
AGENDA

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

This meeting will be electronically recorded

May 9, 2006

CALL TO ORDER

4 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON CLOSED SESSION ITEMS

ACTION

1. CLOSED SESSION

1. CLOSED SESSION

- (a) Government Code Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION:
 - (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, John Rude, Bruce Baron. Employee organizations: CSEA, CTA, AFT-PTFU
- (c) Government Code Section 54957:
DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE:

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

- (d) Government Code Section 54956.9(b); CONFERENCE WITH LEGAL COUNSEL –
ANTICIPATED LITIGATION (2) cases

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 April 25, 2006, special
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. REPORTS Information

- 4.1 Superintendent/President

- 4.2 Instruction

- 4.3 Student Services

- 4.4 Administrative Services

- 4.5 Human Resources

- 4.6 Governmental Relations

- 4.7 Foundation

- 4.8 Board of Trustees

- 4.9 Constituency Representatives

- a) ASB
- b) CCA
- c) CSEA
- d) Faculty Senate
- e) AFT Part-Time Faculty United
- f) Management

- 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.

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. Full-Time Academic Personnel/Summer 2006
Consider approval of teaching and non-teaching staff for assignments as listed for the summer of 2006. Fiscal Impact: Budgeted
- b. Temporary Academic
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: Budgeted
- d. Academic Extra Duty Days
Consider approval of the extra duty day assignments for the 2006-2007 academic year (July 1, 2006 through June 30, 2007) for the individuals listed. Fiscal Impact: Budgeted
- e. Academic Appointments.
Consider approval of the appointments as listed Fiscal Impact: Budgeted.
- f. Classified Bargaining Unit Appointments, Promotions, Transfers, and/or Reassignments
Consider approval of the transfers/appointments as listed Fiscal Impact: Budgeted.
- g. Non-Classified Employees
Consider approval of the appointments as listed Fiscal impact: Budgeted.
- h. Administrative/Management/Confidential Appointments
Consider approval of the appointment as listed. Fiscal Impact: Budgeted

i. Agreement – Contract Education Services

Consider approval of the agreements for Contract Education Services. Fiscal Impact \$75,970.00 to the District.

VENDOR	COURSE	COURSE DATES	TENTATIVE AMOUNT RECEIVED
Terry S. Rowan, Inc.	How to Start your Own Medical Insurance Billing Service from Home	1/28/06-1/29/06	\$ 1,560.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing I	1/28/06-1/29/06	\$ 4,450.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing II	1/28/06-1/29/06	\$ 3,600.00
Terry S. Rowan, Inc.	Computerized Medical Insurance Billing	1/28/06-1/29/06	\$ 2,000.00
Terry S. Rowan, Inc.	How to Start your Own Medical Insurance Billing Service from Home	3/25/06-3/26/06	\$ 1,560.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing I	3/25/06-3/26/06	\$ 4,450.00
Terry S. Rowan, Inc.	Beginning Medical Ins. . .Billing II	3/25/06-3/26/06	\$ 3,600.00
Terry S. Rowan, Inc.	Computerized Medical Insurance Billing	3/25/06-3/26/06	\$ 2,000.00
Terry S. Rowan, Inc.	How to Start your Own Medical Insurance Billing Service from Home	6/17/06-6/18/06	\$ 2,600.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing I	6/17/06-6/18/06	\$ 4,450.00
Terry S. Rowan, Inc.	Beginning Medical Ins. Billing II	6/17/06-6/18/06	\$ 3,600.00
Terry S. Rowan, Inc.	Computerized Medical Insurance Billing	6/17/06-6/18/06	\$ 2,000.00
Terry S. Rowan, Inc.	Medical Front Office-A Home Study Course - Online	6/17/06-6/18/06	\$ 1,750.00
Terry S. Rowan, Inc.	Medical Transcription	6/17/06-6/18/06	\$ 1,750.00
Learn CPR 4 Life	American Heart Association Healthcare Provider CPR	2/2706-5/15/06	\$ 4,800.00
Learn CPR 4 Life	American Heart Association Heartsaver First Aid	2/2706-5/15/06	\$ 3,000.00
Learn CPR 4 Life	American Heart Association Healthcare Provider CPR	6/12/06-8/14/06	\$ 3,000.00
California School of Notary Public, Inc.	Become a California State Notary Public	2/13/06-6/10/06	\$ 700.00
California State Notary Public	Notary Public Workshop	3/18/06-5/21/06	\$ 3,000.00
California State Notary Public	Certified Loan Signing Agent	3/18/06-5/21/06	\$ 2,000.00
California School of Notary Public	Become a California State Notary Public-Online	6/19/06-8/11/06	\$ 700.00
California State Notary Public	Notary Public Workshop	6/24/06	\$ 3,000.00
California State Notary Public	Notary Public Workshop	8/5/06	\$ 3,000.00
California State Notary Public	Certified Loan Signing Agent	7/8/06	\$ 1,200.00
California State Notary Public	Notary Public Workshop	7/22/06	\$ 3,000.00
California State Notary Public	Certified Loan Signing Agent	7/23/06	\$ 2,000.00
Standing Room Only Productions, Inc.	Youth/Teen Performing Arts Workshop	6/20/06-6/23/06	\$ 1,000.00
Marshall Reddick Seminars, Inc.	Fabulous Locations to Invest, Live, Work, Play, & Have a Second Home for Great Wealth	6/24/06	\$ 1,200.00

Lord & Payne, Inc.	Down & Dirty Anger Management and Ways we Cope	6/26/06	\$ 1,000.00
Executive One	How to Form a Non-Profit Organization	7/6/06-8/5/06	\$ 2,000.00
Executive One	The Fundamentals of Grant Writing	7/13/06-8/19/06	\$ 2,000.00
		TOTAL	\$75,970.00

j. Department Chairpersons' Pay for 2005-06

Consider approval of payment for department chairpersons for the 2006-06 academic year.
Fiscal Impact: Budgeted Item

k. Board of Trustees Transfers and Payments Reports

Consider approval of the Board of Trustees transfers and payment reports.

l. Change Order – NESDOOR – ADA Complaint Door Project

Consider approval of the change Order #1 with NESDOOR. Fiscal Impact: \$500.00 (100% reimbursable through Community Development Block Grant)

m. Agreements

Consider approval of the agreements as listed. Fiscal Impact: \$3,107.25

Vendor/Consultant	Service	Amount
R Y Rodriguez Inc	Annual Vapor Recovery Inspection for unleaded fuel dispenser required by MDAQMD	\$323.25
Evisions	Annual license/support fee for Forms Fusion, payable second year of purchase and every year thereafter. Includes web-based phone/email support on program functionality, up to 5 one year web-based training sessions, free program upgrades, and on-line access to stock form templates (including 1099, 1098, W-2). Valid Nov. 2005 to Oct. 2006	\$2,784.00

n. Agreements

Consider ratification of the agreement as listed. Fiscal Impact: Budgeted Item, \$465.60 Title V Grant

o. Out-of-State Student Travel

Consider approval of out-of-state travel and gas expenses for faculty and students to attend the filed study fieldtrip at Great Basin National Park in Nevada, from May 26-28, 2006. Fiscal Impact: Gas expenses for college vehicles. Students and staff are responsible for all other travel expenses.

p. Student/Staff Travel

Consider approval travel for staff and students attending the campus tour at CSUSB/UC-Riverside. Fiscal Impact: Budgeted Item. Not to exceed \$200.

q. Out-of-State Travel – Victoria Hinds

Consider approval of the out-of-state travel for Dr. Victoria Hinds to travel to Washington, DC to participate in the U.S. Department of Agriculture-Hispanic Serving Institutions Fellows Program, June 26-30, 2006.

- r. Out-of-State Travel – Starla Underwood
Consider approval of the out-of-state travel for Starla Underwood to attend the 2006 WAVES Conference held July 9-13, 2006 in Tulsa, OK. Fiscal Impact: Budgeted Item. Not to exceed \$1465.44 YES ___ NO ___
- s. Out-of-State Travel – Gina Janisko and Robbie Richards
Consider approval of out-of-state travel for Gina Janisko and Robbie Richards to travel to Buffalo, NY to attend the 2006 Buffalo RPO/NAVPA Certifying Officials Conference June 5-8, 2006. Fiscal Impact: Budgeted Item. Not to exceed \$2761.32. YES ___ NO ___
- t. Out-of-State Travel – Sharon Groom
Consider approval of out-of-state travel for Sharon Groom to travel to Seattle, WA to attend the annual National Association of Student Financial Aid Administrators (NASFAA) Conference July 5-8, 2006. Fiscal Impact: Budgeted Item: Not to exceed \$2,043.50. YES ___ NO ___
- u. Out of State Travel – Willard Lewallen, Pat Spencer, Bruce Baron, Victoria Hindes, Joe Range, Bettye Underhill
Consider approval out-of-state for Willard Lewallen, Pat Spencer, Bruce Baron, Victoria Hindes, Joe Range and Bettye Underhill to travel to Henderson, NV to participate at the Victor Valley College District Foundation 2006 Board Retreat, May 12-13, 2006. YES ___ NO ___

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Board of Trustees' Retreat

Consider alternate dates for the Board of Trustees retreat and approval of the agenda as listed. YES ___ NO ___

7. SUPERINTENDENT/PRESIDENT

8. INSTRUCTION

8.1 Agreement – Community College Library Consortium

Consider approval of the renewal with the Community College League of California for the Community College Library Consortium for July 1, 2006 through June 30, 2007. YES ___ NO ___

8.2 Agreement – TANF-CDC Grant

Consider approval of the renewal agreement with the Foundation for California Community Colleges to receive the grant award of \$80,085 for the 2006-2008 Temporary Assistance for Needy Families-Child Development Centers (TANF-CDC) Project. Fiscal Impact: \$80,085 to the District. YES ___ NO ___

8.3 Weekend/Evening College Collaborative Agreement – Desert Valley Hospital

Consider approval of the agreement with Desert Valley Hospital to provide scholarships to ten Associate Degree Nursing Program students. Fiscal Impact: None to the District: \$15,790.10 per student per year for a total of \$315,802.00 for the two-year term from DVH for ten student nursing scholarships.

YES ___ NO ___

8.4 Weekend/Evening College Collaborative Agreement – St. Mary Medical Center

Consider approval of the agreement with St. Mary Medical Center to provide scholarships to ten Associate Degree Nursing Program students. Fiscal Impact: None to the District: \$15,790.10 per student per year for a total of \$315,802.00 for the two-year term from SMMC for ten student nursing scholarships.

YES ___ NO ___

9. **STUDENT SERVICES**

No items

10. **ADMINISTRATIVE SERVICES**

10.1 RFP – Award – External Audit Services

Consider approval of the amended item. Fiscal Impact: Fund 01, budgeted item.

YES ___ NO ___

10.2 San Bernardino County Superintendent of Schools – School Construction Fast Track Program

Consider approval of the resolution authorizing the participation in the Fast Track Program for state-funded construction projects. Fiscal Impact: This service is provided to districts at no cost.

YES ___ NO ___

10.3 Agreement – Pacific Blue Micro

Consider approval of the service agreement with Pacific Blue Micro to provide consulting services for the Technical Services Department. Fiscal Impact: Estimated amount not to exceed \$20,000.00.

YES ___ NO ___

10.4 Bid Awards – Printing of Class Schedules

Consider approval of the bid award to the designated vendor G.W. Reed Printing as listed on the attachment. Fiscal Impact: Budgeted item estimate not to exceed \$114,650.00

YES ___ NO ___

10.5 Agreement – Hydrologue, Inc.

Consider approval of the agreement with Hydrologue, Inc. for the services as indicated on the agreement. Fiscal Impact: Total fiscal impact not to exceed \$6,700.00

YES ___ NO ___

10.6 Bid Awards – Speech/Drama Project

Consider awarding the bid to the designated company and/or contractor as listed on the amended. Fiscal impact: Fund 71 reimbursable expenditure.

YES ___ NO ___

10.7 Donations

Consider accepting the donations as college property.

YES ___ NO ___

11. HUMAN RESOURCES

11.1 Classified Additional Position

Consider approval of the addition of the Administrative Secretary II to serve in the Maintenance department. Fiscal Impact: Budgeted item.

YES ___ NO ___

11.2 Public Hearing for District Initial Negotiations Proposal for CSEA Contract

Consider holding a public hearing on the district's initial proposal to CSEA 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

11.3 Agreement – Burke, Williams and Sorensen, LLP

Consider ratification of the agreement with Burke, Williams & Sorensen, LLP for legal consulting services as indicated in the agreement.

YES ___ NO ___

12. FOR INFORMATION ONLY

12.1 Administrative/Management/Confidential Resignation - Cathleen Halisky, Mary Marble

Provided as an informational item.

Information

12.2 Monthly Financial Reports

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 Special Meeting

Minutes

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

April 25, 2006

4 p.m.

CALL TO ORDER: The Board of Trustees of Victor Valley Community College District met in Open Session on April 11, 2006, in the Board Room of the Administration Building. Mr. Range, Board President, called the meeting to order at 4:06 p.m.

PLEDGE OF ALLEGIANCE: Mr. Nelson led the audience in the Pledge of Allegiance to the flag.

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: Kimberlee Kelly (Michael Koenig substituted)

Tom Elder arrived at 4:19 p.m.

STAFF/GUESTS PRESENT: Dr. Spencer, Mr. Baron, Dr. Schmidt, Dr. Prystowsky, Annette McComas, Les West, Margaret West, Jack Thomas, Mary Pringle, Janet Long, Robert Sewell other staff, and members of the public.

PLEDGE OF ALLEGIANCE

ACTION

BOARD WORKSHOP

4-5 p.m.

- (a) Wireless/paperless board meetings
Harold Winkles with Motion Computing provided a demonstration on the proposed wireless/paperless board meeting.

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

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

CLOSED SESSION: Mr. Range recessed the Open Session at 4:06 p.m. and the Board met in Closed Session from 5 p.m. to 6:38 p.m. to discuss the following:

1. CLOSED SESSION

5-6 p.m.

- (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
(2)Nicholas Halisky and Cathleen Halisky vs. Victor Valley Community College District,
(3)Carissa M. Warren, Gaye L. Giarmo, and Karen E. Salazar v. Victor Valley
(4)Lynn Puckett vs. Victor Valley Community College District, Ron Krimper,
Nick Halisky, Bettye Underhill, Dennis Henderson, Maxine Moore, and Does 1-
(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,
- (b) Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Bill Schmidt, Willard Lewallen, Richard
Prystowsky, Willie Davis Pringle, John Rude, Bruce Baron. Employee
organizations: CSEA, CTA, AFT-PTFU
- (c) Government Code Section 54957:
DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE:
Two (2) positions
- (d) Government Code Section 54956.9
POTENTIAL LITIGATION: Student Complaint
Government Code Section 54957; PUBLIC EMPLOYEE PERFORMANCE
- (e) EVALUATION
Superintendent/President
- (f) Government Code Section 54954.5(c); CONFERENCE WITH LEGAL COUNSEL
ANTICIPATED LITIGATION
- (g) Government Code Section 54957; PUBLIC EMPLOYEE APPOINTMENT
Deputy Superintendent/Executive Vice President, Instruction

2. RECONVENE TO OPEN SESSION

6 p.m.

2.1 Action as a result of Closed Session

As a result of the closed session, it was MSC (Nelson/Elder 5-0) to deny the claim of Robert Bloomfield for personal injuries.

3. GOVERNING BOARD

- 3.1 It was MSC (Underhill/Nelson, 5-0) to approve the minutes of the April 11, 2006, regular Board meeting as amended.
- 3.2 Announcement that persons may speak to agenda items if the Agenda Discussion Form has been completed.
- 3.3 Agenda Additions/Revisions
Dr. Spencer announced that items 5.d and 5.f had amendments and that item 5.e was pulled.

It was MSC (Underhill/Elder, 4-1 Henderson, No) to accept the amendments as presented and to move agenda item 10.1 to the beginning of the agenda so that the presenters are able to depart early.

10. ADMINISTRATIVE SERVICES

- 10.1 Receive information of Education and Facilities Master Plan
Information was presented by Mr. Jeff Causey and Dan Oyakawa with Carrier Johnson regarding the educational and facilities and master plan.

4. 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.

The following individuals made public comments:

Mrs. Margaret West spoke on her concerns regarding Datatel, the Board of Trustees agenda not posted on the college's website, the District's potential purchase of wireless notebooks for the board members, the upcoming Board of Trustees retreat, the upcoming Spring Valley Lake Board of Director's election and the District's proposal to CSEA. She also suggested that individuals making public comments should be identified regarding their representation.

Mrs. Arlene Greene expressed concern that the project activity director, Janet Long, was introduced to individuals on campus prior to being approved by the Board. She also expressed her concern regarding the District's proposal to CSEA.

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.

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

- 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 ratification of the equivalencies request as listed. Fiscal impact: None
- d. Classified Bargaining Unit Appointments, Promotions, and/or Transfers
Consider approval of the transfers/appointments as listed.
- e. Academic Appointment
Consider approval of the appointment as listed.
- f. Administrative/Management/Confidential Appointments
Consider approval of the appointments as listed.
- g. Agreement
Consider approval of the agreement as listed.

Vendor/Consultant	Service	Amount
Bryant, Gerald	Facilitate workshop on Culturally Sensitive Approaches to Student Success on May 5, 2006. Conduct follow-up of faculty attendees and provide assistance and guidance to participants who are incorporating culturally sensitive approaches in their classroom curriculum.	\$750.00
	Total	\$750.00

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Spring Valley Lake Board of Directors Election

It was MSC (Underhill/Elder, 5-0) following discussion the motion carried to nominate Joe Andreasen, Paul Berger, Karen Davis, and Phillip Erben

7. SUPERINTENDENT/PRESIDENT

8. INSTRUCTION

9. STUDENT SERVICES

10. ADMINISTRATIVE SERVICES

10.1 [This item was moved to the beginning of the agenda]

Receive information of Education and Facilities Master Plan

11. HUMAN RESOURCES

11.1 Classified Additional Position

It was MSC (Elder/Underhill, 5-0) to approve the addition of the Administrative Secretary II as listed.

12. FOR INFORMATION ONLY

12.1 Administrative/Management/Confidential Resignation

Provided as an informational item.

Dr. Schmidt commended Kathy Farrand for her 17 years of service and recognized her as an outstanding skilled employee that he had the privilege to work with.

12.2 District Initial Negotiations Proposal for CSEA Contract

This initial proposal from the district to CSEA is presented for information.

12.3 Advanced Technology Center Groundbreaking Ceremony

The groundbreaking ceremony for the Advanced Technology Center will be Friday, April 28, 2006 at 12 noon.

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 8:30 p.m.

APPROVED:

Joe Range, President

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

Donald Nelson, Clerk

Date Approved

HUMAN RESOURCES

MAY 9, 2006

TOPIC: FULL-TIME ACADEMIC PERSONNEL/SUMMER 2006

TO THE BOARD OF TRUSTEES:

The academic staff on the attached list have been designated as teaching or non-teaching staff for the summer session of 2006.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

It is recommended that the Board of Trustees approve the teaching and non-teaching staff for assignments as listed for the summer of 2006.

REFERENCE FOR AGENDA: YES

Signed W. KUMAR
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 _____

SUMMER 2006 FULL-TIME FACULTY

<u>NAME</u>	<u>DEPARTMENT</u>
1. Adell, Timothy	English
2. Allan, Peter	Business Administration
3. Bachofner, William	Psychology
4. Basha, Claudia	Theatre Arts
5. Basiri, Thomas	Chemistry
6. Becker, Barbara	Business Education Tech
7. Begley, Robert	English
8. Blanchard, Debra	Physical Education
9. Buckles, Duane	Restaurant Management
10. Burg, Edward	Computer Information Sys
11. Butros, Michael	Math-Basic Skills
12. Campbell, Bryce	English
13. Cass, Reiji	Computer Information System
14. Cerreto, Richard	Anthropology
15. DeLong, Carol	Geography
16. Doan, Mary Lynn	Math
17. Doyle, John	Allied Health
18. Dupree, David	Political Science
19. Eklund, Laird	English as Second Language
20. Ellis, Lisa	History
21. Estephan, Joseph	Math
22. Faro, Thomas	Electronics & Computer Tech
23. Feddersen, Robert	Computer Information System
24. Fields, Ronald	Administration of Justice
25. Flome, Robert	Allied Health
26. Foster, Frank	Art
27. Franco, Cuauhtemo	Spanish
28. Garcia, Diego	Nursing
29. Gibbs, David	Biology
30. Gibbs, Jessica	Biology
31. Glebe, Andrea	English
32. Golder, Patty	English
33. Gollither, Carol	English
34. Grover, Christopher	Business Real Estate
35. Guardado, Lynn	PE
36. Harvey, Lisa	Biology
37. Heaberlin, Ed	Speech Communication
38. Hendrickson, Brian	Allied Health
39. Hollomon, David	Business Administration
40. Hoover, David	PE
41. Jennings, Patricia	Psychology

42. Jones, Scott	Allied Health
43. Kennedy, Thomas	Chemistry
44. Kirkham, Robert	Physics
45. MacKay, Pamela	Biology
46. Malone, James	Math
47. Marin, Tracy	Respiratory Therapy
48. Mauch, William	Math
49. Mayer, Eric	History
50. Melkonian, Arda	Math
51. Menser, Gary	Welding
52. Moon, Odell	Business Administration
53. Moser, David	Math
54. Nelle, Stephen	Computer Integrated Design & Graphics
55. Oliver, Claude	Computer Integrated Design & Graphic
56. Paine, John	PE
57. Palmer, Rebecca	Business Education Tech
58. Pendleton, Joseph	English
59. Previte, James	Psychology
60. Reardon, Cheri	Math
61. Redona, Jeffrey	Math-Basic Skills
62. Ridge, Patrick	Math
63. Ripley, Richard	Art
64. Rowland, Dan	Auto
65. Rubayi, Khalid	Electronics & Computer Tech
66. Ruiz, Maria	English as Second Language
67. Skuster, Jane	English
68. Skuster, Marc	Philosophy
69. Slade, Neville	Agriculture & Natural Resources
70. Solis, Judy	English
71. Sweet, John	Auto
72. Tashima, Eugene	Sociology
73. Taylor, Shuron	Computer Integrated Design & Graphics
74. Thibeault, Sally	Nursing
75. Thomas, Shane	Computer Information System
76. Toner, Stephen	Math
77. Tonning Paul	Computer Information System
78. Victor, Bruce	PE
79. Villa, Martha	Spanish
80. Visser, Sandy	Child Development
81. Wagner, Patricia	English
82. Weis, Anh	Math
83. White, Christa	PE
84. Wilson, James	English
85. Wood, Brent	Photography
86. Young, Henry	Business Administration

MAY 9, 2006

HUMAN RESOURCES

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 Schmeckel
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 _____

SPRING, 2006

The following assignments either began after the beginning of the spring semester or reflect a change to the original assignment:

Beck, Maria	Special Assign: General Counseling
Crowley, Kevin	BET
Forrest, Phillip	Clinical Nursing
Garcia, Antonia	Special Assign: FKCE Bilingual Trainer
Golliher, Carol	Special Assign: SSPIRE grant goals
Gonzalez, Isela	Special Assign: FKCE Bilingual Trainer
Irizarry, Katherine	Biology
Malone, Patrick	Special Assign: SSPIRE grant goals
McDevitt, Steve	Special Assign: Completion of objectives for Paralegal program
Ricci, Melody	Biology
Sweet, John	Special Assign: Contract Ed-update auto indiv instruction course
Thale, Nancy	Nursing
Tomlin, Karen	Special Assign: SSPIRE grant goals
Wagner, Patricia	Special Assign: SSPIRE grant goals
White, Bill	Special Assign: Curriculum Development-Phlebotomy

SUMMER 2006

Ayto, April	Special Assign: Reference Librarian
Beck, Maria	Special Assign: General Counseling
Childress, Elizabeth	Special Assign: Facilitate FKCE Trainings
Childress, Elizabeth	Special Assign: Facilitate ILP Trainings
Cox, Michelle	Special Assign: General Counseling
Ford, John	Construction Technology
Garcia, Antonia	Special Assign: FKCE Bilingual Trainer
Gonzalez, Isela	Special Assign: FKCE Bilingual Trainer
Hearn, Nicole	Special Assign: FKCE Trainer
Irizarry, Katherine	Biology
Lanz, Glenda	Special Assign: Facilitate FKCE Trainings (Bilingual)
Malcolm, Ishtobe	Special Assign: General Counseling
Morgan, Annette	Special Assign: Facilitate FKCE Trainings
Peterson, Ute	Respiratory Therapy
Seifert, Phyllis	Special Assign: Facilitate FKCE Trainings
Sinfield, Lily	Political Science
Soloria, Sayako	Basic Skills-English
Talley, Rebecca	Special Assign: ILP Director
Talley, Rebecca	Special Assign: FKCE Director

TEMPORORARY ACADEMIC

Wadagnolo, Julia Basic Skills-English

2006 SUMMER-Humanities, Arts, Social Sciences

Ayto, April	Library
Bissell, Doug	History
Bosworth, Brian	Art
Britt, Rebecca	Sociology
Carlson, Brian	Psychology/ SI Tutor Coordinator
Cass, Kelsey	History
Chesser, Deborah	Speech
Christian, Nancy	Theatre Arts
Estes, Patricia	Art
Fealy, Irina	ESL
Fowlie, Jennifer	Speech
Gersten, Elizabeth	Psychology
Han, Sarah J.	ESL
Harris, T. Lee	Theatre Arts
Johns, Meredith	Speech
Johnson, Elena	Art
Kelsey, Neal	Religious Studies
Lindstrom, Traci	Music
McGuire, Mary Ann	Foreign Lang/French
Niehus, Gerald	English
Peavy, Don	Religious Studies
Piercy, Christopher	Political Science
Poepplau, Hans	Sociology
Quiring, John	Philosophy
Reid, John	Photography
Rico, Gabriel	Foreign Lang/Spanish
Romano, Marc	Art
Ruane, Catherine	Art
Sabolick, Richard	English
Saenz, Albert	Sociology
Schweizer-Gold, Freddie	Speech
Standley, Connie	Political Science
Telgenhoff, Pamela	Music
Thompson, Don	History
Townsend, Jacqueline	Political Science
Vandermeiden, Sharon	Art
Ward, Katherine	Anthropology
Wehrle, John	Philosophy
Wilson, Beverly	ESL
Wolcott, Bruce	English

TEMPORORARY ACADEMIC

SUMMER 2006 Math and Sciences

Ausmus, Kenny	Chemistry
Bava, Jose	Biology
Box, Jeff	Physical Education
Brown, William	Physical Education
Bunn, Dale	Physical Education
Castro, Emma	Biology
Cole, Marsha	Child Development
Crowl-Rosado, Cecilia	Adult PE
Drus, Gail	Biology
Dungca, Marilou	Math
Elder, Gary	Biology
Fink, Ed	Math
Gahr, David	Physical Science
Gummo, Thomas	Math
Hammond, Belinda	Child Development
Heinzman, Anthony	Astronomy
Helms, Nancy	Physical Education
Hinrichsen, Dane	Math
Holstrom, Geoffrey	Physical Science/Math
Irizarry, Kathryn	Biology
Irizarry, Kristopher	Biology
Khan, Javed	Chemistry
Leontas, Angela	Math
Lowe-Lascelles, Barbara	Physical Science
McGhee, Bruce	Physical Education`
Mobley, Ernest	Adult PE
Morgan, Stephen	Physical Education
Nguyen, Huan	Math
Rahman, Mustafizur	Math
Rodriguez, Linda	Adult PE
Rowan, Norman	Math
Solorio, Sayoko	Adult Lit/Basic Skills
Sullivan, Jacqueline	Physical Education
Summerford, Cathleen	Physical Education
Tucker, John	Physical Education
Vidana-Barda, Kevin	Physical Education
Wadagnolo, Julia	Basic Skills/Adult Literacy
White, Stephanie	Physical Education

SUMMER 2006 Vocational Education

Bolesworth, Dave	Fire Technology
Cashion, Joe	Automotive Technology

TEMPORORARY ACADEMIC

Coon, Greg	Fire Technology
Corelli, Matt	Allied Health
Cross, Doug	CIDG
Crowley, Kevin	BET
Davis, Richard	Fire Technology
Harriman, Darell	Electronics
Hearn, Mike	Construction Technology
Huiner, Bev	BET
Lexion, April	BET
Malone, Paul	Construction Technology
McCullough, John	Construction Technology
Murphy, Terrance	Fire Technology
Nadreau, Paul	Fire Technology
Nelson, Doug	Fire Technology
Oleson, Dave	Allied Health
Peterson, Ute	Respiratory Therapy
Salyards, Maryann	Agriculture
Selters, Carolan	Allied Health
Sirkegian, Robinson	Automotive
Smith, Ed	Fire Technology
Stalians, Jeff	MERTS
Thomas, Jack	Admin of Justice
Viloria, Don	Fire Technology
White, Bill	Allied Health
Youngs, Al	Construction Technology

HUMAN RESOURCES

MAY 9, 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. 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 _____

EQUIVALENCY REQUESTS

May 9, 2006

SUBJECT

EQUIVALENCY

PHLEBOTOMY

Meets equivalent qualifications for a discipline not requiring a master's degree. Neither phlebotomy or allied health are listed as separate disciplines; however, as a Certified Phlebotomy Technician I in California, 117 units of college course work and 10 years of occupational experience, meets equivalent qualifications of an A.A. degree and 6 years of experience.

HUMAN RESOURCES

MAY 9, 2006

TOPIC: ACADEMIC EXTRA DUTY DAYS

TO THE BOARD OF TRUSTEES:

The district requests approval for extra duty days for the period of June 12, 2006, through August 25, 2006. A maximum number of extra duty days will be assigned to meet the needs of students:

- John Akins, librarian (29 days)
- Leslie Huiner, librarian (29 days)
- Margaret Dunsmore, cooperative education (24 days)

The district requests approval for up to 29 extra duty days for the 2006-2007 academic year. A maximum of 29 extra duty days will be assigned throughout the 2006-2007 academic year (July 1, 2006, through June 30, 2007) to meet the non-instructional needs of students (e.g. counseling and advisement):

- Eartha Johnson, SSPIRE counselor
- Kelley Beach, counselor
- Juanita Chou, counselor
- Fernando Contreras, counselor
- Manuel Gaytan, EOP&S counselor
- Fontella Grimes, EOP&S counselor
- Pamela James, counselor
- Michael McCracken, counselor
- David Miller, counselor
- Peggy Nunez, EOP&S counselor
- Sherri Pierce, DSP&S counselor
- Lilia Sanchez, BFAP bilingual counselor
- Susan Tillman, DSP&S counselor
- Jackie Trost, DSP&S counselor
- Patricia Jones, HSI Title V counselor
- Diane Wollan, counselor

Fiscal Impact: Budgeted

RECOMMENDATION:

It is recommended that the board approve the extra duty day assignments for the 2006-2007 academic year (July 1, 2006, through June 30, 2007) for the individuals listed above.

REFERENCE FOR AGENDA: NO

Signed W. SELLMIOR
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

MAY 9, 2006

TOPIC: ACADEMIC APPOINTMENTS

TO THE BOARD OF TRUSTEES:

The selection process has been completed in accordance with district hiring procedures, and the superintendent/president has approved the appointment of the following individual as detailed below. The district requests that the board approve the following appointment:

1. Eartha Johnson, coordinator/counselor, SSPIRE, effective on or after May 15, 2006.

Fiscal Impact: Budgeted

RECOMMENDATION:

It is recommended that the board approve the appointment as 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 _____

HUMAN RESOURCES

MAY 9, 2006

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

TO: THE BOARD OF TRUSTEES

The superintendent/president has approved the appointments/transfers of the following individuals and requests board approval.

