



# Victor Valley Community College District Board of Trustees Regular Meeting

## Unadopted Minutes

Board Room, Victor Valley College  
18422 Bear Valley Road, Victorville, California

March 14, 2006

4 p.m.

**CALL TO ORDER:** The Board of Trustees of Victor Valley Community College District met in Open Session on March 14, 2006, in the Board Room of the Administration Building. Mr. Range, Board President, called the meeting to order at 4:03 p.m.

**PLEDGE OF ALLEGIANCE:** Dennis Henderson led the audience in the Pledge of Allegiance to the flag.

Mr. Nelson arrived at 4:04 p.m. and Mr. Elder arrived at 4:17 p.m.

**MEMBERS PRESENT:** Mr. Range, Board President; Mr. Dennis Henderson, Vice President; Mr. Donald Nelson, Clerk Trustee, Dr. Bettye Underhill, Trustee, Thomas M. Elder, II, Trustee, Kimberlee Kelly ASB President and Student Trustee

**MEMBERS ABSENT:** None

**STAFF/GUESTS PRESENT:** Dr. Spencer, Mr. Baron, Dr. Schmidt, Mr. Bill Greulich, Dr. Prystowsky, Dr. Lewallen, Annette McComas, Willie Davis Pringle, Pringle, Brian Hatchell, Elisa Johnson, Reed M. Davis, Jack Thomas other staff, and members of the public.

**CLOSED SESSION:** Mr. Range recessed the Open Session at 4:05 p.m. and the Board met in Closed Session from 4:05 p.m. to 6:10 p.m. to discuss the following:

Mr. Range read aloud the closed session items that would be discussed.

The Board moved to Closed Session from 4:05p.m. to 6:10 p.m. to discuss the following:

### 1. CLOSED SESSION

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

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- (a) Government Code Section 54956.9: CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION: six (6) cases
  - (1)Gloria Henderson vs. Victor Valley Community College, Bettye Underhill, Nick Halisky, VCVVS 030263;
  - (2)Nicholas Halisky and Cathleen Halisky vs. Victor Valley Community College District, Dennis Henderson, et. al, VCVVS 026112; consultation with legal counsel per Government Code Section 54956.9(a)
  - (3)Carissa M. Warren, Gaye L. Giarmo, and Karen E. Salazar v. Victor Valley Community College District, Larry Boutcher and Does 1 through 100, VCVVS 027382
  - (4)Lynn Puckett vs. Victor Valley Community College District, Ron Krimper, Nick Halisky, Bettye Underhill, Dennis Henderson, Maxine Moore, and Does 1-1000;VCVVS 037295
  - (5)Lynn Puckett vs. Victor Valley Community College District, Ron Krimper, Nick Halisky, Bettye Underhill, Dennis Henderson, Maxine Moore, and Does 1-1000; VCVVS 036483
  - (6)Victor Valley Community College District vs. Nicholas Louis Halisky, Lynn Puckett, and Does 1 through 100, VCVVS 036483
- (b) Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS Agency designated representatives: Bill Schmidt, Willard Lewallen, Richard Prystowsky, Willie Davis Pringle, Bruce Baron. Employee organizations: CSEA, CTA, AFT-PTFU
- (c) Government Code Section 54957: DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE: Five (5) positions
- (d) Government Code Section 54956.9 POTENTIAL LITIGATION: Student Complaint
- (e) Government Code Section 54956.9 Conference with legal counsel – existing litigation: three (3) cases.
  - (1) Modification of November 8, 2005, settlement agreement regarding DSPS grievances filed by California School Employees Association;
  - (2) Modification of hourly lawsuit settlement agreement with California School Employees Association in order to create Auxiliary Services Assistant position;
  - (3) Grievance filed by California Employees Association re: health and welfare benefits for classified specials
- (f) Government Code Section 54957; PUBLIC EMPLOYEE PERFORMANCE EVALUATION
- (g) PUBLIC EMPLOYEE EMPLOYMENT: Network Manager
- (h) PENDING LITIGATION - Government Code Section 54956.9(a): United States Bankruptcy Court for the Southern District of New York (Adv. Action No. 05-01242-AJG) (the “Trading Claim Litigation”)

**2. RECONVENE TO OPEN SESSION**

**6 p.m.**

**2.1 Action as a result of Closed Session**

Mr. Range reported that as a result of closed session he had several items to report out.



1. It was MSC (Underhill/Elder, 5-0) to ratify the dismissal of employee of probationary classified employee #3862-031406, effective February 10, 2006.
2. It was MSC (Elder/Nelson, 5-0) to approve the dismissal of probationary classified employee #7646-031406, effective March 31, 2006.
3. It was MSC (Nelson/Elder, 5-0) to approve the settlement agreement between Victor Valley Community College District and CSEA Chapter #584 to create a new classified position entitled "Auxiliary Services Assistant." approved
4. It was MSC (Nelson/Underhill, 5-0) to approve the settlement agreement between Victor Valley Community College District and CSEA Chapter #584 to correct the job placement Joe McCoy from Sign Language Interpreter I to Sign Language Interpreter II, effective December 1, 2005.
5. It was MSC (Nelson/Elder) to approve to approve the settlement agreement between Victor Valley Community College District and CSEA Chapter #584 to resolve the health and welfare benefits grievance.
6. It was MSC (Elder/Underhill, 5-0) to hire Brian Hatchell as a probationary network manager effective April 1, 2006.

### **3. GOVERNING BOARD**

- 3.1 It was MS (Underhill/Elder) to approve the minutes of the February 14, 2006, regular Board meeting.

Mr. Henderson felt that the minutes did not represent exactly what was said at the meeting. He referred to the minutes as a synopsis of what Mr. Range said. Mr. Henderson read aloud the board policy that was approved August 23, 2005 that described the policy regarding the minutes which was provided to the board members for their information. He was concerned that this policy was not being followed.

Dr. Spencer announced that the approved minutes were available on the website and in the library. Audio tapes and public records requests were available upon request through the Superintendent/President's office.

Ms. Blanchard noted a correction to the minutes. On page 6 d) the date should be March 2<sup>nd</sup> and not March 8<sup>th</sup>.

Mr. Henderson was concerned about the new procedure regarding the public records request for audio tapes and he felt that if this was a new procedure, the board should be the one changing the procedure. Mr. Range will ask for advisory regarding the distribution of the audio tapes. He said the public needs to be clear where the documents are at, what documents they have a right to and those documents should be available.

Mr. Range asked Mr. Henderson what he would like added to the minutes that was not already in the minutes. Mr. Henderson provided Mr. Range with his transcribed version of the exchange between Mr. Range and Mr. Henderson from the February 14, 2006 board meeting and requested that the minutes include this exchange.

Following discussion, it was motioned by Mr. Elder and seconded by Dr. Underhill to continue with summations of the board minutes. The motion was not voted on.

Ms. Dowell, with the law firm Liebert, Cassidy Witmore, who on occasion provides general counsel advice to the board, suggested that if there is a motion to amend the minutes, and if there is a second to amend the minutes, then the vote would be on the amendment.

It was motioned by Mr. Henderson and seconded by Mr. Nelson to amend the minutes to include the verbatim exchange between Mr. Range and Mr. Henderson.

Mr. Range called for a vote and the motion failed for lack of majority.

Returning back to the original motion, it was MSC (Underhill/Elder, 4-1, Henderson, no) to approve the February 14, 2006 minutes as submitted.

- 3.2 Announcement that persons may speak to agenda items if the Agenda Discussion Form has been completed.

Mr. Range reported that he had received two public comments requests. The public comment request that referenced agenda item 11.3 will be addressed when that item is presented.

- 3.3 Agenda Additions/Revisions

Dr. Spencer announced that items 5.3, 5f, and 11.5 had amendments.

It was MSC (Underhill/Elder, 5-0) to accept the amendments.

#### **4. REPORTS**

- 4.1 Superintendent/President

Dr. Spencer welcomed everyone and thanked them for attending and showing an interest in the operations of the college.

#### 4.2 Instruction

Dr. Prystowsky provided an update on the enrollment status. Mr. Dupree provided a presentation on the PACE program and its progress. Mr. Elder complimented Mr. Dupree on a job well done. Chief Turner provided a brief presentation on the fire technology program.

#### 4.3 Student Services

Dr. Lewallen provided an update regarding the success on a number of grants that have been awarded as well as the two additional grants that he and Dr. Hinds have applied for. He also reported on a student that was recently selected to the Phi Theta Kappa (International Honor Society).

#### 4.4 Administrative Services

Mr. Baron introduced Brian Hatchell the new Network Manager. He distributed a flyer regarding the three open forums that will be held in March. These forums will provide anyone an opportunity receive information on the status on the plan, trends and findings. The first Datatel improvement project newsletter was distributed which should assist in opening the communication lines.

Mr. Reed Davis, Datatel consultant, provided an update concerning his progress regarding Datatel issues

#### 4.5 Human Resources

Dr. Schmidt reported on the number of recruitments that are in progress. He expressed his appreciation to the many employees who have served on hiring committees. Especially Arlene Greene who appoints the classified members and Lisa Ellis who appoints the faculty members.

#### 4.6 Governmental Relations

Mr. Greulich provided information regarding the Assembly Bill 1709 which is beginning to move through the system.

#### 4.7 Foundation

Mrs. O'Malley provided information regarding the online auction fundraising opportunity that will benefit the athletics department, which will be held May 15- June 9.

#### 4.8 Board of Trustees

Ms. Kelly reported that this week was random acts of kindness week.

Mr. Henderson announced that when any elected body in the interest of brevity acts to conceal the real information of what occurred at a public meeting. It is a sad day for the freedom of public information.

Mr. Nelson complemented Ms. Kelly and the ASB on the outstanding leadership conference that was recently held for high school seniors.

Dr. Underhill announced that she was worked with many colleges and that she is very impressed this college is constantly identifying various ways of interacting with the community we serve.

#### 4.9 Constituency Representatives

##### a) ASB

Ms. Kelly reported on the various upcoming student events.

##### b) CCA

No report

##### c) CSEA

Mrs. Greene thanked the district for approving the settlement agreements with CSEA. She is disappointed that these agreements required the involvement of attorneys. She was hoping to obtain a resolution at the bargaining table. Dr. Spencer suggested some type of official negotiations training would be helpful. Perhaps identifying a company or group that would provide this training. Mr. Chip brought to the board's attention two grievances that have just started.

Mrs. Greene asked why the network manager's position was part of closed session and not part of agenda item 5.f or submitted as an amendment. Dr. Spencer responded that she cannot discuss the reason why because it is a closed session item.

##### d) Faculty Senate

Ms. Blanchard invited everyone to the title V grant open house on Friday, March 17 9-2.

e) AFT Part-Time Faculty United

Mr. Kelsey announced that two delegates will be sent to the California Teacher's meeting March 24-26, 2006. They continue to work with the district twice per month regarding their contract. Maria Ybarra has been hired as their part-time administrative assistant.

f) Management

Dr. Lewallen reported on behalf of Mr. Sewell that management had no report.

#### 4.10 Public Comments

This is the time for the general public to address the Board. State law prohibits the Board from addressing any issue not included on the agenda. Please limit comments to three minutes per individual and a total of 15 minutes per topic. Discussion of personnel matters is inappropriate for open session. The Board is committed to protecting the privacy interests of District personnel. Should any member of the public wish to discuss a personnel matter, it must first be brought to the attention of the director of human resources. Speakers are cautioned that under California law, no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

Mr. Miller provided a brief statement regarding his day as a custodian in the Student Activities Center. He would like the Board to be aware that he is worth more than the money he gets paid and that this job deserves the pay and respect of a higher grade, not the very bottom the pay scale.

Mr. Range responded that he appreciates what Mr. Miller does and feels that he does a great job.

Ms. Kelly added that in addition to his job he is a great supporter of ASB.

#### **4. CONSENT AGENDA**

All matters listed under **Consent Agenda** are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as not to require additional discussion. Consent items will be enacted by one motion. 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. Public comment on Consent Agenda items from anyone completing an Agenda Discussion Form will be heard prior to the Board's vote on the Consent Agenda.

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

a. Classified Additional Positions

Consider approval of the addition of the office assistant (50%), Teacher Learning

Center, and Administrative Secretary II, Instruction as listed. Fiscal impact: Budgeted

b. Non-Classified Employees

Consider approval of the appointments as listed. Fiscal Impact: Budgeted

c. Academic Ratification of Equivalency Requests

Consider ratification of the equivalencies as listed. Fiscal impact: None

d. Academic Ratification of Eminence Request

Consider approval of the eminence request as listed. Fiscal impact: None

e. Temporary Academic

Consider approval of the appointments as listed Fiscal impact: Budgeted

f. Classified Bargaining Unit Appointments, Promotions, and/or Transfers

Consider approval of the transfers/appointments as listed. Fiscal Impact: Budgeted Item

g. Agreements

Consider ratification of the agreement as listed. Fiscal impact: Budgeted Items, as detailed below. Budgeted items, HIS Title V Grant.

Vendor/Consultant	Service	Amount
Kathi Williams	Facilitate training workshop, provide materials and educational resources, conduct follow-up of participants, March 17, 2006 – March 30, 2006.	\$1,500.00
Ed Gomez	Serve as keynote speaker at HSI Title V Open House, develop evaluation instrument and administer survey, March 17, 2006 – March 30, 2006.	\$750.00
	Total	\$2,250.00

h. Agreement – Chappell Graduation Images

Consider approval of agreement with Chappell Graduation. Fiscal Impact: None

i. Agreement – Chariot Software Group

Consider approval of the agreement as detailed below. Fiscal Impact: Budgeted Item.

Vendor/Consultant	Service	Amount
Chariot Software Group	Annual site license renewal for campus-wide Webgrade services	\$995.00
	Total	\$995.00

j. Agreement – Systems Technology Association

Consider ratification of the agreement as detailed below: Fiscal Impact: Budgeted Item

Vendor/Consultant	Service	Amount
Systems Technology	1000 LAN card, three years support and HP installation	\$1,215.43
	Total	\$1,215.43

k. Board of Trustees Transfers and Payments Report

Consider approval of the Board of Trustees and Payments Reports.

l. Quarterly fiscal Status Report

Consider approval of the December 31, 2005 quarterly report to be submitted to the Chancellor's Office and county schools. Fiscal Impact: None

**ACTION AGENDA**

**6. BOARD OF TRUSTEES**

6.1 Excused Absence of Trustee

It was MSC (Underhill/Nelson, 5-0) to adopt the resolution, excusing Trustee Thomas M. Elder, II absence from the February 14, 2006 regular meeting of the board and allowing him to be compensated for that meeting.

**7. SUPERINTENDENT/PRESIDENT**

**8. INSTRUCTION**

8.1 Agreement – SIRSI Corporation

It was MSC (Underhill/Elder, 5-0) to ratify the agreement as detailed below. Fiscal impact: \$6,000

Vendor/Consultant	Service	Amount
SIRSI Corporation	Unicorn System migration consulting services	\$6,000.00
	Total	\$6,000.00

8.2 Agreement – Contract Education Services

It was MSC (Elder/Underhill, 5-0) to approve the agreement as detailed below Fiscal impact: \$6,920 income to the district.

Vendor/Consultant	Service	Tentative Amount Recvd
Daily Press	"How to Achieve Customer Excellence"	\$6,920.00
	Total	\$6,920.00

8.3 Full-time Faculty Overload Pay for 2005-2006

It was MSC (Nelson/Underhill, 5-0) to approve the attached list of full-time faculty for overload pay in the amount of \$67,071.00. Fiscal Impact: Budgeted item.

8.4 Out-of-State Student Travel

It was MSC (Underhill/Elder, 5-0) to approve Dino Bozonelos, Sharon Wright and the Model United Nations Club members, as listed, to attend and compete at the 2006 National

Model United Nations Conference in New York City. Fiscal Impact: \$16,000 paid for through donations.

8.5 Amended Agreement – Federal Bureau of Prisons

It was MSC (Elder/Nelson, 5-0) to accept the amended agreement (Modification #9 and #11) for the ASE, Motor Vehicle Repair Program at the Federal Correctional Institution in Victorville, CA, per the terms and conditions contained therein. Fiscal Impact: an additional \$40,678.00 to district.

8.6 Agreement – Northwoods Resort and Convention Center

It was MSC (Underhill/Nelson, 5-0) to approve the booking agreement with the Northwoods Resort and Convention Center for the purpose of holding a Department Chairs Retreat on April 20-21, 2006 in Big Bear, California. Fiscal Impact: Budgeted item through Staff Development Fund, estimated cost \$7,283.95

**9. STUDENT SERVICES**

a. Agreement – Computer Prompting and Captioning Co. – DSPS

It was MSC (Elder/Underhill, 5-0) to approve the agreement with Computer Prompting & Captioning as detailed below. Fiscal impact: \$9,830.00 (DSPS Budget)

Vendor/Consultant	Service	Tentative Amount Recvd
Computer Prompting & Captioning	CaptionMaker Software licensing fee	\$5,995.00
Computer Prompting & Captioning	Equipment	\$3,835.00
	Total	\$9,830.00

**10. ADMINISTRATIVE SERVICES**

10.1 Signature Authority

It was MSC (Nelson/Elder, 5-0) to rescind all previous signatory authority for Mr. Jeffrey Cooper, effective March 14 2006. Fiscal Impact: none

10.2 Agreement – Donations

It was MSC (Underhill/Elder, 5-0) to accept the donations as college property. Total donation amount \$41,318.71



- 10.3 Adopt a Resolution – Enron Bankruptcy  
It was MSC Underhill/Elder, 5-0) to adopt the resolution attached, authorizing settlement of the district’s bankruptcy claims against Enron, including participation in the “True-up” process, and authorizing the Community College League of California to execute the Settlement Agreement on behalf of the district. Fiscal Impact: Settlement to the district of \$138,098.04
- 10.4 Proposal – Spencer/Hoskins  
It was MSC (Nelson/Underhill, 5-0) to accept the proposal of Spencer/Hoskins as listed. Fiscal Impact: Budgeted item, not to exceed \$18,000.00
- 10.5 Amend Agreement – Reliable Graphics  
It was MSC (Elder/Nelson, 5-0) to approve the amendment to the agreement with Reliable Graphics as submitted. Fiscal Impact: \$50,000.00 (This project is State funded and will be 100% reimbursable to the district through Fund 71.)
- 10.6 Notice of Completion - Nesdoor  
It was MSC (Elder/Underhill, 5-0) to accept the work of Nesdoor for the installation of ADA compliant doors and direct the district to file the Notice of Completion. Fiscal Impact: There is no fiscal impact to file a Notice of Completion.
- 10.7 Agreement – D & G Flooring  
It was MSC Underhill/Nelson, 5-0) to accept the proposals from D&G Flooring as presented. Fiscal Impact: \$10,575.86 – Charged from Redevelopment Funds.
- 10.8 Amend Agreement – Cal K-12 Construction, Inc.  
It was MSC (Underhill/Elder, 5-0) to approve the amendment to the agreement with Cal-K Construction, Inc. as submitted. Fiscal Impact: \$50,000.00 increase to original amount of \$525,957.00 for a total contract amount of \$575,957.00. (This project is State funded and will be 100% reimbursable to the district through Fund 71.)

