WEST VALLEY – MISSION COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES
MEETING

AGENDA

WEST VALLEY COLLEGE

NOVEMBER 12, 2019

BOARD OF TRUSTEES
Anne Kepner · President
Susan Fish · Vice President
Adrienne Grey
Randi Kinman
Jack Lucas
Robert Owens
Karl Watanabe

Evelina Gromilina · MC Student Trustee
Kian Lechner · WVC Student Trustee

Bradley J. Davis · 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.

**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**

In accordance with the Ralph M. Brown Act, copies of the staff reports and other materials provided to the Board of Trustees in connection with this agenda are available in the Chancellor’s Office, 14000 Fruitvale Avenue, Saratoga, CA, 95070, at the time they are distributed to the Board.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact the Chancellor’s Office at 408-741-2011. Notification 24 hours prior to the meeting will allow the District to make reasonable arrangements to ensure accessibility.

\[(A) = \text{Action} \quad (I) = \text{Information}\]
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1.0 CALL TO ORDER – PUBLIC SESSION

1.1 Roll Call

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.

2.0 ADJOURN TO CLOSED SESSION

   COMPLAINTS OR CHARGES AGAINST A DISTRICT EMPLOYEE (Government Code Section
   54957): One Matter
   DIRECTION TO LABOR NEGOTIATORS (Government Code 54957.6)
   Provide direction to Associate Vice Chancellor of Human Resources, Albert Moore, and
   Chancellor Bradley Davis, District-designated representatives, regarding negotiations with
   WVMFT/AFT Local 6554, WVMCEA, Teamsters, and POA; and to Chancellor Bradley Davis
   regarding unrepresented groups.

3.0 RECONVENE PUBLIC SESSION

3.1 Pledge of Allegiance

3.2 Report of Closed Session Action

3.3 Approval of the Order of the Agenda

3.4 APPROVAL OF THE MINUTES
   Minutes of the October 1, 2019, Board of Trustees Meeting
   Minutes Attachment

3.5 PRESENTATIONS/RECOGNITIONS
   There are none.
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 is none.

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 CONSIDER APPROVAL OF CURRICULUM CHANGES AT WEST VALLEY COLLEGE
(A) 18
Recommendation: That the Board of Trustees approve the curriculum changes at West Valley College as presented.

5.1 WVC Curriculum

5.2 CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE
(A) 69
Recommendation: That the Board of Trustees approve the curriculum changes at Mission College as presented.

5.2 MC Curriculum

5.3 SELECTION OF A REPRESENTATIVE FROM MISSION COLLEGE TO SIT ON THE SOUTH BAY CONSORTIUM FOR ADULT EDUCATION STEERING COMMITTEE
(A) 110
Recommendation: That the Board of Trustees appoint Jacqueline Escajeda, Dean Career Education at Mission College, as the alternate representative for Mission College to the Steering Committee for the South Bay Consortia for Adult Education (SBCAE).

5.3 SBCAE Steering Committee

6.0 HUMAN RESOURCES - Consent Agenda

6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES
(A) 112
Recommendation: That the Board of Trustees approve the listed items.

I. Appointment(s)
a. Michael Lau, Enrollment and Financial Services Advisor, WVMCEA Unit, Range 57 ($4,930.25-$6,467.67), Admissions and Records, Mission College, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# MC1013. Fund 110000-General Fund.

b. Nannette Regua, Administrative Specialist, WVMCEA Unit, Range 69 ($6,400.42-$8,454.17), Business, Technology & Kinesiology, Mission College, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# MC1022. Fund 110000-General Fund.

c. Dawn Bryon, Administrative Assistant, WVMCEA Unit, Range 63 ($5,608.67-$7,389.08), Office of Advancement, West Valley College, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# WC1104. Fund 110000-General Fund.

d. Daniel Salinas, HVAC Mechanic, WVMCEA Unit, Range 67 ($6,168.92-$8,126.58), Facilities, West Valley-Mission Community College District, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# DC2049. Fund 110000-General Fund.

e. Nicole Aguinaldo, Administrative Assistant, WVMCEA Unit, Range 63 ($5,608.67-$7,389.08), Office of Advancement, Mission College, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# WC1104. Fund 110000-General Fund.

f. Cesar Cardenas, Enrollment & Financial Services Advisor, WVMCEA Unit, Range 57 ($4,930.25-$6,467.67), Admissions & Records, Mission College, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# MC1006. Fund 110000-General Fund.

II. **Reclassification(s), Classified**

a. Karen Okamoto, from Administrative Assistant, WVMCEA Unit, Range 63 ($5,608.67-$7,389.08), Office of Instruction, West Valley College, 100% of full time, 12 months per year; to Administrative Specialist, WVMCEA Unit, Range 69 ($6,400.42-$8,454.17), Office of Instruction, West Valley College, 100% of full time, 12 months per year. Position ID# WC1096. Effective May 21, 2019. Fund 110000-General Fund.

b. Patrice LaSala, from Program Assistant, WVMCEA Unit, Range 57 ($4,930.25-$6,467.67), Contract Education, West Valley College, 100% of full time, 12 months per year; to Program Specialist, WVMCEA Unit, Range 64 ($5,737.17-$7,550.00), Contract Education, West Valley College, 100% of full time, 12 months per year. Position ID# WC1040. Effective August 8, 2019. Fund 130000-Federal Grants Fund.

c. Melissa Stewart, from Management Analyst, WVMCEA Unit, Range 70 ($6,546.42-$8,645.17), Instruction, Mission College, 100% of full time, 12 months per year; to Curriculum & Instructional Systems Analyst, WVMCEA Unit, Range 76 ($7,485.25-$9,909.25), Instruction, Mission College, 100% of full time, 12 months per year. Position ID# MC1015. Effective March 12, 2019. Fund 110000-General Fund.
d) Luis Portillo-Sanchez from Management Analyst, WVMCEA Unit, Range 70 ($6,546.42-$8,645.17), Office of Instruction, West Valley College, 100% of full time, 12 months per year; to Curriculum & Instructional Systems Analyst, WVMCEA Unit, Range 76 ($7,485.25-$9,909.25), Office of Instruction, West Valley College, 100% of full time, 12 months per year. Position ID# WC1034. Effective March 11, 2019. Fund 110000-General Fund.

e) Doonu Barife from Management Analyst, WVMCEA Unit, Range 70 ($6,546.42-$8,645.17), Curriculum, West Valley College, 100% of full time, 12 months per year; to Curriculum & Instructional Systems Analyst, WVMCEA Unit, Range 76 ($7,485.25-$9,909.25), Curriculum, West Valley College, 100% of full time, 12 months per year. Position ID# WC1095. Effective March 11, 2019. Fund 110000-General Fund.

f) Nathan Rechenmacher from Locksmith, WVMCEA Unit, Range 67 ($6,168.92-$8,126.58), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year; to Facilities Security Technician, WVMCEA Unit, Range 72 ($6,872.75-$9,072.25), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year. Position ID# DC2032. Effective March 15, 2019. Fund 110000-General Fund.

g) Esther Archer from Instructional Technician - Music, WVMCEA Unit, Range 56 ($4,826.08-$6,322.92), Music, West Valley College, 100% of full time, 12 months per year; to Lab Faculty Specialist, WVMFT Unit, Position ID#. Effective January 23, 2019. Fund 130-Federal Grants Fund.

III. Transfers, Classified

a. Anthony Bridges, WVMCEA Unit, from Enrollment and Financial Services Advisor, Range 57 ($4,930.25-$6,467.67), Admission and Records, assigned to Mission College, 100% full-time, 12 months per year to Enrollment and Financial Services Advisor, Range 57 ($4,930.25-$6,467.67), Admission and Record, assigned to West Valley College, 100% of full-time, 12 months per year; effective November 13, 2019. From Position ID# MC1006 to Position ID# WC1043. Fund 110000-General Fund.

IV. Unpaid Health Care Leave, Academic

a. Theresa T. Tran, EOPS Counselor, WVMFT Unit, Range 18 ($10,108.00 - $11,945.90), Student Services, Mission College, 100% of full time, 11 months per year, Unpaid Family Leave; effective January 25, 2020 through June 30, 2020. Position ID# MFN007. Fund 133000 – EOPS Extended Opportunity Program and Service (0.50) and Fund 110868 – Unrestricted Lottery (0.50).

6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES
7.0 BUSINESS AND FINANCE – Consent Agenda

7.1 REVIEW OF PURCHASE ORDER TRANSACTIONS
Recommendation: That the Board of Trustees review Purchase Order transactions.
7.1 PO Report
Attach. 7.1 PO Report

7.2 RATIFICATION OF VENDOR WARRANTS
Recommendation: That the Board of Trustees ratify vendor payments from July 1, 2019 through September 30, 2019; Banner warrant numbers 00321526-00322788 and 10002344-10002566 totaling $13,359,590.22.
7.2 Vendor Warrants

7.3 ELLUCIAN BANNER CORE SOFTWARE FOR FISCAL YEAR 2019/20
Recommendation: That the Board of Trustees approve the Ellucian Banner Core Software for 2019-20 in the amount of $281,475.
7.3 Banner Core Software

7.4 ELLUCIAN ORACLE SOFTWARE AGREEMENT FOR FISCAL YEAR 2019/20
Recommendation: That the Board of Trustees approve the Ellucian Oracle Software Agreement for 2019-20 in the amount of $119,071.
7.4 Banner Oracle software

7.5 APPROVAL FOR PROCUREMENT OF FIELD TURF FOR MISSION COLLEGE’S BASEBALL SYNTHETIC TURF FIELD
Recommendation: That the Board of Trustees approve the procurement of Field Turf from Field Turf USA Inc. in the amount of $751,212 for the field turf replacement at Mission College’s baseball field.
7.5 Field Turf USA - MC baseball

7.6 APPROVAL OF BID #CA04-1920 FOR THE BASEBALL FIELD TURF REPLACEMENT PROJECT AT MISSION COLLEGE
Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Robert A. Bothman Construction in the amount of $2,896,000 and reject all other bids. The award of the contract is based on the Base Bid plus Owners Allowance.
7.6 Bid Award - MC baseball turf replacement - Bothman
7.7 TASK ORDER AMENDMENT WITH GILBANE BUILDING COMPANY FOR MULTI-PRIME CONSTRUCTION MANAGEMENT SERVICES FOR THE PE TURF RENOVATION PROJECT AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees approves the Task Order Amendment for Multi-Prime Construction Management Services in the amount of $1,037,550 for the West Valley College PE Turf Restoration project.
7.7 Gilbane fee increase - WV PE Turf

7.8 PROJECT ASSIGNMENT AMENDMENT WITH GILBANE BUILDING COMPANY FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE LIBRARY RENOVATION PROJECT AT MISSION COLLEGE
Recommendation: That the Board of Trustees approve the Project Assignment Amendment with Gilbane Building Company for Design and Construction Management Services in the amount of $957,150 for the Library Renovation project at Mission College.
7.8 PAA Gilbane - MC Library

7.9 ACCEPT BASIC CONTRACT AS COMPLETE FOR BID CA11-1819 STUDENT SERVICES CENTER AUDIO-VISUAL SYSTEM AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees accept the basic construction contract with Avidex Industries LLC for Bid CA11-1819 for the Audio Visual System as part of the Student Services Center project at West Valley College as complete and authorize the District to file a Notice of Completion.
7.9 NOC Avidex - WVC SSC

7.10 FIRST QUARTER FINANCIAL STATEMENTS AND BUDGET ADJUSTMENTS
Recommendation: That the Board of Trustees approve the financial statements and budget adjustments as specified for the period of July 1, 2019, through September 30, 2019 (First Quarter). The summary of significant changes lists the First Quarter’s cumulative budget transactions.
7.10 1st Qtr. Budget Adjustments
Attach. 7.10 1st Qtr. Budget Adjustments

7.11 2019-20 CCFS 311 FIRST QUARTER FINANCIAL REPORT
Recommendation: That the Board of Trustees accept the 2019-20 First Quarter Financial Report and authorize Finance staff to forward the CCFS-311Q Report to the California Community Colleges Chancellor’s Office (CCCCO).
7.11 1st Qtr. 311 Report
Attach. 7.11 1st Qtr. 311 Report
REGULAR ORDER OF AGENDA

5.0 COLLEGE PROGRAMS AND SERVICES

5.4 COLLEGE AND CAREER ACCESS PATHWAYS DUAL ENROLLMENT PARTNERSHIP AGREEMENT BETWEEN MISSION COLLEGE AND SANTA CLARA UNIFIED SCHOOL DISTRICT

That the Board of Trustees receive, review and approve the updated College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement with Santa Clara Unified School District (SCUSD) as required by Ed Code (EC § 76004(b)).