- 1. Patricia Buck, Administrative Secretary II, Office of Instruction, effective on or after May 15, 2006

Recruitment for the following positions are currently underway, and recommendations for appointment will be brought to the May 9, 2006, board meeting as an amendment:

- 1. Instructional Assistant II, ESL (two positions)
- 2. Sign Language Services Interpreter I and II.
- 3. Campus police & public safety officer
- 4. Administrative Secretary II, executive dean of Institutional Effectiveness/vice president of Administrative Services
- 5. JTPA/CalWORKS Coordinator

The superintendent/president has approved the reassignment of the following individual and requests board approval:

- 1. Michelle Messer, Administrative Secretary II, Facility Construction/PIO, effective on or after May 15, 2006

Fiscal Impact: Budgeted Item

RECOMMENDATION:

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

REFERENCE FOR AGENDA: NO

Signed W. SCUMPF
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

MAY 9, 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 W. SCHMIDT
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed P. J. ...
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____

**VICTOR VALLEY COLLEGE
NON-CLASSIFIED EMPLOYEES**

May 9, 2006

****PENDING FUNDING APPROVAL FOR NEW FISCAL YEAR - JULY 1, 2006****

NAME	REQUESTED DATES OF EMPLOYMENT	POSITION	DEPARTMENT
<u>Student Workers Federal/State Work Study/Work Experience</u>			
Alvarez, Jenny	06/19/06-08/25/06	Student Worker	EOPS Work Study
Alvarez-Finlay, Raymond	06/19/06-08/25/06	Student Worker	EOPS Work Study
Angulo, Sonia	06/19/06-08/25/06	Student Worker	EOPS-CDC
Baker, Amy	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Balenton, Jerry	06/19/06-08/25/06	Student Worker	EOPS-ESL
Beltran, Stephanie	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Brown, Lashonda	06/19/06-08/25/06	Student Worker	EOPS Work Study
Canales, Claudia	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Casady, Dawn	06/19/06-08/25/06	Student Worker	EOPS-CDC
Chesser, Barbara Ann	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Cosgrove, Cathy	06/19/06-08/25/06	Student Worker	EOPS Work Study
Cox, Denise	06/19/06-08/25/06	Student Worker	EOPS-Counseling
Dillon, Chantel	07/01/06-08/26/06	Student Worker	CalWKS-Off Campus
Flores, Kathy	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Garcia, Natasha	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Girgis, Manal	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Hubbard, Michelle	06/19/06-08/25/06	Student Worker	EOPS-DSPS
Hulett, Ashley	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Jones, Kya	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Kagy, William	06/19/06-08/25/06	Student Worker	EOPS Work Study
Lopez, Amanda	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Lopez, Natalie	06/19/06-08/25/06	Student Worker	EOPS-DSPS
Martinez, Carlos	06/19/06-08/25/06	Student Worker	EOPS Work Study
Mazzola, Edmund	06/19/06-08/25/06	Student Worker	EOPS-Rest Mgmt/DRC
Meadows, David	06/19/06-08/25/06	Student Worker	EOPS Work Study
Mejia, Maria	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Morgan, Krystal	05/10/06-06/30/06	Student Worker	FWS-Library
Nelson, Deann	06/19/06-08/25/06	Student Worker	EOPS Work Study
Patrick, Elizabeth	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Pitre, Simone	07/01/06-08/26/06	Student Worker	CalWKS-Off Campus
Ragland, Jamella A.	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Randle, Candace	07/01/06-08/26/06	Student Worker	CalWKS-Off Campus

**VICTOR VALLEY COLLEGE
NON-CLASSIFIED EMPLOYEES**

May 9, 2006

****PENDING FUNDING APPROVAL FOR NEW FISCAL YEAR - JULY 1, 2006****

NAME	REQUESTED DATES OF EMPLOYMENT	POSITION	DEPARTMENT
Ruiz, Felicia	07/01/06-08/26/06	Student Worker	CalWKS-Off Campus
Sarchet, Beverly	06/19/06-08/25/06	Student Worker	EOPS-CDC
Sarinana, Juliana	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Stack, Carrie L.	05/10/06-06/30/06	Student Worker	CalWKS-A&R
Stewart, Amanda	06/19/06-08/25/06	Student Worker	EOPS-Library
Timmons, Dawn	07/01/06-08/26/06	Student Worker	CalWKS-Off Campus
Tipples, Tammy	05/10/06-06/30/06	Student Worker	FWS-Agriculture
Umana, Cynthia	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Wessell, Billy R.	07/01/06-12/30/06	Student Worker	FWS-Off Campus
Wettengel, Monica	06/19/06-08/25/06	Student Worker	EOPS Work Study
Wilson, Tracy L.	06/19/06-08/25/06	Student Worker	EOPS-Counseling
Winkelpeck, Natasha	07/01/06-08/26/06	Student Worker	CalWKS-Off Campus
Witt-Chavez, Ashley	06/19/06-08/25/06	Student Worker	EOPS-CARE
Wysong, Patricia	06/19/06-08/25/06	Student Worker	EOPS-DSPS
Yun, Mary Ok-Kyong	06/19/06-08/25/06	Student Worker	EOPS-Gym
Zupet, Jessica	07/01/06-12/30/06	Student Worker	FWS-Off Campus

Student Workers

Arroyo Barbosa, Jan Michael	06/19/06-08/11/06	Tutor IV	BET
Becker, Eric	06/19/06-08/11/06	Tutor IV	BET
Buck, Marwah	05/10/06-06/10/06	Tutor	SI/Tutoring
Carrillo, Krystal	05/10/06-06/30/06	Tutor	Writing Center
Carrillo, Krystal	07/01/06-07/28/06	Tutor	Writing Center
Chavira, Valerie	05/10/06-06/30/06	Student Clerical	CDC-CalWKS
Clothier, Danielle	06/19/06-08/27/06	Tutor III	CIDG
Coleman, Heidi	07/01/06-08/27/06	Student Other	PAC
Gager, Katherine	05/10/06-06/10/06	Tutor	SI/Tutoring
Glisson, Roger	07/01/06-08/27/06	Student Other	PAC
Hanour, Kenneth	06/19/06-06/30/06	Tutor III	Writing Center
Hanour, Kenneth	07/01/06-07/28/06	Tutor III	Writing Center
Hernandez, Christina	05/10/06-06/10/06	Tutor	Biology
Hernandez, Girasol	07/01/06-08/27/06	Student Other	PAC
Hoskins, John	06/19/06-08/11/06	Student Other	DSPS

**VICTOR VALLEY COLLEGE
NON-CLASSIFIED EMPLOYEES**

May 9, 2006

****PENDING FUNDING APPROVAL FOR NEW FISCAL YEAR - JULY 1, 2006****

NAME	REQUESTED DATES OF EMPLOYMENT	POSITION	DEPARTMENT
Hutchins, Catherine	06/16/06-06/30/06	Tutor II	Writing Center
Hutchins, Catherine	07/01/06-07/28/06	Tutor II	Writing Center
Jackson, Shanel	06/19/06-08/11/06	Student Other	DSPS
Jackson, Shanel	08/28/06-12/16/06	Student Other	DSPS
Johnston, Melinda	06/19/06-08/27/06	Tutor II	CIDG
Krumsiek, Kristy	06/19/06-06/30/06	Tutor IV	Writing Center
Krumsiek, Kristy	07/01/06-07/28/06	Tutor IV	Writing Center
Leicht, Dustin	05/10/06-06/10/06	Tutor	SI/Tutoring
Leyva, Daniel	06/19/06-06/30/06	Tutor II	Writing Center
Leyva, Daniel	07/01/06-07/28/06	Tutor II	Writing Center
Montes, Sindy	06/12/06-08/27/06	Tutor II	Chemistry
Moyer, Vyonda	06/19/06-08/27/06	Tutor IV	CIDG
Murphy, Shannon	05/10/06-06/09/06	Student Clerical	CDC-TANF
Nakagawa, Howard	07/01/06-08/27/06	Student Other	PAC
Odom, Lance	05/10/06-06/30/06	Student Other	PAC
Pallante, Anthony	06/19/06-06/30/06	Tutor II	Writing Center
Pallante, Anthony	07/01/06-07/28/06	Tutor II	Writing Center
Pane, David	06/12/06-08/27/06	Tutor I	Chemistry
Pimentel, Tricia	06/19/06-08/27/06	Tutor	Biology
Reyes, Daniel Eric	07/01/06-08/27/06	Student Other	PAC
Richard-Lerner, Cassidi	07/01/06-08/27/06	Student Other	PAC
Sahagun-Molina, Noemi	06/16/06-08/27/06	Tutor	Biology
Skifton, Rachel H.	06/19/06-06/30/06	Tutor II	Writing Center
Skifton, Rachel H.	07/01/06-07/28/06	Tutor II	Writing Center
Swanberg, Virginia	06/19/06-08/11/06	Student Other	DSPS
Tucker, Lance II	06/12/06-08/27/06	Tutor	Chemistry
Tyson, John	06/19/06-08/27/06	Tutor IV	CIDG
Valente, Theresa	06/19/06-06/30/06	Tutor II	Writing Center
Valente, Theresa	07/01/06-07/28/06	Tutor II	Writing Center
Zip, Tanya	06/19/06-08/27/06	Tutor	Biology
<u>Substitutes</u>			
Cantafio, Virginia	07/01/06-06/30/07	Sub - Associate Teacher	CDC

**VICTOR VALLEY COLLEGE
NON-CLASSIFIED EMPLOYEES**

May 9, 2006

****PENDING FUNDING APPROVAL FOR NEW FISCAL YEAR - JULY 1, 2006****

NAME	REQUESTED DATES OF EMPLOYMENT	POSITION	DEPARTMENT
Hussing, Cathy	07/01/06-06/30/07	Accounting Technician I	Fiscal/Bursar
Ropelato, Janet	07/01/06-06/30/07	Accounting Technician I	Fiscal/Bursar
Wilson, June Dawn	04/25/06-10/09/06	Sub - Administrative Assistan	Presidents Office
 <u>Limited Term Workers</u>			
Gardner, Sydney M.	06/19/06-06/30/06	Model	Art/Photo
Gardner, Sydney Mike	07/03/06-07/28/06	Model	Art/Photo
Henry, Rachel	05/10/06-06/10/06	Model	Art/Photo
Keister, Lois	06/19/06-06/30/06	Model	Art/Photo
Keister, Lois	07/03/06-07/28/06	Model	Art/Photo
Konstant, Gene	06/12/06-06/12/06	Community Service-Fee Base	Community Service
Konstant, Gene	06/14/06-06/14/06	Community Service-Fee Base	Community Service
Konstant, Gene	06/21/06-06/21/06	Community Service-Fee Base	Community Service
Konstant, Gene	06/28/06-06/28/06	Community Service-Fee Base	Community Service
Margotta, John	06/24/06-07/15/06	Community Service-Fee Base	Community Service
Margotta, John	09/09/06-09/30/06	Community Service-Fee Base	Community Service
Margotta, John	10/14/06-11/04/06	Community Service-Fee Base	Community Service
Prosper, Charles	07/22/06-07/22/06	Community Service-Fee Base	Community Service
Prosper, Charles	07/22/06-07/22/06	Community Service-Fee Base	Community Service
Prosper, Charles	07/23/06-07/23/06	Community Service-Fee Base	Community Service
Salazar, James	05/10/06-06/10/06	Professional Expert	Fire Technology
Shaner, Keith	05/10/06-06/30/06	Community Service-Fee Base	Contract Ed
Shaner, Keith	07/01/06-07/20/06	Community Service-Fee Base	Contract Ed
Tipples, Tammy	06/19/06-06/30/06	Model	Art/Photo
Tipples, Tammy	07/03/06-07/28/06	Model	Art/Photo
 <u>Volunteers</u>			
Garza, Marcelino	07/01/06-12/31/06	Volunteer	FKCE
Gonzales, Patricia	05/10/06-06/30/06	Volunteer	AmeriCorps-Student Services
Margotta, John M.	05/10/06-06/30/06	Volunteer	Art/Photo
Sarchet, Beverly	05/10/06-06/30/06	Volunteer	AmeriCorps-Student Services
White, Adam	05/10/06-06/30/06	Volunteer	Community Service

HUMAN RESOURCES

MAY 9, 2006

TOPIC: ADMINISTRATIVE/MANAGEMENT/CONFIDENTIAL APPOINTMENTS

TO THE BOARD OF TRUSTEES:

The superintendent/president has approved the appointment of the following individual and requests board approval:

- 1. Richard Porter, project activity director/Title V, effective on or after May 15, 2006.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

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

REFERENCE FOR AGENDA: NO

Signed W. Spencer
 Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed Spencer
 Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____

INSTRUCTION

MAY 9, 2006

TOPIC: AGREEMENT – CONTRACT EDUCATION SERVICES

TO THE SUPERINTENDENT/PRESIDENT:

The district desires to enter in to the Contract Education Services agreement(s) listed below for courses offered in the Contract Education department. Payment to contractors for courses taught per these agreements will be made after courses have been completed and per the terms of the contract.

VENDOR	COURSE	COURSE DATES	TENTATIVE AMOUNT RECEIVED
Terry S. Rowan, Inc.	How to Start your Own Medical Insurance Billing Service from Home	1/28/06-1/29/06	\$ 1,560.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing I	1/28/06-1/29/06	\$ 4,450.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing II	1/28/06-1/29/06	\$ 3,600.00
Terry S. Rowan, Inc.	Computerized Medical Insurance Billing	1/28/06-1/29/06	\$ 2,000.00
Terry S. Rowan, Inc.	How to Start your Own Medical Insurance Billing Service from Home	3/25/06-3/26/06	\$ 1,560.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing I	3/25/06-3/26/06	\$ 4,450.00
Terry S. Rowan, Inc.	Beginning Medical Ins. .Billing II	3/25/06-3/26/06	\$ 3,600.00
Terry S. Rowan, Inc.	Computerized Medical Insurance Billing	3/25/06-3/26/06	\$ 2,000.00
Terry S. Rowan, Inc.	How to Start your Own Medical Insurance Billing Service from Home	6/17/06-6/18/06	\$ 2,600.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing I	6/17/06-6/18/06	\$ 4,450.00
Terry S. Rowan, Inc.	Beginning Medical Ins. Billing II	6/17/06-6/18/06	\$ 3,600.00
Terry S. Rowan, Inc.	Computerized Medical Insurance Billing	6/17/06-6/18/06	\$ 2,000.00
Terry S. Rowan, Inc.	Medical Front Office-A Home Study Course - Online	6/17/06-6/18/06	\$ 1,750.00
Terry S. Rowan, Inc.	Medical Transcription	6/17/06-6/18/06	\$ 1,750.00
Learn CPR 4 Life	American Heart Association Healthcare Provider CPR	2/2706-5/15/06	\$ 4,800.00
Learn CPR 4 Life	American Heart Association Heartsaver First Aid	2/2706-5/15/06	\$ 3,000.00
Learn CPR 4 Life	American Heart Association Healthcare Provider CPR	6/12/06-8/14/06	\$ 3,000.00
California School of Notary Public, Inc.	Become a California State Notary Public	2/13/06-6/10/06	\$ 700.00
California State Notary Public	Notary Public Workshop	3/18/06-5/21/06	\$ 3,000.00
California State Notary Public	Certified Loan Signing Agent	3/18/06-5/21/06	\$ 2,000.00
California School of Notary Public	Become a California State Notary Public-Online	6/19/06-8/11/06	\$ 700.00
California State Notary Public	Notary Public Workshop	6/24/06	\$ 3,000.00
California State Notary Public	Notary Public Workshop	8/5/06	\$ 3,000.00
California State Notary Public	Certified Loan Signing Agent	7/8/06	\$ 1,200.00
California State Notary Public	Notary Public Workshop	7/22/06	\$ 3,000.00
California State Notary Public	Certified Loan Signing Agent	7/23/06	\$ 2,000.00
Standing Room Only Productions, Inc.	Youth/Teen Performing Arts Workshop	6/20/06-6/23/06	\$ 1,000.00

Marshall Reddick Seminars, Inc.	Fabulous Locations to Invest, Live, Work, Play, & Have a Second Home for Great Wealth	6/24/06	\$ 1,200.00
Lord & Payne, Inc.	Down & Dirty Anger Management and Ways we Cope	6/26/06	\$ 1,000.00
Executive One	How to Form a Non-Profit Organization	7/6/06-8/5/06	\$ 2,000.00
Executive One	The Fundamentals of Grant Writing	7/13/06-8/19/06	\$ 2,000.00
		TOTAL	\$75,970.00

Fiscal Impact: \$75,970.00 to the District.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement(s) for Contract Education Services courses with the above contractor(s).

REFERENCE FOR AGENDA: No

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

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed _____
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes _____ Noes _____

INFORMATION ONLY _____

INSTRUCTION

MAY 9, 2006

TOPIC: DEPARTMENT CHAIRPERSONS' PAY FOR 2005-06

TO THE SUPERINTENDENT/PRESIDENT:


Approval is requested for payment for department chairpersons for the 2005-06 academic year per the attached list.

Fiscal Impact: Budgeted item

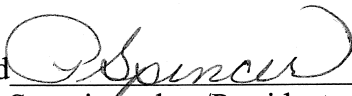
RECOMMENDATION:

It is recommended that the Board of Trustees approve payment for department chairpersons for the 2005-06 academic year.

REFERENCE FOR AGENDA: Yes

Signed 
Interim Deputy Superintendent/
Executive Vice President, Instruction

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed 
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes _____ Noes _____

INFORMATION ONLY

**DEPARTMENT CHAIRPERSON PAY
2005/2006**

DEPARTMENT	DEPARTMENT CHAIR	TOTAL
Administration of Justice	Ronald Fields	\$4,600
Agriculture and Natural Resources	Neville Slade	\$3,400
Allied Health	Scott Jones	\$5,600
Art & Design	Brent Wood	\$4,000
Automotive	John Sweet	\$3,600
Business Administration	David Hollomon	\$3,000
Business Real Estate	Chris Grover	\$2,000
Chemistry	Thomas Kennedy	\$2,400
Child Development	Sandy Visser	\$3,800
Computer Integrated Design & Graphics	Claude Oliver	\$2,800
Computer Information Technologies	Paul Tanning	\$4,800
Construction & Manufacturing Technology	Nord Embroden	\$5,600
Cooperative Education	Maggi Dunsmore	\$1,000
Counseling	Mike McCracken	\$4,600
Education/Education Technology	Mike Smith	\$1,200
Electronics & Computer Technology	Thomas Faro	\$2,000
English	Judy Solis	\$9,600
English as a Second Language (ESL)	Laird Eklund	\$2,600
Fire Technology	Tom Turner	\$5,800
Foreign Languages	Cuauhtemoc Franco	\$4,200
Learning Resources	Leslie Huiner	\$2,400
Life Science	Lisa Harvey	\$5,000
Math	Jeff Ridge	\$9,200
Music	Thomas Miller	\$3,200
Nursing	Diane Cline	\$5,000
Philosophy/Religious Studies	Marc Skuster	\$4,400
Physical Education	Debra Blanchard	\$5,800
Physical Science	Robert Kirkham	\$3,200
Political Science	David Dupree	\$4,000
Psychology	Jim Previte (pro-rated @ 7 mos)	\$2,940
Respiratory Therapy	Traci Marin	\$4,200
Restaurant Management	Duane Buckles	\$1,400
Social Science	Richard Cerreto	\$4,400
Speech & Theatre Arts	Theresa Mirci-Smith	\$5,000
Welding	Gary Menser	\$1,800
	Total	\$138,540

ADMINISTRATIVE SERVICES

MAY 9, 2006

TOPIC: BOARD OF TRUSTEES TRANSFERS AND PAYMENTS REPORTS


TO THE SUPERINTENDENT/PRESIDENT:

This is of a routine nature.

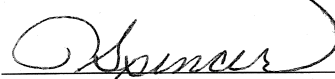
RECOMMENDATION:

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

REFERENCE FOR AGENDA: YES

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 _____

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BUDGET TRANSFERS/INTERFUND TRANSFERS
May 9, 2006

Batch	Reference	Fund
BUDGET TRANSFERS		
363	60192	01
407	60208	01
INTERFUND TRANSFERS		
335	62384	01/71
336	62385	01/72

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING MAY 9, 2006**

	General Fund	Cafeteria	Cap Projects Fund	Child Dev Ctr Fund	Insurance Trust	Debt Repayment
BATCH 562	\$ 5,743.79					
BATCH 562A	\$ 11,583.00					
BATCH 563	\$ 5,085.44					
BATCH 564					\$50.00	
BATCH 565	\$ 22.69					
BATCH 566	\$ 472.10					
BATCH 567	\$ 511.83					
BATCH 568 VOIDED						
BATCH 568A	\$ 3,086.10					
BATCH 569	\$ 1,276.59					
BATCH 570	\$ 55,460.49					
BATCH 570A	\$ 1,625.04					
BATCH 571	\$ 2,729.75					
BATCH 572	\$ 846.30					
BATCH 573	\$ 512.10					
BATCH 574	\$ 130.09					
BATCH 575	\$ 1,317.68					
BATCH 576	\$ 21,850.88					
BATCH 576A	\$ 59,325.70					
BATCH 577					\$382.28	
BATCH 578	\$ 15,644.77					
BATCH 579	\$ 10,799.31					
BATCH 580					\$269.50	
BATCH 581	\$ 208.00					
BATCH 582	\$ 6,088.18					
BATCH 582A	\$ 1,143.00					
BATCH 583	\$ 3,499.98					
BATCH 584	\$ 38,879.59					
BATCH 584A	\$ 20,716.43					
BATCH 585 VOIDED						
BATCH 585A	\$ 10,000.00					
BATCH 586	\$ 1,163.72					
BATCH 587	\$ 6,486.76					

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING MAY 9, 2006**

	General Fund	Cafeteria	Cap Projects Fund	Child Dev Ctr Fund	Insurance Trust	Debt Repayment
BATCH 587A	\$ 8,620.00					
BATCH 588	\$ 16,027.37					
BATCH 588A	\$ 1,254.59					
BATCH 589						
BATCH 590	\$ 157,293.40		\$36,476.60			
BATCH 591	\$ 6,509.45					
BATCH 591A	\$ 2,079.00					
BATCH 592	\$ 156.00					
BATCH 593	\$ 22,444.24					
BATCH 594						
BATCH 595	\$ 3,946.08		\$122.64			
BATCH 596	VOIDED					
BATCH 596A						
BATCH 597	\$ 14,898.70					
BATCH 597A	\$ 6,050.04					
BATCH 598	\$ 1,010.96					
BATCH 599	\$ 3,197.00					
BATCH 600	BATCH CONTAINS NO PAYMENT		\$8,724.43			
BATCH 601	\$ 494.00					
BATCH 602	\$ 4,769.02					
BATCH 603	\$ 58,853.69					
BATCH 604			\$3,921.17			
BATCH 605	\$ 7,787.78					
BATCH 605A	\$ 3,388.15					
BATCH 606	\$ 4,355.11					
BATCH 606A	\$ 13,480.00					
BATCH 607	BATCH CONTAINS NO PAYMENT					
BATCH 607A	\$ 3,548.58					
BATCH 608						
BATCH 608A	\$ 50,162.00		\$531.50			
BATCH 609						
BATCH 610	\$ 8,615.31			\$1,321.05		
BATCH 610A	\$ 3,498.74					
BATCH 611	\$ 7,284.25					
BATCH 611A	\$ 2,019.00					
BATCH 612	\$ 824.57					

**BOARD PAYMENT REPORT
BOARD OF TRUSTEES MEETING MAY 9, 2006**

	General Fund	Cafeteria	Cap Projects Fund	Child Dev Ctr Fund	Insurance Trust	Debt Repayment
BATCH 613	\$ 9,551.57					
BATCH 613A	\$ 18,878.87					
BATCH 614	\$ 5,232.00					
BATCH 615	\$ 2,956.22					
BATCH 616	\$ 8,944.36					
BATCH 617	BATCH CONTAINS NO PAYMENT					
BATCH 618						
BATCH 619			\$694.91			
BATCH 620	\$ 5,076.52			\$588.04		
BATCH 621	\$ 25,833.71					
BATCH 621A	\$ 13,753.29					
BATCH 622	\$ 7,023.00					
BATCH 623	BATCH CONTAINS NO PAYMENT					
BATCH 623A	\$ 4,697.00					
BATCH 624						
BATCH 625	\$ 1,800.00		\$7,314.00			
BATCH 626	\$ 89,381.45					
BATCH 626A	\$ 15,375.00					
TOTALS	\$ 907,279.33	\$0.00	\$57,785.25	\$2,600.87	\$0.00	\$0.00

ADMINISTRATIVE SERVICES

MAY 9, 2006

TOPIC: CHANGE ORDER – NESDOOR – ADA COMPLIANT DOOR PROJECT

TO THE SUPERINTENDENT/PRESIDENT:

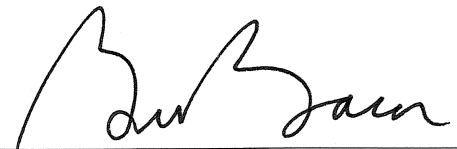
The district wishes to submit for approval the attached Change Order #1 for additional prevailing wage overtime labor for the completion of the ADA Compliant Door Project. Funds for this project in the amount of \$44,898.00 were previously approved by the Board of Trustees at the November 8, 2005 board meeting.

Fiscal Impact: \$ 500.00. (100% reimbursable through Community Development Block Grant)

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 with Nesdoor

REFERENCE FOR AGENDA: YES

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 _____

VICTOR VALLEY COMMUNITY COLLEGE

Change Order #1

Initiation Date: April 18, 2006

Change Order Number: 1

Project: ADA Compliant Door Project

Contract Date: September 20, 2005

To (Contractor): NESDOOR

Address: 147 West Route 66, Unit #740, Glendora, CA 91470-0000

You are directed to make the following changes in this Contract:

1. Additional Prevailing Wage Overtime Labor	\$	500.00		
2.	\$			
3. TOTAL:	\$	<u>500.00</u>	\$	<u>500.00</u>

Not valid until signed by the Owner. Signature of the Contractor indicates his/her agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was.....	\$	44,898.00
The change by previously authorized Change Orders.....	\$	0
The Contract Sum prior to this Change Order was	\$	44,898
The Contract Sum will be increased by this Change Order.....	\$	<u>500.00</u>
The new Contract Sum including this Change Order will be.....	\$	45,398.00
The Contract Time will be increased by.....	\$	-0-
The Date of Substantial Completion as of the date of this Change Order therefore is.....		February, 2006

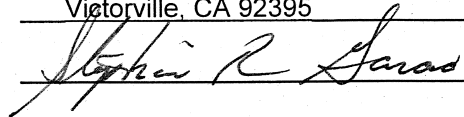
Contractor: Nesdoor.

Owner: Victor Valley Community College District

147 West Route 66, Unit #740
Address
Glendora, CA 91470-0000

18422 Bear Valley Road
Address
Victorville, CA 92395

By: _____



Date: _____

OK TO PAY

MAR 28 2006

NESDOOR Entry Systems Corporation
 147 West Route 66, Unit #740
 Glendora, CA 91740

Stephen R. Garcia

Invoice

Date	Invoice #
2/19/2006	3000

Bill To
Victorvalley College Mr. Steve Garcia, Facilities 18422 Bear Valley Road Victorville, CA 92392-5849

P.O. No.	Terms	Project
ADA DOOR GRA...	Net 30	

Quantity	Description	Rate	Amount
	ADA COMPLIANT DOOR GRANT PROJECT		
1	FURNISH AND INSTALL SINGLE SLIDE AUTOMATIC SLIDING DOORS AND ADA AUTOMATIC SWING DOOR OPERATORS PER APPROVED PROPOSAL	44,898.00	44,898.00
1	ADDITIONAL PREVAILING WAGE OVERTIME LABOR CHARGE FOR SATURDAY'S WORK	500.00	500.00
	San Bernardino County Sales Tax	7.75%	0.00

Thank you for calling NESDOOR. We appreciate the business and the confidence you have placed in us.

Total

\$45,398.00

ADMINISTRATIVE SERVICES

MAY 9, 2006

TOPIC: AGREEMENTS

TO THE SUPERINTENDENT/PRESIDENT:

The vendors and/or consultants listed 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 these agreements is in accordance with district, county, state and/or federal regulations.

Vendor/Consultant	Service	Amount
R Y Rodriguez Inc	Annual Vapor Recovery Inspection for unleaded fuel dispenser required by MDAQMD.	\$323.25
Evisions	Annual license/support fee for Forms Fusion, payable second year of purchase and every year thereafter. Includes web-based phone/email support on program functionality, up to 5 one hour web-based training sessions, free program upgrades, and on-line access to stock form templates (including 1099, 1098, W-2). Valid Nov. 2005 to Oct. 2006	\$2,784.00

Fiscal Impact: \$3,952.46

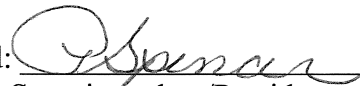
RECOMMENDATION:

It is recommended the Board of Trustees approve the agreements as listed.

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 _____

Ayes ____ Noes ____

INFORMATION ONLY _____

STUDENT SERVICES

May 9, 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
Carol Wertz	Facilitate training workshop, provide materials and educational resources, conduct follow-up of participants.	\$456.60
	Total	\$456.60

RECOMMENDATION:

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

REFERENCE FOR AGENDA: No

Signed Willard Lewallen
Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed Spencer
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes _____ Noes _____

INFORMATION ONLY _____

INSTRUCTION

MAY 9, 2006

TOPIC: OUT-OF-STATE STUDENT TRAVEL

TO THE SUPERINTENDENT/PRESIDENT:

Authorization is requested from the Board of Trustees to allow students from the Geology Department and faculty members as listed to travel to Great Basin National Park in Nevada, from May 26-28, 2006 to participate in a field study fieldtrip. The National Park Service has waived all entry and guide fees due to the educational nature of the excursion.

Students:

Jonathan Berg	Joan Moore	Abe Tuck
Steve Currie	Phillip Tourgelis	Patricia Wilson
Bonnie Langham	Trisha Tourgelis	Tanya Zeferjahn
Kristen Micetich	Nichole Stubblefield	

Faculty:

Lee Kinney
James Previte

Fiscal Impact: Gas expenses for college vehicles. Students and staff are responsible for all other travel expenses.

RECOMMENDATION:

It is recommended that the Board of Trustees approve out-of-state travel and gas expenses for faculty and students as listed attending the field study fieldtrip at Great Basin National Park in Nevada, from May 26-28, 2006.

REFERENCE FOR AGENDA: Yes

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

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed *R. Kinney*
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes _____ Noes _____

INFORMATION ONLY _____

Travel Authorization/Funding Request AND Reimbursement Form

Requestor's Name LEE KINNEY
Name of Conference/Workshop GREAT BASIN NATIONAL PARK
Location of Conference/Workshop NEVADA
Date(s) of Conference/Workshop 26 MAY TO 28 MAY, 2006

Travel Authorization/Funding Request

Estimated Cost of Attendance
Meals (\$35 per day max.) \$
Mileage @ per mile (call Fiscal Svcs for rate) \$
Transportation (plane, train, bus) Req# \$
Registration Req# \$
Lodging/Hotel Req# \$
Other: \$
Total Estimated Cost of Travel \$ 0

Please Note: SEPARATE REQUISITIONS must accompany this form if you wish the district to pay in advance for your registration, lodging, transportation (plane, train, bus), etc.

If you are requesting Staff Development Funding, please CHECK the applicable purpose per the AB 1725 Guidelines on the reverse of this form.

Requestor's Signature Lee Kinney Date 5 APRIL, 2006

Approval to Attend
Signature of Supervisor (Staff) or Dean, Learning Systems (Faculty) Date 4-19-06

Budget Approval

Please Indicate Funding Requested

- Budget Acct Manager Signature Date
Department Budget Account--12 digit # \$\$\$ 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
Supervisor: Forward all Copies to Staff Development Office
Staff Development will return to requestor Yellow, Pink & Goldenrod copies to employee for use in Reimbursement Phase

Reimbursement Request Statement of Expenses

To Be Submitted Within 90 Days After Travel (See Guidelines on Reverse Side)

Transportation
Mileage @ per mile (call Fiscal Svcs for rate) \$
Plane, train, shuttle, bus \$
Taxi/bus fares or parking \$
Conference Registration Fees \$
Lodging/Hotel (Exit Bill must show zero balance)
Room: # Days X Rate = \$
Days X Rate = \$
Days X Rate = \$
Lodging Total \$

Meals--Itemized by day (List names of other people on receipt, if applicable)

Table with columns: Date, Brkfst, Lunch, Dinner, #People, \$

Other: \$
Sub-Total \$
Less District Paid - \$
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
Reimbursement Approval Date

Processing Instructions - Reimbursement Request Phase

Requestor: Retain Goldenrod copy and forward Yellow & Pink copies to Fiscal Services
OR
If Staff Development/Faculty Travel Funds were approved, forward Yellow & Pink copies to Staff Development Office

Travel Authorization/Funding Request AND Reimbursement Form

Requestor's Name JIM PREVITE
Name of Conference/Workshop GREAT BASIN NATIONAL PARK
Location of Conference/Workshop NEVADA
Date(s) of Conference/Workshop 26 MAY - 28 MAY, 2006

Travel Authorization/Funding Request

Estimated Cost of Attendance

Meals (\$35 per day max.) \$
Mileage @ per mile (call Fiscal Svcs for rate) \$
Transportation (plane, train, bus) Req# \$
Registration Req# \$
Lodging/Hotel Req# \$
Other: \$
Total Estimated Cost of Travel \$ 0

Please Note: SEPARATE REQUISITIONS must accompany this form if you wish the district to pay in advance for your registration, lodging, transportation (plane, train, bus), etc. A requisition is not required if you intend to pay all of your own expenses and request later reimbursement.

If you are requesting Staff Development Funding, please CHECK the applicable purpose per the AB 1725 Guidelines on the reverse of this form. I have READ the District Guidelines on the reverse of this form.

Requestor's Signature Jim Previte Date Apr 5, 06

Approval to Attend
Signature of Supervisor (Staff) or Dean, Learning Systems (Faculty) Date 4-19-06

Budget Approval

Please Indicate Funding Requested

- Budget Acct Manager Signature Date
Department Budget Account--12 digit # \$\$\$ 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
Supervisor: Forward all Copies to Staff Development Office
Staff Development will return to requestor Yellow, Pink & Goldenrod copies to employee for use in Reimbursement Phase
White/Travel Book; Green/Staff Development/Faculty Travel

Reimbursement Request Statement of Expenses

To Be Submitted Within 90 Days After Travel (See Guidelines on Reverse Side)

Transportation

Mileage @ per mile (call Fiscal Svcs for rate) \$
Plane, train, shuttle, bus \$
Taxi/bus fares or parking \$
Conference Registration Fees \$
Lodging/Hotel (Exit Bill must show zero balance)
Room: # Days X Rate = \$
Days X Rate = \$
Days X Rate = \$
Lodging Total \$

Meals--Itemized by day

(List names of other people on receipt, if applicable)

Table with columns: Date, Brkfst, Lunch, Dinner, #People, \$

Other: \$
Sub-Total \$
Less District Paid - \$
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
Reimbursement Approval Date

Processing Instructions - Reimbursement Request Phase

Requestor: Retain Goldenrod copy and forward Yellow & Pink copies to Fiscal Services
OR
If Staff Development/Faculty Travel Funds were approved, forward Yellow & Pink copies to Staff Development Office
Yellow/Fiscal Services; Pink/Staff Development/Faculty Travel; Goldenrod/Requestor

STUDENT SERVICES

MAY 9, 2006

TOPIC: STUDENT/STAFF TRAVEL

TO THE SUPERINTENDENT/PRESIDENT:

Approval is requested for the following staff/students to travel to CSUSB and UC-Riverside on May 12, 2006 for a campus tour.

Staff: Eartha Johnson, Lisa Cripps

Students:	Kathy Stewart	Blanca Gomez
	Marlene Keith	Diane Carver
	Alfreda Peoples	Bertha Magana

Fiscal Impact: Budgeted item. Not to exceed \$200.

RECOMMENDATION:

It is recommended that the Board of Trustees approve travel for staff/students attending the campus tour at CSUSB/UC-Riverside.