## **11. HUMAN RESOURCES**

- 11.1 Administrative/Management/Confidential Payment of Accrued Vacation Days  
It was MSC (Underhill/Elder, 5-0) to approve the payment of accrued vacation days for Margarita Barbosa, administrative assistant, Auxiliary Services. Fiscal Impact: Budgeted \$14,629.69.  
Mr. Henderson said that she would be sorely missed.
- 11.2 Management New Job Description, Budget Analyst  
It was MSC (Nelson/Underhill, 4-1, Henderson no) to approve the new management position and job description for a budget analyst as listed. Fiscal Impact: Budgeted

11.3 Administrative/Management/Confidential Termination of Select Plan

Public comment: Julie Tremblay provided the board with a handout which shows the amount of money classified receive at other community college districts for their cafeteria plan. She feels that this item would be giving back medical benefit money to management.

It was MSC (Elder/Nelson, 5-0) to adopt the resolution to terminate the SELECT Defined contribution 401(A) Plan. Fiscal Impact: None

11.4 Approval of Out-of-State Travel

It was MSC (Elder/Underhill, 5-0) to approve the travel and expenses for Cindy Wilson to attend the National Institute for Leadership Development Institute as listed. Fiscal Impact: Budgeted item, approximately \$3,000 to be paid from Auxiliary Funds.

11.5 Approve Settlement Agreement Between the VVCCD and Faculty Association

It was MSC (Henderson/Elder, 5-0) to ratify the settlement agreement that provides for a collective bargaining agreement between the district and CTA for the period July 1, 2004 through June 30, 2007.

Mr. Range complemented everyone that worked on this process for making this happen.

11.6 District Initial Negotiations Proposal for CTA Contract

It was MSC (Henderson/Nelson, 5-0) to approve the appropriate action as noted.

**12. FOR INFORMATION ONLY**

12.1 Substitutes Provided Through Contract

Provided as an informational item.

12.2 Monthly Financial Reports

Provided as an informational item.

12.3 Feasibility Study

Provided as an informational item.

**13. ADJOURNMENT**

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.

The meeting was adjourned at 8:03 p.m.

Mr. Range reconvened the open session at 8:04 to discuss the feasibility of entering into a joint project with Dr. Prem Reddy to build a YMCA on district property.

The meeting was adjourned at 8:10 p.m.

APPROVED:

\_\_\_\_\_  
Joe Range, President

\_\_\_\_\_  
Donald Nelson, Clerk

Respectfully submitted,  
Patricia A. Spencer, Ph.D.  
Secretary

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Date Approved

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# AGENDA

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Victor Valley Community College District  
Board of Trustees Special Meeting  
Board Room, Victor Valley College  
18422 Bear Valley Road, Victorville, CA 92395

*The Closed Session and Open Session will be electronically recorded*

March 28, 2006

**CALL TO ORDER**

**4 p.m.**

**PLEDGE OF ALLEGIANCE**

**ACTION**

**1. BOARD WORKSHOP**

- (a) Wireless/paperless board meetings

**1. CLOSED SESSION**

**5 p.m.**

- (a) Government Code Section 54957:  
DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE:  
One (1) position
- (b) Government Code Section 54956.9  
POTENTIAL LITIGATION: Student Complaint

**2. RECONVENE TO OPEN SESSION**

**6 p.m.**

- 2.1 Action as a result of Closed Session

**3. GOVERNING BOARD**

- 3.1 Consider approval of the minutes of the March 14, 2006, regular Board meeting.

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

- 3.2 Announcement that persons may speak to agenda items if the Agenda Discussion Form has been completed.

Information

- 3.3 Agenda Additions/Revisions

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

**4. Public Comments**

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intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

**5. CONSENT AGENDA**

All matters listed under **Consent Agenda** are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as not to require additional discussion. Consent items will be enacted by one motion. 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. Public comment on Consent Agenda items from anyone completing an Agenda Discussion Form will be heard prior to the Board’s vote on the Consent Agenda.

**Consider approval of the following consent items to be approved in one motion.**

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

- a. Non-Classified Employees  
Consider approval of the appointments as listed. Fiscal Impact: Budgeted
- b. Temporary Academic  
Consider approval of the appointments as listed Fiscal impact: Budgeted
- c. Academic Ratification of Equivalency Request  
Consider approval of the eminence request as listed. Fiscal impact: None
- d. Classified Bargaining Unit Appointments, Promotions, and/or Transfers  
Consider approval of the transfers/appointments as listed.
- e. Agreement – Olivia Mercado  
Consider ratifying the agreement as listed below. Fiscal Impact: Budgeted Item, Title V Grant

Vendor/Consultant	Service	Amount
Olivia Mercado	Facilitate training workshop, provide materials and educational resources, conduct follow-up of participants	\$1,200.00
	Total	\$1,200.00

**ACTION AGENDA**

**6. BOARD OF TRUSTEES**

6.1 CCCT Board Election – 2006

Consider nominations for the CCCT board of the League which will take place between March 10 and April 25. There are 22 trustees who have been nominated for election as listed.

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

6.2 Board of Trustees’ Retreat

Discuss planning for the next Board of Trustees’ Retreat (i.e., set a tentative retreat date, agenda items, training, choose a facilitator)

Discussion

- 6.3 Rescheduling the Regular Board Meeting of June 13, 2006  
Consider rescheduling the June 13, 2006 regular Board meeting and combining it with the June 27, 2006 special board meeting. YES \_\_\_ NO \_\_\_
7. **SUPERINTENDENT/PRESIDENT**
- 7.1 First Reading: Revised Board Policy No. 2015 – Student Member  
Consider acceptance for first reading the revised Board Policy No. 2015, Student Member. YES \_\_\_ NO \_\_\_
- 7.2 First Reading: Revised Board Policy No. 2315 – Closed Sessions  
Consider acceptance for first reading the revised Board Policy No. 2315, Closed Sessions. YES \_\_\_ NO \_\_\_
- 7.3 First Reading: Revised Board Policy No. 2345 – Public Participation at Board Meetings  
Consider acceptance for first reading the revised Board Policy No. 2345, Public Participation at Board Meetings. YES \_\_\_ NO \_\_\_
- 7.4 First Reading: Revised Board Policy No. 3410 – Nondiscrimination  
Consider acceptance for first reading the revised Board Policy No. 3410, Nondiscrimination. YES \_\_\_ NO \_\_\_
- 7.5 First Reading: Revised Board Policy No. 4020 – Program and Curriculum Development  
Consider acceptance for first reading the revised Board Policy No. 4020, Program and Curriculum Development. YES \_\_\_ NO \_\_\_
- 7.6 First Reading: Revised Board Policy No. 5010 – Admissions and Concurrent Enrollment  
Consider acceptance for first reading the revised Board Policy No. 5010, Admissions and Concurrent Enrollment. YES \_\_\_ NO \_\_\_
- 7.7 First Reading: Revised Board Policy No. 5015 – Residence Determination  
Consider acceptance for first reading the revised Board Policy No. 5015, Residence Determination. YES \_\_\_ NO \_\_\_
- 7.8 First Reading: Revised Board Policy No. 5550 – Speech: Time, Place and Manner  
Consider acceptance for first reading the revised Board Policy No. 5550, Speech: Time, Place and Manner. YES \_\_\_ NO \_\_\_
- 7.9 First Reading: Revised Board Policy No. 5700 – Athletics  
Consider acceptance for first reading the revised Board Policy No. 5700, Athletics YES \_\_\_ NO \_\_\_
- 7.10 First Reading: Revised Board Policy No. 6400 – Audits  
Consider acceptance for first reading the revised Board Policy No. 6400, Audits YES \_\_\_ NO \_\_\_

7.11 First Reading: Revised Board Policy No. 6700 – Civic Center and Other Facilities Use  
Consider acceptance for first reading the revised Board Policy No. 6700, Civic Center and Other Facilities Use. YES \_\_\_ NO \_\_\_

7.12 First Reading: Proposed Administrative Procedure No. 6700 – Civic Center and Other Facilities Use  
Consider acceptance for first reading the proposed Administrative Procedure No. 6700, Civic Center and Other Facilities Use. YES \_\_\_ NO \_\_\_

7.13 First Reading: Revised Board Policy No. 7100 – Commitment to Diversity  
Consider acceptance for first reading the revised Board Policy No. 7100, Commitment to Diversity. YES \_\_\_ NO \_\_\_

7.14 First Reading: Revised Board Policy No. 7120 – Recruitment and Selection  
Consider acceptance for first reading the revised Board Policy No. 7120, Recruitment and Selection. YES \_\_\_ NO \_\_\_

7.15 First Reading: Revised Board Policy No. 7210 – Academic Employees  
Consider acceptance for first reading the revised Board Policy No. 7210, Academic Employees. YES \_\_\_ NO \_\_\_

7.16 First Reading: Revised Board Policy No. 7240 – Confidential Employees  
Consider acceptance for first reading the revised Board Policy No. 7240, Confidential Employees. YES \_\_\_ NO \_\_\_

7.17 First Reading: Revised Board Policy No. 7370 – Political Activity  
Consider acceptance for first reading the revised Board Policy No. 7370, Political Activity. YES \_\_\_ NO \_\_\_

**8. INSTRUCTION**

8.1 Out-of-State Travel – Nursing  
Consider approval of out-of-state travel for Maggie Keil and Tamara Behm to attend the National Student Nurses Association annual convention in Baltimore, MD, April 5-9, 2006. Fiscal Impact: None to the District: The cost of \$1,835 associated with this travel will be paid by the Associated Student Body. YES \_\_\_ NO \_\_\_

**9. STUDENT SERVICES**

9.1 Accreditation Progress Report  
Consider approval of the revised Accreditation progress report. YES \_\_\_ NO \_\_\_

9.2 Student/Staff Travel  
Consider approval of travel for staff and student to attend the Phi Theta Kappa recognition event in Sacramento, CA, April 6, 2006. Fiscal Impact: Auxiliary Services Funds, approximately \$825.00. YES \_\_\_ NO \_\_\_

**10. ADMINISTRATIVE SERVICES**

**10.1 Bid Awards – Advanced Technology Building**

Consider action on the bid packages as recommended in the amendment that will be submitted March 28. Fiscal impact: Capital Fund 71 redevelopment expenditure.

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

**11. HUMAN RESOURCES**

**11.1 Public Hearing for District Initial Negotiations Proposal to VVC Faculty Association**

Consider holding a public hearing on the initial proposal of the district to the VVC Faculty Association as listed.

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

- a) The board president hereby declares the hearing open
- b) The public may now comment on the initial proposal
- c) The board president hereby declares the hearing closed

**11.2 CSEA Initial Negotiations Proposal**

Consider appropriate action as noted.

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

**11.3 Rescind Action of March 14, 2006 to Dismiss Probationary Employee #7646-031406**

Consider rescinding the action of March 14, 2006, to dismiss probationary employee #7646-031406.

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

**11.4 Classified Lay-Off for Lack of Work**

Consider adoption of the resolution to layoff for lack of work the employee with the least seniority in the classification of senior/programmer developer, Employee #7646-031406.

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

**12. FOR INFORMATION ONLY**

**12.1 Update on Grant Projects and Proposals**

Provided as an informational item.

Information

**12.2 Academic Resignation**

Provided as an informational item.

Information

**12.3 Proposed High School Diploma Program**

Provided as an informational item.

Information

**13. ADJOURNMENT**

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 Board of Trustees Regular Meeting

## Minutes

Board Room, Victor Valley College  
18422 Bear Valley Road, Victorville, California

March 14, 2006

4 p.m.

**CALL TO ORDER:** The Board of Trustees of Victor Valley Community College District met in Open Session on March 14, 2006, in the Board Room of the Administration Building. Mr. Range, Board President, called the meeting to order at 4:03 p.m.

**PLEDGE OF ALLEGIANCE:** Dennis Henderson led the audience in the Pledge of Allegiance to the flag.

Mr. Nelson arrived at 4:04 p.m. and Mr. Elder arrived at 4:17 p.m.

**MEMBERS PRESENT:** Mr. Range, Board President; Mr. Dennis Henderson, Vice President; Mr. Donald Nelson, Clerk Trustee, Dr. Bettye Underhill, Trustee, Thomas M. Elder, II, Trustee, Kimberlee Kelly ASB President and Student Trustee

**MEMBERS ABSENT:** None

**STAFF/GUESTS PRESENT:** Dr. Spencer, Mr. Baron, Dr. Schmidt, Mr. Bill Greulich, Dr. Prystowsky, Dr. Lewallen, Annette McComas, Willie Davis Pringle, Pringle, Brian Hatchell, Elisa Johnson, Reed M. Davis, Jack Thomas other staff, and members of the public.

**CLOSED SESSION:** Mr. Range recessed the Open Session at 4:05 p.m. and the Board met in Closed Session from 4:05 p.m. to 6:10 p.m. to discuss the following:

Mr. Range read aloud the closed session items that would be discussed.

The Board moved to Closed Session from 4:05p.m. to 6:10 p.m. to discuss the following:

### 1. CLOSED SESSION

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

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- (a) Government Code Section 54956.9: CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION: six (6) cases
  - (1)Gloria Henderson vs. Victor Valley Community College, Bettye Underhill, Nick Halisky, VCVVS 030263;
  - (2)Nicholas Halisky and Cathleen Halisky vs. Victor Valley Community College District, Dennis Henderson, et. al, VCVVS 026112; consultation with legal counsel per Government Code Section 54956.9(a)
  - (3)Carissa M. Warren, Gaye L. Giarmo, and Karen E. Salazar v. Victor Valley Community College District, Larry Boutcher and Does 1 through 100, VCVVS 027382
  - (4)Lynn Puckett vs. Victor Valley Community College District, Ron Krimper, Nick Halisky, Bettye Underhill, Dennis Henderson, Maxine Moore, and Does 1-1000;VCVVS 037295
  - (5)Lynn Puckett vs. Victor Valley Community College District, Ron Krimper, Nick Halisky, Bettye Underhill, Dennis Henderson, Maxine Moore, and Does 1-1000; VCVVS 036483
  - (6)Victor Valley Community College District vs. Nicholas Louis Halisky, Lynn Puckett, and Does 1 through 100, VCVVS 036483
- (b) Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS Agency designated representatives: Bill Schmidt, Willard Lewallen, Richard Prystowsky, Willie Davis Pringle, Bruce Baron. Employee organizations: CSEA, CTA, AFT-PTFU
- (c) Government Code Section 54957: DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE: Five (5) positions
- (d) Government Code Section 54956.9 POTENTIAL LITIGATION: Student Complaint
- (e) Government Code Section 54956.9 Conference with legal counsel – existing litigation: three (3) cases.
  - (1) Modification of November 8, 2005, settlement agreement regarding DSPS grievances filed by California School Employees Association;
  - (2) Modification of hourly lawsuit settlement agreement with California School Employees Association in order to create Auxiliary Services Assistant position;
  - (3) Grievance filed by California Employees Association re: health and welfare benefits for classified specials
- (f) Government Code Section 54957; PUBLIC EMPLOYEE PERFORMANCE EVALUATION
- (g) PUBLIC EMPLOYEE EMPLOYMENT: Network Manager
- (h) PENDING LITIGATION - Government Code Section 54956.9(a): United States Bankruptcy Court for the Southern District of New York (Adv. Action No. 05-01242-AJG) (the “Trading Claim Litigation”)

**2. RECONVENE TO OPEN SESSION**

**6 p.m.**

**2.1 Action as a result of Closed Session**

Mr. Range reported that as a result of closed session he had several items to report out.

1. It was MSC (Underhill/Elder, 5-0) to ratify the dismissal of employee of probationary classified employee #3862-031406, effective February 10, 2006.
2. It was MSC (Elder/Nelson, 5-0) to approve the dismissal of probationary classified employee #7646-031406, effective March 31, 2006.
3. It was MSC (Nelson/Elder, 5-0) to approve the settlement agreement between Victor Valley Community College District and CSEA Chapter #584 to create a new classified position entitled "Auxiliary Services Assistant." approved
4. It was MSC (Nelson/Underhill, 5-0) to approve the settlement agreement between Victor Valley Community College District and CSEA Chapter #584 to correct the job placement Joe McCoy from Sign Language Interpreter I to Sign Language Interpreter II, effective December 1, 2005.
5. It was MSC (Nelson/Elder) to approve to approve the settlement agreement between Victor Valley Community College District and CSEA Chapter #584 to resolve the health and welfare benefits grievance.
6. It was MSC (Elder/Underhill, 5-0) to hire Brian Hatchell as a probationary network manager effective April 1, 2006.

### **3. GOVERNING BOARD**

- 3.1 It was MS (Underhill/Elder) to approve the minutes of the February 14, 2006, regular Board meeting.

Mr. Henderson felt that the minutes did not represent exactly what was said at the meeting. He referred to the minutes as a synopsis of what Mr. Range said. Mr. Henderson read aloud the board policy that was approved August 23, 2005 that described the policy regarding the minutes which was provided to the board members for their information. He was concerned that this policy was not being followed.

Dr. Spencer announced that the approved minutes were available on the website and in the library. Audio tapes and public records requests were available upon request through the Superintendent/President's office.

Ms. Blanchard noted a correction to the minutes. On page 6 d) the date should be March 2<sup>nd</sup> and not March 8<sup>th</sup>.

Mr. Henderson was concerned about the new procedure regarding the public records request for audio tapes and he felt that if this was a new procedure, the board should be the one changing the procedure. Mr. Range will ask for advisory regarding the distribution of the audio tapes. He said the public needs to be clear where the documents are at, what documents they have a right to and those documents should be available.

Mr. Range asked Mr. Henderson what he would like added to the minutes that was not already in the minutes. Mr. Henderson provided Mr. Range with his transcribed version of the exchange between Mr. Range and Mr. Henderson from the February 14, 2006 board meeting and requested that the minutes include this exchange.

Following discussion, it was motioned by Mr. Elder and seconded by Dr. Underhill to continue with summations of the board minutes. The motion was not voted on.

Ms. Dowell, with the law firm Liebert, Cassidy Witmore, who on occasion provides general counsel advice to the board, suggested that if there is a motion to amend the minutes, and if there is a second to amend the minutes, then the vote would be on the amendment.

It was motioned by Mr. Henderson and seconded by Mr. Nelson to amend the minutes to include the verbatim exchange between Mr. Range and Mr. Henderson.

Mr. Range called for a vote and the motion failed for lack of majority.

Returning back to the original motion, it was MSC (Underhill/Elder, 4-1, Henderson, no) to approve the February 14, 2006 minutes as submitted.

- 3.2 Announcement that persons may speak to agenda items if the Agenda Discussion Form has been completed.

Mr. Range reported that he had received two public comments requests. The public comment request that referenced agenda item 11.3 will be addressed when that item is presented.

- 3.3 Agenda Additions/Revisions

Dr. Spencer announced that items 5.3, 5f, and 11.5 had amendments.

It was MSC (Underhill/Elder, 5-0) to accept the amendments.

#### **4. REPORTS**

- 4.1 Superintendent/President

Dr. Spencer welcomed everyone and thanked them for attending and showing an interest in the operations of the college.

#### 4.2 Instruction

Dr. Prystowsky provided an update on the enrollment status. Mr. Dupree provided a presentation on the PACE program and its progress. Mr. Elder complimented Mr. Dupree on a job well done. Chief Turner provided a brief presentation on the fire technology program.

#### 4.3 Student Services

Dr. Lewallen provided an update regarding the success on a number of grants that have been awarded as well as the two additional grants that he and Dr. Hindes have applied for. He also reported on a student that was recently selected to the Phi Theta Kappa (International Honor Society).