This item was previously presented as an informational item at the September 17, 2019, WVMCCD Board meeting.

5.4 MC CCAP

5.4 Attachment

6.0 HUMAN RESOURCES

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

Recommendation: That the Board of Trustees, per Government Code section 54953(c)(3) and prior to taking final action, orally report a summary of all recommendations for final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of administrators, as defined in subdivision (d) of Section 3511.1, during the open meeting. Subsequent to the report, that the Board approve the following transactions.

I. Temporary Assignment(s)

a. Chris Dyer, temporary 15% increase for additional duties assigned, West Valley College, Range 25 ($12,091.92-$15,074.75/per month); effective October 14, 2019, through June 30, 2020. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.

b. Ajani Byrd, Administrative Unit, from Program Director II, Student Programs (EOPS/CARE), Range 21 ($10,954.67-$13,656.92/per month), to Acting Dean (Language Arts), Range 25 ($12,091.92-$15,074.75/per month); effective October 28, 2019, through June 30, 2020. Compensation paid in the form of fringe benefits shall be limited by the coverage selected from $11,741-$28,270 on an annual basis.

c. Donna Hale, Administrative Unit, from Program Director I, Student Programs, Range 15 ($9,446.17-$11,776.42/per month), to Acting Program Director II (EOPS/CARE), Range 21 ($10,954.67-$13,656.92/per month), effective October 28, 2019, through June 30, 2020. Compensation paid in the form of fringe benefits shall be limited by the coverage selected from $11,741-$28,270 on an annual basis.

6.2 ADMINISTRATIVE PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES
6.3 RENEW ADMINISTRATOR CONTRACTS
Recommendation: That the Board of Trustees, per Government Code section 54953(c)(3) and prior to taking final action, orally report a summary of all recommendations for final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of administrators, as defined in subdivision (d) of Section 3511.1, during the open meeting. Subsequent to the report, that the Board approve the listed transactions.

6.4 ADMINISTRATIVE RECLASSIFICATION – PROGRAM DIRECTOR II, STUDENT PROGRAMS
Recommendation: That the Board of Trustees ratify the reclassification of Mary Jane Conroy and appoint her as Program Director II, Student Programs, West Valley-Mission Community College District, effective November 13, 2019, at the Range 21 ($131,456-$163,883/annual) of the Administrative Salary Schedule. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.

6.5 APPROVAL OF PROFESSIONAL GROWTH AND DEVELOPMENT SALARY INCREMENT AWARD
Recommendation: That the Board of Trustees award a Professional Growth and Development (PG&D) increment to the below-listed individual, effective August 1, 2019, on the basis of the compliance report for the faculty member below submitted to the PG&D Committee prior to June 20, 2018.

7.0 BUSINESS AND FINANCE
7.12 2018-2019 DISTRICT AUDIT REPORT
Recommendation: That the Board of Trustees accept the 2018-2019 District Audit Report.

8.0 BOARD
9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION
9.1 ACADEMIC SENATE UPDATE (Gretchen Ehlers) (Aram Shepherd)
9.2 CLASSIFIED SENATE UPDATE (Cheryl Massa) (Thanh Do)
9.3 STUDENT SENATE UPDATE (Maia Delrooz) (Reymundo Madera)  (I) Oral
9.4 WEST VALLEY COLLEGE UPDATE (Charles Bullock)  (I) Oral
9.5 MISSION COLLEGE UPDATE (Daniel Peck)  (I) Oral
9.6 ASSOCIATE VICE CHANCELLOR OF HUMAN RESOURCES REPORT (Albert Moore)  (I) Oral
9.7 VICE CHANCELLOR’S REPORT (Ed Maduli)  (I) Oral
9.8 CHANCELLOR’S REPORT (Brad Davis)  (I) Oral
9.9 STANDING COMMITTEE REPORT  
  •Audit and Budget Oversight Committee
9.10 TRUSTEE COMMENTS  (I) Oral

10.0 CONTINUATION OF CLOSED SESSION, IF NECESSARY
11.0 RECONVENE PUBLIC SESSION
11.1 Report of Closed Session Action  Oral

ADJOURNMENT
CALL TO ORDER - PUBLIC SESSION
Public session was called to order at 6:00 p.m.

1.1 Roll Call
Present: Board President Anne Kepner; Trustees Susan Fish, Adrienne Grey, Randi Kinman, Jack Lucas, Robert Owens, and Karl Watanabe; and Chancellor Bradley Davis.
Student Trustees: Kian Lechner (7:00 p.m.) and Evelina Gromilina (7:00 p.m.)

1.2 Oral Communications from the Public on Closed Session Agenda – There were none.

ADJOURN TO CLOSED SESSION
The Board adjourned to Closed Session at 6:04 p.m. There were two agendized items:
DIRECTION TO LABOR NEGOTIATORS (Government Code 54957.6)
Provide direction to Associate Vice Chancellor of Human Resources, Albert Moore, and Chancellor Bradley Davis, District-designated representatives, regarding negotiations with WVMFT/AFT Local 6554, WVMCEA, Teamsters, and POA and to Chancellor Bradley Davis regarding unrepresented groups.

RECONVENE PUBLIC SESSION
Public Session reconvened at 7:05 p.m.

3.1 PLEDGE OF ALLEGIANCE
All present recited the Pledge of Allegiance.

3.2 REPORT OF CLOSED SESSION ACTION
Board President Kepner reported that no action was taken.

3.3 APPROVAL OF THE ORDER OF THE AGENDA.
Action Taken:
It was M/S/P 7/0/0 (Owens/Fish; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the order of the agenda.
Student Trustees: Two yes votes.

3.4 APPROVAL OF THE MINUTES
Action Taken:
It was M/S/P 7/0/0 (Owens/Lucas; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the minutes of the September 17, 2019, meeting.
Student Trustees: Two yes votes.

3.5 PRESENTATIONS/RECOGNITIONS
Mr. Jerred Fricke, Loss Control Consultant for Keenan and Associates, presented the Distract with a Safety Award for two projects: the Mission College Main Building and Central Plant Demolition Project and the West Valley College Student Services Building Project.
Educational and Student Services Presentation:
Haze Dennis, Daniel Arias, and Jackie Escajeda delivered a presentation regarding the recent Mission College What’s Cookin’ Culinary Competition.

3.6 ORAL COMMUNICATIONS FROM THE PUBLIC – There were none.

3.7 WRITTEN COMMUNICATIONS FROM THE PUBLIC – There were none.
APPROVAL OF CONSENT AGENDA ACTION ITEMS

Action Taken:
It was M/S/P 7/0/0 (Owens/Grey; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None;) to approve the consent agenda.
Student Trustee: Two yes votes.

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

REGULAR ORDER OF AGENDA

5.0 COLLEGE PROGRAMS AND SERVICES

5.3 RESOLUTION NO. 19100101 PROCLAIMING SEPTEMBER 4, 2019, AS EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (E.O.P.S.) DAY IN THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

Action Taken: It was M/S/P 7/0/0 (Lucas/Grey; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to adopt Resolution No. 19100101 proclaiming September 4, 2019, as Extended Opportunity Programs and Services (E.O.P.S.) Day in the West Valley-Mission Community College District.

Student Trustees: Two yes votes.

6.0 HUMAN RESOURCES

6.3 ADMINISTRATIVE PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES

Prior to the Board taking action, a summary of all recommendations for final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of administrators, as defined in subdivision (d) of Section 3511.1, was reported orally during the open meeting.

Action Taken: It was M/S/P 7/0/0 (Watanabe/Fish; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the listed transactions.

I. Interim Appointment(s) Brian Goo, Interim Program Director II, AANAPISI, Mission College, Range 21 ($10,954.67-$13,656.92/per month); effective October 2, 2019, through September 30, 2020. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.

II. Temporary Assignment(s) Kevin Borges, Acting Police Chief, West Valley-Mission Community College District, Range 22 ($11,228.50-$13,998.33/per month); effective September 17, 2019, through September 27, 2019. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.

6.4 RENEW ADMINISTRATOR CONTRACTS

Prior to the Board taking action, a summary of all recommendations for final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of administrators, as defined in subdivision (d) of Section 3511.1, was reported orally during the open meeting.

Action Taken: It was M/S/P 7/0/0 (Owens/Lucas; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the listed transactions. Student Trustees: Two yes votes.

6.5 ADMINISTRATIVE RECLASSIFICATION – ASSOCIATE VICE CHANCELLOR, FACILITIES DEVELOPMENT & OPERATIONS

Prior to the Board taking action, a summary of all recommendations for final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of administrators, as defined in subdivision (d) of Section 3511.1, was reported orally during the open meeting. Action Taken: It was M/S/P 7/0/0 (Owens/Grey; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to ratify the reclassification of Mr. Javier Castruita and appoint him as Associate Vice Chancellor, Facilities Development and Operations, West Valley-Mission Community College District, effective October 2, 2019, at a salary of $252,793 annually, with additional compensation paid for business related expenses of $6,000 on an annual basis.

Student Trustees: Two yes votes.

7.0 BUSINESS AND FINANCE
7.5 DISTRICT-WIDE EMERGENCY OPERATIONS PLAN
Action Taken: It was M/S/P 7/0/0 (Kinman/Watanabe; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the District-wide Emergency Operations Plan.
Student Trustees: Two yes votes.

7.6 SECOND READING – ADOPTING BOARD POLICY 3725 INFORMATION AND COMMUNICATIONS TECHNOLOGY ACCESSIBILITY & ACCEPTABLE USE
Action Taken: It was M/S/P 7/0/0 (Owens/Fish; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to adopt the Board policy on information and communications technology accessibility & acceptable use.
Student Trustees: Two yes votes.

7.7 FIRST READING – ADOPTING BOARD POLICY 6155 FRAUD, 6335 DEBT ISSUANCE AND MANAGEMENT, AND 7400 TRAVEL
Action Taken: It was M/S/P 7/0/0 (Lucas/Owens; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to conduct a first reading of the board policy on fraud; debt issuance and management; and travel.
Student Trustees: Two yes votes.

8.0 BOARD

8.1 REVISION OF BOARD POLICY MANUAL – CHAPTERS 3 AND 7 – FIRST READING OF POLICY MANUAL REVISIONS BASED ON UPDATES FROM THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) MODEL POLICY MANUAL SERVICE
Action Taken: It was M/S/P 7/0/0 (Owens/Fish; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to conduct a First Reading of Board Policy Chapters 3 and 7 revisions. These drafts reflect changes of codification and language based on District-proposed changes and CCLC Model Policy Service recommended revisions.
Student Trustees: Two yes votes.

8.0 BOARD – There were no items.

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

9.1 ACADEMIC SENATE UPDATE

WVC Academic Senate President, Gretchen Ehlers, reported that, in week 6 of the semester, most students have taken a test or turned in a paper, and that faculty members have turned in their ‘Early alert’ reports for students needing assistance. Each of those students will be individually contacted by a counselor to offer help and the Counseling Department will also be offering workshops to support those students.

She reported on the Health Services Department’s support of students’ physical and mental health, including Fresh Start Nutrition Week, Suicide Prevention Week, Relationship Violence Awareness Week, the Great American Smoke-Free Week, and the Stress Awareness week.

She closed by reporting on AB 705, noting that the RP group just released their report Access, Enrollment, and Success in Transfer-level English and Match in the California Community College System, showing good results for early adopter of the initiative.