REFERENCE FOR AGENDA: NO

Signed: Willard Jewallen
Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: [Signature]
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

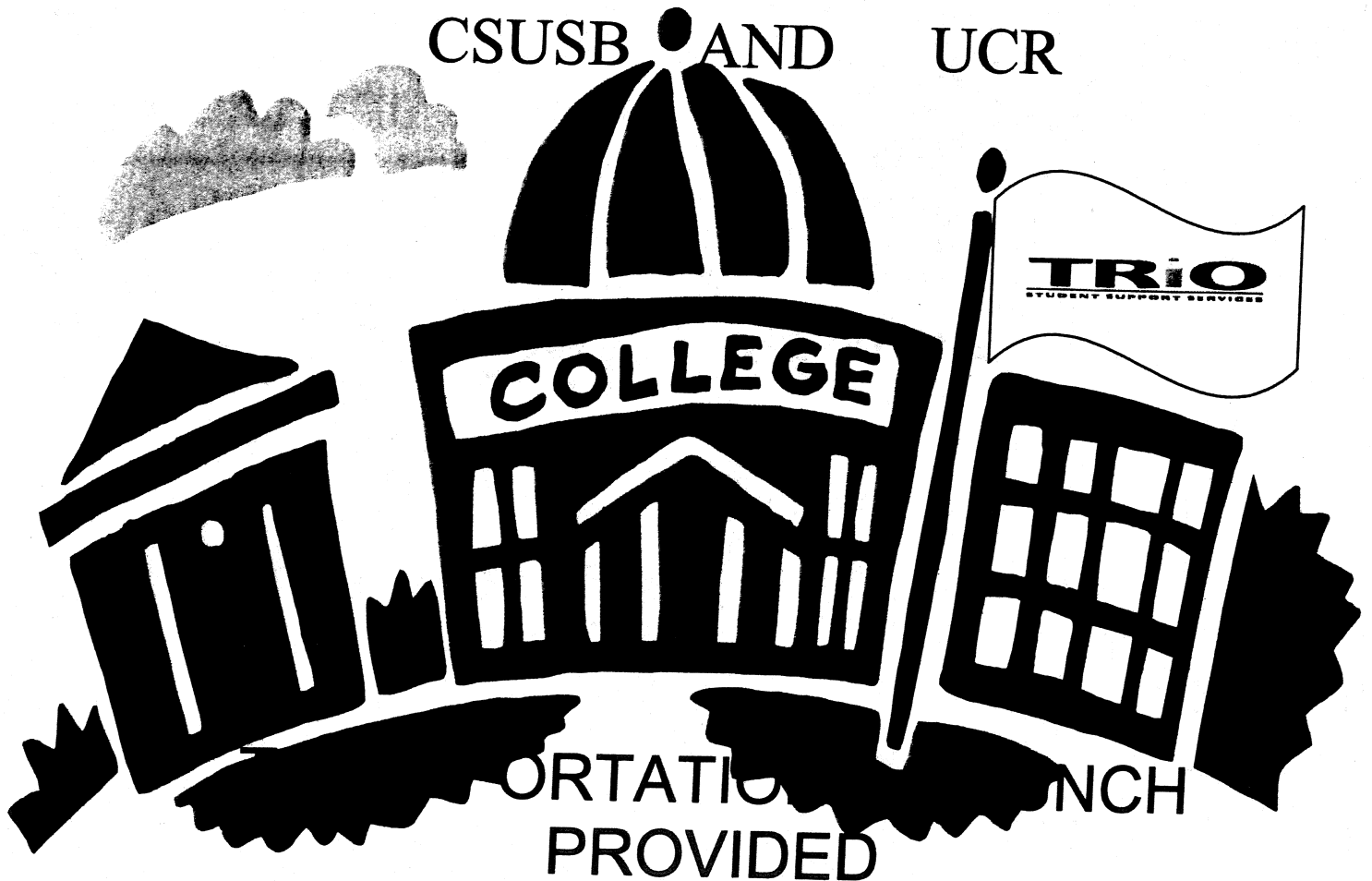
Student Support Services STUDENTS

COLLEGE TOUR DAY!

Friday May 12th

8:30 to 5:30

CSUSB AND UCR



Contact Student Support Services at 245-4271 ext 2641 or 2629
for information and to register *before May 5th!*

REVOLVING CASH

Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Eartha Johnson

Name of Conference/Workshop: Student Support Services College Tour Day

Location of Conference/Workshop: CSUSB and UCR

Date(s) of Conference/Workshop: 5-12-06

Travel Authorization/Funding Request

Estimated Cost of Attendance

Meals (\$35 per day max) \$

Mileage @ \$ per mile:

(call Fiscal Services for \$ per mile) YES NO

Transportation (plane, train, bus): To be prepaid?

Registration: To be prepaid?

Lodging/Hotel: To be prepaid?

Other: To be prepaid?

TOTAL ESTIMATED COST OF TRAVEL: \$ 200.00

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 # 12943 P.O.#

Eartha Johnson
Signature of Attendee Date

APPROVAL TO ATTEND:

Victoria Hudes 4/04/06
Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

Please Indicate Budget Approval

Victoria Hudes 4/04/06
Budget Account Manager Signature Date

01-00-31-6350-2109-5200 #200.00
Department Budget Account # (12 digits) \$ Approved

Faculty Travel Date Faculty Travel # \$ Approved

Staff Development Date Staff Dev # \$ Approved

Processing Instructions -

Travel Authorization/Funding Phase

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

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

Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

Transportation

Mileage @ \$ per mile: \$

Plane, train, shuttle, bus:

Taxi/bus fares or parking:

Conference Registration Fees:

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

Room: Days Rate = \$

Days Rate = \$

Days Rate = \$

Lodging Total: \$

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

Date	Brkfst	Lunch	Dinner	#People	\$

Other:

Sub-total of expenses:

LESS AMOUNT PREPAID BY DISTRICT:

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

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

Employee Signature Date

Fiscal Services Approval Date

Processing Instructions -

Reimbursement Request Phase

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

Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Lisa Cripps
 Name of Conference/Workshop: Student Support Services College Tour Day
 Location of Conference/Workshop: CSUSB, SUCR
 Date(s) of Conference/Workshop: 5-12-06

Travel Authorization/Funding Request

Estimated Cost of Attendance

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

NOTES:

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

Requisition # _____ P.O.# _____
Lisa Cripps 4-5-06
 Signature of Attendee Date

APPROVAL TO ATTEND:

Victoria Hinds 4-5-06
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

Please Indicate Budget Approval

Victoria Hinds 4-5-06
 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.

STUDENT SERVICES

MAY 9, 2006

TOPIC: OUT OF STATE TRAVEL – VICTORIA HINDES

TO THE SUPERINTENDENT/PRESIDENT:


Approval is requested for Dr. Victoria Hinds to travel to Washington D.C to participate in the U.S. Department of Agriculture-Hispanic Serving Institutions Fellows Program, June 26 – 30, 2006. As a USDA/HSI Fellow, she will interact with a network of leaders that work to advance the excellence of education at Hispanic Serving Institutions.

Fiscal Impact: None, all expenses to be paid by the USDA Fellows Program.

RECOMMENDATION:

It is recommended that the Board of Trustees approve out-of-state travel for Dr. Victoria Hinds.

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 _____

Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Victoria Hardin
 Name of Conference/Workshop: USDA HSI Fellows Program
 Location of Conference/Workshop: Washington, D.C.
 Date(s) of Conference/Workshop: June 26 - 30

Travel Authorization/Funding Request

No cost to UVC

Estimated Cost of Attendance

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

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. *Paid by USDA Fellows Program*

Requisition # _____ P.O.# _____

Victoria Hardin
 Signature of Attendee _____ Date _____

APPROVAL TO ATTEND:

William [Signature] *17 April 06*
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) _____ Date _____

Please Indicate Budget Approval

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

Processing Instructions -

Travel Authorization/Funding Phase

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

White, green: Fiscal Services; Pink, goldenrod: Requestor;

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.

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STUDENT SERVICES

May 9, 2006

TOPIC: OUT OF STATE TRAVEL – STARLA UNDERWOOD

TO THE SUPERINTENDENT/PRESIDENT:


Approval is requested for Starla Underwood to travel to Tulsa, OK to attend the 2006 WAVES Conference (Western Association Veterans Education Specialists) held July 9 – 13, 2006.

Fiscal Impact: Budgeted Item. Not to exceed \$1465.44

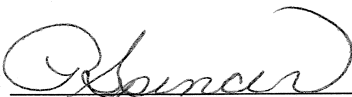
RECOMMENDATION:

It is recommended that the Board of Trustees approve out-of-state travel for Starla Underwood.

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 _____

Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Starla Underwood
 Name of Conference/Workshop: 2006 WAVES Conference (Western Assoc. Veterans Education Specialists)
 Location of Conference/Workshop: Tulsa, OK
 Date(s) of Conference/Workshop: 7/9/06 - 7/13/06

Travel Authorization/Funding Request

Estimated Cost of Attendance

Meals (\$35 per day max)	\$ <u>210.00</u>
Mileage <u>95</u> @ \$ <u>43.5</u> per mile:	<u>41.32</u>
(call Fiscal Services for \$ per mile)	
Transportation (plane, train, bus): To be prepaid? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<u>600.00</u>
Registration: To be prepaid? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<u>135.00</u>
Lodging/Hotel: To be prepaid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<u>404.12</u>
Other: <u>shuttle & membership fee</u> To be prepaid? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>75.00</u>
TOTAL ESTIMATED COST OF TRAVEL:	\$ <u>1465.44</u>

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 # 13010 P.O.# _____

Signature of Attendee _____ Date _____

APPROVAL TO ATTEND:

Sharon Groom _____ 04-24-06
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

Please Indicate Budget Approval

<input checked="" type="checkbox"/>	<u>Sharon Groom</u> _____ <u>04-24-06</u> Budget Account Manager Signature Date
<input type="checkbox"/>	<u>01-00-30-6480-00-5202</u> _____ <u>1465.44</u> Department Budget Account # (12 digits) \$ Approved
<input type="checkbox"/>	_____ Faculty Travel Date Faculty Travel # \$ Approved
<input type="checkbox"/>	_____ 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.



Western Association of Veterans Education Specialists

2006 WAVES Conference Tulsa, OK 11th Annual Western Association of Veteran Education Specialist Conference July 9-13, 2006

- W.A. V.E.S.
Home Page
- Conferen ce
Info
- New sLetter
- Mem bership
- Bil l Pearson
Achievement
Award
Nominations,
Guidelines

The WAVES 2006 Conference will be at:
Crown Plaza Hotel Tulsa
100 East 2nd Street
Tulsa, OK 74103

For reservations call 1-800-227-6963 toll free or 1-918-5 direct. The room rate is \$101.03 with taxes included. Be indicate that you are with WAVES. Please visit the hot www.crowneplaza.com/tulsaok for reservation and/or a site information.

There is a free hotel shuttle from the Tulsa airport. Parl cars is free at the hotel.

The registration fee is \$135 for those who pay the \$25 membership fee (only one membership fee per school required).

Tuesday, July 11, will be the trip to visit the VARPO in l from 9:00 am to 3:00 pm.

Click the link below to download your conference ap

STUDENT SERVICES

MAY 9, 2006

TOPIC: OUT OF STATE TRAVEL – GINA JANISKO, ROBBIE RICHARDS

TO THE SUPERINTENDENT/PRESIDENT:

Approval is requested for the following staff members to travel to Buffalo, NY to attend the 2006 Buffalo RPO/NAVPA Certifying Officials Conference held June 5 – 8, 2006.

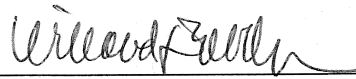
Gina Janisko, Financial Aid Specialist
Robbie Richards, Financial Aid Specialist

Fiscal Impact: Budgeted item. Not to exceed \$2761.32.

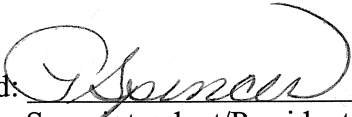
RECOMMENDATION:

It is recommended that the Board of Trustees approve out-of-state travel for Gina Janisko and Robbie Richards.

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 _____

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Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Robbie Richards
 Name of Conference/Workshop: 2006 Buffalo RPO/NAVPA Certifying Officials Conference
 Location of Conference/Workshop: Buffalo, NY
 Date(s) of Conference/Workshop: 6/5/06 - 6/8/06

Travel Authorization/Funding Request

Estimated Cost of Attendance

Meals (\$35 per day max) \$ 210.00
 Mileage _____ @ \$ _____ per mile: _____
 (call Fiscal Services for \$ per mile) YES NO
 Transportation (plane, train, bus): To be prepaid? 600.00
 Registration: To be prepaid? 50.00
 Lodging/Hotel: To be prepaid? 500.00
 Other: _____ To be prepaid? 50.00
TOTAL ESTIMATED COST OF TRAVEL: \$ 1360.00 ~~2200.00~~

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 # 13009 P.O.# _____

Signature of Attendee _____ Date _____

APPROVAL TO ATTEND:

Sharon Groom 4-24-06
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

Please Indicate Budget Approval

Sharon Groom 4-24-06
 Budget Account Manager Signature Date

01-00-30-6480-00-5202 1360.00
 Department Budget Account # (12 digits) \$ Approved

 Faculty Travel Date Faculty Travel # \$ Approved

 Staff Development Date Staff Dev # \$ Approved

Processing Instructions -

Travel Authorization/Funding Phase

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

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

Reimbursement Request/ Statement of Expenses

To be submitted within 90 days after travel

(see 'Guidelines' on reverse side)

Transportation

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

Lodging Total: \$ _____

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

Date	Brkfst	Lunch	Dinner	#People	\$

Other: _____

Sub-total of expenses: _____

LESS AMOUNT PREPAID BY DISTRICT: _____

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

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

Employee Signature _____ Date _____

Fiscal Services Approval _____ Date _____

Processing Instructions -

Reimbursement Request Phase

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

Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Gina Janisko
 Name of Conference/Workshop: 2006 Buffalo RPO/NAVPA Certifying Officials Conference
 Location of Conference/Workshop: Buffalo, NY
 Date(s) of Conference/Workshop: 6/5/06 - 6/8/06

Travel Authorization/Funding Request

Estimated Cost of Attendance

Meals (\$35 per day max) \$ 210.00
 Mileage 95 @ \$ 43.5 per mile: 41.32
 (call Fiscal Services for \$ per mile) YES NO
 Transportation (plane, train, bus): To be prepaid? 600.00
 Registration: To be prepaid? 50.00
 Lodging/Hotel: To be prepaid? 500.00
 Other: _____ To be prepaid? 50.00
TOTAL ESTIMATED COST OF TRAVEL: \$ 1401.32

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 # 13008 P.O.# _____

Gina M. Janisko
 Signature of Attendee Date 24 Apr 06

APPROVAL TO ATTEND:

Sharon Groom
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date 4-24-06

Please Indicate Budget Approval

Sharon Groom 04-24-06
 Budget Account Manager Signature Date

01-00-30-6480-00-5202 1401.32
 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

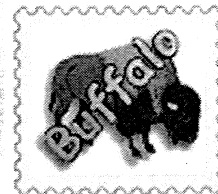
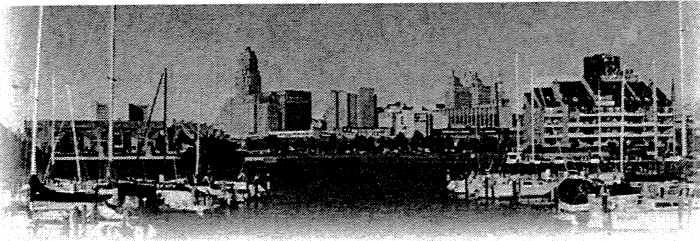
 Fiscal Services Approval Date

Processing Instructions - Reimbursement Request Phase

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

Gina Janisko - 2006 Buffalo RPO-NAVPA School Ce.htm

From: Jim Murray
To: Gina Janisko
Date: 4/17/2006 1:35 PM
Subject: 2006 Buffalo RPO-NAVPA School Ce.htm



2006 Buffalo RPO/NAVPA School Certifying Official Conference

The Buffalo Regional Processing Office (RPO) in conjunction with the National Association of Veterans Program Administrators (NAVPA) is hosting a VA School Certifying Official's Conference, Monday June 5th to Thursday June 8th, 2006. The meeting will be held at the Adam's Mark Hotel in downtown Buffalo, a short walk to our new office and historic waterfront. The hotel room rate, single or double, is the Government rate, \$79 + tax per night.

This is an opportunity to combine business and pleasure as you network with your colleagues. Join us for a 3 hour dinner cruise tour of Buffalo's historic waterfront on Wednesday night, June 7th. The cruise will include a dinner buffet @ \$30 per person with cash bar. Reserve your spot early as seats are limited. Also, for those who enjoy sight-seeing, just a short distance from Buffalo is one of the seven natural wonders of the world, Niagara Falls.

The agenda will include breakout sessions regarding State Approving Agencies (SAA), VA-ONCE, REAP (1607), recent legislation, Vocational Rehabilitation and Employment, On-the-Job Training, web based certifications, meeting with your ELR and tours of the Buffalo RPO.

Our co-sponsor, NAVPA, is a membership organization established in 1975. It has evolved into a nationally recognized professional organization for Institutions of Higher Learning (IHL) Veterans Certifying Officials. NAVPA's primary focus is education, professional development for certifying officials and advocating for GI Bill improvements. Check out their web site at www.navpa.org

More information and the agenda will be provided as it becomes available. Register early and make plans for what will be an enjoyable and informative meeting. For more information about Buffalo and the Adam's Mark hotel, please visit the following web sites:
www.Buffalocvb.org/home.asp

STUDENT SERVICES

MAY 9, 2006

TOPIC: OUT OF STATE TRAVEL – SHARON GROOM

TO THE SUPERINTENDENT/PRESIDENT:

Approval is requested for Sharon Groom to travel to Seattle, WA to attend the annual National Association of Student Financial Aid Administrators (NASFAA) Conference. This event is scheduled for July 5 – 8, 2006.

Fiscal Impact: Budgeted item. Not to exceed \$2,043.50.

RECOMMENDATION:

It is recommended that the Board of Trustees approve out-of-state travel for Sharon Groom.

REFERENCE FOR AGENDA: YES

Signed: Wendy Lueder
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 _____

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Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Sharon Groom

Name of Conference/Workshop: National Association of Student Financial Aid Administrators (NASFAA)
Annual National Conference

Location of Conference/Workshop: Seattle, WA

Date(s) of Conference/Workshop: July 5 - 8, 2006

Travel Authorization/Funding Request

Estimated Cost of Attendance

Meals (\$35 per day max)	\$	<u>140.00</u>
Mileage <u>100</u> @ \$ <u>43.5</u> per mile:		<u>43.50</u>
(call Fiscal Services for \$ per mile)		
Transportation (plane, train, bus): To be prepaid? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<u>350.00</u>
Registration: To be prepaid? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<u>450.00</u>
Lodging/Hotel: To be prepaid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<u>960.00</u>
Other: <u>shuttle</u> To be prepaid? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<u>100.00</u>
TOTAL ESTIMATED COST OF TRAVEL:	\$	<u>2,043.50</u>

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 # 12961 P.O.# _____

Sharon Groom 4-12-06
 Signature of Attendee Date

APPROVAL TO ATTEND:

Willard Fuller 5/4/06
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

Please Indicate Budget Approval

Sharon Groom 4-12-06
 Budget Account Manager Signature Date

01-00-30-6460-3052-5202 2,043.50
 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.



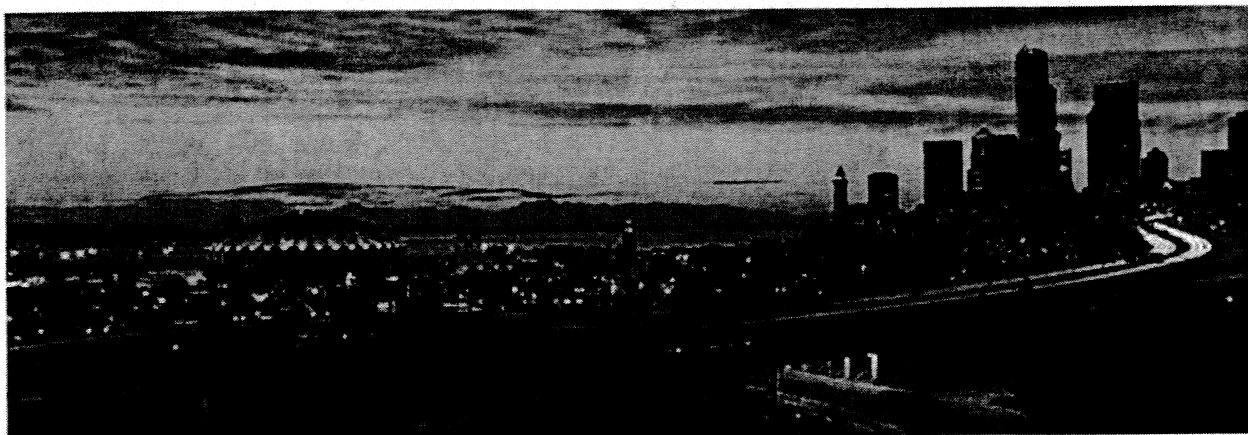
seattle06

opening doors of educational
opportunity for 40 years

nasfaa national conference . july 5-8 2006

home schedule speakers exhibitors registration housing travel tourism news

committee contacts preconference diversity connections first time attendees book/video drive retirees postconference



website sponsors



freshly brewed...

July 5 - 8, 2006

Washington State Convention & Trade Center

Speaker

Dr. Bertice Berry, scholar, author and entertainer, has been confirmed as the Friday Luncheon Speaker.

what's brewing...

Who's Exhibiting?

Check back often to see what **companies** plan to exhibit at this year's Conference.

NASFAA's 40th Anniversary

NASFAA will celebrate its 40th Anniversary in 2006. Planning is underway for the celebration.

Seminar Descriptions

Descriptions of Financial Aid Business Solutions **Seminars** (FABS) that are being offered at the Conference are now available.

Registration

Planning to attend the Conference in July? Go ahead and get your **registration**.

Note: Entrance to the Exhibit Hall is limited to **registered conference attendees only** with the exception of Wednesday, July 5 from 5:00 pm - 7:00 pm, and Friday, July 7 from 9:00 am - 4:30 pm.

STUDENT SERVICES

MAY 9, 2006

TOPIC: OUT OF STATE TRAVEL – WILLARD LEWALLEN, PAT SPENCER, BRUCE BARON, VICTORIA HINDES, JOE RANGE, BETTYE UNDERHILL

TO THE SUPERINTENDENT/PRESIDENT:

Approval is requested for Joe Range, Bettye Underhill, Willard Lewallen, Pat Spencer, Bruce Baron and Victoria Hinds to travel to Henderson, Nevada to participate at the Victor Valley College District Foundation 2006 Board Retreat, May 12 – 13, 2006.

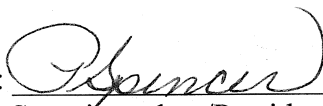
Fiscal Impact: Budgeted item. Not to exceed \$4,000

RECOMMENDATION:

It is recommended that the Board of Trustees approve out-of-state travel for Willard Lewallen, Pat Spencer, Bruce Baron, Victoria Hinds, Joe Range, Bettye Underhill

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 _____

Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: JOE RANGE

Name of Conference/Workshop: VVC DISTRICT FOUNDATION BOARD RETREAT 2006

Location of Conference/Workshop: HENDERSON, NV

Date(s) of Conference/Workshop: 5/12-5/13, 2006

Travel Authorization/Funding Request

Estimated Cost of Attendance

Meals (\$35 per day max) \$ _____

Mileage 191 @ \$ 435 per mile: x2 166.17

(call Fiscal Services for \$ per mile) YES NO

Transportation (plane, train, bus): To be prepaid? _____

Registration: To be prepaid? _____

Lodging/Hotel: * To be prepaid? 115.00

Other: _____ To be prepaid? _____

TOTAL ESTIMATED COST OF TRAVEL: \$ _____

NOTES: * CONF. #VDKJL

1) If any of the above expenses are to be PREPAID, you MUST attach your COMPLETED registration and lodging information to this request.

2) Organization dues and memberships may not be included as part of the Travel Authorization.

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

Requisition # _____ P.O.# _____


Signature of Attendee _____ Date _____

APPROVAL TO ATTEND:

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

Please Indicate Budget Approval

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

Processing Instructions -

Travel Authorization/Funding Phase

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

White: Fiscal Services; Pink: goldenrod: Requestor;

Reimbursement Request/ Statement of Expenses

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

Transportation

Mileage _____ @ \$ _____ per mile: \$ _____

Plane, train, shuttle, bus: _____

Taxi/bus fares or parking: _____

Conference Registration Fees: _____

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

Room: Days _____ Rate = \$ _____

Days _____ Rate = \$ _____

Days _____ Rate = \$ _____

Lodging Total: \$ _____

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

Date	Brkfst	Lunch	Dinner	#People	\$

Other: _____

Sub-total of expenses: _____

LESS AMOUNT PREPAID BY DISTRICT: _____

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

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

Employee Signature _____ Date _____

Fiscal Services Approval _____ Date _____

Processing Instructions -

Reimbursement Request Phase

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

Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: BETTYE UNDERHILL, PH.D.
 Name of Conference/Workshop: 2006 CALIFORNIA COMMUNITY COLLEGE TRUSTEES ANNUAL CONFERENCE
 Location of Conference/Workshop: LA JOLLA, CA
 Date(s) of Conference/Workshop: MAY 5-7, 2006

Travel Authorization/Funding Request

Estimated Cost of Attendance

Meals (\$35 per day max) \$ 55.

Mileage 281 @ \$ _____ per mile: _____
 (call Fiscal Services for \$ per mile) YES NO

Transportation (plane, train, bus): To be prepaid? _____

Registration: To be prepaid? 385.

Lodging/Hotel: * To be prepaid? 600.

Other: PARKING To be prepaid? 66.

TOTAL ESTIMATED COST OF TRAVEL: \$ _____

NOTES: * **CONFIRMATION #58047781**
 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 # 12933 P.O.# 83627
Bettye Underhill 4/28/06
 Signature of Attendee Date

APPROVAL TO ATTEND:

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

Please Indicate Budget Approval

_____ Date
 Budget Account Manager Signature

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

_____ \$ Approved
 Faculty Travel Date Faculty Travel #

_____ \$ Approved
 Staff Development Date Staff Dev #

Processing Instructions -

Travel Authorization/Funding Phase

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

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

Reimbursement Request/ Statement of Expenses

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

Transportation

Mileage _____ @ \$ _____ per mile: \$ _____

Plane, train, shuttle, bus: _____

Taxi/bus fares or parking: _____

Conference Registration Fees: _____

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

Room: Days _____ Rate = \$ _____
 Days _____ Rate = \$ _____
 Days _____ Rate = \$ _____

Lodging Total: \$ _____

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

Date	Brkfst	Lunch	Dinner	#People	\$

Other: _____

Sub-total of expenses: _____

LESS AMOUNT PREPAID BY DISTRICT: _____

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

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

Bettye Underhill 4/28/06
 Employee Signature Date

 Fiscal Services Approval Date

Processing Instructions -

Reimbursement Request Phase

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

Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: PATRICIA SPENCER

Name of Conference/Workshop: VVC DISTRICT FOUNDATION BOARD RETREAT 2006

Location of Conference/Workshop: HENDERSON, NV

Date(s) of Conference/Workshop: 5/12-5/14, 2006

Travel Authorization/Funding Request

Estimated Cost of Attendance

Meals (\$35 per day max) \$ _____

Mileage _____ @ \$ _____ per mile: _____
 (call Fiscal Services for \$ per mile) YES NO

Transportation (plane, train, bus): To be prepaid? _____

Registration: To be prepaid? _____

Lodging/Hotel: * To be prepaid? 225.00

Other: _____ To be prepaid? _____

TOTAL ESTIMATED COST OF TRAVEL: \$ _____

NOTES: * CONF.#ZXZJL

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

Requisition # _____ P.O.# _____

Signature of Attendee _____ Date _____

APPROVAL TO ATTEND:

 _____ Date 5/11/06
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty)

Please Indicate Budget Approval

_____ Date _____
 Budget Account Manager Signature

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

_____ Date _____ \$ Approved
 Faculty Travel Faculty Travel #

_____ Date _____ \$ Approved
 Staff Development Staff Dev #

Processing Instructions -

Travel Authorization/Funding Phase

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

White, green: Fiscal Services; Pink, goldenrod: Requestor;

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.

7/

Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Bruce Baron
 Name of Conference/Workshop: Foundaton Board Retreat
 Location of Conference/Workshop: Henderson Nevada
 Date(s) of Conference/Workshop: May 12, 13, 2006

Travel Authorization/Funding Request

Estimated Cost of Attendance

Meals (\$35 per day max) \$ 100.00
 Mileage _____ @ \$ _____ per mile: _____
 (call Fiscal Services for \$ per mile)
 Transportation (plane, train, bus): To be prepaid? YES NO 189.10
 Registration: To be prepaid? YES NO _____
 Lodging/Hotel: To be prepaid? YES NO _____
 Other: materials To be prepaid? YES NO 100.00
TOTAL ESTIMATED COST OF TRAVEL: \$ 389.10

NOTES:

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

Requisition # 013108 P.O.# _____
 Signature of Attendee Bruce Baron Date 5/3/06

APPROVAL TO ATTEND:

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

Please Indicate Budget Approval

Bruce Baron \$ 5/3/06
 Budget Account Manager Signature Date
 _____ \$ Approved
 Department Budget Account # (12 digits)
 _____ \$ Approved
 Faculty Travel Date Faculty Travel #
 _____ \$ Approved
 Staff Development Date Staff Dev #
 _____ \$ Approved

Processing Instructions - Travel Authorization/Funding Phase

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

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

Reimbursement Request/ Statement of Expenses

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

Transportation

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

Lodging Total: \$ _____

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

Date	Brkfst	Lunch	Dinner	#People	\$

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

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

Employee Signature _____ Date _____

Fiscal Services Approval _____ Date _____

Processing Instructions - Reimbursement Request Phase

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

Victor Valley Community College Travel Authorization/Reimbursement Form

Name of Attendee: Willard Lewallen
 Name of Conference/Workshop: 2006 Board Retreat
 Location of Conference/Workshop: Henderson, Nevada
 Date(s) of Conference/Workshop: May 12-13, 2006

Travel Authorization/Funding Request

Estimated Cost of Attendance

Meals (\$35 per day max) \$ _____
 Mileage 498 @ \$.435 per mile: 216.63
 (call Fiscal Services for \$ per mile) YES NO
 Transportation (plane, train, bus): To be prepaid? _____
 Registration: To be prepaid? _____
 Lodging/Hotel: #2W2WL To be prepaid? 119.90
 Other: _____ To be prepaid? _____
TOTAL ESTIMATED COST OF TRAVEL: \$ 336.53

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 # 13014 P.O.# _____

Willard Lewallen 24 April 06
 Signature of Attendee Date

APPROVAL TO ATTEND:

[Signature] 4/24/06
 Signature of Supervisor (staff) or Dean, Learning Systems (faculty) Date

Please Indicate Budget Approval

Willard Lewallen 24 April 06
 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.

77

BOARD OF TRUSTEES

MAY 9, 2006

TOPIC: BOARD OF TRUSTEES' RETREAT

The Board will plan for a Board of Trustees' retreat. Originally the dates were set with the first choice of July 17-18 and second choice July 24-25. Because the requested facilitator was unable for these dates, the Board should discuss setting alternate dates. Attached is the tentative Board of Trustees retreat agenda.

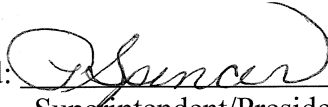
Fiscal Impact: N/A

RECOMMENDATION:

It is recommended that the Board discuss alternate dates for the Board of Trustees retreat and approve the tentative agenda. The requested facilitator, Cindra Smith is available August 23 and 24 or August 30 and 31, 2006.

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 ____

TENTATIVE

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES' RETREAT**

August 23-24, 2006 or

August 30-31, 2006

Spring Valley Lake Country Club

Facilitators: Jack Lipton, Ph.D., Attorney at Law, Burke, Williams & Sorensen, LLP and Cindra J. Smith, Ed.D., Director of Education Services, Community College League of California

DATE TO BE DETERMINED (SPRING VALLEY LAKE COUNTRY CLUB – VISTA ROOM)

8:30 a.m. - 9:00 a.m. *Breakfast*

9:00 a.m. Call to Order

9:00 a.m. -10:15 a.m. Brown Act/Board Meetings/ Board Ethics – *Jack Lipton*

10:15 a.m. -10:30 a.m. **BREAK**

10:30 a.m. -11:15 a.m. Role of Board/Role of Management – *Jack Lipton*

11:15 a.m. – 12:30 Shared Governance/Participatory Governance – *Jack Lipton*

12:30 p.m.- 1:30 p.m. *Lunch*

1:30 p.m. - 2:45 p.m. Union/Management Relationships – *Jack Lipton*

2:45 p.m. – 4:00 p.m. Board Polices and Procedures– *Jack Lipton*

4:00 p.m. Recess (reconvene August _____, 2006)

Mrs. Margaret West suggested a meeting with the board with CSEA, faculty and students.

DATE TO BE DETERMINED

- | | |
|-------------------------|--|
| 8:30 a.m. | Reconvene |
| 8:30 a.m. – 9:00 a.m. | <i>Breakfast</i> |
| 9:00 a.m. – 10:00 a.m. | Overview of Retreat Process and Goals – <i>Cindra Smith</i> |
| 10:00 a.m. – 11:00 a.m. | Board's vision/plans for the future – <i>Cindra Smith</i> |
| 11:00 a.m. – 11:15 a.m. | <i>BREAK</i> |
| 11:15 a.m. – 12 noon | Board Protocol/Procedures/Leadership Development – <i>Cindra Smith</i> |
| 12 noon – 1:00 p.m. | <i>Lunch</i> |
| 1:00 p.m. – 2:00 p.m. | Internal and external community relationships – <i>Cindra Smith</i> |
| 2:00 p.m. – 3:00 p.m. | What makes a well-rounded Board member? – <i>Cindra Smith</i> |
| 3:00 p.m. – 4:00 p.m. | Review and adjournment |

INSTRUCTION

MAY 9, 2006

TOPIC: AGREEMENT – COMMUNITY COLLEGE LIBRARY CONSORTIUM

TO THE SUPERINTENDENT/PRESIDENT:

The district wishes to renew participation in the Community College Library Consortium offered through the Community College League of California for July 1, 2006 through June 30, 2007. The online subscription databases included in the renewal are:

VENDOR	DATABASE	COST
CQ Press	CQ Researcher w/o PEOR	\$ 803.00
Gale	Expanded Academic ASAP	\$ 9,484.00
Lexis-Nexis	Academic	\$ 4,683.12
	TOTAL	\$15,010.12

Fiscal Impact: Budgeted item, not to exceed \$15,010.12

RECOMMENDATION:

It is recommended the Board of Trustees approve the renewal with the Community College League of California for the Community College Library Consortium for July 1, 2006 through June 30, 2007.

REFERENCE FOR AGENDA: Yes

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

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: *R. Benner*
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

INFORMATION ONLY _____

Community College Library Consortium

A joint endeavor of the Council of Chief Librarians and Community College League of California

Master Renewal Order: Spring 2006

Name of Institution: *Victor Valley College*
Name of Primary Contact: *Leslie Huiner*
Address: *18422 Bear Valley Rd*
City/State/Zip: *Victorville, CA 92392-5849*

This order lists the databases ordered through the consortium during the Spring 2005 renewal cycle. All databases are July 1, 2006 through June 30, 2007 for a contract term of 12 months.

Please cross out any databases your library does not wish to renew. The invoice will reflect changes. Colleges that have advance/deposit payments should let us know on this Master Renewal Form that they want to use the funds for these database products. Return this form, with the authorized signature by fax to 916-444-2954, no later than April 28, 2006. Once the order has been submitted to the Community College League, subscriptions may not be withdrawn.