#### 4.4 Administrative Services

Mr. Baron introduced Brian Hatchell the new Network Manager. He distributed a flyer regarding the three open forums that will be held in March. These forums will provide anyone an opportunity receive information on the status on the plan, trends and findings. The first Datatel improvement project newsletter was distributed which should assist in opening the communication lines.

Mr. Reed Davis, Datatel consultant, provided an update concerning his progress regarding Datatel issues

#### 4.5 Human Resources

Dr. Schmidt reported on the number of recruitments that are in progress. He expressed his appreciation to the many employees who have served on hiring committees. Especially Arlene Greene who appoints the classified members and Lisa Ellis who appoints the faculty members.

#### 4.6 Governmental Relations

Mr. Greulich provided information regarding the Assembly Bill 1709 which is beginning to move through the system.

#### 4.7 Foundation

Mrs. O'Malley provided information regarding the online auction fundraising opportunity that will benefit the athletics department, which will be held May 15- June 9.

#### 4.8 Board of Trustees

Ms. Kelly reported that this week was random acts of kindness week.

Mr. Henderson announced that when any elected body in the interest of brevity acts to conceal the real information of what occurred at a public meeting. It is a sad day for the freedom of public information.

Mr. Nelson complemented Ms. Kelly and the ASB on the outstanding leadership conference that was recently held for high school seniors.

Dr. Underhill announced that she was worked with many colleges and that she is very impressed this college is constantly identifying various ways of interacting with the community we serve.

#### 4.9 Constituency Representatives

##### a) ASB

Ms. Kelly reported on the various upcoming student events.

##### b) CCA

No report

##### c) CSEA

Mrs. Greene thanked the district for approving the settlement agreements with CSEA. She is disappointed that these agreements required the involvement of attorneys. She was hoping to obtain a resolution at the bargaining table. Dr. Spencer suggested some type of official negotiations training would be helpful. Perhaps identifying a company or group that would provide this training. Mr. Chip brought to the board's attention two grievances that have just started.

Mrs. Greene asked why the network manager's position was part of closed session and not part of agenda item 5.f or submitted as an amendment. Dr. Spencer responded that she cannot discuss the reason why because it is a closed session item.

##### d) Faculty Senate

Ms. Blanchard invited everyone to the title V grant open house on Friday, March 17 9-2.

e) AFT Part-Time Faculty United

Mr. Kelsey announced that two delegates will be sent to the California Teacher's meeting March 24-26, 2006. They continue to work with the district twice per month regarding their contract. Maria Ybarra has been hired as their part-time administrative assistant.

f) Management

Dr. Lewallen reported on behalf of Mr. Sewell that management had no report.

#### 4.10 Public Comments

This is the time for the general public to address the Board. State law prohibits the Board from addressing any issue not included on the agenda. Please limit comments to three minutes per individual and a total of 15 minutes per topic. Discussion of personnel matters is inappropriate for open session. The Board is committed to protecting the privacy interests of District personnel. Should any member of the public wish to discuss a personnel matter, it must first be brought to the attention of the director of human resources. Speakers are cautioned that under California law, no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

Mr. Miller provided a brief statement regarding his day as a custodian in the Student Activities Center. He would like the Board to be aware that he is worth more than the money he gets paid and that this job deserves the pay and respect of a higher grade, not the very bottom the pay scale.

Mr. Range responded that he appreciates what Mr. Miller does and feels that he does a great job.

Ms. Kelly added that in addition to his job he is a great supporter of ASB.

#### 4. CONSENT AGENDA

All matters listed under **Consent Agenda** are considered by the Board of Trustees to be routine or sufficiently supported by back-up information as not to require additional discussion. Consent items will be enacted by one motion. 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. Public comment on Consent Agenda items from anyone completing an Agenda Discussion Form will be heard prior to the Board's vote on the Consent Agenda.

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

a. Classified Additional Positions

Consider approval of the addition of the office assistant (50%), Teacher Learning

Center, and Administrative Secretary II, Instruction as listed. Fiscal impact: Budgeted

- b. Non-Classified Employees  
Consider approval of the appointments as listed. Fiscal Impact: Budgeted
- c. Academic Ratification of Equivalency Requests  
Consider ratification of the equivalencies as listed. Fiscal impact: None
- d. Academic Ratification of Eminence Request  
Consider approval of the eminence request as listed. Fiscal impact: None
- e. Temporary Academic  
Consider approval of the appointments as listed Fiscal impact: Budgeted
- f. Classified Bargaining Unit Appointments, Promotions, and/or Transfers  
Consider approval of the transfers/appointments as listed. Fiscal Impact: Budgeted Item
- g. Agreements  
Consider ratification of the agreement as listed. Fiscal impact: Budgeted Items, as detailed below. Budgeted items, HIS Title V Grant.

Vendor/Consultant	Service	Amount
Kathi Williams	Facilitate training workshop, provide materials and educational resources, conduct follow-up of participants, March 17, 2006 – March 30, 2006.	\$1,500.00
Ed Gomez	Serve as keynote speaker at HSI Title V Open House, develop evaluation instrument and administer survey, March 17, 2006 – March 30, 2006.	\$750.00
	Total	\$2,250.00

- h. Agreement – Chappell Graduation Images  
Consider approval of agreement with Chappell Graduation. Fiscal Impact: None
- i. Agreement – Chariot Software Group  
Consider approval of the agreement as detailed below. Fiscal Impact: Budgeted Item.

Vendor/Consultant	Service	Amount
Chariot Software Group	Annual site license renewal for campus-wide Webgrade services	\$995.00
	Total	\$995.00



j. Agreement – Systems Technology Association

Consider ratification of the agreement as detailed below: Fiscal Impact: Budgeted Item

Vendor/Consultant	Service	Amount
Systems Technology	1000 LAN card, three years support and HP installation	\$1,215.43
	Total	\$1,215.43

k. Board of Trustees Transfers and Payments Report

Consider approval of the Board of Trustees and Payments Reports.

l. Quarterly fiscal Status Report

Consider approval of the December 31, 2005 quarterly report to be submitted to the Chancellor's Office and county schools. Fiscal Impact: None

**ACTION AGENDA**

**6. BOARD OF TRUSTEES**

6.1 Excused Absence of Trustee

It was MSC (Underhill/Nelson, 5-0) to adopt the resolution, excusing Trustee Thomas M. Elder, II absence from the February 14, 2006 regular meeting of the board and allowing him to be compensated for that meeting.

**7. SUPERINTENDENT/PRESIDENT**

**8. INSTRUCTION**

8.1 Agreement – SIRSI Corporation

It was MSC (Underhill/Elder, 5-0) to ratify the agreement as detailed below. Fiscal impact: \$6,000

Vendor/Consultant	Service	Amount
SIRSI Corporation	Unicorn System migration consulting services	\$6,000.00
	Total	\$6,000.00

8.2 Agreement – Contract Education Services

It was MSC (Elder/Underhill, 5-0) to approve the agreement as detailed below Fiscal impact: \$6,920 income to the district.

Vendor/Consultant	Service	Tentative Amount Recvd
Daily Press	"How to Achieve Customer Excellence"	\$6,920.00
	Total	\$6,920.00

8.3 Full-time Faculty Overload Pay for 2005-2006

It was MSC (Nelson/Underhill, 5-0) to approve the attached list of full-time faculty for overload pay in the amount of \$67,071.00. Fiscal Impact: Budgeted item.

8.4 Out-of-State Student Travel

It was MSC (Underhill/Elder, 5-0) to approve Dino Bozonelos, Sharon Wright and the Model United Nations Club members, as listed, to attend and compete at the 2006 National

Model United Nations Conference in New York City. Fiscal Impact: \$16,000 paid for through donations.

8.5 Amended Agreement – Federal Bureau of Prisons

It was MSC (Elder/Nelson, 5-0) to accept the amended agreement (Modification #9 and #11) for the ASE, Motor Vehicle Repair Program at the Federal Correctional Institution in Victorville, CA, per the terms and conditions contained therein. Fiscal Impact: an additional \$40,678.00 to district.

8.6 Agreement – Northwoods Resort and Convention Center

It was MSC (Underhill/Nelson, 5-0) to approve the booking agreement with the Northwoods Resort and Convention Center for the purpose of holding a Department Chairs Retreat on April 20-21, 2006 in Big Bear, California. Fiscal Impact: Budgeted item through Staff Development Fund, estimated cost \$7,283.95

9. **STUDENT SERVICES**

a. Agreement – Computer Prompting and Captioning Co. – DSPS

It was MSC (Elder/Underhill, 5-0) to approve the agreement with Computer Prompting & Captioning as detailed below. Fiscal impact: \$9,830.00 (DSPS Budget)

Vendor/Consultant	Service	Tentative Amount Recvd
Computer Prompting & Captioning	CaptionMaker Software licensing fee	\$5,995.00
Computer Prompting & Captioning	Equipment	\$3,835.00
	Total	\$9,830.00

10. **ADMINISTRATIVE SERVICES**

10.1 Signature Authority

It was MSC (Nelson/Elder, 5-0) to rescind all previous signatory authority for Mr. Jeffrey Cooper, effective March 14 2006. Fiscal Impact: none

10.2 Agreement – Donations

It was MSC (Underhill/Elder, 5-0) to accept the donations as college property. Total donation amount \$41,318.71

- 10.3 Adopt a Resolution – Enron Bankruptcy  
 It was MSC Underhill/Elder, 5-0) to adopt the resolution attached, authorizing settlement of the district’s bankruptcy claims against Enron, including participation in the “True-up” process, and authorizing the Community College League of California to execute the Settlement Agreement on behalf of the district. Fiscal Impact: Settlement to the district of \$138,098.04
- 10.4 Proposal – Spencer/Hoskins  
 It was MSC (Nelson/Underhill, 5-0) to accept the proposal of Spencer/Hoskins as listed. Fiscal Impact: Budgeted item, not to exceed \$18,000.00
- 10.5 Amend Agreement – Reliable Graphics  
 It was MSC (Elder/Nelson, 5-0) to approve the amendment to the agreement with Reliable Graphics as submitted. Fiscal Impact: \$50,000.00 (This project is State funded and will be 100% reimbursable to the district through Fund 71.)
- 10.6 Notice of Completion - Nesdoor  
 It was MSC (Elder/Underhill, 5-0) to accept the work of Nesdoor for the installation of ADA compliant doors and direct the district to file the Notice of Completion. Fiscal Impact: There is no fiscal impact to file a Notice of Completion.
- 10.7 Agreement – D & G Flooring  
 It was MSC Underhill/Nelson, 5-0) to accept the proposals from D&G Flooring as presented. Fiscal Impact: \$10,575.86 – Charged from Redevelopment Funds.
- 10.8 Amend Agreement – Cal K-12 Construction, Inc.  
 It was MSC (Underhill/Elder, 5-0) to approve the amendment to the agreement with Cal-K Construction, Inc. as submitted. Fiscal Impact: \$50,000.00 increase to original amount of \$525,957.00 for a total contract amount of \$575,957.00. (This project is State funded and will be 100% reimbursable to the district through Fund 71.)

**11. HUMAN RESOURCES**

- 11.1 Administrative/Management/Confidential Payment of Accrued Vacation Days  
 It was MSC (Underhill/Elder, 5-0) to approve the payment of accrued vacation days for Margarita Barbosa, administrative assistant, Auxiliary Services. Fiscal Impact: Budgeted \$14,629.69.  
 Mr. Henderson said that she would be sorely missed.
- 11.2 Management New Job Description, Budget Analyst  
 It was MSC (Nelson/Underhill, 4-1, Henderson no) to approve the new management position and job description for a budget analyst as listed. Fiscal Impact: Budgeted

11.3 Administrative/Management/Confidential Termination of Select Plan

Public comment: Julie Tremblay provided the board with a handout which shows the amount of money classified receive at other community college districts for their cafeteria plan. She feels that this item would be giving back medical benefit money to management.

It was MSC (Elder/Nelson, 5-0) to adopt the resolution to terminate the SELECT Defined contribution 401(A) Plan. Fiscal Impact: None

11.4 Approval of Out-of-State Travel

It was MSC (Elder/Underhill, 5-0) to approve the travel and expenses for Cindy Wilson to attend the National Institute for Leadership Development Institute as listed. Fiscal Impact: Budgeted item, approximately \$3,000 to be paid from Auxiliary Funds.

11.5 Approve Settlement Agreement Between the VVCCD and Faculty Association

It was MSC (Henderson/Elder, 5-0) to ratify the settlement agreement that provides for a collective bargaining agreement between the district and CTA for the period July 1, 2004 through June 30, 2007.

Mr. Range complemented everyone that worked on this process for making this happen.

11.6 District Initial Negotiations Proposal for CTA Contract

It was MSC (Henderson/Nelson, 5-0) to approve the appropriate action as noted.

**12. FOR INFORMATION ONLY**

12.1 Substitutes Provided Through Contract

Provided as an informational item.

12.2 Monthly Financial Reports

Provided as an informational item.

12.3 Feasibility Study

Provided as an informational item.

**13. ADJOURNMENT**

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.

The meeting was adjourned at 8:03 p.m.

Mr. Range reconvened the open session at 8:04 to discuss the feasibility of entering into a joint project with Dr. Prem Reddy to build a YMCA on district property.

The meeting was adjourned at 8:10 p.m.

APPROVED:

\_\_\_\_\_  
Joe Range, President

\_\_\_\_\_  
Donald Nelson, Clerk

Respectfully submitted,  
Patricia A. Spencer, Ph.D.  
Secretary

\_\_\_\_\_  
Date Approved

HUMAN RESOURCES

MARCH 28, 2006

TOPIC: NON-CLASSIFIED EMPLOYEES

TO THE BOARD OF TRUSTEES:

The persons recommended for employment who are listed on the attached referenced sheets have been designated to perform specified job duties consistent with the provisions of Education Code § 88003.

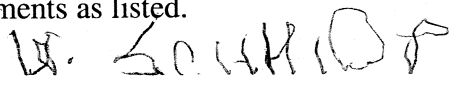
Fiscal impact: Budgeted

RECOMMENDATION:

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

REFERENCE FOR AGENDA: Yes

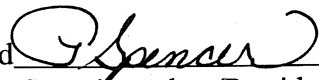
Signed



Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed



Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

**VICTOR VALLEY COLLEGE  
NON-CLASSIFIED EMPLOYEES**

**March 28, 2006**

<b>NAME</b>	<b>REQUESTED DATES OF EMPLOYMENT</b>	<b>POSITION</b>	<b>DEPARTMENT</b>
<b><u>Student Workers Federal/State Work Study/Work Experience</u></b>			
Fullen, Samantha	03/29/06-06/30/06	Student Worker	FWS-Campus Police
Girgis, Manal W.	03/29/06-06/30/06	Student Worker	FWS-Agriculture
Gomez, Manuel E.	03/29/06-06/30/06	Student Worker	FWS-IMS
Irving, Linda	03/29/06-06/30/06	Student Worker	CalWKS-Student Employment
Kiss, Amanda B.	03/29/06-06/30/06	Student Worker	CalWKS-President's Office
Mazzola, Edmund J.	03/29/06-06/30/06	Student Worker	CalWKS-DRC
Ramsey, Sherry A.	03/29/06-06/30/06	Student Worker	CalWKS-Off Campus
Rodriguez, Abinadith	03/29/06-06/30/06	Student Worker	FWS-Foundation
Ruiz, Marlaleta	03/29/06-06/30/06	Student Worker	CalWKS-Counseling
Stewart, Amanda	03/29/06-06/30/06	Student Worker	EOPS-Work Study
<b><u>Student Workers</u></b>			
Beltran, Bernice	03/29/06-06/30/06	Student Clerical	Community Service
Coleman, Heidi	03/29/06-06/30/06	Student Other	PAC
Hernandez, Girasol	03/29/06-06/30/06	Student Other	PAC
Murphy, Shannon	03/29/06-06/30/06	Student Clerical	CDC TANF Program
Ocegueda, Nancy	03/29/06-06/10/06	Student Other	CDC
Pane, David	03/29/06-06/09/06	Tutor	Physical Sciences
<b><u>Substitutes</u></b>			
Shubin Jr., Willie	03/29/06-06/30/06	Custodian	M & O
Witt, Patricia	03/29/06-06/30/06	Office Assistant	CARE
<b><u>Limited Term Workers</u></b>			
Bradley, Bridgette R.	05/20/06-05/20/06	Community Service	Fee Base
Crouse, Jeffery	03/29/06-06/10/06	Professional Expert	Agriculture
Keister, Lois	03/29/06-06/10/06	Life Drawing Model	Art
<b><u>Volunteers</u></b>			
Alonzo, Michael	03/29/06-06/30/06	Volunteer	AmeriCorps-Student Svcs
Wade, Beverly	03/29/06-06/30/06	Volunteer	AmeriCorps-Student Svcs

HUMAN RESOURCES

MARCH 28, 2006

TOPIC: TEMPORARY ACADEMIC

TO THE BOARD OF TRUSTEES:

The persons listed on the attached reference sheet have been designated to perform the duties indicated.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

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

REFERENCE FOR AGENDA: YES

Signed W. Schmitt  
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed R. Spencer  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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



TEMPORARY ACADEMIC

MARCH 28, 2006

SPRING, 2006

Badibanga, Maurice	Math
Childress, Elizabeth	Special Assign: Provide 10-week series of ILP workshops
Doyle, John	Special Assign: Training coordinator for American Heart Assoc
Doyle, John	Allied Health
Fink, Ed	Math
Helms, Nancy	PE Dance
Hinricksen, Dane	math
Irizarry, Kathryn	Biology
Melkonian, Arda	Math
Redona, Jeff	Math
Ricci, Melody	Special Assign: Program Coord of Biotech Program
Rico, Gabriel	Spanish
Savage, Rhonda	Special Assign: Develop Pharmacy Tech program curriculum
Sweet, John	Automotive
Talley, Rebecca	Special Assign: Coordinate ILP Program

HUMAN RESOURCES

MARCH 28, 2006

TOPIC: ACADEMIC RATIFICATION OF EQUIVALENCY REQUESTS

TO THE BOARD OF TRUSTEES:

The equivalencies listed on the attached reference have been approved by the appropriate department, division dean, and Academic Senate for the discipline indicated. Henceforth, the equivalencies will apply to each candidate for said discipline.

Fiscal impact: none

RECOMMENDATION:

It is recommended that the board ratify the equivalencies as listed on the attachment.

REFERENCE FOR AGENDA: YES

Signed W. SCHMIDT  
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed [Signature]  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

EQUIVALENCY REQUESTS

MARCH 28, 2006

SUBJECT

EQUIVALENCY

BIOLOGY

Meets equivalent qualifications of Item 9A of the equivalency policy: bachelor's degree in biochemistry and a master's degree in biochemistry with 48 semester units of graduate level biology course work is equivalent to a master's degree in biology.

PHARMACY TECHNOLOGY

Meets equivalent qualifications under the work experience provision of the equivalency policy approved by the Academic Senate 03/02/06: seventeen (17) years of work experience as a licensed pharmacy technician and twelve (12) years of ROP pharmacy technology teaching experience.

HUMAN RESOURCES

MARCH 28, 2006

TOPIC: CLASSIFIED BARGAINING UNIT APPOINTMENTS, PROMOTIONS, AND/OR TRANSFERS

TO: THE BOARD OF TRUSTEES

1. Recruitment for the following positions is currently underway. Recommendations for appointments will be brought to the March 28, 2006, board meeting as an amendment.

