

WEST VALLEY – MISSION COMMUNITY COLLEGE DISTRICT

B O A R D O F T R U S T E E S



AGENDA

MISSION COLLEGE

OCTOBER 20, 2015

B O A R D O F T R U S T E E S

Robert Owens · *President*

Chad Walsh · *Vice President*

Adrienne Grey

Anne Kepner

Jack Lucas

Karl Watanabe

Diana Merino · *MC Student Trustee*

Daniel Willis · *WVC Student Trustee*

Patrick Schmitt · *Chancellor*

GUIDELINES FOR PUBLIC PARTICIPATION IN BOARD OF TRUSTEES MEETINGS

The following instructions are intended as a guide for members of the public who wish to address the Board of Trustees. These guidelines are in the interest of giving the Board a fair opportunity to hear a diversity of viewpoints.

1. **Oral Communications from the Public (Items Not Listed on the Agenda)**

You are asked to sign up at the beginning of the meeting, using the form provided at the entrance to the Board Room, but you are not required to do so. The completed form should be submitted to the Board Clerk. When you make your presentation, approach the podium, wait to be recognized by the President of the Board, and identify yourself and the topic you wish to discuss. Limit your presentation to three (3) minutes.

2. **Public Discussion (Items Listed on the Agenda)**

We welcome comments from the public specific to items that are part of the Board agenda for that meeting. In fairness to those who wish to speak and as a courtesy to those who have come to listen, we request that you adhere to the following guidelines. If you wish to speak, you are asked to provide a completed form to the Board Clerk, but you are not required to do so. When the Board President opens an item for discussion and calls for speakers, approach the podium, identify yourself, and limit your presentation to three (3) minutes. If you wish to give an opinion which has already been expressed by others, please do not be repetitive. The President may impose additional time limitations on any major discussions involving multiple speakers.

3. **All Oral Communications**

Should the sum of "Oral Communications" require more thirty (30) minutes, the Board President may proceed with the balance of the agenda and return to "Oral Communications..." before "Trustee Comments."

ADJOURNMENT TIME

Pursuant to District Policy, Regular Board meetings will be adjourned not later than 11:00 p.m. unless continued by a majority vote of the Board members present.

DOCUMENTS PROVIDED TO THE BOARD OF TRUSTEES

The Chancellor's Office, 14000 Fruitvale Avenue, Saratoga, CA 95070, receives and maintains documents provided to members of the Board of Trustees. These documents are available, upon request, to members of the public at the above address.

Table of Contents

Agenda 3

Minutes of the October 6, 2015, Board of Trustees Meeting
 Minutes of the October 6, 2015, Board of Trustee Meeting 9

GRANT AGREEMENT BETWEEN FIRST 5 SANTA CLARA AND WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
 5.1 GRANT AGREEMENT BETWEEN FIRST 5 SANTA CLARA AND 16

SELECTION OF TWO REPRESENTATIVES (ONE FROM EACH COLLEGE) TO SIT ON THE AB 104 STEERING COMMITTEE
 5.2 SELECTION OF TWO REPRESENTATIVES (ONE FROM EACH COLLEGE) TO SIT ON THE AB 104 STEERING COMMITTEE. 19

ACCEPT U.S. DEPARTMENT OF EDUCATION TITLE III, STRENGTHENING INSTITUTIONS PROGRAM GRANT AWARDED TO WEST VALLEY COLLEGE
 5.3 ACCEPT U.S. DEPARTMENT OF EDUCATION TITLE III, STRENGTHENING INSTITUTIONS PROGRAM GRANT AWARDED TO WEST VALLEY COLLEGE. 21

PT U.S. DEPARTMENT OF LABOR AMERICAN APPRENTICESHIP GRANT AWARDED TO MISSION COLLEGE
 5.4 PT U.S. DEPARTMENT OF LABOR AMERICAN APPRENTICE-SHIP GRANT AWARDED TO MISSION COLLEGE. 23

WEST VALLEY COLLEGE’S ACCEPTANCE OF A \$360,000 CONSORTIUM PARTNER AGREEMENT WITH THE SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT – WORKFORCE INSTITUTE TO PARTICIPATE IN THE SILICON VALLEY ENGINEERING TECH PATHWAYS CONSORTIUM.
 5.5 WEST VALLEY COLLEGE’S ACCEPTANCE OF A \$360,000 CONSORTIUM PARTNER AGREEMENT WITH THE SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT ? WORKFORCE INSTITUTE TO PARTICIPATE IN THE SILICON VALLEY ENGINEERING TECH PATHWAYS CONSORTIUM.. . . . 26

MISSION COLLEGE’S ACCEPTANCE OF A \$360,000 SUB-GRANT TO MISSION COLLEGE FROM THE SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT – WORKFORCE INSTITUTE TO PARTICIPATE IN THE SILICON VALLEY ENGINEERING TECH PATHWAYS CONSORTIUM.
 5.6 MISSION COLLEGES ACCEPTANCE OF A \$360,000 SUB-GRANT TO MISSION COLLEGE FROM THE SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT WORKFORCE INSTITUTE TO PARTICIPATE IN THE SILICON VALLEY ENGINEERING TECH PATHWAYS CONSORTIUM.. . . . 29

PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES	
6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES	32
REVIEW OF PURCHASE ORDER TRANSACTIONS	
7.1 PO Report.	34
Attach. 7.1 PO Report.	35
RECORD RETENTION – DESTRUCTION OF RECORDS	
7.2 Destruction of Records	42
Attach. 7.2 Destruction of Records	43
USE OF CONTRACTOR FOR OFFICE SUPPLIES	
7.3 Office Depot contract	49
APPROVAL OF BID #13-1415, BID PACKAGE 09B CARPET & RESILIENT FLOORING, FOR THE MAIN BUILDING REPLACEMENT PHASE 2 PROJECT AT MISSION COLLEGE	
7.4 Award of bid 09B - Carpet MCMB PH 2.	50
Attach. 7.4 - Award of bid 09B - Carpet MCMB PH 2.	53
APPROVAL OF BID #13-1415, BID PACKAGE 14A ELEVATOR, FOR THE MAIN BUILDING REPLACEMENT PHASE 2 PROJECT AT MISSION COLLEGE	
7.5 Award of bid 14A - Elevator MCMB PH 2.	54
BOARD OF TRUSTEES 2015-2016 SELF-EVALUATION GOALS	
8.1 BOARD OF TRUSTEES 2015-2016 SELF-EVALUATION GOALS	57

**WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING**

Tuesday, October 20, 2015

Mission College
3000 Mission College Blvd., Santa Clara, CA 95054

6:00 p.m.	Public Session	Campus Center Room 219
6:01 p.m.	Closed Session	Campus Center Room 219
7:00 p.m.	Public Session	TAV-130

Trustee Chad Walsh will participate via teleconference from the lobby of the Hyatt La Jolla Hotel, 3777 La Jolla Village Dr., San Diego, CA, 92122.

1.0 CALL TO ORDER - PUBLIC SESSION

- 1.1 Roll Call Oral
- 1.2 Oral Communication from the Public on Closed Session Agenda
Members of the audience may address the Board on any item listed on the Closed Session agenda. Comments will be limited to three (3) minutes per agenda item, with a total of fifteen (15) minutes of public comment on an item unless waived by the Board. Oral

2.0 ADJOURN TO CLOSED SESSION

DIRECTION TO LABOR NEGOTIATORS

Provide direction to Associate Vice Chancellor of Human Resources, Albert Moore, and Chancellor Patrick Schmitt, District-designated representatives, regarding negotiations with ACE/AFT Local 6554, WVMCEA, Teamsters, and POA (Government Code 54957.6); and to Chancellor Patrick Schmitt regarding unrepresented groups.

3.0 RECONVENE PUBLIC SESSION

- 3.1 Pledge of Allegiance Oral
- 3.2 Report of Closed Session Action Oral
- 3.3 Approval of the Order of the Agenda (A) Oral
- 3.4 Approval of the Minutes (A) 9
[Minutes of the October 6, 2015, Board of Trustee Meeting](#)
- 3.5 Presentations/Recognitions Oral

Presentation:

Recognition of former Trustee Nick Heimlich for his service on the Board of Trustees

Educational and Student Services Presentation:

Mission College Music Department Performance

(A) = Action (I) = Information

*In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact the Chancellor's Office at 408-741-2011 by noon the day prior to the meeting date.

- 3.6 Oral Communications from the Public
 This portion of the meeting is reserved for persons desiring to address the Board on any matter not on the agenda. No action will be taken.
 Public comments on items on the agenda will be taken at the time the item is discussed by the Board.
- 3.7 Written Communications from the Public Oral
- 4.0 UNFINISHED BUSINESS – There are no items.
- APPROVAL OF CONSENT AGENDA ACTION ITEMS** (A)
- Action items will be acted upon in one motion unless they are removed from the Consent Agenda. Information items will not be discussed unless they are removed from the Consent Agenda.
- 5.0 COLLEGE PROGRAMS AND SERVICES – Consent Agenda
- 5.1 GRANT AGREEMENT BETWEEN FIRST 5 SANTA CLARA AND WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT (A) 16
 Recommendation: That the Board of Trustees approve and accept the grant award from FIRST 5 Santa Clara County in the amount of \$40,039.00. The award will serve the Child Development Centers at both West Valley College and Mission College. The grant is designed to increase the number of low-income children in high quality state preschool programs
[5.1 GRANT AGREEMENT BETWEEN FIRST 5 SANTA CLARA AND](#)
- 5.2 SELECTION OF TWO REPRESENTATIVES (ONE FROM EACH COLLEGE) TO SIT ON THE AB 104 STEERING COMMITTEE (A) 19
 Recommendation: In accordance with AB 104, it is the recommendation of the Chancellor that the Board of Trustees appoint Mae Conroy, Director of Off-Campus and Special Programs for West Valley College, and Kathy Henderson, Interim Dean of Liberal Studies and Language Arts for Mission College, as the representatives to the Steering Committee of South Bay Consortia for Adult Education (SBCAE).
[5.2 SELECTION OF TWO REPRESENTATIVES \(ONE FROM EACH COLLEGE\) TO SIT ON THE AB 104 STEERING COMMITTEE](#)
- 5.3 ACCEPT U.S. DEPARTMENT OF EDUCATION TITLE III, STRENGTHENING INSTITUTIONS PROGRAM GRANT AWARDED TO WEST VALLEY COLLEGE (A) 21
 Recommendation: That the Board of Trustees authorize the administration to accept the \$2,250,000 grant award from the U.S. Department of Education to West Valley College, to be distributed over a five-year period.
[5.3 ACCEPT U.S. DEPARTMENT OF EDUCATION TITLE III, STRENGTHENING INSTITUTIONS PROGRAM GRANT AWARDED TO WEST VALLEY COLLEGE](#)

- 5.4 PT U.S. DEPARTMENT OF LABOR AMERICAN APPRENTICESHIP GRANT AWARDED TO MISSION COLLEGE (A) 23
 Recommendation: That the Board of Trustees authorize the administration to accept the \$2,999,340 grant award from the U.S. Department of Labor Apprenticeship Grant to Mission College to be distributed over a five-year period.
[5.4 PT U.S. DEPARTMENT OF LABOR AMERICAN APPRENTICESHIP GRANT AWARDED TO MISSION COLLEGE](#)
- 5.5 WEST VALLEY COLLEGE’S ACCEPTANCE OF A \$360,000 CONSORTIUM PARTNER AGREEMENT WITH THE SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT – WORKFORCE INSTITUTE TO PARTICIPATE IN THE SILICON VALLEY ENGINEERING TECH PATHWAYS CONSORTIUM. (A) 26
 Recommendation: That the Board of Trustees authorize the administration to enter into a consortium partner agreement that will provide \$360,000 in funding from the San Jose-Evergreen Community College District – Workforce Institute (the lead agency of the Silicon Valley Engineering Tech Pathways consortium) for implementation of the California Career Pathways Trust program from the California Department of Education.
[5.5 WEST VALLEY COLLEGE’S ACCEPTANCE OF A \\$360,000 CONSORTIUM PARTNER AGREEMENT WITH THE SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT – WORKFORCE INSTITUTE TO PARTICIPATE IN THE SILICON VALLEY ENGINEERING TECH PATHWAYS CONSORTIUM.](#)
- 5.6 MISSION COLLEGE’S ACCEPTANCE OF A \$360,000 CONSORTIUM PARTNER AGREEMENT WITH THE SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT – WORKFORCE INSTITUTE TO PARTICIPATE IN THE SILICON VALLEY ENGINEERING TECH PATHWAYS CONSORTIUM. (A) 29
 That the Board of Trustees authorize the administration to enter into a sub-grant agreement to provide \$360,000 in funding from the San Jose-Evergreen Community College District – Workforce Institute (the lead agency of the Silicon Valley Engineering Tech Pathways consortium) for implementation of the California Career Pathways Trust program from the California Department of Education.
[5.6 MISSION COLLEGE’S ACCEPTANCE OF A \\$360,000 CONSORTIUM PARTNER AGREEMENT WITH THE SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT – WORKFORCE INSTITUTE TO PARTICIPATE IN THE SILICON VALLEY ENGINEERING TECH PATHWAYS CONSORTIUM.](#)

6.0 HUMAN RESOURCES – Consent Agenda

- 6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES (A) 32

Recommendation: That the Board approve Personnel Transactions.

[6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES](#)

Appointment(s)

Administrative

- a. Carla Walter, Dean, School of Art and Design, Administrative Unit, Range 16 (\$9,482-\$11,454), School of Art and Design, West Valley College, 100% of full time, 12 months per year; effective November 30, 2015. Fund 100-General Fund (0.50) and Fund 120-Restricted Grants-General (0.50).

Classified

- b. Kevin Brundage, Financial Technician-Payroll, WVMCEA Unit, Range 57 (\$4,056-\$5,321), Fiscal Services, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective October 21, 2015. Fund 100-General Fund.

Police

- c. Robert Smith, Police Officer, POA Unit, (\$5,047-\$6,158), Police Department, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective October 21, 2015. Fund 100-General Fund (0.40) and Fund 122-Parking Fund (0.60).

Supervisors

- d. Christina Chu, Senior Systems Analyst, Supervisors Unit, Range 42 (\$8,125-\$10,894), Information Systems, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective October 21, 2015. Fund 100-General Fund.
- e. Doug Martin, Senior Systems Analyst, Supervisors Unit, Range 42 (\$8,125-\$10,894), Information Systems, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective October 26, 2015. Fund 100-General Fund.