Aram Shepherd, MC Academic Senate President, discussed the recent Town Hall meeting with President Peck at which topics of discussion included enrollment, housing, and construction. He reported on significant issues with the Ellucian hardware, causing extra work for faculty. He indicated the need for more HR and other District Services presence at Mission College.

Dr. Shepherd closed by noting that, in October, faculty will continue work on the ISER, AB705, and ADA compliance.

9.2 CLASSIFIED SENATE UPDATE

West Valley College Classified Senate President, Cheryl Massa, thanked Trustees Lucas and Owens for attending the recent Managers’ Appreciation Breakfast. She indicated that the senate would hold a retreat on
October 11 to discuss the Caring Campus Initiative. She discussed several upcoming events, including the breast cancer awareness ‘Making Strides Walk. Ms. Massa closed by reporting that the Senate’s fall fundraising book sale, organized by George Mageles, raised $928 for the Student Emergency Fund.

The Mission College Classified Senate report included discussion of the Classified Senate newsletter, the CCCC0 Caring Campus Initiative, and the upcoming October 17 Crazy Hat Day in honor of Geri Oliver.

9.3 STUDENT SENATE UPDATE
Mission College Student Government President Reymundo Madera discussed the ASG’s recent Town Hall, which was well-attended. He noted that 16 clubs plan to participate in Club Days and others have expressed interest.

The West Valley College ASG Vice President of Legislation, Madeline Madrelli, reported that the Senate had approved the budget for the compost program. She noted that there are plans for a combined ASG/LGBTW Halloween Dance.

9.4 WEST VALLEY COLLEGE UPDATE
Charlie Bullock, interim College President said that the College is:

- Finalizing its spring and summer schedule
- Holding visioning sessions as part of planning the LRC and involving students as well as staff,
- Planning to have equity speaker on campus regarding a culture of philanthropy.

The College continues to review and refine the ISER and looks forward to a successful accreditation.

9.5 MISSION COLLEGE UPDATE
Daniel Peck, College President, discussed the work of the ISER accreditation teams and the work that faculty, classified, and administrators are doing on this highly technical document. The draft was released yesterday and will continue to evolve as it continues to be reviewed.

He discussed the recent tabletop exercise to prepare for the Great American Shake Out.

He thanked Board President Kepner, Trustees Owens and Watanabe, and Chancellor Davis for participating in the Santa Clara Parade of Champions.

President Peck closed by noting a number of upcoming events at the college.

9.6 ASSOCIATE VICE CHANCELLOR OF HUMAN RESOURCES REPORT
Paul Williams discussed upcoming Human Resources trainings, including three ADA trainings that will include accommodation and accessibility.

9.7 VICE CHANCELLOR’S REPORT
There was no report.

9.8 CHANCELLOR’S REPORT
Chancellor Bradley Davis thanked everyone who contributed to the successful Board meeting, and those who contributed to putting the meeting agenda together. He thanked the Hospitality Department for the excellent presentation earlier in the evening.

He discussed the Colleges’ EOPS programs, which are such an asset to students, and congratulated them on the 50-year anniversary of the program.

Mr. Davis noted the incredible amount of new housing development in the area of Mission College and indicated that there would be approximately 5,000 new units in the next few years.

He discussed the upcoming evaluation of the geothermal system and the Gillmor Building HVAC system.
Chancellor Davis closed by indicating that the Saratoga City Council had planned a meeting on the West Valley College campus with local school districts and their Boards.

9.9 STANDING COMMITTEE REPORT
Audit and Budget Oversight Committee Chair Bob Owens reported that ABOC plans to hold a special meeting in the near future.

9.10 TRUSTEE COMMENTS
Trustee Jack Lucas commented that he had attended the Mission College Classified Senate meeting. He also attended the September 25 breakfast hosted by the West Valley College Classified Senate breakfast for supervisors and managers.

He announced that the Silicon Valley Reads’ Board of Directors, in recognition of the 100 anniversary of women’s suffrage, selected a theme for the year of ‘Women Making It Happen.’ Books selected for this year’s theme are Alpha Girls: The Women Upstarts Who Took on Silicon Valley’s Male Culture and Made the Deals of a Lifetime by Julian Guthrie and The Tenth Muse by Catherin Chung.

Trustee Randi Kinman discussed students’ struggles to use public transit, noting that San Jose City College had lost its main transit line as well; she considers this a true equity issue. She noted a disconnect between state and local levels in areas of concern.

Trustee Adrienne Grey indicated that she would send an electronic update regarding the recent CCCT meeting. Food insecurity continues to be a major topic of concern. She indicated that the electronic update would also include information regarding legislation and upcoming advocacy opportunities.

She mentioned that enrollment starts in October for the new online community college that is career focused, designed to provide job skills for those who cannot attend on campus.

Trustee Grey noted that she and Trustee Kinman would attend the upcoming Association of Community College Trustees conference.

Mission College Student Trustee Evelina Gromilina indicated that the ASG provides a legal advice service for students that is not being used to capacity. It is being reengineered to reach out to more students.

West Valley College Student Trustee Kian Lechner thanked Board President Kepner and WVMFT President Disney for attending a recent event sponsored by Senator Cortese. He closed by noting that the ASG receives good feedback from students regarding interim President Bullock.

ADJOURNMENT
The meeting was adjourned at 8:55 p.m.
APPENDIX A
Consent Agenda Items from the October 1, 2019, Meeting.
For the full text of each item and all attachments, please see the agenda for that meeting.

5.0 COLLEGE PROGRAMS AND SERVICES – Consent Agenda

5.1 ACCEPT MISSION COLLEGE STUDENT TRAVEL EXCEEDING $10,000 IN COST
Recommendation: That the Board of Trustees approve student, staff, and administrator travel to four southern California colleges and universities (SoCal College Tour) in the amount of $20,350 for 40 students and 3 chaperones, commencing April 1 through April 3, 2020.

5.2 ACCEPT MISSION COLLEGE STUDENT TRAVEL EXCEEDING $10,000 IN COST
Recommendation: That the Board of Trustees approve travel to the annual CCCSAA Student Leadership Conference 2019 in Sacramento, California from Wednesday, October 24 - Sunday, October 27 for ten students and two advisors, for a cost of $12,365.00.

6.0 HUMAN RESOURCES – Consent Agenda

7.8 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES
Recommendation: That the Board of Trustees approve the listed items.
Appointment(s)

Supervisors
a. Cathleen Frecceri, Supervisor, Payroll, Supervisors Unit, Range 32 ($8,265.42-$11,077.25), Payroll Department, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective October 14, 2019.

Unpaid Health Care Leave

Classified
a. Stephen Guinnane, Instructional Technician, WVMCEA Unit, Range 56 ($4,826.08 - $6,322.92), Chemistry, West Valley College, 100% of full time, 12 months per year; unpaid health care leave, effective October 20, 2019, through April 30, 2020.

7.0 BUSINESS AND FINANCE – Consent Agenda

7.1 ACCEPT BASIC CONTRACT AS COMPLETE FOR BID #16-1617, BID PACKAGE 07B, METAL PANELS FOR THE STUDENT SERVICES CENTER PROJECT AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees accept the basic construction contract with Pacific Erectors, Inc. for Bid #16-1617, Bid Package 07B, Metal Panels for the Student Services Center project at West Valley College, as complete and authorize the District to file a Notice of Completion.

7.2 ACCEPT BASIC CONTRACT AS COMPLETE FOR BID #16-1617, BID PACKAGE 10A, GENERAL TRADERS FOR THE STUDENT SERVICES CENTER PROJECT AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees accept the basic construction contract with D.L. Falk Construction, Inc. for Bid #16-1617, Bid Package 10A, General Trades for the Student Services Center project at West Valley College, as complete and authorize the District to file a Notice of Completion.

7.3 PROJECT ASSIGNMENT AMENDMENT WITH KITCHELL FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE BASEBALL COMPLEX RENOVATION PROJECT AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees approve the Project Assignment Amendment with Kitchell for Design and Construction Management Services in the amount of $978,750 for the Baseball Complex Renovation project at West Valley College.

7.4 PROJECT ASSIGNMENT AMENDMENT WITH DLR GROUP/KWAN HENMI ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE BASEBALL COMPLEX RENOVATION PROJECT AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees approve the Project Assignment Amendment in the amount of $1,450,000 with DLR Group/ Kwan Henmi Architects for architectural and engineering services for the Baseball Complex Renovation project at West Valley College.
ITEM 5.1
NOVEMBER 12, 2019
ACTION ITEM
CONSENT AGENDA

PREPARED BY:
CHERYL MILLER, PAULETTE BOUDREAX, CHRIS DYER, LUIS PORTILLO AND DOONU BARIFE

REVIEWED BY: CHARLES BULLOCK

APPROVED BY: BRADLEY DAVIS

SUBJECT: CONSIDER APPROVAL OF CURRICULUM CHANGES AT WEST VALLEY COLLEGE

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the curriculum changes at West Valley College as presented.

Funding Source/Fiscal Impact
The General Fund is the major funding source for the cost of instruction, which pertains to the offering of approved courses. These costs are offset, to varying degrees, by apportionment received for credit-based instruction and other associated fees.

Reference(s)
Curriculum development and approval is an ongoing activity overseen by the Academic Senate, and its subordinate Curriculum Committee, and the Office of Instruction. It is integrated into the West Valley College Program Review process. It is emphasized in many sections of Standard II of the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges. Likewise, it is regulated through Title 5 and WVMCCD District Policies 4020 and 4025.

Background/Alternatives
As per District policy, the curriculum changes to programs and courses described herein have been considered and approved by the Curriculum Committee, the Articulation Officer, and the Academic Senate between September 9, 2019 and October 14, 2019. Each of the curriculum changes and the foregoing approvals has been further reviewed by the Chief Instructional Officer, the College President, and the District
Chancellor. The Office of Instruction further certifies that the programs and courses described herein satisfy all applicable requirements of Title 5 and have also been submitted to the Associated Students Organization of West Valley College.

**Coordination**
Offerings have been coordinated between West Valley College and Mission College through a process of consultation.

**Follow-up/Outcomes**
Following Board approval of the curriculum changes, updates to catalogs and class schedules will be made, and campus marketing communication will reflect the changes, as appropriate.
### SUMMARY OF CURRICULUM CHANGES – 11/12/2019

#### NEW CREDIT COURSES
- INTD022
- INTD032
- INTD036
- MATH003AH
- MATH003BH
- MUSC065D

#### CREDIT COURSE REVISIONS
- ACCT010
- ACCT011
- ACCT050
- ADMJ001
- ADMJ002
- ADMJ004
- ADMJ005
- ADMJ015
- ADMJ041
- BUSN015
- BUSN024
- BUSN028
- BUSN054
- CHST034A
- CHST053
- CHST060
- CHST088
- CHST088A
- COUN024
- DIGM001
- DIGM014D
- ESLW962RV
- ESLW963RV
- ESLW964RV
- FRNC002A
- FRNC002B
- FRNC003A
- FRNC003B
- ITAL002A
- ITAL002B
- KINS4.14
- KINS4.25
- KINS4.29
KINT070
LIBR004
MATH001C
MATH012C
MATH106C
POLI003
PSYC001H
NUTR020
SPAN002A
SPAN002B
SPAN003A
SPAN003B
THEA011A
THEA011B
THEA011C
THEA018A
THEA035A
THEA044A
THEA047A

REQUISITE APPROVALS
ACCT011
ESLW962RV
ESLW963RV
ESLW964RV
FRNC002A
FRNC002B
FRNC003A
FRNC003B
ITAL002A
ITAL002B
KINT070
MATH001C
MATH003AH
MATH003BH
MATH012C
MATH106C
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### COURSE DEACTIVATIONS

ARAB001A  
ARTS099  
CHIN001A  
CHIN011A  
COUN018  
COUN090  
JPNS002A  
JPNS002B  
KINS4.22  
PARA033  
PARA034  
PARA038  
PARA075  
PARA083B  
PRTG001A  
PRTG001B  
PRTG011A  
PRTG011B  
RUSS001A  
RUSS001B  
RUSS011A  
RUSS011B  
THEA021C

### NEW NON-CREDIT COURSES

NCCC004  
NCCC007  
NCCC016  
NCCC018M  
NCCC020  
NCCC020M  
NCCC021  
NCCC024  
NCCC025  
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NEW CREDIT COURSES

INTD022
Course Title: Finish Materials, Estimating and Costing

Effective Term: Fall, 2020

Justification: This new course is created to respond to program recommendations by the Interior Design Advisory Board and industry colleagues. While it combines course content from two previous courses, INTD 25 and INTD 55, the content has been edited to conform to the three unit format. The source courses will be deactivated at a later time.