The renewal process is NOT automatic. After this renewal order is received and processed, an invoice will be sent to you and the order placed with the vendor. To order a new database, an individual subscription form must be submitted. See the web site, www.cclibraries.org for all of the databases offered through the consortium. For questions, contact Sarah Raley, 951-776-9788 or sarahrale@cclleague.org.

List of databases to renew for 2006

<i>Vendor</i>	<i>Database</i>	<i>2006 Cost</i>
CQ Press	CQ Researcher w/o PEOR	\$843.00
Gale	Expanded Academic ASAP	\$9,484.00
Lexis-Nexis	Academic	\$4,683.12
	Total:	\$15,010.12

Federal law requires that we have your written permission prior to sending you faxes. By checking here and signing below, you authorize us to send you documents via fax.

Signature of person authorized to commit for purchase: _____

Print Name and title: Mary B. Pringle, Director of Fiscal Services

Email pringlem@vvc.edu Phone number: 760245-4271 Fax: 760 843-0621
x2450

Please note, the invoice will be sent to the primary contact at the top of the page, unless otherwise specified. Once the order has been submitted to the Community College League, subscriptions may not be withdrawn.

INSTRUCTION

MAY 9, 2006

TOPIC: AGREEMENT - TANF-CDC GRANT

TO THE SUPERINTENDENT/PRESIDENT:

The District desires to enter into an agreement with the Foundation for California Community Colleges (FCCC) for the purposes of providing grant funding, fiscal management, and accountability for the Temporary Assistance For Needy Families (TANF)-Child Development Careers (CDC) Program Annual (TANF-CDC Program). The term of this agreement shall be for a period of two years; beginning June 1, 2006 and through June 30, 2008. In consideration of satisfactory performance of services described in the attached agreement, the FCCC agrees to pay the Victor Valley Community College District a total amount not to exceed \$80,085.

Fiscal Impact: \$80,085 to the District.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the renewal agreement with the Foundation for California Community Colleges to receive the grant award of \$80,085 for the 2006-2008 Temporary Assistance for Needy Families-Child Development Centers (TANF-CDC) Project.

REFERENCE FOR AGENDA: Yes

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

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed *R. Spina*
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes _____ Noes _____

INFORMATION ONLY _____



**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES -
CHILD DEVELOPMENT CAREERS (TANF-CDC) PROGRAM**

GRANT AGREEMENT 0608-054

**BY AND BETWEEN THE
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
AND THE
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)**

This Agreement (Agreement) between the Victor Valley Community College District (the District/College) and the Foundation for California Community Colleges (FCCC) is entered into this first day of June 2006 for the purposes of providing grant funding, fiscal management, and accountability for the Temporary Assistance For Needy Families - Child Development Careers (TANF-CDC) Program operated by the District's Victor Valley Community College.

The Agreement includes the following Attachments:

- Attachment A:** Participating College's Core Roles and Responsibilities
- Attachment B:** TANF-CDC Program Budgets
- Attachment C:** Travel Reimbursement Rates and Conditions
- Attachment D:** TANF-CDC Program Allowable Cost Guidelines

1. GRANT FUNDING

The Foundation for California Community Colleges (FCCC) provides centralized fiscal and administrative services to community college districts for the TANF-CDC Program funding as set forth in this Grant Agreement. FCCC is the official auxiliary foundation for the California Community Colleges system, recognized by the Board of Governors under the provisions of the California Education Code section 72670.5.

The District/College agrees to perform all its duties as a grantee and to comply with all state and federal laws and regulations applicable to its TANF-CDC Program grant, including those identified in this grant agreement.

2. DUTIES OF THE DISTRICT AS GRANTEE

The District/College shall:

- 2.01 Complete the tasks and requirements described in this Agreement.
- 2.02 Use the Foundation's Participant Tracking System (PTS) and Chancellor's Office MIS systems to report and track student information including but not limited to participant enrollment levels, progress toward goals, units attempted/completed, GPA, Associate Teacher and Teacher Permits awarded, post-training employment and wages.
- 2.03 Ensure the appropriate stewardship of federal funds and adherence to State and Federal guidelines and regulations for maintaining financial management expectations and procedures.
- 2.04 Monitor the day-to-day operations of grant-supported activities to assure compliance with applicable federal and state requirements and achievement of TANF-CDC Program guidelines, policies, procedures and objectives. This includes a minimum participant enrollment of 60% with a Teacher Permit exit goal and maximum participant enrollment of 40% with an Associate Teacher Permit exit goal.
- 2.05 Develop any necessary supplemental system for collecting and organizing Program related data on an on-going basis. Programs must have a system that permits the evaluation and monitoring of program activities, including tracking the progress toward annual objectives; instituting procedures that provide for regular "customer feedback" that will be used to improve Program quality (FCCC will provide some of these forms and processes).
- 2.06 Adhere to established grievance procedures for the resolution of any disputes by a student participating in the TANF-CDC Program.
- 2.07 Maintain Internet e-mail capability.
- 2.08 Comply with all provisions of the TANF-CDC Program design, program operation, monitoring and evaluation contained in the grant between FCCC and the California Department of Education. A copy of this grant can be obtained by contacting FCCC's TANF-CDC Program Director.
- 2.09 Comply with Titles VI and VII, Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.); Sections 503 and 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 793 794); Title IX, Education Amendments of 1972 (20 U.S.C. 1618 et seq.); Chapter 4 (beginning with Section 30), Division 1, Title 5, California Code of Regulations; and Section 613(a), Individuals with Disabilities Education Act of 1975, as amended.

3. TERMS OF GRANT

- 3.01 The term of this grant shall be for a period of two program years; beginning June 1, 2006 and through June 30, 2008. All performance under this grant shall be completed no later than the final day of each program year (June 30, 2007 and June 30, 2008), except that FCCC's TANF-CDC Program Director must receive the

Program Year End Report and Final Monthly Reimbursement Invoice no later than July 1, 2007 and July 1, 2008, respectively.

4. GRANT AMOUNT AND PAYMENTS

- 4.01 In consideration of satisfactory performance of services described in this Agreement and Attachments, the FCCC agrees to pay the District/College a total amount not to exceed \$80,085.00.
- 4.02 Grant funds shall be expended only for the items and amounts identified and in accordance with the Allowable Cost Guidelines (See Attachment D) and in support of the TANF-CDC Program activities described in this Agreement.
- 4.03 Payments shall be made as set forth below.
 - a. Payments shall be made monthly in arrears on a cost reimbursement basis upon FCCC's receipt of the Monthly Reimbursement Invoice from the District/College no later than the 15th day of the month following the invoiced month. The TANF-CDC Program Facilitator and CalWORKs Liaison Stipends are calculated, and the campus receives funding, based on the number of "Active" TANF-CDC Program Participants during the report month (See Attachment D: Allowable Cost Guidelines for detailed information on the allowable uses/expenditure of funds). Late invoices will be held over for payment in the following month.
 - b. Payments shall be made to the District/College on a monthly basis upon receipt of a TANF-CDC Program Monthly Invoice and Monthly Progress Report. Based upon the California Department of Education's (CDE) contract's policies and procedures, the Foundation may retain out of each payment an amount equal to ten percent (10%) thereof. The Foundation shall make final payment of the ten percent to the District upon completion and acceptance of work and payment by the CDE.
 - c. Payments to be made to the District/College as specified herein shall include all taxes of any description, federal, state and municipal, assessed against the District/College by reason of this grant.
 - d. Funds available under this contract that are not expended and invoiced by the District /College within the corresponding performance period (2006-2007 Program year & 2007-2008 Program year) shall revert back to the FCCC. Program funds will not be carried over from one Program year to the next.

5. GRANT REVISIONS AND LEVEL OF TANF SLOT ALLOCATION

- 5.01 Changes to this Grant Agreement, the District/College's performance objectives, work plan, budget, and participant slot allocation levels must receive prior written approval by FCCC's TANF-CDC Program Director.

6. REPORTS

The District's (participating colleges within the District) shall prepare the following reports (forms will be provided by FCCC's TANF-CDC Program Director) which must be received by FCCC by the specified dates. Failure to meet report deadlines may jeopardize funding.

- 6.01 Monthly Progress Reports: Submit a monthly progress report to FCCC either through the Program's Participant Tracking System (PTS) or in paper format, no later than the fifteenth day of the following report month.

- 6.02 Monthly Reimbursement Invoices: Submitted to FCCC no later than the fifteenth day following the month in which the expenditures were incurred on FCCC prescribed forms. Monthly Reimbursement Invoices shall not be processed without the corresponding submission of a Monthly Progress Report (via paper or PTS submission) and original, signed Participant Authorization Forms which support the amount claimed on the invoice.
- 6.03 Final Monthly Reimbursement Invoice, Travel Reimbursement Invoices and Year End Report: Submitted to FCCC on FCCC prescribed report forms, no later than July 1, 2007 and July 1, 2008 for corresponding Program years.

7. PROGRAM EVALUATION AND DATA COLLECTION

- 7.01 The TANF-CDC Program Facilitator and/or CalWORKs Liaison shall provide all data and reports which may be requested by FCCC, the California Department of Education (CDE), and/or third party evaluators.

8. GRANT AUDIT

- 8.01 The parties entering into this Grant Agreement will be subject to the examination and audit of the State Auditor for a period of five (5) years after final payment for each program year under the grant.
- 8.02 The District/College agrees to obtain a timely audit where required in accordance with applicable audit guidelines. In the case of grants supported with federal funds, this shall include audit requirements of the applicable federal Office of Management and Budget (OMB) Circular.
- 8.03 All subcontracts or sub-grants entered into pursuant to this grant shall be subject to the examination and audit by the State Auditor for a period of five (5) years after the final payment for each program year under the grant.

9. TRAVEL

- 9.01 For travel necessary to the performance of this grant, travel expenses must adhere to State regulations as described in **Attachment C: Travel Reimbursement Rates and Conditions**. Reimbursement shall be limited to the amount of the most cost-effective mode of travel.

10. AVAILABILITY OF TANF-CDC PROGRAM FUNDS

- 10.01 Grants which are funded in whole or in part by the federal government contain a thirty day cancellation clause and the following provisions:
- It is mutually understood between the parties that this grant may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the grant were executed after that determination was made.

- b. This grant is valid and enforceable only if sufficient funds are made available to the FCCC by the United States Federal Government for the current fiscal year for the purposes of this program. In addition, this grant is subject to any additional restrictions, limitation or conditions enacted by the California Department of Education or Congress that may affect the provisions, term or funding of this grant in any manner.
- c. It is mutually agreed that if the Congress and/or annual State Budget does not appropriate sufficient funds for the program, this grant shall be amended to reflect any reduction in funds.

11. INTELLECTUAL PROPERTY, INVENTIONS, AND NEW TECHNOLOGIES

- 11.1 Any ideas, concepts, know how or techniques relating to intellectual property and applied technologies, developed during the course of this grant by the District/College, or jointly by the District and the State, can be used by either party in any way it may deem appropriate unless specifically specified in writing.
- 11.2 All inventions, discoveries or improvements of the intellectual property and applied technologies developed pursuant to this grant, shall be the property of the State. The State agrees to grant a nonexclusive royalty free license for any such invention, discovery, or improvement to the District/College or any person and further agrees that the District/College or any other such person may sub license additional persons on the same royalty free basis unless limitations are clearly negotiated prior to development.
- 11.3 This grant shall not preclude the District/College from developing materials outside this grant that are competitive, irrespective of their similarity to materials which might be delivered to the State pursuant to this grant.
- 11.4 If this grant involves private sector participants, patent rights for subject inventions (if any) shall be defined in a private sector agreement between the District/College institution and the private sector participants. FCCC shall retain for state purposes limited intellectual property rights. This limited right is a royalty free, nonexclusive, non-transferable, irrevocable license, for governmental use of any knowledge, data, know-how, and materials (including devices and prototypes) conceived and first actually reduced to practice during the term of the grant.
- 11.5 The District/College shall obtain these same rights for the State from all subcontractors and others who produce copyrightable material, intellectual property and applied technologies under this grant. The District/College shall incorporate these paragraphs, modified appropriately, into its agreements with subcontractors.
- 11.6 No subcontract shall be entered into without these rights being assured to the State from the subcontractor.

12. PERSONAL AND REAL PROPERTY

Personal and real property procured with these funds will be used for the purpose of the grant and will remain the property of the State. The District/College will adhere to all property management procedures and property accountability requirements as published by the State.

13. STANDARDS OF CONDUCT

The District/College hereby assures that, in administering this grant, it will comply with the standards of conduct hereinafter set out, for maintaining the integrity of the grant and avoiding any conflict of interest in its administration.

13.01 General Assurance: Every reasonable course of action will be taken by the District/College in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The grant will be administered in an impartial manner, free from personal, financial, or political gain. The District/College, its executive staff, and employees, in administering the grant, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

13.02 Conducting Business: No relative by blood, adoption, or marriage of any executive or employee of the District/College will receive favorable treatment for enrollment in services provided by, or employment with, the District/College.

Executives and employees of the District/College must be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the grant, will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.

When it is in the public interest for the District/College to conduct business with a friend or associate of an executive or employee of the District/College, an elected official in the area, or a member of the district governing board, a permanent record of the transaction will be retained.

13.03 Avoidance of Conflict of Economic Interest: An executive or employee of the District/College, an elected official in the area, or a member of the district governing board, may not solicit or accept money or any other consideration from a third person for the performance of any act reimbursed, in whole or in part, by the District/College or the State. Supplies, materials, equipment, or services purchased with grant funds will be used solely for purposes allowed under the agreement.

No member of the district governing board may cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide direct financial benefit to that member or any business or organization which the member directly represents.

14. GENERAL TERMS AND CONDITIONS

- 14.01 Termination: Either party may terminate this Agreement by providing 30-day written notice to the other, specifying the final date ("Termination Date") for services to be performed. Any termination of this Agreement will not relieve the District/College from its obligation to pay FCCC (i) any amounts owing from any current or prior invoices and (ii) the amounts for any Services performed or out-of-pocket expenses incurred by FCCC on behalf of the District/College for the time period up to and including the Termination Date, any and all such amounts will be immediately due and payable to FCCC on such Termination Date. In addition, the District/College shall reimburse FCCC for any and all out of pocket expenses incurred during this time period. The Agreement shall become effective on the date first shown below and will continue in effect until the Termination Date.
- 14.02 General Terms and Disputes: This Agreement shall be binding on the parties hereto and upon their respective executors, administrators, legal representatives, successors and assigns. There will be no assignment or transfer of this Agreement, or of any interest in this Agreement, unless both parties agree in writing. This Agreement shall be governed for all purposes by the laws of the State of California. This Agreement supersedes all prior agreement, oral or written, between the parties and is intended as a complete and exclusive agreement between the parties. If any provision of this Agreement is declared void, such provision shall be deemed severed from this Agreement, which shall otherwise remain in full force and effect. Any disputes may be resolved by a neutral third party mediator mutually agreed upon by both parties, if possible. In the event of an unresolved dispute, either party may file a "Notice of Dispute" with FCCC within ten working days of discovery of the problem. Within ten working days, the FCCC President or his/her designee shall meet with the parties for purposes of resolving the dispute. The decision of FCCC shall be final.

15. DISTRICT/COLLEGE CONTACTS

15.01 Responsible Administrator (Appropriate Program Area):

Name: _____ Title: _____
Email: _____ Phone: _____ Fax: _____

15.02 TANF-CDC Program Facilitator:

Name: _____ Title: _____
Email: _____ Phone: _____ Fax: _____

15.03 CalWORKs Program Liaison:

Name: _____ Title: _____
Email: _____ Phone: _____ Fax: _____

15.04 District Chief Business Officer

Name: _____ Title: _____
Email: _____ Phone: _____ Fax: _____

16. Signatures

The individuals signing below have the authority to enter into and agree to all of the terms, requirements, and conditions set forth in this Grant Agreement and commit their respective organizations to comply with them.

On behalf of the District:

Signature: _____ Date: _____
Name: _____
Title: _____

On behalf of FCCC:

Signature of Ed Connolly:
(Director of TANF-CDC Program)



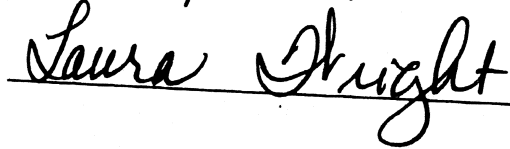
Date: 4/17/06

for Signature of Jeff Thompson:
(FCCC Vice President - Learning Programs)


VP of Operations

Date: 4-17-06

Signature of Laura Wright:
(FCCC Vice President of Finance and Chief
Finance Officer)



Date: 4.17.06

Please return two (2) of the three (3) Grant Agreements with original signatures to:

**ED CONNOLLY, PROGRAM DIRECTOR
TANF-CHILD DEVELOPMENT CAREERS (CDC) PROGRAM
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES
1102 Q STREET, 3RD FLOOR
SACRAMENTO, CA 95814**

For information or assistance, please contact Ed Connolly at 916.325.0128 or via e-mail at:
econnolly@foundationccc.org.

ATTACHMENT A

PARTICIPATING COLLEGE'S CORE ROLES AND RESPONSIBILITIES

Victor Valley Community College District and Victor Valley College agree to provide the following services:

1. Select a Program Facilitator at each participating college campus to assume responsibility for overall campus Program direction and coordination of Program requirements. The Program Facilitator shall be a faculty or staff person within the Child Development Department or an individual with similar skill sets and knowledge of the field of early care and education.
2. Provide notification to the FCCC's TANF-CDC Program Director of the name and contact information for the person selected to be the Program Facilitator.

The Program Facilitator may also serve as a CDTC or Mentor Program Coordinator provided the programmatic requirements of each role are clearly delineated and payment of stipends for each role is based on the clearly documented accomplishment of the duties of each program.

If the individual assigned the role of Program Facilitator does not also serve in the position of the Mentor Program Coordinator or the CDTC Coordinator, the newly appointed Program Facilitator will work closely and collaborate with the Mentor Program and the CDTC Coordinators to ensure TANF-CDC Program Participant's maximum access to both program services.

Selection guidelines for the Program Facilitator shall include:

- Comprehensive knowledge of, and experience with the campus Early Care and Education (ECE) program, Child Development Permit Matrix requirements and application process, local ECE employer community, and the CalWORKs program requirements.
 - Ability to effectively collaborate and coordinate multiple Program requirements, services, objectives and outcomes.
3. Assign CalWORKs Liaison responsibilities at each campus with priority given to the current CalWORKs Coordinator. The campus CalWORKs Liaison will support the campus TANF-CDC Program Facilitator with recruitment efforts, counseling, and accessing resources for students.
 4. Provide notification to the FCCC's TANF-CDC Program Director of the name and contact information for the person selected to be the CalWORKs Liaison.
- Selection guidelines for the CalWORKs Liaison shall include:
- Knowledge of the campus and county CalWORKs Program design and requirements.
 - Experience on assessing, monitoring and identifying resources to meet on-going participant educational and support service needs.

- Ability to effectively collaborate and coordinate multiple Program requirements, services, objectives and outcomes.
- 5. Recruit, train, and design career plans for each student.
- 6. Assist eligible participants to enroll in appropriate ECE classes, or develop additional sections of credit bearing the ECE coursework to meet Program requirements.
- 7. Administer the campus Program budget as required and authorize payments for program expenses as itemized in the approved budgets.
- 8. Advocate and oversee participant placements with mentors.
- 9. Track and report TANF-CDC Program mentor/mentee placements via FCCC's PTS.
- 10. Place participants on a campus lab school site or local mentor site to satisfy their practicum and/or work experience Program requirements.
- 11. To the extent possible establish and maintain a "Wait List" to replace participants who drop from the Program with other qualified participants.
- 12. Insure the Program Facilitator and CalWORKs Liaison evaluate and approve replacement candidates and draft completion plans.
- 13. Submit monthly Program progress reports and invoices to FCCC on a timely basis.
- 14. Promote the Program on campus and in the community.
- 15. Participate in external Quality Improvement Programs (QIP) evaluation initiatives, as identified and directed by FCCC.
- 16. Develop and host a work group that will consist of the Program Facilitator, CalWORKs Liaison, CDTC Coordinator, and Campus Mentor Program Coordinator to meet at least three times per semester and focus on issues related to maximizing TANF-CDC Program Participant's utilization of Mentor and CDTC Program services.
- 17. Work with the local ECE Advisory Committee to solicit input on the college's local service area needs, the ECE coursework, participant opportunities for work and practicum experience, and employment.
- 18. Coordinate with the campus job developers to maximize participants' opportunities in applying and interviewing with the best paid, publicly funded employers.
- 19. Document the academic instruction provided each Program participant, the County Welfare Departments (CWD) (or Alternative Payment's where applicable) certification of the CalWORKs eligibility of participants and approval of the training program, and the Resource and Referral (R&R) agency assistance in the paid job placement of participants.

20. Maintain comprehensive records on the progress of each participant, and complete monthly and annual Program progress reports, as well as participate in Program evaluation to be conducted by the CDE, FCCC, or their designee.
21. Insure that the Program Facilitator and/or CalWORKs Liaison track participants in their child development careers after completion of the Program.
22. Insure that the Program Facilitator and /or CalWORKs Liaison assists FCCC in the collection of demographic and program related data, including data available from the established Chancellor's Office and/or FCCC's TANF-CDC Program Participant Tracking System (PTS) and from other program records, for the purpose of self-evaluation of the program.
23. Insure that the Program Facilitator and/or CalWORKs Liaison assesses participant eligibility - using the following criteria:
 - The student is on CalWORKs cash aid and has an approved welfare-to-work plan, which specifically includes approval to participate in the Program, on file with the County Welfare Department.
 - The student expresses a genuine interest in child care and development as a vocation, rather than participating in the Program to secure short-term employment.
 - The student confirms their commitment to pursue a goal of obtaining an Associate Teacher and/or Teacher Permit.
 - The student completes screening and assessment to determine potential to succeed in the academic program and possesses the interpersonal skills necessary to work successfully with families and children.
24. Once a participant is selected, the Program Facilitator and/or CalWORKs Liaison insures that the participant:
 - Is oriented to the Program structure, expectations, training schedule, and courses and topics to be covered.
 - Participates in the development of a customized educational plan describing how each participant will meet all unit requirements, practicum, and permit certification and, if necessary, a description of basic skills/English as a Second Language (ESL) assistance within the Program's two-year design.
 - Obtains referral to the campus Financial Aid Office to receive financial aid eligibility information.
 - Receives a Board of Governor's (BOG) Fee Waiver.
 - Submits for processing a criminal and fingerprint background clearance application necessary for all individuals who work in a licensed child care center.
 - Continues participation based on a semester-by-semester evaluation conducted by the Program Facilitator and CalWORKs Liaison of the participant's satisfactory progress towards the goals contained in their education plan.

ATTACHMENT B

TOTAL BUDGET SUMMARY (TWENTY-FIVE MONTHS): JUNE 1, 2006 – JUNE 30, 2008

The budget amounts identified below are based on the total number of active slots, as requested on your 2006–2008 Slot Allocation Request form. If your campus enrolls fewer participants than needed to fulfill your active slot allocation, your budget will be reduced proportionately.

CATEGORY	AMOUNT
Campus TANF-CDC Program Facilitator Stipend:	\$ 38,000.00
Campus TANF-CDC Program CalWORKs Liaison Stipend:	\$ 19,000.00
Operating Expenses: <ul style="list-style-type: none"> ▪ Office Space ▪ Office Telephone ▪ Office Supplies 	\$ 10,040.00
Fingerprint & Background Fees: <ul style="list-style-type: none"> ▪ Initial Participant Background & Fingerprint Fees ▪ Permit Credential Fingerprint Fees 	\$ 2,030.00
Travel Expenses to Regional Training Institute (RTI):	\$ 1,700.00
Travel Expenses to Annual TANF-CDC Program Conference:	\$ 4,000.00
Travel Expenses to Campus Best Practices Clinic: <i>(June 2006 only)</i>	\$ 90.00
Travel Expenses to Quality Improvement Program (QIP) Training: <i>(\$500.00 Budgeted for Year One, Year Two Budget is yet to be determined)</i>	\$ 500.00
Participant Supportive Services: <ul style="list-style-type: none"> ▪ Participant Books and Instructional Materials grants ▪ Participant Transportation Grants ▪ Participant Tutoring Services ▪ Special Services, Workshops and Cohort Classes 	\$ 4,725.00
TOTAL 2006-08 GRANT AMOUNT:	\$ 80,085.00

**ONE MONTH BUDGET:
JUNE 2006**

The budget amounts identified below are based on the total number of active slots, as requested on your Slot Allocation Request form. If your campus enrolls fewer participants than needed to fulfill your active slot allocation, your budget will be reduced proportionately.

CATEGORY	AMOUNT
Campus TANF-CDC Program Facilitator Stipend: <ul style="list-style-type: none"> ▪ 10 Active Slots x \$125.00 / Month x 1 Month = (June 2006) \$ 1,250.00 	\$ 1,250.00
Campus TANF-CDC Program CalWORKs Liaison Stipend: <ul style="list-style-type: none"> ▪ 10 Active Slots x \$62.50 / Month x 1 Month = (June 2006) \$ 625.00 	\$ 625.00
Operating Expenses: <ul style="list-style-type: none"> ▪ Office Space ▪ Office Telephone ▪ Office Supplies 	\$ 440.00
Fingerprint & Background Fees: <ul style="list-style-type: none"> ▪ Initial Participant Background & Fingerprint Fees ▪ Permit Credential Fingerprint Fees 	\$ 140.00
Travel Expenses for Campus Best Practices Clinic:	\$ 90.00
TOTAL JUNE 2006 GRANT AMOUNT:	\$ 2,545.00

**BUDGET YEAR ONE:
JULY 1, 2006 - JUNE 30, 2007**

The budget amounts identified below are based on the total number of active slots, as requested on your Slot Allocation Request form. If your campus enrolls fewer participants than needed to fulfill your active slot allocation, your budget will be reduced proportionately.

CATEGORY	AMOUNT
Campus TANF-CDC Program Facilitator Stipend:	
<ul style="list-style-type: none"> ▪ 10 Active Slots x \$ 125.00 / Month x 1 Month = (Summer 2006)¹ \$ 1,250.00 ▪ 10 Active Slots x \$ 125.00 / Month x 5 Months = (Fall 2006)² \$ 6,250.00 ▪ 12 Active Slots x \$ 125.00 / Month x 5 Months = (Spring 2007)³ \$ 7,500.00 ▪ 12 Active Slots x \$ 125.00 / Month x 1 Month = (Summer 2007)⁴ \$ 1,500.00 	\$ 16,500.00
Campus TANF-CDC Program CalWORKs Liaison Stipend:	
<ul style="list-style-type: none"> ▪ 10 Active Slots x \$ 62.50 / Month x 1 Month = (Summer 2006)¹ \$ 625.00 ▪ 10 Active Slots x \$ 62.50 / Month x 5 Months = (Fall 2006)² \$ 3,125.00 ▪ 12 Active Slots x \$ 62.50 / Month x 5 Months = (Spring 2007)³ \$ 3,750.00 ▪ 12 Active Slots x \$ 62.50 / Month x 1 Month = (Summer 2007)⁴ \$ 750.00 	\$ 8,250.00
Operating Expenses:	
<ul style="list-style-type: none"> ▪ Office Space ▪ Office Telephone ▪ Office Supplies 	\$ 4,800.00
Fingerprint & Background Fees:	
<ul style="list-style-type: none"> ▪ Initial Participant Background & Fingerprint Fees ▪ Permit Credential Fingerprint Fees 	\$ 840.00
Travel Expenses to Regional Training Institute (RTI):	\$ 850.00
Travel Expenses to Annual TANF-CDC Program Conference:	\$ 2,000.00
Travel Expenses to Quality Improvement Program (QIP) Training:	\$ 500.00
Participant Supportive Services:	
<ul style="list-style-type: none"> ▪ Participant Books and Instructional Materials Grants ▪ Participant Transportation Grants ▪ Participant Tutoring Services ▪ Special Services, Workshops and Cohort Classes 	\$ 2,100.00
TOTAL 2006-07 GRANT AMOUNT:	\$ 35,840.00

1 Summer 2006 Semester includes the month of July.
2 Fall 2006 Semester includes months of August, September, October, November, and December.
3 Spring 2007 Semester includes months of January, February, March, April, and May.
4 Summer 2007 includes the month of June.

**BUDGET YEAR TWO:
JULY 1, 2007 - JUNE 30, 2008**

The budget amounts identified below are based on the total number of active slots, as requested on your Slot Allocation Request form. If your campus enrolls fewer participants than needed to fulfill your active slot allocation, your budget will be reduced proportionately.

CATEGORY	AMOUNT
Campus TANF-CDC Program Facilitator Stipend:	
<ul style="list-style-type: none"> ▪ 12 Active Slots x \$ 125.00 / Month x 1 Month = (Summer 2007)¹ \$ 1,500.00 ▪ 12 Active Slots x \$ 125.00 / Month x 5 Months = (Fall 2007)² \$ 7,500.00 ▪ 15 Active Slots x \$ 125.00 / Month x 5 Months = (Spring 2008)³ \$ 9,375.00 ▪ 15 Active Slots x \$ 125.00 / Month x 1 Month = (Summer 2008)⁴ \$ 1,875.00 	\$ 20,250.00
Campus TANF-CDC Program CalWORKs Liaison Stipend:	
<ul style="list-style-type: none"> ▪ 12 Active Slots x \$ 62.50 / Month x 1 Month = (Summer 2007)¹ \$ 750.00 ▪ 12 Active Slots x \$ 62.50 / Month x 5 Months = (Fall 2007)² \$ 3,750.00 ▪ 15 Active Slots x \$ 62.50 / Month x 5 Months = (Spring 2008)³ \$ 4,687.50 ▪ 15 Active Slots x \$ 62.50 / Month x 1 Month = (Summer 2008)⁴ \$ 937.50 	\$ 10,125.00
Operating Expenses:	
<ul style="list-style-type: none"> ▪ Office Space ▪ Office Telephone ▪ Office Supplies 	\$ 4,800.00
Fingerprint & Background Fees:	
<ul style="list-style-type: none"> ▪ Initial Participant Background & Fingerprint Fees ▪ Permit Credential Fingerprint Fees 	\$ 1,050.00
Travel Expenses to Regional Training Institute (RTI):	\$ 850.00
Travel Expenses to Annual TANF-CDC Program Conference:	\$ 2,000.00
Travel Expenses to Quality Improvement Program (QIP) Training:	TBD
Participant Supportive Services:	
<ul style="list-style-type: none"> ▪ Participant Books and Instructional Materials Grants ▪ Participant Transportation Grants ▪ Participant Tutoring Services ▪ Special Services, Workshops and Cohort Classes 	\$ 2,625.00
TOTAL 2007-08 GRANT AMOUNT:	\$ 41,700.00

1 Summer 2007 Semester includes the month of July.
2 Fall 2007 Semester includes months of August, September, October, November, and December.
3 Spring 2008 Semester includes months of January, February, March, April, and May.
4 Summer 2008 includes the month of June.

ATTACHMENT C

TRAVEL REIMBURSEMENT RATES AND CONDITIONS

MEALS AND INCIDENTALS (IN-STATE/OUT-OF-STATE TRAVEL):

The following reimbursement rates are maximums, not allowances. Employees may claim only their actual expense and must have receipts substantiating the amount claimed. Employees may not claim meals provided by the State, meals included in hotel expenses or conference fees.

Lodging, meals and incidental reimbursements shall not be made for expenses incurred within 50-miles of home or headquarters.

For each full 24-hour period of travel, employee may claim the following:

BREAKFAST	ACTUAL EXPENSE UP TO \$6
LUNCH	ACTUAL EXPENSE UP TO \$10
DINNER	ACTUAL EXPENSE UP TO \$18
INCIDENTALS	ACTUAL EXPENSE UP TO \$6

TRIPS OF 24 HOURS OR MORE:

For travel lasting 24 hours or more, employees may claim meals (as noted above), based on the following timeframes:

FIRST DAY OF TRAVEL	
TRIP BEGINS AT OR BEFORE 6 AM	BREAKFAST MAY BE CLAIMED
TRIP BEGINS AT OR BEFORE 11 AM	LUNCH MAY BE CLAIMED
TRIP BEGINS AT OR BEFORE 5 PM	DINNER MAY BE CLAIMED
CONTINUING AFTER 24 HOURS	
TRIP ENDS AT OR AFTER 8 AM	BREAKFAST MAY BE CLAIMED
TRIP ENDS AT OR AFTER 2 PM	LUNCH MAY BE CLAIMED
TRIP ENDS AT OR AFTER 7 PM	DINNER MAY BE CLAIMED

TRIPS OF LESS THAN 24 HOURS:

For travel lasting less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following timeframes:

FRACTIONAL DAY OF TRAVEL	
TRIP BEGINS AT OR BEFORE 6 AM AND ENDS AT OR AFTER 9 AM	BREAKFAST MAY BE CLAIMED
TRIP BEGINS AT OR BEFORE 4 PM AND ENDS AT OR AFTER 7 PM	DINNER MAY BE CLAIMED

EMPLOYEES MAY NOT CLAIM LUNCH OR INCIDENTALS ON ONE-DAY TRIPS. WHEN TRIPS ARE LESS THAN 24 HOURS AND THERE'S NO OVERNIGHT STAY, MEALS CLAIMED ARE TAXABLE.

MILEAGE REIMBURSEMENT RATE:

All privately owned vehicle mileage driven on State business is subject to advance approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

AUTOMOBILE	34 CENTS PER MILE
SPEC. VEHICLE W/CERT UP TO	37 CENTS PER MILE
PRIVATE AIRCRAFT UP TO	50 CENTS PER MILE
BICYCLE UP TO	4 CENTS PER MILE

LODGING REIMBURSEMENT - SHORT-TERM TRAVEL:

Employees who incur overnight lodging expenses at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc. must provide a receipt to claim reimbursement. No reimbursement will be paid without a receipt. The rate of reimbursement is as follows:

ALL CALIFORNIA COUNTIES NOT LISTED BELOW	ACTUAL EXPENSE UP TO \$84 PER NIGHT, PLUS TAX
LOS ANGELES AND SAN DIEGO COUNTIES	ACTUAL EXPENSE UP TO \$110 PER NIGHT, PLUS TAX
ALAMEDA, SAN FRANCISCO, SANTA CLARA, AND SAN MATEO COUNTIES	ACTUAL EXPENSE UP TO \$140 PER NIGHT, PLUS TAX

OUT-OF-STATE LODGING/OUT-OF-STATE MEAL ALLOWANCE:

Payment is for actual lodging expenses, supported by a receipt. Without receipts, payment will be the in-state lodging rate. Meal allowance is paid at the same rate as the in-state rate.