II. Temporary Assignments

Classified

- a. Elena Steede, 10% increase for additional duties assigned, Senior Administrative Assistant, WVMCEA Unit, Range 59 (\$3,734-\$4,883), Administrative Services, Mission College, 100% of full time, 12 months per year; effective September 11, 2014 through September 10, 2015, extend through December 31, 2015. Fund 100-General Fund (0.75) and Fund 597-Entrepreneurial Fund (0.25).

Rationale: To provide support while reclassification request/Classification & Compensation Study is in process.

7.0 BUSINESS AND FINANCE – Consent Agenda

- 7.1 REVIEW OF PURCHASE ORDER TRANSACTIONS (I) 34
This is an information item.

[7.1 PO Report](#)

[Attach. 7.1 PO Report](#)

- 7.2 RECORD RETENTION – DESTRUCTION OF RECORDS (A) 42
Recommendation: That the Board of Trustees authorize the District to destroy the listed documents.

[7.2 Destruction of Records](#)

[Attach. 7.2 Destruction of Records](#)

- 7.3 USE OF CONTRACTOR FOR OFFICE SUPPLIES (A) 49
 Recommendation: That the Board of Trustees authorize the use of the Foundation for California Community Colleges office supply contract with Office Depot from October 1, 2015, through September 30, 2018.
[7.3 Office Depot contract](#)
- 7.4 APPROVAL OF BID #13-1415, BID PACKAGE 09B CARPET & RESILIENT FLOORING, FOR THE MAIN BUILDING REPLACEMENT PHASE 2 PROJECT AT MISSION COLLEGE (A) 50
 Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from B.T. Mancini Company in the amount of \$834,911 for Bid Package 09B Carpet & Resilient Flooring and reject all other bids. The award of the contract is based on the Base Bid plus Allowances.
[7.4 Award of bid 09B - Carpet MCMB PH 2](#)
[Attach. 7.4 - Award of bid 09B - Carpet MCMB PH 2](#)
- 7.5 APPROVAL OF BID #13-1415, BID PACKAGE 14A ELEVATOR, FOR THE MAIN BUILDING REPLACEMENT PHASE 2 PROJECT AT MISSION COLLEGE (A) 54
 Recommendation: That the Board of Trustees award the Contract for Bid Package 14A (Elevator) to Kone Elevator in the amount of \$675,880, plus a Twenty Thousand Dollar (\$20,000) allowance for a total Contract Price of \$695,880.
[7.5 Award of bid 14A - Elevator MCMB PH 2](#)

REGULAR ORDER OF AGENDA

- 5.0 COLLEGE PROGRAMS AND SERVICES – There are no items.
- 6.0 HUMAN RESOURCES – There are no items.
- 7.0 BUSINESS AND FINANCE – There are no items.
- 8.0 BOARD
- 8.1 BOARD OF TRUSTEES 2015-2016 SELF-EVALUATION GOALS (A) 57
 Recommendation: That the Board of Trustees finalize and approve its 2015-16 self-evaluation goals.
[8.1 BOARD OF TRUSTEES 2015-2016 SELF-EVALUATION GOALS](#)
- 8.2 DISCUSSION AND POSSIBLE ACTION CONCERNING THE PROCESS TO USE IN SELECTING A FINAL CANDIDATE FOR APPOINTMENT TO THE VACANCY IN TRUSTEE AREA 4. (A) Oral
- 9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION
- 9.1 ACADEMIC SENATE UPDATE (Winsome) (Pape) (I) Oral
- 9.2 CLASSIFIED SENATE UPDATE (Denne) (Ceresa) (I) Oral
- 9.3 STUDENT SENATE UPDATE (Hou) (Sebo) (I) Oral
- 9.4 MISSION COLLEGE UPDATE (Peck) (I) Oral

- | | | | |
|------|---|-----|------|
| 9.5 | WEST VALLEY COLLEGE UPDATE (Davis) | (I) | Oral |
| 9.6 | ASSOCIATE VICE CHANCELLOR OF HUMAN RESOURCES REPORT (Moore) | (I) | Oral |
| 9.7 | VICE CHANCELLOR'S REPORT (Maduli) | (I) | Oral |
| 9.8 | CHANCELLOR'S REPORT (Schmitt) | (I) | Oral |
| 9.9 | STANDING COMMITTEE REPORTS
▪Audit and Budget Oversight Committee | (I) | Oral |
| 9.10 | TRUSTEE COMMENTS | (I) | Oral |

ADJOURNMENT

UNAPPROVED MINUTES OF THE OCTOBER 6, 2015, BOARD OF TRUSTEES MEETING

ITEM 3.4
OCTOBER 20, 2015
ACTION ITEM

PREPARED BY TRACY JOHNSON

1.0 CALL TO ORDER - PUBLIC SESSION

Public session was called to order at 6:02 p.m.

1.1 Roll Call

Effective September 30, 2015, Mr. Nick Heimlich resigned from the position of Trustee due to his move out of Trustee Area 4.

Board President Bob Owens; Trustees Adrienne Grey, Anne Kepner, Jack Lucas, Chad Walsh, and Karl Watanabe; and Chancellor Patrick Schmitt.

Student Trustees: Diana Merino (7:00 p.m.) and Daniel Willis (following the Oath of Office ceremony).

1.2 Oral Communications from the Public on Closed Session Agenda

There were none.

2.0 ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 6:02 p.m. There were two agendized items:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b)(1) and (3)(B) of Section 54956.6:

One potential case.

DIRECTION TO LABOR NEGOTIATORS

Provide direction to Associate Vice Chancellor of Human Resources, Albert Moore, and Chancellor Patrick Schmitt, District-designated representatives, regarding negotiations with ACE/AFT Local 5664, WVMCEA, Teamsters, and POA (Government Code 54957.6); and to Chancellor Patrick Schmitt regarding unrepresented groups.

3.0 RECONVENE PUBLIC SESSION

Public Session reconvened at 7:00 p.m.

3.1 Pledge of Allegiance

All present recited *The Pledge of Allegiance*.

3.2 Report of Closed Session Action

Board President Owens reported that none was taken.

3.3 Approval of the Order of the Agenda

Action Taken:

It was M/S/P 6/0/0 (Lucas/Grey) to approve the order of the agenda.

Student Trustee: Yes

3.4 Approval of the Minutes of the September 15, 2015, Board of Trustees Meeting

Action Taken:

It was M/S/P 6/0/0 (Grey/Lucas) to approve the minutes of the September 15, 2015, Board of Trustees meeting.

Student Trustee: Yes

3.5 Presentations/Recognitions

Oath of Office Ceremony for West Valley College Student Trustee Daniel Willis

Board President Bob Owens administered the Oath of Office to newly-appointed West Valley College Student

UNAPPROVED MINUTES OF THE OCTOBER 6, 2015, BOARD OF TRUSTEES MEETING

Trustee, Daniel Willis. President Owens welcomed Mr. Willis to the Board. Board members and all present congratulated him.

Focus Topic Presentation

Mission College Main Building, Phase II

Presenters:

- College President Daniel Peck
- College Vice President of Administrative Services, Rick Bennett
- District Director of Facilities Construction, Gaye Dabalos

Mr. Peck, Mr. Bennett, and Ms. Dabalos provided the Board with a detailed presentation about the Phase II Main Building Replacement, also known as the Mission College Student Engagement Center.

They discussed the critical success factors that guide every Core Team meeting through the design phase of the project:

- Technology
- Student Success
- Fiscal responsibility
- Student accessibility in a One Stop Shop design
- Student and services centered
- Delivery of centralized, efficient programs and services
- Flexible and fluid spaces
- ADA compliance
- Campus and building security
- Marketing opportunities

President Peck discussed the College's Facilities Master Plan. The Plan was developed in 2007 and received minor updates in 2010, 2012, and 2013. It is the overall plan for the College and the sequencing of projects, with plans for building replacements and campus completion. He noted that not all projects in the plan currently have attached funding. He discussed the Master Plan sequence of construction.

President Peck and Vice President Bennett discussed the upcoming 2016 Master Plan update, which will be informed by the College's new Educational Master Plan. It will identify changing demands in programming or enrollment, new educational needs, and will respond to changes in the larger environmental landscape.

The Student Engagement Center will offer a one-stop-shop design built around the Welcome Center concept. It will feature modern technology in the infrastructure and inside and outside the classroom. It is a multi-function building, providing space for student services, classrooms and instructional services, and administration.

The building, supported through Measure C funds, will have a gross square footage of 103,459 and cost approximately \$54,764,000. It is anticipated that the building will open in Spring 2018.

The design and planning process is being guided by the critical success factors and the Educational and Facilities Master Plan, with multiple stages of user involvement. The focus will be on user-driven functionality and the student experience.

The Core Group consists of a leadership team and representatives from areas located in the new building. Representatives from the Sustainability Committee and Educational Technology Services participate on an ad hoc basis.

UNAPPROVED MINUTES OF THE OCTOBER 6, 2015, BOARD OF TRUSTEES MEETING

There are user groups for each service or instructional area. These include facility and classified staff and provide input on needed functionality and space design.

The design approach is to minimize disruption to the campus by using the Main Building as swing space and include the redesign the front entry as a simultaneous project.

Impact to students will be minimized to every extent possible. Construction zones will remain on the periphery for much of the time and construction wall screens will be used to promote and advertise student clubs and services.

The building will be designed to Leed Gold standards at a minimum and will use innovative designs for energy efficiency.

President Peck, Mr. Bennett, and Ms. Dabalos provided the Board with a virtual tour of the new building. They closed by inviting the Board and all present to watch construction as it progresses, via a webcam providing live streaming of the construction area.

3.6 Oral Communications from the Public
There were none.

3.7 Written Communications from the Public
Executive Assistant to the Board of Trustees Tracy Johnson indicated that none had been received.

4.0 **UNFINISHED BUSINESS** - There were no items.

APPROVAL OF THE CONSENT AGENDA

Action Taken:

It was M/S/P 6/0/0 (Walsh/Kepner) to approve the Consent Agenda items as presented.
Student Trustees: Two yes votes

Consent Agenda Items are attached to these minutes as Appendix A.

REGULAR ORDER OF AGENDA

5.0 **COLLEGE PROGRAMS AND SERVICES – There were no items.**

6.0 **HUMAN RESOURCES**

6.1 ESTABLISHMENT OF DISTRICT COMPENSATION STUDY PARAMETERS

A discussion was held.

Action Taken:

It was M/S/P 6/0/0 (Lucas/Grey) to approve the staff recommendation confirming the survey agencies, the salary scope, and setting the labor market position of the District Compensation Study.
Student Trustees: Two yes votes

7.0 **BUSINESS SERVICES – There were none.**

8.0 **BOARD**

8.1 **BOARD OF TRUSTEES 2015-2016 SELF-EVALUATION GOALS**

A discussion was held.

The Board of Trustees continued its self-evaluation by discussing and developing proposed 2015-16 self-evaluation goals. These goals will return for finalization and approval at the October 20, 2015, meeting.

UNAPPROVED MINUTES OF THE OCTOBER 6, 2015, BOARD OF TRUSTEES MEETING

8.2 ACTION TO APPROVE PROCESS FOR FILLING VACANCY IN TRUSTEE
AREA 4 PENDING THE NOVEMBER 2016 ELECTION

A staff report for this item was distributed. It is attached to these minutes as part of Appendix A.

A discussion was held.

Action Taken:

It was M/S/P 6/0/0 (Walsh/Grey) to fill the vacancy in Trustee Area 4 via appointment; to establish the application deadline as October 30, 2015; to interview candidates at one or more Special Meeting to be called the week of November 9, 2015; and to administer the Oath of Office to the newly-appointed Trustee at the November 17, 2015, Board of Trustees meeting.

Student Trustees: Two yes votes

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

9.1 TRUSTEE COMMENTS

Trustee Jack Lucas reported that he attended the September 10 celebratory reception hosted by the West Valley College President's Office to recognize and congratulate English Instructor and author Paulette Beaudreaux, who was recently awarded the first Lee Smith Novel Prize for her novel *Mulberry*. He congratulated Ms. Beaudreaux on behalf of the Board of Trustees.

Trustee Lucas commented on the announcement in the *Metro Silicon Valley* that former Trustee Kevin Moore's recently completed book, *Kevin Moore's Hail Mary Pass: Into the End Zone with the 49ers in Levi's Stadium*, will be released in October.

Trustee Lucas also noted the *Metro* report of rising numbers of burrowing owls, and asked Mission College staff whether there were still any burrowing owls nesting at Mission. President Peck replied that there appear to be none nesting at this time.

Board President Bob Owens indicated that sufficient signatures were gathered statewide to place a State Facilities Bond Measure on the ballot in November 2016. If it passes, the District should receive funds for the Tech Building at Mission College and the Learning Resources Center at West Valley College.

President Owens appointed Trustee Jack Lucas to the Audit and Budget Oversight Committee to fill the vacancy left by former Trustee Heimlich's resignation.

He again welcomed West Valley College Student Trustee Willis to the Board.

Board President Owens adjourned the meeting at 8:45 p.m. with compassion for the victims of violence at Umpqua Community College in Oregon.

UNAPPROVED MINUTES OF THE OCTOBER 6, 2015, BOARD OF TRUSTEES MEETING

APPENDIX A

CONSENT AGENDA ITEMS FROM THE OCTOBER 6, 2015, BOARD OF TRUSTEES MEETING
(For the full text of each item, please see the agenda packet for the October 6, 2015, meeting.)

5.0 COLLEGE PROGRAMS AND SERVICES – Consent Agenda

5.1 PURCHASE OF REPLACEMENT KONICA MULTIFUNCTION PRINTERS AT WEST VALLEY COLLEGE

Recommendation: That the Board of Trustees approve the purchase of Konica Minolta Multifunction Printers (copiers) for the amount of \$177,870.

6.0 HUMAN RESOURCES – Consent Agenda

6.2 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES

Recommendation: That the Board of Trustees approve personnel transactions.

I. Interim Appointments

Administrative

a. Richard Alfaro, Interim, Educational Dean of Instruction & Student Support, Administrative Unit, Range 16 (\$9,482-\$11,454), Student Services, Mission College, 100% of full time, 12 months per year; effective October 1, 2015, through August 31, 2016, or until filled.