Units: 3
Lecture: 3
Laboratory: 0
Work Experience: 0

Grade Options: Letter Grade methods

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course addresses the study and application of interior design materials and finishes with related topics including content, characteristics, production, standards, and codes. The course also covers the processes and techniques of specifying, estimating and costing materials related to finishes and furnishings used in interior spaces.

INTD032
Course Title: Graphics Techniques for Interior Design

Effective Term: Fall, 2020

Justification: This new course is created to respond to program recommendations by the Interior Design Advisory Board and industry professionals. Although it contains course content from two previous courses, INTD 15 and INTD 30, the content has been selected and edited to conform to the three unit format. The source courses will be deactivated at a later time.

Units: 3
Lecture: 2
Laboratory: 1
Work Experience: 0

Grade Options: Letter Grade methods

Prerequisite: NONE
Co-requisite: NONE
**Course Description:** The course introduces the tools and techniques necessary for drafting, sketching, drawing, and rendering techniques for interior spaces. Plans, elevations, one point and two point perspectives are drawn using detailed methodology. Emphasis is on lettering, measuring techniques, scale problems, use of architectural graphic standards, and techniques for drawing two and three dimensional views of interiors and furnishings. There is a focus on use of appropriate drawing methods and media for phases of the interior design process including conceptualization.

**INTD036**

**Course Title:** History of Interior Design

**Effective Term:** Fall, 2020

**Justification:** This course reflects the advice of our advisory committee for a single history course. While it combines material from INTD35A and INTD35B, the course content has been edited to conform with the three unit format. The source courses will be deactivated at a later time.

**Units:** 3

Lecture: 3  
Laboratory: 0  
Work Experience: 0

**Grade Options:** Pass/No Pass, Letter Grade methods

**Prerequisite:** NONE  
Co-requisite: NONE

**Course Description:** This course explores the history and principle styles of interiors, furniture, and related decorative arts from antiquity to the present. The course will demonstrate the connection between world history, architecture, and interior design as visually expressions of time and culture.

**MATH003AH**

**Course Title:** Honors Calculus and Analytical Geometry

**Effective Term:** Fall, 2020

**Justification:** This is a new course to better support our honors students, specifically the STEM students who are interested in honors courses but whose load is already so large they cannot take courses outside of their majors and want to show a deeper understanding of the topics through a course project.

**Units:** 5

Lecture: 5  
Laboratory: 0  
Work Experience: 0

**Grade Options:** Letter Grade methods

**Prerequisite:** MATH 001 AND MATH 00D OR MATH 002
Co-requisite: NONE

**Course Description:** Honors Calculus and Analytic Geometry uses the pedagogical methods common to all honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. This is a first course in differential and integral calculus of a single variable: topics include functions; limits and continuity; techniques and applications of differentiation and integration; Fundamental Theorem of Calculus. It is designed primarily for Science, Technology, Engineering & Math Majors. Honors work emphasizes a deeper study of differential calculus via the study of proofs using analytic techniques, real-world problems, and special applied projects.

**MATH003BH**  
**Course Title:** Honors Calculus and Analytical Geometry  
**Effective Term:** Fall, 2020  
**Justification:** This is a new course to better support our honors students, specifically the STEM students who are interested in honors courses but whose load is already so large they cannot take courses outside of their majors and are interested in a hands-on project for a more in-depth understanding and mastery of the material.  
**Units:** 5  
**Lecture:** 5  
**Laboratory:** 0  
**Work Experience:** 0  
**Grade Options:** Letter Grade methods  
**Prerequisite:** MATH 003A OR MATH 003AH  
**Co-requisite:** NONE  

**Course Description:** Honors Calculus and Analytic Geometry uses the pedagogical methods common to all honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. This is a second course in differential and integral calculus of a single variable: topics include integration, techniques of integration, infinite sequences and series, polar and parametric equations, and applications of integration. This course is primarily for science, technology, engineering & math majors. Honors work emphasizes a deeper study of integral calculus via the study of proofs using analytic techniques, real-world problems, and special applied projects.

**MUSC065D**  
**Course Title:** Recording Arts for Film, TV & Media: Live On-Location  
**Effective Term:** Fall, 2020  
**Justification:** This new course will be part of the Entertainment Design and Technology program and will serve both commercial music and Film Production students.
Units: 2
Lecture: 1
Laboratory: 1
Work Experience: 0

Grade Options: Letter Grade methods

Prerequisite: NONE
Co-requisite: NONE
Advisory: MUSC 065A or THEA 005A

Course Description: This course serves as an introduction to the theory and practice of audio production for radio, television, film and digital recording applications. Students will have the opportunity to learn the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Students gain hands on experience recording, editing, mixing and mastering audio.
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<tr>
<td>ACCT010</td>
<td>Financial Accounting</td>
<td>Fall, 2020</td>
<td>The Business department is updating this course to meet current Title 5 standards. Areas revised include the course description, textbook, distance learning, course outline, and objectives. The math advisory was also removed.</td>
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<td>ACCT011</td>
<td>Managerial Accounting</td>
<td>Fall, 2020</td>
<td>The Business department is updating this course to meet current Title 5 standards. Areas revised include the course description, textbook, distance learning, course outline, SLO, and objectives.</td>
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<td>Letter Grade methods</td>
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cost systems, cost control, cost-volume-profit planning, and performance analysis in manufacturing and service environments. This class includes a discussion of ethical issues in a managerial accounting environment.

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<td><strong>Justification:</strong> The Business department is updating this course to meet current Title 5 standards. The following areas were updated: Course Description, Course Outline, Assignments, Textbooks, and Distance Education. The math advisory was also removed.</td>
<td></td>
</tr>
<tr>
<td><strong>Units:</strong> 1</td>
<td></td>
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<tr>
<td>Lecture: 1</td>
<td></td>
</tr>
<tr>
<td>Laboratory: 0</td>
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<tr>
<td>Work Experience: 0</td>
<td></td>
</tr>
<tr>
<td><strong>Grade Options:</strong> Pass/No Pass, Letter Grade methods</td>
<td></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> NONE</td>
<td></td>
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<tr>
<td><strong>Co-requisite:</strong> NONE</td>
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</tr>
<tr>
<td><strong>Course Description:</strong> This course is designed as a non-theoretical, practical approach to accounting with special emphasis on accounting for small service-oriented business entities. This includes the basic bookkeeping cycle, change fund and petty cash accounting, preparing bank reconciliations, and basic payroll accounting.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ADMJ001</th>
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</thead>
<tbody>
<tr>
<td><strong>Course Title:</strong> Introduction to Administration of Justice</td>
<td></td>
</tr>
<tr>
<td><strong>Effective Term:</strong> Fall, 2020</td>
<td></td>
</tr>
<tr>
<td><strong>Justification:</strong> The Administration of Justice department is updating this course to meet current Title 5 standards. The following areas were revised: Distance Education, Methods of Instruction, Course Outline, and Textbooks.</td>
<td></td>
</tr>
<tr>
<td><strong>Units:</strong> 3</td>
<td></td>
</tr>
<tr>
<td>Lecture: 3</td>
<td></td>
</tr>
<tr>
<td>Laboratory: 0</td>
<td></td>
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<tr>
<td>Work Experience: 0</td>
<td></td>
</tr>
<tr>
<td><strong>Grade Options:</strong> Letter Grade methods</td>
<td></td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> NONE</td>
<td></td>
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<tr>
<td><strong>Co-requisite:</strong> NONE</td>
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</tr>
<tr>
<td><strong>Course Description:</strong> This course introduces students to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses</td>
<td></td>
</tr>
</tbody>
</table>
to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principles and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

**ADMJ002**

**Course Title:** Concepts of Criminal Law

**Effective Term:** Fall, 2020

**Justification:** The Administration of Justice department is updating this course to meet current Title 5 standards. The following areas were revised: Course Description, Distance Education, Methods of Instruction, CSLOs, Course Outline, and Textbooks.

**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0

**Grade Options:** Letter Grade methods

**Prerequisite:** NONE  
**Co-requisite:** NONE

**Course Description:** This course offers an analysis of the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The course also includes some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.

**ADMJ004**

**Course Title:** Legal Aspects of Evidence

**Effective Term:** Fall, 2020

**Justification:** The Administration of Justice department is updating this course to meet current Title 5 standards. The following areas were revised: Description, Methods of Instruction, Objectives, CSLOs, Textbooks, Distance Education, and Course Outline.

**Units:** 3  
Lecture: 3  
Laboratory: 0
Course Description: This course focuses on the origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights; and case studies viewed from a conceptual level.

ADMJ005
Course Title: Criminal Investigation
Effective Term: Fall, 2020

Justification: The Administration of Justice department is updating this course to meet Title 5 standards. The following areas were revised: Description, Methods of Instruction, Objectives, CSLOs, Distance Education, and Textbooks.

Units: 3
Lecture: 3
Laboratory: 0
Work Experience: 0

Grade Options: Letter Grade methods
Prerequisite: NONE
Co-requisite: NONE

Course Description: This course addresses the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence, and the role of the investigator in the trial process.

ADMJ015
Course Title: Sexual Assault Investigation
Effective Term: Fall, 2020

Justification: The Administration and Justice department is revising this course to meet current Title 5 standards and to update distance education. The following areas were updated: Course Description, Methods of Instruction, Methods of Evaluation, and Textbooks.

Units: 3
Lecture: 3
Laboratory: 0
Work Experience: 0

Grade Options: Pass/No Pass, Letter Grade methods

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course covers the investigation of sexual assault, the collection of evidence, and the treatment of the victim. The course also examines the psychological make-up of the sexual assault perpetrator, reviews the impact on peripheral victims including the family, friends, the community, and explores the measures used by agencies and individuals to prevent this crime.

ADMJ041
Course Title: Introduction to Forensics

Effective Term: Fall, 2020

Justification: The Administration and Justice department is updating this course to meet current Title 5 standards. The following areas were updated: Methods of Instruction, Methods of Evaluation, and Textbooks.

Units: 3
Lecture: 3
Laboratory: 0
Work Experience: 0

Grade Options: Letter Grade methods

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course is a survey of the application of scientific methods to the examination, evaluation, and explanation of the physical evidence related to a crime. The course also introduces students to the contributions of forensic anthropology, forensic psychiatry, document analysis, and computer forensics to criminal investigations. Case studies are used to illustrate the application and introduction of forensic evidence in the legal system.

BUSN015
Course Title: The Entrepreneurial Mindset

Effective Term: Fall, 2020

Justification: The Business department is updating this course to meet current Title 5 standards. The following areas were updated: Methods of Instruction, Course Description, Course Outline and Distance Education.

Units: 3
Lecture: 3
**Course Description:** This course reviews and analyzes social and business entrepreneurs throughout history and around the world. The personality traits and situational variables that facilitate the growth of an entrepreneurial mindset are explored. The motivations, contributions, and innovations of entrepreneurs are addressed in order to assist and empower students as they develop their own personal "entrepreneurial mindset" approaches for achieving their goals and aspirations.

**Effective Term:** Fall, 2020

**Justification:** The Business department is revising this course to meet current Title 5 standards. The following areas were updated: SAM code, Course Outline, Course Description, Distance Education, Methods of Instruction, and Textbooks.