ATTACHMENT D

ALLOWABLE COST GUIDELINES

A. BUDGET LINE ITEMS AS CONTAINED IN DISTRICT/COLLEGE GRANT AGREEMENTS

BUDGET LINE ITEMS
• PROGRAM FACILITATOR STIPEND
• CALWORKS LIAISON STIPEND

Allowable Activities/Services

Program Facilitator and CalWORKs Liaison Stipends can be used in one or any combinations of the following three activities/services:

1. Use to reimburse campus TANF-CDC Program Facilitator/CalWORKs Liaison for providing services to participating TANF-CDC Program participants.*
2. Pay the salary of other support staff who provide direct services to the TANF-CDC Program.
3. Use earned funds to provide Participant Supportive Services. (See Allowable Activities/Services as listed in Budget Line Item: Participant Supportive Services)

*Note: The Program Facilitator and/or CalWORKs Liaison Stipends can be used to either supplement and/or replace their current salary. Stipends are earned based on the number of participants in active slots during the report month. Once the campus receives Stipend funds, the campus may apply/use these funds for the purposes identified in the Budget Line Item: Participant Supportive Services.

BUDGET LINE ITEMS
• OPERATING EXPENSES

Allowable Activities/Services

Operating Expenses include office space, telephone and office supplies, including printed materials such as brochures and flyers that directly relate to the TANF-CDC Program. For audit purposes, if the TANF-CDC Program's direct costs for office space and telephone can not be readily identified, then it is recommended that the District/College establish a simple and auditable formula driven "Cost Allocation Plan" (i.e. prorated portion of costs).

Your FCCC TANF-CDC Program Specialist can assist you with developing a cost allocation plan.

BUDGET LINE ITEMS:

• **BACKGROUND AND FINGERPRINT FEES**

Allowable Activities/Services

Use funds to cover costs for:

1. Initial pre-practicum background and fingerprint fees for each student accepted into the Program.
2. Second fingerprint fees as required by the Commission on Teacher Credentialing when processing participants' Associate Teacher and/or Teacher Permit applications.

BUDGET LINE ITEMS:

- **TRAVEL EXPENSES TO CAMPUS BEST PRACTICES CLINIC (JUNE 2015 ONLY)**
- **TRAVEL EXPENSES TO REGIONAL TRAINING INSTITUTE (RTI)**
- **TRAVEL EXPENSES TO ANNUAL TANF-CDC PROGRAM CONFERENCE**
- **TRAVEL EXPENSES TO QUALITY IMPROVEMENT PROGRAM (QIP) IMPROVEMENT TRAINING**

Allowable Activities/Services

Use funds for TANF-CDC Program Facilitator, CalWORKs Liaison, Program participant(s) and other campus Early Care and Education (ECE) and CalWORKs staff who are directly coordinating services with the TANF-CDC Program to attend TANF-CDC Program sponsored training, regional institutes, and conferences.

Use funds for TANF-CDC Program staff or Program participants to attend local, regional, or state functions (trainings, meetings, conferences, etc.) concerning ECE or CalWORKs that will benefit the TANF-CDC Program's administrative and academic services.

BUDGET LINE ITEMS:

• **PARTICIPANT SUPPORTIVE SERVICES**

Allowable Activities/Services

Participant supportive Services funds can be used in one or any combination of the following four categories:

1. Participant Book and Instructional Materials Grants – Ensures that costs associated with the purchase of books, supplies and supplemental instructional materials (e.g. professional development literature, children's books, or required reading in a second language) are covered in the event that a participant faces sudden and/or unexpected changes in TANF and/or financial aid eligibility, hence diminishing the possibility of a participant's withdrawal from the Program due to such changes.

2. Participant Transportation Grants – Provide transportation assistance needed to attend school or work, should a student become ineligible for CalWORKs and/or other financial assistance that previously covered these program related expenses. This line item is included to ensure that a participant does not drop out of the program because of a sudden and/or unexpected change in TANF and/or financial aid eligibility.
3. Participant Tutoring Services – Provide specialized tutoring services that may not be available through regular on-campus learning/tutoring resources and services. This line item is included to ensure that a participant does not drop out of the Program because of a lack and/or unavailability of specialized educational tutoring services.
4. Special Services, Workshops and Cohort Classes – Provide supplemental instructional and general participant support services in the form of workshops, classes and services that address specific TANF-CDC participant barriers/issues to successful completion of the ECE academic coursework, permit requirements, job search, and job retention.

These services may include:

- Speakers brought onto campus to provide information and training related to ECE.
- Participants attending local professional or training meeting related to ECE.
- Cohort class expenses (teacher, etc.).
- Expenses related to providing additional classes attended by TANF-CDC Program participants which would otherwise not be offered without funds from the TANF-CDC Program.
- Provide Work-Study wages for TANF-CDC Program participants while the individuals are in a practicum, or work experience assignment.
- Clothes for interviewing for job placement.
- Awards (gift certificates, vouchers for educational purposes) for the completion of the program (per semester, limits assigned by FCCC) and gatherings, including permit completion ceremonies/events for purpose of follow-up and retention.
- Counseling as recommended by college staff (either group or individual).

C. BUDGET LINE ITEM TRANSFERS

With prior written approval from the Foundation, surplus funds from a given line item of the budget may be transferred to defray/increase allowable direct costs within another budget line-item. Before any transfer of funds can occur, a Budget Line-Item Transfer Request Form must be submitted by the college and approved by the Foundation. Funds may not be transferred in or out of the Program Facilitator Stipend and/or CalWORKs Liaison Stipend line-item.

D. PROHIBITIONS

TANF-CDC Program Funds CANNOT be used to:

1. Purchase office equipment; such as personal computers, computer parts, DSL modems or routers, lap tops, fax machines, printers, scanners, or copiers.
2. Purchase food items.
3. Pay for medical related costs or services.
4. Pay for living expenses (rent, utilities, etc.).
5. Pay for fines, tickets, late fees, penalties, child support payments, or other costs incurred because of negligent behavior.

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INSTRUCTION

MAY 9, 2006

TOPIC: WEEKEND/EVENING COLLEGE COLLABORATIVE AGREEMENT -
DESERT VALLEY HOSPITAL

TO THE SUPERINTENDENT/PRESIDENT:

Victor Valley College will be starting a Weekend/Evening College Associate Degree Nursing program in the year 2006 that will have a minimum of 20 students enrolled.

The District desires to enter into an agreement with Desert Valley Hospital (DVH) wherein DVH will provide nursing scholarships to ten VVC students who are currently listed on the VVC Associate Degree Nursing Program waiting list. The ten students selected by DVH will be entitled to participate in the Weekend College as per the attached agreement.

Fiscal Impact: None to the District. \$15,790.10 per student per year for a total of \$315,802.00 for the two-year term from DVH for ten student nursing scholarships.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached agreement with Desert Valley Hospital to provide scholarships to ten Associate Degree Nursing Program students.

REFERENCE FOR AGENDA: Yes

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

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 – Weekend/Evening College
Collaborative Agreement**

This Agreement is made on May 11, 2006 by and between the Victor Valley Community College, a California Community College, known hereafter as “VVC” or “the College”, Victor Valley College District Foundation, a California non-profit corporation, known hereafter as “the Foundation”, and Desert Valley Hospital, Inc., a California corporation, known hereafter as “DVH”.

WHEREAS, the Foundation is a non-profit, tax exempt 501(c)(3) educational foundation operating as a public benefit corporation, which has as its mission the raising of money for the College, facilitating the donation of goods to the College, managing scholarships to the College and serving as a extension of the public relations efforts of the College; and

WHEREAS, VVC is a California Community College formed under the Victor Valley Community College District that currently operates as part of its curriculum the Dr. Prem Reddy School of Health Sciences Associate Degree in Nursing (ADN) program; and

WHEREAS, DVH is an acute care licensed hospital located in Victorville, California, which serves the general public in the High Desert region and intends to participate in the VVC ADN program during the VVC Weekend/Evening College session wherein student nursing scholarships in the two (2) year or four (4) semester ADN program will be available at an annual cost of \$15,790.10 per student (total two year cost per student \$31,580.20).

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein and for other goods and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

A. Victor Valley Community College

1. DESCRIPTION OF SERVICES. VVC will provide 10 students annually the opportunity to attend the two-year (4 semesters) Associate Degree in Nursing Program offered during the VVC Weekend / Evening College session which will be supported by DVH scholarships.

The curriculum offered during the Weekend/Evening College shall be identical to the program offered during the regular ADN session, which includes Nursing Processes 1, 2, 3, and 4. Expanded student services and learning tools different from the traditional ADN program applications are applicable only where public or private grant funding is available. Additional student services that are subject to inclusion as a result of public or private funding are items such as classroom supplies, tutoring, testing, NCLEX Review.

2. EXCLUSIVITY. The Weekend/Evening College ADN Program that is the subject of this Agreement shall not be for the exclusive benefit of DVH and shall be open to other local health care partners. Where other local health care partners choose to participate in the same sessions as DVH, VVC will ensure that an equitable exchange of services and resources among all local health care partners are evident to mutually benefit all parties involved.

3. ENROLLMENT PERIOD. A minimum of ten students selected by DVH will begin participation in the VVC Weekend / Evening College ADN program during the regular enrollment period.

Ten (10) designated students selected by DVH from the VVC ADN student waiting list will be enrolled in the ADN program each year thereafter unless notification of termination has been adhered to in accordance with the Termination clause mentioned herein in Section D (1) of this Agreement.

4. STUDENT QUALIFICATIONS. Qualified students who have met all prerequisite coursework and who are currently on the ADN waiting list will be invited to apply to DVH for a competitive selection process that upon selection entitles the ten students selected by DVH to participate in the Weekend College. A separate agreement between DVH and each student selected may be initiated exclusive of the involvement of VVC and the Foundation. VVC and the Foundation will hold no responsibility in the selection process of students. Students who successfully complete all classes in the Nursing Program and meet graduation requirements will receive an Associate Degree in Nursing from Victor Valley College.

5. GUARANTEES. VVC does not guarantee that each designated students will pass all courses but will however ensure that every effort is exercised to assist all students in completing the ADN program. VVC does not guarantee that the program can be offered if the compensated enrollments are fewer than 20 students.

6. USE OF FUNDS. Funds, as a result of this Agreement, shall be used by the Foundation and VVC solely for support of the Weekend / Evening College ADN program, which use shall include but be not limited to the selection of Faculty assigned to perform academic instruction during the Weekend/Evening College ADN Program. Identifying and assigning the Faculty for the Weekend/Evening College shall be the sole discretion of VVC.

B. Desert Valley Hospital

1. PROVISION. DVH agree to provide the compensation provided in Section 3 below to accommodate ten (10) student slots per year to cover the program cost associated with the attendance of said ten students in the Victor Valley College Dr. Prem Reddy School of Health Sciences Associate Degree in Nursing Weekend/Evening College Program beginning in the year 2006 and continuing thereafter unless notification of termination has been adhered to in

accordance with the Termination clause mentioned herein in Section D (1) of this Agreement, and as hereinafter set forth.

2. CLINICAL SITES. DVH shall provide the necessary facilities to accommodate the additional and/or expanded classroom space required to perform the weekend clinical and lecture courses.

3. PAYMENT. DVH agrees to pay the Foundation \$15,790.10 per student enrolled beginning with a minimum of 10 students for their participation in the 2-Year Weekend / Evening College ADN program.

DVH will make eight (8) equal payments of \$39,475.30 over a two (2) year term to the Foundation. Total payments will be equal to \$315,802.00. The first payment shall be due at the beginning of the program. The remaining seven (7) payments will be invoiced by the Foundation each quarter thereafter. DVH agrees to pay all invoices within 30 days of receipt.

C. Victor Valley College District Foundation

1. DESCRIPTION OF SERVICE. The Foundation shall provide administrative oversight as it pertains to the covenants and conditions of this Agreement and shall be subject to the Administrative Policies and Procedures of Victor Valley College.

2. FISCAL MANAGEMENT. All payments from DVH shall be made payable to the Foundation for further disbursement to VVC. The Foundation shall honor all invoices presented to the Foundation from VVC representing the necessary expenditures as they relate to the administration of the VVC Weekend/Evening College ADN program.

D. Mutual Covenants

1. TERMINATION/RENEWAL. Both parties shall agree that a written letter of termination must be submitted in accordance with Section B.1 of this Agreement in order to terminate this Agreement. If no acknowledgment of termination is submitted by either party in accordance with the Termination Clause in this Agreement, it will be understood that DVH will continue to purchase student slots for the Weekend College ADN Program. An addendum may be submitted by either party to support any changes to this Agreement.

2. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

Desert Valley Community Hospital:

Donna Smith, RN, Chief Nurse
16850 Bear Valley Road
Victorville, CA 92395

Victor Valley College:

Dr. Patricia Spencer, Superintendent/President
18422 Bear Valley Road
Victorville, California 92395

Victor Valley College District Foundation:

Ginger Ontiveros, Executive Director
18422 Bear Valley Road
Victorville, California 92395

Such addresses may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

4. **NON-DISCRIMINATION.** Neither party to this Agreement shall, on the basis of ethnic group identification, race, religion, age, gender, sexual orientation, color, or physical or mental disability, unlawfully deny any person the benefits of or unlawfully subject any person to discrimination in the operation of this agreement.
5. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.
6. **AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by all parties.
7. **SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
8. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

9. INDEMNIFICATION. DVH shall indemnify, defend and hold harmless VVC and the Foundation, its subsidiaries and its officers, agents, instructor(s), subcontractor(s) and employees from and against any and all liability and expenses including defense cost and legal fees and claims for damages of any nature whatsoever, arising out of the performance of the services described herein, caused in whole or in part by any negligent act or omission of the DVH, anyone directly or indirectly employed by DVH or anyone for whose acts of DVH may be liable including, without limitation, any cost or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of use of property, including property of VVC and the Foundation. The indemnification shall even apply in the event of the act, omissions, fault, or negligence, whether active or passive, of VVC and the Foundation, but shall not apply to liability, expenses, claims or damages arising from willful misconduct of VVC and the Foundation. This indemnity shall survive termination of this Agreement or final payment hereunder. This indemnification is in addition to any other rights or remedies which VVC and the Foundation may have under the law or under this Agreement.

10. APPLICABLE LAW. The laws of the State of California shall govern this Agreement.

11. REPRESENTATION REGARDING PRIOR CONTRACTS. Each party to this Agreement (“Such Party”) represents and warrants to all of the other parties that no prior contract or agreement of any kind entered into by Such Party or any prior performance by Such Party will interfere in any manner with Such Party’s complete performance of Such Party’s duties and obligations hereunder or with Such Party’s compliance with the other terms and conditions hereof, and that Such Party has the ability to perform all of Such Party’s obligations under this Agreement without the participation or consent of any other person or entity.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 10th day of May 2006.

Victor Valley Community College:

By: _____

Desert Valley Hospital, Inc.:

By: _____

Victor Valley College District Foundation:

By: _____

INSTRUCTION

MAY 9, 2006

TOPIC: WEEKEND/EVENING COLLEGE COLLABORATIVE AGREEMENT -
ST. MARY MEDICAL CENTER

TO THE SUPERINTENDENT/PRESIDENT:

Victor Valley College will be starting a Weekend/Evening College Associate Degree Nursing program in the year 2006 that will have a minimum of 20 students enrolled.


The District desires to enter into an agreement with St. Mary Medical Hospital (SMMC) wherein SMMC will provide nursing scholarships to ten VVC students who are currently listed on the VVC Associate Degree Nursing Program waiting list. The ten students selected by SMMC will be entitled to participate in the Weekend College as per the attached agreement.

Fiscal Impact: None to the District. \$15,790.10 per student per year for a total of \$315,802.00 for the two-year term from SMMC for ten student nursing scholarships.

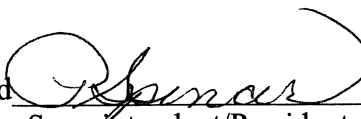
RECOMMENDATION:

It is recommended that the Board of Trustees approve the attached agreement with St. Mary Medical Center to provide scholarships to ten Associate Degree Nursing Program students.

REFERENCE FOR AGENDA: Yes

Signed 
Interim Deputy Superintendent/
Executive Vice President, Instruction

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed 
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes _____ Noes _____

INFORMATION ONLY _____

**Victor Valley Community College – Weekend/Evening College
Collaborative Agreement**

This agreement (“Agreement”) is made on May 11, 2006 by and between the Victor Valley Community College, a California Community College, known hereafter as “VVC”, Victor Valley College District Foundation, a California non-profit corporation, known hereafter as “the Foundation”, and St. Mary Medical Center, a not for profit corporation, known hereafter as “SMMC”.

WHEREAS, the Foundation is a non-profit, tax exempt 501(c)(3) educational foundation operating as a public benefit corporation, which has as its mission the raising of money for the College, facilitating the donation of goods to the College, managing scholarships to the College and serving as a extension of the public relations efforts of the College; and

WHEREAS, VVC is a California Community College formed under the Victor Valley Community College District that currently operates as part of its curriculum the Dr. Prem Reddy School of Health Sciences Associate Degree in Nursing (ADN) program; and

WHEREAS, SMMC is an acute care licensed hospital located in Apple Valley, California, which serves the general public in the High Desert region and intends to participate in the VVC ADN program during the VVC Weekend/Evening College session wherein student nursing scholarships in the two (2) year or four (4) semester ADN program will be available at an annual cost of \$15,790.10 per student (total two year cost per student \$31,580.20).

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein and for other goods and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

A. Victor Valley Community College

1. DESCRIPTION OF SERVICES. VVC will provide 10 students annually the opportunity to attend the two-year (4 semesters) Associate Degree in Nursing Program offered during the VVC Weekend / Evening College session which will be supported by SMMC scholarships

The curriculum offered during the Weekend/Evening College shall be identical to the program offered during the regular ADN session, which includes Nursing Processes 1, 2, 3, and 4. Expanded student services and learning tools different from the traditional ADN program applications are applicable only where public or private grant funding is available. Additional student services that are subject to inclusion as a result of public or private funding are items such as classroom supplies, tutoring, testing, NCLEX Review.

2. EXCLUSIVITY. The Weekend/Evening College ADN Program that is the subject of this Agreement shall not be for the exclusive benefit of SMMC and shall be open to other local health care partners. Where other local health care partners choose to participate in the same sessions as SMMC, VVC will ensure that an equitable exchange of services and resources among all local health care partners are evident to mutually benefit all parties involved.

3. ENROLLMENT PERIOD. A minimum of 10 students selected by SMMC will begin participation in the VVC Weekend / Evening College ADN program during the regular enrollment period.

Ten (10) designated students selected by SMMC from the VVC ADN student waiting list will be enrolled in the ADN program each year thereafter unless notification of termination has been adhered to in accordance with the Termination clause mentioned herein in Section D (1) of this Agreement.

4. STUDENT QUALIFICATIONS. Qualified students who have met all prerequisite coursework and who are currently on the ADN waiting list will be invited to apply to SMMC for a competitive selection process that upon selection entitles the ten students selected by SMCC to participate in the Weekend College. A separate agreement between SMMC and each student selected may be initiated independent of the involvement of VVC and the Foundation. VVC and the Foundation will hold no responsibility in the selection process of students. Students who successfully complete all classes in the Nursing Program and meet graduation requirements will receive an Associate Degree in Nursing from Victor Valley College.

5. GUARANTEES. VVC does not guarantee that each designated student will pass all courses but will however ensure that every effort is exercised to assist all students in completing the ADN program. VVC does not guarantee that the program can be offered if compensated enrollments are fewer than 20 students.

6. USE OF FUNDS. Funds, as a result of this Agreement, shall be used by the Foundation and VVC solely for support of the Weekend / Evening College ADN program, which use shall include but be not limited to the selection of Faculty assigned to perform academic instruction during the Weekend/Evening College ADN Program. Identifying and assigning the Faculty for the Weekend/Evening College shall be the sole discretion of VVC.

B. St. Mary Medical Center

1. PROVISION. SMMC agrees to provide the compensation provided in Section 3 below to accommodate ten (10) student slots per year to cover the program cost associated with the attendance of said ten students in the Victor Valley College Dr. Prem Reddy School of Health Sciences Associate Degree in Nursing Weekend/Evening College Program beginning in the year 2006.

2. CLINICAL SITES. SMMC shall provide the necessary facilities to accommodate the additional and/or expanded classroom space required to perform the weekend clinical and lecture courses.

3. PAYMENT. SMMC agrees to pay the Foundation \$15,790.10 per student enrolled beginning with a minimum of 10 students for their participation in the 2-Year Weekend / Evening College ADN program.

SMMC shall make eight (8) equal payments of \$39,475.30 over a two (2) year term to the Foundation. Total payments will be equal to \$315,802.00. The first payment shall be due at the beginning of the program. The remaining seven (7) payments will be invoiced by the Foundation each quarter thereafter. SMMC agrees to pay all invoices within 30 days of receipt.

C. Victor Valley College District Foundation

1. DESCRIPTION OF SERVICE. The Foundation shall provide administrative oversight as it pertains to the covenants and conditions of this Agreement and shall be subject to the Administrative Policies and Procedures of Victor Valley College.

2. FISCAL MANAGEMENT. All payments from SMMC shall be made payable to the Foundation for further disbursement to VVC. The Foundation shall honor all invoices presented to the Foundation from VVC representing the necessary expenditures as they relate to the administration of the VVC Weekend/Evening College ADN program.

D. Mutual Covenants

1. TERMINATION/RENEWAL. Either party retains the right to cancel any training that is offered under this Agreement no later than 14 days before the first meeting of the class.

2. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

St. Mary Medical Center:
Judy Austin, Chief Nursing Officer
18300 Hwy 18
Apple Valley, CA 92307

Victor Valley College:
Dr. Patricia Spencer, Superintendent/President
18422 Bear Valley Road
Victorville, California 92395

Victor Valley College District Foundation:
Ginger Ontiveros, Executive Director
18422 Bear Valley Road
Victorville, California 92395

Such addresses may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

4. **NON-DISCRIMINATION.** Neither party to this Agreement shall, on the basis of ethnic group identification, race, religion, age, gender, sexual orientation, color, or physical or mental disability, unlawfully deny any person the benefits of or unlawfully subject any person to discrimination in the operation of this agreement.
5. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.
6. **AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.
7. **SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
8. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

- 9. INDEMNIFICATION.** Except as otherwise may be provided in this Agreement, each party shall indemnify, hold harmless and defend the other parties from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever, including but not limited to, attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its agents, employees, servants, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its agents, employees, servants or subcontractors.
- 10. APPLICABLE LAW.** The laws of the State of California shall govern this Agreement.
- 11. REPRESENTATION REGARDING PRIOR CONTRACTS.** Each party to this Agreement ("Such Party") represents and warrants to all of the other parties that no prior contract or agreement of any kind entered into by Such Party or any prior performance by Such Party will interfere in any manner with Such Party's complete performance of Such Party's duties and obligations hereunder or with Such Party's compliance with the other terms and conditions hereof, and that Such Party has the ability to perform all of Such Party's obligations under this Agreement without the participation or consent of any other person or entity.

IN WITNESS WHEREOF, the parties have executed this Agreement on this 11th day of May 2006.

Victor Valley Community College:

By: _____

St. Mary's Medical Center:

By: _____

Victor Valley College District Foundation

By: _____

ADMINISTRATIVE SERVICES

MAY 9, 2006

TOPIC: AGREEMENT – RESPONSE TO REQUEST FOR PROPOSALS FOR AUDIT SERVICES

TO THE SUPERINTENDENT/PRESIDENT:

Responses to the Districts Request for Proposals (RFP) for contract audit services were opened April 6, 2006. The responses were:

Messner & Hadley, LLP
Brown Armstrong Accountancy Corporation

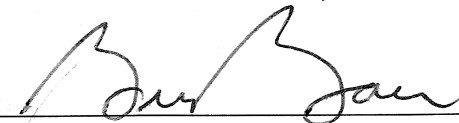
The district wishes to award the contract to Messner & Hadley, LLP per the terms of the RFP for five years, based on satisfactory performance on a year to year basis.

Fiscal impact: Budgeted item, not to exceed \$32,000 for 05-06

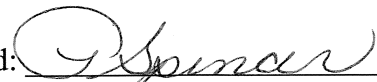
RECOMMENDATION:

It is recommended that the Board of Trustees award the performance of the district audit to Messner & Hadley, LLP Accountancy Corporation for an amount not to exceed \$32,000.

REFERENCE FOR AGENDA: YES

Signed: 
Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: 
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

**AUDIT RFP 2006
RESULTS**

	SIGNED	WORKER'S COMP	REFERENCES	OTHER SUBMITTED ITEMS	COMMENTS	FY ENDED JUNE 2006	FY ENDED JUNE 2007	FY ENDED JUNE 2008	TOTAL PRICE (EXCLUDING TRAVEL)	TOTAL PRICE (INCLUDING TRAVEL)
DANIELS PHILLIPS VAUGH & BOCK				LETTER	NO BID					
VAVRINEK, TRINE, DAY				LETTER	NO BID					
BURKEY, COX, EVANS & BRADFORD				LETTER	NO BID					
MESSER HADLEY, LLP	X	X	X			\$32,000	\$32,000	\$32,000	2009-\$36,000 2010-\$37,000	
BROWN ARMSTRONG	X	X	X			\$59,850	\$59,850	\$59,850	2009-\$61,850 2010-\$63,850	
MIERS & MIERS, CPA				LETTER	NO BID					
KENNEDY & KENNEDY, CPA					Does not audit schools or colleges					
HEIDENREICH & HEIDENREICH, CAP					NO RESPONSE					
SWANSON, GRAHAM, RUSSO & THOMAS ACCTING					NO RESPONSE					
ROBERTS & JAMES, CPA					NO RESPONSE					

SIGNED	WORKER'S COMP	REFERENCES	OTHER SUBMITTED ITEMS	COMMENTS	FY ENDED JUNE 2006	FY ENDED JUNE 2007	FY ENDED JUNE 2008	TOTAL PRICE (EXCLUDING TRAVEL)	TOTAL PRICE (INCLUDING TRAVEL)
VICENTE, LLOYD, STUTZMAN			LETTER	NO BID					
AHERN, ADCOCK & DEVLIN				NO RESPONSE					
BOCETA, MACON, WORKMAN & ASSOC				NO RESPONSE					
BURKEY, COX & EVANS				NO RESPONSE					
ROY J BLAIR, CPA				NO RESPONSE					
MAYER, HOFFMAN, MCCANN P.C.				NO RESPONSE					
PERRY-SMITH, LLP			LETTER	NO BID					



AUDIT AGREEMENT

AUDIT AGREEMENT

This agreement is made this ____ day of _____ 2006, in the County of San Bernardino, State of California, by and between the Victor Valley Community College District, hereinafter called District, and _____
Certified Public Accountants, hereinafter called Auditor.

WITNESSETH

WHEREAS, District, pursuant to the provisions of Section 84040 of the California Education Code, does desire an audit of all funds under its jurisdiction and control, and

WHEREAS, Auditor is licensed to practice as a Certified Public Accountant in the State of California,

NOW THEREFORE, The District and Auditor, for the considerations hereinafter set forth agree as follows:

1. The District hereby employs the Auditor and the Auditor hereby agrees to audit the books, records, and accounts of the District for the fiscal years ending June 30, 2006; June 30, 2007; and June 30, 2008.
2. The audit shall include all funds of the District including, but not limited to, the General Fund, Capital Projects Funds, Proprietary Funds, Fiduciary Funds, Student Financial Aid programs, and all other funds and/or accounts under the control of the Governing Board of the District. The audit of federally funded programs providing financial assistance to students includes the Federal Work Study Programs (FWS), Federal Supplemental Educational Opportunity Programs (FSEOG), and the Federal Pell Grant Program (PELL), Higher Education Act (TRIO), Temporary Assistance for Needy Families (TANF), and Vocational and Applied Technology Education Act (VATEA).
3. The Auditor agrees to perform said audit in conformity with generally accepted auditing standards and, accordingly, shall include such tests of the accounting records and such other auditing procedures as considered necessary in the circumstances. In addition, such audit shall be in conformity with the laws of the State of California, including all appropriate rules and regulations pertaining thereto and as outlined by the Department of Finance, State of California in "Standards and Procedures for Audits of California Community Colleges." The audit shall include all funds and accounts under the control of the Governing Board of the District. The form and content of the audit report shall be in conformity to the extent practicable, to the form and content prescribed by the Department of Finance of the State of California, pursuant to Education Code Section 84040 and the Contracted District Audit Manual published by the Chancellor's Office of the California Community Colleges.
4. The Auditor shall also audit for compliance, all appropriate Federally Assisted programs in accordance with the Single Audit Act of 1984; the provisions of OMB Circular A-133, Audits of State and Local Governments; and U.S. General Accounting Office "Standards

- for Audit of Governmental Organizations, Programs, Activities and Functions” for the fiscal years ending June 30, 2006; June 30, 2007; and June 30, 2008.
5. Auditor agrees, upon sufficient notice, to make any oral or written interim reports as may be required by the District and to meet as requested with the Governing Board and/or Audit Committee of District to discuss such reports.
 6. The Auditor agrees to consult with and advise the District as to changes and improvements in the financial structure of the District in administrative and accounting procedures, and agrees that minor implementation of said consultation and advice shall not be deemed to be extra work, but shall be included in the scope of this agreement.
 7. The District agrees to compensate the Auditor for services and covenants herein set forth upon invoices submitted by the Auditor. The maximum fee to be charged for the audit, including out-of-pocket expenses shall not exceed: \$ _____ for fiscal year 2005-06, \$ _____ for fiscal year 2006-07, and \$ _____ for fiscal year 2007-08. Monthly progress payments may be made as the audit progresses, provided that no progress payments under this Agreement shall be made which, with prior payments, shall at any time exceed fifty percent of the maximum fee of this Agreement or any amendment hereto, before the final acceptance of the final audit report by the Governing Board.
 8. It is further agreed that any additional services as may be requested by the District or required by the Department of Finance of the State of California and the U.S. Department of Education shall be billed to the District at an hourly rate as follows: \$ _____ per hour for fiscal year 2005-06, \$ _____ per hour for fiscal year 2006-07, and \$ _____ per hour for fiscal year 2007-08.
 9. The District agrees to make available to the Auditor all necessary data, records, and information required to facilitate the preparation and completion of the audit.
 10. While performing services pursuant to this agreement, the Auditor is an independent contractor and not an officer, agent, or employee of the District. The Auditor shall not assign or transfer, by operation of law or otherwise, any or all of the Auditor’s rights, burdens, duties, or obligations with regard to this agreement, without prior written consent of the District.
 11. The Auditor agrees to provide a Certificate of Insurance evidencing the Auditor has the appropriate liability coverage with a minimum combined single limit of \$1,000,000 for injury and property damage, and naming the District as an additional insured.
 12. The District may cancel this Agreement upon fifteen (15) days written notice to the Auditor, and the Auditor agrees to cease all work under this agreement upon receipt of said notice. In the event of cancellation of this Agreement, the Auditor shall receive compensation for uncompensated services rendered prior to the receipt of said notice, but in no event shall the total compensation exceed the maximum payment specified for the fiscal year, nor shall said cancellation be, or be construed to be, a waiver or release of any rights of the District.
 13. In the event of cancellation of this Agreement, Auditor is required to provide a copy of the audit files and working papers to the District, and to work with Auditor’s successor in the completion of the audit at no additional cost to the District.
 14. Auditor agrees that copies of the audit report shall be prepared, bound and filed by Auditor with each of the following offices and departments on or before December 31, 2006, for the 2005-06 audit, December 31, 2007, for the 2006-07 audit, and December 31, 2008, for the 2007-08 audit: San Bernardino County Superintendent of Schools, California State Department of Finance—Audits Division, California Community College Chancellor’s

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Office, San Bernardino County Clerk, Federal Clearinghouse for Single Audit Reports, the California State Department of Education (2 copies), the U.S. Department of Education, Inspector General for Audits, and the U.S. Department of Education, eZ-Audit system. In addition to the above, Auditor shall file with the District thirty (30) copies (including one unbound copy) of the audit report on or before December 1 each year.

15. Time shall be of the essence of this agreement. It is agreed between the parties hereto that damage will be sustained by the District for failure of the Auditor to file the audit reports by December 31 of the years specified in Article 14 of this Agreement. It is therefore agreed that should said audit reports not be completed as agreed, due to no fault of the District, there will be deducted from the final payment to Auditor the sum of two hundred dollars (\$200.00) per calendar day as liquidated damages, and not as a penalty, for each calendar day's delay after December 31 until the completion of the audit and its delivery to the agencies and departments specified in Article 14.
16. The District agrees that, in the event said audit develops irregularities or unforeseen conditions beyond the scope of a normal audit, upon immediate written report and estimate of additional cost and/or time by the Auditor to the District of such conditions, and upon the written authorization of the District to the Auditor to investigate such conditions, the Auditor shall be compensated for such extra work in accordance with rates specified in Article 8.
17. The Auditor shall provide for a review of the draft of the audit report of the District at least ten (10) working days prior to the day of the printing of the audit report, in order to meet the filing deadline of such report. An exit interview after District review of this draft will be scheduled at a mutually agreed time.
18. In accordance with the provisions of Section 3700 of the California Labor Code, Auditor shall sign and file with the District the District's Certificate of Workers' Compensation Insurance before performing the work to be done.
19. The Auditor shall use such care, skill and due diligence in the exercise of powers and the performance of duties under this Agreement in accordance with the standards of this profession, but shall not be liable for any action taken in good faith, or for any loss unless resulting from its negligence.
20. The Auditor agrees to indemnify and hold harmless the District and its officers, agents and employees against any and all claims, lawsuits, settlements, judgments, costs, penalties and expenses, including attorneys' fees, with respect to this agreement resulting from or arising out of the dishonest, fraudulent or criminal acts or negligence of the Auditor.
21. The District agrees to indemnify and hold harmless the Auditor and its employees against any and all claims, lawsuits, settlements, judgments, costs, penalties and expenses, including attorneys' fees, with respect to this agreement resulting from or arising out of the dishonest, fraudulent or criminal acts or negligence of the District and its officers, agents and employees.
22. The Auditor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, and that no person shall, on the grounds of race, creed, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program or activity supported by this Agreement.
23. The District has the option to renew this Agreement upon completion of the 2007-08 audit, for a period of one or two years. Compensation for the renewal Agreement will be negotiated at the time of renewal.

IN WITNESS WHEREOF, Auditor and District have caused this Agreement to be subscribed the day and year first hereinabove written.