II. Position Change

a. Amber Lopez-Degradis, Office Coordinator, WVMCEA Unit, Range 54 (\$3,809-\$4,981), TRiO, West Valley College, *from* 53.3% of full time *to* 100% of full time, 11 months per year; effective September 1, 2015.

7.0 BUSINESS AND FINANCE – Consent Agenda

7.5 AGREEMENT WITH BAY AREA BLUE DIAMONDS, INC. FOR FACILITY USE AT MISSION COLLEGE

Recommendation: That the Board of Trustees authorize the administration to permit non-exclusive use of the facilities to Bay Area Blue Diamonds, Inc. (a non-profit organization) beginning October 7, 2015, through October 6, 2016.

UNAPPROVED MINUTES OF THE OCTOBER 6, 2015, BOARD OF TRUSTEES MEETING

ITEM 8.2
OCTOBER 6, 2015
ACTION ITEM

PREPARED BY: PATRICK SCHMITT

APPROVED BY: ROBERT T. OWENS

SUBJECT: PROVISIONAL TRUSTEE APPOINTMENT PROCESS

RECOMMENDATION:

That the Board of Trustees initiate the process for a provisional appointment to fill a position vacancy caused by the resignation of Trustee Nick Heimlich.

Funding Source/Fiscal Impact

The Board may decide to make a provisional appointment to fill Trustee Heimlich's Trustee Area 4 seat until the next general election in November 2016, when the seat is up for election in its regular rotation. There will be minimal costs involved in advertising the opening and holding a Special Meeting to interview candidates for the opening.

If the Board does not make a provisional appointment, the vacancy will be filled by election on April 12, 2016. The Registrar of Voters Office estimates the cost of calling an election in Trustee Area 4 on that date to be \$355,476. The Board of Trustees would consist of only six members rather than seven, and Trustee Area 4 would remain unrepresented until an election fills the seat.

Background

Trustee Nick Heimlich resigned effective September 30, 2015. According to Education Code Section 5091(a)(1), 'If a vacancy occurs, or if a resignation has been filed with the county superintendent of schools containing a deferred effective date, the school district or community college district governing board shall, within 60 days of the vacancy or the filing of the deferred resignation, either order an election or make a provisional appointment to fill the vacancy. Education Code Section 5091 (a) (2) states: 'In the event that a governing board fails to make a provisional appointment or order an election within the prescribed 60-day period as required by this section, the county superintendent of schools shall order an election to fill the vacancy.' Subdivision (b) states that the election that is ordered will be held on the next established election date provided that it is not less than 130 days after the order of the election. According to current Election Code Section 1000, the next established election date is the second Tuesday of April in 2016.

If a provisional appointment is not made, the Board would be down to six members for a number of months. Four votes (a majority of the Board) is necessary for approval of Board items of District business. A provisional appointment is recommended to lessen the chance of the inability to pass District business items due to a tie vote of 3-3 or when one or more Board members are absent, thereby increasing the potential of not having four affirmative votes.

Coordination

Attached is a suggested announcement of the Board vacancy and description of the application process.

UNAPPROVED MINUTES OF THE OCTOBER 6, 2015, BOARD OF TRUSTEES MEETING

Notice of Governing Board Vacancy
And
Intent to Fill the Vacancy with a Provisional Appointment

West Valley-Mission Community College District
Trustee Area 4

Due to the resignation of Trustee Nick Heimlich, the West Valley-Mission Community College District (WVMCCD) Board of Trustees announces that it will fill his seat until the next general election in November 2016 through a provisional appointment process in accordance with Education Code Section 5090, et seq.

Interested candidates must meet the following minimum qualifications in order to be considered for this provisional appointment:

- Must be 18 years of age.
- Must be a registered voter.
- Must reside within the West Valley-Mission Community College District, Trustee Area 4 (Portions of Campbell, Santa Clara, San Jose, Saratoga, Monte Sereno, and Los Gatos).
- Please call the Registrar of Voters Office, 408(408) 282-3041, to determine residency within Trustee Area 4.

The selected candidate cannot be an employee of the West Valley-Mission Community College District while serving on the Board.

Interested individuals are encouraged to visit www.wvm.edu or contact the Chancellor's Office at 408-741-2011 for a packet of information about the West Valley-Mission Community College District. Interested individuals should submit a resumé and a letter of interest that includes: why they are seeking appointment to the WVMCCD Board of Trustees; what skills, abilities, and experiences they would bring to the Board to assist in carrying out its responsibilities; and a description of involvement in organizations and services that benefit the community. Submit letter and resumé to the Office of the Chancellor, West Valley-Mission CCD, 14000 Fruitvale Avenue, Saratoga, California, 95070.

Applications must be received in the Office of the Chancellor not later than 5 p.m. on October 23, 2015. No facsimiles will be accepted. Finalists will be interviewed at a public Board meeting during the week of November 2, 2015. The appointed individual will be seated at the November 17, 2015, Board of Trustees meeting.

The provisional appointee will serve until November 2016, when the term of office of the vacant seat expires.

For further information, please call the West Valley-Mission Community College District Chancellor's Office at 408-741-2011.

ITEM 5.1
OCTOBER 20, 2015
ACTION ITEM
CONSENT AGENDA

PREPARED BY: BRAD WEISBERG AND SHELLEY GONZALES

REVIEWED BY: BRADLEY DAVIS, DANIEL PECK, PAT FENTON, AND
RICK BENNETT

APPROVED BY: PATRICK SCHMITT

**SUBJECT: GRANT AGREEMENT BETWEEN FIRST 5 SANTA CLARA AND
WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve and accept the grant award from FIRST 5 Santa Clara County in the amount of \$40,039.00. The award will serve the Child Development Centers at both West Valley College and Mission College. The grant is designed to increase the number of low-income children in high quality state preschool programs

Funding Source/Fiscal Impact

Participating districts incur no cost to participate. Funding is provided and administered by FIRST 5 Santa Clara County through a third-party award received from the California Department of Education, the Santa Clara County Office of Education (SCCOE), and the California State Preschool Program (CSPP).

The distribution of the award between the two Colleges is as follows: West Valley: \$26,466.00 and Mission: \$13,573.00. FIRST 5 Santa Clara County is granting funds to CSPP sites based upon the rating scores and number of state-subsidized State Preschool children enrolled in the program. Programs with a rating of Tier 2 or 3 (Mission College) were allocated a base rate of \$13,573.00 and Tier 4 or 5 (West Valley College) were allocated the base rate plus a per CSPP child rate.

Reference(s)

West Valley-Mission Community College District will participate in quality early learning services in pursuit of the California State Preschool Program Quality Rating Improvement System (QRIS) Block Grant received from the California Department of Education through Santa Clara County Office of Education. The intent is to support local early learning and increase the number of low-income children in high quality preschool programs, thus preparing these children for success in school and life. By having more state preschool children in high quality programs over time, it is

anticipated that these efforts will result in a significant reduction in the achievement gap.

Background/Alternatives

The West Valley College and Mission College CDCs began working with West Ed and FIRST 5 Santa Clara County to improve program outcomes and child success by participating in the Quality Rating and Improvement System in June of 2014. Assessments were completed on the seven areas of the system. Each campus was rated independently on each of the elements. West Ed provided feedback and gave each site a Tier Rating Score based upon the findings. West Valley College was given a Tier Rating of 4 (out of 5), and Mission College was given a Tier Rating of 3. Goals to improve the Tier Rating scores were determined and submitted to FIRST 5 in May of 2015.

The California Department of Education assigned the administration of the Race to the Top funds to the county FIRST 5 organizations. The funding is to improve the quality of early learning programs and to close the achievement gap for young children with high needs.

Race to the Top Funding - Overview

California is the recipient of a highly competitive Race to the Top-Early Learning Challenge (RTT-ELC) federal grant to improve the quality of early learning programs and close the achievement gap for young children with high needs. Led by 17 Regional Leadership Consortia in 16 counties in collaboration with the RTT-ELC State Implementation Team and participating state agencies, California is working to ensure positive outcomes for the state's infants, toddlers and preschoolers in five key areas of reform:

1. Successful state systems
2. High-quality, accountable programs
3. Promoting early learning and development outcomes for children
4. A great early childhood education workforce
5. Measuring outcomes and progress.

California Race to the Top Facts at a Glance:

- Received \$75 million four-year grant (January 2012 - December 2015)
- One of nine states to win grant in the first round
- The California Department of Education, the lead fiscal agency with First 5 California, staffs the RTT-ELC State Implementation Team to manage the grant and support local level work via the 17 Consortia, as well as state systems building efforts (Reform Area 1) with Consortia representatives and participating state agencies.

- Participating state agencies include the State Board of Education and the California Departments of Developmental Services, Public Health, and Social Services. California is taking a local approach with state support.
- Local: QRIS with three common tiers across the Consortia, and setting goals that focus on improving child development, health, and school readiness; teachers and how they interact and support young children's learning and development; program and classroom environment.
- State: 10 one-time investments to support local efforts including: teacher/provider training and professional development, kindergarten readiness, community care licensing, home visitation, developmental screenings, and evaluation of local QRIS efforts.

Coordination

This grant proposal was spearheaded by the Director of the Child Development Center at West Valley College, Shelley Gonzales, with input from Karin Navarro, Director of the Child Development Center at Mission College, and under the supervision of the Dean of Career Education and Work Force Development at West Valley College, Brad Weisberg.

Follow-up/Outcome

On behalf of the District, Chancellor Schmitt will sign the contract with the FIRST 5 of Santa Clara County and the District's participation will be official. Shelley Gonzales will coordinate the District's participation and will provide progress reports for West Valley. Karin Navarro will provide progress reports for Mission. The District's responsibilities will be to:

- Prepare and submit expenditure reports.
- Adhere to reporting requirements set by the California Department of Education for CSPP contractors receiving CSPP QRIS block grants.
- Submit a copy of the CDE attendance and fiscal report 8501 to CDE FIRST 5 contracts management website.
- Prepare and maintain accurate financial records.
- Coordinate the timely submission of financial data for FIRST 5's year-end close.
- Contribute to the development of an evaluation plan to measure and report programs outcomes in collaboration with FIRST 5 evaluation unit.
- Adhere to the California Educational Code Section 45125.1 to comply with criminal background checks and to ensure that employees who have been convicted of serious or violent felonies will not have contact with students.
- Ensure that all employees have passed a TB test (California Ed. code 49406).
- Adhere to principles of equity.

The grant will close December 31, 2015.

ITEM 5.2
OCTOBER 20, 2015
ACTION ITEM
CONSENT AGENDA

PREPARED BY: MAE CONROY AND BRAD WEISBERG

REVIEWED BY: BRADLEY DAVIS AND DANIEL PECK

APPROVED BY: PATRICK SCHMITT

SUBJECT: SELECTION OF TWO REPRESENTATIVES (ONE FROM EACH COLLEGE) TO SIT ON THE AB 104 STEERING COMMITTEE

CHANCELLOR'S RECOMMENDATION:

In accordance with AB 104, it is the recommendation of the Chancellor that the Board of Trustees appoint Mae Conroy, Director of Off-Campus and Special Programs for West Valley College, and Kathy Henderson, Interim Dean of Liberal Studies and Language Arts for Mission College, as the representatives to the Steering Committee of South Bay Consortia for Adult Education (SBCAE).

Funding Source/Fiscal Impact

Regional allocation of funds to the District, in implementation of the plan approved by the State Chancellor's Office, will be submitted to the Board once the allocation is determined.

Reference(s)

N/A

Background/Alternatives

For the last two years, the state's AB 86-mandated process initiated the formation of a regional consortium, the South Bay Consortium for Adult Education (SBCAE). The consortium's membership is composed of five adult schools (Campbell Adult and Community Education, East Side Adult Education, Milpitas Adult School, Santa Clara Adult Education, and Silicon Valley Adult Education) and four colleges (San Jose City College, Evergreen Valley College, Mission College, and West Valley College). In March 2015, the SBCAE's three-year plan to expand adult education services in the region was submitted to the California Community College Chancellor's Office and was approved. That local plan, one of 71 in the state, informed the state plan for adult education and will determine the activities of SBCAE for the next three years.

In June 2015, the Governor proposed and the Legislature approved an Adult Education Block Grant (AEBG) of dedicated funding. A “maintenance of effort” funding level was carved out of AEBG that will support K-12 adult education. Per AB 104, additional funding in the 2015-2016 school year, and all AEBG in years following will need to be aligned to the local regional plans, and be approved by a board of consortium members. AB 104 requires all members to participate in the decision-making process, and calls for public meetings with formal representatives of each member district. Subsequently, each member’s governing board must approve the representatives of each member district.

Rob Gamble, Director of Work Force and Economic Development for Mission College, has been representing the West Valley-Mission Community College District for the past year during the development stage (AB 86); however, under the implementation of the work plan (AB 104), Kathy Henderson and Mae Conroy will represent the West Valley-Mission Community College District.

Coordination

During 2014-2015, Rob Gamble was assigned to represent the District on the AB 86 steering committee, with Mae Conroy being named the alternate. As the planning stage (AB 86) has been completed and the implementation stage (AB 104) has begun, the State Chancellor’s Office is requiring representation from each college as opposed to each district.

Follow-up/Outcome

Upon the approval of the Board of Trustees, Kathy Henderson and Mae Conroy will take a lead on the implementation of AB 104 on behalf of the WVMCCD. Duties and responsibilities include attending required meetings and planning sessions, participating in the decision-making process, and executing other duties assigned to them. As the representatives assume their responsibilities, the representatives will also ensure that the College and District community is informed of the AB 104 implementation process.

ITEM 5.3
OCTOBER 20, 2015
ACTION ITEM
CONSENT AGENDA

PREPARED BY: VICTORIA HINDES

REVIEWED BY: BRAD DAVIS

APPROVED BY: PATRICK SCHMITT

**SUBJECT: ACCEPT U.S. DEPARTMENT OF EDUCATION TITLE III,
STRENGTHENING INSTITUTIONS PROGRAM GRANT AWARDED
TO WEST VALLEY COLLEGE**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees authorize the administration to accept the \$2,250,000 grant award from the U.S. Department of Education to West Valley College, to be distributed over a five-year period.