- a) Office Assistant, Teacher Learning Center (50%)
- b) Sign Language Service Interpreter I (classified special)
- c) Sign Language Service Interpreter II (classified special)
- d) Switchboard operator/receptionist
- e) Warehouse delivery worker
- f) Campus Police & Public Safety Officer

Fiscal Impact: Budgeted Item

RECOMMENDATION:

It is recommended that the board approve the transfers/appointments listed.

REFERENCE FOR AGENDA: NO

Signed W. SCHMIDT  
 Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed [Signature]  
 Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

STUDENT SERVICES

MARCH 28, 2006

TOPIC: AGREEMENT

TO THE SUPERINTENDENT/PRESIDENT:

The vendor and/or consultant below have been designated to perform the services listed for the district at the amounts specified during the fiscal year 2005-2006. Payment to vendors and consultants for services rendered per this agreement is in accordance with district, county, state and/or federal regulations.

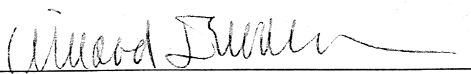
Fiscal Impact: Budgeted item, Title V Grant.

Vendor/Consultant	Service	Amount
Mercado, Olivia	Facilitate training workshop, provide materials and educational resources, conduct follow-up of participants.	\$1200.00
	<b>Total</b>	<b>\$1200.00</b>

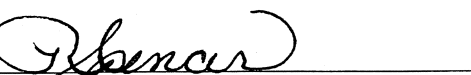
RECOMMENDATION:

It is recommended the Board of Trustees ratify the agreement as listed.

REFERENCE FOR AGENDA: No

Signed   
Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed   
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

BOARD OF TRUSTEES

MARCH 28, 2006

TOPIC: CCCT BOARD OF DIRECTORS ELECTION – 2006

According to the February 23, 2006, letter from the CCLC,

“The election of members of the CCCT board of the League will take place between March 10 and April 25, 2005. There are ten 2-year vacancies on the board. Each member community college district board of the League shall have **one vote for each of the ten vacancies** on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The ten candidates who receive the most votes will serve two-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie.

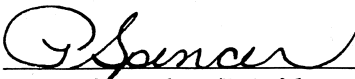
The 22 trustees who have been nominated for election to the CCCT board are listed on the attached sheets.

RECOMMENDATION:

It is recommended that the Board consider nominations for the CCCT board and take appropriate action.

REFERENCE FOR AGENDA: YES

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed:   
Superintendent/President

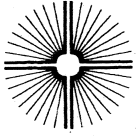
ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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



COMMUNITY COLLEGE LEAGUE  
OF CALIFORNIA

DATE: February 23, 2006

TO: California Community College Trustees  
California Community College District Chancellors/Superintendents

FROM: Jody Ansell

SUBJECT: CCCT BOARD ELECTION — 2006

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The election of members of the CCCT board of the League will take place between March 10 and April 25. There are ten two-year vacancies on the board.

Each member community college district board of the League shall have one vote for each of the ten vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The ten candidates who receive the most votes will serve two-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie.

The 22 trustees who have been nominated for election to the board are listed on the attached sheet, in the Secretary of State's random drawing order.

Each community college district chancellor/superintendent will be mailed an official ballot for the election. In addition, chancellors/superintendents will receive copies of the biographic sketch form and statement of candidacy of each of the 22 candidates.

Please remember that: 1) ballots must be signed by the board secretary and board president or vice-president; and 2) no identifying information or signatures on the ballot return envelopes. Official ballots must be signed and returned to the League office, **postmarked no later than April 25**. Faxed ballots will **not** be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT President and the results announced at the CCCT Annual Conference.

If you have any questions on the CCCT board election, please call the League office.

Attachments:

List of Candidates

CHANCELLORS/SUPERINTENDENTS ONLY:

Official Ballot and Return Envelope

Candidates' Biographic Sketches and Statements

2006 CCCT ELECTION  
CANDIDATES IN RANDOM DRAWING ORDER

1. \*Anita Grier, San Francisco CCD
2. \*Rebecca J. Garcia, Cabrillo CCD
3. Marcia Zableckis, Barstow CCD
4. Brian Conley, Rancho Santiago CCD
5. Janet Chaniot, Mendocino-Lake CCD
6. Nancy C. Chadwick, Palomar CCD
7. Bill McMillin, Ohlone CCD
8. \*Charles Meng, Napa Valley CCD
9. Mary Anne Rooney, Ventura County CCD
10. Donald Nelson, Victor Valley CCD
11. \*Edward C. Ortell, Citrus CCD
12. Bernard E. Jones, Allan Hancock Joint CCD
13. \*Kay Albiani, Los Rios CCD
14. \*Paul Fong, Foothill-DeAnza CCD
15. \*Carolyn Batiste, MiraCosta CCD
16. Isabel Barreras, State Center CCD
17. Rosanne Bader, Mt. San Antonio CCD
18. Jim Buchan, Yuba CCD
19. \*Judi D. Beck, Shasta-Tehama-Trinity Joint CCD
20. Ted Edmiston, Cerritos CCD
21. Eva Kinsman, Copper Mountain CCD
22. \*Marie Kiersch, San Luis Obispo County CCD

\*incumbent

Based on Secretary of State's  
Random Draw 2/21/06



BOARD OF TRUSTEES

MARCH 28, 2006

TOPIC: BOARD OF TRUSTEES' RETREAT

The Board will plan for a Board of Trustees' retreat. Discussion will include suggesting a facilitator, setting possible dates, and identifying items for discussion including Board training.

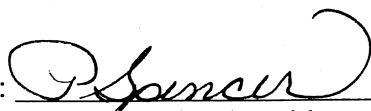
Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the Board discuss plans for an upcoming Board of Trustees retreat.

REFERENCE FOR AGENDA: NO

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed:  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

BOARD OF TRUSTEES

MARCH 28, 2006

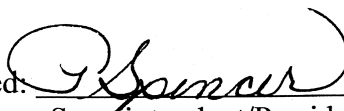
TOPIC: RESCHEDULING THE REGULAR BOARD MEETING OF JUNE 13, 2006

RECOMMENDATION:

It is recommended that the Board consider rescheduling the June 13, 2006 regular Board meeting and combining it with the June 27, 2006 special board meeting

REFERENCE FOR AGENDA: NO

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed:   
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 2015  
STUDENT MEMBER

TO THE BOARD OF TRUSTEES:

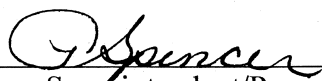
The College Assembly accepted for first reading the revised Board policy 2015 with the recommended changes from CCLC, regarding the Student Member, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 2015, Student Member with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed   
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Student Member**

**2015**

The board shall include one non-voting student member. The term of office shall be one year commencing June 1.

The student member shall be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of six semester units in the district at the time of nomination and throughout the term of service. The student shall maintain a 2.0 GPA.

The student member shall be seated with the board and shall be recognized as a full member of the board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the board shall consider whether to afford the student member any of the following privileges:

- The privilege to make and second motions;
- ~~The privilege to cast an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the board;~~
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- The privilege to receive compensation for meeting attendance at a level of \$600 per semester. See Board Policy 2725;
- The privilege to serve a term commencing on June 1.

Reference: Education Code Sections 5000 et seq.

Board adopted 9/11/01

Board revised 11/13/01

Approved by College Assembly for second read 3-7-06 (with recommended changes from CCLC)

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 2315  
CLOSED SESSION

TO THE BOARD OF TRUSTEES:

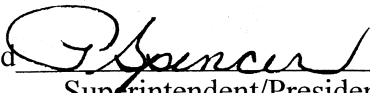
The College Assembly accepted for first reading the revised Board policy 2315 with the recommended changes from CCLC, regarding Closed Session, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 2315, Closed Session, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed   
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Closed Session**

**BP 2315**

Closed sessions of the board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the district's position regarding labor negotiations and giving instructions to the district's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees; and
- consideration of gifts from a donor who wishes to remain anonymous.
- **to consider its response to a confidential final draft audit report from the Bureau of State Audits.**

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the board or by law.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Closed Session**

**BP 2315**

If any person requests an opportunity to present complaints to the board about a specific employee, such complaints shall first be presented to the superintendent/president. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the board.

Reference: Government Code Sections 54956.8, 54956.9, 54957, 5495716; Education Code Section 72122

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 2345  
PUBLIC PARTICIPATION AT BOARD MEETINGS

TO THE BOARD OF TRUSTEES:

The College Assembly accepted for first reading the revised Board policy 2345 with the recommended changes from CCLC, regarding Public Participation at Board Meetings, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 2345, Public Participation at Board Meetings, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

BOARD OF TRUSTEES

Chapter 2

**Public Participation at Board Meetings**

**BP 2345**

The board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the district to the attention of the Board in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members **of the public** wishing to present such items shall submit a written request at the beginning of the meeting to the board president that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken may be taken by the board on such items.

2. Members of the public may place items on the prepared agenda in accordance with board policy 2340.

A written summary of the item must be submitted to the superintendent/president at least three weeks prior to the board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the board's agenda should reach the office of the president not later than five working days prior to the meeting at which the matter concerned is to be before the board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

**If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with disability.**

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the district.

Reference:

**Government Code Sections 54954.3, 54957.5; Education Code 72121.5**

Board adopted 9/11/01

Board adopted 8/23/05

Approved by College Assembly for second read 3-7-06 (with recommended changes from CCLC)

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 3410  
NONDISCRIMINATION

TO THE BOARD OF TRUSTEES:

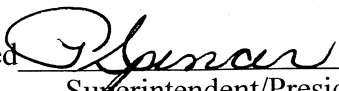
The College Assembly accepted for first reading the revised Board policy 3410 with the recommended changes from CCLC, regarding Nondiscrimination, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 3410, Nondiscrimination, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

GENERAL INSTITUTION

Chapter 3

**Nondiscrimination**

**BP 3410**

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex (gender), race, color, **medical condition**, ancestry, sexual orientation, marital status, **physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.**

The superintendent/president shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin color, religion, **age**, sex (gender), race, color, **medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.**

Reference: Education Code Sections 66250, et seq.; 72010, et seq.; Title 5, Sections 53000, et seq., Government Code 12940, et seq.

See Administrative Procedure [ ].

Board adopted 9/11/01

Board adopted 2/12/02

Approved by College Assembly for second read 3-7-06 (with recommended changes from CCLC)

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 4020  
PROGRAM AND CURRICULUM DEVELOPMENT

TO THE BOARD OF TRUSTEES:


The College Assembly accepted for first reading the revised Board policy 4020 with the recommended changes from CCLC, regarding Program and Curriculum Development, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 4020, Program and Curriculum Development, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed   
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

INSTRUCTION

Chapter 4

**Program and Curriculum Development**

**BP 4020**

The programs and curricula of the district shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the superintendent/president shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance. Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the board.

New courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Reference: Education Code Section 70902(b); Title 5, Section 51022(a)

See Administrative Procedures [ ].

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 5010  
ADMISSIONS AND CONCURRENT ENROLLMENT

TO THE BOARD OF TRUSTEES:

The College Assembly accepted for first reading the revised Board policy 5010 with the recommended changes from CCLC, regarding Admissions and Concurrent Enrollment, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 5010, Admissions and Concurrent Enrollment, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

STUDENT SERVICES

Chapter 5

**Admissions and Concurrent Enrollment**

**BP 5010**

The district shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the superintendent/president or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the district's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code.
- Any student whose age or class level is equal to grades K-12 grades is eligible to attend **concurrently** as a special part-time student for advanced scholastic or vocational courses.
- Any student whose age or class level is equal to grade K-12 grades is eligible to attend as a special full-time student.
- Any students enrolled in K-12 may attend summer session.

The superintendent/president shall establish procedures regarding ability to benefit and admission of high school and younger students.

**Denial of Requests for Admission**

- **If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.**
- **The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the district.**

Board adopted 9/11/01

Approved by College Assembly for second read 3-07-06 (with recommended changes from CCLC)

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

STUDENT SERVICES

Chapter 5

**Admissions and Concurrent Enrollment**

**BP 5010**

**The superintendent/president shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.**

**Claims for State Apportionment for Concurrent Enrollment**

**Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.**

**The superintendent/president shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.**

Reference: Education Code Section 76000, **76001, 76002**; Labor Code Section 3077

See Administrative Procedures [ ].

Board adopted 9/11/01

Approved by College Assembly for second read 3-07-06 (with recommended changes from CCLC)



SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 5015  
RESIDENCE DETERMINATION

TO THE BOARD OF TRUSTEES:

The College Assembly accepted for first reading the revised Board policy 5015 with the recommended changes from CCLC, regarding Residence Determination, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 5015, Residence Determination, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

STUDENT SERVICES

Chapter 5

**Residence Determination**

**BP 5015**

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of any term for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The superintendent/president shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

Reference: Education Code Sections 68040; 76140, Title 5, Sections 54000, et seq.

See Administrative Procedures [ ].

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 5550  
SPEECH: TIME, PLACE AND MANNER

TO THE BOARD OF TRUSTEES:

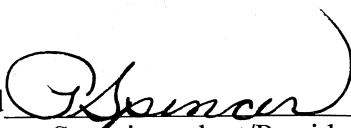
The College Assembly accepted for first reading the revised Board policy 5550 with the recommended changes from CCLC, regarding Speech: Time, Place and Manner, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 5550, Speech: Time, Place and Manner, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

STUDENT SERVICES

Chapter 5

**Speech: Time, Place and Manner**

**BP 5550**

The college(s) of the district is/are non-public, except for those areas, **that are generally available for use by students or the community “areas generally available to students and the community” which are limited public forums.** The superintendent/president shall enact such administrative procedures as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the limited public forums.

The administrative procedures promulgated by the superintendent/president shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the college designated **as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia.**

Students shall be free to exercise their rights of free expression, subject to the requirements of this policy.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of district policies or procedures, or the substantial disruption of the orderly operation of the district.

Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or hate violence unless such speech is constitutionally protected.

Reference: Education Code Section 76120

See Administrative Procedures [ ].

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 5700  
ATHLETICS

TO THE BOARD OF TRUSTEES:

The College Assembly accepted for first reading the revised Board policy 5700 with the recommended changes from CCLC, regarding Athletics, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 5700, Athletics, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
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STUDENT SERVICES

Chapter 5

**Athletics**

**BP 5700**

The district shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The superintendent/president shall assure that the athletics program complies with the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

Reference: Education Code Section 78223, **66271.6, 66271.8**

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, BOARD POLICY NO. 6400  
AUDITS

TO THE BOARD OF TRUSTEES:

The College Assembly accepted for first reading the Board policy 6400, regarding Audits, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 6400, Audits.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

ADMINISTRATIVE SERVICES

Chapter 6

**AUDITS**

**BP 6400**

There shall be an annual outside audit of all funds, books and accounts of the district in accordance with the regulations of Title 5. The superintendent/president shall assure that an annual outside audit is completed. The superintendent/president shall recommend a certified public accountancy firm to the board with which to contract for the annual audit.

Reference: Title 5 Sections 84040(b)



SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, BOARD POLICY NO. 6700  
CIVIC CENTER AND OTHER FACILITIES USE

TO THE BOARD OF TRUSTEES:

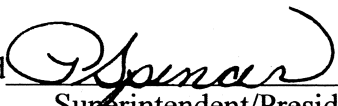
The College Assembly accepted for first reading the Board policy 6700, regarding Civic Center and Other Facilities Use, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 6700, Civic Center and Other Facilities Use.

REFERENCE FOR AGENDA: Yes

Signed   
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
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Chapter 6

**Civic Center and Other Facilities Use**

**BP 6700**

Reference:

Education Code Sections 82537; 82542; 82548

Use of the Civic Center shall be granted as provided by law. The superintendent/president shall establish procedures regarding the use of college property, including but not limited to facilities, equipment and supplies, by community groups and other outside contractors.

These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of district property shall not interfere with scheduled instructional programs or other activities.

No group or organization may use District property for purposes that discriminate on the basis of national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics.

The District shall provide free usage in accordance with Education Code Section 82542(a).

All District property shall be subject to a facility use charge in accordance with Education Code Section 82542(b-f) and a certificate of insurance in accordance with Education Code Section 82548.

Reference: Education Code Sections 82537; 82542; 82548

See Administrative Procedures 6700

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, ADMINISTRATIVE PROCEDURE NO. 6700  
CIVIC CENTER AND OTHER FACILITIES USE

TO THE BOARD OF TRUSTEES:


The College Assembly accepted for first reading the Administrative Procedure 6700, regarding Civic Center and Other Facilities Use, at its May 4, 2005 meeting by unanimous vote. After a second reading at its February 21, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the Administrative Procedure No. 6700, Civic Center and Other Facilities Use.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE SERVICES

Chapter 6

Civic Center and other Facilities Use

AP 6700

**PRIORITIES FOR USE OF FACILITIES**

Groups qualifying for use shall adhere to Victor Valley Community College District policies and to established procedures. In order to avoid conflict among groups which wish to use facilities at the same time, the following priority system has been established:

PRIORITY RANK	GROUPS
1	Official College groups, including student and employee organizations.
2	Public schools, including recognized parent organizations, and other public agencies. Non-profit in-district groups
3	Non-profit out-of-district groups
4	Commercial enterprises when approved by the Superintendent/ President or designee.

Use of facilities is denied to individuals and organizations that advocate overthrow of the government by unlawful means.

Use of Victor Valley College facilities shall be consistent with purposes for which the facilities were designed.

**VICTOR VALLEY COLLEGE EDUCATIONAL PROGRAMS**

Activities which are extensions of educational programs have priority for the use of District facilities. Use of facilities by Victor Valley College educational programs shall be consistent with the educational needs of the District. These activities are extension of Educational Programs, Student Services, and/or support services as determined by the Board of Trustees. Educational activities include:

1. Scheduled credit, non-credit, and not for credit courses including those activities required by instructors of record of all students enrolled in credit, non-credit, and/or not-for-credit courses.
2. Scheduled District community service programs (such as Fee Base or Contract Education).
3. Meetings and other activities under sponsorship of the Board of Trustees, its sub-committees and its authorized agents.
4. Meetings of District recognized student and staff clubs, associations, committees, task-forces, and administrative units such as departments, divisions, and programs.
5. Contests, performances, shows, and other activities which are extensions of the approved

instructional or student activities programs. Such programs must be under the supervision of District staff.

**VVC Educational Programs Rental Fees**

Normal Hours of Operation:

Monday through Friday, 6:00 a.m. to 10:00 p.m.;  
Saturday and Sunday, 6:00 a.m. to 10:00 p.m.

**CLASSIFICATION 1**

Use of facilities during normal District operating hours involving Victor Valley College students, staff, and/or trustees in their official college capacity where supervised by College staff and no additional personnel is required, and no admission fee requested, **NO FEES SHALL BE CHARGED**. No voluntary contributions or promises of contributions shall be solicited. Facilities shall be open to the public.

**CLASSIFICATION 2**

Use of facilities for non-class related student events/activities which occur outside of normal working hours and which are supervised by District staff, these events/activities involving the exclusive performance of Victor Valley College students **WILL BE CHARGED DIRECT COSTS** for utility, administrative cost, cost of custodial services as needed, security deposit as needed, and for special personnel for opening/setup/breakdown. (See page 5). Admission may be charged and/or voluntary contributions solicited. Such admission and/or contributions must be processed in a manner approved by the Director of Auxiliary Services.

(NOTE: Custodial fees may be waived or reduced for student events/activities which provide their own clean up service if condition of cleanliness is mutually agreed upon.)

