days after notice of rejection of its bid as non-responsible within which to submit a written request for hearing to the District.
- 4) **Notice of Hearing Inability to Appear; Panelists**: If a written request for hearing is timely received, the District, through the Hearing Officer, shall provide written notice to the bidder of a hearing date and time. Said hearing shall occur no later than thirty (30) days after the District receives the bidder's request for hearing and shall occur on the date specified by the District, unless a written notice of inability to appear is received by the District at least five (5) working days prior to the hearing. Where such notice of inability to appear is so received, another hearing date (with in the thirty (30) day time limit) shall be timely set by the District which is mutually acceptable to the parties. The hearing shall be conducted by at least three (3) panelists, consisting of the Hearing Officer and at least two members of the District's facilities department.

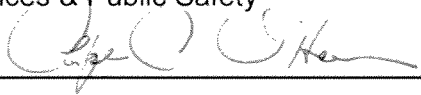
- 5) **Submission of Relevant Material**: The bidder may submit to the District any relevant material prior to the hearing. Any submitted material must be received no later than seventy-two (72) hours prior to the time set for hearing; otherwise it will not be considered. The panel shall review all pertinent materials in preparation for the hearing.
- 6) **Appearance at Hearing; Waiver; Final Decision**: Bidder is not required to appear at the hearing; however, the failure to appear shall automatically constitute a waiver of any further evidence or argument not contained within the bidder's submitted materials. The Hearing Officer may render its final decision at the conclusion of the hearing, which may be orally conveyed to the bidder at the hearing and reduced to writing and sent, via certified or registered mail, to the bidder no later than seven (7) days after completion of the hearing. Alternatively, the Hearing Officer may take the matter under submission for further review, and shall send, via certified or registered mail, its final written decision to the bidder no later than seven (7) days after completion of the hearing. The final written decision shall contain findings of fact and evidentiary conclusions as necessary to support the final decision based on substantial evidence.

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

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT (SECOND AMENDMENT) – CATHOLIC HEALTHCARE WEST

SUBMITTED BY: Pat Luther, Health Sciences & Public Safety

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman _____

Description/Background:

The District desires to approve the second amendment to the Education Affiliation agreement that was originally approved on March 1, 2007 between Victor Valley Community College District and Catholic Healthcare West. The second amendment is through March 1, 2010 unless sooner terminated as otherwise provided for hereunder, and may be renewed by mutual written agreement of the parties.

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

Need:

To provide clinical learning facilities for health sciences programs.

Fiscal Impact: None

Recommended Action:

It is recommended by the Superintendent/President that Board of Trustees approve the second amendment to the Education Affiliation agreement that was originally approved on March 1, 2007 between Victor Valley Community College District and Catholic Healthcare West.

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 – INDEPENDENT CONTRACTOR

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to approve an Independent Contractor Agreement between Victor Valley Community College District and Dr. Nick Andonov. Contractor to provide professional advice to Human Resources regarding compliance issues. The agreement is for the period from March 11, 2009 through June 30, 2009.

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

Need:

This agreement is necessary to provide professional advice to Human Resources.

Fiscal Impact:

Daily rate of \$150.00 per hour inclusive of all expenses. Contract will not exceed \$4,000.00 – Budgeted Item.

Recommended Action:

It is recommended that the Board of Trustees approve this agreement.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO

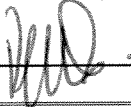
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: INCREASE CONTRACT AMOUNT – NORMAN A. TRAUB ASSOCIATES INVESTIGATION SERVICES

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to increase the consultant agreement amount with Norman A. Traub Associates Investigation Services, for an additional \$3000 for the investigations of discrimination complaints. This contract was originally approved on July 8, 2008 for up to \$8,000 and was amended in the November for up to \$15,000.

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

Need:

Approval of the increase is needed to conduct investigations regarding discrimination complaints.

Fiscal Impact: \$130.00 per hour plus expenses, increasing additional \$3000 to contract amount – Budgeted item.

Recommended Action:

This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees approve the increase, as listed.

Legal Review: YES NOT APPLICABLE

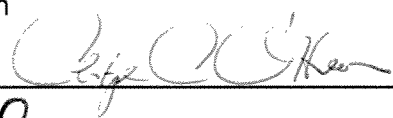
Reference for Agenda: YES NO

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

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

TOPIC: REVISED DEPARTMENT CHAIRPERSON'S PAY FOR SPRING, 2008

SUBMITTED BY: Rebecca Drew, Instruction

RECOMMENDED BY: Christopher O'Hearn 

APPROVED BY: Robert Silverman 

Description/Background:

The District desires to approve the revised payment for department chairperson, Leslie Huiner, for the spring, 2008 academic year per the attached list.

A copy of the revised department chairperson's pay for the spring, 2008 academic year is available in the Superintendent/President's office for review.

Fiscal Impact: Budgeted Item - \$2,856.00

Recommended Action:



It is recommended by the Superintendent/President that Board of Trustees approve the revised payment for department chairperson, Leslie Huiner, for the spring, 2008 academic year per the attached list.

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 – ECORP CONSULTING, INC.
SUBMITTED BY: Steve Garcia, Facilities Construction
RECOMMENDED BY: GH Javaheripour 
APPROVED BY: Robert Silverman 

Description/Background:

The district wishes to enter into an agreement with ECORP Consulting, Inc. to update the Biological Constraints Analysis for 150 acres of land the college is considering purchasing for the Workforce Development Center, a voter approved local bond project.

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

Need:

The above services are required to bring the biological constraints analysis report up-to-date for use as supporting documents for the purchase of the land.

Recommended Action/Fiscal Impact: This item has been approved by the Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with ECORP Consulting, Inc. for Biological Constraints Analysis services in the amount of \$1,800.00 – Locally Bond Funded.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X

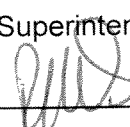
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: HONORARIUM APPROVAL—MEASURE JJ PUBLIC SAFETY EASTSIDE CENTER

SUBMITTED BY: G.H. Javaheripour, Vice President Administrative Services

RECOMMENDED BY: Robert Silverman, Superintendent/President

APPROVED BY: Robert Silverman  _____

Description/Background:

The District desires to authorize the consideration for payment of honorarium to the two unsuccessful proposers who may not be awarded the design-build contract for the Public Safety Eastside Center. The District has evaluated the competitive proposals using the criteria and source selection procedures identified in the RFP. Pursuant to Education Code section 81703(c)(2), the District will limit the number of responsible bidders to three finalists in the design-build competition who will bid on final bridging documents. Design-build procurements at this stage requires a higher level of effort, time, and risk on the part of the proposer. Justification to offer an honorarium includes enhanced competition, innovation, pricing, and overall proposal quality. Consultation of amounts paid on similar design-build projects indicates \$20,000 per honorarium is appropriate.

Need:

Honorarium of \$20,000 each to compensate unsuccessful final bidders for the extensive work required to prepare proposals based on the bridging documents.

Fiscal Impact:

Not to exceed \$40,000 – Funded by Measure JJ.

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve payment of honoraria to the two final unsuccessful bidders only if the bidder delivers quality good faith work product in consideration for an honorarium not to exceed \$20,000.

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: Victor Valley College Foundation

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

The Victor Valley College Foundation has made expenditures from cash donations to specific funds and scholarships as listed for Victor Valley College \$193,283.06 in-kind cash donations, \$69,630.50 in scholarships) for a total amount of \$262,913.56. In addition the Foundation has also received property donations as listed. These donations are for the period ending January 2009.

Need: N/A

Fiscal Impact: N/A

Recommended Action:

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

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

**Victor Valley College District Foundation, Inc.
Gifts In Kind**

January, 2009

Date	Constituent	Fund	Gift Value	Reference
1/15/2008	Dwight L. Johnson	EVENTS-HOF 08	\$400.00	Baseball Cards Collection
8/15/2008	Daily Press	ANNUAL	\$3,000.00	LINK - 08/15/08
10/15/2008	Daily Press	ANNUAL	\$3,000.00	LINK - 10/15/08
12/15/2008	Daily Press	ANNUAL	\$3,000.00	LINK - 12/15/08
		Grand Total:	\$9,400.00	

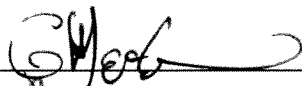
4 Gift(s) listed


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

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

TOPIC: BID AWARD – THE DUMBELL MAN FITNESS EQUIPMENT

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: GH Javaheripour  _____

APPROVED BY: Robert Silverman  _____

Description/Background:

Bids for equipment for the Adapted PE Center project (aka: Seismic Retrofit/Auxiliary Gymnasium Replacement) were opened on March 23, 2009. Bid results are as follows:

One (1) Bid received:

The Dumbell Man Fitness Equipment **\$124,834.54**

The bid has been reviewed by the Director of Facilities Construction and Contracts. The recommended vendor listed has completed the bidding process, reference checks, and post bid interview. The vendor is licensed to do business in California.

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

Need:

The Adapted PE Center has facilities specific for disabled students and needs to be equipped with specially adapted equipment for their use.

Fiscal Impact: \$124,834.54 - Fund 71 expenditure (This project is partially State Funded and a portion of this may be reimbursable through the State. Any portion that is not reimbursable has been previously budgeted.)