Funding Source/Fiscal Impact

The Strengthening Institutions Program grant funded under federal Title III provides \$450,000 per year in funding beginning October 1, 2015, and extending through September 30, 2020. The funds may be used for activities directly related to the goals and objectives listed in the College application. Continuation funding following the first year of the grant will be contingent upon the College demonstrating that the project has made substantial progress in achieving the goals and objectives stated in the grant. Under Title III, grantees cannot draw down indirect costs. There are no District/College matching requirements.

Reference(s)

The regulations that govern it are stated in the Code of Federal Regulations (CFR) Parts 74, 75, 77, 79, 82, 85, 86, 97, 98, and 99. The program regulations are delineated in the Education Department General Administrative Regulations (EDGAR).

Background/Alternatives

Title III Part A is under the authority of the Higher Education Act (HEA) of 1965, as amended. The required 50-page application narrative is typically reviewed by three independent field readers and supervised by U.S. Dept. of Education field monitors. Scores are awarded accordingly based on the College's ability to provide highly convincing evidence that the College can address all grant requirements. This year, the U.S. Department of Education required colleges and universities who wanted to

compete for the Competitive Preference Priority points (extra points) to write 5 additional pages (total 55-page application plus a bibliography) that can provide compelling evidence of research-based practices. The maximum score for funding this year was 103 and West Valley College scored 103. The grant is intended to focus on three main components:

1. Enhancing the interactive capability of the student portal, providing web-based orientations, E-counseling, online educational plans, degree audits, and strengthening online transfer services; improving existing early invention processes for at-risk students; redesigning, expanding, and supporting the College's First-Year Experience learning communities; and providing technology-based support services.
2. Improving and supporting Distance Education and providing online services to students in DE classes.
3. Strengthening institutional research and infrastructure in support of data-informed student-centered decision making; improving student tracking and reporting systems; improving enrollment management capabilities; and professional development.

Coordination

The College President will need to select a Project Coordinator. The program will be overseen by the Vice President of Student Services and supported by the Office of Institutional Research.

Follow-up/Outcome

The College is required to submit an Annual Performance Report (APR). The yearly report will include progress on defined objectives delineated in the grant, including continuous improvement of educational programs and services leading to gains in the number of degrees awarded, improvement in reducing the success rate gap between students in distance education courses and the average success rate of classroom-based students, and increasing the numbers of faculty, staff and administrators trained in using data systems as a basis for decision making. A budget/expenditures report is also required. The EDGAR Expanded Authority Part 75 allows higher education institutions to utilize carryovers as deemed appropriate without prior approval from the U.S. Department of Education.

ITEM 5.4
OCTOBER 20, 2015
ACTION ITEM
CONSENT AGENDA

PREPARED BY: SUSAN SCHENCK

REVIEWED BY: DANIEL PECK

APPROVED BY: PATRICK SCHMITT

SUBJECT: ACCEPT U.S. DEPARTMENT OF LABOR AMERICAN APPRENTICESHIP GRANT AWARDED TO MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees authorize the administration to accept the \$2,999,340 grant award from the U.S. Department of Labor Apprenticeship Grant to Mission College to be distributed over a five-year period.

Funding Source/Fiscal Impact

The Silicon Valley High Tech Apprenticeship Initiative Grant is funded for \$2,999,340 by the U.S. Department of Labor, Employment and Training Administration under the American Apprenticeship Initiative. While the grant's official start date was October 1, 2015, spending is not authorized until a Notice of Award (NOA) is received (expected prior to October 20, 2015). This grant has a five year period of performance. It is anticipated that the grant will operate under the fiscal requirements laid out in the Workforce Innovation and Opportunity Act (WIOA). The grant provides \$590,524 to \$612,479 per year in funding.

Reference(s)

The applicable authority and provisions for the American Apprenticeship Initiative is the U.S. Department of Labor, Employment and Training Administration (DOL/ETA). Funding is authorized under Section 414(c) of the American Competitiveness and Workforce Improvement Act of 1998 (ACWIA) as amended (codified at 29 USC 2916a), for the America Apprenticeship Initiative. The grant funds will be administered under provisions of the Workforce Innovation and Opportunity Act of 2014, Code of Federal Regulations (CFR 20 Parts 601,651, 652 et al. Workforce Innovation and Opportunity Act; Notice of Proposed Rule Making; Proposed Rules).

Background

The Department of Labor American Apprenticeship Initiative is designed to accelerate the development of apprenticeship programs across the country by launching apprenticeship models in new, high-growth fields. The emphasis is on apprenticeships in occupations that have not historically supported the apprenticeship model, such as IT, high-tech services, advanced manufacturing, and healthcare. Forty-six grants and \$175 million were awarded nationally. Led by Mission College, the Silicon Valley High Tech Apprenticeship Initiative (SVHTAI) will train over 300 apprentices to become data center technicians and computer user support specialists, in partnership with Cisco Systems, NetApp, Palo Alto Networks, Synopsis Inc., Graniterock, VM Ware, Plantronics, and IBM. The program will actively recruit candidates through workforce investment partners to especially identify and support displaced workers, veterans, women, and other underrepresented populations.

Partners include:

- 6 Community Colleges – Mission College, West Valley College, De Anza College, Foothill College, Cabrillo College, Evergreen College
- 3 Workforce Investment Boards – NOVA, Work2Future, Santa Cruz Workforce Investment Bureau
- 9 Industry Partners – Synopsis, Graniterock, V&C Solutions, Cisco Systems, Palo Alto Networks, NetApp, VMware, Plantronics, IBM
- 2 Regional Groups – Joint Venture Silicon Valley, Bay Area Community College Consortium.

Coordination

The Interim Initiative Director (ID) is Susan Schenck. Mission College is lead agency for the grant, under the oversight of the WVM Community College District. The ID will be the primary contact with DOL and all partners, as well as California State Labor Agency, the California Division of Apprenticeship Standards, local WIBs, industry and the Chancellor's Office. The Mission College program staff will include part-time help from the following areas: Research Analyst; Help Desk Coach/Mentor/Evaluator; Data Center Coach/Mentor/Evaluator; Help Desk Supervisor, Data Assistant, Help Desk Faculty; Data Center Faculty. Quarterly reports will be submitted from each of the member colleges. The program will be overseen by the President of Mission College, Daniel Peck.

Follow-up/Outcome

The SVHTAI Consortium proposes to implement one new apprenticeship (Data Center Technician) and one existing registered apprenticeship (Help Desk Specialist). Within the first year of the grant award, it is projected that the program will admit 55 students

for Help Desk program and 25 students for Data Center program, totaling 80 students. An estimated 400 students will be accepted over the five years of the grant. Student evaluation and certification will be implemented after each training module. Each college will develop a plan to engage more employers, increasing to 60 by Year Five. Fiscal reporting will be conducted by (the allocation of 10% of) an Accountant /Fiscal Analyst (currently filled by Chris Bibat). A Research Analyst and Metrics Support staff member will compile performance data.

The six colleges will form a work group, led and facilitated by the ID, which will meet monthly to share and address management and logistical matters. All partners will report monthly to the Research Analyst to collect attendance, grades, apprenticeship placements, completion of standards, employer contacts, job placement and wages, and student enrollment in further education. A semi-annual survey of participating companies and students will be administered by the Research Analyst to determine if goals are being met. Results will be used by the work group to monitor and adjust program activities.

ITEM 5.5
OCTOBER 20, 2015
ACTION ITEM
CONSENT AGENDA

PREPARED BY: PAT FENTON AND BRAD WEISBERG

REVIEWED BY: BRADLEY DAVIS

APPROVED BY: PATRICK SCHMITT

SUBJECT: WEST VALLEY COLLEGE'S ACCEPTANCE OF A \$360,000 CONSORTIUM PARTNER AGREEMENT WITH THE SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT – WORKFORCE INSTITUTE TO PARTICIPATE IN THE SILICON VALLEY ENGINEERING TECH PATHWAYS CONSORTIUM.

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees authorize the administration to enter into a consortium partner agreement that will provide \$360,000 in funding from the San Jose-Evergreen Community College District – Workforce Institute (the lead agency of the Silicon Valley Engineering Tech Pathways consortium) for implementation of the California Career Pathways Trust program from the California Department of Education.

Funding Source/Fiscal Impact

The State Legislature created the California Career Pathways Trust (CCPT) in 2013 and allocated \$250 million for the program in the state's 2013-14 budget and approved an additional \$250 million last year for the term of July 1, 2015 through June 30, 2019.

The funds are made available to school districts, county superintendents of school, charter schools, and community college districts in the form of one-time competitive grants focused on building partnerships to better prepare students for the 21st century workplace and to improve student transition into postsecondary education, training, and employment.

The San Jose-Evergreen Community College District (SJECCD) – Workforce Institute, on behalf of the Silicon Valley Engineering Tech Pathways (SVETP) consortium, proposed a project between community colleges, K-12 school districts, and industry. The project is designed to develop pathways for the following areas: Information and Communication Technology (ICT), Engineering Technology, and Advanced Manufacturing, incorporating accelerated, contextualized instruction, wrap-around

student supports, professional development for instructors and faculty, and access to paid internships.

SJECED- Workforce Institute was awarded \$13.2 million to implement the project and will be using this to fund the agreement with West Valley College. The partnership agreement and sub-grant will provide \$360,000 in direct support over the 3-year grant term (FY15-16 through FY17-18). The agreement will also provide support for pathway development and implementation, technical assistance and professional development to enhance Science, Technology, Engineering and Math (STEM) career pathway programming. There is no hard requirement on matching funds, and District cash match is unnecessary. However, West Valley College agrees to apply in-kind/matching of its existing resources and those from other grants to bolster and sustain the program through June 30, 2019.

Background/Alternatives

In Spring 2015, West Valley College joined SVETP consortium and its partnership consisting of twenty-seven institutions and organizations representing K-12, community college, CSU's, and workforce investment boards throughout the region to participate in and support the project application for CCPT funding from the CA Department of Education. The SVETP application responded to the need to strengthen career pathways by:

- Increasing the number of students with access to standards-based academic curricula integrated with career-relevant and STEM Core foundational curricula aligned with high-skill, high wage, high-growth jobs in our region.
- Increasing the connectivity between employers and the classroom through a developmentally appropriate sequence of work-based learning activities that increase in depth and complexity throughout the student's academic career.
- Building intentional and collaborative support and transitions for students to move on a direct path from secondary to post-secondary enrollment, training and employment.

As a partner, West Valley College will work with the SVETP consortium to develop a system for contextualized classroom and student experience with linkages to industry and employers and work-based learning opportunities. Specifically, West Valley College will focus on the outreach and transition of high school students into STEM pathways, strengthening and accelerating those pathways, and further developing the internship program for STEM career and transfer students.

Coordination

As the lead institution of the consortium, SJECED – Workforce Institute will lead the project for all partners in the region. Brad Weisberg, Dean of Career Programs and

Work Force Development, will coordinate implementation and reporting of the financial and programmatic activities.

Follow-up/Outcomes

Upon Board of Trustees approval, the Dean of Career Programs and Work Force Development will move forward to execute the partnership agreement, establish the budget, and develop reporting and internal control systems to ensure that activities, expenditures, and outcomes are in line with the partnership agreement and requirements of the CA Department of Education.

ITEM 5.6
OCTOBER 20, 2015
ACTION ITEM
CONSENT AGENDA

PREPARED BY: DANNY NGUYEN
AND RICK BENNETT

REVIEWED BY: DANIEL PECK

APPROVED BY: PATRICK SCHMITT

SUBJECT: MISSION COLLEGE'S ACCEPTANCE OF A \$360,000 SUB-GRANT TO MISSION COLLEGE FROM THE SAN JOSE-EVERGREEN COMMUNITY COLLEGE DISTRICT – WORKFORCE INSTITUTE TO PARTICIPATE IN THE SILICON VALLEY ENGINEERING TECH PATHWAYS CONSORTIUM.

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees authorize the administration to enter into a sub-grant agreement to provide \$360,000 in funding from the San Jose-Evergreen Community College District – Workforce Institute (the lead agency of the Silicon Valley Engineering Tech Pathways consortium) for implementation of the California Career Pathways Trust program from the California Department of Education.

Funding Source/Fiscal Impact

The state Legislature created the California Career Pathways Trust (CCPT) in 2013 and allocated \$250 million for the program in the state's 2013-14 budget and after seeing its popularity, approved an additional \$250 million for this year.

The funds are made available to school districts, county superintendents of school, charter schools, and community college districts in the form of one-time competitive grants focused on building partnerships to better prepare students for the 21st century workplace and improve student transition into postsecondary education, training, and employment.

The San Jose-Evergreen Community College District (SJECCD) – Workforce Institute, on behalf of the Silicon Valley Engineering Tech Pathways(SVETP) consortium, proposed a project between community colleges, K12 school districts, and industry to

develop pathways in Information and Communication Technology (ICT), Engineering Technology, and Advanced Manufacturing incorporating accelerated, contextualized instruction, wrap around student supports, professional development for instructors and faculty, and access to paid internships.

SJECCD – Workforce Institute was awarded \$13.2 million to implement the project and will be using this to fund the agreement with Mission College. The partnership agreement and sub-grant will provide \$360,000 in direct support over the 3-year grant term (FY15-16 through FY17-18) and also provides support for pathway development and implementation, technical assistance and professional development to enhance STEM career pathway programming. As a partner, Mission College agrees to in-kind/matching resources for sustainability over up to a 2-year period through June 30, 2019.

Background/Alternatives

In Spring 2015, the college joined SVETP consortium and its partnership consisting of twenty-seven institutions and organizations representing K12, community college, CSU's, and workforce investment boards throughout the region to participate in and support the project application for CCPT funding from the California Department of Education. The SVETP application responds to these priorities and the mandate to strengthen career pathways by:

- Increasing the number of students with access to standards-based academic curricula integrated with career-relevant and STEM Core foundational curricula aligned with high-skill, high wage, high-growth jobs in our region,
- Increasing the connectivity between employers and the classroom through a developmentally appropriate sequence of work-based learning activities that increase in depth and complexity throughout the student's academic career,
- Building intentional and collaborative support and transitions for students to move on a direct path from secondary to post-secondary enrollment, training and employment.

As a partner, Mission College will work with the SVETP to develop a system for contextualized classroom and student experience with linkages to industry and employers, through a continuum of work-based learning opportunities. Specifically, Mission College will focus on the outreach and transition of high school students into Science, Technology, Engineering and Math (STEM) pathways, strengthening and accelerating those pathways, and bolster its internship program for STEM career and transfer students.