**Units:** 3
- Lecture: 3
- Laboratory: 0
- Work Experience: 0

**Grade Options:** Pass/No Pass, Letter Grade methods

**Prerequisite:** NONE
**Co-requisite:** NONE

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<table>
<thead>
<tr>
<th>Course Title</th>
<th>International Business Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Term</td>
<td>Fall, 2020</td>
</tr>
<tr>
<td>Justification</td>
<td>The Business department is revising this course to meet current Title 5 standards. The following areas were updated: SAM code, Course Outline, Course Description, Distance Education, Methods of Instruction, and Textbooks.</td>
</tr>
<tr>
<td>Units</td>
<td>3</td>
</tr>
<tr>
<td>Lecture</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory</td>
<td>0</td>
</tr>
<tr>
<td>Work Experience</td>
<td>0</td>
</tr>
<tr>
<td>Grade Options</td>
<td>Pass/No Pass, Letter Grade methods</td>
</tr>
<tr>
<td>Prerequisite</td>
<td>NONE</td>
</tr>
<tr>
<td>Co-requisite</td>
<td>NONE</td>
</tr>
</tbody>
</table>

**Course Description:** This course is an introduction to globalization and the cultural, economic, political, and legal environments of international business. This includes an overview of risks, challenges, and opportunities in the global marketplace.

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<table>
<thead>
<tr>
<th>Course Title</th>
<th>Business Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Term</td>
<td>Fall, 2020</td>
</tr>
<tr>
<td>Justification</td>
<td>The Business department is updating this course to meet current Title 5 standards. The following areas were updated: Methods of Instruction, Course Description, Course Outline, Distance Education, and Textbooks.</td>
</tr>
<tr>
<td>Units</td>
<td>3</td>
</tr>
<tr>
<td>Lecture</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory</td>
<td>0</td>
</tr>
<tr>
<td>Grade Options</td>
<td>Pass/No Pass, Letter Grade methods</td>
</tr>
<tr>
<td>Prerequisite</td>
<td>NONE</td>
</tr>
<tr>
<td>Co-requisite</td>
<td>NONE</td>
</tr>
</tbody>
</table>
**Course Description:** This course is an introduction to the law and its relevance to business in general. The course is about the meaning and sources of law in business, organization of courts and court procedures, and the fundamental principles of the law in various aspects of business, with a particular focus on contract law. A fundamental understanding of common law principles is achieved by analyzing selected cases, court decisions, and business transactions. Topics covered include sources of law and ethics, constitutional law, the court system, contracts, torts, agency, labor and employment, real property, product liability, criminal law, business organizations, and judicial and administrative processes.

**BUSN054**  
**Course Title:** Small Business Start Up and Management  
**Effective Term:** Fall, 2020  
**Justification:** The Business department is revising this course to update the Course Description.  
**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0  
**Grade Options:** Pass/No Pass, Letter Grade methods  
**Prerequisite:** NONE  
**Co-requisite:** NONE  
**Course Description:** This introductory course focuses on the kind of businesses most people start – small businesses in traditional markets. The course covers entrepreneurial competencies, environmental scanning, building legitimacy, developing a social network, women and minorities in small business, screening business ideas, identifying opportunities through creativity, cultivating an innovative frame of mind, small business strategies, marketing plans, managing cash flow, small business finance, inventory and operations management, human resource management and rewards and risks of starting a small business.

**CHST034A**  
**Course Title:** Introduction to the Child With Special Needs  
**Effective Term:** Fall, 2020  
**Justification:** The Child Studies department is updating this course to add Distance Education. The following areas were updated: Course Description, Distance Education and Methods of Instruction  
**Units:** 3
Course Description: This course is designed for students who are considering a career in special education or desire to work with children and families with special needs. The course provides an overview of common disabilities of children and the impact on families. Educational issues, techniques, methods of intervention, and case management are explored. An examination of public law, the Individuals with Disabilities Act (IDEA), and the development of the Individual Family Services Plan (IFSP) and Individual Educational Plan (IEP) are included. Teaching practices and philosophies of inclusion in child development programs and schools are discussed and adaptations and intervention methods designed. Observation of children is required.

CHST053
Course Title: Contemporary Education in a Changing Society

Effective Term: Fall, 2020

Justification: The Child Studies department is updating this course to meet current Title 5 standards. The following areas were updated: Course Description, SAM code (Clearly to Possibly Occupational), Methods of Instruction, Methods of Evaluation, Distance Education, and Textbooks.

Units: 3
Lecture: 3
Laboratory: 0
Work Experience: 0

Grade Options: Pass/No Pass, Letter Grade methods

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course focuses on American education and its policies with an international perspective, including its impact on children, families, and communities, and the challenges of teaching in a diverse society. Additional topics include classroom experiences, educational philosophies, curriculum standards, assessment, teacher responsibilities, and parent partnerships. This course also covers the international perspective on school systems, pedagogy, achievement, beginning school, and pre-kindergarten practices in today's global society.

CHST060
Course Title: Early Childhood STEM Curriculum

Effective Term: Fall, 2020
The Child Studies department is updating this course to meet current Title 5 standards. The following areas were updated: Title, Course Description, Methods of Instruction, Methods of Evaluation, Objectives, SLO, Course Outline, Distance Education, and Textbooks.

**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0

**Grade Options:** Pass/No Pass, Letter Grade methods

**Prerequisite:** NONE  
**Co-requisite:** NONE

**Course Description:** This course provides an examination of cognitive development in young children within the context of early childhood Science, Technology, Engineering and Math (STEM) curriculum. Emphasis is on developmentally appropriate learning experiences which enhance children's thinking and understanding of the physical and social world. Additional topics include brain development, implications of Piaget’s and Vygotsky’s theory of constructivism, teacher-learner interactions, and using content standards for science and mathematics.

**CHST088**  
**Course Title:** Early Childhood Environments

**Effective Term:** Fall, 2020

The Child Studies department is updating this course to meet current Title 5 standards. The following areas were updated: Methods of Instruction, Course Description and Textbooks. Distance Education was also added to the course.

**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0

**Grade Options:** Pass/No Pass, Letter Grade methods

**Prerequisite:** NONE  
**Co-requisite:** NONE

**Course Description:** This course explores the latest concepts in creating and implementing indoor and outdoor early childhood environments which meet the developmental needs and interests of young children. Discussion of research, theory, and practice of environmental requirements for children’s optimal growth and well-being include: facility and assessment of child space; elements of developmentally appropriate settings; use of color, light, sound, texture, surfaces, and finishes; definition of space and creative ways to transform difficult spaces; designing spaces to create ambiance, organizational climate and work flow. The course also supports the collaboration of children, families, teachers, and other professionals in curriculum planning and implementation.
<table>
<thead>
<tr>
<th>CHST088A</th>
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</thead>
<tbody>
<tr>
<td><strong>Course Title:</strong> The Outdoor Environment</td>
</tr>
<tr>
<td><strong>Effective Term:</strong> Fall, 2020</td>
</tr>
<tr>
<td><strong>Justification:</strong> The Child Studies department is updating this course to meet current Title 5 standards. The following areas were updated: Course Description, Methods of Instruction, and Textbooks. Distance Education was also added to the course.</td>
</tr>
<tr>
<td><strong>Units:</strong> 1</td>
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<tr>
<td>Lecture: 1</td>
</tr>
<tr>
<td>Laboratory: 0</td>
</tr>
<tr>
<td>Work Experience: 0</td>
</tr>
<tr>
<td><strong>Grade Options:</strong> Pass/No Pass, Letter Grade methods</td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> NONE</td>
</tr>
<tr>
<td><strong>Co-requisite:</strong> NONE</td>
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</tbody>
</table>

**Course Description:** This course focuses on the value of nature in childhood experiences and examines the potential of the outdoor playground to become an extension of the classroom, offering many opportunities for children to explore, create, discover, and learn. Topics include playground design, enhancing outside play and learning opportunities, teacher and parent education, curriculum planning, and daily routines that support active participation in the outdoor environment.

<table>
<thead>
<tr>
<th>COUN024</th>
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</thead>
<tbody>
<tr>
<td><strong>Course Title:</strong> Personal Growth</td>
</tr>
<tr>
<td><strong>Effective Term:</strong> Fall, 2020</td>
</tr>
<tr>
<td><strong>Justification:</strong> This course is being revised to meet current Title 5 standards. The following areas have been revised: description; assignments; course objectives; and distance learning section.</td>
</tr>
<tr>
<td><strong>Units:</strong> 3</td>
</tr>
<tr>
<td>Lecture: 3</td>
</tr>
<tr>
<td>Laboratory: 0</td>
</tr>
<tr>
<td>Work Experience: 0</td>
</tr>
<tr>
<td><strong>Grade Options:</strong> Pass/No Pass, Letter Grade methods</td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> NONE</td>
</tr>
<tr>
<td><strong>Co-requisite:</strong> NONE</td>
</tr>
</tbody>
</table>

**Course Description:** Personal Growth is designed to assist students in increasing awareness of themselves and others, and identifying their personal strengths, challenge areas, and potential for personal growth. This course promotes growth by giving students opportunities to develop decision-making strategies, conflict resolution skills, assertive training techniques, and stress management tools. By cultivating awareness and compassion practices, students also have the opportunity to learn how to regulate their attention and
emotions, reduce reactivity and distress, and cultivate healthier relationships. Students also have the opportunity to learn to recognize physical, mental, and emotional experiences, and to develop effective communication skills, so they can express thoughts and feelings and improve and enrich their relationships with others.

| DIGM001 | Course Title: The Creative Suite for Graphic Designers |
| Effective Term: Fall, 2020 |
| Justification: This course was revised to meet Title 5 standards, updates include changes to the title, description, course specifications, course outline, textbook and distance education. |
| Units: 3 |
| Lecture: 2 |
| Laboratory: 1 |
| Work Experience: 0 |
| Grade Options: Letter Grade methods |
| Prerequisite: NONE |
| Co-requisite: NONE |

| Course Description: This course provides an overview of the Adobe Creative Suite used in graphic design and the graphic arts. The course also focuses on examining and developing the technical and intuitive skills designers use to visually and psychologically convey messages to an audience. |

| DIGM014D | Course Title: Photoshop for Designers |
| Effective Term: Fall, 2020 |
| Justification: This course was revised to update the course title, course description, course outline, and distance education. |
| Units: 3 |
| Lecture: 2 |
| Laboratory: 1 |
| Work Experience: 0 |
| Grade Options: Letter Grade methods, Pass/No Pass |
| Prerequisite: NONE |
| Co-requisite: NONE |

| Course Description: This course is designed for students who want to learn advanced techniques using Photoshop. The course focuses on developing design solutions for a variety of media and platforms and provides advanced instruction on image editing, compositing techniques, and the creation of design specific |
art work. This course is intended for students who have completed DIGM 001 or students who have previous experience using Photoshop.