Recommended Action: It is recommended that the Board of Trustees award the bid to The Dumbell Man Fitness Equipment in the amount of \$124,834.54.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

AGREEMENT

THIS AGREEMENT, made the _____ day of _____ 2009, in the County of San Bernardino, State of California, by and between **VICTOR VALLEY COMMUNITY COLLEGE DISTRICT** hereinafter called "District", and The Dumbell Man Fitness Equipment hereinafter called "Contractor",

WITNESSETH that the District and the Contractor for the considerations stated herein agree as follows:

ARTICLE 1 - SCOPE OF WORK. The Contractor shall perform within the Contract Time and for the Contract Price, subject to adjustments thereto pursuant to the Contract Documents, the Contract as herein defined, and shall provide all labor, materials, tools, equipment, services, and transportation to complete in a workmanlike manner all of the work required in connection with the following titled project:

**ADPATED PHYSICAL EDUCATION CENTER
Adapted P.E. Equipment**

It is the duty of the Contractor to complete the work covered by this Contract in exact accordance with the approved plans, Specifications, and other Contract Documents as specified in Article 7 below. The Contractor shall be liable to the District for any damages arising as a result of a failure to fully comply with that obligation, unless such act or omission actually prevents the Contractor from fully complying with the requirements of the documents, and unless the Contractor protests at the time of such alleged prevention that the act or omission is preventing the Contractor from fully complying with the Contract Documents. Such protest shall not be effective unless reduced to writing and filed with the District within three working days of the date of occurrence of the act or omission preventing the Contractor from fully complying with the Contract Documents.

ARTICLE 2 - TIME FOR COMPLETION. The Contract Time shall commence on the date stated in the District's Notice to Proceed. The work shall be completed within the time specified in the Supplementary Special Conditions and the Notice to Proceed.

ARTICLE 3 - CONTRACT PRICE. The District shall pay to the Contractor as full consideration for the Contractor's full, complete, and faithful performance of the Contractor's obligations under the Contract Documents, subject to any additions or deductions as provided for in the Contract Documents, the Contract Price of:

One Hundred Twenty Four Thousand Eight Hundred Thirty Four and Fifty Four C
(\$ 124,834.54 Dollars), said sum being the total amount of the following amounts stipulated in the Bid Proposal:

ARTICLE 4 - LIQUIDATED DAMAGES. In the event of the failure or refusal of the Contractor to achieve Substantial Completion of the Work of the Contract Documents within the Contract Time, as adjusted, the Contractor shall be subject to assessment of Liquidated Damages in accordance with the Contract Documents.

ARTICLE 5 - HOLD HARMLESS AGREEMENT. The Contractor agrees to and does hereby indemnify and hold harmless the District, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, including attorney fees and costs, which may be incurred by reason of:

(a) Liability for damages for (1) death or bodily injury to persons; (2) injury to, loss, or theft of property; or (3) any other loss, damage or expenses arising under either (1) or (2) above, sustained by the Contractor or any person, firm, or corporation employed by the Contractor upon or in connection with the work called for in this Agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, agents, or independent contractors who are directly employed by the District; and

(b) Any injury to or death of persons or damage to property caused by any act, neglect, default, or omission of the Contractor, or any person, firm, or corporation employed by the Contractor, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm, or corporation, including the District, arising out of, or in any way connected with the work covered by this agreement, whether said injury or damage occurs either on or off the District property, if the liability arose from the negligence or willful misconduct of anyone employed by the Contractor, either directly or by independent contract.

(c) The Contractor, at his/her own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees, on any such claim, demand, or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents, or employees in any action, suit, or other proceedings as a result thereof.

ARTICLE 6 - PROVISIONS REQUIRED BY LAW. Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.

ARTICLE 7 - COMPONENT PARTS OF THE CONTRACT. The Contract entered into by this Agreement consists of the following Contract Documents, all of which are component parts of the Contract as if herein set out in full or attached hereto:

Notice Inviting Bids
Instructions for Bidders
Bid Proposal
Designation of Subcontractors
Certification of Workers' Compensation
Non-collusion Affidavit
Bid Bond
Specifications
Drawings as issued

Payment Bond Agreement
Labor and Materials Bond Performance Bond
Drug Free Workplace Certification
General Conditions and
Supplementary General Conditions
Addenda No(s). _____ as issued
Agreement
Performance Bond

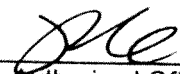
Signatures on following page

IN WITNESS WHEREOF, this Agreement has been duly executed by the above named parties, on the day and year first above written.

VICTOR VALLEY COMMUNITY
COLLEGE DISTRICT
18422 Bear Valley Road
Victorville, California 92395
(760) 245.4271

CONTRACTOR
Garv Inc., dba The Dumbell Man Fitness Equipment
655 Hawaii Avenue
Torrance, CA 90503

By _____

By  _____
Authorized Officer or Agent

Title _____

Title Vice President

33-0818674
(Federal ID Number or Social Security Number)


(CORPORATE SEAL)

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

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

TOPIC: AWARD OF CONTRACT – ELECTRICAL SWITCHGEAR REPLACEMENT – RYMAX ELECTRICAL INC.

SUBMITTED BY: Chris Hylton, Director of Maintenance & Operations

RECOMMENDED BY: GH Javaheripour 

APPROVED BY: Robert Silverman _____

Description/Background:

The electrical switchgear that services buildings 20, 22, 30, 50, 52 and 53 is obsolete and requires replacement. The District was aware of this in 2002 when it purchased the replacement switchgear. This new switchgear has been in storage since then. This year the State approved the funding to complete the project. Since this project requires work around high voltage electricity the work cannot be completed by staff. The M&O department conducted a job walk and solicited bids from electrical contractors to perform the replacement of these switchgear. Bids were received from seven out of the fifteen contractors that attended the job walk. Those bids were opened on February 19, 2009 in the Maintenance Office. The lowest responsible bidder is Rymax Electric, Inc.

Need:

The switchgear needs to be replaced with up to date units that can be serviced and that have a reliable source of spare parts. The replacement will also ensure reliable electrical power with enough capacity for future requirements.

Fiscal Impact: \$72,670.00 to be paid from a state deferred maintenance funds.

Recommended Action:

It is recommended that the Board of Trustees award the contract to Rymax Electric Inc. in the amount of \$72,670.00 for the switchgear replacement.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES X NO ___

**AGREEMENT
ELECTRICAL SWITCHGEAR REPLACEMENT
Bid #MO-09-001**

This AGREEMENT, made the 11th day of March in the County of San Bernardino, State of California, by and between Victor Valley Community College District, hereinafter referred to as the owner, and Rymax Electric Inc. hereinafter referred to as the Contractor, WITNESSETH that the Owner and the Contractor for the considerations stated herein agree as follows:

ARTICLE 1 - SCOPE OF WORK. The Contractor shall perform within the time stipulated the contract as herein defined, and shall provide all labor, materials, tools, utility services, and transportation to complete in a workmanlike manner all of the work required in connection with the following project:

BID #MO-09-001, ELECTRICAL SWITCHGEAR REPLACEMENT

IT IS THE DUTY OF THE Contractor to complete the work covered by this contract in exact accordance with the approved plans, specifications and other contract documents as specified in Article 6 below. The Contractor shall be liable to the District for any damages arising as a result of a failure to fully comply with that obligation, and the Contractor shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Office of the State Architect, or representative of any of them, unless such act or omission actually prevents the Contractor from fully complying with the requirements of the documents, and unless the Contractor protests at the time of such alleged prevention that the act or omission is preventing the Contractor from fully complying with the contract documents. Such protest shall not be effective unless reduced to writing and filed with the District Office within three working days of the date of occurrence of the act or omission preventing the contractor from fully complying with the contract documents.

ARTICLE 2 - TIME FOR COMPLETION. The work shall be commenced on the date stated in the District's notice to proceed as provided in Section 1 of the Supplementary General Conditions, and as specified therein, shall be completed within calendar days from and after the date in such notice. Work not completed in conformance with the foregoing shall be subject to liquidated damages in the amount set forth in Section 5 of the General Conditions.

ARTICLE 3 - CONTRACT PRICE. The District shall pay to the Contractor as full consideration for the faithful performance of the contract, subject to any additions or deductions as provided for in the contract documents, the sum of \$72,670 dollars and 0/00 said sum being the total amount of the following amounts stipulated in the proposal.

ARTICLE 4 - HOLD HARMLESS AGREEMENT. The Contractor agrees to and does hereby indemnify and hold harmless the District, its officers, agents, and employees from every claim or demand made, and every liability, loss damages, or expense, of any nature whatsoever, including attorney fees and costs, which may be incurred by reason of:

- A. Liability for damages for (1) death or bodily injury to persons, (2) injury to, loss or theft of property, or (3) any other loss, damage or expense arising under either (1) or (2) above, sustained by the Contractor or any person, firm or corporation employed by the Contractor upon or in connection with the work called for in this Agreement, except for liability resulting from the sole negligence or willful misconduct of the District, its officers, employees, agents or independent contractors who are directly employed by the District; and
- B. Any injury to or death of persons or damage to property caused by any act, neglect, default or omission of the



Contractor, or any person, firm, or corporation employed by the Contractor either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation, including the District, arising out of, or in any way connected with the work covered by this agreement, whether said injury of damage occurs either on or off school district property, if the liability arose from the negligence or willful misconduct of anyone employed by the Contractor, either directly or by independent contract.

- C. The Contractor, at his own expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officer, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the district, its officers agents or employees in any action, suit or other proceedings as a result thereof.

ARTICLE 5 - PROVISION REQUIRED BY LAW. Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.