Coordination

As the lead institution of the consortium, SJECCD – Workforce Institute will lead the project for all partners in the region. Implementation and reporting of the financial and programmatic activities will be coordinated by the Dean of Math, Science, Engineering, Health Occupations and Kinesiology.

Follow-up/Outcomes

Upon Board of Trustees approval, the Dean of Math, Science, Engineering, Health Occupations and Kinesiology will move forward to execute the partnership agreement, establish the budget and develop reporting and internal control systems to ensure that activities, expenditures and outcomes are in line with the partnership agreement and requirements of the California Department of Education.

ITEM 6.1
OCTOBER 20, 2015
ACTION ITEM
CONSENT AGENDA

PREPARED BY: SEAN MCGOWAN AND ROSE SCHULTZ

REVIEWED BY: ALBERT M. MOORE

APPROVED BY: PATRICK SCHMITT

SUBJECT: PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the following items.

I. Appointment(s)

Administrative

- a. Carla Walter, Dean, School of Art and Design, Administrative Unit, Range 16 (\$9,482-\$11,454), School of Art and Design, West Valley College, 100% of full time, 12 months per year; effective November 30, 2015. Position ID# 141360. Fund 100-General Fund (0.50) and Fund 120-Restricted Grants-General (0.50).

Classified

- b. Kevin Brundage, Financial Technician-Payroll, WVMCEA Unit, Range 57 (\$4,056-\$5,321), Fiscal Services, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective October 21, 2015. Position ID# 076900. Fund 100-General Fund.

Police

- c. Robert Smith, Police Officer, POA Unit, (\$5,047-\$6,158), Police Department, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective October 21, 2015. Position ID# 050250. Fund 100-General Fund (0.40) and Fund 122-Parking Fund (0.60).

Supervisors

- d. Christina Chu, Senior Systems Analyst, Supervisors Unit, Range 42 (\$8,125-\$10,894), Information Systems, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective October 21, 2015. Position ID# 138970. Fund 100-General Fund.
- e. Doug Martin, Senior Systems Analyst, Supervisors Unit, Range 42 (\$8,125-\$10,894), Information Systems, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective October 26, 2015. Position ID# 078800 Fund 100-General Fund.

II. Temporary Assignments

Classified

- a. Elena Steede, 10% increase for additional duties assigned, Senior Administrative Assistant, WVMCEA Unit, Range 59 (\$3,734-\$4,883), Administrative Services, Mission College, 100% of full time, 12 months per year; effective September 11, 2014 through September 10, 2015, extend through December 31, 2015. Position ID# 135960. Fund 100-General Fund (0.75) and Fund 597-Entrepreneurial Fund (0.25).
Rationale: To provide support while reclassification request/Classification & Compensation Study is in process.

ITEM 7.1
OCTOBER 20, 2015
INFORMATION ITEM
CONSENT AGENDA

PREPARED BY: BRIGIT M. ESPINOSA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: REVIEW OF PURCHASE ORDER TRANSACTIONS

CHANCELLOR'S RECOMMENDATION:

This is an information item only.

Funding Source/Fiscal Impact

There is no fiscal impact associated with this item.

Background/Alternatives

Attached are the purchase orders issued that are in excess of \$10,000. Purchase orders under \$10,000 are available to be reviewed in the office of the Director of General Services. A report of purchase orders in excess of \$10,000 is being provided so that larger expenditure items are separately identified for review by the Board of Trustees. Items appearing on the attached list will have, in some cases, been presented to the Board prior to issuance of a contract that was subsequently converted into a purchase order for payment purposes.

Reference(s)

Education Code Section 81656 states that the governing board of a community college district must review the purchases of the district. District policy section BP6330 states that purchase orders are subject to Board review every sixty (60) days.

Coordination

The Director of General Services has reviewed this list with the Vice Chancellor of Administrative Services.

Follow-up/Outcome

A bi-monthly information report will be generated for Board review.

PO Date	PO No.	PO Amount	Vendor	Description	Board Approved if necessary
<u>West Valley College</u>					
7/1/2015	B0028890	20,695.13	Computerland of Silicon Valley	Adobe ETLA Creative Cloud 1 yr. Subscription for 2015/1016	
7/1/2015	B0028874	14,254.32	25 North 14th, LLC	12 month Lease for CDAAP Office for 2015-16	
7/2/2015	B0028982	100,000.00	East Side Union High	Training & Services related to DOE Water Grant	7/15/2015
7/2/2015	B0028929	18,500.00	Jennifer Baity	Title IV-E Training & Education Collaborative	
7/2/2015	B0028933	17,500.00	Jerry Solomon	Title IV-E Training & Education Collaborative	
7/2/2015	B0028934	300,000.00	EMQ Families First	Title IV-E Training & Education Collaborative	8/18/2015
7/2/2015	B0028936	20,000.00	Gabriella Grant Cons.	Title IV-E Training & Education Collaborative	
7/2/2015	B0028937	20,000.00	Unity Care Group	Title IV-E Training & Education Collaborative	
7/2/2015	B0028938	21,000.00	Bill Wilson Center	Title IV-E Training & Education Collaborative	
7/2/2015	B0028939	14,000.00	Seneca Family of Agency	Title IV-E Training & Education Collaborative	
7/7/2015	B0028983	50,000.00	Campbell Union High	Training & Services related to DOE Water Grant	
7/7/2015	B0028984	50,000.00	Morgan Hill Unified	Training & Services related to DOE Water Grant	
7/7/2015	B0028985	50,000.00	San Mateo Union	Training & Services related to DOE Water Grant	
7/7/2015	B0028986	50,000.00	College of San Mateo	Training & Services related to DOE Water Grant	
7/7/2015	B0028987	50,000.00	Gavilan Community College	Training & Services related to DOE Water Grant	
7/7/2015	B0028988	25,000.00	Goodwill of Silicon Valley	Training & Services related to DOE Water Grant	
7/7/2015	B0028989	50,000.00	Bay Area Council	Training & Services related to DOE Water Grant	
7/7/2015	B0028991	80,000.00	Strategic Energy Innovations	Training & Services related to DOE Water Grant	
7/7/2015	B0028999	15,000.00	Milagro Marketing, LLC	Training & Services related to DOE Water Grant	
7/7/2015	B0029000	30,000.00	San Jose State University	Training & Services related to DOE Water Grant	
7/7/2015	B0029010	50,000.00	Evergreen Valley College	Training & Services related to DOE Water Grant	
7/7/2015	B0029029	11,000.00	Parent Institute for Quality Ed.	Training & Services related to DOE Water Grant	
7/8/2015	B0029061	15,000.00	San Benito County	Training & Services related to DOE Water Grant	
7/8/2015	B0029063	14,000.00	San Benito County Water	Training & Services related to DOE Water Grant	
7/9/2015	B0029078	15,000.00	American Red Cross	CPR/First Aid Certification cards and training mats for Title IV-E Training & Education Collaborative	
7/10/2015	B0029113	77,182.00	City of Campbell	Campbell Center rent - 9 months 7/15 - 4/16	
7/21/2015	B0029192	20,000.00	Kelly Paper	Paper for print services	

PO Date	PO No.	PO Amount	Vendor	Description	Board Approved if necessary
7/22/2015	B0029224	74,880.00	Marc Mullen	Marketing Specialist related to DOE Water Grant	
7/22/2015	B0029225	73,360.00	Luis Portillo Sanchez	Industry Liaison related to DOE Water Grant	
7/22/2015	B0029227	96,000.00	PLC Consulting	Program Assistant for DOE Water Grant	7/15/2014
7/27/2015	B0029251	11,889.82	Pyramed Health Systems	Student Health Svcs: annual support; maintenance; enhancement	
7/29/2015	B0029327	81,000.00	KIS	Virtual Desktop Infrastructure Implementation - labor	
7/29/2015	B0029283	20,000.00	Henry Lopez	Training & Services related to DOE Water Grant	
7/29/2015	B0029280	16,800.00	Barry J Goldman-Hall	Mental Health Consultant	
8/5/2015	B0029407	46,800.00	Thomas E. Underwood	Training & Services related to DOE Water Grant	
8/10/2015	B0029435	37,220.00	Marketcetera	Consultant & Liaison w/ Dept. of Alcohol & Drug Svcs & Probation Dept. for CDAAP	
8/17/2015	B0029505	20,000.00	Education to Go, Inc.	Online education services	
8/17/2015	B0029506	18,000.00	DNA Drug Screening Services	Drug Screening Services	
8/20/2015	B0029538	24,106.39	Audio Fidelity Communications	Kirkorian Pavilion Outdoor sound system	
8/25/2015	B0029556	13,001.65	Folger Graphics, Inc.	WVC Community Ed Schedules	
8/28/2015	B0029592	24,879.45	SVM, LP	Gas cards - EOPS	
<u>Mission College</u>					
7/9/2015	P0013790	11,721.75	SVM, LP	Gas Cards - EOPS	
7/10/2015	B0029111	12,600.00	Goodwill of Silicon Valley	Facility rental for MC PSDD FY 15/16	
7/13/2015	B0029118	14,000.00	Pearson Education	Custom textbooks for International Students	
7/13/2015	B0029114	350,000.00	HTH Worldwide	International Student Health Insurance	12/9/2014
7/14/2015	B0029150	17,426.86	Xerox	37 - 48 months of 60 months lease payment MC Duplicating center	
7/15/2015	B0029153	17,632.95	Xerox	Service maintenance agreement for XEROX D125	
7/15/2015	B0029156	15,000.00	Kelly Paper	Supplies and paper - MC Duplicating	
7/20/2015	B0029177	22,545.00	Nani J. Park	AANAPISI Teaching/Learning Institute design & implementation	
7/20/2015	B0029178	15,916.00	Nani J. Park	AANAPISI Teaching/Learning Institute design & implementation	
7/20/2015	B0029179	20,000.00	North Kern Vocational	Nurse Asst. test site coordinator	

PO Date	PO No.	PO Amount	Vendor	Description	Board Approved if necessary
7/20/2015	B0029180	20,000.00	Fe B. Borillo, RN, BSN, DSD	Nurse Asst. test site coordinator	
7/21/2015	B0029188	17,765.00	Computerland of Silicon Valley	Adobe ETLA Creative Cloud 1 yr. Subscription for 2015/1016	
7/21/2015	B0029216	25,000.00	Carnegie Foundation	Statway Math Pathways learning program and assessment	
7/21/2015	B0029181	20,000.00	Nurse Education Workshop	Nurse Asst. test site coordinator	
7/21/2015	B0029182	20,000.00	Meryl Ligon-Foz, Rn, TSC	Nurse Asst. test site coordinator	
7/21/2015	B0029183	20,000.00	Milagros Aquino RN	Nurse Asst. test site coordinator	
7/21/2015	B0029184	20,000.00	Centerpointe Learning	Nurse Asst. test site coordinator	
7/21/2015	B0029185	20,000.00	Karen E. Harvey	Nurse Asst. test site coordinator	
7/21/2015	B0029186	20,000.00	Hooi Hoon Yeap	Nurse Asst. test site coordinator	
7/22/2015	B0029229	27,500.00	BiRite Foodservice Dist.	Hospitality Management Supplies	
7/22/2015	B0029230	23,500.00	Galli Produce	Hospitality Management Supplies	
7/22/2015	B0029232	10,000.00	Performance FoodServ	Hospitality Management Supplies	
7/22/2015	B0029234	31,500.00	Golden Gate Meat Comp.	Hospitality Management Supplies	
7/28/2015	B0029272	25,042.23	Nani J. Park	AANAPISI Teaching/Learning Institute design & implementation	
7/29/2015	B0029282	14,000.00	AACI	Mental Health Counseling Services	
8/3/2015	B0029377	20,000.00	Bay Area College of Nursing	Nurse Asst. test site coordinator	
8/3/2015	B0029378	20,000.00	Portia S. Sauceio	Nurse Asst test site coordinator	
8/3/2015	B0029380	20,000.00	Bernard Thomas	Nurse Asst test site coordinator	
8/3/2015	B0029381	20,000.00	Visalia Unified School Dist.	Nurse Asst test site coordinator	
8/4/2015	B0029401	10,000.00	OrgSync, Inc.	Annual 12 month sub for Umbrella Portals and support services	
8/5/2015	P0013834	61,689.57	JH Technologies, Inc.	49 compound microscopes - bio sci	
8/12/2015	B0029459	16,808.15	Avidex Systems, Inc.	MC Campus Center AV Equipment and Upgrade	
8/14/2015	B0029500	60,832.05	Infrastructure Group	MC2IT Director salary	
8/28/2015	B0029595	20,000.00	Vena Health Education	Nurse Asst test site coordinator	
District					
7/1/2015	B0028898	119,199.00	SCC Office of Ed	Payroll Contract	7/21/2015
7/1/2015	B0028899	10,175.50	Total Compensation Sys	Actuarial Study and two valuations	
7/1/2015	B0028900	22,000.00	General Dynamics Info	1098-T processing services	