**CLASSIFICATION 3**

Use of college facilities by students, staff or trustees acting in their private citizen capacities unless representing non-profit or other public agencies, **FEES WILL BE CHARGED**. Fees will be for fair rental value (direct costs and rental of facility) which may include utilities, rental of facility, security deposit and administrative fees.

**Staff Use of Facilities**

Staff use of facilities for purposes other than those defined as educational activities is prohibited unless approved through the Civic Center Code provision found elsewhere in this handbook.



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Chapter 6

Civic Center and other Facilities Use

AP 6700

**CIVIC CENTER ACT - FACILITY USE FEES**

1. **FACILITY USE WITHOUT CHARGE**

In accordance with the Civic Center Act, no rental charge will be made for the use of facilities when an alternative location is not available by the following groups: Parent Teacher Associations, Camp Fire Girls, Boy Scout and Girl Scout Troops, or school-community advisory councils. Student clubs, senior citizens organizations, other public agencies are also exempted from rental charges. Fundraising activities for which admission fees are charged, or contributions are solicited and/or other fundraising activities are employed are exempted where the funds are expended for the welfare of the students of the Victor Valley College District.

Fees other than rental may be charged to these organizations for amounts not to exceed the following:

- a. Cost of opening and closing facility if no college employee is available to perform that function as a part of his/her normal duties.
- b. If supervision is needed, and that employee would not normally be present as part of his/her normal duties.
- c. Cost of custodial services if such services are necessary and would not have otherwise been performed as part of the normal custodial work cycle.
- d. Cost of utilities directly attributable to the organization's use of the facilities.

All meetings or events qualifying under these provisions shall be nonexclusive, open to the public, and free of charge (no admission fee, contribution, or membership fee shall be solicited). E.C.85542 2.

2. **FEES FOR NONPROFIT USERS**  
(Page 5)

A charge for the use of facilities will be made to nonprofit organizations with current IRS tax exempt status. A copy of the facility fee schedule is available from the Office of Auxiliary Services.

**TOTAL CHARGE:** Nonprofit Fee + Direct Costs

3. **FEES FOR COMMERCIAL/PRIVATE USERS**  
(Page 6)

A fair rental fee will be charged to organizations not qualifying for nonprofit status. Such events must be of an

educational, cultural, or recreational nature which otherwise would not be available in the community.

**TOTAL CHARGE:** Commercial + Direct Costs

4. **FEES FOR PAC (Page 7), FEES FOR SAC (Page 10)**

**APPLICATION AND PAYMENT PROCEDURES** (for use of facilities for other than credit, non-credit, and/or not-for-credit courses)

Applications for the use of facilities during the academic year (July 1 through June 30) must be submitted **in writing or by phone** to the Office of Auxiliary Services. prior to the time the facility is needed for approval.

Groups utilizing facilities will be liable for any damage to or destruction of District property beyond that caused by ordinary wear and tear as determined by the District. In addition, a security deposit may be required and future consideration for use of facilities may be denied.

All charges are due and payable within ten (10) days prior to the event/activity.

**DENIAL OF PERMITS**

1. **ORGANIZATIONS WITH PROGRAMS INTENDED TO OVERTHROW THE GOVERNMENT OF THE UNITED STATES**

Any use, by any individual, society, group, or organization for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States or of the state by force, violence, or other unlawful means shall not be permitted or suffered.

Any individual, society, group, or organization for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government by force, violence, or other unlawful means while using college property, is guilty of a misdemeanor. (E.C. 82545).

Any use by any individual, society, group or organization for the commission of any act which is prohibited by law or for the commission of any crime shall not be permitted or suffered.

2. **DENIAL BECAUSE OF VIOLATION OF DISTRICT POLICIES AND PROCEDURES**

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The District, at its discretion, has the right to cancel and terminate a permit immediately and without notice upon its discovery of a violation of any term, condition, or provision of the permit on the part of the user. Should any such violation occur, the District, at its discretion shall have the right to deny any future requests by the user for the use of any other District property or facilities. (E.C. 82545)

**SCHEDULE OF RENTAL CHARGES**

Charges shall include services of at least one college employee to open the facility, be available during the period of use, and close the facility. Charges also shall include time to prepare the facility and clean after usage.

If, in the opinion of the District or at the request of the using organization, additional services such as technical, security, etc., are required, an additional charge for each employee shall be made. A schedule of rates is available from the Office of Auxiliary Services.

Payment of all fees will be made to the Auxiliary Services Accounting Department upon receipt of statement. Billing questions should be directed to the Office of Auxiliary Services.

A certificate of insurance naming the Victor Valley Community College District as an additional insured for the amount of one million dollars (\$1,000,000) single limit, including a "hold harmless" clause for "any acts or omissions" in favor of the Victor Valley Community College District is required and shall be presented to the Office of Auxiliary Services at least seven (07) days prior to the date of such property use.

In case of an organization or company which carries equipment and/or which brings a stage crew for purposes of staging a show or presentation or activity or other cases determined by the college, a guaranteed deposit in an amount to be determined by the college, depending upon the facility used, shall be placed with the college. Damage to college equipment, and/or property occurring during and by reason of the use and/or occupancy of the premises, shall be paid from this guarantee deposit. The balance, if any, shall be returned to the organization. If the guarantee deposit is not sufficient to cover damage, the group shall be liable for the difference.

**DAMAGES** - User and/or lessee shall be responsible for and shall pay for any repairs or replacement of any character whatsoever which are occasioned or made necessary by reason of negligence or misuse of District premises. Damage occasioned by acts of God is excepted.

**CANCELLATION BY USER** - Facilities shall be made available for the user until one-half hour after the time designated in the permit that the meeting is to begin. Notification of cancellation of usage must be received at least thirty-six (36) hours prior to the time for scheduled use. All cancellations shall be reported to the permit-issuing office.

**LEASES**

College buildings, grounds, and facilities may be leased from the Board of Trustees as long as such property is not needed for college purposes during the term of the lease. Rental for property leased shall be the fair rental value as determined by the rental schedule adopted by the Board of the Trustees.

Applications for leases shall be made to the Victor Valley Community College District, Office of Vice President, Administrative Services, after ascertaining from the college Superintendent/President or designee that the facility is available.

All general terms for use of facilities apply to leases except the requirement for meetings to be open to the public.

Lessee agrees to take out and keep in force during the life hereof at lessee's expense public liability and property damage insurance against any liability to the public, incidental to the use of or resulting from any accident occurring in or about said premises, in the amount of ONE MILLION DOLLARS (\$1,000,000) single limit. Said policy shall name the Victor Valley Community College District as an additional insured and be placed on file with the lessor, and the lessee is to obtain a written obligation on the part of the insurance carriers to notify lessor in writing prior to any cancellation thereof. Lessee agrees if lessee does not keep such insurance in full force and effect, the lessor may take out the necessary insurance and pay the premium and the repayment thereof shall be deemed to be part of the rental and payable at once.

The District, at its discretion, shall have the right to cancel and terminate a lease immediately and without notice upon

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its discovery of a violation of any term, condition, or provision of the lease on the part of the lessee. Should any such violation occur, the District, at its discretion, shall have the right to deny any future requests by the lessee for the lease of college property which is subject of this lease, or for any other District property or facilities.

Students are required to pay for their use of parking on campus during the week. Parking fees are required for outside groups that use campus facilities.

**PARKING ON CAMPUS**

**Victor Valley College parking is by permit only.**

**REQUIREMENTS AND CONDITIONS FOR FACILITY USE**

1. Applications under the Civic Center Act shall originate with established and responsible organizations in the District.

2. All meetings under the Civic Center Act shall be open to the public.

3. No use shall be inconsistent with the purpose for which the facility was designed nor inconsistent with use of facilities for school purposes or interfere with regular college classes and services.

4. No use shall be granted in such a manner as to constitute a monopoly for benefit of any person or organization. (E.C. 82532)

5. No usage or entertainment shall be permitted which reflects in any adverse way on any persons because of race, color, religion, sex, sexual orientation, gender, disability, or national origin.

6. College premises shall not be used as political campaign headquarters.

7. Facility use permits shall not be issued for a period exceeding one semester. Long-term facility use permits are not valid on holidays or when the college is closed unless specified when the request is made.

8. Applications for use shall be filed at least two (2) weeks in advance of the proposed usage.

9. Any facility or equipment usage is limited to that listed on the application and contract. Special requirements must be requested in writing at least two (2) weeks prior to usage.

10. No promotional or advertising materials shall be sold without prior approval without approval from the Vice President, Administrative Services.

11. A District employee shall be fully in charge of any facility being used which is sponsored by Victor Valley College.

12. No goods or services may be sold on the college campus without prior approval from the Director of Auxiliary Services.

13. Concession operation approval must be obtained from the college.

14. Organizations shall not use the name of the District, facilities or equipment to sell a commercial project or to promote personal service to gain financial or material advantage.

15. The user at all times during the use and occupancy of the premises shall thoroughly comply with all ordinances, laws, and regulations affecting the use and occupancy thereof, including all state and local fire, health, and safety laws, ordinances, and regulations.

16. Smoking is prohibited in all District facilities.

17. Lighted candles and any devices having any form of open flame are prohibited. Any material or device which constitutes a fire hazard is expressly prohibited.

18. The possession and carrying of firearms and weapons of any kind on District premises shall be prohibited, except for peace officers and police officers when required by local police regulations.

19. No person while in or on District facilities or grounds shall possess, consume, give or deliver to any other person any alcoholic beverage, other intoxicants or narcotics. A person convicted of a violation of this section, in addition to the penalty imposed for the misdemeanor, shall be barred from further use of the facilities. (Business and Professional Code, Section 25608).



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20. No structures may be erected or assembled on District premises nor may any electrical, mechanical, or other equipment be brought thereon unless authorized.

21. No activity shall be conducted which constitutes a violation of any federal, state, or local law.

22. The District is not responsible for articles left on District property.

23. Use of facilities for dances shall be subject to additional fees as determined by the District.

24. The District reserves the right to cancel facility use permits at any time without notice.

25. The District reserves the right to reject at any time an application for use of District facilities from any organization which proposes an activity which could cause potential

damage or which the District determines would not be in the best interests of the District or the community.

26. No food or drinks will be allowed in classrooms or meeting rooms, including the gymnasium and dance studio, without prior approval from the Superintendent/President or designee.

NON-PROFIT FACILITY FEE SCHEDULE

FACILITY	CAPACITY	DIRECT COST Includes utilities and admin. costs	MINIMUM 4 Hr Base M-F/ Sat-Sun-H	HOURLY (cost over 4-hr base) M-F/ Sat-Sun-H	FEE INCLUDES
Standard Classroom	25-45	\$3/hr*	\$15/\$25	\$5/\$10	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
Hum 15 & 16	55	\$5/hr*	\$20/\$30	\$7.5/\$10	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
Music 1 Bus 5 AH 12 ART 10 Sci 18	125 85 72 60 65	\$7/hr*	\$25/\$35	\$10/\$15	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
AD 8 (Dining Room)	45	\$3/hr*	\$15/\$30	\$5/\$7.5	Banquet tables and chairs, chalkboard, rest rooms, and personnel to open/close. No access to kitchen.
Board Room	50	\$5/hr*	\$20/\$30	\$7.5/\$10	8' tables, chairs, conference/speaker equipment. Restrooms available.
Staff Lounge	30	\$3/hr*	\$15/\$30	\$5/\$10	8' tables, chairs. No rest rooms.

\* Utility rates are subject to change and will vary depending upon time of the year and whether it is necessary to heat or cool an entire building for the scheduled use. Set-up/breakdown, cleaning, security, parking, etc., are examples of additional direct costs.

ATHLETIC FACILITIES - NON-PROFIT RATES

ALL CHARGES FOR ATHLETIC FACILITIES REFLECT A FOUR (4) HOUR MINIMUM, unless otherwise noted. Hourly rates are applied in excess of the four (4) hour minimum.

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FACILITY	CAPACITY	DIRECT COST	MINIMUM 4 Hr Base M-F/ S-S / H	HOURLY (cost over 4-hr base) M-F/ S-S -H	FEE INCLUDES
PE 1-Auxiliary Gym	100	\$5/hr*	\$25/\$40	\$10/\$15	Personnel to open/close.
GYM 6 – Dance Studio	40	\$5/hr*	\$20/\$35	\$5/\$7.5	Personnel to open/close.
GYM 10–Tennis Courts	10 courts	\$2/hr	\$10/\$15	\$5/\$10	Access to courts.
GYM 11 – Fields Baseball	1 game 2 games	\$5/hr	\$35/\$50 \$65/\$85	\$10/\$20	Field preparation, bases. Personnel to open/close.
Softball, Soccer, Track		\$2/hr	\$20/\$30	\$10/\$15	Access to field.
Locker Rooms/ Rest rooms		\$3/hr*	\$20/use	N/A	Includes showers. User must provide own towels. User will be charged for any damage sustained.
CAMPUS GROUNDS	Minimum Charge of \$25. \$25 for restrooms				

VVC does not have any track equipment. Weight Training Room and equipment/supplies are not available to non-athletic department users.  
ACCESS TO RESTROOMS – will include a one-hour custodial cleanup charge of \$20. SPECIAL PREPARATION OF GYM OR FIELDS – will be charged a minimum of \$20 per hour per custodian or as determined by the District designee (i.e. \$100 per athletic field to stripe for use)

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COMMERCIAL / PROFIT - FACILITY FEE SCHEDULE

FACILITY	CAPACITY	DIRECT COST Includes utilities and admin. costs	MINIMUM 4 Hr Base  M-F/ Sat-Sun-H	HOURLY (cost over 4-hr base) M-F/ Sat-Sun-H	FEE INCLUDES
Standard Classroom	25-45	\$3/hr*	\$50/\$60	\$15/\$20	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
Hum 15 & 16	55	\$5/hr*	\$60/\$70	\$20/\$25	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
Music 1 Bus 5 AH 12 ART 10 Sci 18	125 85 72 60 65	\$7/hr*	\$70/\$80	\$25/\$30	Seating, use of chalkboard, media equipment in room, rest rooms, and personnel to open/close.
AD 8 (Dining Room)	45	\$3/hr*	\$50/\$60	\$15/\$20	Banquet tables and chairs, chalkboard, rest rooms, and personnel to open/close. No access to kitchen.
Board Room	50	\$5/hr*	\$60/\$70	\$20/\$25	8' tables, chairs, conference/speaker equipment. Restrooms available.
Staff Lounge	30	\$3/hr*	\$50/\$60	\$15/\$20	8' tables, chairs. No rest rooms.

\* Utility rates are subject to change and will vary depending upon time of the year and whether it is necessary to heat or cool an entire building for the scheduled use. Set-up/breakdown, cleaning, security, parking, etc., are examples of additional direct costs.

ATHLETIC FACILITIES: COMMERCIAL - PROFIT RATES

ALL CHARGES FOR ATHLETIC FACILITIES REFLECT A FOUR (4) HOUR MINIMUM, unless otherwise noted. Hourly rates are applied in excess of the four (4) hour minimum.

FACILITY	CAPACITY	DIRECT COST	MINIMUM 4 Hr Base  M-F/ S-S / H	HOURLY (cost over 4-hr base) M-F/ S-S -H	FEE INCLUDES
GYM 1-Auxiliary Gym	100	\$5/hr*	\$70/\$80	\$25/\$30	Personnel to open/close.
GYM 6 – Dance Studio	40	\$5/hr*	\$60/\$70	\$20/\$25	Personnel to open/close.
GYM 10–Tennis Courts	6 courts	\$1/hr	\$30/\$40	\$10/\$15	Access to courts.
GYM 11 – Fields Baseball	1 game 2 games	\$2/hr	\$100/\$125 \$150/\$175	\$35/\$40	Field preparation, bases. Personnel to open/close.
Softball, Soccer, Track		\$2/hr	\$50/\$60	\$15/\$20	Access to field.
Locker Rooms/ Rest rooms		\$3/hr*	\$30 per use	N/A	Includes showers. User must provide own towels. User will be charged for any damage sustained.
CAMPUS GROUNDS	Minimum Charge of \$50. \$45 to open rest room.				

VVC does not have any track equipment. Weight Training Room and equipment/supplies are not available to non-athletic department users.  
ACCESS TO RESTROOMS – will include a one-hour custodial cleanup charge of \$20. SPECIAL PREPARATION OF GYM OR FIELDS – will be charged a minimum of \$20 per hour per custodian or as determined by the District designee (i.e. \$100 per athletic field to stripe for use)

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE SERVICES

Chapter 6

Civic Center and other Facilities Use

AP 6700

**Rate Schedule**

**PERFORMING ARTS CENTER**

Victor Valley College  
18422 Bear Valley Road  
Victorville, CA 92392  
(760) 245-4271

**CAPACITY:** 493

**DEPOSIT/MINIMUM BASIC CHARGE:**

The deposit/minimum basic charge is to be remitted at the time the signed contract is returned to Victor Valley College, at least TWO WEEKS prior to the event. It will be the sole discretion of the Victor Valley Community College District whether to cancel the event if the contract and deposit are not received. The charges accrued during your event will be subtracted from this deposit/minimum basic charge, and you will be invoiced for any charges exceeding this amount. In the event your charges amount to less than the deposit/minimum basic charge, no refund will be made, since this is the minimum charge for using the facility.

**INSURANCE:**

All Performing Arts Center (PAC) users MUST PROVIDE A CERTIFICATE OF INSURANCE in the amount of one million dollars (\$1,000,000) at least TWO WEEKS prior to the scheduled event. If a valid certificate of insurance is NOT on file at least two weeks prior to the event, it will be the sole discretion of the Victor Valley Community College District whether or not to cancel the event. If the event is canceled 50% of the deposit will be charged.

**RENTAL FEES:**

**Category I: Seminar Rate**

A Deposit/Minimum Basic Charge of \$250 shall be paid by organizations, clubs, or associations serving the recreational, educational, political, economic, artistic, or moral activities of the community whether or not dues, contributions, or admissions are accepted. This category is applicable when two (2) or less technical staff members are required. Additional charges shall be made for additional services, personnel, or equipment required by the Licensee.

Deposit/Minimum Basic Charge.....	\$250.00
Usage Rate.....	\$75 per hour
HOLIDAY/Overtime Usage Rate.....	\$150 per hour
Penalty Charge(s).....	Refer to Special Charges Section

**Category II: Production Rate Non-Profit Organizations**

A Deposit/Minimum Basic Charge of \$500.00 shall be paid by non-profit organizations. Entertainments, meetings, etc. not qualifying for the Category I: Seminar Rate, or when admission fees are charged or contributions solicited and such receipts are expended for the welfare of students or for charitable purposes. A non-profit identification number, issued by the U.S. Internal Revenue Service, must be presented at the time of deposit. This category is applicable when more than two (2) and a maximum of four (4) technical staff members are required. Additional charges shall be made for additional services, personnel, or equipment required by the Licensee.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

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Chapter 6

**Civic Center and other Facilities Use**

**AP 6700**

Deposit/Minimum Basic Charge.....	\$500.00
Usage Rate.....	\$120.00 per hour
HOLIDAY/Overtime Usage Rate.....	\$195.00 per hour
Penalty Charge(s).....	Refer to Special Charges Section

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE SERVICES

Chapter 6

Civic Center and other Facilities Use

AP 6700

**Category III: Production Rate Profit-Making Organizations**

A Deposit/Minimum Basic Charge of \$650.00 shall be paid by organizations, entertainments, or meetings not qualifying for the Category I: Seminar Rate or Category II: Production Rate Non-Profit Organizations, or when admission fees are charged or contributions solicited and such receipts are not expended for the welfare of the students or for charitable purposes. This category is applicable when more than four (4) technical staff members are required. Additional charges shall be made for additional services, personnel, or equipment required by the Licensee.