ARTICLE 6 - COMPONENT PARTS OF THE CONTRACT. The contract entered into by this agreement consists of the following contract documents, all of which are component parts of the contract as if herein set out in full or attached hereto:

- Notice to Contractors Calling for Bids
- Instructions for Bidders
- Bid Form and Designation of Subcontractors
- Bid Bond
- Noncollusion affidavit
- Agreement
- Performance Bond
- Payment Bond
- General Conditions and supplementary General conditions
- Specification; Supplemental Nos. ___ and Addenda Nos. ___, and ___, as issued
- Drawings
- Contractor's Proposal
- Contractors' Certificate regarding Workman's Compensation

ARTICLE 7 - PUBLIC LIABILITY INSURANCE. Contractor shall take out and maintain during the life of this contract public liability insurance in an amount not less than \$1,000,000.00 for injuries including accidental death, to any one person, and subject to the same limit for each person in an amount not less than \$1,000,000.00 on account of one accident, and property damage insurance in an amount not less than \$250,000. A signed copy of insurance will be provided to owner.

ARTICLE 8 - WORKER'S COMPENSATION. In accordance with the provisions of Section 3700 of the Labor Code, contractor shall secure the payment of compensation to his employees. Contractor shall sign and file with District the following certificate prior to performing the installation work under this contract:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with such provisions before commencing the performance of the work of this contract.

The form of such certificate is included as a part of the Bid Form and Agreement documents.

ARTICLE 9 - HOLD HARMLESS. The Contractor agrees to save harmless, defend and to indemnify the Victor Valley



Community College District, its officers, agents, servants and employees during the period of installation from every claim or demand which may be made by reason of:

- a. Any injury to person or property sustained by the Contractor or by any person, firm, or corporation, employed directly or indirectly by it upon or in connection with its work, however caused; and
- b. Any injury to person or property sustained by any firm or corporation, caused by any act, neglect, default, or omission of the Contractor or any person, firm or corporation directly, or indirectly employed by him upon or in connection with his work, whether the said injury or damage occurs upon or adjacent to the work; the Contractor at his own cost, expense and risk, shall defend any and all actions, suits, or other legal proceedings defend any and all actions, suits, or other legal proceedings that may be brought or instituted against the Contractor on any such claim or demand, and pay or satisfy the judgment that may be rendered against the Owner in any such action, suit or legal proceedings or result thereof.

ARTICLE 10 - PREVAILING WAGE RATES. Refer to Sections 41, 42 and 43 of the General Conditions.

ARTICLE 11 - INSTRUCTIONS. Prior to commencing work, contact the Project Manager at (760)245-4271 ext. 2472 to schedule actual start date.

ARTICLE 12 - JOB COMPLETION. Contractor shall notify District Project Manager when job is complete, whereupon job will be inspected and certified as complete.

ARTICLE 13 - PAYMENT. Payment will be made under one of the following conditions:

OPTION ONE: Each month within fifteen (15) days after receipt of the approved periodic estimate for partial payment, there shall be paid to Contractor a sum equal to ninety percent (90%) of value of the work performed up to the last day of the previous month, less the aggregate of previous payments. Monthly payments shall be made only on the basis of monthly estimates which shall be prepared by Contractor on a form approved by District and filed before the fifth (5th) day of the month during which payment is to be made. Work completed as estimated shall be an estimate only and no inaccuracy or error in said estimate shall operate to release Contractor or any bondsman from damages arising from such work or from enforcing each and every provision of this contract, and District shall have the right subsequently to correct any error made in any estimate for payment. Contractor shall not be entitled to have any payment estimates processed or be entitled to have any payment made for work performed so long as any lawful or proper direction concerning work, or any portion thereof given by the District or District shall remain un-complied with.

The final payment of ten percent (10%) of the value of work done under this contract, if unencumbered, shall be made thirty (30) days after acceptance of work by District as approved by Chris Hylton, Director of Maintenance & Operations. Acceptance by Contractor of said final payment shall constitute a waiver of all claims against District arising from this contract. At any time after fifty percent (50%) of the work has been completed, if the District, finds that satisfactory progress is being made, District may make any of the remaining payments in full for actual work completed or may withhold any amount up to ten percent (10%) thereof as District may find appropriate based on the Contractor's progress.

OPTION TWO: Payment will be made upon satisfactory completion and acceptance of entire job. Payment will be made within thirty days after receipt of invoice.

ARTICLE 14 - ASBESTOS NOTIFICATION. This article is to advise you of the availability of information relative to the locations(s) of asbestos-containing building materials (ACBM) which your employees may come in contact with while performing services for the Owner.

Existing federal law, as contained in 40 CFR, Part 763.84(d) mandates that your workers be provided with this information before starting any work in these areas. Each school facility has its own site specific "management plan"

J.H.

which contains this information. It is suggested that your workers receives these documents for their work location.

The Owner assumes no responsibility for providing these workers with training or protective equipment which may be required by any federal, state or local regulation enforcement agency.

Our district contact for any questions pertinent to this subject is Chris Hylton. He may be contacted at (760) 245-4271 ext. 2472.

IN WITNESS WHEREOF, this agreement has been duly executed by the above-named parties, on the day and year first above written.

Rymax Electric Inc.
Proper Name of Contractor

By John Hewitt
(Signature)

Printed Name John Hewitt

Title Pres.

Address 1315 E 9th St

City/State Upland Ca 91786

License No. C-10 621770

Phone 909 985-7250

District Representative Signature

Title (Date)

(Corporate Seal)

FOR DISTRICT USE ONLY

Contractor's Board Phone Number: (800) 321-2752

LICENSE TYPE & DESCRIPTION _____

LICENSE EXPIRATION DATE _____

CURRENT, ACTIVE AND IN GOOD STANDING: YES _____ NO _____

CONTRACTORS CERTIFICATE REGARDING

WORKERS' COMPENSATION

I hereby affirm, under penalty of perjury, one of the following declarations:

- I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.
- I have and will maintain workers' compensation insurance, as required by Section 3700, for the duration of any business activities conducted for which this license is issued.
- My workers' compensation insurance and policy number are:

Carrier Northern Ins. Co. of N.Y

Policy Number #WC0309145000

I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers compensation laws of California, and agree that if I should become subject to the workers compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Name John Hewitt

Date 2-26-09

Address 1315 E 9th St Upland
Cal 91786

Signature John Hewitt

Warning: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, damages as provide for in Section 3706 of the labor code, interest, and attorney's fees.

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

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

TOPIC: ACCEPTANCE OF PROPOSED BUDGET ASSUMPTIONS FOR FISCAL YEAR 2009-2010

SUBMITTED BY: G.H. Javaheripour, Vice President Administrative Services

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Robert Silverman 

Description/Background:

The first step in building a college budget is refinement and adoption of assumptions for the next fiscal year. These assumptions are predicated on the five-year plan approved by the VVCCD governing board at its September 2008 meeting, and updated pursuant to the governor's budget proposal of the State of California as of January 10, 2009. The adjustments made in response to the governor's proposal will provide the basis upon which the 2009-2010 District budget will be developed for governing board's final approval in September 2009. These budget assumptions reflect accreditation standards, System Office guidelines, and will guide the work of the Finance/Budget & Planning Committee and the College Council as the plan and support our progress on college-wide goals adopted as Board policy 1200.

Need:

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

Fiscal Impact:

To be determined

Recommended Action:

It is recommended that the Board of Trustees accept the proposed budget assumptions for fiscal year 2009-2010 as submitted.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X ___ NO ___

Budget Assumptions For Fiscal-Year 2009-2010

The first step in building a college budget is refinement and adoption of assumptions for the next fiscal year. These assumptions are predicated on the five-year plan approved by the VVCCD governing board at its September 2008 meeting, and updated pursuant to the governor's budget proposals for the State of California as of January 10, 2009. The adjustments made in response to the governor's proposals will provide the basis upon which the 2009-2010 District budget will be developed for governing board's final approval in September 2009. These budget assumptions reflect accreditation standards and System Office guidelines, and will guide the work of the Finance/Budget & Planning Committee and the College Council as they plan and support our progress on college-wide goals adopted as Board Policy 1200.

The following assumptions are proposed by the college administration to the VVCCD Board of Trustees for their consideration and comment.

General Assumptions:

1. To maintain services to students, the college will strive to avoid layoffs and reductions in the General and Restricted Funds. In addition, The District will strive to hire contract faculty and classified staff as prioritized and planned.
2. The District will maintain legal compliance of the 50% law.
3. The District will contribute to the irrevocable trust for post-retirement benefits to meet GASB 45 (Government Accounting Standards Board) requirements.
4. Targeted enrollment growth is 3%. Growth beyond 3% will be rolled into fiscal year 2010-2011.
5. The District will develop a balanced budget and strive for a minimum 6% ending fund balance (reserve).
6. The District will strive to upgrade non-instructional equipment and technology needs in areas as prioritized and planned.
7. *The program review, planning, and budget development process will guide the allocation of resources by enabling improved operational efficiencies, as well as new program developments balanced in part by program reductions.*
8. The District will strive to identify new revenue sources in order to reduce our reliance on state apportionment funding.

Revenue Assumptions:

9. The District will receive approximately \$1.0 million less in unrestricted general apportionment than originally expected, due to the governor's proposed cut.
10. Beginning fiscal year 2008-2009 thru 2010-2011, State apportionment will be reduced by approximately \$333,000 to reimburse the Chancellor's Office due to an overpayment error by their office in calculating the District's 2007-2008 apportionment.
11. The base allocation will increase by approximately \$1 million for large college status (10,001 FTES).
12. The District will transfer \$500,000 from Interest Income to balance the operating budget.