PO Date	PO No.	PO Amount	Vendor	Description	Board Approved if necessary
7/1/2015	B0028901	62,500.00	Vavrinek Trine Day & Co. LLP	Auditing Services	
7/1/2015	B0028896	300,000.00	Liebert Cassidy Whitmore	Legal Services	6/17/2014
7/1/2015	B0028897	65,000.00	Public Agency Law Group	Legal Services	
7/1/2015	B0028902	15,480.00	Analytic	HR/Finance application hosting & licensing	
7/1/2015	B0028905	75,000.00	BB&T Insurance Services	Benefits Consulting	
7/1/2015	B0028906	15,000.00	Lynda.com	Staff Development License	
7/1/2015	B0028907	65,000.00	JobElephant.com, Inc.	Advertising	
7/1/2015	B0028909	80,000.00	SmartBen, Inc.	Benefits enroll & admin software -yearly	
7/1/2015	B0028910	25,000.00	PeopleAdmin, Inc.	E-recruitment software - annual cost	
7/2/2015	B0028949	35,000.00	Ratra Enterprises, Inc.	District Gasoline	
7/2/2015	B0028950	25,000.00	Chevron	WVC - Gasoline	
7/2/2015	B0028951	15,000.00	Esbro Chemical	WVC Pool Chemicals	
7/2/2015	B0028959	25,000.00	California Janitorial	WVC Custodial Supplies	
7/7/2015	B0029022	40,000.00	Turbo Data Systems	Citation processing and handheld service - PD	
7/7/2015	B0029011	38,000.00	County of Santa Clara	Dispatch and Emergency Services - PD	
7/7/2015	B0028993	22,094.00	Systat, Inc.	Annual Equipment Service Agreement	
7/7/2015	B0028994	65,172.29	Arcscale	Commvault data management	
7/7/2015	B0028995	40,733.32	Dasher Technologies	HP support & updates	
7/7/2015	B0028996	41,977.44	Dasher Technologies	HP support & updates	
7/7/2015	B0029002	13,640.00	IBM Corporation	Cognos reporting- data extraction	
7/7/2015	B0029005	518,426.00	Ellucian, Inc.	Annual Maint. Renewal	1999
7/7/2015	B0029032	15,000.00	Pacific West Security	Security IS Bldgs MC/WVC	
7/7/2015	B0029030	32,000.00	Verizon	Radio cell phones MC & WVC	
7/7/2015	B0029031	150,000.00	A T & T	Phone bills MC & WVC (open PO)	
7/7/2015	B0029007	16,716.00	Maintenance Connection	Facilities Maintenance System	
7/10/2015	B0029089	38,000.00	Claremont EAP	Employee Assistance Program	
7/10/2015	B0029088	19,091.06	Systat, Inc.	Battery replacement for 100kVA Mitsubishi UPS @ MC	
7/15/2015	B0029163	20,699.28	Stericycle Specialty Waste	Hazardous Waste disposal fees/services	
7/15/2015	B0029164	27,300.72	Stericycle	Medical Waste disposal fees/services	

PO Date	PO No.	PO Amount	Vendor	Description	Board Approved if necessary
7/21/2015	B0029218	43,900.00	Palace Art & Office Supply	Ergonomic supplies	
7/22/2015	B0029240	12,100.00	CCLC-CCCAA	Membership dues	
7/24/2015	B0029248	10,601.00	Pfeiffer Electric	Electrical work - MC Student Center 2nd floor mtg rm	
7/28/2015	B0029273	21,127.34	Opening Technologies	LC Special Project - Theater Door replacement	
7/28/2015	B0029274	24,784.06	Opening Technologies	LC Special Project - Gym Door replacement	
7/28/2015	B0029275	14,136.63	Opening Technologies	LC Special Project - Business Div. Restrooms project	
7/28/2015	B0029262	211,530.24	Environmental Systems	HVAC Maintenance	6/17/2015
7/29/2015	P0013819	22,395.59	Dell Computer Corp.	15 computers - IS	
7/30/2015	B0029344	16,312.50	Packet Fusion	Labor - onsite services shoretel phone system	
7/30/2015	B0029347	10,236.00	Peterson Power Systems	Generator maintenance, multiple bldgs.	
7/30/2015	B0029348	27,216.00	Elevator Service Comp.	MC & WVC Traction and Hydraulic Elevator Protective Maintenance Agreement	
7/30/2015	B0029351	17,192.00	Chemical Exhaust	HM & CDC grease exhaust clearance	
7/30/2015	B0029352	13,975.00	California Diesel & Power	Grounds supplies	
7/30/2015	B0029354	10,237.50	ASSA Abloy, Inc.	Care-plan for automatic doors at Mission College	
7/30/2015	B0029360	28,620.00	Tri-Signal Integration	Fire alarm system service & maintenance	
7/30/2015	B0029332	20,000.00	California Janitorial	Janitorial supplies	
7/30/2015	B0029333	20,000.00	Waxie Sanitary Supply	Janitorial supplies	
8/3/2015	B0029365	23,100.00	Enviro Safetech, Inc.	inspect fire extinguishers/AED/eyewash etc.	
8/4/2015	B0029397	12,250.00	Ace Fire Equipment & SVC	Fire Extinguishers	
8/4/2015	B0029400	10,980.90	ASSA Abloy, Inc.	Care-plan for automatic doors at West Valley College	
8/5/2015	B0029409	31,177.35	Dasher Technologies	Citrix Academic workspace upgrade suite 2	
8/6/2015	B0029415	17,164.00	Environmental Systems	WVC Library AC 1 replacement	
8/6/2015	B0029417	23,269.00	ACCO Engineered Sys	WVC Business Bldg. AC 1 & 2 compressor replacement	
8/6/2015	B0029418	12,287.00	ACCO Engineered Sys	WVC IS Bldg. Liebert XDC-1 repair (AC)	
8/6/2015	B0029419	20,914.00	Pfeiffer Electric	WVC Print Shop Electrical	
8/6/2015	B0029420	43,387.48	Guerra Construction	WVC Print Shop upgrades	
8/6/2015	B0029421	16,164.00	Environmental Systems	WVC Library AC 2 replacement	
8/10/2015	B0029430	26,147.00	CCLC	Membership dues	

Board Approved
if necessary

PO Date	PO No.	PO Amount	Vendor	Description	
8/14/2015	P0013848	20,660.33	California Speed Sports	Gem Electric cart	
8/14/2015	P0013849	27,160.31	Jacobsen West	Turfcut mower and disks	
8/17/2015	B0029517	15,840.00	Advance Water Engineering	HVAC water chemical treatment program	
8/24/2015	B0029550	20,000.00	West Valley Collection	WVC Recycle Waste & Garbage Collection	
8/24/2015	B0029551	30,000.00	Recology Silicon Valley	MC Recycle Waste & Garbage Collection	
8/24/2015	B0029548	44,690.00	Bryce Consulting, Inc.	Classification Study	
8/26/2015	B0029568	10,800.00	American Fidelity Admin	HR - Look Back fee for employee leave	
8/26/2015	B0029569	16,000.00	American Fidelity Admin	HR - Track employee sick leave	
8/26/2015	B0029561	12,900.00	Radiant Electric, Inc.	MC Campus Center Lights	
8/28/2015	B0029590	66,056.40	Dataway, Inc.	IS Checkpoint software & threat prevention	
<u>Bond</u>					
7/1/2015	B0028897	65,000.00	Public Agency Law Group	Legal Services FY 15/16	
7/1/2015	B0028897	65,000.00	Public Agency Law Group	Legal Services FY 15/16	
7/7/2015	B0029023	16,607.92	FCCC	Meas C - Annual License Fee - program management	
7/7/2015	B0029052	20,000.00	Jeffrey M. Sultan	Meas C -Electrical Infrastructure Consulting	
7/7/2015	B0029053	18,800.00	Samia Michael	Meas H - PD Renovation Project Management	
7/13/2015	B0029145	51,600.00	Northland Controls Sys	Meas C - District security/safety/monitoring	
7/27/2015	B0029256	13,900.00	Verde Design, Inc.	Meas C - WVC PE Soccer Field Protective Netting Improvement	
7/28/2015	B0029276	35,465.00	Sandis Civil Engineers	Meas C - MC Main Bldg. Repl phase II Qualified Storm Water Prevention Plan Practitioner (QSP)	
7/28/2015	B0029277	10,499.93	D & M Traffic Services	Meas C - MC Main Bldg. Repl phase II traffic control	
7/28/2015	B0029269	27,524.00	Cupertino Electric	Meas H - PD Renovation Electrical	
7/29/2015	B0029301	12,275.34	West Coast Security	Meas H - PD Renovation Security	
8/4/2015	B0029389	13,887.73	Honeywell	Meas C - DS Energy Mgmt System Replacement Project - device repairs	
8/5/2015	B0029408	35,700.00	Karen M. Schneider Brodine	Meas C - WVC Vasona Creek Restoration Storm water Mgmt and Prevention	
8/13/2015	B0029485	18,765.00	Sugimura Finney Architects	Meas C - District security/safety/monitoring	

PO Date	PO No.	PO Amount	Vendor	Description	Board Approved if necessary
8/14/2015	B0029501	18,074.56	Galeb Paving, Inc.	Meas C - Pre-construction for parking lot 7 repair	
8/17/2015	B0029502	90,000.00	Sugimura Finney Architects	Meas C - WVC Learning Resource Center	8/6/2015
8/19/2015	B0029526	182,979.00	Galeb Paving, Inc.	Meas C - Parking lot 7 repair & restriping	8/18/2015
8/21/2015	B28700A	157,578.00	Astro-Tec Manufacturing	Meas C - WVC Planetarium Projection Dome	4/21/2015
8/24/2015	B0029544	50,500.00	Interface Engineering	Meas H - DS HVAC & Lighting Energy Retrofit (Chiller design-build)	
8/25/2015	B28752A	26,810.00	Eichler Associates	Meas C - WVC Student Services replacement - commissioning services	
8/26/2015	B0029562	1,566,860.00	Best Contracting Serv	Meas C - MC MBR II Package 7B Metal Panels	8/18/2015
8/26/2015	B0029563	2,981,470.00	Best Contracting Serv	Meas C - MC MBR II Package 8B Glass & Glazing	8/18/2015
8/26/2015	B0029564	1,070,000.00	KZ Tile	Meas C - MC MBR II Package 9C Ceramic Tile	8/18/2015
8/26/2015	B0029565	635,000.00	Wolverine Fire Protect	Meas C - MC MBR II Package 21A - Fire Protection	8/18/2015
8/26/2015	B0029558	19,800.00	Samia Michael	Meas C - DS HVAC & Lighting Energy Retrofit Project Mgmt	
8/27/2015	B0029585	489,496.00	CIS Inc	Meas C - MC MBR II Inspector of Record	8/18/2015
8/28/2015	B0029597	37,400.00	Cleary Consultants	Meas C - MC MBR II Building and site construction	
8/28/2015	B0029599	45,884.00	Mission Trail Waste Sys	Meas C - MC MBR II construction dumpsters	
8/28/2015	B0029600	26,350.00	Hanson & Fitch	Meas C - MC MBR II temporary toilets and hand wash stations	

ITEM 7.2
OCTOBER 20, 2015
ACTION ITEM
CONSENT AGENDA

PREPARED BY: BRIGIT M. ESPINOSA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: RECORD RETENTION – DESTRUCTION OF RECORDS

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees authorize the District to destroy the listed documents (attached).

Funding Source/Fiscal Impact

The funding for this project is budgeted within Fund 100.

Reference(s)

The parameters regarding destruction of records are outlined in Title 5 of the California Administrative Code commencing with §59020, and Board Policy 3310.

Background/Alternatives

In accordance with District policy and procedures, the District is seeking authorization to destroy, via shredding, 93 boxes of documents. Upon completion, the District will receive a certificate certifying the work has been completed.

Coordination

The Director of General Services has confirmed with the appropriate departments that the identified records no longer need to be retained.

Follow-up/Outcome

Upon Board approval, the General Services department will arrange for destruction of records.

Box #	Department	Description	Year of Destruction
A 35	Nor Cal New Media Ctr	2009-2010 New Media Center Files. Workforce & Economic Development Program Northern California New Media Center Multimedia Files	2015
AA 1	Bus Svcs - AP	2008-09 A/P Vouchers 243500 - 246299	2015
AAA 18	Bus Svcs - AP	2008-09 A/P Vouchers 246666 - 251394	2015
AAA 20	Bus Svcs - AP	2008-09 A/P Vouchers 251400 - 253399	2015
AAA 21	Nor Cal New Media Ctr	2009-2010 New Media Center Files. Workforce & Economic Development Program Northern California New Media Center Multimedia files	2015
AAA 22	Purchasing	2009 B PO's Feb 09 - June 09 - B16241 - B 17061	2015
AAA 28	Bus Svcs - AP	2008-09 A/P Vouchers Office Depot July 08 - Dec 08	2015
AAA 29	Bus Svcs - AP	2008-09 A/P Vouchers 253400 - 257895	2015
AAA 30	Bus Svcs - AP	2008-09 A/P Vouchers 257900 - 259299	2015
AAA 38	Nor Cal New Media Ctr	2009-2010 New Media Center Files. Workforce & Economic Development Program Northern California New Media Center Multimedia files, CD's	2015
AB 4	HR	05-06 Faculty FT General Counselor applications & diversity chart only (no external folder) - MC - 08/09/05 close date Economics - WVC 02/16/06 close date Emergency Medical Technician MC 11/28/08 Close date EX: 12/19/05 Health Occupations - Allied Health MC 10/28/05 close date Health occupations - Allied Health MC 05/31/06 close date Ex: 07/05/06 PE - Assistant Head Coach - softball/Cross Country/Track WVC 07/25/06 close date	2015
AB 5	HR	05-06 Faculty FT Librarian (two folders). WVC 02/27/06 close date Ex: 03/29/06 Mathematics (3/4 of box) WVC 02/21/08 close date.	2015
AC 3	Community Education	2007-08 Reconciliation reports from July 1, 2007 - June 30, 2008	2015
AE 24	Finance District	2009-10 - Accounts Payable - US Bank Receipts - July 2009 - June 2010	2015
B 21	Bus Svcs - AP	2008-09 A/P Vouchers 259300 - 260899	2015
B 27	Bus Svcs - AP	2008-09 A/P Vouchers 260900 - 265394	2015
B 40	HR	1999-2009 PT Health Reimbursement, Part time Health Reimbursement Spring 2009, Fall 2008, Spring 2008, Part time Reimbursement 1999 Medical Reimbursement Fall 2000, Medical Reimbursement Spring 2000, Medical Reimbursement Fall 1999	2015