DISTRICT:

Victor Valley Community College District

By: _____
Bruce Baron
Vice President of Administrative Services

Date: _____

CERTIFIED PUBLIC ACCOUNTANTS:

Name of Firm

By: _____

Title: _____

Date: _____

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ADMINISTRATIVE SERVICES

MAY 9, 2006

TOPIC: SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS -
SCHOOL CONSTRUCTION FAST TRACK PROGRAM

TO THE SUPERINTENDENT/PRESIDENT:

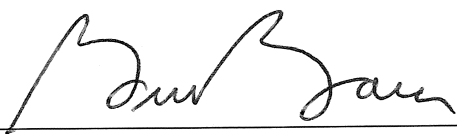
The attached resolution authorizes the district to participate in the School Construction Fast Track Program for the expenditure of State funds for the construction and/or modernization of school facilities. The purpose of the School Construction Fast Track Program is to streamline the payment process for construction contracts, enabling contractors to be paid in a 3-day period.

Fiscal Impact: This service is provided to districts at no cost

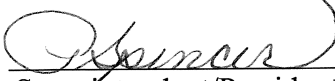
RECOMMENDATION:

It is recommended the Board of Trustees approve the resolution authorizing the participation in the Fast Track Program for state-funded construction projects.

REFERENCE FOR AGENDA: YES

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 _____

RESOLUTION OF THE GOVERNING BOARD OF
THE VICTOR VALLEY COMMUNITY COLLEGE
DISTRICT AUTHORIZING PARTICIPATION IN THE
SAN BERNARDINO COUNTY SUPERINTENDENT
OF SCHOOLS SCHOOL CONSTRUCTION FAST
TRACK PROGRAM

WHEREAS, the San Bernardino School Claims on behalf of the San Bernardino County Superintendent of Schools and San Bernardino County Auditor/Controller-Recorder is instituting the School Construction ("SC") Fast Track Program for the expenditure of State funds for the construction and/or modernization of school facilities; and

WHEREAS, the purpose of the SC Fast Track Program is to streamline the payment process for construction contracts; and

WHEREAS, the Victor Valley Community College District desires to participate in the SC Fast Track Program.

NOW, THEREFORE, be it resolved as follows:

1. The Victor Valley Community College District agrees to participate in the SC Fast Track Program and abide by the guidelines and requirements of the program.
2. The [Purchasing Director] and the [Chief Business Official] will be required to execute an Initial Set-Up form certifying that all required documents on that Form have been obtained by the District and that all public bidding requirements have been satisfied. These two individuals may also be required to execute documentation relating to changes to the original construction contracts. Victor Valley Community College District [Chief Business Official and Victor Valley Community College District [Director of Purchasing] are hereby authorized to execute all necessary documents for participation in the SC Fast Track Program.
3. School Claims will review the District's compliance with the Fast Track Program's requirements and guidelines (Step by Step), and the Public Works Building Contract Procedures. Violation of the requirements or guidelines (Step by Step), or Public Works Building Contract Procedures will result in Letters of Notice to the District. If the District receives three (3) Letters of Notice or commits a major violation (for instance, failure to comply with the public bid requirements), participation in the Fast Track Program can be revoked.
4. Bruce Baron as [Chief Business Official] and Mary Pringle as [Purchasing Director] will be responsible for the District's compliance with all legal requirements and Fast Track Program requirements. In exchange, the District's construction payments will be expedited.

5. The District has sent Bruce Baron, Mary Pringle, and Steve Garcia to a training workshop provided by School Claims and these individuals understand the obligations involved with participating in the Fast Track Program.
6. Any changes in authority regarding the execution of any documents relating to the SC Fast Track Program will be approved by this Governing Board.

Approved and adopted this 9th day of May, 2006.

Clerk, Board of Trustees

ADMINISTRATIVE SERVICES

MAY 9, 2006

TOPIC: AGREEMENT – PACIFIC BLUE MICRO

TO THE SUPERINTENDENT/PRESIDENT:

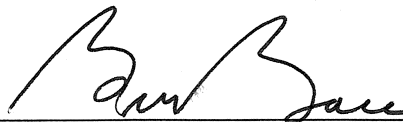
The district wishes to enter into agreement with Pacific Blue Micro for consulting services related to the Technical Services Department. This agreement will be effective for the period of July 01, 2006 through June 30, 2007.

Fiscal impact: Estimated amount not to exceed \$20,000.00

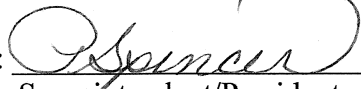
RECOMMENDATION:

It is recommended that the Board of Trustees approve the service agreement with Pacific Blue Micro to provide consulting services for the Technical Services Department.

REFERENCE FOR AGENDA: YES

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 _____



**TIME AND MATERIALS SUPPLEMENT
(PROFESSIONAL SERVICES)**

This Time and Materials Supplement (TMS), for professional services, is entered into by and between PBM IT Solutions (PBM) and _____, (Client) on the date last signed below.

1. Service Levels.

The Time and Material service levels are as follows:

- a. Initial Phone Response – Best Efforts
- b. Technical Phone Response - Best Efforts
- c. On Site – Best Efforts

On-call services are not provided under this agreement and may be provided only pursuant to a separate written agreement signed by the parties.

2. Applicable Billing Rates.

The PBM resources and the straight time, hourly, billing rates for each are attached hereto as the Current Rate Sheet. PBM agrees to maintain the rates reflected on the Current Rate Sheet for a period of six months from the date hereof, and thereafter retains the right to modify any hourly rate for any resource upon 10 days notice.

- a. **Straight-time** rates are those rates reflected on the Current Rate Sheet and are to be applied for any PBM resource(s) provided on non-holiday, weekdays, between 8 A.M. and 5 P.M.
- b. **Time-and-one-half** rates are those rates to be applied to the rates reflected on the Current Rate Sheet multiplied by a factor of 1.5 for any resource(s) provided on non-holiday, weekdays between 6 A.M. and 8 A.M. and between 5 P.M. and 9 P.M., and non-holiday Saturdays, between 8 A.M. and 5 P.M.
- c. **Double-time** rates are those rates to be applied to the rates reflected on the Current Rate Sheet multiplied by a factor of 2.0 for any resource(s) provided at all other times and on holidays.

Holidays are defined to mean any recognized State or Federal holiday; those holidays recognized by the Client; and the day after Thanksgiving, the day before and after Christmas, the day before and after New Years, and Good Friday afternoon.

3. Travel.

Travel from PBM's office in Irvine/Riverside, depending upon the location of the resource(s), shall be billed one-way at the applicable hourly rate for each resource employed, except that in no event shall Client be charged other than a straight-time rate for travel time to or from Client's designated work location for work scheduled to occur on non-holiday weekdays, between 8 A.M. and 5 P.M.

PBM IT Solutions

Signature Date

Print Name Title

Any travel requiring flight, hotel accommodations, rental cars, or per diem, shall be pre-approved by client in writing and subject to a separate travel agreement.

4. Minimum Charges.

The following circumstances will incur a minimum charge for each resource provided, multiplied by the applicable rate adjustment, depending upon the day and time the resource(s) is/are provided:

- a. All site visits will be billed at a minimum of four (4) hours.
- b. All phone support will be billed at a minimum of 0.5 hours.

5. Invoicing and Payment.

Client will be invoiced in accordance with the Professional Services Agreement. Payment is pursuant to the Professional Services Agreement.

6. Outsourcing of Resources.

In the event PBM is required to out-source any resource for the benefit of Client, the rate for any outsourced resources shall be pre-approved by Client in writing.

7. Time cards.

Client shall designate a person as a point of contact, within Client, to receive time cards, whether by mail, personal delivery, fax or email, reflecting the dates, hours and times for each resource provided by PBM. Client shall have five business days from receipt to question or object to the accounting of time, after which said time cards are deemed approved by Client.

8. Client Responsibilities.

The Client is fully responsible for backup integrity of their data and the configuration information for all hardware. PBM is not in anyway responsible for any loss of data or configuration information and is not responsible to restore either lost data or configurations.

9. Interpretation.

This TMS is supplementary to a Professional Services Agreement (PSA) entered into either concurrently or prior to this agreement by the parties and is to be read in connection with the PSA as supplementary thereto. In the event of a conflict, the PSA is controlling.

This agreement supersedes any oral agreement on the subject of Time and Materials and may only be modified in writing, signed by the parties.

CLIENT:

Signature Date

Print Name Title

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TIME AND MATERIALS BILLING RATES

RESOURCES	TITLE	PER HR
SNC	Senior Network Consultant	\$250.00
SAC	Sr. Altiris Consultant	\$250.00
SIE	Senior Internetworking Technician	\$215.00
STC	Senior Telephony Consultant	\$215.00
SMC	Senior Microsoft Consultant	\$215.00
VCC	Video Conference Consultant	\$215.00
SSC	Sr. SANS Consultant	\$215.00
SPM	Senior Project Manager	\$185.00
SNE	Senior Network Technician	\$185.00
SSE	Senior Systems Technician	\$185.00
PM	Project Manager	\$150.00
SE	Systems Technician	\$150.00
VCE	Video Conference Technician	\$150.00
TE	System Technician	\$135.00

Accepted by:

PBM IT Solutions

Client

Dated:

Dated:



may agenda

NOT to be used
\$ 20,000

PROFESSIONAL SERVICES AGREEMENT

for consulting services related to IT.

This Professional Services Agreement ("PSA") is effective this _____ day of _____, 2005 and is entered into by and between **PBM IT Solutions (PBM)** with a principal place of business at 17500 Red Hill Ave, Suite 100, Irvine, CA 92614 and _____ ("Client") with offices located at _____.

1. Scope of Agreement

This Professional Services Agreement (PSA) is intended to be a master agreement under which Client can place orders for professional services to be performed by PBM at Client locations, subject to PBM's approval and acceptance and is to be read in conjunction with any Supplementary Agreements related to the ordering of specific services, sometimes referred to as a Statement of Work (SOW) Time and Materials Agreement (T&M) or Professional Service Retainer (PSR).

2. Term

This PSA shall commence on the effective date specified above and shall be terminated in accordance with paragraph 3.

3. Termination

This agreement may be terminated by either party upon 15 days written notice to the other. Unless superseded by a subsequently executed PSA, the Client's request for services and an approval of those services by PBM shall renew and reinstate the terms and conditions of this PSA effective as of the date of the request, regardless of a previous termination by either party. Upon any termination of this Agreement, the provisions of this Agreement shall continue to apply to all engagements accepted by PBM pursuant to this or any Supplementary Agreement, prior to the effective date of such termination. Termination of this Agreement shall not relieve Client of any obligation to make payments that are owed to PBM under the terms of any Agreement, nor shall termination relieve either party of any obligation or covenant as set forth in this Agreement or any Supplementary Agreement.

4. Independent Contractor

PBM is an independent contractor and nothing in this PSA nor in any Supplementary Agreement related to PBM's performance obligation shall be construed to create an employee relationship between Client and PBM or any PBM consultant. PBM shall be solely responsible for payment of applicable taxes, deductions or other payments and benefits for PBM employees.

5. Pricing and Payment Terms

- Service.** Unless otherwise provided for in a Supplementary Agreement, services will be billed as rendered and hardware and/or software when shipped.
- Expenses.** Client will reimburse PBM for actual expenses in accordance with any provisions for reimbursement of expenses contained in any written supplementary agreement.
- Payment Terms.** Invoices are due and payable within 15 days of receipt.
- Taxes.** Client shall be responsible for all applicable taxes, except for taxes imposed on the net income of PBM or taxes related to PBM consultants as stated in Section 4 "Independent Contractor".

6. Time sheet/card approval.

Unless otherwise provided for in a Supplementary Agreement, to the extent that PBM is required to submit to Client, for Client's approval, any time cards accounting for time spent on behalf of Client or identifying any tasks accomplished, Client shall designate an email address or addresses for the persons within Client to receive and approve time cards. PBM will submit any required time cards for approval to the designated persons within Client by way of email. Client shall have five (5) business days to object in writing to any aspect of the time cards, which objection shall specify the specific basis or grounds for the objection. In the event Client fails to object, the time cards shall be deemed signed and approved. In the event Client objects, Client shall arrange to meet with the responsible person in PBM to confer relative to the objection within ten (10) business days of the notice of objection. Failure on the part of the Client to meet and confer within the times provided, shall be

deemed a waiver of the objection and the time card(s) shall be deemed approved.

7. Limited Warranty

Unless otherwise provided in writing, PBM warrants that the specific Services provided pursuant to this or any Supplementary Agreement will be performed in a professional and workmanlike manner and that services will be in conformance with the requirements of the applicable Agreement. Any Services will be deemed accepted as they are incrementally performed, unless Client notifies PBM in writing, within ten (10) days after performance that the Services did not conform to this warranty. PBM will promptly correct any non-conformity and will notify Client in writing that any non-conformity has been corrected. Corrected Services will be deemed accepted after ten (10) days unless Client notifies PBM in writing that the non-conformities have not been corrected.

8. Insurance

Throughout the term of this PSA, PBM will maintain the following minimum amounts of insurance: (i) workers' compensation, statutory minimums, (ii) commercial general liability with a minimum of \$1,000,000 per occurrence and \$2,000,000 general aggregate; and (iii) automobile liability for all owned, hired, and non-owned automobiles with \$1,000,000 combined single limit. A certificate of insurance evidencing the above will be presented to Client upon request.

9. Intellectual Property Indemnity

PBM agrees to defend, indemnify and hold harmless Client for all costs and expenses associated with the defense or settlement of any claim that the Service(s) infringe a patent, copyright, trademark, trade secret or other intellectual property right and shall pay any judgments or settlements based thereon, provided that Client shall obtain PBM's prior written approval before incurring any expenses and shall give PBM prompt written notice of the claim; sole control of the proceedings and settlement; and reasonable cooperation in the defense or settlement negotiations. THIS PARAGRAPH STATES THE SOLE REMEDY AND LIABILITY OF THE PARTIES FOR ANY CLAIM RELATING TO INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT OF THE SERVICES.

10. Personnel Indemnity

Each party shall be solely responsible for and shall indemnify and hold the other party harmless from loss or bodily injury to persons or property (real or intangible) to the extent the loss or injury is caused by the negligent acts or omissions or intentional wrongdoing of its employees, subcontractors or agents (except to the extent caused by the negligent acts, omissions, or intentional wrongdoing of the other party and its employees, subcontractors or agents) and arises out of performance of this PSA or related Supplementary Agreement; provided the indemnified party gives the other party prompt written notice of the claim; sole control of the proceedings and settlement; and reasonable cooperation in the defense or settlement negotiations.

11. Limitation of Liability and Warranties

IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES OF ANY KIND OR NATURE WHATSOEVER ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE SERVICES PERFORMED OR TO BE PERFORMED UNDER THIS AGREEMENT OR ANY SUPPLEMENTARY AGREEMENT, HOWEVER CAUSED OR ON ANY THEORY OF LIABILITY.

PBM SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. PBM DOES NOT REPRESENT OR WARRANT THAT SERVICES ARE OR WILL BE ERROR FREE, OR THAT

CUSTOMER'S USE OF ITS NETWORK, COMPUTER SYSTEMS, AND/OR INFORMATION TECHNOLOGY SERVICES PROVIDED BY PBM WILL BE ERROR-FREE OR UNINTERRUPTED. PBM DOES NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATION OF CORRECTNESS, ACCURACY, RELIABILITY, OR OTHERWISE, REGARDING THE RESULTS OF THE USE, OR THE USE OF THE SERVICES, OR THE DOCUMENTATION. NO WARRANTIES ARE MADE TO CUSTOMER BY ANY PBM SUPPLIERS, WHICH MAY HAVE DIRECTLY OR INDIRECTLY SUPPLIED ALL OR PART OF THE LICENSED SERVICES TO PBM. CUSTOMER ASSUMES THE ENTIRE RISK AS TO THE PERFORMANCE OR RESULTS OF THE LICENSED SERVICES.

EXCEPT FOR DAMAGES RESULTING FROM SECTION 8 (INDEMNITY) AND SECTION 11 (CONFIDENTIALITY), IN NO EVENT SHALL PBM BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY LOSS OF PROFITS, LOSS OF BUSINESS, LOSS OF USE OR DATA, INTERRUPTION OF BUSINESS, OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, EVEN IF THE PARTY SHALL HAVE BEEN ADVISED OF SUCH POSSIBILITIES.

12. Confidential Information

Each party agrees that it shall maintain any proprietary information or trade secrets ("Confidential Information") received from the other party in confidence and exercise at least reasonable care to safeguard the Confidential Information. Neither party shall disclose the Confidential Information of the other party to any third party without the written consent of the party and shall use the Confidential Information of the other party only to exercise its rights and fulfill its obligations under this PSA. Neither party shall have any obligation with respect to information that: (i) is public or becomes known to the public through no breach of the receiving party; (ii) is independently developed by the receiving party; (iii) is known to the receiving party prior to its receipt from the other party; (iv) is rightfully received from a third party; or (v) is required to be disclosed by law.

Non-Public Personal Information. PBM, its employees, agents, and contractors will not use or disclose any nonpublic personal information as defined at 16 CFR 313.3(n) ("NPI") provided by Client or parent, subsidiary or affiliated entities if prohibited by any federal, state, common law, exchange or self-regulatory organization law, regulation, rule, decision, policy having the force of law, ordinance, court order or other legal requirement (including, without limitation, Title V of the Gramm-Leach-Bliley Act (15 U.S.C. § 6801 et seq.)) or any applicable implementing regulations issued by regulatory authorities having jurisdiction (including, without limitation, insurance commissioner(s) Laws). PBM will develop, implement, maintain and use appropriate and effective administrative, technical and physical safeguards, in compliance with all requirements of Laws to preserve the integrity, confidentiality and availability of, and to prevent unauthorized or prohibited use of, NPI. PBM will keep such security measures current and shall document such security measures in written policies, procedures and/or guidelines, which PBM will provide to Client on request.

This section of the Agreement shall survive any termination of this Agreement.

13. Proprietary Rights

All documents, and other materials generated by PBM pursuant to this PSA and/or any Supplementary Agreement shall be considered, to the extent allowed by law, as "work for hire" for Client. PBM assigns to Client all right, title and interest in and to the documents and materials created by PBM pursuant to this PSA and agrees to cooperate with and assist Client in applying for and executing any applications and/or assignments reasonably necessary to obtain a

patent or copyright thereon. Client understands that PBM is in the business of information technology related consulting services drawing upon the knowledge, understanding and expertise PBM has gained in the course of working with many individual similar and dissimilar clients, nothing in this PSA shall be deemed to assign rights to or limit PBM's use of any know-how or knowledge that is not specific to Client and that PBM had prior to entering this PSA or that PBM obtains during its performance under this PSA.

14. Non-Solicitation

From the date of the last engagement and for one year thereafter, neither party will solicit for employment nor hire any employee or contractor of other. (Neither an unsolicited request by an employee or contractor for employment, nor a response by an employee or contractor to a generally published advertisement shall be considered a solicitation pursuant to this section.) Other than provided herein, neither party will solicit, directly or indirectly, any employee or contractor of other and in no event, hire an employee, agent or independent contractor of other, through any means, including the hiring of an employee, agent or independent contractor by a competitor of the other, where the hired person has served as an independent contractor, subcontractor or other capacity for the other, within the period described to herein, without the other party's prior written consent. In the event a party breaches the above, they shall immediately pay as liquidated damages to other an amount equal to 1.5 times the relevant person's then current annual compensation (or the amount paid to or on behalf of the person during the last 12 months in the case of an independent contractor).

15. General

- a. **Entire Agreement.** This PSA and any Supplementary Agreement which is signed by an authorized representative of both parties constitutes the entire agreement between the parties with regard to the specific services and may not be amended except in writing and signed by both parties. This PSA and any Supplementary Agreement(s) supersedes any purchase order issued by Client.
- b. **Governing Law.** This PSA and any Supplementary Agreement shall be governed by the laws of the state of California, without regard to any conflict of laws provisions. The exclusive forum for any suit arising out of this PSA and/or any Supplementary Agreement shall be the State of California, County of Orange.
- c. **Assignment.** Neither this PSA nor any of the obligations hereunder may be assigned without the prior written consent of the other, except that no consent shall be required for assignment in conjunction with the sale or merger of all, or substantially all, of the assets of the party.
- d. **Notice.** Any notice provided hereunder shall be in writing via hand delivery or mail delivery with confirmation of receipt to the addresses as set forth above, which may be changed by either party upon written notice.
- e. **Severability.** If any provision of this PSA is held invalid or unenforceable, this PSA shall be modified to the extent required to make the provision valid and enforceable.
- f. **Contract Remedies Exclusively.** To the extent that any legal duties are created on the part of PBM by virtue of this PSA or any Supplementary Agreement, those duties are exclusively contractual in nature and the sole and exclusive remedy for breach of any such duty or obligation sounds in contract, and not tort.
- g. **Authority to Execute this Agreement.** Each of those persons executing the agreement on behalf of the respective party represents that he/she has the authority of that party to execute this PSA

In witness whereof, the parties have duly executed this PSA.

PBM IT SOLUTIONS

Signature Date

Print Name Title

CLIENT:

Signature Date

Print Name Title

ADMINISTRATIVE SERVICES

MAY 9, 2006

TOPIC: BID AWARDS – PRINTING OF CLASS SCHEDULES

TO THE SUPERINTENDENT/PRESIDENT:

Bids for the printing of Fall 2006, Winter/Spring 2007 and Summer 2007 class schedules were opened on Wednesday, March 29, 2006. G.W. Reed printing was the lowest bidder. The bids have been thoroughly reviewed by the Director of Auxiliary Services to ensure all required documents are complete.

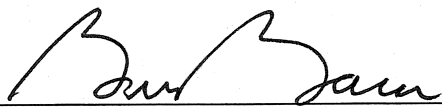
Bid results and tabulation sheets are attached hereto for approval.

Fiscal impact: Budgeted item estimate not to exceed \$114,650.00

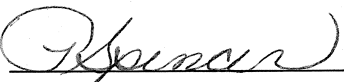
RECOMMENDATION:

It is recommended the Board of Trustees award the bid to the designated vendor G.W. Reed Printing as listed on the attachment.

REFERENCE FOR AGENDA: YES

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 ____


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
18422 Bear Valley Road
Victorville, CA 92395-5850

To: Victor Valley Community College District
Attn: Director of Fiscal Services
18422 Bear Valley Road
Victorville, California 92395-5850


Period Covered: Fall 2006, Winter/Spring 2007, and Summer 2007

INSTRUCTIONS AND GENERAL CONDITIONS


1. PREPARATION OF BID FORM

 The District invites bids to be submitted to the office of Director of Auxiliary Services no later than 10:00 a.m., Wednesday, March 29, 2006. Post office date stamp will not suffice. All blanks in the Bid Form must be appropriately filled in. Bidders shall include in the bid a sum to cover the cost of delivery. All bids must be submitted in sealed envelopes bearing on the outside the name of the bidder and his address. "Printing of Class Schedules" must be in the lower right hand corner on the outside of the envelope. It is the sole responsibility of the bidder to see that the bid is received in proper time. Any bid received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

2. SIGNATURE

 The bid must be signed in the name of the bidder, and must bear the signature in longhand of the person or persons duly authorized to sign the bid. **Failure to sign will result in automatic disqualification.**

3. ERASURES

 The bid submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the bid.

4. EXAMINATION OF BID DOCUMENTS

Bidders shall thoroughly examine and be familiar with specifications. The failure or omission of any bidder to receive or examine any bid documents, form, instrument, addendum, or other document there existing shall in no way relieve any bidder from obligations with respect to his bid or to the contract. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

5. WITHDRAWAL OF BIDS

Any bidder may withdraw his/her bid either personally, by written request, or by telegraphic request confirmed in writing by a duly authorized representative at any time prior to the scheduled closing time for receipt of bids. If a bid is withdrawn in person by a bidder or a representative of the bidder, the person withdrawing the bid will be required to sign a receipt for the bid. No bidder may withdraw his/her bid for a period of sixty (60) days after the date set for the opening thereof.

6. OPENING OF BIDS

Bids will be opened and read in the Administration Building, West Wing Conference Room at:

18422 Bear Valley Road on Monday, March 29, 2006, at 10:00 a.m.

7. AWARD OF CONTRACT

The District reserves the right to reject any or all bids, and to be the sole judge of the merit and qualifications of products offered and may accept whatever bid, or combination of bids, deemed to be in the best interest of the District.

8. RENEGOTIATION OPTION

The Director of Auxiliary Services may reserve the option to renew for additional one-year periods not to exceed three (3) additional years at the same prices plus allowance for Vendor's increased cost of materials and/or labor (proof of cost increases must be furnished by Vendor).

9. SPECIFICATIONS

Fall 2006 Schedule - 148 pages plus cover
Winter/Spring 2007 Schedule - 212 pages plus cover
Summer 2007 Schedule - 92 pages plus cover

Please quote on each schedule separately. The total of three quotes will determine the choice of one Vendor if in the District's best interest.

The following specifications apply to all three publications:

- Format: Book, trim approximately 8.25" x 10.25"
- Quantity: 120,000 pieces each publication
- Text: 30# newsprint, transparency and overlay(s) provided 4 over 1, black and one color (PMS), provided camera ready
- Cover: 50# (see copy enclosed)
- Binding: Stitched on spine
- Packing: Must be bundled and tied in 50's
- Mailing: Bundles must be marked for mailing. Current mailing specs will be provided to the Vendor by Victor Valley College
- Delivery: Freight will be paid by the Vendor. Vendor will deliver 99,000 marked and bundled schedules to the Victorville Post Office, 16333 Green Tree Blvd, Victorville. The remaining schedules along with art the text will be delivered to Victor Valley College, Receiving Department, 18422 Bear Valley Road, Victorville, CA 92395-5850. Receiving hours 7:30 a.m. - 3:30 p.m., Monday through Friday. (Same day delivery for Post Office and College.) Production calendars for each of the schedules will be available at the time the purchase orders are issued.

- TURNAROUND TIME

Eight (8) working days, **FIRM**. Delays in delivery could result in cancellation of contract. No additional charges for changes in copy will be allowed unless authorized in advance by the Director of Auxiliary Services.

REMINDER: Should delivery not be made by the date indicated on the production calendar or revised in writing by the Student Learning Office and agreed to by Vendor, or should schedules not be printed or bundled in a manner acceptable to the District, Vendor will be charged a pro-rated penalty of 10 percent of the total cost of the project for each day of delay in the delivery and acceptance of the schedules.

10. QUALITY OF WORK

Actual samples of the Victor Valley College class schedules are included in these bid documents for review by bidders. The schedules are being made available to the bidders as examples of the quality expected by Vendors submitting bids. It shall be understood that Vendors submitting bids will meet or exceed the quality demonstrated in these examples.

Announce Schedule

+4
-4

8 1/8

10 115-000
15-17000

The College will decide as to the acceptability of the finished work. Work rejected because of low quality or failure to adhere precisely to specifications will be corrected at the bidder's expense. The College expects excellent craftsmanship.

The bidder/vendor must provide adequate supervision over the quality of printing. The college has the option of inspecting the bidder's plant facilities prior to the awarding of the contract to ensure that the bidder can meet all bid specifications. The bidder must be an established print shop business; no brokers will be considered for bid award.

11. FAULTY COPIES

The College will hold the Vendor responsible for copies determined unacceptable by the College to the extent of replacement or prorata deduction from final payment, whichever the College shall determine.

12. DEFAULT

In case of default by the Vendor, the District may procure the material or services from other sources and may deduct the excess costs from any unpaid balance due the vendor, and the prices so paid shall be considered the prevailing market price at the time such purchase is made.

13. HOLD HARMLESS

The Vendor shall hold harmless and indemnify the Victor Valley Community College District, its officers, agents, servants, and employees from every claim, demand or liability of any nature or kind whatsoever, on account of use by the manufacturer or agent, or any secret process, patented or unpatented invention, article or appliance furnished or used under this bid.

14. NO WAIVER

The failure of the District in any one or more instances to insist upon strict performance of any of the terms of this contract or to exercise any option herein conferred shall not be construed as a waiver or relinquishment to any extent the right to assert or rely upon any such terms or option on any future occasion.

15. BIDDER NOTICE

Before submitting a bid, bidders shall fully inform themselves as to all existing conditions and limitations, and shall insure that total costs are reflected in the bid. No allowance will be made because of lack of such examination and/or knowledge.

16. ADDENDA OR BULLETINS

Any addenda or bulletins issued by the District during the time of bidding or forming a part of the documents issued to the bidder for the preparation of the bid shall be covered in the bid and shall be made a part of the bid.

17. PAYMENT BY DISTRICT

Payment will be processed upon submission of invoice. Vendor should be aware that the School Claims Division of the San Bernardino County Schools office governs payment by the District. All documents required by the District will be submitted prior to a purchase order being issued. The District payment will be on completed shipments only, and applicable discounts will be subtracted from invoiced amounts. The District will make payment within thirty (30) days of the delivery of the printed materials and the proper submittal of invoices by the Vendor.

18. INSURANCE REQUIREMENT

The bidder warrants that it shall procure and maintain in full force and effect a policy or policies of insurance in accordance with the following requirements:

- A. Comprehensive General Liability Insurance for bodily injury and property damage, including accidental death, in an amount not less than \$1,000,000.
- B. Contractual liability insurance in an amount not less than \$1,000,000.
- C. Worker's compensation insurance per statutory limits.

Special hazards shall be covered by rider or riders to the above mentioned liability insurance policy or policies, or by special policies of insurance as follows:

Automotive and truck, where operated, in amounts as above. Material hoist, where used, in amounts as above.

19. INSPECTION AND ACCEPTANCE

All items provided under this bid shall meet or exceed the bid specifications. Inspection and acceptance of all items shall be at destination. Items found to be defective or not in accordance with the bid specifications shall be replaced by the bidder at no cost to the District. Failure to replace said items shall be considered sufficient cause for default action under the DEFAULT provision of the Agreement.

20. DEFAULT

In the event a bidder to whom a contract is awarded fails to perform in accordance with the terms and conditions of this bid, the District reserves the right to cancel outstanding orders and award to the next low responsible bidder without benefit of further bid.

21. ANTI-DISCRIMINATION

It is the policy of Victor Valley Community College District that in connection with all work or services performed for the District, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status, and therefore, the bidder agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment Practice Act beginning the Labor Code Sections 1410 and 1735.

22. ASSIGNMENT OF THE AGREEMENT

No agreement awarded under this bid shall be assigned without the prior written approval of the District.

23. BIDDER'S REFERENCES TO BE SUBMITTED

Each bidder is required to submit references with his/her bid. References may consist of either three (3) letters of reference from customers or a listing of a minimum of three (3) customers, including the firm name, address, phone number, fax number, and name of a person to contact. The references should include at least one school or college reference.

24. DISTRICT AGREEMENT

After award of the bid, the Vendor and District will complete a District Agreement concerning printing of the class schedules. The agreement will indicate requirements of the bid and will state the production calendar and specifications.

Any questions regarding this bid should be directed to Robert A. Sewell, Director of Auxiliary Services, (760) 245-4271, extension 2395.

25. ON-CAMPUS ASSISTANCE

After being awarded the contract, the successful bidder shall be available to have a company representative visit the College on a reasonable request. This is for the sole purpose of acting as a consultant if assistance is needed. Failure to comply with a personal representative to aid the College may be cause for the termination of the contract.

26. BID EVALUATION AND AWARD

The District will award each bid category to the lowest responsive responsible bidder. The District reserves the right to consider the references submitted by each bidder, the bidder's geographic location, subsequent probability of the bidder's meeting the required delivery and turnaround schedules, and the bidder's statement of its quality control procedures when evaluating the bidder's acceptability.

The District reserves the right to reject any and all bids or to waive any irregularities or informalities in any bid or in the bidding and to not necessarily accept the lowest bid of any offered if it is in the best interest of the District.

27. DRUG FREE WORKPLACE CERTIFICATE

In accordance with California Government Code Section 8350 et seq., the Drug Free Workplace Act of 1990, the successful bidder will be required to execute a Drug Free Workplace Certificate concurrently with execution of the Agreement. The successful bidder will be required to implement and take the affirmative measures outlined in the Drug Free Workplace Certificate and in California Government Code Section 8350 et seq. Failure of the successful bidder to comply with the measures outlined in the Drug Free Workplace Certificate and in California Government Code Section 8350 et seq. may result in penalties including, without limitation, the termination of Agreement, the suspension of any payment of the contract price otherwise due under the contract documents, and/or debarment of the successful bidder.

28. BIDDERS INTEREST IN MORE THAN ONE PROPOSAL: NON-COLLUSION AFFIDAVIT

No person, firm or corporation shall be allowed to make, or file, or be interested in more than one proposal for the same work unless alternate bids are specifically requested. A person, firm, or corporation that has submitted a sub-proposal to a bidder, is not thereby disqualified from submitting a sub-proposal or quoting prices to other bidders or making a prime proposal. An Affidavit of Non-collusion form is included with the proposals package and must be signed under the penalty of perjury, dated and submitted with the bid.

29. RESPONSIVE BIDDER

A responsive bidder shall mean a bidder who has submitted a proposal, which conforms in all material respects with the bid documents and specifications.

30. RESPONSIBLE BIDDER

A responsible bidder shall mean a bidder who has the capability in all respects, to perform fully the requirements of the contract documents and the moral and business integrity and reliability, which will assure good faith performance. In determining responsibility, the following criteria will be considered: (a) the ability, capacity, and skill of the bidder to perform the work of the contract documents; (b) whether the bidder can perform the work of the contract documents promptly without delay or interference; (c) the character, integrity, reputation, judgment, experience, and efficiency of the bidder; (d) the quality of performance of the bidder on previous contracts. The purpose of the above is to enable District, in its opinion, to select the proposal, which is in the best interests of District.

31. MODIFICATIONS

Changes in or additions to the bid form, alternative proposals, or any other modifications of the form which is not specifically called for in the bid documents may result in the District's rejection of the proposal as not being responsive to the invitation to bid. No oral or telephonic modifications of any proposal submitted will be considered.

32. INTERPRETATION OF SPECIFICATIONS AND CONTRACT DOCUMENTS

If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the specifications or other contract documents, finds discrepancies, errors or omissions therein, or finds variances in any of the contract documents with applicable rules, regulations, ordinances, and/or laws, he/she may submit to District Purchasing Department a written request for interpretation or correction thereof, and date of bid opening shall be deemed to be a waiver of any discrepancy, defect, or conflict therein.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

BID SHEET

Bid Item #1 Fall 2006 Class Schedule
Estimated Due Date 5/27/06 \$ 34,400.00

Bid Item #2 Winter/Spring 2007 Class
Schedule Estimated Due Date 11/4/07 \$ 52,510.00

Bid Item #3 Summer 2007 Class Schedule
Estimated Due Date 4/14/2007 \$ 27,740.00

Bidder: G.W. REED PRINTING

Address: 4071 GREYSTONE DR.