Expense Assumptions:

13. The college will maintain all contractual commitments including the 1% portion of the agreed upon salary increases.
14. District expenditures will be reduced to meet the anticipated shortfall.
15. Reliance upon the reserve to balance the operating budget will be reduced from the original five-year plan. The District will plan a balanced budget by fiscal year 2012-13 by reducing the expense budget in the amount of \$3 million. The District will reduce the expense budget at a minimum amount of \$250,000 during the fiscal year 2009-10 and plan for larger budget reductions in the subsequent fiscal years.
16. The District will strive to hire contract faculty and staff as prioritized and planned. It is anticipated that the District will budget for 5 faculty, 7 classified, and 4.5 management positions in the unrestricted general fund.
17. To meet the terms of the Title V Independent Grant, the salary and benefit costs will be absorbed by the General Fund.
18. Institutionalize Security/Police salary and benefits in an amount up to \$300,000.

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

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

TOPIC: NEW CLASSIFIED POSITION AND JOB DESCRIPTION – PROGRAM SPECIALIST, SPECIAL GRANT PROGRAMS

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi *Fusako*

APPROVED BY: Robert Silverman *RS*

Description/Background:

Due to the availability of grant funding, the position of Program Specialist, Special Grant Programs shall be established to assist in the administration and the development and implementation of program objectives for students participating in grant-funded programs such as GEAR UP, Title V Hispanic Serving Institutions Program and Career Pathways Program.

Need:

A new job description for the position of Program Specialist, Special Grant Programs is needed.

Fiscal Impact:

Range 14 on Classified Salary Schedule, \$4426 – \$5648 per month, plus benefits

Recommended Action:

It is recommended that the Board of Trustees approve the new classified position and job description.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM SPECIALIST, SPECIAL GRANT PROGRAMS

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, organize, track, review, and consistently monitor program records and accounts, and perform a variety of advanced and specialized program administrative duties to assist the administrator and other personnel with the development and implementation of required program objectives and related activities, review and evaluate student eligibility for special services, and coordinate and process administrative details; communications; special projects and special services for students participating in grant-funded programs including, but not limited to GEAR UP, Title V Hispanic Serving Institutions Program and the Career Pathways Program.

REPRESENTATIVE DUTIES:

Organize and manage day-to-day activities of state and federal grant programs to assure efficient and effective operations; coordinate communications between faculty, local personnel, K-16 Bridge Program, principals, counselors and other personnel, program participants, college services and the public. Assist area administrator with advanced and complex administrative support activities and details. *E*

Perform a variety of duties independently in support of functions delegated to area administrator; interpret and apply rules and federal regulations as appropriate. *E*

Review and evaluate student eligibility for special services; maintain records and document services provided. *E*

Working closely with the area administrator, develop, produce, and regularly update procedures manuals for various programs and student handbooks. *E*

Collect and compile appropriate student performance data and other required information for the Annual Performance Report and for Yearly Program Evaluations, required by the U.S. Department of Education and the State Chancellor's Office; perform statistical computations and produce graphs and charts. *E*

Develop a variety of special program materials including brochures and informational fliers. *E*

Coordinate communication between the administrator and staff, the public or other District officials; obtain and provide information regarding programs, services and requirements, and assist in resolving questions and issues as appropriate. *E*

Monitor, process, and generate records and accounts for special programs; collect data for various state and federal reports and generate budget reports. *E*

Develop, prepare and send confidential materials and correspondences pertaining to student performance and program activities. *E*

Participate in required federal or Chancellor's Office training as directed by area administrator. *E*

Operate a computer terminal, microcomputer and standard office to enter data, maintain records and generate reports; utilize word processing, spreadsheet, database, and special software. *E*

Assist with program orientations and registration for various special activities on campus and at partner school sites. *E*

Work closely with administrator in reconciling and reviewing program expenditures. *E*

Train and provide work direction to student assistants and clerical personnel as assigned; organize, monitor and adjust clerical assignments to assure timely and proper completion; assure time records for faculty and staff are accurate and submitted in a timely manner. *E*

Develop and produce program schedule of activities and ensure school personnel, parents, and students are notified regularly of activities. *E*

Perform a variety of customer service duties including—but not limited to—directing, referring, initiating and answering telephone calls; screen and direct calls and visitors to appropriate on- and off-campus personnel and resources. *E*

Maintain records of required grant Time and Effort reports and school site records. *E*

Schedule meetings, conferences, appointments, and program activities; maintain appointment calendar for administrator and other department personnel; make travel arrangements as required. *E*

Coordinate communications and activities with other educational institutions, vendors, other outside organizations and the public; respond to requests for information from students, staff, and partner school site personnel regarding program policies, procedures, and regulations. *E*

Receive, open, and route mail; order, issue and maintain department supplies, forms, equipment; maintain and track program's equipment in a central database; maintain all back-up documentations for all purchase requisitions and related documents for program audits and evaluations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies and rules of state and federal directives and regulations.

Interpersonal skill using tact, patience, and courtesy.

Record keeping techniques and data entry using a variety of software.

Evaluation of student/participant records for eligibility.

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

Oral and written communication skills.

Applicable sections of the State Education Code and other applicable laws.
Customer Service techniques
Public Relations Techniques

ABILITY TO:

Perform advanced administrative assistance duties requiring independent judgment and thorough knowledge of programs, division, and District policies.
Read, interpret, apply and explain rules, regulations, and policies and procedures.
Perform mathematical computations quickly and accurately.
Train and provide work directions to others.
Process information quickly and make appropriate recommendations.
Tabulate and compile statistical information and produce charts and graphs.
Organize, coordinate and oversee office activity.
Process word documents accurately and clearly.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
Meet schedules and time lines.
Prepare reports by gathering and organizing data from a variety of sources.
Work confidentially with discretion.
Complete work with many interruptions.
Operate a variety of office equipment as computer, calculator, copier, and facsimile machine.
Enter data accurately, maintain records and generate reports.
Make arrangements for meetings and conferences.
Maintain a variety of files, records, logs including financial and statistical data.
Plan and organize work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: AA/AS degree from an accredited institution and a minimum of three years experience in state and/or federal grants, including developing and producing required state and/or federal reports performance reports and related budgets.

LICENSE AND OTHER REQUIREMENTS:

A valid California driver's license is required.

WORKING CONDITIONS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work

To be board approved: 03/10/09

environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment, some off-site Working Environment:

Position requires sitting and viewing a computer monitor for extended periods of time, dexterity of hands and fingers to operate keyboard, reaching overhead, above the shoulders and horizontally, bending at the waist and hearing to communicate and provide information to others; employee may be required to lift, carry, push, or pull up to 50 pounds.

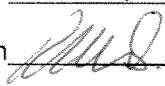
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

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

TOPIC: NEW ACADEMIC POSITION AND JOB DESCRIPTION – GEAR UP PROGRAM COUNSELOR/ACADEMIC ADVISOR

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

Description/Background:

Due to the availability of grant funding, the position of Gear Up Program Counselor/Academic Advisor shall be established to provide appropriate counseling and academic advising for students participating in the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP).

Need:

A new job description for the position of Gear Up Program Counselor/Academic Advisor is needed.

Fiscal Impact:

Based on the Faculty Salary Schedule the initial placement would be \$49,803-\$77,993 per year, plus benefits.

Recommended Action:

It is recommended that the Board of Trustees approve the new academic position and job description.

Legal Review: YES ___ NOT APPLICABLE ___



Reference for Agenda: YES ___ NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

GEAR UP PROGRAM COUNSELOR/ACADEMIC ADVISOR

PRIMARY RESPONSIBILITY:

Under the direction of an area administrator, the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Counselor/Academic Advisor will work directly with students located at partner schools and meet with personnel and parents; conduct needs assessments of students including ensuring completion of required program surveys and other assessments; work closely with school site coordinators and teachers in reviewing participant records, and monitoring student academic progress. Provide appropriate counseling and academic advising to ensure that students will transition to the next level grade; meet with parents and school personnel and recommend appropriate student interventions, develop appropriate curriculum and teach and/or facilitate GEAR UP student and parent workshops during summer institute and Saturday/afterschool academies, and provide training and guidance to GEAR UP tutors and summer program student assistants.

REPRESENTATIVE DUTIES:

Review student portfolios and academic plans; track and monitor student progress; maintain and organize a variety of files and spreadsheets, including information of a confidential nature; maintain confidentiality of information related to students, personnel or controversial matters; resolves issues and concerns; serve as College representative to partner schools. Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, and ethnic and disability backgrounds. *E*

Prepare and send mass mailings to parents and students. Develop specialized workshops for GEAR UP students and their parents and assist GEAR UP staff in preparing for all activities/events.

Assist Director of Special Programs in coordinating and conducting individualized and group student and parent orientations including providing overview of programs, resources that are available, referral services other information focusing on a variety of students needs.