C 39	Finance - AR	2008-09 Fiduciary Funds, MC - ASB JULY 08 TO JUNE 30,09 DISBURSEMENTS INCLUSIVE SUPPORTING DOCUMENTS. MCASB JULY 08 TO JUNE 30, 09 DEPOSIT SLIPS INCLUSIVE OF SUPPORTING DOCUMENTS. MC-SCHOLARSHIPS JUL 08 TO JUNE 30, 09 DISBURSEMENT INCLUSIVE OF SUPPORTING DOCUMENTS. MC-SCHOLARSHIPS JUL 08 TO JUNE 30, 09 DEPOSIT SLIPS INCLUSIVE OF SUPPORTING DOCUMENTS. JVs FOR ASB & SCHOLARSHIPS FOR 08-09 FY INCLUSIVE OF SUPPORTING DOCUMENTS. W/M FINANCIAL STMNTS, DISTRICT'S R FUND, CITATION BANK RECON. MC-ASB INVESTMENTS (CLOSED), DISTRICTS IMPORTS & JV'S	2015
D 11	Bus Svcs - AP	03,04,05,06 Impac Disks 03,04, 2005, American Express 7/05 statement, US Bank Credit Card Receipts 07/05 to 06/06	2015
E 34	Dist Finance - AP	2009-10 AP Vouchers - AT&T Paid Telephone Bills (Box 1)	2015
E 35	Dist Finance - AP	2009-10 AP Vouchers AT&T Paid telephone bills (box 2)Utility Bills: City of Santa Clara, Constellation, PG&E, SJ Water SPURR,WV Collection & Reclcle, WV Sanitation, Lease: Xerox	2015
E 36	Dist Finance - AR (non-stud AR)	2009-10 Advancement/District, Adv. - bank deposit slips inclusive of Pleachtree documents form 4/1/11 to 6/30/11. Colleges Foundation cash Disb & bank deposit slips. District end of year JV. District GLM Imports. District Petty Cash receipts.	2015
E 37	Dist Finance - AP	2005-2009 AP Vouchers - Konica - Paid Leases FY 05/06, 06/07, 07/08, 08/09	2015
F 27	Dist Finance - AP	2009-10 AP Vouchers 284300 - 289599	2015
F 28	Purchasing	08-09 PPO's - June 08 - June 09 P8640 - P9222	2015
F 29	Bus Svcs - AP	2008-09 A/P Vouchers 269700 - 273976	2015
F 30	Bus Svcs - AP	2008-09 A/P Vouchers 274000 - 275999	2015
F 31	Bus Svcs - AP	2008-09 A/P Vouchers 276000 - 277399	2015
F 39	Bus Svcs - AP	2008-09 A/P vouchers 277526 - 279099	2015
F 40	Dist Finance - AR (non-stud AR)	2009-10 cash disbursement documents (exp) from ck # 2792 to 3393. Income: Bank deposit slips inclusive of Peachtree Reports	2015
G 3	Bus Svcs - AP	2008-09 A/P Vouchers 265404 - 269698	2015

G 28	HR	1984-2007 Workers'Comp Files'Date of Injury (D.O.I)'1984'McCrahon Betty 11/20/1984'1993'Navarro Brenda 7/8/1993'1989'Holland John 6-10-1989'2007'Nelson Jeff 11-27- 2007'Selomovic Belma 11-29-07'Stokke Patricia 11-15-07'Glaser Lora 10-7-07'Hawley Rick 10-14- 07'Olmos Serry 10-10-07'Ramos Gideon 10-8-07'Gastro Rigo 7-23-07'Abohatab Carol 9-21- 07'Macartney Ryan 9-4-07'Kerbey Nicole 7-18-07'Mendes-Dacosta Napoleon 6-6-07'Reeves Billy 6-1- 07'Brien Diane 5-21-07'Paramo Freddie 5-1-07'Williams Craven 4-26-07'Nguyen Hong-Cuc 4-2- 07'Karimabadi, Mehrzad 3-21-07'Shue teresa'Szeto Luan 3-9-07'Welker Lynn 3-7-07'Hawley Richard 2- 12-07'Ayyar Raj 1-29-07'Marx Daniel 2-21-07'Cardenas Alicia 2-28-07'Sawler Heather 7-24- 07'LienHart Katy 1-19-07'2006'Zuris John'Gillot Anne 1-24-06'DeGuzman Aileen 1-25-06'Beggs Cathy 2-6-06'Head Kenneth 2-7-06'Hawley Rick 2-16-06'Hobbs Richard 2-23-06'Ogle david 3-1- 06'Robertson James 3-9-06'Williams Cravin 3-15-06'Carter Gerald 3-16-06'Kamfirouzi Kambiz 3-21- 06'Ordaz Joseph 3-22-06'Lyo Nang 3-30-06'Ochoa Maria 4-10-06'Lawson Linda 6-3-06'Sampson Joseph 4-13-06'Jaime Olivia 4-20-06'Kuri Carolyn 5-7-06'Wilson Carol 5-8-06'Ha Cuong 6-5-06'Owens Webster 6-23-06'Garduno Luis 6-26-06'Imahara Eric 6-26-06'Castro Rigoberto 7-3-06'Montoya Sherry 7-14-06'Pham Phuong T 7-7-06'Vasquez Silvia 7-10-06'Loi My 7-25-06'Libby Scott 7-31-06'Price Katrina 8-24-06'Capurro Jacquelyn 8-31-06'Ledesma Rosalie 10-4-06'Nguyen Lan 9-11-06'Dennin Jennifer 9-26-06'LeQuyen Lenshoek 10-8-06'Solomon Elmer 11-26-06'Lane Peter 12-8-06'Hebert Betty 07-99'Tomacder-Ruiz Anabel 11-01-99'Campos Fernando 12-16-02'Froelich Jeanette 10-01- 04'Burciaga Guadalupe 2-17-05	2015
H 21	Dist Finance - AP	2009-10 AP Vouchers 289600 - 294999	2015
H 23	Dist Finance - AP	2009-10 Purchase Orders	2015
H 25	Dist Finance - AP	2009-10 AP Vouchers 295000 - 300599	2015
H 26	Dist Finance - AP	2009-10 AP Vouchers 300600 - 302599	2015
H 28	Dist Finance - AP	2009-10 AP Vouchers 302600 - 308499	2015
H 31	Dist Finance - AP	2009-10 AP Vouchers 308600 - 313499	2015
H 35	Dist Finance - AP	2009-10 AP Vouchers 313700 - 319599	2015
J 29	Bus Svcs - AP	2008-09 A/P vouchers 279100 - 280699	2015
J 31	Bus Svcs	Year end journals - 03-04, 05-06'Treasury Recon 05-06, 03-04, 04-05'Tran Audit - 2000	2015
J 35	Finance	2009-10 Mission College Session Reports: 2009 December, 2010 January'West Valley Community Education Session Reports:'2209 July to 2010 June'Wells Fargo Bank Deposit Slips:'2009 July to 2010 June	2015
J 39	Dist Finance - AP	2009-10 AP VOUCHERS 319600 - 321599	2015
J 40	Finance	2009-10 West Valley College Session Reports:'2009 July'2009 August'2009 September'2009 October'2009 November'2009 December	2015

K 18	Bus Svcs - AP	2008-09 AT&T June, July, Aug	2015
K 30	Bus Svcs - AP	2008-09 City of Santa Clara Constellation PG&E San Jose Water SPURR West Valley Recycle/collection Costco Safeway Xerox OSH	2015
L 10	HR	2008-09 Retiree checks Agler, Ethelyn Allen, Sara Arterberry, Stan Arvay, Carol Bandy, Irene E. Beck, Rita Bertain, Dona Brumme, Dorothy Corner, Carol Elliot, Kathleen Estrada, Erlinda Flory, Ramona Foggiator, Ruth gossner, Gillian Guess, Velma Hong, Jennie Jones, Misako Kopernik, Alma E. Lange, Agnes Lock, Vivian Lopes, foster Malik, Ashok Mellander, Gustavo Ordaz, Phyllis Plutynski, Linda J. Reitz, Joan Renkiewics, Nancy Rounds, Mary Lynn Sabalvaro, Valentin Sauer, Mary Lee Sawyer, John Schwartz, Jeff Silva, manuel Smith, susan Lee Stevenson, Janet Terrill, Bob Tracy, Clarence R Wilder, Marilyn Cranke, Samuel Fox, Marchelle Hawks, Doris Knapton, Phyllis Masson, Madge Masaros, Rozi Stoke, Phill	2015
L 38	Dist Finance - AP	2009-10 AP VOUCHERS 321600 - 322999	2015
MM 18	HR	2008-9 Benefit Billings ACSIG Eligibility American Family Life Assoc. of California CC. Admin Assoc. of Certification Ed. Blue Shield Changes Blue shield of California BRMS CAHPERD Office CHCC Creative Benefits Delta Care PMI FACCC J.C. Insurance Kaiser - Georgia Kaiser - Hawaii Kaiser - Oregon Manhattan Natl Life Insurance Met life Changes	2015
O 31	Payroll	Part time classified hourly employees Phan - Raissi	2015
OO 1	Finance	1996-1197 WVC registration 7/96-9/96	2015
P 2	Dist Finance - AP	2009-10 AP Vouchers 323000 - 325799	2015
P 17	Nor Cal New Media Ctr	2009-2010 New Media Center Files Workforce & Economic Development Program Northern California New Media Center Multimedia Files, CDs	2015
PP 14	Finance	2009-2010 MISSION COLLEGE SESSION REPORTS: 2010 MARCH 2010 APRIL 2010 MAY 2010 JUNE	2015
Q 4	Nor Cal New Media Ctr	2009-2010 New Media Center Files Workforce & Economic Development Program Northern California New Media Center Multimedia files	2015
Q 9	Bus Svcs - AP	2008-09 A/P Vouchers Office Depot Jan 09 - Apr 09	2015
Q 34	Bus Svcs	311 - 1st - 3rd Qtr. workpapers 00-01 311 - annual 98-01 Health fee audit 00 - 03 Bond investments - 05-07	2015
QQ 1	Finance - AR	2008-09 Cash Receipts Districts deposits with supporting documents from July 1, 08 to may 31, 09	2015
R 6	Nor Cal New Media Ctr	2009-2010 New Media Center Files Workforce & Economic Development Program Northern California New Media Center Multimedia files	2015
R 10	Nor Cal New Media Ctr	2009-2010 New Media Center Files Workforce & Economic Development Program Northern California New Media Center Multimedia files, CDs	2015
R 26	Finance	2009-10 Mission College Session Reports: 2010 January, February & March	2015

S 6	Nor Cal New Media Ctr	2009-2010 New Media Center Files Workforce & Economic Development Program Northern California New Media Center Multimedia files, CDs	2015
SS 3	HR	2009-10 Classified Recruitments Director of Research, Planning and Effectiveness Close Date 01-19-10 MC	2015
SS 30	Bus Svcs - AP	2008-09 AT&T Sept through July	2015
T 8	WpLRC	2010 Budget and expense tracking backup paperwork contracts timesheets service agreements invoices	2015
T 19	Corporate Training	2008-2010 Budget/Expense Budget and expense tracking backup paperwork Contracts Timesheets Service Agreements Invoices	2015
T 20	Bus Svcs - AP	2008-09 A/P vouchers Office Depot May 09 - June 09	2015
TT 26	Bus Svcs - AP	US Bank credit card receipts July 07 - June 08	2015
TT 32	HR	2008-09 Faculty PT Pools Psychology PT Pool close date 09-19-08 - MC Reading PT Pool - 5-11-09 - Dist Reading PT Pool - 11-10-08 - Dist Speech Language Instruction - 1-27-09 - Dist Theatre Arts PT Pool - 3-11- 09 - WVC	2015
TT 35	HR	2008-9 Benefit Billings Met Life SEIU Local 521 SEIU Local 715 Polit.Act.Com. (change to 521) Teamsters Health & Welfare Benefits Teamsters Local 856 UNUM Life Insurance CC. Vision Service Plan Walgreens Health Initiatives (WHI)WVC District Police Officers Assn.	2015
TT 40	Bus Svcs - AP	2008-09 A/P Vouchers 280700 - 283194	2015
U 1	Nor Cal New Media Ctr	2009-2010 New Media Center Files Workforce & Economic Development Program Northern California New Media Center Multimedia files	2015
V 12	HUB - Work Place Learning Ctr (fund 595)	2007-1020 Budget/Expense Budget and expense tracking Backup paperwork Contracts Timesheets Service Agreements Invoices	2015
V 21	Finance	2009-10 West Valley College Session Reports: 2010 January, February, March, April, May & June	2015
V 22	Finance	2009-10 Mission College Session Reports: 2009 July, August & September	2015
V 26	Finance	2009-10 Mission College Session Reports: 2009 September, October & November	2015
VV 8	Finance	2009-2010 MISSION COLLEGE STUDENT ACCOUNT:09-10 MISSION COLLEGE SPORTS 09-10 MISSION COLLEGE ASB 09-10 MISSION COLLEGE SCHOLARSHIP WEST VALLEY STUDENT ACCOUNT:09-10 WEST VALLEY SPORTS ACCOUNT 09-10 WEST VALLEY ASB 09-10 WEST VALLEY SCHOLARSHIP 09-10 WELLS FARGO CLIENT ANALYSIS STMT 09-10 WELLS FARGO MERCHANT CARD PROCESSING STATEMENT 09-10 WELLS FARGO NSF CHECKS 09-10 MISSION COLLEGE COMMUNITY ED BANK RECON (19107)09-10 WEST VALLEY COLLEGE COMM ED BANK RECON (19115)09-10 POLICE PAYROLL BANK RECON (19112)09-10 CLEARING ACCOUNT BANK RECON (19113)09-10 CREDIT CARD BANK RECON (19108)09-10 BANK OF THE WEST CANCEL WARRANTS (01 06 TO 03 09)09-10 BANK OF AMERICA CANCEL WARRANTS (03 09 TO 06 10)	2015