<table>
<thead>
<tr>
<th>Course Title: Basic Reading and Vocabulary 2</th>
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<tbody>
<tr>
<td><strong>Effective Term:</strong> Fall, 2020</td>
</tr>
<tr>
<td><strong>Justification:</strong> This course is being revised to meet current Title 5 standards. Updates include changes to course description and the addition of two course advisories.</td>
</tr>
<tr>
<td><strong>Units:</strong> 3</td>
</tr>
<tr>
<td>Lecture: 3</td>
</tr>
<tr>
<td>Laboratory: 0</td>
</tr>
<tr>
<td>Work Experience: 0</td>
</tr>
<tr>
<td><strong>Grade Options:</strong> Letter Grade methods, Pass/No Pass</td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> ESLW 961RV</td>
</tr>
<tr>
<td><strong>Co-requisite:</strong> NONE</td>
</tr>
<tr>
<td><strong>Advisory:</strong> ESLW 962GW &amp; ESLW 962LS</td>
</tr>
<tr>
<td><strong>Course Description:</strong> This course emphasizes reading and vocabulary development for ESL students at a low-intermediate level. This course gives non-native speakers of English the opportunity to develop reading skills and increase their active vocabulary through adapted readings about real people, places, events, and ideas using the most common 2000 English words. Materials and discussions are designed to increase students' ability to relate their life experiences to the reading topics.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Title: Intermediate Reading and Vocabulary 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Term:</strong> Fall, 2020</td>
</tr>
<tr>
<td><strong>Justification:</strong> This course is being revised to meet current Title 5 standards. Updates include changes to course description and the addition of two course advisories.</td>
</tr>
<tr>
<td><strong>Units:</strong> 3</td>
</tr>
<tr>
<td>Lecture: 3</td>
</tr>
<tr>
<td>Laboratory: 0</td>
</tr>
<tr>
<td>Work Experience: 0</td>
</tr>
<tr>
<td><strong>Grade Options:</strong> Letter Grade methods, Pass/No Pass</td>
</tr>
<tr>
<td><strong>Prerequisite:</strong> ESLW 962RV</td>
</tr>
<tr>
<td><strong>Co-requisite:</strong> NONE</td>
</tr>
<tr>
<td><strong>Advisory:</strong> ESLW 963GW &amp; ESLW 963LS</td>
</tr>
</tbody>
</table>
**Course Description:** This course emphasizes reading and vocabulary development for ESL students at an intermediate level. The course gives non-native speakers of English the opportunity to develop reading skills and increase their active vocabulary through adapted readings about real people, places, events, and ideas using the 3000 most common English words. Materials and discussions are designed to increase students’ ability to analyze and summarize passages on familiar and unfamiliar topics, identify the main ideas and supporting details, and use reading strategies such as skimming, scanning, predicting, and identifying the organizational patterns.

**ESLW964RV**  
**Course Title:** Intermediate Reading and Vocabulary 2  
**Effective Term:** Fall, 2020  
**Justification:** This course is being revised to meet current Title 5 standards. Updates include changes to course description and the addition of course advisories.  
**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0  
**Grade Options:** Letter Grade methods, Pass/No Pass  
**Prerequisite:** ESLW 963RV  
**Co-requisite:** NONE  
**Advisory:** ESLW 964GW & ESLW 964LS  

**Course Description:** This course emphasizes reading and vocabulary development for ESL students at a high-intermediate level in a variety of social, business, and/or academic situations. The course gives non-native speakers of English the opportunity to develop their reading comprehension and reading skills such as identifying the writer’s attitude. The course allows students to increase their active vocabulary using the 4000 most common English words, including some academic vocabulary, and provides students the opportunity to use current vocabulary resources, syntactic knowledge, and new and idiomatic expressions to share their ideas.

**FRNC002A**  
**Course Title:** Intermediate French  
**Effective Term:** Fall, 2020  
**Justification:** This course is being revised for recency. Areas updated are: course description, materials/textbooks, methods of instruction, methods of evaluation, examples of assignments.  
**Units:** 5  
Lecture: 5
### FRNC002A

**Course Title:** Intermediate French  
**Effective Term:** Fall, 2020  
**Justification:** This course is being revised for recency. Areas updated are: course description, textbooks, methods of instruction, methods of evaluation, examples of assignments.

**Units:** 5  
Lecture: 5  
Laboratory: 0  
Work Experience: 0  

**Grade Options:** Pass/No Pass, Letter Grade methods  
**Prerequisite:** FRNC 001B  
**Co-requisite:** NONE

**Course Description:** FRNC 002A is designed to further develop and expand upon the proficiency acquired in the first-year French in four areas of French language skills - speaking, listening, reading, and writing - through mastering new and more complex grammar concepts and tenses such as indicative and subjunctive. This course also covers vocabulary-building exercises, culturally relevant dialogues and discussions, viewing and analyzing authentic short-subject films, and readings by writers from diverse francophone countries.

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### FRNC002B

**Course Title:** Intermediate French  
**Effective Term:** Fall, 2020  
**Justification:** This course is being revised for recency. Areas updated are: course description, textbooks, methods of instruction, methods of evaluation, examples of assignments.

**Units:** 5  
Lecture: 5  
Laboratory: 0  
Work Experience: 0  

**Grade Options:** Pass/No Pass, Letter Grade methods  
**Prerequisite:** FRNC 002A  
**Co-requisite:** NONE

**Course Description:** French 002B is designed as a continuation of French 002A. This course reviews and further develops grammatical structures with emphasis on past tenses and past subjunctive. This course also emphasizes building communicative competence, expanding high-order vocabulary and idiomatic usage, analyzing authentic short-subject films, and reading materials by writers from diverse francophone countries.

---

### FRNC003A

**Course Title:** Advanced French Oral and Written Composition  
**Effective Term:** Fall, 2020  
**Justification:** This course is being revised for recency. Area updated are: the course title, course description, textbooks, methods of instruction, methods of evaluation and assignments.

**Units:** 5
Course Description: This course centers on the intensive use of the French language for the enrichment of oral and written proficiency. Students in this course have the opportunity to enhance their knowledge of French grammar, expand abstract vocabulary, and develop idiomatic expression while emphasizing written and oral composition. The course includes an analysis of short works of French literature and selected contemporary publications.

FRNC003B
Course Title: Advanced French Oral and Written Composition
Effective Term: Fall, 2020
Justification: This course is being revised for recency. Areas updated are: course description, materials, methods of instruction, methods of evaluation.
Units: 5
Lecture: 5
Laboratory: 0
Work Experience: 0
Grade Options: Pass/No Pass, Letter Grade methods
Prerequisite: FRNC 003A
Co-requisite: NONE
Course Description: This course is designed as a continuation of French 3A. This course focuses on extensive reading and analysis of francophone literature and non-literary sources, as well as discussions and writing based on these readings. It also focuses on the comprehension and use of complex grammar structures.

ITAL002A
Course Title: Intermediate Italian
Effective Term: Fall, 2020
Justification: This course is being revised for recency. Changes have been made to the course description, objectives, course outline, textbooks, SLOs, and assignments.
Units: 5
ITAL002A
Course Title: Intermediate Italian

Effective Term: Fall, 2020

Justification: This course is being revised for recency. The course description, textbooks, assignments, course objectives, and SLOs have changed.

Units: 5
Lecture: 5
Laboratory: 0
Work Experience: 0

Grade Options: Pass/No Pass, Letter Grade methods

Prerequisite: ITAL 001B
Co-requisite: NONE

Course Description: ITAL 002A is designed as a continuation of ITAL 001B. This course covers culture and facilitates language acquisition through high-level listening, speaking, reading, and writing. Content is expanded beyond “survival” needs of the immediate environment and covers intermediate linguistic functions such as expressing personal opinions, making suggestions on familiar topics, and making plans, as well as on some abstract issues. High frequency structures and high level vocabulary are covered in the course as more complex discourse is presented.

ITAL002B
Course Title: Intermediate Italian

Effective Term: Fall, 2020

Justification: This course is being revised for recency. The course description, textbooks, assignments, course objectives, and SLOs have changed.

Units: 5
Lecture: 5
Laboratory: 0
Work Experience: 0

Grade Options: Pass/No Pass, Letter Grade methods

Prerequisite: ITAL 002A
Co-requisite: NONE

Course Description: ITAL 002B is a continuation of ITAL 002A. It covers culture and facilitates language acquisition through listening, speaking, reading, and writing on complex topics. It emphasizes interaction with authentic language in context in complex circumstances. Relying on the language foundations acquired in the previous levels, the course expands vocabulary and analyzes grammar topics in depth. Critical thinking and analysis of linguistic structures and techniques for reflecting on and making cross-cultural comparisons are also emphasized in the course.

KINS4.14
Course Title: Fitness, Water Exercise

Effective Term: Fall, 2020
Justification: Updates were made to the course description, course outline, and assignments.

Units: 1
Lecture: 0
Laboratory: 1
Work Experience: 0

Grade Options: Pass/No Pass, Letter Grade methods

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course provides students with the opportunity to gain muscular strength and endurance through water exercise. The workout is structured and performed in a pool. The exercises are low impact and are suitable for all fitness levels.

KINS4.25
Course Title: Total Fitness for Women

Effective Term: Fall, 2020

Justification: This course is being updated to meet Title 5 standards. Changes include updates to the textbook and a small edit to the description.

Units: 1
Lecture: 0
Laboratory: 1
Work Experience: 0

Grade Options: Pass/No Pass, Letter Grade methods

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course provides students the opportunity to increase cardiovascular conditioning, muscular strength, endurance, flexibility, and stress reduction. Exercise routines emphasize the needs of women.

KINS4.29
Course Title: Body Sculpting

Effective Term: Fall, 2020

Justification: This course is being revised to comply with Title 5. A current textbook was added. New content was added to the outline.

Units: 1
Lecture: 0
Laboratory: 1  
Work Experience: 0  

**Grade Options:** Pass/No Pass, Letter Grade methods  

**Prerequisite:** NONE  
**Co-requisite:** NONE  

**Course Description:** This course provides students with the opportunity to gain muscular strength and endurance through the use of free weights, body bars, and resistive types of exercises. The workout is structured and the movements are set to music.  

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**KINT070**  
**Course Title:** Principles of Exercise Prescription and Program Design  

**Effective Term:** Fall, 2020  

**Justification:** As a Title 5 Mandated Revision (Update), the textbook and the course description were changed. All mandatory Distance Education Curriculum requirements were also updated. Two of the course objectives were revised in order to match the DE 2 examples of the method of instruction/assignment/evaluation.  

**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0  

**Grade Options:** Pass/No Pass, Letter Grade methods  

**Prerequisite:** NONE  
**Co-requisite:** NONE  

**Advisory:** KINT 042  

**Course Description:** This course provides students the opportunity for understanding the essentials of personal training as a profession. Topics include human anatomy and physiology, exercise science, program design, fitness assessments, and health screenings. Personal training careers and business ownership are also discussed.  

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**LIBR004**  
**Course Title:** Information Competency  

**Effective Term:** Fall, 2020  

**Justification:** Library 4 is undergoing a revision to meet federal, state and local guidelines for distance learning. Changes include updates to the description and methods of instruction to meet new Association of College & Research Libraries’ Information Literacy recommendations.  

**Units:** 1  
Lecture: 1
Laboratory: 0  
Work Experience: 0

**Grade Options:** Letter Grade methods, Pass/No Pass

**Prerequisite:** NONE  
**Co-requisite:** NONE

**Course Description:**  
This course provides students with the opportunity to develop and strengthen research skills and to learn the core concepts of information retrieval. Students are introduced to the essential techniques for finding, evaluating, analyzing and presenting information - key skills for a successful college career. The class covers in-depth use of electronic resources, how to create research strategies to retrieve relevant information, and how to critically evaluate information in all its formats. The class also reviews the legal and ethical issues surrounding information and its use.

**MATH001C**  
**Course Title:** Just-In-Time Support for Pre-Calculus Algebra  
**Effective Term:** Fall, 2020

**Justification:** The math department would like to reduce the number of units for Math 1C from 2 to 1.5 units. This unit change would allow for both the parent Math 1 course and corresponding 1C course to fit into a single time block. This change would significantly streamline the scheduling process for both students and faculty. Surveyed Math 1C instructors agreed that reducing the class by 0.5 units would not have a negative impact on the quality of instruction or support for this class.

**Units:** 1.5  
Lecture: 1.5  
Laboratory: 0  
Work Experience: 0

**Grade Options:** Pass/No Pass

**Prerequisite:** NONE  
**Co-requisite:** MATH 001

**Course Description:** This course is intended for students who desire additional support in Math 1, Pre-Calculus Algebra. The course provides students with “just in time” support of algebra topics needed to be successful in Pre-Calculus algebra. It is only for students who are concurrently enrolled in Pre-Calculus Algebra, Math 1, at West Valley College. Topics include operations of real numbers, algebraic properties, manipulation of algebraic expressions, solving algebraic equations, inequalities, graphs of equations in two variables, functions and their properties, and problem-solving strategies. Recommended for students with little or no recent knowledge in algebra.