Advise and counsel students and their parents on all aspects of student financial aid including, but not limited to, satisfactory academic progress, eligibility, appeals and regulations. *E*

Develop, implement, coordinate, and co-direct the activities of the GEAR UP Program; schedule seminars and workshops; assign dates, facilities and presenters; assist students and school personnel, and monitor completion of activities and grant objectives. *E*

Work closely with school site coordinators in reviewing student portfolios; tracking and monitoring student progress; maintaining and organizing a variety of files and spreadsheets, including information of a confidential nature; maintain confidentiality of information related to students, personnel or controversial matters; resolves issues and concerns; serve as College representative to partner schools. Establish and maintain cooperative and effective working

GEAR UP COUNSELOR/ACADEMIC ADVISOR

relationships with others, including those from diverse academic, socioeconomic, cultural, and ethnic and disability backgrounds. *E*

Teach/present workshops during summer institute and Saturday/afterschool programs and assist GEAR UP staff in all related Program activities *E*

Working closely with Director of Special Programs and school site coordinators, plan and schedule field trips and university site visits. *E*

Serve as lead counselor and provide directions and guidance to part-time/temporary GEAR UP academic counselors/advisors. *E*

Develop training curriculum for GEAR UP tutors and Summer Program Student Assistants, and provide training. *E*

Train and supervise tutors and student assistants as directed by area administrator. *E*

Develop and produce informational materials and assist director in translating materials for dissemination. *E*

Develop curriculum for Parent Institute and seek appropriate college approval for development of class. Teach/present appropriate Parent Institute classes and work closely with school site staff in scheduling and advertising these classes. *E*

Prepare and maintain a variety of records and reports including student GEAR UP educational portfolios, participation records, workshop schedules, parent activities log, and program data including the logs and statistics of students including age; ethnicity; and GPA; operate a computer and various software systems. *E*

Collect student data and all other necessary program information, and assist director in completing the Annual Performance Report (APR) and budget reports. *E*

Establish and maintain effective working relationships and communications with school, college, and industry personnel; attend all GEAR UP advisory meetings and weekly counselor meetings. *E*

Provide overall support related to a variety of GEAR UP Program processes including, but not limited to need analysis, orientation services, student tracking; perform other duties as requested by the Director of Special Programs or designee. *E*

Prepare educational/training materials and at the discretion of Director, present at local, state, and/or federal conferences. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

GEAR UP COUNSELOR/ACADEMIC ADVISOR

School subject-based standards and high school graduation requirements.
Counseling skills and appropriate student advising techniques.
Post-secondary entrance requirements.
Counseling tracking software, tools, and appropriate counseling resources.
Applicable sections of the State Education Code and other applicable laws.
Financial Aid (FAFSA) application process and other financial aid and/or scholarship, and other student data system and software.
Oral and written communication skills.
Principles and practices of supervision and training.
Interpersonal skills using sensitivity, tact, patience and courtesy.
Operation of personal computer, software applications and other office equipment.
Research methods and report writing techniques.

ABILITY TO:

Perform individualized or group counseling/advising to students from diverse groups.
Work collaboratively with teachers, administrators, counselors, and staff.
Provide career and vocational guidance/advising to students and parents.
Ability to develop appropriate program curriculum and complete approval processes.
Research and assist students in identifying post-secondary options including financial aid and other financial resources.
Provide appropriate intervention strategies.
Provide consultation and recommendations to school staff and parents.
Perform advanced specialized duties to coordinate, communicate and process information.
Plan, organize and direct activities.
Track/monitor student academic progress.
Coordinate research needs for grant compliance.
Train and provide work direction to tutors and student assistants.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Assist in compiling and verifying data; prepare time and effort reports.
Maintain current knowledge of counseling techniques and methods, program rules, regulations, requirements and restrictions.
Prepare and deliver oral presentations both in English and Spanish.
Work confidentially with discretion.
Effectively use technology in every aspect of daily operations.
Work independently with little direction.

MINIMUM QUALIFICATIONS:

Master's in counseling, rehabilitation counseling, clinical, psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling or the equivalent (*note: A license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.*); three years increasingly responsible experience in counseling, diverse student populations; and a minimum of two years experience in federally-funded programs. Pupil Personnel Services Credential (PPS); English-Spanish bilingual.

GEAR UP COUNSELOR/ACADEMIC ADVISOR

LICENSES AND OTHER REQUIRMENTS:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

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

On- and off-site Working Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and speak and exchange information. The employee may be required to stand for extended periods of time and walk. The employee is regularly required to operate a computer and other office equipment, lift, carry, push, or pull up to 50 pounds.

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

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

TOPIC: NEW MANAGEMENT POSITION AND JOB DESCRIPTION – GEAR UP ASSOCIATE DIRECTOR

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi *Fusako Yokotobi*

APPROVED BY: Robert Silverman *RS*

Description/Background:

Due to the availability of grant funding, the position of Gear Up Associate Director shall be established to assist in the operations of the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP).

Need:

A new job description for the position of Gear Up Associate Director is needed.

Fiscal Impact:

Range 15 on Administrative/Management/Confidential Salary Schedule, \$5265 – \$6724 per month, plus benefits

Recommended Action:

It is recommended that the Board of Trustees approve the new management position and job description.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: GEAR UP ASSOCIATE DIRECTOR

FLSA STATUS: EXEMPT

PRIMARY RESPONSIBILITY:

Under the direction of an area administrator, the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Associate Director will organize and perform a variety of advanced and specialized duties to assist the Director of Special Programs in the daily operations of the program; develop, co-direct, and conduct a variety of activities related to the GEAR UP Program such federal reporting, tracking all aspects of the program expenditures including the budget for each school site; monitoring program activities; meeting with school personnel including principals, teachers, and counselors; evaluating program needs; assisting director with budget planning and resource allocation, and coordinating all other program activities, including in-class and after school activities at partner schools and at the college.

REPRESENTATIVE DUTIES:

Organize and perform a variety of advanced specialized duties to coordinate grant-related activities focusing on early college awareness and readiness for GEAR UP students at partner schools; coordinate communications between students, faculty, staff and various college personnel. *E*

Work directly with staff at each school site in monitoring each school's GEAR UP budget and required match. Work closely with school site coordinators, monitor and produce monthly activities logs and provide reports to administrator. *E*

Provide individualized or group training to school site coordinators, teachers, staff and administrators. *E*

Plan, organize and conduct summer and Saturday academies, and perform all related duties and facilitate the smooth operation of daily activities. *E*

Assist counselors and Director of Special Programs in presenting various workshops. *E*

Provide budget training to school site coordinators and other appropriate staff. *E*

Assist Director of Special Programs in hiring summer and temporary/part-time staff. *E*

Train and supervise appropriate staff as directed by area administrator. *E*

Develop and produce informational fliers and brochures and other marketing materials, and disseminate information. *E*

Prepare and maintain a variety of records and reports including student GEAR UP educational portfolios, participation records, workshop schedules, parent activities log, and program data

GEAR UP ASSOCIATE DIRECTOR

including the logs and statistics of students including age; ethnicity; and GPA; operate a computer and various software systems. *E*

Collect student and all other necessary program data and assist director in completing the Annual Performance Report (APR) and budget reports. *E*

Establish and maintain effective working relationships and communications with school, college, and industry personnel; attend all advisory meetings and serve as recorder for Advisory Chair. *E*

Assist Director of Special Programs in supervision of GEAR UP staff and represent administrator at meetings or conferences when necessary. *E*

Prepare educational/training materials and present at local, state, and federal conferences. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education General Administrative Regulations (EDGAR), Office of the Management Budget (OMB) and other federal regulations related to grant funded programs.

Statistical and financial procedures and calculations.

Program budget and other related regulations by the U.S. Department of Education.

Applicable sections of the State Education Code and other applicable laws.

Financial software and budget management.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using sensitivity, tact, patience and courtesy.

Operation of personal computer, software applications and other office equipment.

Research methods and report writing techniques.

Planning and resource allocation.

ABILITY TO:

Perform advanced specialized duties to coordinate, communicate and process information.

Plan, organize and direct activities.

Track school site grant budget and matching funds.

Coordinate research needs for grant compliance.

Supervise and evaluate the performance of assigned staff.

Train and provide work direction to assigned staff.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Compile and verify data; prepare budget reports including the Annual Performance Report (APR).

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Prepare and deliver oral presentations.

Work confidentially with discretion.

Effectively use technology in every aspect of daily operations.

Work independently with little direction.

To be board approved: 03/10/09

GEAR UP ASSOCIATE DIRECTOR

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or business management, three years increasingly responsible management experience; and a minimum of two years experience in federally grant-funded programs.

PREFERRED:

English-Spanish bilingual.

LICENSES AND OTHER REQUIRMENTS:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

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

On- and off-site Working Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and speak and exchange information. The employee is often required to stand for extended periods of time and walk. The employee is regularly required to operate a computer and other office equipment, lift, carry, push, or pull up to 50 pounds.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: REVISED JOB DESCRIPTION – INSTRUCTIONAL DEAN

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi *Fusako Yokotobi*

APPROVED BY: Robert Silverman *RS*

Description/Background:

The job duties of Instructional Dean have been reviewed, and an updated job description has been developed. The updated job description is attached and is recommended for Board approval.

Need:

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the updated job description.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL DEAN

BASIC FUNCTION:

Under the direction of an administrator, plan, organize, administer, develop and evaluate the programs, projects and activities of designated area. Provide vision and leadership for program development and work directly with assigned departments to plan for activities within area of responsibility.

REPRESENTATIVE DUTIES:

Promote, communicate and facilitate partnerships with leaders in the private and public sectors, regulatory agencies and in educational agencies to determine needs for new courses, services and/or programs. *E*

Plan, organize, develop and evaluate the programs, activities and/or curriculum of assigned programs and/or services that meet accreditation/industry standards.