W 34	Bus Svcs	05-06 courses foondation financials 05-06, 03-04, 99-00 Advancement foundation financials 05-06, 03-04 Apportionment/lottery 04-05 Band investment reports 04-05, 02-03	2015
W 38	Dist Finance - AP	2009-10 AP Vouchers 325800 - 326799	2015
WW 2	Finance	2009-10 AP VOUCHERS - OFFICE DEPOT	2015
WW 15	HR	08-09 Classified Recruitments Dean of Instruction (IH) close date 06-19-09 MC Dean Workforce & Continuing Education (IH) 06-19-09 MC Educational Testing Assistant 03-03-09 WVC	2015
XX 15	HR	2008-09 Faculty PT Pools Administration of Justice PT Pool close date 10-22-09 WVC Child Development PT Pool 5-12-09 MC Economics PT Pool 6-4-09 MC English PT Pool 4-16-08 MC	2015
XX 22	HR	2008-09 Classified Recruitments Instructional Lab Tech - ESL close da te 5-11-09 - WVC International Student Services Supervisor - 08-03-09 - MC	2015
XX 24	HR	2008-09 Faculty PT Pools Mgmt PT Pool close date 1-12-09 MC Mathematics PT Pool 11-25-08 WVC Music, Vocals, Jass 4-7-09 WVC Paralegal PT Pool 5-12-09 WVC	2015
XX 26	HR	2008-09 Classified Recruitments Instructional Lab Tech - Art close date 09-28-09 at WVC Instructional Assistant 0 Music (IH) 08-08-08 WVC	2015
XX 28	Bus Svcs - AP	2006-07 US Bank credit cards receipts July 06-June 07	2015
XX 29	HR	08-09 Classified Recruitments Human Resources Specialis close date 05-09-09 at Dist Program Specialist	2015
XX 31	HR	2008-09 Faculty PT Pools physical Education Pool - Dance close date 12-5-06 WVC Foreign Language - Arabic 11-12-08 MC Foreign Language Arabic 12-23-08 WVC Foreign Language Farsi 10-1-08 MC Foreign Language - Italian 10-1-08 MC Foreign Language - Latin 10-1-08 MC Graphics Design and Multimedia 3-1-06 MC Health Occs - Allied Health 9-12-08 MC Health Care Technology 3-18-09 WVC	2015
XX 35	HR	2008-09 Faculty PT Pools History PT Pool close date 8-2-09 - WVC Interior Design PT Pool 1-7-09 WVC Learning Diab High Tech Ctr PT Pool 10-2-07 MC Learning Dis Instructor (DSPTS) Pool 1-27-09 Dist Librarian PT Pool 2-5-09 WVC Music (Brass) PT Pool 1-22-09 MC	2015
XX 40	Bus Svcs - AP	2008-09 US Bank credit cards receipts July 08-June 09	2015
ZZ 4	Finance - AR	2008-09 Advancement Deposit slips from 7/1/08 to 6/30/09 inclusive of documentation 7/1/08 to 6/30/09 Dibursement documents from ck2260 to ck2789 AR Jvs & AP JV's	2015
ZZ 9	Purchasing	2008-09 IS Building Payrolls	2015
ZZ 16	Purchasing	2008-09 IS Building - Surface Improvements - On-Site Payrolls	2015

ITEM 7.3
OCTOBER 20, 2015
ACTION ITEM
CONSENT AGENDA

PREPARED BY: BRIGIT M. ESPINOSA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: USE OF CONTRACTOR FOR OFFICE SUPPLIES

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees authorize the use of the Foundation for California Community Colleges office supply contract with Office Depot from October 1, 2015 through September 30, 2018.

Funding Source/Fiscal Impact

The budget for purchase of office supplies has been established within the District's budget for all funds.

Background/Alternatives

The Foundation for California Community Colleges competitively bid this contract, which meets the requirement under public contract codes. Five California Community College Districts worked with the Foundation to develop performance and service specifications for this bid. This contract offers direct delivery to each user at each College and District office.

Reference(s)

Public Contract Code Section 20652, "Purchase through public corporations without advertising for bids," allows the District to participate in the Foundation's contract.

Coordination

The Director of General Services has reviewed the bid documents developed by the Foundation.

Follow-up/Outcome

The District will issue purchase orders on an as needed basis directly to Office Depot.

ITEM 7.4
OCTOBER 20, 2015
ACTION ITEM
CONSENT AGENDA

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: APPROVAL OF BID #13-1415, BID PACKAGE 09B CARPET & RESILIENT FLOORING, FOR THE MAIN BUILDING REPLACEMENT PHASE 2 PROJECT AT MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the lowest responsive and responsible bid received from B.T. Mancini Company in the amount of \$834,911 for Bid Package 09B Carpet & Resilient Flooring and reject all other bids. The award of the contract is based on the Base Bid plus Allowances as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Allowance</u>	<u>Total Bid Amount</u>
B.T. Mancini Com.	\$814,911	\$20,000	\$834,911

The District received two other bids:

Golden State Carpet Service	\$973,700	\$20,000	\$993,700
DFS Flooring, LP	\$1,176,166	\$20,000	\$1,196,166

Funding Source/Fiscal Impact

The funding for this project comes from Measure C, item number MC-3 of the Mission College Project Priority List.

Reference(s)

This item is associated with the implementation of the MC Facilities Master Plan, the WVMCCD 5-Year Construction Plan, and the Measure C Project Priority List.

Background/Alternatives

The District will utilize a Multiple Prime Contractor delivery method to fulfill the requirements of the Main Building Replacement Phase 2 project. A Notice to Bidders was advertised and bids were solicited from contractors. For Bid Package 09B Carpet & Resilient Flooring, three bids were received. Bids were opened and read aloud on August 31, 2015, at 1:00 PM. The low bidder is determined by the Base Bid amount plus Allowances.

This project will be a new 100,000 square foot, three story replacement building, including site work, landscaping and realignment of the campus entry. The new building will house programs from the existing Main Building, which is scheduled for demolition. Programs will include core functions of student services, administrative offices, general classrooms and lab space, and college support areas. The new building will utilize modern construction materials to achieve LEED gold certification for greater energy efficiency.

The following is the list of Bid Packages with the Award Amount for this project:

Bid Package	Bid Package Description	Contractor's License	Award Amount
03A	Concrete	B or C-8	\$ 2,518,013.00
05A	Steel Superstructure	C-51	\$ 6,756,500.00
05B	Miscellaneous Metals	C-51	\$ 985,576.00
06A	Millwork & Interior Wall Panels	C-6	\$ 829,689.00
07A	Roofing	C-39	\$ 1,237,500.00
07B	Metal Panels	C-43	\$ 1,566,860.00
08B	Glass and Glazing	C-17	\$ 2,981,470.00
09A	Drywall & Plaster	C-9	\$ 6,028,378.00
09B	Carpet & Resilient Flooring	C-15	\$ 834,911.00
09C	Ceramic Tile	C-54	\$ 1,070,000.00
09D	Acoustical Ceiling	C-2 or C-50	\$ 887,778.00
10A	General Trades	B	\$ 3,890,000.00
14A	Elevators	C-11	No Bids Received
21A	Fire Protection	C-16	\$ 635,000.00
22A	Plumbing	C-36	\$ 1,732,000.00
23A	HVAC, Controls & TAB	C-20	\$ 5,596,000.00
26A	Electrical & Special Systems	C-10	\$ 9,357,000.00
31A	Earthwork & Underground Utilities	B	\$ 1,498,885.00
31B	AC Paving & Striping	A or C-12	\$ 403,885.00
31C	Site Concrete	C-8	\$ 1,511,000.00
32A	Landscaping & Irrigation	C-27	\$ 1,743,793.00
	GRAND TOTAL		\$ 52,064,238.00

Coordination

This project includes the work of the Vice Chancellor of Administrative Services; Executive Director of Facilities, Construction and Maintenance; Director of Construction; Director of General Services; and Gilbane Building Company for construction management.

Follow-up/Outcome

Upon Board approval, a contract will be issued to B.T. Mancini Company, in the amount of \$834,911, for Bid Package 09B Carpet & Resilient Flooring of the Main Building Replacement Phase 2 project at Mission College.

West Valley Mission Community College District

Campus: **Mission College**
 Project Name: **Main Building Replacement Phase 2 Increment 2- Building and Site**
 Bid Number: **13-1415 (rebid)**
 Bid Due Date: **1:00 pm on Aug 31, 2015**
 Bid Package: **09B Carpet & Resilient Flooring**



Contractors	Attended PreBid Conference (Non-Mandatory)	Bid Proposal w/ BP #09B	Bid Security / Bid Bond	Subcontractor List (w/o Sub Price & DIR reg)	Subcontractor List (COMPLETE) - within 24hrs	Non Collusion Affidavit	DIR Registration Verification	Statement of Qualification (Included - Q/ NQ)	Acknowledgement of Bid Addenda #1 to #5		Base Bid Price	Allowances	Bid Price
B.T. Mancini Company	N	Y	Y	n/a	n/a	Y	Y	N	Y	\$ 814,911	\$ 20,000	\$ 834,911	
Golden State Carpet Service Inc.	N	Y	Y	Y	n/a	Y	Y	Y	Y	\$ 973,700	\$ 20,000	\$ 993,700	
DFS Flooring, LP	Y	Y	Y	Y	N	Y	Y	Y	Y	\$ 1,176,166	\$ 20,000	\$ 1,196,166	

Y- Submitted/Attended; N- Not submitted

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: APPROVAL OF BID #13-1415, BID PACKAGE 14A ELEVATOR, FOR THE MAIN BUILDING REPLACEMENT PHASE 2 PROJECT AT MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees award the Contract for Bid Package 14A (Elevator) to Kone Elevator in the amount of \$675,880, plus a Twenty Thousand Dollar (\$20,000) allowance for a total Contract Price of \$695,880. The award of the contract is based on a negotiated price plus allowances as follows:

<u>Contractor</u>	<u>Price</u>	<u>Allowance</u>	<u>Total Amount</u>
Kone Elevator	\$675,880	\$20,000	\$695,880

Funding Source/Fiscal Impact

The funding for this project comes from Measure C, item number MC-3 of the Mission College Project Priority List.

Reference(s)

This item is associated with the implementation of the MC Facilities Master Plan, the WVMCCD 5-Year Construction Plan, and the Measure C Project Priority List.

Background/Alternatives

The District will utilize a Multiple Prime Contractor delivery method to fulfill the requirements of the Main Building Replacement Phase 2 project. The District completed the bidding process for all bid packages in July, 2015 and the Board took action in the August 18, 2015 meeting to award contracts for all Bid Packages, except for carpet/resilient flooring and elevator bid packages. The District re-bid the carpet/resilient flooring and elevator bid packages under the "formal bidding" alternative bidding procedures under the Uniform Public Construction Cost Accounting Act at Public Contract Code §22037. A Notice to Bidders was advertised and bids were solicited from contractors pursuant to Public Contract Code §22037. The District held one mandatory pre-bid meeting and no contractors attended the meeting.

For Bid Package 14A Elevator, bids were due on October 5, 2015, at 1:00 PM and no bids were received. Under Public Contract Code, Section 22038, if no bids are received, the District may negotiate the contract without engaging in further bidding processes. Public Contract Code §22038(c) provides:

“If no bids are received through the formal or informal [bidding] procedure, the project may be performed by employees of the public agency by force account, or negotiated contract without further complying with this article.”

After receiving no bids from the formal bidding process and in accordance with Public Contract Code §22038, the District negotiated the contract with Kone Elevator and is recommending awarding the contract to Kone Elevator.

This project will be a new 100,000 square foot, three story replacement building, including site work, landscaping and realignment of the campus entry. The new building will house programs from the existing Main Building, which is scheduled for demolition. Programs will include core functions of student services, administrative offices, general classrooms and lab space, and college support areas. The new building will utilize modern construction materials to achieve LEED gold certification for greater energy efficiency.

The following is the list of Bid Packages with the Award Amount for this project:

Bid Package	Bid Package Description	Contractor's License	Award Amount
03A	Concrete	B or C-8	\$ 2,518,013.00
05A	Steel Superstructure	C-51	\$ 6,756,500.00
05B	Miscellaneous Metals	C-51	\$ 985,576.00
06A	Millwork & Interior Wall Panels	C-6	\$ 829,689.00
07A	Roofing	C-39	\$ 1,237,500.00
07B	Metal Panels	C-43	\$ 1,566,860.00
08B	Glass and Glazing	C-17	\$ 2,981,470.00
09A	Drywall & Plaster	C-9	\$ 6,028,378.00
09B	Carpet & Resilient Flooring	C-15	\$ 834,911.00
09C	Ceramic Tile	C-54	\$ 1,070,000.00
09D	Acoustical Ceiling	C-2 or C-50	\$ 887,778.00
10A	General Trades	B	\$ 3,890,000.00
14A	Elevators	C-11	\$ 695,880.00
21A	Fire Protection	C-16	\$ 635,000.00
22A	Plumbing	C-36	\$ 1,732,000.00
23A	HVAC, Controls & TAB	C-20	\$ 5,596,000.00
26A	Electrical & Special Systems	C-10	\$ 9,357,000.00
31A	Earthwork & Underground Utilities	B	\$ 1,498,885.00

31B	AC Paving & Striping	A or C-12	\$ 403,885.00
31C	Site Concrete	C-8	\$ 1,511,000.00
32A	Landscaping & Irrigation	C-27	\$ 1,743,793.00
	GRAND TOTAL		\$ 52,760,118.00

Coordination

This project includes the work of the Vice Chancellor of Administrative Services; Executive Director of Facilities, Construction and Maintenance; Director of Construction; Director of General Services; and Gilbane Building Company for construction management.

Follow-up/Outcome

Upon Board approval, a contract will be issued to Kone Elevator, in the amount of \$695,880 for Bid Package 14A Elevator of the Main Building Replacement Phase 2 project at Mission College.

PREPARED BY: TRACY JOHNSON AND PATRICK SCHMITT

APPROVED BY: ROBERT T. OWENS

SUBJECT: BOARD OF TRUSTEES 2015-2016 SELF-EVALUATION GOALS

RECOMMENDATION:

That the Board of Trustees finalize and approve its 2015-2016 self-evaluation goals. The attached draft goals were developed at the October 6, 2015, Board of Trustees meeting.

Funding Source/Fiscal Impact

N/A

References

Board Policy 2745 provides that the Board shall complete an annual evaluation process.

Background/Alternatives

The Board's practice for its self-evaluation process includes establishing annual goals, working towards those goals over the year, and then completing an assessment of such goals. On September 15, 2015, the Board conducted its annual self-evaluation, assessed its 2014-2015 goals, and began discussion and development of its 2015-2016 performance goals by reviewing input from employees and students regarding areas in which the Board is working well and areas where improvement is needed.

At its October 6, 2015, meeting, the Board continued its evaluation by discussing areas in which it is working well and areas for improvement, and by developing a draft set of goals.

Coordination

Students and employees (individually and through constituent bodies) are encouraged to participate in the Board's self-evaluation process. As part of the 2014-2015 self-evaluation process, an online survey was sent to all employees and student senates requesting input and comments regarding the Board's performance during the year and suggested areas for future focus.

Follow-up/Outcome

Adopted goals will be widely shared with employees and constituent groups and posted on the Board's website.

Proposed 2015-16 Board of Trustees Self-Evaluation Goals

Monitor implementation of the Banner ERP, including the financing of the implementation.

Review the West Valley College and Mission College Educational and Facilities Master Plans and their implications for the Colleges and the District.

Increase Board training and education, including best practices, concerning Board responsibilities.

Develop a program for outreach by Board members to internal constituents and the external community, including civic and other groups.