Deposit/Minimum Basic Charge.....	\$650.00
Usage Rate.....	\$135.00 per hour
HOLIDAY/Overtime Usage Rate.....	\$210.00 per hour
Penalty Charge(s).....	Refer to Special Charges Section

**ADDITIONAL LABOR CHARGES:**

1. Additional technicians and crew members.....	\$10 per hour
2. House Personnel (ushers).....	\$10 per hour
3. Lobby reception Custodial Charge/Refreshments.....	\$25.00 per event
4. Green Room clean-up.....	\$15.00 per event
5. Additional clean-up.....	\$50.00 per event

**ADDITIONAL CHARGES REQUIRING LABOR AND TECHNICIAN SUPPORT**

1. Additional microphone (beyond three).....	\$5.00 each
2. Sound equipment (beyond public address).....	\$6.00 per item
3. Movable on-stage speakers.....	\$5.00 pair
4. Record performance (archival only).....	\$10.00 per event
5. Record effects, mood music, etc. ....	\$15.00 plus labor
6. Use of movie projectors.....	\$15.00 per event
7. Use of slide projector.....	\$5.00 per event
8. Use of video playback system.....	\$20.00 per event
9. Use of overhead projector.....	\$10.00 per event
10. Use of Grand piano.....	\$25.00 per event
11. Grand piano tuning fee.....	Estimated fee \$90.00 or as charged
12. Upright piano tuning fee.....	Estimated fee \$80.00 or as charged
13. Upright piano set into orchestra pit.....	\$25.00 per event, plus labor
14. Orchestra pit filler section:	
a. Remove all sections.....	\$30.00 per event, plus labor
b. Remove partial sections.....	\$15.00 per event, plus labor
c. Raise all sections.....	\$40.00 per event, plus labor
d. Raise partial sections.....	\$25.00 per event, plus labor
15. Disposal of equipment, props, etc. ....	\$25.00 per event

**SPECIAL CHARGES**

1. Cancellation of performance	2 weeks prior to event,	50% charge
Of preliminary charges or rental charges	1 week, prior to event,	75% charge
2. The PAC staff, in conjunction with the Director of Auxiliary Services, is charged with the direction of community use of the facility, and at their discretion, may establish additional charges for uses not defined herein because of unusual needs.		

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE SERVICES

Chapter 6

**Civic Center and other Facilities Use**

**AP 6700**

3. During national/state/or college holidays (as published each year by Victor Valley College), a TIME-AND-A-HALF additional fee shall be charged for use of Victor Valley College facilities.
4. If, at the discretion of the Performing Arts Center staff, the type of event scheduled is such that security and/or a security deposit is needed, the cost shall be passed on to the Licensee.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE SERVICES

Chapter 6

Civic Center and other Facilities Use

AP 6700

MAIN GYMNASIUM

Insurance

All gym users must provide a certificate of insurance in the amount of one million dollars (\$1,000,000) at least two weeks prior to the scheduled event. If a valid insurance certificate is not on file at least two weeks prior to the event, it will be the sole discretion of the Victor Valley Community College District whether or not to cancel the event. **For some events, where the probability of injury is unusually high, additional insurance may be required.**

**Rental Fees**

PURPOSE OF CHARGE	NONPROFIT ORGANIZATION	PROFIT-MAKING/ PROFESSIONAL ENTERTAINMENT ORGANIZATIONS	PUBLIC ENTITIES
Minimum Base Charge  Fee includes use of facility; utilities; gym manager; technical support; use of sound system/score board; rest rooms; dressing rooms; showers; personnel to open/close; parking.	\$725 per day	\$1,000 per day	
Personnel (minimum): Technician Gym Mgr	\$20 per hour \$25 per hour	\$20 per hour \$25 per hour	(4-hour base min) \$20 per hour \$25 per hour
Utilities	\$150 per day	\$150 per day	\$150 per day
Security 1 officer: 500 people	\$35 per hour/officer	\$35 per hour/officer	\$35 per hour/officer
Ticket Seller	\$10 per hour	\$10 per hour	\$10 per hour
Ticket Taker	\$10 per hour	\$10 per hour	\$10 per hour
Set up/Breakdown	\$20 per hour/person	\$20 per hour/person	\$20 per hour/person
Custodian	\$20 per hour (4-hr base min)	\$20 per hour (4-hr base min)	\$20 per hour (4-hr base min)

Gym Seating Capacity: 2,008  
Main gym floor: 1,510  
Mezzanine (upstairs): 498



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
 ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE SERVICES

Chapter 6

Civic Center and other Facilities Use

AP 6700

Student Activities Center

Conference Center:	Capacity	Initial per hour cost*
Room A	15	\$20
Room B	35	\$40
Room C	60	\$65
Room D	25	\$30
Quiet Room	15	\$20
Food Court	300	\$250
Faculty/Staff Dining Room	45	\$50
Rooms A & B		\$50
Rooms B & C		\$90
Rooms C & D		\$80
Rooms B, C & D		\$110
Rooms A, B, C & D		\$125

\* Includes standard set-up of tables and chairs, overhead projector and screen, and when necessary, sound system.

Second hour – 75 percent of cost of first hour

Third hour – 50 percent charge of first hour

Fourth hour – 40 percent of first hour

\*Each subsequent hour will be billed at the fourth hour rate.

Special set-ups: Set-up and take down costs are \$10 per hour per worker, hours are rounded to the hour and a minimum charge of \$20.

Additional charges: Cleaning: \$20 per hour per custodian will be charged. Parking: \$.50 per anticipated attendee.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE SERVICES

Chapter 6

**Civic Center and other Facilities Use**

**AP 6700**

**COMMERCIAL USE OF FACILITIES**

Where the Superintendent/President has approved use of facilities to commercial users, utility and full rental fees will be charged. These fees will also be charged to agencies which conduct an education program and an admission fee is charged, or where voluntary contributions are solicited. Additional fees for special equipment or services shall be charged to the sponsoring group.

A twenty-five percent (25%) deposit must be paid at the time the agreement is approved (this requirement may be waived for public agencies). This deposit is not refundable for groups that subsequently cancel their request, but it is applied to the total fee. If the college cancels the activity, the full refund will be made.

All fees must be paid at least three (3) working days prior to the event.

Organizations will be liable for any damage to or destruction of District property beyond the normal wear and tear as determined by the District.

**CHARGES FOR COMMERCIAL USE**

Fair rental value (utilities, administrative fees, and rent) will be charged to organizations not qualifying for nonprofit status, or where admission fees are charged or contributions are solicited and where net receipts of admission fees or contributions do not directly benefit the District. Education Code 82530 requires that the District assess these fees for the use of facilities by a church or other religious organization when the requested use of the facility is for conducting religious services. Hence churches and other religious organizations are not eligible for free facility, notwithstanding the provisions stated above and must pay basic charges.

**PROCEDURE FOR REQUESTING FACILITY USE**

Application is to be submitted to the Director of Auxiliary Services, Victor Valley Community College 18422 Bear Valley Road Victorville, CA 92395. (760) 245-4271 extension 2395, Fax (760) 241-5723.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

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Chapter 6

**Civic Center and other Facilities Use**

**AP 6700**

OFF-CAMPUS USERS OF VIDEOCONFERENCE SERVICES  
RATE SHEET

This Videoconference Rate Sheet is for videoconference services which use a Bridge to facilitate Point-to-Point connection between one Victor Valley College (VVC) videoconference facility, also referred to as the near-end, and one off-campus videoconference facility using compatible equipment, also referred to as the far-end. The service provides live, interactive video and audio communication between near end and far end users.

VIDEOCONFERENCE SERVICE FEES

*1 hour minimum (*with 30 minute no charge grace)	\$165
(Includes cost-free to user grace period up-to 30 minutes for continuation of services beyond the 1 <sup>st</sup> hour)	
Each additional hour	\$65

\*Additional 1 hour is charged if services extend beyond grace period.

Fees to include:

On-site Technical Operator  
Parking permit  
Campus Site Map and Videoconference Facility User Guide

Use of:

Polycom adaptive send/receive videoconferencing equipment  
Adaptive send/receive user table  
Wireless lavalier microphone  
Telephone  
FAX

ADDITIONAL FEES

Cancellation Charge	\$65
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(applies only if written notification of cancellation is not received within 36 hours of event)

\*Grace period of up-to 30 minutes applies only to 1 hour minimum fee.

This document accompanies and is not meant to replace any portion of the Victor Valley College ADMINISTRATIVE PROCEDURE FOR NON-INSTRUCTIONAL USE OF COLLEGE FACILITIES. Please refer to that document for non-instructional facilities use information and guidelines.

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 7100  
COMMITMENT TO DIVERSITY

TO THE BOARD OF TRUSTEES:

The College Assembly accepted for first reading the revised Board policy 7100 with the recommended changes from CCLC, regarding Commitment to Diversity, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 7100, Commitment to Diversity with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

HUMAN RESOURCES

Chapter 7

**Commitment to Diversity**

**BP 7100**

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

Reference: Education Code Section 87100 et seq.

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 7120  
RECRUITMENT AND SELECTION

TO THE BOARD OF TRUSTEES:

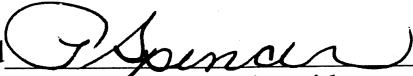
The College Assembly accepted for first reading the revised Board policy 7120 with the recommended changes from CCLC, regarding Recruitment and Selection, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 7120, Recruitment and Selection, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

HUMAN RESOURCES

Chapter 7

**Recruitment and Selection**

**BP 7120**

The superintendent/president shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An **Equal Employment Opportunity** plan shall be implemented according to Title 5 and Board Policy 3420.

Academic employees shall possess the minimum qualifications prescribed for their positions by the board of governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with board policies and procedures regarding the academic senate's role in local decision making.

The criteria and procedures for hiring classified employees shall be established after first affording the classified bargaining unit an opportunity to participate in the decisions under the board's policies regarding local decision making.

Reference: Education Code Section 70902(d); Education Code Section 87100 et seq.;  
**Title 5**, Section 53000, et seq.; Accreditation Standard III.1.A

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 7210  
ACADEMIC EMPLOYEES

TO THE BOARD OF TRUSTEES:

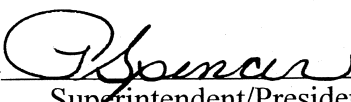
The College Assembly accepted for first reading the revised Board policy 7210 with the recommended changes from CCLC, regarding Academic Employees, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 7210, Academic Employees, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed   
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
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Chapter 7

**Academic Employees**

**7210**

Academic employees are all persons employed by the district in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the board of governors for the California Community Colleges.

Faculty members are those employees who are employed by the district in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The board reserves the right to determine whether a faculty member shall be granted tenure.

The district may employ temporary faculty from time to time as required by the interests of the district. Temporary faculty may be employed full time or part time. The board delegates authority to the superintendent/president to determine the extent of the district's needs for temporary faculty.

Notwithstanding this policy, the district shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and ~~the Title 5 required district five-year plan~~ for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

Reference: Education Code Sections 87400 et seq; 87419.1; 87600 et seq.; **87482.8** Title 5, Section 51025

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 7240  
CONFIDENTIAL EMPLOYEES

TO THE BOARD OF TRUSTEES:

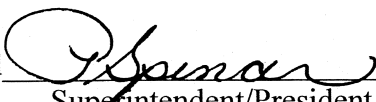
The College Assembly accepted for first reading the revised Board policy 7240 with the recommended changes from CCLC, regarding Confidential Employees, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 7240, Confidential Employees, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

HUMAN RESOURCES

Chapter 7

**Confidential Employees**

**BP 7240**

Confidential employees are those who **are required to develop or represent management positions with respect to employer-employee relations and whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.** The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the board in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the superintendent/president. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers and reassignments.

Reference: Government Code Section 3540.1(c)

See Administrative Procedures [ ].

SUPERINTENDENT/PRESIDENT

MARCH 28, 2006

TOPIC: FIRST READING, REVISED BOARD POLICY NO. 7370  
POLITICAL ACTIVITY

TO THE BOARD OF TRUSTEES:

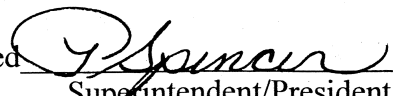
The College Assembly accepted for first reading the revised Board policy 7370 with the recommended changes from CCLC, regarding Political Activity, at its February 21, 2006 meeting by unanimous vote. After a second reading at its March 7, 2006 meeting, the College Assembly accepted the board policy by unanimous vote.

Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the board accept for first reading the revised Board Policy No. 7370, Political Activity, with the recommended changes from CCLC.

REFERENCE FOR AGENDA: Yes

Signed  \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD POLICY

HUMAN RESOURCES

Chapter 7

**Political Activity**

**BP 7370**

Employees shall not use district funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Reference: Education Code Sections 7054; 7056; **Government Code Section 8314**

Board adopted 9/11/01

Approved by College Assembly for first read 3-7-06 (with recommended changes from CCLC)

INSTRUCTION

MARCH 28, 2006

TOPIC: OUT OF STATE TRAVEL - NURSING

TO THE SUPERINTENDENT/PRESIDENT:

Authorization is requested from the Board of Trustees to allow Maggie Keil, nursing instructor, and Tamara Behm nursing student/CNSA president, to attend the National Student Nurses Association Annual Convention in Baltimore, Maryland, on April 5-9, 2006.

Fiscal Impact: None to the District. The cost of \$1,835 associated with this travel will be paid by the Associated Student Body.

RECOMMENDATION:

It is recommended that the Board of Trustees approve of out-of-state travel for Maggie Keil and Tamara Behm to attend the National Student Nurses Association Annual Convention in Baltimore, Maryland, on April 5-9, 2006.

REFERENCE FOR AGENDA: YES

Signed: *R. Rystowsky*  
Interim Deputy Superintendent/Executive  
Vice President, Instruction

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: *R. Spencer*  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

RECEIVED

MAR 09 2006



Tamara Behm  
CNSA President  
VVC Chapter

Nick Paresi and Distinguished Board Members-

This is a letter asking for your approval for myself as a student and my faculty advisor to make a trip out of state for our National Convention in Baltimore, MD. Maggie Keil and I are planning on attending the National Student Nurses Convention April 5-9. This convention is for nursing students and faculty to attend lectures, board exam reviews, and meet potential employers across the nation. Our chapter of CNSA voted to allow Maggie Keil and myself, Tamara Behm, to attend this convention with the monies in our fund. There will be no fiscal impact on Victor Valley College or the District. We would represent the Victor Valley well with the utmost professionalism on our trip. I ask that you would please approve this opportunity for us both, so that we may grow in the nursing profession.

Sincerely,

Tamara Behm  
CNSA President

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Maggie Keil  
 Name of Conference/Workshop: NSNA National Convention  
 Location of Conference/Workshop: Baltimore, MD  
 Date(s) of Conference/Workshop: April 5-9 2006

### Travel Authorization/Funding Request

#### Estimated Cost of Attendance

Meals (\$35 per day max) \$ 175  
 Mileage \_\_\_\_\_ @ \$ \_\_\_\_\_ per mile: \_\_\_\_\_  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?   360  
 Registration: To be prepaid?   85  
 Lodging/Hotel: To be prepaid?   290  
 Other: \_\_\_\_\_ To be prepaid?   \_\_\_\_\_  
**TOTAL ESTIMATED COST OF TRAVEL:** \$ 910

#### NOTES:

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

Staff Development Funding Guidelines are explained on the reverse of this form.

Requisition # 3/8/06 12699 P.O.# \_\_\_\_\_

Maggie D. Keil 3/8/06  
 Signature of Attendee Date

#### APPROVAL TO ATTEND:

[Signature] 3/8/06  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

#### Please Indicate Budget Approval

- [Signature] 3/8/06  
 Budget Account Manager Signature Date
- FOUNDATION ACCOUNT  
 Department Budget Account # (12 digits) \$ Approved
- \_\_\_\_\_  
 Faculty Travel Date Faculty Travel # \$ Approved
- \_\_\_\_\_  
 Staff Development Date Staff Dev # \$ Approved

### Processing Instructions - Travel Authorization/Funding Phase

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

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

### Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

#### Transportation

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

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

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

Date	Brkfst	Lunch	Dinner	#People	\$

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

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

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

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

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

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

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

### Processing Instructions - Reimbursement Request Phase

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



STUDENT SERVICES

MARCH 28, 2006

TOPIC: ACCREDITATION PROGRESS REPORT

TO THE SUPERINTENDENT/PRESIDENT:

At the time the District received a new, six-year accreditation, the District was required to submit a progress report outlining the progress made for the seven recommendations included in the Accrediting Commission's final report. Over the Summer 2005 and the first few months of the Fall 2005, the District organized into seven writing teams to address each of the seven recommendations. These teams were comprised of faculty, staff, management, and students. The final progress reports for each of the recommendations received broad input from the campus including a review of the overall final report by College Assembly. The final progress report was approved by the Board of Trustees on October 11, 2005 and sent to the Accrediting Commission. At the January 11-13, 2006 meeting of the Accrediting Commission, the report was rejected by the Commission. In subsequent conversations with Commission staff, the District was informed that the Commission did not like the format of VVC's report and that the report contained unnecessary information. The District was directed to submit a revised progress report that focuses only on progress made toward the recommendations since the initial, comprehensive visit in March 2005. Additionally, the District was directed to report only on recommendations 1-3.

The revised progress report is presented to the Board for approval prior to submission to the Accrediting Commission.

Fiscal impact: None

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revised progress report.

REFERENCE FOR AGENDA: YES

Signed: W. J. Fuller  
Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: P. Sincis  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

INFORMATION ONLY \_\_\_\_

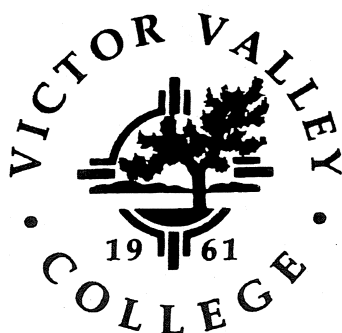
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**PROGRESS REPORT  
MARCH 28, 2006**

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**ACCREDITING COMMISSION FOR  
COMMUNITY AND JUNIOR COLLEGES**

**WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES**



**VICTOR VALLEY COLLEGE  
18422 BEAR VALLEY ROAD  
VICTORVILLE, CA 92395**

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## **STATEMENT OF REPORT PREPARATION**

Victor Valley College is pleased to submit this progress report in response to the request from the Accrediting Commission to address progress made on three of the seven recommendations from the comprehensive visit in March 2005. The College submitted a previous progress report in October 2005 that was rejected by the Commission at its January 11-13, 2006 meeting. In preparing the October 2005 progress report, the College went to great lengths to ensure that the report preparation involved broad participation and input. The College was unable to replicate this broad participation and input for this current progress report due to the short timeline for submission. However, this current report is more of a revision of the initial October 2005 report, focusing on institutional progress made since the comprehensive visit in March 2005.

This current progress report was drafted by members of the President's Cabinet in consultation with appropriate campus personnel and constituencies. The report was reviewed by the College Assembly (VVC's shared governance body) for input. A draft of the progress report was posted on the college web site. All college staff members were notified by email of the availability of the report and they were invited to provide input as well.