Confer with others regarding ideas for program improvement. *E*

Manage enrollment and its relationship to resource allocation, scheduling, and productivity in meeting student needs. *E*

Develop the area budget and manage financial resources consistent with District policy and sound financial management principles. *E*

Work cooperatively with other administrators and staff to coordinate programs and services to meet student needs; resolve conflicts and issues within the area and among departments. *E*

Organize and participate in District committees. *E*

Evaluate faculty, administrators and classified staff in accordance with proper management practices and implement articles of collective bargaining agreements, if applicable. *E*

Maintain current knowledge of new developments and innovations in community colleges and higher education in general; recommend changes to maintain relevance of area programs and to meet student and community needs. *E*

Communicate with faculty, administrators and staff by holding regular meetings to facilitate planning and collegial decision-making and to keep staff informed about issues and projects for the overall College instructional programs. *E*

Support and work with the appropriate staff in the use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations. *E*

Support, implement and promote compliance with the District's Equal Employment Opportunity (EEO) Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services. *E*

Make presentations as necessary to various groups within the District, community and State. *E*

Accurately interpret applicable laws, regulations and collective bargaining contract provisions. *E*

Promote and deliver programs and services that enhance student success. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Higher education in community colleges, including the mission of the California Community Colleges

Enrollment management

Collective bargaining agreements

Multiple methods of instruction

Curriculum development and course articulation

Matriculation

Budget preparation and control

Interpersonal skills using tact, patience and courtesy

District organization, operations, policies and objectives

Oral and written communication skills

Information technology systems and solutions

ABILITY TO:

Develop and modify curriculum to meet student and community needs

Communicate effectively both verbally and in writing with faculty and staff, students and community members

Work effectively with students, faculty and staff from multi-cultural backgrounds and promote access and equity

Train, supervise and evaluate personnel

Read, interpret, apply and explain rules, regulations, policies and procedures

Maintain current knowledge of program rules, regulations, requirements and restrictions

Analyze situations accurately and adopt an effective course of action

Meet schedules and timelines

Plan and organize work

Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students

Understand the needs of the overall instructional program and participate with the management team to set goals and priorities for the College

Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff, goal setting and decision-making

Organize multiple projects and carry out required project details throughout the year

Evaluate and support faculty in staff recommendations for program improvements and/or new program efforts

Identify resources and develop grant or special project applications

Understand learning theories and styles

Develop strategies to address academic rigor

Formulate a vision and positive direction for the College

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and a minimum of one year of leadership experience including supervision and evaluation of academic or student services programs, staff and budget management.

Preferred: Doctorate; 5 years of increasingly responsible experience in administration

WORKING CONDITIONS:

Office environment

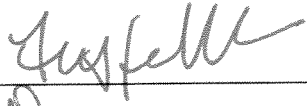
Position requires hearing and speaking to communicate and exchange information


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

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

TOPIC: MANAGEMENT APPOINTMENT – DIRECTOR OF THE ASSOCIATE DEGREE NURSING PROGRAM AND ALLIED HEALTH

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

Description/Background:

Recruitment for the position of Director of the Associate Degree Nursing Program and Allied Health has been completed. It is recommended that Geneva Baker be given a contract, beginning on or after June 1, 2009.

Need:

Fiscal Impact:

Range 18, Step D of the Administrative/Management/Confidential Salary Schedule, \$8404.00 per month, plus benefits

Recommended Action:

It is recommended that the Board of Trustees approve the contract.

Legal Review: YES ___ NOT APPLICABLE X


Reference for Agenda: YES ___ NO X


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

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

TOPIC: 2008 ACCOUNTABILITY REPORT FOR COMMUNITY COLLEGES

SUBMITTED BY: Virginia Moran, Institutional Effectiveness

RECOMMENDED BY: Virginia Moran  _____

APPROVED BY: Robert Silverman  _____

Description/Background:

The Accountability Report for Community Colleges is a set of performance indicators required by the Legislature. The California Community College's System Office produces this report each year and disseminates it so that each college will use the information to improve. The System Office will also make the report available to state government policymakers and the public at large. The report's objectives are to make policymakers, local college officials, and elected boards aware of system and college performance in six specific areas of achievement and to inform the public about overall system performance.

Need:

State Mandate

Fiscal Impact: N/A

Recommended Action:

This is an information only item.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

Accountability Reporting for the California Community Colleges (ARCC, January 2009 Draft Report)

Summary for Victor Valley Community College

College Self-Assessment *(based on ARCC 2008)*

The communities served by VVCCD have experienced significant economic and demographic changes during the past five years. In response, focused outreach and development efforts were initiated to meet community need for enhanced access and relevance in programs and services. As shown by ARCC 2009 data, unduplicated headcount over three years has grown by ten percent. Key student demographic changes from 2005-2008 include the following: Ethnic diversity of students (percentage of non-Whites) has increased from 45.9% to 50.9%; age at enrollment less than 20 years has changed from 40.8% to 42.1%; average course placement assessment test scores among first-time freshman have decreased in arithmetic (10 point decrease; range of 21 to 120) and English language arts (5.6 point decrease; range of 20 to 120)—an indication that students are less prepared.

In March 2008 the Office of Institutional Effectiveness established “Target 2010” improvement goals: 5% above the Peer Average for Indicator 1.1a and at or above the Peer Average for all remaining ARCC Indicators. Data from the ARCC 2009 Report indicate substantial progress toward achieving these goals.

- ★ VVCC exceeds the peer average for Basic Skills Improvement. Work by the Basic Skills Initiative team on curriculum development in English and math has contributed to student progress in successfully completing gateway basic skills courses and moving on to higher level courses.
- ★ VVCC exceeds the peer average for Percentage of Students Who Earned at Least 30 Units. Although there is no consistent trend toward improvement for this indicator, the last year represents progress of 1.7 percentage points toward the 2010 target goal.
- ★ Sustained trends toward improvement are shown in two areas, when comparing the 2004-2005 VVCC cohort to the 2007-2008 cohort: Vocational Course Completion rate increased 5.2 percentage points; Basic Skills Course Completion rate increased 0.9 percentage points.
- ★ Persistence rate has decreased 1.5 percentage points, and no improvement is shown in Degree/Certificate/Transfer rate. Indeed, the district has performed below the Peer Average and has remained at the same level for the second consecutive year.
- ★ ESL Improvement rates are under-performing. Efforts are underway to ensure that future ESL courses are designed and coded properly so students can transition successfully.

Improvement priorities this year are (1) persistence (ensuring students are retained within a term and, enroll and successfully complete subsequent terms); (2) student achievement of their goals (increasing Degree/Certificate/Transfer rate); and (3) ESL improvement rate. The Chief Instructional Officer will collaborate with the VVCC Academic Senate and instructional departments to effectuate these improvements. In addition, new ARCC goals will be established for 2012.

Accountability Reporting for the California Community Colleges (ARCC, January 2009 Draft Report)

Summary for Victor Valley Community College

Student Progress and Achievement (SPAR)

Table 1.1 – SPAR (Degree/Certificate/Transfer): Percentage of cohort of first-time students with minimum of 12 units earned who attempt a degree/certificate/transfer threshold course within six years of entry who are shown to have achieved ANY of the following outcomes or value-added measures of progress within six years of entry:

- Earned any AA/AS or Certificate (18 or more units).
- Actual transfer to a four-year institution (student shown to have enrolled at any four-year institution of higher education after enrolling at a CCC).
- Achieved “Transfer Directed” (student successfully completed both transfer-level Math AND English courses).
- Achieved “Transfer Prepared” (student successfully completed 60 UC/CSU transferable units with a GPA ≥ 2.0 in those transferable courses).

VVCC COHORTS		VVCC COMPARISONS		PEER AVERAGE	SYSTEM AVERAGE
		v. PEERS	v. SYSTEM		
1999-2000 to 2004-2005	42.1%	-5.6%	-9.7%	47.7%	51.8%
2000-2001 to 2005-2006	47.4%	-0.3%	-4.4%		
2001-2002 to 2006-2007	44.2%	-3.5%	-7.6%		
2002-2003 to 2007-2008	44.2%	-3.5%	-7.6%		

Accountability Reporting for the California Community Colleges (ARCC, January 2009 Draft Report)

Summary for Victor Valley Community College

Table 1.1a - Percent of Students Who Earned At Least 30 Units while in the CCC system (value-added threshold of units earned as defined in wage studies as having a positive effect on future earnings)

VVCC COHORTS		VVCC COMPARISONS		PEER AVERAGE	SYSTEM AVERAGE
		v. PEERS	v. SYSTEM		
1999-2000 to 2004-2005	66.6%	-0.5%	-3.8%	67.1%	70.4%
2000-2001 to 2005-2006	67.5%	+0.4%	-2.9%		
2001-2002 to 2006-2007	66.1%	-1.0%	-4.3%		
2002-2003 to 2007-2008	67.8%	+0.7%	-2.6%		

Table 1.2 - Persistence Rate: Percentage of cohort of first-time students with minimum of six units earned in a fall term who return and enroll in the subsequent fall term anywhere in the system.

VVCC COHORTS		VVCC COMPARISONS		PEER AVERAGE	SYSTEM AVERAGE
		v. PEERS	v. SYSTEM		
Fall 2003 to Fall 2004	60.5%	-7.1%	-8.7%	67.6%	69.2%
Fall 2004 to Fall 2005	58.1%	-9.5%	-10.2%		
Fall 2005 to Fall 2006	56.2%	-11.4%	-12.1%		
Fall 2006 to Fall 2007	60.0%	-7.6%	-8.3%		

Accountability Reporting for the California Community Colleges (ARCC, January 2009 Draft Report)

Summary for Victor Valley Community College

Table 1.3 - Annual Successful Course Completion Rates in Vocational/Occupational/Workforce Development Courses: Most recent annual rate and two preceding years of successful course completion in credit Vocational courses. Successful is defined as having been retained to end of term with a final course grade of A, B, C, or CR. SAM A, B, and C ONLY.