ONTARIO, CA 91761

Phone: (909) 947-0599

Fax: (909) 947-5346

By: GARY REED
Printed Name

Gary W Reed
Authorized Signature

PRESIDENT
Title

111

DRUG FREE WORKPLACE CERTIFICATION

G.W. REED PRINTING

Name of Company

The contractor named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug free workplace. The above named contract will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited, and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - The dangers of drug abuse in the workplace
 - District has a policy of maintaining a drug-free workplace
 - Contractor has a policy of maintaining a drug-free workplace
 - Any available counseling, rehabilitation, and employee assistance programs
 - Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract:
 - (a) Will receive a copy of the contractor's drug-free policy statement, and
 - (b) Will agree to abide by the terms of contractor's statement as a condition of the contract.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor to the above-described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

GARY REED

Printed Name

Gary Reed
Signature

3-16-06
Date

CUSTOMER REFERENCE LIST

CUSTOMER NAME/ADDRESS	CONTACT	PHONE/FAX NUMBER
CAL. STATE UNIV. OF FULLERTON 2600 nutwood ave. #425 Fullerton, CA 92831	ALY HUDSPETH	(714) 278-5946
FULLERTON COLLEGE 1830 W. Romneya Dr. Anaheim, CA, 92801	LAURIE TRIEFENBACH	(714) 992-7015 (714) 526-6651
CYPRESS COLLEGE 1830 W. Romneya Anaheim, CA, 92801	DONNA LANDIS	(714) 484-7303



**NON-COLLUSION AFFIDAVIT TO BE EXECUTED
BY BIDDER AND SUBMITTED WITH BID PROPOSAL**

GARY REED, being first duly sworn,
deposes and says that he/she is (title)
PRESIDENT of (Bidder's name)
G.W. REED PRINTING the
party making the foregoing Bid Proposal. In connection with the foregoing
Bid Proposal, the undersigned declares, states, and certifies that: (1) the
bid is not made in the interest of, or on behalf of, any undisclosed person,
partnership, association, organization, corporation, or company; (2) the Bid
Proposal is genuine and not collusive or sham; (3) the Bidder has not
directly or indirectly induced or solicited any other bidder to put in a false
or sham bid, and has not directly or indirectly colluded, conspired,
connived, or agreed with any other bidder or anyone else to put in a sham
bid, or that anyone shall refrain from bidding; (4) the Bidder has not in any
manner, directly or indirectly, sought by agreement, communication, or
conference with anyone to fix the bid price of the Bidder or that of any other
bidder, or to fix any overhead, profit, or cost element of the bid price, or of
that of any other bidder, or to secure any advantage against the public body
awarding the contract or of anyone interested in the proposed contract; (5)
all statements contained in the Bid Proposal are true; and, (6) the Bidder
has not, directly or indirectly, submitted his/her bid price or any breakdown
thereof, or the contents thereof, or divulged information or data relative
thereto, or paid, and will not pay, any fee to any person, corporation,
partnership, company association, organization, bid depository, or to any
member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the state of
California that the foregoing is true and correct.

3-16-06
(Date)

Gary W Reed
(Signature)

3/29/06
 10:00

Vendor	Item	Quantity	Unit Price	Total Price	Notes	Amount
		✓	✓	✓		\$117,298
	Southwest Offset	✓	✓	✓	Fall \$38,658, / WS \$2,146 / \$26,494	\$117,298
	G-W Reed Print	✓	✓	✓	Fall \$34,400 / WS \$2,516 / \$27,740	\$114,650
	Trend offset	✓	✓	✓	Fall \$37,718 / WS \$1,598 / \$26,297	\$115,613
					03 / 29 / 06	

117,298
~~117,298~~
 114,650
 115,613

[Handwritten signature]

ADMINISTRATIVE SERVICES

MAY 9, 2006

TOPIC: AGREEMENT – HYDROLOGUE, INC.

TO THE SUPERINTENDENT/PRESIDENT:

The district wishes to enter into an agreement with Hydrologue, Inc. for additional soils testing services for the new Auxiliary Gymnasium.

Based on the findings of the Phase I Environmental Site Assessment, Hydrologue concluded, in part, that the site had been used for agriculture from 1954 until 1975. Based on this conclusion it is recommended that a program of soil sampling and analysis be done to assess the presence of chemically persistent agricultural chemicals.

Fiscal Impact: Total fiscal impact not to exceed \$6,700.00.

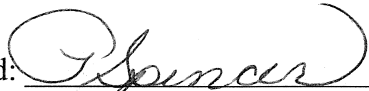
RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Hydrologue, Inc. for the services as indicated in the attached agreement.

REFERENCE FOR AGENDA: YES

Signed: 
Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: 
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

hydrologue, Inc.

Consulting Engineers & Geologists

Remediation Engineering

Hazardous Substances

Geology and Hydrogeology

<http://www.hydrologue.com>

Geotechnical Engineering

March 24, 2006

Proposal No. 3214-01-2006

Mr. Steve Garcia
Victor Valley Community College
18422 Bear Valley Road
Victorville, California 92392
Phone: 760-245-4271; Fax: 760-245-9744

SUBJECT: PROPOSAL-LIMITED SOIL SAMPLING AND ANALYSIS FOR PESTICIDES
Proposed New PE Building Site at Victor Valley Community College
18422 Bear Valley Road
Victorville, California

REFERENCE: *Phase I Environmental Site Assessment, Proposed New Gymnasium Building, Victor Valley Community College, 18422 Bear Valley Road, Victorville, California 92392, prepared by Hydrologue dated October 26, 2005.*

Dear Mr. Garcia:

In accordance with your request, Hydrologue, Inc. (HI) is pleased to submit this proposal for limited soil sampling and laboratory analysis at the subject site. Based on the findings of the above reference Phase I ESA, Hydrologue concluded, in part, that "Based on the information gathered...the Site had been used for agriculture from at 1954 until 1975." Based on this conclusion, we recommended "a program of soil sampling and analysis to assess the presence of chemically persistent agricultural chemicals. Soil sampling and analysis should generally conform to DTSC guidelines for assessment of former agricultural properties. Discrete soil samples should be collected and analyzed for organochlorine pesticides and CAM metals."

Hydrologue understands that the referenced Phase I ESA was submitted to the DTSC as part of a Mitigated Negative Declaration (MND) for the project; however, DTSC comments (including recommendations for a PEA) were not received until more than 30 days beyond the comment submittal deadline. Based on the apparent late submittal, VVCC contacted the State Clearinghouse who indicated that a PEA would not be required. We further understand that VVCC does not desire DTSC oversight for the proposed limited pesticide assessment at this time; however, the proposed scope of work will substantially conform to DTSC-recommended sample collection and analytical protocols for similar projects. Based on our understanding of the project, Hydrologue proposes the following scope of work:

- Mobilize to the site and collect soil samples on ¼-acre centers. Based on the 1-acre site, (4) locations would be sampled. Hydrologue's Field Geologist will use a hand auger to collect shallow soil samples and log soil borings to a depth of 0.5 and 2.0 feet below ground surface at each location.
- Collect background soil samples from four locations on the VVCC property that likely have not been impacted by historic agricultural use.
- Each onsite soil sample will be analytically tested for organochlorine pesticides and CAM metals.
- Each background soil sample will be analytically tested for CAM metals.
- A report of our findings will be prepared including data analysis, description of sampling protocols, and an illustration of the sample locations. HI will compare concentrations of chemicals of concern detected in onsite soil samples to background concentrations and with published soil screening levels for residential use.

INVESTIGATION-DERIVED WASTE MANAGEMENT

In the process of collecting environmental samples during the proposed field sampling program, different types of investigation-derived wastes (IDW) will be generated that include disposable sampling equipment, soil cuttings generated from hand auger borings and decontamination fluids. Used disposable equipment will be double bagged and placed in a municipal refuse dumpster. These wastes are not considered hazardous and can be sent to a municipal landfill. Less than 5 gallons of decontamination water will likely be generated. The water will be disposed of on the ground adjacent to the sampling locations. Care will be taken so that water does not run offsite or enter a storm water conveyance. Soil cuttings from hand-auger borings will be used to backfill the boreholes.

CHARGES

The total cost for the above scope of work will be \$6,700. The entire balance is due upon completion of work. It should be noted that our proposed scope of work does not include a site-specific human health risk or ecological health risk assessment. If pesticides or CAM metals are detected in the soil samples, additional sampling and/or analysis may be necessary to characterize the site. If additional questions are raised by you, owners or regulators, then more work may be necessary at an additional fee.

Any additional work not described herein will be billed on a time and materials basis in accordance with our standard Schedule of Charges. However, HI will not initiate any additional work until prior verbal and/or written approval has been received from Client.

SCHEDULING

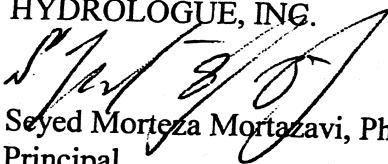
HI is prepared to proceed with scheduling of this work upon of the receipt of written authorization. Soil samples will be analyzed on a routine one-week turn-around. Barring unforeseen difficulties, four copies of HI's written report will be submitted within two weeks of the receipt of the laboratory results of the soil analyses.

This proposal is valid for 90 days from the date of this proposal. Further, it is assumed that all work associated with this project will be completed within 30 days following date of acceptance of this proposal. If all work is not completed within this 30-day period, HI's costs as stated herein and/or the attached Schedule of Charges may be appropriately adjusted.

This letter, the attached Standard Schedule of Charges, and the attached General Conditions of Agreement, also made a part hereof, together, are the agreement for our services.

If all the foregoing conditions are acceptable, please indicate your acceptance by signing below and returning one copy of this proposal for our file, together with the aforementioned initial payment. Signature of this document constitutes authorization of the scope of services outlined herein for the specific fee under the terms and conditions presented herein.

Very truly yours,
HYDROLOGUE, INC.


Seyed Morteza Mortazavi, Ph.D.
Principal

Enclosures: General Conditions of Agreement
Standard Schedule of Charges

PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE READ, UNDERSTOOD, AND ACCEPT THE CONTENTS OF THIS PROPOSAL, THE STANDARD SCHEDULE OF CHARGES, AND THE CONTRACT TERMS AND CONDITIONS.

ACCEPTED BY: _____

DATE: _____

TELEPHONE: _____

2006 GEOTECHNICAL STANDARD SCHEDULE OF CHARGES (NOT PREVAILING WAGE)

Staff Professional	\$ 110.00/hour	Registered Geotechnical Engineer	\$ 200.00/hour
Senior Geologist/Engineer	\$ 130.00/hour	Registered Engineering Geologist	\$ 175.00/hour
Project Manager/Senior Professional	\$ 130.00/hour	Expert Witness	\$ 400.00/hour
Supervising Technician, Lab & Field	\$ 110.00/hour	Office Support	\$ 50.00/hour
Senior Technician, Lab & Field	\$ 100.00/hour	Word Processor	\$ 65.00/hour
Technician, Laboratory and Field	\$ 90.00/hour	Computer Drafting	\$ 75.00/hour
Equipment Operator	\$ 75.00/hour	Field Day Laborer	\$ 50.00/hour

Minimums

Field Service Calls & Show-Up Time
Field Soils Work
Pick-Up/Delivery

4-hour min.
2-hour min./week supervision
\$ 50/hr.

All rates are portal to portal. Travel time will be charged on every project. It is assumed that the fieldwork will be conducted during normal working hours of 8 AM to 5 PM Monday to Friday. Additional costs will be charged to Client for all other work times. Sundays and Holidays will be charged at double time. Laboratory charges will be surcharged 50% and 25% if results are required within 24 hours and 48 hours, respectively.

Support Equipment

Air Monitoring Equipment	\$ 100.00/day
Magnetometer Equipment	\$ 100.00/day
Water Pump and Generator	\$ 150.00/day
Water Monitoring Equipment	\$ 50.00/day
Hand Auger/Sampler	\$ 25.00/day
Nuclear gauge	\$ 150.00/day

Health & Safety

Level A, per Person	Equipment:
Level B, per Person	\$ by quote
Level C, per Person	\$ by quote
Level D, per Person	\$ 50.00/day
Brass Rings	NO CHARGE
Encore Sampler	\$ 8.00/ea
	\$ 20.00/ea

Administrative Charges

Work Truck	\$ 100.00/day
Mileage	\$ 0.75/mile
Facsimile	\$ 0.50/page
Black&White Reproduction (8-1/2 x 11)	\$ 0.50/page

Camera & Film

Air Express/Delivery	\$ 20.00/day
Contracted Services	\$ 35.00 each
Additional Copy Report	\$ cost + 15%
	\$ 50.00/copy

SCHEDULE OF LABORATORY FEES FOR GEOTECHNICAL TESTING

A. INDEX PROPERTIES

Visual Classification (ASTM D2488)	\$ 7.50
Moisture Content (ASTM D2216)	\$ 15.00
Moisture Content & Density (ASTM D2937)	
(i) Shelby Tube Samples	\$ 20.00
(ii) Other Samples	\$ 17.50
Total Porosity	\$ 75.00
Grain Size Analysis (ASTM D422)	
(i) Sieve Only (from 3" to #200)	\$ 70.00
(ii) Sieve and Hydrometer	\$ 100.00
Percent Passing #200 Sieve (ASTM D1140)	\$ 35.00
Atterberg Limits (ASTM D4318)	
(i) Multi Points	\$ 90.00
(ii) One Point	\$ 60.00
(iii) Non-plastic	\$ 50.00
Shrinkage Limits (ASTM D4943)	\$ 110.00
Specific Gravity, Bulk SSD, Coarse (ASTM C 127)	\$ 55.00
Fine (ASTM C 128)	\$ 70.00
Sand Equivalent (ASTM D2419)	\$ 80.00
Expansion Index (UBC 29-2/ASTM D4829)	\$ 100.00

B. SOIL CHEMISTRY

Soil pH (ASTM G51)	\$ 15.00
Electrical Resistivity	\$ 125.00
Chloride Content	\$ 25.00
Sulfate Content	\$ 35.00
Organic Matter Content (ASTM D2974)	\$ 45.00
Total Organic Carbon (EPA 415.1/Walkley-Black)	\$ 50.00
Cation Exchange Capacity (EPA 9080/9081)	\$ 75.00

C. COMPACTION

Standard Proctor Compaction (ASTM D698)	
(i) 4-inch mold \$95.00	(ii) 6-inch mold
Modified Proctor Compaction (ASTM D1557)	\$ 110.00
(i) 4-inch mold \$120.00	(ii) 6-inch mold
	\$ 145.00

D. STRENGTH TESTS

CBR (ASTM D1 883)	\$ 350.00
Unconfined Compression (ASTM D2166)	\$ 65.00
Direct Shear, per point:	
(i) Unconsolidated-Q test	\$ 60.00
(ii) Consolidated-Q test	\$ 90.00
(iii) Consolidated-Drained (ASTM D3080)	\$ 115.00
(iv) Residual	call for quote
Triaxial Shear	call for quote

E. CONSOLIDATION AND VOLUME CHANGE TESTS

Consolidation (ASTM D2435)	
(i) Up to 10 load/unload increments;	
1 time reading	\$ 190.00
(ii) each additional time reading	\$ 30.00
(iii) each additional load increment	\$ 20.00

F. HYDRAULIC TESTS

Permeability	
Constant Head (ASTM D2434)	\$ 175.00
Falling head (ASTM D 5084)	\$ 225.00
Triaxial (EPA 91 OO/ASTM D5084)	
(including moisture content & density)	\$ 250.00
Air Permeability (API RP40)	\$ 155.00
Compatibility or Long Term Permeability	call for quote
Effective Porosity (SVVRCB)	
sandy soils (less than 15% fines)	\$ 180.00
other soils (more than 15% fines)	\$ 240.00
Capillary Moisture (ASTM D2325, D3152)	\$ 205.00

G. LABORATORY TIME

Laboratory Technician, per hour	\$ 65.00
Staff Engineer	\$ 80.00
Senior Engineer	\$ 95.00

- Testing of contaminated soils will be charged at 1.1 times the scheduled rates for Level D samples and 1.25 times for Level C samples.
- All contaminated samples and expendables associated with testing will be returned to Client or their designated agent upon conclusion of each testing program. Notification will be made to Client prior to shipment of returned samples. The returning cost will be charged at cost + 15%.
- Rush tests may be provided to Client upon request and rush charges are additional. "Clean" samples will be stored for up to 60 days from receipt of samples. Samples will be discarded then unless prior arrangements have been made. Sample trimming or remolding will be charged at \$55 extra per specimen. Special rates are available based upon volume of tests. Prices are subject to change without notice. Please call for price confirmations. A project-specific health and safety plan is required for testing programs involving contaminated soils. In order for the Laboratory to prepare such plans, the existence of all contaminants as may be present in samples must be disclosed to the Laboratory by Client, to the best of Client knowledge, records, and investigations. In the event that substance or contamination beyond that originally represented by Client is encountered, the Laboratory may suspend its services and enter into good faith renegotiations with Client.

Client's INITIALS _____

1. **Parties:** The term "Professional" as used herein shall include the company identified as the Professional in the proposal and/or any of its divisions, subsidiaries, individuals, or affiliates actually performing the Work. "Work" means the specific environmental, geotechnical, testing, or other service to be performed by Professional as set forth in Professional's proposal, Client's acceptance thereof, and these General Conditions. "Client" refers to the person or business entity ordering the Work to be done by Professional. If Client is ordering the work on behalf of another, Client represents and warrants that Client is the duly authorized agent of said party for the purpose of ordering and directing the Work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by Client is adequate and sufficient for Client's intended purpose. The ordering of work from Professional shall constitute acceptance of the terms of Professional's proposal and these General Conditions. Professional is not an insurer and makes no guarantee or warranty that the Services supplied will avert or mitigate occurrences, or the consequences of occurrences that the Services are designed to prevent or ameliorate.

2. **Formation. READ CAREFULLY** The parties expressly agree and acknowledge that this contract has been negotiated at arms length and that both Client and Professional have had the right and opportunity to consult with legal counsel qualified technically in the fields of civil and/or soils engineering expertise before entering into this contract. In construing the contract, all portions and terms, including any ambiguities, shall be interpreted equally among the parties and without reference to the party who prepared or who caused to be prepared this contract.

3. **LIMITATION OF LIABILITY READ CAREFULLY: UNLESS OTHERWISE STATED HEREIN, OR BY SEPARATE WRITTEN AGREEMENT, PROFESSIONAL'S SERVICES ARE LIMITED AND CONFINED TO PROFESSIONAL OPINION AND ADVICE,**

AND PROFESSIONAL SHALL NOT SUPERVISE OR HAVE CONTROL OVER THE ACTIVITIES AND ACTUAL PHYSICAL CONSTRUCTION OF IMPROVEMENTS ON THE PROPERTY. PROFESSIONAL'S SERVICES WILL BE PERFORMED, ITS FINDINGS OBTAINED, AND ITS REPORTS PREPARED IN ACCORDANCE WITH THIS AGREEMENT AND WITH GENERALLY ACCEPTED PRINCIPLES AND PRACTICES. IN PERFORMING ITS PROFESSIONAL SERVICES, PROFESSIONAL WILL USE THAT DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY MEMBERS OF ITS PROFESSION. THIS AGREEMENT IS IN LIEU OF ALL OTHER WARRANTIES OR REPRESENTATIONS, EITHER EXPRESS OR IMPLIED. STATEMENTS MADE IN PROFESSIONAL REPORTS ARE OPINIONS BASED UPON ENGINEERING JUDGMENT AND ARE NOT TO BE CONSTRUED AS REPRESENTATIONS OF FACT. SHOULD PROFESSIONAL OR ANY OF ITS PROFESSIONAL EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF THEIR WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION, OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT, AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON PROFESSIONAL'S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF PROFESSIONAL, ITS OFFICERS, EMPLOYEES, AND AGENTS SHALL BE LIMITED TO FIVE THOUSAND DOLLARS (\$5,000) OR THE TOTAL AMOUNT OF THE FEE PAID TO PROFESSIONAL FOR ITS WORK PERFORMED WITH RESPECT TO THE PROJECT, WHICHEVER AMOUNT IS GREATER. IN THE EVENT CLIENT IS UNWILLING OR UNABLE TO LIMIT PROFESSIONAL'S LIABILITY IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THIS AGREEMENT, CLIENT MAY INCREASE THE LIMIT OF PROFESSIONAL'S LIABILITY TO _____ Dollars (\$ _____) BY AGREEING TO PAY PROFESSIONAL AN ADDITIONAL FEE OF _____

Client's INITIALS _____

Dollars (\$) _____) THIS CHARGE IS NOT TO BE CONSTRUED AS BEING A CHARGE FOR INSURANCE OF ANY TYPE, BUT IS INCREASED CONSIDERATION FOR THE GREATER LIABILITY INVOLVED.

Client INITIALS _____

4. Successors and Assigns. No right or interest in this Contract may be assigned by either Professional or Client without the written permission of the other party, and any attempted assignment shall be wholly void and totally ineffective for all purposes. No delegation of any duty owed by either Professional or Client may be made without the written permission of the other party. Any attempted delegation shall be wholly void and totally ineffective for all purposes. This Contract is binding on the parent, any subsidiary, and successor companies to Client and Professional, and on the surviving corporation in the event of a merger or acquisition.

5. Third-Party Exclusion: This contract shall not create any rights or benefits to parties other than Client and Professional, except such other rights as maybe specifically called for herein. **No third party shall have the right to rely on Professional's opinions rendered in connection with the Services under this Contract without Professional's written consent and the third party's agreement to be bound to the same conditions and limitations as Client.** Client shall be the sole beneficiary of this agreement, and no third party shall be an intended beneficiary unless so stated in writing. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of Professional's work. Professional shall have no duty or obligation to any third party greater than that set forth in Professional's proposal, Client's acceptance thereof, and these General Conditions. If a claim is brought by a third-party based upon Professional's services, Client shall indemnify, defend and hold Professional harmless for all claims by such third parties except those third-party claims caused by Professional's sole negligence.

6. Indemnification: Client agrees to indemnify, defend and hold harmless Professional as to any claims or actions of any kind by any third parties, including without limitation, any and all vendors, suppliers, sub-contractors, lenders, buyers, financial institutions, or government agencies, arising by virtue of Client's status with respect to the Site/ Subject Property. Client agrees to indemnify and hold harmless Professional from and against liability, including reasonable counsel fees, arising out of a) any negligence or willful misconduct of Client; b) any breach by Client of any warranties or other obligations hereunder; c) any condition existing at the Site prior to the arrival of Professional or which Professional had no actual knowledge or over which Professional had no control; d) any misrepresentations by Client that result in the improper disposition of a hazardous substance. Professional shall NOT be liable to Client or any third party for economic, incidental, special, exemplary, punitive or consequential damages, including, but not limited to, loss of profits or revenue, interference with business operations, or loss of tenants, lenders, investors, or buyers or inability to use the property.

7. Time Bar To Legal Action: All legal actions by either party against the other (including those against either party's officers, agents or employees) for breach of this contract or any addendum to it, or for failure to perform in accordance with the applicable standard of care, or claims that are related to or arising from such alleged breach or failure, shall be barred after two (2) years have passed from the time the claimant knew or should have known of its claim. Such limitations are exclusive of fraud or acts of concealment. **This time period is shorter than otherwise provided by law**

8. Invoicing for Time-and-Material Projects: Client recognizes that Professional's proposal is an estimate of probable cost only. The cost and schedule may vary significantly based on conditions or changes encountered during the course of the work and/or during review of relevant project data and historical records. Invoices will be issued monthly in Professional format which will itemize labor expended by skill category, individual and hourly rate, along with other expenses incurred by Professional directly in the performance of the

Client's INITIALS _____

services provided. All labor and expenses shall be invoiced and reimbursed as set forth in the prevailing Professional schedule of fees unless otherwise stated in the proposal. Client will convey any special invoicing requirements prior to project commencement to allow Professional the opportunity to evaluate the cost impact, if any. **Invoicing for Lump Sum/Fixed-Price Projects:** All lump sum/fixed-price projects exceeding thirty (30) days in duration will be invoiced monthly based upon the percent of completion of total units completed, as applicable. Projects less than 30 days in duration will be invoiced on a lump sum basis at completion. No cost element detail is provided on lump sum/fixed-price projects.

9. **Payment:** Professional will submit monthly invoices, and payment will be due upon receipt. Client shall pay the full amount of any invoice. Direct expenses in excess of \$2,500 may be billed separately to Client prior to the scheduled invoice. If so directed, Professional will submit hard documentation of reimbursable expenses. **However, if Client objects to all or any portion of any invoice, it shall give notice to Professional of the same in writing within 30 days from the date of the invoice and shall pay that portion of the invoice not in dispute.** The parties shall immediately make any and all effort to settle the disputed portion of the invoice. Client expressly waives any and all "Pay If Paid" and/or "Pay When Paid" Clauses and agrees that Professional in any event has an unconditional right to payment. If you should fail to make any payment due us for services and expenses within 30 days from the date of our bill, the amount due as shown shall include a finance charge at the maximum rate of eighteen percent (18%) per year, from the date of the invoice. Failure to make payment within 30 days of invoice shall constitute a release of Professional from any and all claims that Client may have either in tort or contract, and whether known or unknown at the time. Professional has the right to suspend all services under this Agreement until we have been paid in full all amounts due as for services and expenses. If such nonpayment occurs, Professional may

Client's INITIALS _____

keep the job idle until all payments are received. Client and Professional may terminate this contract for reasons identified elsewhere in this contract, or for other reasons which may arise. In the event such termination becomes necessary, the party effecting termination shall so notify the other party, and termination will become effective forty-eight hours (48 Hours) after receipt of the termination notice. Irrespective of which party shall effect termination or the cause therefore, Client shall within ten (10) calendar days of termination remunerate Professional for services rendered and costs incurred, in accordance with Professional's prevailing fee schedule and expense reimbursement policy up to the date of termination.

10. **Final Payment Waives Claims:** The Client, by making final payment under this contract, waives any claim that it may have against Professional for damages from defects that are known to the Client or apparent from reasonable inspection at the time final payment is made.

11. **Mediation:** Client and Professional agree to mediate any dispute or claim arising between them out of this Agreement, or any resulting transaction, before resorting to court action, subject to Paragraph 12 below. Mediation fees, if any shall be divided equally among the parties involved. If any party commences an action based on a dispute or claim to which this paragraph applies without first attempting to resolve the matter through mediation, then that party shall not be entitled to recover attorney's fees, even if they would otherwise be available to that party in any such action.

12. **Exclusions From Mediation:** The following matters are excluded from Mediation hereunder: (a) The filing or enforcement of a mechanic's lien and/or Stop Notice. (b) Any matter, which is within the jurisdiction of a probate, small claims, or bankruptcy court; and (c) An action for bodily injury or wrongful death. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a violation of this mediation provision.

13. **Attorney's Fees:** In the event that any suit, cause of action, claim, or counterclaim arises from or is related to this agreement, including mediation or arbitration, the prevailing party shall be entitled to

receive from the other party reasonable attorney fees, the costs and fees of expert witness, other witness fees, and costs of suit, all to be determined by the court in which such action is brought. Client shall also pay for Professional's fees and costs for the time and effort incurred in any action arising out of or related to this agreement. The award of attorney's fees of attorney's fees has been contractually negotiated between the parties and, thus, is not necessarily limited to or restricted by Civil Code §§102I, 1717, or any other provision of the Code of Civil Proc. or Civil Code.

14. Witness Fees: Professional's employees shall not be retained as expert witnesses, except by separate written agreement. Client agrees to pay Professional's legal expenses, administrative costs, and fees pursuant to Professional's then-current fee schedule.

15. Limitations of Procedures, Equipment and Tests. The fact that Professional finds no recognized site conditions after performing the work proposed herein does not constitute a warranty by Professional that the property is free from problems. Professional's opinion about the condition of this Site does not constitute a warranty of any kind. It is impossible to guarantee that any property is free from problems without testing every square inch of the property for soils properties and every conceivable hazardous substance, which would obviously be prohibitively expensive. Due to the inherent limits of time and cost, some uncertainty about Site conditions will always remain. Information obtained from inspections, analysis, and testing of sample materials shall be accurately reported on boring logs. Such information is considered evidence with respect to the detection, quantification, and identification of pollutants, but any inference or conclusion based thereon is necessarily an opinion also based on engineering judgment and shall not be construed as a representation of fact. Ground water levels and composition may vary due to seasonal and climatical changes and extrinsic conditions and, unless samples and

testing are conducted over an extended period of time, pollutants contained therein may escape detection. A site at which pollutants are not found to exist or at the time of inspection do not, in fact, exist, may later, due to intervening causes such as natural ground water flows or human intervention, become contaminated. There is a risk that sampling techniques may themselves result in contamination of certain subsurface areas, such as when a probe or boring device moves through a contaminated area linking it to an aquifer, underground stream or other hydrous body not previously contaminated and capable of transporting pollutants. Because the risks set forth in this section are unavoidable and because the sampling techniques to be employed are a necessary aspect of Professional's work on Client's behalf, Client agrees to assume these risks.

16. Discovery of Unanticipated Pollutants. The discovery of certain pollutants may make it necessary for Professional to take immediate measures to protect health and safety. Professional agrees to notify Client as soon as practically possible should such pollutants be suspected or discovered. Client agrees to reimburse Professional for the reasonable cost of implementing such measures under the circumstances.

17. Additional Work: While it is the Professional's policy to backfill the explorations, it is not Professional's policy to compact these explorations back into place to ninety percent (90%) of the maximum density as determined by ASTM D 1557-91. The cost for this work would be in addition to the cost of explorations. Further, excluded from the agreed upon amount per the contract are the following items which are not intended to be exhaustive in their scope: meetings with Client, other consultants, and reviewing-government agencies; additional field hours due to unanticipated conditions or newly discovered matters; addendums, letters, or progress reports; reviews during construction, whether necessitated by reviewing-government agencies, clients or third parties; and, construction drawing reviews. The foregoing items shall not include any activity contemplated by or specified in this contract. Client may, without affecting the validity of this contract, order changes, modifications, deletions, and extra work from time to time during progress of the job. If Client,

construction lender, regulatory agency, any public agency or inspector requests additional information or directs any modification, or addition to the work covered by this contract, the additional cost shall be added to the contract and will be billed on a time and materials basis in accordance with our attached Standard Schedule of Charges and is incorporated by reference. As the extra work progresses, payments for extra work will be made concurrently with payments made under the payment schedule. **Requests for extra work should be made in writing, but Professional is entitled to be paid for extra work whether or not the requests are in writing.**

18. Right to Cancel Project: Client acknowledges that Professional is not liable for problems that may occur if Professional's recommendations are not followed. Professional reserves the right to terminate this contract if Client does not follow Professional's recommendations. Professional and Client have the right to terminate this contract for any reason whatsoever after giving each other a 48-hour WRITTEN notice. Professional reserves the option to cancel any project in which a severe geotechnical challenge or cardinal change is found. Expense incurred because of unusual or unanticipated underground conditions (e.g., fill, rock, groundwater, utilities) shall be paid for by Client as extra work. If additional questions are raised in the City/County or applicable lead agency, then more work may be necessary at an additional fee. Times spent to review and sign structural and grading plans perform field observation and compaction testing is extra work and will be charged as per our Standard Schedule of Charges. Professional utilizes research and reference materials contained within our offices to best determine the nature of the subsurface materials, which exist on site; however, unanticipated conditions can be discovered during the course of work. Such conditions may include, but are not limited to: deep fills; poor soil conditions; caving soils or fills; or exceptionally hard excavating. Site soils can be drilled using the drilling method

Client's INITIALS _____

specified in the attached proposal hereto. Should alternate equipment be required to advance the borings due to unforeseen Site conditions or accessibility, the cost of such additional equipment is not included herein. Costs and schedule delays associated with standby time that could result from unforeseen circumstances encountered, Client rescheduling and/or cancellations, are not included in the cost proposal and will be charged \$250/hr for equipment, crew and geologist. If groundwater is encountered during drilling, there may be additional costs associated with completing the work outlined herein. All drilling activities can be accomplished efficiently at specified locations without ripping, blasting, or specialized equipment.

19. State and Local Reviews: All state and local rules and regulations are subject to changing interpretations; therefore, this office cannot guarantee approval of the report by the governing agency. The fee given herein does not include any additional work which may be required as a result of findings and conclusions of state or local agencies, boards, or officers necessitating further service of Professional. Any additional reports which may be required as a result of findings and conclusions of state or local agencies, boards, or officers necessitating further service of Professional are charged at our current hourly rates indicated herein and set forth in Professional's current prevailing published Rate Schedule.

20. Delay Beyond Professional's Control: Professional hereby agrees that it shall perform the work specified herein in a professional and timely manner. Client understands that Professional cannot be held responsible for circumstances that may be deemed as acts of God or any damages that may result from same. Professional shall be excused for any delay in completion of the contract caused by acts of God; acts of Client, of Client's agents, or of Client's employees or independent Professionals; inclement weather; labor trouble; acts of public utilities, public bodies, or inspectors (but not related to possible defects in Professional's performance); changes requested by Client; Client's failure to make progress payments promptly; or other contingencies unforeseen by Professional and beyond its reasonable control.

21. Since this is a personal services contract,

should either of us be declared bankrupt, make a general assignment for the benefit of creditors, or commit a substantial breach of this Contract, the other party shall be excused from rendering or accepting any further performance under this Contract. This Contract shall inure to and be binding on the heirs, executives, administrators, successors and assigns of the parties of this Contract. However, nothing contained in this paragraph shall constitute consent to the assignment or delegation by either party or any of the rights under this Contract.

22. Client understands and agrees that Professional cannot be present at the job location at all times and that Professional will take reasonable precautions to identify any obstructions or excavations and make reasonable efforts to warn any vehicle and pedestrian traffic of the potential danger involved; but that Professional shall not be responsible for any damages to Client, Client's employees or any third parties that may be on Client's premises from contact with any such obstructions or excavations that are reasonably apparent, and Client shall indemnify Professional from all such claims.