**MATH012C**  
**Course Title:** Just-In-Time Support for Applied Calculus
**Effective Term:** Fall, 2020

**Justification:** The math department would like to reduce the number of units for Math 12C from 2 to 1.5 units. This unit change would allow for both the parent Math 12 course and corresponding 12C course to fit into a single time block. This change would significantly streamline the scheduling process for both students and faculty. Surveyed Math 12C instructors agreed that reducing the class by 0.5 units would not have a negative impact on the quality of instruction or support for this class.

**Units:** 1.5  
Lecture: 1.5  
Laboratory: 0  
Work Experience: 0

**Grade Options:** Pass/No Pass

**Prerequisite:** NONE  
**Co-requisite:** MATH 012

**Course Description:** This course is intended for students who desire additional support in Math 12, Applied Calculus. The course provides students with “just in time” support of Applied Calculus topics needed to be successful in Applied Calculus. It is only for students who are concurrently enrolled in Applied Calculus, Math 12, at West Valley College. Topics include operations of real numbers, algebraic properties, manipulation of algebraic expressions, solving algebraic equations, inequalities, graphs of equations in two variables, functions and their properties, and problem-solving strategies. Recommended for students with little or no recent knowledge in advanced algebra topics.

**MATH106C**

**Course Title:** Just-in-Time Support for Intermediate Algebra

**Effective Term:** Fall, 2020

**Justification:** Based on student needs it makes sense to decrease the units of this course from 3 to 2.

**Units:** 2  
Lecture: 2  
Laboratory: 0  
Work Experience: 0

**Grade Options:** Pass/No Pass

**Prerequisite:** NONE  
**Co-requisite:** MATH 106

**Course Description:** This course is intended for students who desire additional support in Math 106, Intermediate Algebra. The course provides students with “just in time” support of elementary and intermediate algebra topics needed to be successful in intermediate algebra. It is only for students who are
concurrently enrolled in Intermediate Algebra, Math 106, at West Valley College. Topics include operations of real numbers, algebraic properties, manipulation of algebraic expressions, solving algebraic equations, inequalities, graphs of equations in two variables, functions, and problem-solving strategies. This course is recommended for students with little or no recent knowledge in algebra or who desire additional support.

**POLI003**  
**Course Title:** Introduction to Political Science  
**Effective Term:**  
**Justification:** This course was revised to meet Title 5 standards. Methods of Instruction, Methods of Evaluation, textbook, Course Outline, and Course Description were updated.

**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0  

**Grade Options:** Letter Grade methods  

**Prerequisite:** NONE  

**Co-requisite:** NONE  

**Course Description:** Political Science 003 is an introduction to political theory. The course analyzes the ideological origins of nation-states from direct democracy to totalitarian forms of government.

**PSYC001H**  
**Course Title:** Honors General Psychology  
**Effective Term:** Fall, 2020  
**Justification:** This course was revised to update the course description, assignments, methods of instruction, methods of evaluation, course objectives and course outline.

**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0  

**Grade Options:** Letter Grade methods  

**Prerequisite:** NONE  

**Co-requisite:** NONE  

**Course Description:** Honors General Psychology uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. As an honors course, there will
be an added focus on analytical writing regarding various subsections of the field through reading primary source research. This course introduces students to general psychology as a behavioral science with an emphasis on the scientific study of behavior and mental processes. The content focuses on the exploration of major psychological theories, concepts, methods, and research findings in psychology, including the biological bases of behavior, perception, cognition, consciousness, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders as well as therapeutic approaches and applied psychology.

**NUTR020**  
**Course Title:** World Food Customs and Nutrition  
**Effective Term:** Fall, 2020  
**Justification:** This course was updated to meet Title 5 standards, updates include changes to the description, distance learning and the outline.  
**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0  
**Grade Options:** Pass/No Pass, Letter Grade methods  
**Prerequisite:** NONE  
**Co-requisite:** NONE  
**Course Description:** This course examines food intake patterns, food customs, and nutritional status of people from various racial, regional, and religious backgrounds of the world from an evolutionary and ecological perspective. In addition, this course looks at food as a source of nutrients as well as an integral part of people’s cultures. This course explores contemporary health problems related to food and nutrition, and discusses different approaches to dealing with these challenges through community development and other intervention strategies.

**SPAN002A**  
**Course Title:** Intermediate Spanish  
**Effective Term:** Fall, 2020  
**Justification:** This course is being revised for recency. The course description, textbooks, assignments, course objectives, and SLOs have changed.  
**Units:** 5  
Lecture: 5  
Laboratory: 0  
Work Experience: 0
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Effective Term</th>
<th>Justification</th>
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</thead>
<tbody>
<tr>
<td>SPAN 002A</td>
<td>Intermediate Spanish</td>
<td>Fall, 2020</td>
<td>This course is being revised for recency. The course description, textbooks, objectives, methods of instruction, and SLOs have been updated.</td>
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<td>Units: 5</td>
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<td>Work Experience: 0</td>
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<td>Grade Options: Pass/No Pass, Letter Grade methods</td>
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<td></td>
<td>Prerequisite: SPAN 002A</td>
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<td>Co-requisite: NONE</td>
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<td>Course Description: SPAN 002A is designed as a continuation of SPAN 001B. This course covers culture and facilitates language acquisition through listening, speaking, reading, and writing. Content is expanded beyond “survival” needs of the immediate environment and covers linguistic functions such as expressing personal opinions, making suggestions on familiar topics, as well as on some abstract issues. High frequency structures and high level vocabulary are covered in the course as more complex discourse is presented.</td>
</tr>
<tr>
<td>SPAN 002B</td>
<td>Intermediate Spanish</td>
<td>Fall, 2020</td>
<td>This course is being revised for recency. The course description, textbooks, objectives, methods of instruction, and SLOs have been updated.</td>
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<td>Prerequisite: SPAN 002A</td>
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<td>Co-requisite: NONE</td>
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<td>Course Description: SPAN 002B is designed as a continuation of SPAN 002A. It covers culture and facilitates language acquisition through listening, speaking, reading and writing with complex materials. It emphasizes interaction with authentic language in context in complex circumstances. Relying on the language foundations acquired in the previous levels, the course expands vocabulary and analyzes grammar topics in depth. Critical thinking and analysis of linguistic structures and techniques for reflecting on and making cross-cultural comparisons are also emphasized in the course. This course is taught in Spanish.</td>
</tr>
<tr>
<td>SPAN 003A</td>
<td>Advanced Spanish Oral and Written Composition</td>
<td>Fall, 2020</td>
<td>This course is being revised for recency. Updated areas are: Course Title, SLOs, Course Objectives, Course Description, Methods of instruction, textbooks, and assignments.</td>
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<td>Units: 5</td>
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<td>Lecture: 5</td>
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</tbody>
</table>
Laboratory: 0
Work Experience: 0

**Grade Options:** Pass/No Pass, Letter Grade methods

**Prerequisite:** SPAN 002B
**Co-requisite:** NONE

**Course Description:** This course is a continuation of SPAN 002B. It is designed to enrich oral and written proficiency, enhance the knowledge of Spanish grammar, develop idiomatic expression, and to prepare students for skilled communication and cultural understanding of the Spanish-speaking world. Students in the course are expected to discuss topics such as culture, tradition, education, and ethics in the target language.

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**SPAN003B**

**Course Title:** Advanced Spanish Oral and Written Composition

**Effective Term:** Fall, 2020

**Justification:** This course is being revised for recency. Areas updated are: Course Title, Course Description, SLOs, Course Objectives, Textbooks, Methods of Instruction.

**Units:** 5
- Lecture: 5
- Laboratory: 0
- Work Experience: 0

**Grade Options:** Pass/No Pass, Letter Grade methods

**Prerequisite:** SPAN 003A
**Co-requisite:** NONE

**Course Description:** This course is designed as a continuation of Span 003A. It centers on the intensive use of the Spanish language to further oral and written proficiency. Students have an opportunity to enhance their knowledge of Spanish grammar and develop detailed specialized vocabulary while emphasizing written and oral composition. The course includes an analysis of short works of literature from the Spanish-speaking world and selected contemporary publications.

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**THEA011A**

**Course Title:** Script Analysis: Classical

**Effective Term:** Fall, 2020

**Justification:** This is a mandatory revision. Course description, assignments, methods of evaluation, and the textbook edition were revised for currency.

**Units:** 3
Course Description:
This course is a survey of dramatic literature from ancient Greece and Rome through the Italian Renaissance and the French Neo-Classical period with an emphasis on preparation for production. Through reading and analysis of representative plays selected from each of the major dramatic periods within this frame, and through consideration of theatrical conventions and aesthetic influences, students will have the opportunity to fully explore an in-depth methodology of reading, analyzing, and understanding the play scripts intended for production.

THEA011B
Course Title: Script Analysis: Modern Realism

Effective Term: Fall, 2020

Justification: This is a mandatory revision. Course description, assignments, methods of evaluation, and the textbook edition were revised for currency.

Units: 3
Lecture: 3
Laboratory: 0
Work Experience: 0

Grade Options: Pass/No Pass, Letter Grade methods

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course is a survey of world dramatic literature from 1860 to the present. Through consideration of theatrical conventions and aesthetic influences, students will have the opportunity to fully explore an in-depth methodology of reading, analyzing, and understanding the play scripts as dramatic literature and as the basis for production.

THEA011C
Course Title: Script Analysis: Contemporary/Absurdist

Effective Term: Fall, 2020

Justification: This is a mandatory revision. Course description, assignments, methods of evaluation, and the
textbook edition were revised for currency.

**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0

**Grade Options:** Pass/No Pass, Letter Grade methods

**Prerequisite:** NONE  
**Co-requisite:** NONE

**Course Description:** This course is a survey of dramatic literature from the early 20th century to the present. Emphasis is placed on absurdism and modern theatre styles and the preparation of such plays for production. Through reading and analysis of representative plays selected and through consideration of theatrical conventions and aesthetic influences, students will have the opportunity to explore an in-depth methodology of reading, analyzing, and understanding the play scripts for production.

| THEA018A | Course Title: Introduction to Stage Lighting  
Effective Term: Fall, 2020  
Justification: This is a mandatory revision. Methods of instruction, description, assignments, methods of evaluation, and the textbook were revised for currency.  
**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0  
**Grade Options:** Letter Grade methods  
**Prerequisite:** NONE  
**Co-requisite:** NONE  
**Course Description:** This is an introductory course in the theory, methods, and application of stage lighting. Students will have the opportunity to study different approaches to lighting design, the physics of stage lighting, and color in light. The course also serves as an introduction to the lighting instruments themselves and the practical work involved in lighting a staged production.

| THEA035A | Course Title: Voice Production and Articulation  
Effective Term: Fall, 2020 |
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>THEA044A</td>
<td>Makeup for Stage &amp; Screen</td>
<td>Fall, 2020</td>
<td>This is a mandatory revision. TOP and SAM codes, methods of instruction,</td>
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<td>assignments, methods of evaluation, and the textbook have been revised for</td>
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<td>currency.</td>
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<tr>
<td>THEA047A</td>
<td>Fundamentals of Costume Design</td>
<td>Fall, 2020</td>
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</tr>
</tbody>
</table>

**Justification:** This course offers students the opportunity to study vocal development. It is designed to develop, strengthen, and free the voice of the student. The main goals of this course are to offer a practical approach to vocal freedom and exploration, develop individual warm-up techniques, and introduce the International Phonetic Alphabet and dialect work.

**Course Description:** This course offers students the opportunity to study vocal development. It is designed to develop, strengthen, and free the voice of the student. The main goals of this course are to offer a practical approach to vocal freedom and exploration, develop individual warm-up techniques, and introduce the International Phonetic Alphabet and dialect work.
**Justification:** This is a mandatory revision. The course description, TOP code, SAM code, methods of instruction, assignments, methods of evaluation, and the textbook were revised for recency.

**Units:** 3  
Lecture: 3  
Laboratory: 0  
Work Experience: 0

**Grade Options:** Letter Grade methods

**Prerequisite:** NONE  
**Co-requisite:** NONE

**Course Description:** This course is an introduction to the function of theatrical costume and the contribution to the total aesthetic effect of a dramatic production. Design research and principles, costume organization, pattern and construction techniques, sewing equipment use and maintenance, and the function of costume personnel in production work are introduced as a means of developing the individual student's design capabilities, skills, and discipline in costuming.