VVCC COHORTS		VVCC COMPARISONS		PEER AVERAGE	SYSTEM AVERAGE
		v. PEERS	v. SYSTEM		
2004-2005	67.1%	-7.4%	-10.6%	74.5%	77.7%
2005-2006	66.6%	-7.9%	-11.1%		
2006-2007	68.6%	-5.9%	-9.1%		
2007-2008	73.3%	-1.2%	-4.4%		

Pre-Collegiate Improvement/Basic Skills/ESL

Table 1.4 - Annual Successful Course Completion Rate in Basic Skills Courses: Most recent annual rate and two preceding years of successful course completion in credit basic skills courses. Successful is defined as having been retained to end of term with a final course grade of A, B, C, or CR.

VVCC COHORTS		VVCC COMPARISONS		PEER AVERAGE	SYSTEM AVERAGE
		v. PEERS	v. SYSTEM		
2004-2005	52.3%	-3.7%	-8.2%	56.0%	60.5%
2005-2006	49.0%	-7.0%	-11.5%		
2006-2007	49.9%	-6.1%	-10.6%		
2007-2008	54.3%	-1.7%	-6.2%		

Accountability Reporting for the California Community Colleges (ARCC, January 2009 Draft Report)

Summary for Victor Valley Community College

Table 1.5 - ESL Improvement Rate: Percent of students who successfully completed at least one credit ESL course in a term who successfully completed a higher level credit ESL course or a college level course within two years of taking the first ESL course (a three-year cohort examination). Only students starting at two or more levels below college level/transfer level will be counted.

VVCC COHORTS		VVCC COMPARISONS		PEER AVERAGE	SYSTEM AVERAGE
		v. PEERS	v. SYSTEM		
2002-2003 to 2004-2005	21.8%	-19.5%	-28.3%	41.3%	50.1%
2003-2004 to 2005-2006	16.7%	-24.6%	-33.4%		
2004-2005 to 2006-2007	5.8%	-35.5%	-44.3%		
2005-2006 to 2007-2008	14.0%	-27.3%	-36.1%		

Table 1.5 - Basic Skills Improvement Rate: Percent of students who successfully completed at least one credit basic skills course in a term who successfully completed a higher level credit basic skills course in the same discipline (reading, writing, math, respectively) or a college level course within two years of taking the first basic skills course (a three-year cohort examination). Only students starting at two or more levels below college level/transfer level will be counted.

VVCC COHORTS		VVCC COMPARISONS		PEER AVERAGE	SYSTEM AVERAGE
		v. PEERS	v. SYSTEM		
2002-2003 to 2004-2005	44.6%	-3.3%	-6.6%	47.9%	51.2%
2003-2004 to 2005-2006	46.4%	-1.5%	-4.8%		
2004-2005 to 2006-2007	43.2%	-4.7%	-8.0%		
2005-2006 to 2007-2008	48.1%	+0.2%	-3.1%		

Accountability Reporting for the California Community Colleges (ARCC, January 2009 Draft Report)

Summary for Victor Valley Community College

Table 1.6 – Enhanced Noncredit Progress and Achievement Rate: New indicator to be developed.

VVCC COHORTS		VVCC COMPARISONS		PEER AVERAGE	SYSTEM AVERAGE
		v. PEERS	v. SYSTEM		
2003-2004 to 2005-2006	-			-	-
2004-2005 to 2006-2007	-				
2005-2006 to 2007-2008	-				

Accountability Reporting for the California Community Colleges (ARCC, January 2009 Draft Report)

Summary for Victor Valley Community College

VVCC Targets

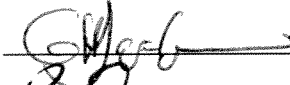

Table 2.1 – The following shows preliminary goals (as of March 2008) for improvement on all ARCC indicators.

ARCC INDICATOR	VVCC RATES*	PEER AVERAGE	SYSTEM AVERAGE	VVCC V. PEERS	VVCC V. SYSTEM	TARGET 2012
SPAR	44.2%	47.7%	51.8%	-3.5%	-7.6%	at or above System Average
EARNED 30-UNITS	67.8%	67.1%	70.4%	+0.7%	-2.6%	above System Average
PERSISTENCE	60.0%	67.6%	69.2%	-7.6%	-9.2%	at or above System Average
VOCATIONAL COURSE COMPLETIONS	73.3%	74.5%	77.7%	-1.2%	-4.4%	at or above System Average
BASIC SKILLS COURSE COMPLETIONS	54.3%	56.0%	60.5%	-1.7%	-6.2%	above System Average
ESL IMPROVEMENTS	14.0%	41.3%	50.1%	-27.3%	-36.1%	at Peer Average
BASIC SKILLS IMPROVEMENTS	48.1%	47.9%	51.2%	+0.2%	-3.1%	above System Average

*Most recent cohort

**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: Robert Silverman 

Description/Background:

Financial reports are being presented for the period ending January 31, 2009, for the General Fund (01), Debt Service Payment Fund (29), Capital Outlay Projects Fund (71), Child Development Center Fund (72), Student Center Fee Fund (73), Insurance Trust Fund (75), Health Trust Fund (78), ASB, Auxiliary Services, Bookstore, and Federal Grant Funds.

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

Need: N/A

Fiscal Impact: None

Recommended Action:

This is an information only item.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2008-2009 Financial Statements
GENERAL FUND - FUND 01
As of 1/31/09

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/08	\$ 3,918,094			
<u>Revenues</u>				
Federal	\$ 4,908,868	\$ 1,171,658	\$ 3,737,210	76.13%
State	\$ 41,317,298	\$ 25,625,302	\$ 15,691,996	37.98%
Local	\$ 17,102,628	\$ 6,750,821	\$ 10,351,807	60.53%
Transfers In	\$ 5,000,000	\$ 2,250,000	\$ 2,750,000	55.00%
<u>Total Revenues</u>	\$ 68,328,794	\$ 35,797,781	\$ 32,531,013	47.61%
<u>Expenditures</u>				
Academic Salaries	\$ 26,168,376	\$ 11,862,782	\$ 14,305,594	54.67%
Classified Salaries	\$ 15,257,411	\$ 8,015,692	\$ 7,241,719	47.46%
Benefits	\$ 10,192,060	\$ 4,660,799	\$ 5,531,261	54.27%
Supplies	\$ 1,886,260	\$ 688,449	\$ 1,197,811	63.50%
Operating Expenses	\$ 9,715,590	\$ 4,248,350	\$ 5,467,240	56.27%
Capital Outlay	\$ 1,419,047	\$ 547,110	\$ 871,937	61.45%
Transfers, Grants	\$ 686,108	\$ 271,954	\$ 414,154	60.36%
Contingency	\$ 710,567	\$ -	\$ 710,567	100.00%
Debt Service Retirement/Interest	\$ 3,050,000	\$ 1,297,724	\$ 1,752,276	57.45%
<u>Total Expenditures</u>	\$ 69,085,419	\$ 31,592,860	\$ 37,492,559	
 Excess Revenues/(Expenditures)	 \$ (756,625)	 \$ 4,204,921		
 Month Ending Fund Balance 1/31/09		 \$ 8,123,015		
 Projected Ending Fund Balance	 \$ 3,161,469			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2008-2009 Financial Statements
DEBT SERVICE PAYMENT - FUND 29
As of 1/31/09

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/08	\$ 32,252,405			
<u>Revenues</u>				
Local Revenues	\$ 1,017,040	\$ 983,398	\$ 33,642	3.31%
Transfers In		\$ -	\$ -	
<u>Total Revenues</u>	<u>\$ 1,017,040</u>	<u>\$ 983,398</u>	<u>\$ 33,642</u>	3.31%
<u>Expenditures</u>				
Debt Service Payments	<u>\$ 9,200,000</u>	<u>\$ 4,000,000</u>	<u>\$ 5,200,000</u>	56.52%
<u>Total Expenditures</u>	<u>\$ 9,200,000</u>	<u>\$ 4,000,000</u>	<u>\$ 5,200,000</u>	
Net Change in Fund Balance	\$ (8,182,960)	\$ (3,016,602)		
Month Ending Fund Balance 1/31/09		\$ 29,235,803		
Projected Ending Fund Balance	\$ 24,069,445			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2008-2009 Financial Statements
CAPITAL OUTLAY PROJECTS - FUND 71
As of 1/31/09

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/08	\$ 1,705,078			
<u>Revenues</u>				
State	\$ 8,926,718	\$ 1,553,425	\$ 7,373,293	82.60%
Interest Income	\$ 25,000	\$ 23,198	\$ 1,802	7.21%
Redevelopment	\$ 696,150	\$ 1,669,768	\$ (973,618)	-139.86%
Miscellaneous Income	\$ -	\$ 244,816	\$ (244,816)	
Transfers In	\$ 4,700,000	\$ 2,000,000	\$ 2,700,000	57.45%
<u>Total Revenues</u>	\$ 14,347,868	\$ 5,491,207	\$ 8,856,661	61.73%
<u>Expenditures</u>				
Supplies	\$ 2,886	\$ 2,885	\$ 1	0.03%
Contracts	\$ 86,800	\$ 9,628	\$ 77,172	88.91%
Sites	\$ -	\$ -	\$ -	
Buildings-New & Remodel	\$ 14,238,482	\$ 3,364,533	\$ 10,873,949	76.37%
Equipment	\$ 56,500	\$ -	\$ 56,500	100.00%
Transfers/Grants/Contingency	\$ -	\$ -	\$ -	
<u>Total Expenditures</u>	\$ 14,381,782	\$ 3,374,161	\$ 11,007,621	
 Net Change in Fund Balance	 \$ (33,914)	 \$ 2,117,046		
Month Ending Fund Balance 1/31/09		\$ 3,822,124		
 Projected Ending Funding Balance	 \$ 1,671,164			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2008-2009 Financial Statements
CHILD DEVELOPMENT CENTER - FUND 72
As of 1/31/09