The final version of the report was approved by the Board of Trustees at its March 28, 2006 meeting <pending Board action>.

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Patricia A. Spencer, Ph.D.  
Superintendent/President

**BOARD OF TRUSTEES APPROVAL**

STUDENT SERVICES

MARCH 28, 2006

TOPIC: ACCREDITATION PROGRESS REPORT

TO THE SUPERINTENDENT/PRESIDENT:

At the time the District received a new, six-year accreditation, the District was required to submit a progress report outlining the progress made for the seven recommendations included in the Accrediting Commission's final report. Over the Summer 2005 and the first few months of the Fall 2005, the District organized into seven writing teams to address each of the seven recommendations. These teams were comprised of faculty, staff, management, and students. The final progress reports for each of the recommendations received broad input from the campus including a review of the overall final report by College Assembly. The final progress report was approved by the Board of Trustees on October 11, 2005 and sent to the Accrediting Commission. At the January 11-13, 2006 meeting of the Accrediting Commission, the report was rejected by the Commission. In subsequent conversations with Commission staff, the District was informed that the Commission did not like the format of VVC's report and that the report contained unnecessary information. The District was directed to submit a revised progress report that focuses only on progress made toward the recommendations since the initial, comprehensive visit in March 2005. Additionally, the District was directed to report only on recommendations 1-3.

The revised progress report is presented to the Board for approval prior to submission to the Accrediting Commission.

Fiscal impact: None

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revised progress report.

REFERENCE FOR AGENDA: YES

Signed: \_\_\_\_\_  
Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: \_\_\_\_\_  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

INFORMATION ONLY

## **RESPONSE TO THE REQUEST OF THE ACCREDITING COMMISSION IN**

### **THE ACTION LETTER (March 3, 2006)**

#### **RECOMMENDATION 1: Improving Institutional Effectiveness**

**"The team recommends that the College provides evidence that it assesses progress toward achieving its goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. This continuing cycle should include long-term master planning; short-term strategic planning, including technology planning; and an effective, institutionalized program review process. When fully implemented, this cycle of planning, evaluation and program improvement should result in the creation of a culture of research and evidence that supports all of the college's decision-making processes (Standard IB.3, IB.4, IB.5, IB.6, IB.7; Standard IIA.1, IIA.2, IIB.3, IIB.4, IIC.2; and Standard IIIA.6, IIIB.1, IIIB.2, IIIC.2, IIID.1, IIID.2g, IIID.3)."**

#### **Progress and accomplishments**

The College has made progress toward an institutional effectiveness model of decision-making that includes an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation (integrated planning). The following provides a description of progress made, what has been accomplished, and what remains to be done since the comprehensive evaluation visit in March 2005.

In order to make significant progress toward a model of institutional effectiveness, the College recognized that it was necessary to provide additional resources devoted to these efforts. One of the key steps toward this model of institutional effectiveness is the creation of a position to provide college-wide leadership, coordination, and management for institutional research, planning, and evaluation. The position of Executive Dean, Institutional Effectiveness was created and advertised in December 2005 (evidence: 1a). The search committee is currently screening applications with a goal of a successful candidate starting July 1, 2006, or earlier. Additionally, through collaborative efforts with the Title V grants which address activities related to data collection and analysis of student

outcomes, a full-time research analytical technician is currently in recruitment and the position should be filled by May 2006 (evidence: 1b). The assessment of progress toward goals and objectives requires the collection of considerable data and subsequent analysis of data. The data and evidence from assessment then provides a foundation for making decisions that can improve institutional effectiveness. These positions, when filled, will enhance the College's ability to develop and implement comprehensive and centralized assessment strategies that support decision-making and lead to institutional improvement.

A second important step toward integrated planning was taken when in July 2005 the College contracted with the architectural firm of Carrier-Johnson to assist in the development of the College's long-range educational and facilities master plan (evidence: 1c). This plan will guide the College and identify the College's instructional direction and facilities needs over the next ten to twenty years. The plan will include all of the areas of integrated planning including current building condition assessment; facilities capacity based on growth projections; utilities capacity study, parking study, road and transportation study, geological study, as well as assistance with the development of a new Education Master Plan. The College is committed to being a responsible member of the world community by committing to the development of a sustainable community which includes renewable energy sources. A Facilities Focus Group consisting of members from key constituent groups meets regularly and these meetings are often attended by staff from Carrier-Johnson and staff from subcontractor CCS, an education planning firm. The Facilities Focus Group guides the development of the education and facilities master plan. Campus "planning forums" are scheduled for the week of March 20-24 where all members of the campus community will have an opportunity to provide input into the Education and Facilities Master Plan. An education and facilities master will serve as a lynchpin in a cycle of planning and evaluation that leads to decision-making and institutional improvement.

The College has formed a President's Blue Ribbon Advisory Group comprised of faculty, classified staff, students, managers, Foundation members, and community constituency groups such as representatives from local government, area schools, real estate and development, and business. Currently planned for April 12, 2006, input will be gathered from this group on what and how to integrate into the college planning for the 1) local educational and training needs as identified in community planning processes; and 2) joint use facilities and resources development.

A third important step toward integrated planning was the implementation of "unit planning" for resource allocation in the 2005-06

fiscal year. This was a first attempt to truly integrate evaluation and planning with resource allocation for budget development. By April 29, 2005, each unit sent its Unit Plan to the appropriate supervisor, either the President or a Vice President. The Vice Presidents, working with their own leadership teams, developed a Division Plan for each of the three main college areas of instruction, student services and administrative services. Each division worked with the Unit Plans and created an integrated and prioritized Divisional Plan. The Divisional Plans were then forwarded to the shared governance committee known as BRIC (Budget Resource Identification Committee) where they were integrated and prioritized for the purpose of making resource allocation decisions on a college-wide, prioritized basis. Unit plans for those departments reporting directly to the President (Human Resources, Public Information and Governmental Relations) were also submitted to BRIC and were integrated into the process as well.

BRIC developed a list of approximately twenty-five prioritized items for submission to the Cabinet. The Cabinet includes the President, the Deputy Superintendent and Vice President for Instruction, the Vice President for Student Services, the Vice President for Administrative Services, the Director of Human Resources and the Director of Public Information and Governmental Relations. The Cabinet accepted the BRIC recommendations with a few minor changes which added funding for instructional growth supplies and materials and for staff development. The recommendations from BRIC were forwarded to the Vice President for Administrative Services to be included in the Final Budget for 2005-2006.

In total, approximately \$500,000 was identified for new allocations that included the twenty-five prioritized items from BRIC, six priority classified positions, and three faculty positions for the spring 2006 semester (pending adoption and implementation of the hiring prioritization criteria guidelines).

Based on evaluation of the "unit planning" process utilized for the 2005-2006 budget development for 2006-2007, a modified version of the "unit planning" process is being implemented and is now titled "Annual Planning and Budget Augmentation Process." This revised process was approved by the Academic Senate and President's Cabinet in December 2005. New forms and a revised budget development calendar were developed to facilitate this process (evidence: 1d). This budget development process is an excellent example of planning and evaluation leading to decisions about resource allocation.



Since the accreditation site team visit, the Program Review Committee has taken a fresh look at the program review process with two significant goals. The first goal is to integrate program review with the planning, resource allocation, and evaluation cycle. The second goal is to develop a "mini" program review that can be completed annually to support the planning and resource allocation cycle. The "mini" program review will update the measurable data of the full program review and provide goals that will then drive the resource prioritization and allocation process. As part of the revised program review (evidence: 1e), the College has adopted the theme of "key indicators of excellence." Each instructional and noninstructional program will be asked to select the key indicators that will identify the successful achievements and appropriate use of resources to meet goals and objectives. The College is currently in the process of testing the new program review with two instructional programs to determine how to achieve the goal of a fully integrated, cyclical process of evaluation, integrated planning, resource allocation, implementation, and reevaluation.

A mechanism for evaluating the program review process has been developed. Upon completion of the program review process, reviewers are asked to complete a survey that gathers their impressions and opinions about the value and usefulness of the process (evidence: 1f). The College is committed to assessing the effectiveness of its program review process and will ensure that program review evaluations will be conducted for program reviews conducted in 2006-07 and beyond.

A draft technology plan has been developed to establish a strategic vision which will facilitate the creation of goals, guidelines, standards, and policies for the acquisition, use, management, and maintenance of technology used by students, faculty, administration, and staff. In recent years, technology growth, specifically computer and network technologies, has accelerated at an exponential pace. This plan when finalized will provide a strategy guideline for the acquisition, distribution, use, and maintenance of the technological resources at VVC. This document is not static and will be extended to include any new technology that may affect current systems as well as new systems employed to perform the mission of Victor Valley College. This document is meant to provide a district-wide strategy to meet the growing technological needs of the campus community. Alignment with the Education Master Plan is imperative in order to consider the technology plan and its implementation a success. This document will be integrated into the planning process with Carrier-Johnson. The technology plan is an example of assessment and evaluation that leads to planning and ultimately to decision-making for the effective use of technology to support the mission, goals, and purposes of the College (i.e., institutional improvement).

This month, the College Assembly will deliberate about the creation of new shared governance Technology Planning Committee that will provide recommendations to the President on the future technology directions for the college (evidence: 1g). That committee will be comprised of faculty, managers, classified and student members. Some of the issues to be considered are the future use of technology on campus, the acquisition and support of technology, the College's direction with on-line learning, and many other important issues. This committee will facilitate the finalization of the technology plan and the integration of technology planning with the overall education and facilities master plan.

The new Datatel system has provided many challenges and holds great promise for the future and will be an integral part of the College's institutional effectiveness program. The College is currently developing a data warehouse that will convert the data from the Datatel Colleague system into a database that can be queried for information that will support the cyclical process of evaluation, integrated planning, resource allocation, implementation, and reevaluation.

The College is also gearing up for implementation of regulatory provisions promulgated by AB 1417, the performance accountability program. Many of the data elements that will be collected and analyzed as part of this program will be the same data the College will use to assess outcomes. This ability to make data-based decisions from evidence and outcomes in relationship to predetermined key indicators will provide a strong roadmap for improving institutional effectiveness.

#### Future plans summary

- Complete the Education and Facilities Master Plan.
- Complete the hiring process for the positions of Executive Dean, Institutional Effectiveness and Research Analytical Technician.
- Conduct open planning forums for the campus and the community
- Continue to evaluate the effectiveness of the "annual planning and budget augmentation process".
- Continue to evaluate the effectiveness of the revised program review process.
- Establish and convene the Technology Planning Committee.
- Finalize the technology plan and integrate the plan with the overall education and facilities master plan.
- Complete the development and implementation of the data warehouse to support assessment, evaluation, and research efforts.

Evidence for Recommendation 1

- 1a Executive Dean, Institutional Effectiveness position announcement
- 1b Research Analytical Technician position description and position requisition form
- 1c Board of Trustees agenda item for Carrier-Johnson
- 1d Annual Planning and Budget Augmentation forms and information
- 1e Revised program review process
- 1f Program review process evaluation form
- 1g College Assembly agenda item, March 21, 2006

## **RECOMMENDATION 2: Student Learning Outcomes**

**“To meet the standards' focus on ensuring student success and the quality of programs and services, the team recommends the College conducts meaningful, timely, and inclusive dialogue with all campus constituents to identify student learning outcomes at the course, program, and institutional levels. The College should also systematically assess these student learning outcomes and use the results of these assessments for the improvement of institutional effectiveness. (Standard IB.1, IB.4, IB.7; Standard IIA.1c, IIA.2a, IIA.2b, IIA.2e, IIA.2f, IIA.2g, IIA.2h, IIA.2i, IIA.3, IIA.6, IIB.1, IIB.4, IIC.1a; Standard IIIA.1b, IIIA.1c; and Standard IVA.1, IVA.2b, IVB.1b).”**

### **Progress and accomplishments**

Course approval forms utilized in curriculum development have been revised to include a section on student learning outcomes (evidence: 2a). Through the curriculum approval process (new and revised courses), 43 courses have incorporated student learning outcomes since March 2005.

Currently, a summer retreat for 2006 is being planned for the Leadership Team (administrators and managers). Two faculty trainers who are fully trained in developing measurable student outcomes have agreed, as one component of the Leadership Retreat, to provide a workshop for all managers on developing measurable outcomes reflecting support of student learning outcomes.

The College is an active member in the High Desert Pass-16 consortium. This project provides data sharing among the High Desert high schools, Victor Valley College, Barstow College, University of California, Riverside, and California State University, San Bernardino. This data sharing provides the foundation for treatments and remedies designed to increase student learning outcomes. The focus of the High Desert Pass-16 is increasing the percentage of local high school students who assess into college level math. Currently, 97% of local high school students taking the college assessment test do not test into college level math. The College superintendent/president serves on the steering board for the High Desert Pass-16. In addition, other college staff and math faculty participate in the meetings and activities. Treatments are based on improving teacher preparation and identifying and closing the gaps between high school math skill attainment and college level math expectations. Additionally, the gap between a student passing the CAHSSE (California High School Exit Exam) and assessing at college level math, and collaborative meetings of high

school teachers and college math faculty to deconstruct math standards and reconstruct those standards to close the gaps. Future planning includes assessing the success of the model, strengthening the model, transporting it to other schools, and applying the model to English and language skills.

The College is committed to a renewed effort in the development and incorporation of student learning outcomes at the course, program, and institutional levels. During the Spring 2006, a summit on student learning outcomes is being planned so that the College can reorganize its efforts to conduct meaningful, timely, and inclusive dialogue with all constituents in the identification of student learning outcomes. The summit will engage all appropriate campus constituents.

Through a Title V Hispanic Serving Institutions Grant (cooperative) awarded in October 2005, the College has a unique opportunity to "transform" the effectiveness of instructional delivery methods as well as support services for basic skills courses (evidence: 2b). Assessment and evaluation have provided outcomes that demonstrate poor success rates in basic skills courses. The College will now use these results to plan and implement changes to instruction and support services for basic skills courses. A key component of these changes will involve the inclusion of student learning outcomes for basic skills courses. The College is in the initial planning and implementation phases of this HSI grant. Funds (through stipends) have been budgeted to provide opportunities for faculty members to take on special assignments in the evaluation, revision, and implementation of instructional strategies, curriculum, and support services. These special assignments will include a focus on student learning outcomes for basic skills courses. It is anticipated that the results of these efforts might become a model for other instructional and support services areas. The special assignments for faculty will be made available initially during the Spring 2006, the Summer 2006, and the Fall 2006.

Through a separate Title V Hispanic Serving Institutions Grant (individual), efforts are underway during the 2005-06 academic year to infuse culturally-sensitive teaching methods with a goal of improving student persistence and course completion rates. Initially, courses targeted for these efforts are low level math courses and English as a Second Language courses. Data and evidence will be collected through assessment and evaluation strategies. Through analysis of the student outcomes, decisions will be made as to the effectiveness of these efforts.

The College has begun a dialogue on outcomes at the institutional level. An Institutional Effectiveness Task Force was formed in the Fall 2005 and has started the discussion of developing the outcomes, assessing

outcomes, and determining how the results of the assessment will lead to improving institutional effectiveness. It is anticipated that the task force will finalize its work in the Spring 2006 culminating in a recommendation for establishing and implementing outcomes at the institutional level.

In an effort to institutionalize a commitment to student learning outcomes, the evaluation process for administrators and managers was revised to incorporate student learning outcomes as part of both the self-evaluation process and the supervisor's performance evaluation process. All administrators and managers must address how their goals relate to student learning outcomes primarily at the program and institutional levels (evidence: 2c).

#### Future plans summary

- Complete summer retreat for managers on student learning outcomes.
- Continue participation in the High Desert P-16 consortium.
- Schedule student learning outcomes "summit" for Spring 2006 to renew and reorganize for the development and implementation of student learning outcomes.
- Implement strategies and activities from Title V HSI grant related to basic skills and student learning outcomes.
- Finalize development and implementation of measurable outcomes at the institutional level through the Institutional Effectiveness Task Force.

#### Evidence for Recommendation 2

- 2a Course Outline Form
- 2b Title V HSI cooperative grant overview
- 2c Management/Supervisor Performance Self-Evaluation form  
Management/Supervisor Performance Evaluation form

### **RECOMMENDATION 3: Organizational Structure and Staffing**

**“The team recommends that the College evaluates and addresses its organizational structure and staffing needs. The evaluation should include, but not be limited to, technology support, risk management, maintenance and operations, and human resources. The College should take appropriate actions to implement the results of the evaluation and must address the lack of sufficient staffing (Standard IIIC.1d, IIIC.2, IIIA.2 and Standard IVB.2a).”**

#### **Progress and accomplishments**

Since the comprehensive visit in March 2005 and as part of a President’s Cabinet retreat in November 2005, the College’s organizational structure was evaluated. From this assessment and analysis, revisions were made to the College’s organizational structure and the College’s organizational chart was updated (evidence: 3a). The College’s organizational chart is a working document that will be continually evaluated, re-evaluated, and revised appropriately as the college grows and the college’s staffing needs change to meet the mission and goals of the institution.

The following are examples of significant organizational structure changes that have occurred since the comprehensive visit in March 2005

- Through an assessment and evaluation of program goals/objectives and student needs, decisions were made to fill two classified vacancies and to add a full-time counselor to the program. There is ongoing dialogue about possibly moving the CalWorks program organizationally under student services.
- Campus technology functions and operations on the campus are vast, complex, and highly interrelated. Historically, the IT department reported to the Vice President, Administrative Services and the MIS department reported to the Vice President, Student Services. Both of these departments provide mission-critical services for all campus wide technology-related concerns. IT is responsible for campus wide technology infrastructure (computer hardware; campus networks; email; internet connectivity; phones, etc.). MIS is responsible for administrative information systems (student information systems – Datatel and legacy systems; San Bernardino County Schools information systems – purchasing, budget, payroll; college web site; etc.). Additionally, the Instructional Media Services (IMS) department was organizationally placed under instruction. In an effort to provide improved

communication, collaboration, productivity, and efficiency, the MIS department and the IMS department were transferred organizationally to report under the Vice President, Administrative Services. This change provided that all technology-related concerns are housed organizationally in one functional area. This change was effective February 1, 2006

- In an effort to provide more effective coordination of research, assessment, evaluation, and planning, a new administrative position was created. The Executive Dean, Institutional Effectiveness position is currently in recruitment and will provide executive level leadership for efforts that support the cyclical process of evaluation, integrated planning, resource allocation, implementation, and reevaluation. It is anticipated that the position will be filled by July 1, 2006.

To address the lack of sufficient staffing, the College has evaluated staffing needs and demonstrated a commitment to adequate staffing as evidenced by the following employment actions and positions actively in recruitment between July 1, 2005 and the present (evidence: 3b).

- Three full-time faculty hired, six presently in recruitment for the 2006-07 academic year.
- Five administrative/management positions hired, Seven positions in recruitment to be filled by July 1, 2006, or sooner.
- Twenty-five classified positions hired, 22 positions currently in recruitment.
- The College has also identified the need for a budget analyst position – a new management position. This will be a key position to maintaining a healthy fiscal outlook by managing the daily budget transactions and keeping all accounts in balance. The development of expenditure projections and various spending reports will also help the College to become a more effective institution by identifying spending patterns and taking corrective action as needed to stay in balance.

Specifically, for technology support, the following positions have been filled or are in recruitment.

- Network Manager (2 positions filled).
- Database Administrator (filled).
- Webmaster (filled).
- Cisco Network Support Specialist (position description in development).
- Director of Technical Services (filled).