23. **Access to Site:** Client will arrange and provide access to each site on which it will be necessary for Professional to perform its work. In the event work is required on any site not owned by Client, Client represents and warrants to Professional that Client has obtained all necessary permissions for Professional to enter upon the site and conduct its work. Client, upon request, shall provide Professional, in a form acceptable to Professional, evidence of such permission and the acceptance of the other terms and conditions set forth herein by Client(s) and tenant(s), if applicable, of such site(s). Client acknowledges that it is not Professional's responsibility to notify any such property Client of the discovery of actual or suspected pollutants. Client further recognizes that knowledge of such suspected or actual condition may result in a reduction in a property's value and may provide incentive to

Clients of properties affected to initiate legal action against Client and/or others. Any work performed by Professional with respect to obtaining permission to enter upon and do work on the lands of others, as well as any work performed by Professional pursuant to this agreement, shall be deemed as being done on behalf of Client, and Client agrees to assume all risks thereof. Professional shall take reasonable measures and precautions to minimize damage to each site and any improvements located thereon as a result of its work, the use of its work, and the use of its equipment; however, Professional has not included in its fee the cost of restoration of damage that may occur. If Client or the possessor of any interest in any site desires or requires Professional to restore such site to its former condition, upon written request of Client, Professional will perform such additional work as is necessary to do and Client agrees to pay to Professional the cost thereof.

24. **Client's Duty to Notify Professional.** Client represents and warrants that it has advised Professional of any known or suspected hazardous materials, utility lines, and pollutants at any site at which Professional is to do work hereunder, and unless Professional has assumed in writing the responsibility of locating subsurface objects, structures, lines, or conduits, Client agrees to defend, indemnify, and save Professional harmless from all claims, suits, losses, costs, and expenses, including reasonable attorney fees, resulting from personal injury, death, or property damage occurring with respect to Professional's performance of its work and resulting from or caused by contact with subsurface or latent objects, structures, lines, or conduits when the actual or potential presence and location thereof was not revealed to Professional by Client.

25. A draft report may be faxed to Client and one revision of the final report will be provided within the cost of this project. Cost for additional revisions will be charged on a time and materials basis.

26. Client agrees to provide any and all land ownership information to Professional for purposes of filing preliminary Professionals lien per laws and regulations

27. **Monitoring Of Construction:** Unless otherwise stated herein, or by separate written agreement,

Client's INITIALS _____

Professional's services are limited and confined to professional opinion and advice, and Professional shall NOT supervise or have control over the activities and actual physical construction of improvements on the property. Client recognizes that if expressly contracted for in writing, construction monitoring is a technique employed to minimize the risk of problems arising during construction. Construction monitoring by Professional is not insurance, nor does it constitute a warranty or guarantee of any type. In all cases, Professionals shall retain responsibility for the quality of its own work.

28. Job Site Safety: Insofar as job site safety is concerned, Professional is responsible solely for its own and its employees' activities on the job site. Neither the professional activities of Professional, nor the presence of Professional or its employees and sub-contractors, shall be construed to imply Professional has any responsibility for methods of work performance, superintendence, sequencing of construction, or safety in, on or about the job site except as set forth herein. Client agrees that Professional is not responsible for job site safety except in performing its obligations under this agreement.

29. Information Provided By Others: Client acknowledges that Professional is not responsible for the sufficiency of any information provided to: a) Professional by Client; or b) Client or Professional by any third party.

30. Provisions Severable: If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

31. This agreement supersedes any and all other agreements, either oral or in writing, between the Professional and Client and contains all of the covenants and agreements between Professional and Client in any manner whatsoever. Each party to this agreement acknowledges that no representations, inducements, promises, or agreements, orally

Client's INITIALS _____

or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement, or promise not contained in this agreement shall be valid or binding. Any modification of this agreement will be effective only if it is in writing signed by the party to be charged.

32. Notices Any notice given hereunder shall be deemed served when hand-delivered in writing to an officer or other duly appointed representative of the party to whom the notice is directed, or if sent by registered or certified mail to the business address identified in this contract. Service is deemed to be effective as reflected on the certified mail. In the event the certified/registered letter is not accepted, then notice could in any event be sent by first class and the same will be deemed acknowledged received within five (5) days thereafter.

33. Law Governing Agreement. The parties expressly agree and acknowledge that this agreement shall be governed by and construed in accordance with the laws of the State of California. Jurisdiction and venue shall lie in Los Angeles County Pasadena Judicial District, Los Angeles County Superior Court Northeast District Pasadena or when appropriate the United States District Court Central District of California.

PLEASE SIGN BELOW AND INITIAL ALL PAGES TO INDICATE THAT YOU HAVE READ AND UNDERSTOOD THE CONTENTS THEREOF. THIS CONTRACT WAS EXECUTED IN PASADENA, CALIFORNIA

PRELIMINARY NOTICE INFORMATION

PROJECT CLIENT

PROFESSIONAL LENDER

ACCEPTED BY: _____

COMPANY: _____

DATE: _____ TEL: _____

ADMINISTRATIVE SERVICES

MAY 9, 2006

TOPIC: BID AWARDS – SPEECH/DRAMA PROJECT

TO THE SUPERINTENDENT/PRESIDENT:

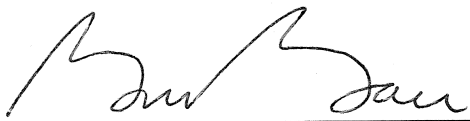
The board previously approved 19 of the 20 bid packages for the Speech/Drama Project at their regularly scheduled meeting on April 11, 2006. The individual bid packages received for the Fire Sprinkler portion were rejected and re-advertised. Bids for the Fire Sprinkler portion were opened the morning of May 9, 2006. Bid results and tabulation sheets for this item will be brought to the May 9, 2006 board meeting and submitted as an amendment.

Fiscal impact: Fund 71 reimbursable expenditure

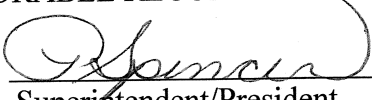
RECOMMENDATION:

It is recommended the Board of Trustees award the bid to the designated company and/or contractor as listed in the amendment.

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 _____

ADMINISTRATIVE SERVICES

MAY 9, 2006

TOPIC: DONATIONS

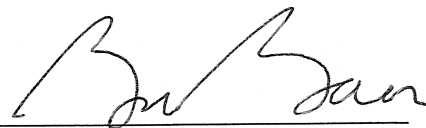
TO THE BOARD OF TRUSTEES:

The Victor Valley College Foundation has made expenditures from cash donations to specific funds and scholarships as listed for the period of March 1, 2006 through March 31, 2006 for Victor Valley College (\$74,421.73 in-kind cash donations, \$34,904.87 in scholarships) for a total amount of \$106,326.60. In addition the Foundation has also received property donations as listed for the period of July 1, 2005 through March 31, 2006

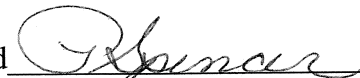
RECOMMENDATION:

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

REFERENCE FOR AGENDA:

Signed 
Vice President Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed 
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____

**VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations**

March, 2006

Project Description	Post Date	Trans. Amount	Account Description	Reference
Agriculture (Mitsubishi Cement)	3/27/2006	\$400.00	Outside Labor	Agriculture Stipend
Agriculture (Mitsubishi Cement)	3/27/2006	\$500.33	Equipment / Supplies	Agriculture Coir Fiber
Agriculture (Mitsubishi Cement)	3/27/2006	\$1,015.33	Scholarships	Agriculture Scholarship: Jeff Crouse
Agriculture (Mitsubishi Cement)	3/27/2006	\$318.54	Equipment / Supplies	Agriculture supplies
Agriculture (Specialty Minerals)	3/27/2006	\$1,015.33	Scholarships	Agriculture Scholarship: Jeff Crouse
Agriculture (Specialty Minerals)	3/27/2006	\$500.33	Equipment / Supplies	Agriculture Coir Fiber
Agriculture (Specialty Minerals)	3/27/2006	\$400.00	Outside Labor	Agriculture Stipend
Agriculture (Specialty Minerals)	3/27/2006	\$318.54	Equipment / Supplies	Agriculture supplies
Agriculture (Specialty Minerals)	3/27/2006	\$1,300.00	Outside Labor	Agriculture Stipend
Agriculture (U.S. Borax Inc.)	3/27/2006	\$400.00	Outside Labor	Agriculture Stipend
Agriculture (U.S. Borax Inc.)	3/27/2006	\$500.34	Equipment / Supplies	Agriculture Coir Fiber
Agriculture (U.S. Borax Inc.)	3/27/2006	\$1,015.34	Scholarships	Agriculture Scholarship: Jeff Crouse
Agriculture (U.S. Borax Inc.)	3/28/2006	\$9,246.74	Salaries & Wages	Agriculture (Salaries thru Partnership Grant)
Agriculture (U.S. Borax Inc.)	3/27/2006	\$318.54	Equipment / Supplies	Agriculture supplies
Agriculture Total:		\$17,249.36		
Athletics-General	3/27/2006	\$321.63	Meals	Athletics Mtg. Food 03/13/06
Baseball Fund	3/7/2006	\$665.36	Equipment / Supplies	Baseball T-shirts for fundraiser
Men's Basketball	3/7/2006	\$570.60	Equipment / Supplies	Various videos for Men's Basketball Team
Women's Basketball	3/9/2006	\$218.12	Printing	Women's Basketball Team Scrapbooks
Women's Basketball	3/7/2006	\$135.00	Awards & Recognition	Reimb for Plaques for Women's Basketball Banquet
Women's Tennis	3/7/2006	\$75.14	Hospitality	Reimb Women's Tennis refreshments, photos
Women's Tennis	3/7/2006	\$9.70	Equipment / Supplies	Reimb Women's Tennis refreshments, photos
Women's Tennis	3/7/2006	\$51.88	Equipment / Supplies	Credit Card Charges
Athletics Total:		\$2,047.43		
Child Development	3/7/2006	\$345.00	Repair & Maintenance	M&O #01-00-20-6510-0000-4500 oven repair at CDC
Child Development	3/27/2006	\$1,375.57	Equipment / Supplies	CDC Bookfair
Child Development Total:		\$1,720.57		
CNSA of VVC	3/9/2006	\$270.00	Dues & Subscriptions	CNSA Memberships
CNSA of VVC	3/7/2006	\$100.00	Meetings/Seminars	NCLEX-RN Convention and luncheon reimb.
CNSA of VVC	3/7/2006	\$129.30	Hospitality	NCLEX-RN Convention and luncheon reimb.
CNSA of VVC	3/7/2006	\$56.79	Hospitality	Reimb for nursing luncheon
CNSA of VVC Total:		\$556.09		

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
March, 2006

Project Description	Post Date	Trans. Amount	Account Description	Reference
Dr. Prem Reddy Fund	3/7/2006	\$34,926.16	Equipment / Supplies	Dr. Reddy Grant Expenses
Dr. Prem Reddy Fund	3/27/2006	\$1,636.06	Equipment / Supplies	Dr. Reddy Grant Expenses
Dr. Prem Reddy Fund	3/27/2006	\$150.00	Meetings/Seminars	Dr. Reddy Grant Expenses
Dr. Prem Reddy Fund	3/27/2006	\$3,321.55	Licenses and Fees	Dr. Reddy Grant Expenses
Dr. Prem Reddy Fund Total:		\$40,033.77		
Fall - Odd Nursing Class	3/17/2006	\$35.99	Facilities & Decorations	Nursing graduation candle rental
Nursing Dept. Total:		\$35.99		
Friends of Botanical Gardens	3/27/2006	\$275.00	Refund	Cancel Gazebo Wedding Rental for 7/22
Fr. of Botanical Gardens Total:		\$275.00		
Journalism	3/7/2006	\$1,572.88	Equipment / Supplies	Digital equipment for Journalism
Journalism Total:		\$1,572.88		
Model United Nations Club	3/28/2006	\$225.00	Travel	Transfer to ASB Fund for Model UN Travel Exp.
Model United Nations Club Total:		\$225.00		
President's Fund	3/7/2006	\$164.35	Meals	Meals at ACCCA Conference 2/23/06
President's Fund Total:		\$164.35		
Ricci, Melody (Campus Grant)	3/7/2006	\$851.35	Equipment / Supplies	Biotech Kits (Order #US-0260577, Acct #100967000
Ricci, Melody (Campus Grant)	3/7/2006	\$201.49	Equipment / Supplies	Supplies for the "Biotech Brigade" Campus Grant
Ricci, Melody (Campus Grant)	3/7/2006	\$788.80	Awards & Recognition	Promo Pens for "Biotech Brigade" Campus Grant
Ricci, Melody (Grant) Total:		\$1,841.64		
Student Emergency Fund	3/7/2006	\$1,200.00	Grants Awarded	March Rent for Students
Student Emergency Fund Total:		\$1,200.00		
The California Wellness Foundation	3/1/2006	\$1,498.33	Grants Awarded	Grant Admin. 02/21/06 - 03/01/06
The California Wellness Foundation	3/7/2006	\$3,001.32	Consultants	Credit Card Charges
TCWF Grant Total:		\$4,499.65		

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
March, 2006

Project Description	Post Date	Trans. Amount	Account Description	Reference
General Scholarship Clearing Fund	3/27/2006	\$13,528.50	Scholarships	Scholarships Thru 03/24/06
General Scholarship Clearing Fund	3/27/2006	\$596.25	Scholarships	Douglas Etheridge #0143169 (fr. Chaffey College)
General Scholarship Clearing Fund	3/7/2006	\$14,372.98	Scholarships	Scholarships Thru 03/06/06
General Scholarship Clearing Fund	3/29/2006	\$4,671.30	Scholarships	Scholarships Thru 03/29/06
Scholarships Returned from VVC	3/29/2006	\$1,735.84	Scholarships	Isaac Etchamendy #0103564
Scholarships Total:		\$34,904.87		
GRAND TOTAL:		\$106,326.60		

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

July 2005 - February 2006

Date	Constituent	Fund	Gift Value Reference
7/6/2005	Maricela Cerna	FR-Library	\$1.00 3 Textbooks (no value stated)
7/12/2005	Diana R. Sochar	FR-Library	\$1.00 Books & Tapes (no value stated)
7/25/2005	Mark Foreman	FR-Library	\$1,400.00 Books
8/4/2005	Lorraine Yannone	FR-Library	\$1,000.00 Psychotherapy Prof. Ref. Books & Tapes
8/9/2005	Dale Stoner	FR-Library	\$5,000.00 500 Books
8/15/2005	Daily Press	TLC-Unrestricted	\$2,777.78 LINK - 8/15/2005
8/30/2005	Penelope Majeske	FR-Library	\$1,000.00 Grey's Attorney's Textbooks on Medicine
10/10/2005	Spectrum Chemical Company	VVC-Science	\$6,866.25 Chemicals for Lab Experiments & Demonstrati
10/11/2005	Cherokee Wood Products, Inc.	VVC-Construction	\$3,433.05 Wood (Maple, Oak, Mahogany)
10/15/2005	Daily Press	TLC-Unrestricted	\$2,777.78 LINK - 10/15/2005
10/31/2005	Creative Archetype Designs	VVC-Art	\$1,300.00 Kiln
10/31/2005	Betty Underhill	VVC-Art	\$500.00 Olympus 35 mm camera, lenses & flash
11/7/2005	Nicholas A. Stathis	VVC-Art	\$5,845.00 Photographic Equipment
11/21/2005	Diana R. Sochar	FR-Library	\$1.00 35 Books / Tapes (no value stated)
11/23/2005	Bill Bottoms	VVC-Auto	\$300.00 Datagraphy MicroFish Viewer
11/30/2005	Eric Fleming	VVC-Auto	\$200.00 MTD 5 HP Shredder Chipper
11/30/2005		VVC-Auto	\$1,500.00 MEA 1500 Sun Scope Engine

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

July 2005 - February 2006

Date	Constituent	Fund	Gift Value Reference
12/5/2005	Spectrum Chemical Company	VVC-Science	\$3,286.30 Chemicals for Science Labs
12/5/2005		VVC-Science	\$2,586.85 Chemicals for Science Labs
12/15/2005	Daily Press	TLC-Unrestricted	\$2,777.74 LINK - 12/15/2005
12/20/2005	Neville Slade	VVC-Agriculture	\$4,935.00 1996 Ford Explorer
1/3/2006	Ted von Heiland	FR-Library	\$500.00 Misc. Books / Teaching Co. Tapes
1/13/2006	Hesperia Garden Club	FR-Botanical	\$40.00 Tree for campus
1/18/2006	Roman Van de Genachto	VVC-Facilities	\$1.00 Stained glass panels (no stated value)
1/19/2006	Hi Desert Kia	VVC-Auto	\$7,862.56 Auto parts
1/24/2006	Tux-ego & The Bridal Connection	VVC-Music Dept.	\$543.98 New Bridal Gown
2/6/2006	James C. Krider, MD, Inc.	VVC-Nursing	\$700.00 Used EKG Machine & Supplies
2/10/2006	Dwight Hackman	FR-Library	\$1.00 Books (no value stated)
		Grand Total:	\$57,137.29

28 Gift(s) listed

Gifts In Kind

March, 2006

Date	Constituent	Fund	Gift Value Reference
3/16/2006	Don E. Peavy	FR-Library	\$210.00 10 Videotapes
3/16/2006	Diana R. Sochar	FR-Library	\$1.00 55 Books / Tapes (no value stated)
Grand Total:			\$211.00

2 Gift(s) listed

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HUMAN RESOURCES

MAY 9, 2006

TOPIC: CLASSIFIED ADDITIONAL POSITION

TO: THE BOARD OF TRUSTEES

The district requests the board approve the position of Administrative Secretary II to serve in the Maintenance Department. It has been determined that the Administrative Secretary II position can best provide the services needed in the department at this time. Creating and filling this position is necessary since the position of Maintenance and Operations clerical technician has become vacant.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

It is recommended that the board approve the addition of the Administrative Secretary II as 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 _____

HUMAN RESOURCES

MAY 9, 2006

TOPIC: PUBLIC HEARING FOR DISTRICT INITIAL NEGOTIATIONS PROPOSAL
FOR CSEA CONTRACT

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 CSEA.

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 district's initial proposal to CSEA as listed.

REFERENCE FOR AGENDA: YES

Signed W. S. [Signature]
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 _____

DISTRICT CONTRACT REOPENERS WITH CSEA 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 that provided a salary schedule for 2005-2006 reflecting a 5.875% increase. This increase was provided in addition to step increases and anniversary payments. However, the district is prepared to meet the obligation to negotiate salary and benefits since these articles have been reopened by CSEA.

The district proposes to reopen Article 4, District Rights, and Article 5, Hours and Overtime.

HUMAN RESOURCES

MAY 9, 2006

TOPIC: AGREEMENT-BURKE, WILLIAMS AND SORENSEN, LLP

TO THE BOARD OF TRUSTEES:

The district desires to enter into the agreement with Burke, Williams and Sorensen, LLP for general counsel services as requested by the district, at the fee(s) designated in the attached contract. This agreement will commence May 10, 2006, and shall be ongoing unless terminated by either party with 30 days' written notice.

Fiscal Impact: Fund 01 budgeted item, not to exceed \$200,000

RECOMMENDATION:

It is recommended that the Board of Trustees ratify the agreement with Burke, Williams and Sorensen, LLP for legal consulting services as indicated in the agreement.

REFERENCE FOR AGENDA: YES

Signed [Signature]
Director, 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 _____

AGREEMENT FOR LEGAL SERVICES

1. Scope of Services

Victor Valley Community College District ("VVCCD") is retaining Burke, Williams & Sorensen, LLP ("BWS") to serve as legal counsel. BWS will represent VVCCD as general counsel and will perform legal services as directed.

2. Fees and Costs

BWS will charge VVCCD discounted hourly rates of \$240 for partners, \$195 for associates, and \$125 for paralegals. Their rates will remain in effect through December 31, 2006, and will increase automatically on each January 1 by the CPI. In addition, BWS will pass through costs that we incur on behalf of VVCCD. The rate for photocopying is 20¢ per page, and BWS will charge for mileage at the IRS rate and for outgoing telephone faxes at the rate of \$1 per page. BWS will provide VVCCD with itemized monthly billings, with time listed in increments of 1/10 of an hour.

3. Billings

BWS will send VVCCD monthly statements indicating attorney's fees and costs incurred and their basis, any amounts applied from the retainer, and any current balance owed. In the event that there is a balance owed to BWS, VVCCD agrees to pay any balance in full within thirty days after the statement is mailed. VVCCD should promptly contact BWS in the event of an error or dispute in billing, and BWS will attempt to resolve the matter as quickly as possible.

4. Termination

VVCCD may discharge BWS at any time by written notice which is effective when received by us. Unless the parties otherwise agree in writing, BWS will provide no further services and advance no further costs on behalf of VVCCD after receipt of this notice. BWS may withdraw from this engagement with the consent of VVCCD or for good cause. Good cause includes breach of this agreement by VVCCD, refusal by VVCCD to cooperate with BWS or to follow advice on a material matter, or any fact or circumstance that would render continuing representation by BWS unlawful or unethical. Notwithstanding a discharge or withdrawal, VVCCD will remain obligated to pay BWS for all legal services provided under this letter agreement and to reimburse BWS for all costs incurred prior to termination.

5. Insurance

In accordance with Section 6148(a)(4) of the *Business and Professions Code*, BWS hereby informs VVCCD that BWS maintains errors-and-omissions insurance coverage applicable to the services to be rendered.

6. Board Approval

It is understood that this agreement is subject to approval or ratification by the Board of Trustees of VVCCD.

Date

Jack P. Lipton, Ph.D., Esq.
Burke, Williams & Sorensen, LLP

Date

Patricia A. Spencer, Ph.D.
Superintendent/President
Victor Valley Community College District

HUMAN RESOURCES

MAY 9, 2006

TOPIC: ADMINISTRATIVE/MANAGEMENT/CONFIDENTIAL RESIGNATION

TO THE BOARD OF TRUSTEES:

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

- 1. Cathleen Halisky, director of MIS, effective May 1, 2006.
- 2. Mary Marble, director of Admissions and Records, effective June 30, 2006.

RECOMMENDATION:

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

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 ___X___

ADMINISTRATIVE SERVICES

MAY 9, 2006

TOPIC: MONTHLY FINANCIAL REPORTS

TO THE BOARD OF TRUSTEES:

Financial reports are being presented for the period ending March 31, 2006, for the General Fund (01), Debt Service Payment Fund (29), Capital Outlay Projects Fund (71), Child Development Center Fund (72), Student Center Fee Fund (73), Insurance Trust Fund (75), Health Trust Fund (78), ASB, Auxiliary Services, Bookstore and Federal Grant Funds.

RECOMMENDATION:

This is an information only item.

REFERENCE FOR AGENDA: Yes

Signed *Bruce Zorn*
Vice President Administrative 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 X

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VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
GENERAL FUND - FUND 01
As of 3/31/06

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/05	\$ 2,105,263			
<u>Revenues</u>				
Federal	\$ 2,017,968	\$ 878,556	\$ 1,139,412	56.46%
State	\$ 33,595,823	\$ 28,538,458	\$ 5,057,365	15.05%
Local	\$ 13,103,827	\$ 7,032,584	\$ 6,071,243	46.33%
Transfers In	\$ -	\$ -	\$ -	0.00%
Total Revenues	<u>\$ 48,717,618</u>	<u>\$ 36,449,598</u>	<u>\$ 12,268,020</u>	25.18%
<u>Expenditures</u>				
Academic Salaries	\$ 17,542,810	\$ 12,051,610	\$ 5,491,200	31.30%
Classified Salaries	\$ 11,084,317	\$ 7,474,371	\$ 3,609,946	32.57%
Benefits	\$ 8,783,598	\$ 5,150,256	\$ 3,633,342	41.37%
Supplies	\$ 1,357,913	\$ 756,379	\$ 601,534	44.30%
Operating Expenses	\$ 7,537,056	\$ 3,997,488	\$ 3,539,568	46.96%
Capital Outlay	\$ 2,061,696	\$ 1,481,932	\$ 579,764	28.12%
Transfers, Grants, Contingency	\$ 1,294,369	\$ 159,217	\$ 1,135,152	87.70%
Total Expenditures	<u>\$ 48,367,390</u>	<u>\$ 30,912,036</u>	<u>\$ 17,455,354</u>	36.09%
Excess Revenues/(Expenditures)	\$ 350,228	\$ 5,537,562		
Month Ending Fund Balance 3/31/06		\$ 7,642,825		
Projected Ending Fund Balance	\$ 2,455,491			

VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
DEBT SERVICE PAYMENT - FUND 29
As of 3/31/06

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/05	\$ 38,918,502			
<u>Revenues</u>				
Local Revenues	\$ 2,721,390	\$ 1,453,822	\$ 1,267,568	46.58%
Transfers In	\$ -	\$ -	\$ -	
<u>Total Revenues</u>	<u>\$ 2,721,390</u>	<u>\$ 1,453,822</u>	<u>\$ 1,267,568</u>	46.58%
<u>Expenditures</u>				
Debt Service Payments	<u>\$ 1,239,000</u>	<u>\$ 129,811</u>	<u>\$ 1,109,189</u>	89.52%
<u>Total Expenditures</u>	<u>\$ 1,239,000</u>	<u>\$ 129,811</u>	<u>\$ 1,109,189</u>	
Net Change in Fund Balance	\$ 1,482,390	\$ 1,324,011		
Month Ending Fund Balance 3/31/06		\$ 40,242,513		
Projected Ending Fund Balance	\$ 40,400,892			

VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
CAPITAL OUTLAY PROJECTS - FUND 71
As of 3/31/06

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/05	\$ 665,697			
<u>Revenues</u>				
State	\$ 22,239,000	\$ 267,844	\$ 21,971,156	98.80%
Interest Income	\$ -	\$ 11,992	\$ (11,992)	
Redevelopment	\$ 456,151	\$ 470,508	\$ (14,357)	-3.15%
Local	\$ -	\$ 10,000	\$ (10,000)	
<u>Total Revenues</u>	<u>\$ 22,695,151</u>	<u>\$ 760,344</u>	<u>\$ 21,934,807</u>	96.65%
<u>Expenditures</u>				
Contracts	\$ -	\$ -	\$ -	
Sites	\$ -	\$ -	\$ -	0.00%
Buildings-New & Remodel	\$ 23,299,101	\$ 863,483	\$ 22,435,618	96.29%
Equipment	\$ -	\$ -	\$ -	
Transfers/Grants/Contingency	\$ -	\$ -	\$ -	0.00%
<u>Total Expenditures</u>	<u>\$ 23,299,101</u>	<u>\$ 863,483</u>	<u>\$ 22,435,618</u>	96.29%
 Net Change in Fund Balance	 \$ (603,950)	 \$ (103,139)		
Month Ending Fund Balance 3/31/06		\$ 562,558		
Projected Ending Funding Balance	\$ 61,747			

**VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
CHILD DEVELOPMENT CENTER - FUND 72
As of 3/31/06**

	Annual Budget	YTD Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/05	\$ 204,791			
<u>Revenues</u>				
Federal	\$ 229,216	\$ 171,986	\$ 57,230	24.97%
State	\$ 697,638	\$ 438,495	\$ 259,143	37.15%
Local	\$ 36,346	\$ 20,530	\$ 15,816	43.52%
Transfers In	\$ -	\$ -	\$ -	
<u>Total Revenues</u>	\$ 963,200	\$ 631,011	\$ 332,189	34.49%
<u>Expenditures</u>				
Academic Salaries	\$ 435,184	\$ 264,511	\$ 170,673	39.22%
Classified Salaries	\$ 263,140	\$ 159,227	\$ 103,913	39.49%
Benefits	\$ 213,070	\$ 157,188	\$ 55,882	26.23%
Instructional Supplies	\$ 47,406	\$ 25,731	\$ 21,675	45.72%
Operating Expenses	\$ 4,400	\$ 1,078	\$ 3,322	75.50%
Reserve/Contingencies	\$ -	\$ -	\$ -	0.00%
<u>Total Expenditures</u>	\$ 963,200	\$ 607,735	\$ 355,465	36.90%
 Net Change in Fund Balance	 \$ -	 \$ 23,276		
Month Ending Fund Balance 3/31/06		\$ 228,067		

**VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
STUDENT CENTER FEE - FUND 73
As of 3/31/06**

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/05	\$ 8,170			
<u>Revenues</u>	\$ 101,000	\$ 74,526	\$ 26,474	26.21%
<u>Expenditures</u>				
Transfers Out	\$ 101,000	\$ 46,701	\$ 54,299	53.76%
Net Change in Fund Balance	\$ -	\$ 27,825		
Month Ending Fund Balance 3/31/06		\$ 35,995		

VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
HEALTH TRUST FUND - FUND 75
As of 3/31/06

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/05	\$ 20,093			
<u>Revenues</u>				
Interest Income	\$ 1,200	\$ 327	\$ 873	72.75%
Transfers In	\$ 10,000	\$ 7,776	\$ 2,224	0.00%
<u>Total Revenues</u>	<u>\$ 11,200</u>	<u>\$ 8,103</u>	<u>\$ 3,097</u>	27.65%
<u>Expenditures</u>				
Reserve For Contingencies	\$ 11,000	\$ -	\$ 11,000	100.00%
<u>Total Expenditures</u>	<u>\$ 11,000</u>	<u>\$ -</u>	<u>\$ 11,000</u>	
 Net Change in Fund Balance	 \$ 200	 \$ 8,103		
Month Ending Fund Balance 3/31/06		\$ 28,196		
 Projected Ending Fund Balance	 \$ 20,293			

VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
SELF INSURANCE TRUST - FUND 78
As of 3/31/06

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/05	\$ 232,954			
<u>Revenues</u>				
Interest Income	\$ 1,900	\$ 3,192	\$ (1,292)	-68.00%
Miscellaneous Income	\$ -	\$ 4,494	\$ (4,494)	
Transfers In	\$ -		\$ -	
<u>Total Revenues</u>	\$ 1,900	\$ 7,686	\$ (5,786)	12.47%
<u>Expenditures</u>				
Supplies	\$ -	\$ -	\$ -	
Contracted Services	\$ 40,000	\$ 35,012	\$ 4,988	12.47%
New Equipment	\$ -	\$ -	\$ -	0.00%
Reserve for Contingencies	\$ -	\$ -	\$ -	
<u>Total Expenditures</u>	\$ 40,000	\$ 35,012	\$ 4,988	12.47%
 Net Change in Fund Balance	 \$ (38,100)	 \$ (27,326)		
Month Ending Fund Balance 3/31/06		\$ 205,628		
 Projected Ending Fund Balance	 \$ 194,854			

**VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
RAMS BOOKSTORE
As of 3/31/06**

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/05	\$ 803,621			
<u>Revenues</u>	\$ 3,020,000	\$ 2,804,001	\$ 215,999	
Less: Cost of Goods Sold	\$ 2,300,000	\$ 2,089,747	\$ 210,253	
Gross Margin from Local Revenues	\$ 720,000	\$ 714,254	\$ 5,746	
Total Other Income		\$ 4,725		
<u>Total Revenues</u>	\$ 720,000	\$ 718,979	\$ 5,746	0.80%
<u>Expenditures</u>	\$ 720,000	\$ 451,565		
Estimated labor to be invoiced		\$ 37,000		
<u>Total Expenditures</u>	\$ 720,000	\$ 488,565	\$ 231,435	32.14%
Revenues/(Expenditures)	\$0	\$ 230,414		
Month Ending Fund Balance 3/31/06		\$ 1,034,035		
Projected Ending Fund Balance	\$ 803,621			

VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
AUXILIARY SERVICES
As of 3/31/06

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/05	\$ 111,174			
<u>Revenues</u>	\$ 373,000	\$ 267,702	\$ 72,711	19.49%
Estimated "Due From" District		<u>\$ 32,587</u>		
<u>Total Revenues</u>	\$ 373,000	\$ 300,289		
<u>Expenditures</u>	\$ 470,000	\$ 280,426	\$ 181,830	38.69%
Estimated Labor to be invoiced "Due To" District		<u>\$ 7,744</u>		
<u>Total Expenditures</u>	\$ 470,000	\$ 288,170		
Revenues/(Expenditures)		\$ 12,119		
Month Ending Fund Balance 3/31/06		\$ 123,293		
Projected Ending Fund Balance	\$ 14,174			

VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
ASB FUND
As of 3/31/06

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/05	\$ 86,030			
<u>Revenues</u>	\$ 155,000	\$ 135,714	\$ 7,180	4.63%
Estimated amount "Due From" District		\$ 12,106		
<u>Total Revenues</u>	\$ 155,000	\$ 147,820		
<u>Expenditures</u>	\$ 155,000	\$ 106,120	\$ 48,880	31.54%
<u>Total Expenditures</u>	\$ 155,000	\$ 106,120		
Revenues/(Expenditures)	\$ -	\$ 41,700		
Month Ending Fund Balance 3/31/06		\$ 127,730		
Projected Ending Fund Balance	\$ 86,030			

VICTOR VALLEY COMMUNITY COLLEGE
2005-2006 Financial Statements
FEDERAL/STATE GRANT FUNDS
As of 3/31/06

	Budget	Actual	Budget Remaining	Percentage Remaining
Beginning Fund Balance 7/1/05	\$ 65,911			
<u>Revenues</u>				
PELL	\$ 8,841,797	\$ 9,812,518	\$ (970,721)	-10.98%
SEOG	\$ 310,138	\$ 287,200	\$ 22,938	7.40%
Direct Loan	\$ 381,310	\$ 398,983	\$ (17,673)	-4.63%
Cal Grant	\$ 704,604	\$ 704,604	\$ -	0.00%
CARE	\$ 80,000	\$ 70,000	\$ 10,000	12.50%
TRIO	\$ 30,000	\$ 3,836	\$ 26,164	87.21%
EOPS	\$ 8,800	\$ -	\$ 8,800	100.00%
<u>Total Revenues</u>	\$ 10,356,649	\$ 11,277,141	\$ (965,456)	-9.32%
<u>Expenditures</u>				
PELL	\$ 8,841,797	\$ 9,813,040	\$ (971,243)	-10.98%
SEOG	\$ 310,138	\$ 285,200	\$ 24,938	8.04%
Direct Loan	\$ 381,310	\$ 398,982	\$ (17,672)	-4.63%
Cal Grant	\$ 704,604	\$ 413,141	\$ 291,463	41.37%
CARE	\$ 80,000	\$ 67,227	\$ 12,773	15.97%
TRIO	\$ 30,000	\$ -	\$ 30,000	100.00%
EOPS	\$ 8,800	\$ -	\$ 8,800	100.00%
Bank Charges	\$ -	\$ -	\$ -	
Origination Fee	\$ -	\$ -	\$ -	
<u>Total Expenditures</u>	\$ 10,356,649	\$ 10,977,590	\$ (620,941)	-6.00%
 Net Change in Fund Balance	 \$ -	 \$ 299,551		
Month Ending Fund Balance 3/31/06		\$ 365,462		
 Projected Ending Fund Balance	 \$ 65,911			