	Annual Budget	YTD Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/08	\$ 583,555			
<u>Revenues</u>				
Federal	\$ -	\$ 70	\$ (70)	
State	\$ 241,262	\$ 145,793	\$ 95,469	39.57%
Local	\$ -	\$ 638	\$ (638)	
Transfers In	\$ -	\$ 90,000	\$ (90,000)	
<u>Total Revenues</u>	\$ 241,262	\$ 236,501	\$ 4,761	1.97%
<u>Expenditures</u>				
Academic Salaries	\$ 224,849	\$ 93,430	\$ 131,419	58.45%
Classified Salaries	\$ 95,301	\$ 55,959	\$ 39,342	41.28%
Benefits	\$ 105,537	\$ 47,252	\$ 58,285	55.23%
Instructional Supplies	\$ 71,340	\$ 2,352	\$ 68,988	96.70%
Operating Expenses	\$ 4,400	\$ 399	\$ 4,001	
Equipment	\$ -	\$ -	\$ -	
Reserve/Contingencies	\$ -	\$ -	\$ -	0.00%
<u>Total Expenditures</u>	\$ 501,427	\$ 199,392	\$ 302,035	
 Net Change in Fund Balance	 \$ (260,165)	 \$ 37,109		
 Month Ending Fund Balance 1/31/09		 \$ 620,664		

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2008-2009 Financial Statements
STUDENT CENTER FEE - FUND 73
As of 1/31/09

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/08	\$ 8,170			
<u>Revenues</u>	\$ 93,000	\$ 48,808	\$ 44,192	47.52%
<u>Expenditures</u>				
Transfers Out	\$ 93,000	\$ 45,661	\$ 47,339	50.90%
Net Change in Fund Balance	\$ -	\$ 3,147		
Month Ending Fund Balance 1/31/09		\$ 11,317		

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2008-2009 Financial Statements
HEALTH TRUST FUND - FUND 75
As of 1/31/09

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/08	\$ 62,819			
<u>Revenues</u>				
Interest Income	\$ 200	\$ 561	\$ (361)	-180.50%
Transfers In	\$ 15,800	\$ -	\$ 15,800	0.00%
<u>Total Revenues</u>	\$ 16,000	\$ 561	\$ 15,439	96.49%
<u>Expenditures</u>				
Reserve For Contingencies	\$ 16,000	\$ -	\$ 16,000	100.00%
<u>Total Expenditures</u>	\$ 16,000	\$ -	\$ 16,000	
Net Change in Fund Balance	\$ -	\$ 561		
Month Ending Fund Balance 1/31/09		\$ 63,380		
Projected Ending Fund Balance	\$ 62,819			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2008-2009 Financial Statements
SELF INSURANCE TRUST - FUND 78
As of 1/31/09

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/08	\$ 146,872			
<u>Revenues</u>				
Interest Income	\$ 12,900	\$ 1,304	\$ 11,596	89.89%
Miscellaneous Income	\$ -	\$ -	\$ -	
Transfers In	\$ 41,100		\$ 41,100	
<u>Total Revenues</u>	\$ 54,000	\$ 1,304	\$ 52,696	56.23%
<u>Expenditures</u>				
Supplies	\$ 4,000	\$ -	\$ 4,000	100.00%
Contracted Services	\$ 50,000	\$ 21,887	\$ 28,113	56.23%
New Equipment	\$ 3,717	\$ 586	\$ 3,131	0.00%
Reserve for Contingencies	\$ -	\$ -	\$ -	
<u>Total Expenditures</u>	\$ 57,717	\$ 22,473	\$ 35,244	61.06%
 Net Change in Fund Balance	 \$ (3,717)	 \$ (21,169)		
Month Ending Fund Balance 1/31/09		\$ 125,703		
 Projected Ending Fund Balance	 \$ 143,155			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2008-2009 Financial Statements
RAMS BOOKSTORE
As of 1/31/09

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/08	\$ 1,947,271			
Revenues	\$ 4,683,000	\$ 2,417,358	\$ 2,265,642	48.38%
Less: Cost of Goods Sold	\$ 3,550,000	\$ 2,428,946	\$ 1,121,054	
Gross Margin from Local Revenues	\$ 1,133,000	\$ (11,588)	\$ 1,144,588	
Total Other Income		\$ 6,267		
Total Revenues	\$ 1,133,000	\$ (5,321)		
Expenditures	\$ 1,442,500	\$ 720,305		
Estimated labor to be invoiced		\$ 51,500		
Total Expenditures	\$ 1,442,500	\$ 771,805	\$ 670,695	46.50%
Revenues/(Expenditures)	-\$309,500	\$ (777,126)		
Month Ending Fund Balance 1/31/09		\$ 1,170,145		
Projected Ending Fund Balance	\$ 1,637,771			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2008-2009 Financial Statements
AUXILIARY SERVICES
As of 1/31/09

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/08	\$ 239,902			
<u>Revenues</u>	\$ 443,000	\$ 301,965	\$ 135,464	30.58%
Estimated "Due From" District		<u>\$ 5,571</u>		
<u>Total Revenues</u>		\$ 307,536		
<u>Expenditures</u>				
District	\$ 443,000	\$ 205,878	\$ 209,122	47.21%
<u>Total Expenditures</u>		<u>\$ 28,000</u>		
		\$ 233,878		
Revenues/(Expenditures)	\$ -	\$ 73,658		
Month Ending Fund Balance 1/31/09		\$ 313,560		
Projected Ending Fund Balance	\$ 239,902			

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2008-2009 Financial Statements
ASB FUND
As of 1/31/09

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/08	\$ 139,336			
<u>Revenues</u>	\$150,000	\$83,288	\$66,712	44.47%
Estimated amount "Due From" District		<u>\$30,710</u>		
<u>Total Revenues</u>		\$113,998		
<u>Expenditures</u>	\$150,000	\$67,174	\$82,826	55.22%
<u>Total Expenditures</u>		\$0	\$46,824	
Revenues/(Expenditures)	\$ -	\$ 46,824		
Month Ending Fund Balance 1/31/09		\$ 186,160		
Projected Ending Fund Balance	\$ 139,336			


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
2008-2009 Financial Statements
FEDERAL/STATE GRANT FUNDS
As of 1/31/09

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/08	\$ 65,911			
<u>Revenues</u>				
PELL	\$ 10,035,212	\$ 5,582,278	\$ 4,452,934	
SEOG	310,138	123,400	186,738	
Direct Loan	423,417	2,817,330	-2,393,913	
Cal Grant	742,062	785,779	-43,717	
CARE	103,595	160,000	-56,405	
TRIO	30,000	30,000	0	
EOPS	8,800	0	8,800	
ACG	0	15,950	-15,950	
<u>Total Revenues</u>	\$ 11,653,224	\$ 9,514,737	\$ 2,138,487	
<u>Expenditures</u>				
PELL	\$ 10,035,212	\$ 5,695,840	\$ 4,339,372	
SEOG	310,138	122,700	187,438	
Direct Loan	423,417	2,614,047	-2,190,630	
Cal Grant	742,062	457,875	284,187	
CARE	103,595	65,250	38,345	
TRIO	30,000	0	30,000	
EOPS	8,800	0	8,800	
ACG	0	16,600	-16,600	
Bank Charges	0	0	0	
Origination Fee	0	0	0	
<u>Total Expenditures</u>	\$ 11,653,224	\$ 8,972,312	\$ 2,680,912	
 Net Change in Fund Balance	 \$ -	 \$ 542,425		
Month Ending Fund Balance 1/31/09		\$ 608,336		
 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: DISTRICT INITIAL NEGOTIATIONS PROPOSAL TO AFT-PTFU CONTRACT

SUBMITTED BY: Fusako Yokotobi 

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Robert Silverman 

Description/Background:

In accordance with Article 19, Reopening Negotiations, the District wishes to reopen two (2) Articles and sunshine the following:

- Article 6: Evaluation
- Article 13: Faculty Assignments

At the next board meeting on April 14, 2009, a public hearing will be held to receive comments from the public.

Need:

The District wishes to sunshine the above listed articles.

Fiscal Impact: None

Recommended Action:

Submitted as an information item.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES X NO ___

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

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

TOPIC: Superintendent/President's Goals

SUBMITTED BY: Robert Silverman

RECOMMENDED BY: Robert Silverman _____

APPROVED BY: Robert Silverman _____

Description/Background:

For the effective management of the college, it is important that the Superintendent/President have annual goals which he and the institution attempt to accomplish in the next 12-18 months. The goals have been reviewed at the January Board Retreat, College Council, Cabinet, and other interested parties.

Need:

To address the objective directed by the Accreditation.

Fiscal Impact: None

Recommended Action:

Submitted as an information item.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

Goals

Robert M. Silverman, Superintendent/President
Victor Valley Community College

Increase customer service and rededicate ourselves to student success

Insist upon institutional and academic excellence in all that we do to create an outstanding educational environment

Establish an eighteen month budget plan to address the revenue reductions from the State while ensuring a stable teaching and learning environment

Execute an agile and responsive strategy to enhance and foster regional economic recovery

Implement Measure JJ with haste, integrity, and efficiency

Foster improved communications with the college and local community by enhancing the marketing and advancement functions

Promote the STAR Initiative in order to implement further the mission, values, and goals of the Board of Trustees and the District through effective planning, assessment and evaluation

Collaborate with CSUSB to provide easy access to a satellite campus that offers baccalaureate degrees in the high desert.