Additionally, in terms of support for technology, the College has contracted with Datatel to provide "executive mentoring" services to assess the staffing and training needs of the MIS department, specifically as they relate to the implementation of the Datatel Colleague administrative information system. The "executive mentor" has already made several important recommendations concerning staffing needs, including an urgently needed position to support hardware and servers related to administrative information systems. The executive mentor has also assessed the implementation priorities for Datatel Colleague and teams are being developed to work on these projects. The end result will be a more effective implementation and utilization of the Datatel Colleague system.

Specifically, for risk management, the duties and responsibilities associated with risk management have been centralized and assigned to a manager reporting directly to the Vice President, Administrative Services.

The Director of Maintenance and Operations completed a comprehensive evaluation (evidence: 3c) of staffing using the guidelines provided by the Association of Physical Plant Administrators (APPA). The study provided a proven methodology for the College to consciously select a level of cleanliness and repairs it wants to adhere to and the formula provides the appropriate staffing levels necessary to maintain the facilities at those levels. Outcomes of the comprehensive evaluation lead to the following decisions regarding staffing for maintenance and operations. Seven vacant positions will be filled immediately and data from the evaluation will be used for making decisions about future staffing needs. Additionally, a custodial supervisor position will be filled to provide more effective management, supervision, and coordination of custodial services.

- Custodian (two will be in recruitment during the Spring 2006 semester).
- Grounds Maintenance Workers (two will be in recruitment during the Spring 2006 semester).
- Lead Grounds Maintenance Worker (will be in recruitment during the Spring 2006 semester).
- Maintenance Technician (two will be in recruitment during the Spring 2006 semester).
- Custodial Supervisor (will be in recruitment during the Spring 2006 semester).

Specifically, for human resources, the following positions have been filled.

- Payroll Technician (1.5 fte filled).

- Human Resources Technician (filled).

The College is continuing to assess staffing needs through the budget development process and through the staffing requests that come through the annual planning and budget augmentation process. The College is currently assessing anticipated revenues for 2006-2007 in order to determine what, if any, additional positions can be added for next year.

#### Future plans summary

- Continue to evaluate and re-evaluate the organizational structure of the College to ensure that the structure meets the mission and goals of the institution.
- Continue to evaluate and re-evaluate the staffing needs of the College to ensure adequate staffing to meet the mission and goals of the institution.
- Utilize the "annual planning and budget augmentation process" to identify staffing needs and to make decisions related to staffing levels based on assessment, evaluation, and data.

#### Evidence for Recommendation 3

- 3a Revised organizational chart
- 3b Human Resources Recruitment Status Report
- 3c Maintenance and Operations evaluation and recommendations report



STUDENT SERVICES

MARCH 28, 2006

TOPIC: STUDENT/STAFF TRAVEL

TO THE SUPERINTENDENT/PRESIDENT:

Approval is requested for the following staff/student to travel to Sacramento, CA on April 5-6, 2006 to participate in an awards ceremony for college students recognized by Phi Theta Kappa, the national community college academic honorary society. The 2006 All-California Academic Team (66 students) will be honored on the Senate Floor on Thursday, April 6, 2006. VVC student Donna Willis was nominated by VVC and selected by Phi Theta Kappa to receive this outstanding recognition of academic achievement.

Staff Peggy Mayer, Counselor - EOPS

Students Donna Willis

Fiscal Impact: Auxiliary Services Funds, approximately \$825.

RECOMMENDATION:

It is recommended that the Board of Trustees approve travel for staff/student attending the Phi Theta Kappa recognition event in Sacramento, CA.

REFERENCE FOR AGENDA: YES

Signed: Wanda J. Smith  
Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: R. Spencer  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

# Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Peggy Mayer and Donna Willis  
 Name of Conference/Workshop: 2006 Phi Theta Kappa Awards Ceremony  
 Location of Conference/Workshop: State Capital, Sacramento, CA  
 Date(s) of Conference/Workshop: April 6, 2006

## Travel Authorization/Funding Request

### Estimated Cost of Attendance

Meals (\$35 per day max) \$ 20.00  
 Mileage 94 @ \$ .435 per mile: 40.00  
 (call Fiscal Services for \$ per mile) YES NO  
 Transportation (plane, train, bus): To be prepaid?   400.00  
 Registration: To be prepaid?   \_\_\_\_\_  
 Lodging/Hotel: To be prepaid?   310.00  
 Other: taxi To be prepaid?   5.00  
**TOTAL ESTIMATED COST OF TRAVEL: \$ 825.00**

### NOTES:

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

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

Peggy Mayer/Donna Willis 3/22/06  
 Signature of Attendee / by Margie Sandello Date

### APPROVAL TO ATTEND:

Wendell Biddle 22 Mar 06  
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

### Please Indicate Budget Approval

Auxiliary Services Funds 825.00  
 Budget Account Manager Signature Date

\_\_\_\_\_  
 Department Budget Account # (12 digits) \$ Approved

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

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

### Processing Instructions -

#### Travel Authorization/Funding Phase

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

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

## Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

### Transportation

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

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

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

Date	Brkfst	Lunch	Dinner	#People	\$

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

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

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

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

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

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

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

### Processing Instructions -

#### Reimbursement Request Phase

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



**COMMUNITY COLLEGE LEAGUE  
OF CALIFORNIA  
LEGISLATIVE OFFICE**

March 6, 2006

Margie Sandello  
Honors Advisor  
Victor Valley College  
18422 Bear Valley Rd  
Victorville, CA. 92392-9699

Received

MAR 13 2006

Vice President  
Student Services

Dear Ms. Sandello,

The Community College League of California (League) will be co-sponsoring the annual Phi Theta Kappa (PTK) awards day in Sacramento on Thursday, April 6, 2006. This annual event recognizes California community college students, named by PTK, for their academic achievements, community service, and for the example set for their fellow students. Prior to the awards luncheon, arrangements are being made for this year's 66 students to be honored on the Senate and Assembly Floor, as well as to meet with their legislators and receive a certificate of recognition.

The Phi Theta Kappa honoree from Victor Valley College is Donna Willis. We have asked Senator George Runner to prepare a Senate Certificate of Recognition; and we have requested Assembly Member Sharon Runner to prepare an Assembly Scholastic Achievement Award to this deserving student to commemorate her outstanding achievements.

We would like you to arrange for the Phi Theta Kappa student to be in the State Capitol from 8:00-11:30 a.m. on Thursday, April 6 in order for Donna's legislators to personally congratulate her on receiving such a prestigious honor.

The Phi Theta Kappa designee from your college needs to contact:

- Cathy Herzig, Scheduler of Senator Runner at (916) 651-4017; and
- Jennifer Louie, Scheduler of Assembly Member Runner at (916) 319-2036

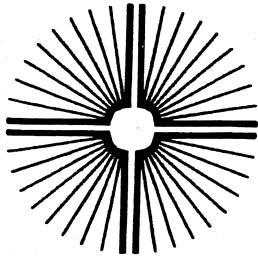
to schedule an appointment for your student to meet the legislators and receive her certificates.

For your convenience, enclosed you will find a copy of the original letters sent to the Senator and the Assembly Member. Please contact myself or Danna Pacheco in our office at (916) 441-0353 if you have any questions.

Sincerely,

  
Bonnie Slosson

Director, Governmental Relations



## 2006 Phi Theta Kappa All-California Academic Team Awards

April 6, 2006

### Itinerary

The following information is to assist your planning for the Phi Theta Kappa Awards luncheon day activities. If you have further questions, please call the Community College League office at 916.444-8641. Remember, ALL awards luncheon reservations must be PREPAID. Coordinate with your school advisor and return your reservation form with payment as soon as possible, by **March 20**.

- **8:00 AM – STATE CAPITOL ROOM 2040**

Please arrive at the L Street (North side) entrance to the State Capitol before 8:00 AM. Due to heightened security at the Capitol, please plan to travel with minimum accessories, though you may want to bring a camera to take pictures with your legislator. Backpacks, purses, briefcases, etc. will be carefully examined, thus causing delay. Be prepared to show a picture I.D to enter the Capitol.

After entering the L street Capitol entrance, continue down the hall until the first intersection, proceed to the left. The elevators are located directly across from Governor Schwarzenegger's office. Room 2040 is located in the second floor.

**The Phi Theta Kappa Advisor from your college will schedule appointments with the Senator and Assembly Member representing your college.** As legislators may be available only for brief time periods, some appointments may be scheduled to begin as early as 8:00 AM; please check with your Phi Theta Kappa Advisor.

- **SENATE AND ASSEMBLY GALLERY RECOGNITION**

**It is important to arrive at room 2040 before 8:00 AM.** League staff will escort students to the Senate and Assembly Galleries on the third floor soon after session convenes. Because there is limited seating, guests are asked to stay behind. To expedite entry through the additional security check, please leave all backpacks, cameras, coats, etc. behind with your guest(s).

- **11:45 AM ~ ARRIVE AT THE SACRAMENTO CONVENTION CENTER, ROOM 306 ~ LUNCHEON**

Students and guests must be at the Convention Center by 11:45 AM. The Center is located at 1400 J Street, 2 blocks north of the Capitol. USE THE 12<sup>TH</sup> STREET ENTRANCE located across from the entrance to the Civic Center theater. Please be sure to notify League staff in advance by calling 916.444-8641 if you or one of your guests has a disability which precludes walking.

Student name badges will be arranged alphabetically at the registration table outside the entrance to room in the Convention Center where the luncheon will be held. All tables will be numbered and assigned by college. Check with League staff for your table number.

- **12:00 – 1:30 PM – AWARDS LUNCHEON**

Lunch will be served and after, team members will take seats at the front of the room and wait for their names to be called. As your name is read, proceed across the stage to accept your medallion and have your photograph taken. Exit the stage and assemble to the left for a group photograph.

The League congratulates you once again on your outstanding achievement and wishes you every success in your future endeavors.

ADMINISTRATIVE SERVICES

MARCH 28, 2006

TOPIC: BID AWARDS – ADVANCED TECHNOLOGY BUILDING PROJECT

TO THE SUPERINTENDENT/PRESIDENT:

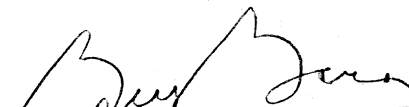
The board previously approved 20 bid packages for the Advanced Technology Building Project at their regularly scheduled meeting on February 14, 2006. The individual bid packages received for Roofing and Sheet Metal were rejected and re-advertised. Bids for these two projects will be opened the morning of March 28, 2006 and the recommendations brought as an amended item to the special board meeting on March 28, 2006. This State funded project was bid utilizing multiple prime which allows the District to better control pricing, time schedules, and overall construction, resulting in a better finished product.

Fiscal impact: Fund 71 Capital Fund redevelopment expenditure

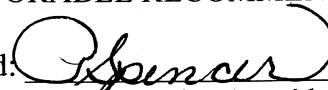
RECOMMENDATION:

Consider action on the bid packages as recommended in the amendment that will be submitted March 28, 2006.

REFERENCE FOR AGENDA: NO

Signed:   
Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed:   
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

INFORMATION ONLY \_\_\_\_



HUMAN RESOURCES

MARCH 28, 2006

TOPIC: PUBLIC HEARING FOR DISTRICT INITIAL NEGOTIATIONS PROPOSAL TO VVC FACULTY ASSOCIATION

TO THE BOARD OF TRUSTEES:

The district requests that the board conduct a public hearing to provide the opportunity for comments on its initial proposal to the VVC Faculty Association.

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

RECOMMENDATION:

It is recommended that the board hold a public hearing on the initial proposal of the district to the VVC Faculty Association as listed.

REFERENCE FOR AGENDA: YES

Signed W. SCHMIDT  
 Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed: [Signature]  
 Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

## DISTRICT CONTRACT REOPENERS WITH CTA FOR 2005-2006

The district does not consider it appropriate to reopen Article 8, Salary, and Article 9, Benefits, since a settlement has been reached on these articles for 2005-2006.

The district proposes to reopen Article 12, Full-Time Instructional Assignments. The district proposes to reopen any and all provisions of the article, including, but not limited to:

- Article 12 (A) Instructor assignments
- Article 12 (C), Scheduling of Classes and the Assignment of Faculty
- Article 12 (D), Offices and Office Hours

The district proposes to reopen Article 15, Full-Time Faculty Evaluations. The district proposes to reopen any and all provisions of the article, including, but not limited to:

- Article 15 (A), Probationary Faculty Evaluations for Tenure
- Article 15 (B), Tenured Full-Time Faculty Evaluations

The district is seeking a greater level of administrative participation in the faculty evaluation processes at all levels.

HUMAN RESOURCES

MARCH 28, 2006

TOPIC: CSEA INITIAL NEGOTIATIONS PROPOSAL

TO THE BOARD OF TRUSTEES:

The initial proposal from the CSEA to the district is presented. At its next board meeting, a public hearing of this initial proposal will be provided for public comments.

RECOMMENDATION:

It is recommended that the board take the appropriate action noted above.

REFERENCE FOR AGENDA: YES

Signed W. Schmidt  
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed: Spencer  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

02/28/06

**CSEA'S PROPOSAL TO THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT FOR NEGOTIATIONS FOR JULY 1, 2005 THROUGH JUNE 30, 2006, ITEMS PRESENTED FOR SUNSHINING**

**SALARY-** Effective, July 1, 2005, the classified salary schedule will be increased by 5%

**HEALTH AND WELFARE BENEFITS-** The District will provide for each full-time unit member, per fringe benefit year, \$11,000 effective July 1, 2005. A non-discriminatory cafeteria plan shall be offered to all unit members except for subscriber's health insurance which is mandatory and will be deducted from the "cafeteria" plan.

**Two Article Reopeners:**

**Article 24.10 Paid Administrative Leave- delete this article from our contract.**

**Article 13.2.3 Change language to:**

Working out of class pay must be approved prior to commencement in writing by the employee's immediate supervisor or designee. The notice of authorization shall include the out of class duties to be performed, ~~and~~ the period of time in which they are to be performed. *and the salary range they will be paid during the duration of working out of class*

HUMAN RESOURCES

MARCH 28, 2006

TOPIC: RESCIND ACTION OF MARCH 14, 2006, TO DISMISS PROBATIONARY  
EMPLOYEE #7646-031406

TO: THE BOARD OF TRUSTEES

Employee #7646-031406 is a probationary classified employee working in the classification of senior programmer/software developer. The District is recommending, in a separate action, that the Board find that it is overstaffed in the classification of senior programmer/software developer. Since the reason for releasing the probationary employee was a lack of work, it is more appropriate to lay the employee off for a lack of work. Prior to taking the lay-off action, the board must rescind its action of March 14, 2006, to dismiss, effective March 31, 2006, Employee #7646-031406.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

It is recommended that the board rescind its action of March 14, 2006, to dismiss probationary employee #7646-031406.

REFERENCE FOR AGENDA: NO

Signed W. Southerland  
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed [Signature]  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

HUMAN RESOURCES

MARCH 28, 2006

TOPIC: CLASSIFIED LAY-OFF FOR LACK OF WORK

TO: THE BOARD OF TRUSTEES

The District has determined that it is overstaffed in the classification of senior programmer/software developer. The district requests that the board adopt the attached resolution authorizing and directing the superintendent/president to give notice of layoff to the employee with the least seniority in the classification of senior programmer/software developer, Employee #7646-031406.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

It is recommended that the board adopt the resolution to layoff for lack of work the employee with the least seniority in the classification of senior programmer/software developer, Employee #7646-031406.

REFERENCE FOR AGENDA: YES

Signed W. Seckford  
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed [Signature]  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

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

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

RESOLUTION OF INTENTION TO LAYOFF  
FOR LACK OF WORK OR LACK OF FUNDS

WHEREAS the District is over-staffed in the classification of senior programmer/software developer by one (1) position, and

WHEREAS there is one classified employee serving in the classification of senior programmer/software developer for whom there will be no work effective Monday, May 15, 2006;

NOW THEREFORE BE IT RESOLVED THAT:

Effective Monday, May 15, 2006, one (1) position in the classification of senior programmer/software developer shall be eliminated for lack of work.

BE IT FURTHER RESOLVED THAT:

The District administration is directed to provide proper notice as required by law to classified Employee #7646-031406 serving in the classification of senior programmer/software developer that the aforementioned employee will be laid off for lack of work effective at the close of the business day, Monday, May 15, 2006. Such notice shall include information regarding displacement rights, if any, and reemployment rights. Should the employee have displacement rights and elect to exercise them, notice shall be given to the proper number of employees subject to displacement that they will be laid off for lack of work effective the same day.

This resolution was adopted by the Board of Trustees of the Victor Valley Community College District at its meeting of March 28, 2006.

---

Joe Range, President

---

Date

---

Donald Nelson, Clerk

---

Date

STUDENT SERVICES

MARCH 28, 2006

TOPIC: UPDATE ON GRANT PROJECTS AND PROPOSALS

TO THE SUPERINTENDENT/PRESIDENT:

The District has recently been successful in securing several major grant awards. Additionally, the District is actively pursuing other grant funding. This presentation will provide an overview of the funding, goals, objectives, strategies, and activities of current grant programs as well as those grant opportunities that are being pursued.

RECOMMENDATION:

This item is for information only.

REFERENCE FOR AGENDA: YES

Signed: W. J. ...  
Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: R. ...  
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

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

INFORMATION ONLY  X



**2006 GRANTS STATUS REPORT**  
 Current, new, and pending grants

GRANT NAME	ANNUAL AMOUNT	TOTAL AMOUNT	DURATION OF GRANT	COLLEGE MATCH	STATUS	AREA ADMINISTRATOR	WHEN FUNDED
HSI Title V independent	\$547,924	\$2,739,620	5 years	\$0	Funded, Annual Performance report submitted in Dec.	Hindes	Oct. 2004
HSI Title V Coop #1	\$702,352	\$3,511,761	5 Years	\$0	Funded, implementation began fall 2005	Lewallen	Oct. 2005
SSPIRE	\$83,333	\$250,000	3 Years	\$0	Funded, implementation Spring 2006	Hindes/Lewallen	Dec. 2005
AmeriCorps	\$43,369	\$130,107	3 Years	38% in-kind	To begin Spring 06	Hindes	Dec. 2005
Student Support Services	\$267,986	\$1,071,944	4 years	0	Funded for 4 years	Hindes	Oct. 2005
Learn & Serve Education Grant	\$117,608	\$352,824	3 years	50% in-kind	Submitted application March 2006	Hindes	July 2006
GEAR UP Partnership Grant	\$1,166,667	\$7,000,000	6 years	50% in-kind	Submitted application March 2006	Hindes/Lewallen	Oct. 2006
HSI Title V Coop #2	\$700,000	\$3,500,000	5 Years	\$0	Submitted application March 2006	Lewallen	Oct. 2006
<b>TOTAL</b>		<b>\$18,556,256</b>					

HUMAN RESOURCES

12.2

MARCH 28, 2006

TOPIC: ACADEMIC RESIGNATIONS

TO THE BOARD OF TRUSTEES:

The following academic resignation has been received and accepted by the superintendent/president per Board Policy 7350:

1. Maggie Keil, nursing instructor, effective June 9, 2006.

RECOMMENDATION:

The resignation listed above is included in the agenda for the board's information.

REFERENCE FOR AGENDA: NO

Signed W. SAHPIOT  
 Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed P. Spencer  
 Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION \_\_\_\_\_

SECOND \_\_\_\_\_

INFORMATION ONLY  X

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