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**NEW NONCREDIT COURSES**

**NCC004**  
**Course Title:** CAT Software Basics  
**Effective Term:** Fall, 2020

**Justification:** This course is being created to familiarize beginning Court Reporting students taking credit and/or noncredit court reporting courses with court reporting software and to effectively utilize the software to perform basic functions necessary to optimize effective learning outcomes.
Units: 0 (16-18 Hours of Instruction)
Lecture: 0
Laboratory: 0
Work Experience: 0

Grade Options: Satisfactory Progress

Prerequisite: NONE
Co-requisite: NONE

Course Description: In this course, students have the opportunity to learn and apply basic software commands to write, edit, create, save, and print files using computer-aided stenography transcription software through instructor-facilitated, hands-on practice and application.

NCCC007
Course Title: Keyboarding and MS Word Basics

Effective Term: Fall, 2020

Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.

Units: 0 (48-54 Hours of Instruction)
Lecture: 0
Laboratory: 0
Work Experience: 0

Grade Options: Satisfactory Progress

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course provides students the opportunity to learn the touch system of keyboarding and the basics of Microsoft Word to increase transcription-delivery options and provide additional office skills for entry-level office support positions. This course also prepares students to meet the keyboarding requirement per the California court reporting school curriculum code.

NCCC016
Course Title: 160 WPM Speed Goal

Effective Term: Fall, 2020

Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.
Units: 0 (190-200 Hours of Instruction)
Lecture: 0
Laboratory: 0
Work Experience: 0

Grade Options: Satisfactory Progress

Prerequisite: NONE
Co-requisite: NONE
Advisory: NCCC 012 or NCCC 012M

Course Description: In this course, students have the opportunity to apply theory concepts to recognize and create stenographic outlines for intermediate-level legal terminology and phraseology necessary to attain a writing speed of 160 words per minute. Machine writing and transcription focuses on proper formatting of dates, standard and military time, currency, case numbers, exhibits, legal citations, and other numeric expressions regularly used in legal proceedings. Lecture content and assignments include how to read and interpret the court calendar and identify and apply information critical to the official court reporter.

NCCC018M
Course Title: 180 WPM: Multi-Voice Focus

Effective Term: Fall, 2020

Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.

Units: 0 (112-126 Hours of Instruction)
Lecture: 0
Laboratory: 0
Work Experience: 0

Grade Options: Satisfactory Progress

Prerequisite: NONE
Co-requisite: NONE
Advisory: NCCC 016M or NCCC 016

Course Description: In this course, students have the opportunity to recognize and create stenographic outlines for intermediate to advanced-level vocabulary, terminology, and phraseology and apply speed-building techniques necessary to attain a writing speed of 180 words per minute with a focus on multi-voice reporting. Machine and voice writing and transcription also include application of “realtime” writing skills for educational captioning. Lecture content and assignments focus on multi-voice reporting and educational captioning requirements and considerations.

NCCC020
**Course Title:** 200-220 WPM Speed Goal  

**Effective Term:** Fall, 2020  

**Justification:** The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.  

**Units:** 0 (190-200 Hours of Instruction)  
- Lecture: 0  
- Laboratory: 0  
- Work Experience: 0  

**Grade Options:** Satisfactory Progress  

**Prerequisite:** NONE  
**Co-requisite:** NONE  
**Advisory:** NCCC 018 or NCCC 018M  

**Course Description:** In this course, students have the opportunity to further refine stenographic outlines and speed-building techniques to attain accurate writing speeds of up to 200 or 220 words per minute with 97.5 and 95 percent accuracy, respectively. Machine writing and transcription focuses on court and deposition terminology and phraseology. Lecture content and assignments include record-keeping requirements, application of State of California Minimum Transcript Standards, frequently-used language in legal proceedings, reference source selection, and requirements for making verbatim records of hearings, meetings, and conventions.

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**NCCC020M**  
**Course Title:** 200-220 WPM: Multi-Voice Focus  

**Effective Term:** Fall, 2020  

**Justification:** The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.  

**Units:** 0 (112-126 Hours of Instruction)  
- Lecture: 0  
- Laboratory: 0  
- Work Experience: 0  

**Grade Options:** Satisfactory Progress  

**Prerequisite:** NONE  
**Co-requisite:** NONE  
**Advisory:** NCCC 018M or NCCC 018  

**Course Description:** In this course, students have the opportunity to further refine stenographic outlines and speed-building techniques to attain accurate writing speeds of up to 200 and 220 words per minute with 97.5
and 95 percent accuracy, respectively. Machine writing and transcription focuses on multi-voice court and deposition reporting skills. Lecture content and assignments include the responsibilities and duties of official and deposition reporting including reading back; the reporting of testimony and objections; reporting with an interpreter; directing (citing) the witness; certifying questions; and marking, handling, and securing exhibits.

**NCCC021**

**Course Title:** Legal Terminology

**Effective Term:** Fall, 2020

**Justification:** The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.

**Units: 0 (50-54 Hours of Instruction)**

- Lecture: 0
- Laboratory: 0
- Work Experience: 0

**Grade Options:** Satisfactory Progress

**Prerequisite:** NONE

**Co-requisite:** NONE

**Course Description:** Students have the opportunity to gain basic understanding, correct spelling, and pronunciation of legal terminology used in courtroom and deposition proceedings and in legal documents. Nineteen basic areas of law, along with examples from real cases, are explained to facilitate better understanding of the terminology. Commonly-used and new legal terms and phrases are also presented and defined. Vocabulary building, pronunciation, and spelling are emphasized along with stenographic machine writing and voice writing outlines.

**NCCC024**

**Course Title:** English Vocabulary for Court Reporting and Captioning

**Effective Term:** Fall, 2020

**Justification:** The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.

**Units: 0 (50-54 Hours of Instruction)**

- Lecture: 0
- Laboratory: 0
- Work Experience: 0

**Grade Options:** Satisfactory Progress

**Prerequisite:** NONE
Co-requisite: NONE

Course Description: Students have the opportunity to gain basic understanding, correct spelling, and pronunciation of English vocabulary in order to prepare for the written portion of the California Certified Shorthand Reporter licensing examinations and to better hear and comprehend English vocabulary in order to accurately write the spoken word for reporting, captioning, transcription, and proofreading careers. Vocabulary building, pronunciation, and spelling are emphasized. Stenographic machine writing and voice writing options are discussed.

NCCC025
Course Title: Basic English for Court Reporting and Captioning

Effective Term: Fall, 2020

Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.

Units: 0 (50-54 Hours of Instruction)
Lecture: 0
Laboratory: 0
Work Experience: 0

Grade Options: Satisfactory Progress

Prerequisite: NONE
Co-requisite: NONE

Course Description: Students have the opportunity to identify and apply the components of English sentence structure, improve their grammar and writing skills, and apply correct punctuation to written text. Proofreading symbols and techniques are also introduced and explained.

NCCC026
Course Title: Advanced English and Office Practices for Court Reporting and Captioning

Effective Term: Fall, 2020

Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.

Units: 0 (50-54 Hours of Instruction)
Lecture: 0
Laboratory: 0
Work Experience: 0

Grade Options: Satisfactory Progress
**Prerequisite:** NONE  
**Co-requisite:** NONE

**Course Description:** In this course, students have the opportunity to study and apply advanced grammar, punctuation, syntax, and word usage; communication skills; proofreading; and dictation/transcription procedures. Court reporting record keeping and office management software developments are also covered.

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**NCCC027**  
**Course Title:** Computer-Aided Transcription 1  
**Effective Term:** Fall, 2020

**Justification:** The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.

**Units:** 0 (32-36 Hours of Instruction)  
- Lecture: 0  
- Laboratory: 0  
- Work Experience: 0

**Grade Options:** Satisfactory Progress

**Prerequisite:** NONE  
**Co-requisite:** NONE

**Course Description:** This course includes instruction in developing English vocabulary in a real-time computer-aided transcription software program. Students use an electronic stenographic writing machine or voice writing equipment, a computer, and specialized software. Students have the opportunity to create and/or edit personal computer-aided transcription software dictionaries.

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**NCCC038**  
**Course Title:** Court Reporting Codes and Procedures 1  
**Effective Term:** Fall, 2020

**Justification:** The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.

**Units:** 0 (48-54 Hours of Instruction)  
- Lecture: 0  
- Laboratory: 0  
- Work Experience: 0

**Grade Options:** Satisfactory Progress

**Prerequisite:** NONE
Co-requisite: NONE

Course Description: This course provides information about specific California Code sections that govern the profession of court reporting. Federal and California judicial systems and constitutions are explained, as are “Federal Rules”. Students have the opportunity to gain practical knowledge of the “Business and Professions Code,” “Code of Civil Procedure,” “Code of Regulations,” and “Rules of Court” as they apply to court reporters. Video-recording of court and deposition proceedings and other emerging technologies and their impacts are discussed and ethical issues facing the reporter are examined. This course, in conjunction with NCCC 039, “Court Reporting Codes and Procedures 2,” is designed to prepare students for the California Certified Shorthand Reporters “Professional Practice” examination.

NCCC039
Course Title: Court Reporting Codes and Procedures 2

Effective Term: Fall, 2020

Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.

Units: 0 (48-54 Hours of Instruction)
Lecture: 0
Laboratory: 0
Work Experience: 0

Grade Options: Satisfactory Progress

Prerequisite: NONE
Co-requisite: NONE
Advisory: NCCC 038

Course Description: This course provides information about specific California Code sections that govern the profession of court reporting. Students have the opportunity to become familiar with and understand the meanings of the Civil Code, Evidence Code, Government Code, Labor Code, and Penal Code as these codes apply to the profession of court reporting. Office practices and record-keeping requirements of the professional reporter are reviewed and ethical issues encountered by the reporter are examined. This course, in conjunction with NCCC 038, “Court Reporting Codes and Procedures 1,” is designed to prepare students for the California Certified Shorthand Reporters “Professional Practice” examination.

NCCC042
Course Title: Certified Shorthand Reporter Exam Review

Effective Term: Fall, 2020

Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new courses.
Course Description: This course is designed for the advanced court reporting student preparing to take the written portion of the State of California Certified Shorthand Reporter's examination. Emphasis is placed on California codes and rules of court of the State of California applicable to court reporting. Medical and legal terminology, English grammar, general vocabulary, specialized punctuation, and proofreading required for the production of official transcripts of court and deposition proceedings are also covered.

NCWP001
Course Title: Essential Communication Skills for the Workplace
Effective Term: Fall, 2020
Justification: With the implementation of AB 705, students will be moving through their chosen pathways at a faster pace, and thus, entering the workplace sooner. This course is designed to help students learn how to hone the necessary communication skills for the workplace.

Units: 0 (16-18 Hours of Instruction)
Lecture: 0
Laboratory: 0
Work Experience: 0
Grade Options: Satisfactory Progress
Prerequisite: NONE
Co-requisite: NONE
Course Description: This course focuses on developing and improving the necessary skills to become an effective communicator in today’s workplace. Topics covered include growth mindset, resilience, self-awareness, communication styles, and resume writing. This course is intended for anyone seeking to improve their workplace communication skills and advance their career.

NCWP002
Course Title: Digital Citizenship for the Workplace
Effective Term: Fall, 2020
Justification: With the implementation of AB 705, students will be moving through their chosen pathways at a faster pace, and thus, entering the workplace sooner. This course is designed to help students learn how to hone the necessary digital literacy skills for the workplace.

Units: 0 (16-18 Hours of Instruction)
Lecture: 0
Laboratory: 0
Work Experience: 0

Grade Options: Satisfactory Progress

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course introduces best practices and builds awareness regarding information literacy, media literacy, and technology literacy. This includes creating a dynamic LinkedIn profile and establishing a comprehensive online presence while learning to effectively network online. Students also have opportunities to build sound research skills, including how to identify credible sources and false ads; create an online portfolio; learn about online tools and apps to build an online presence; and demonstrate professional social media etiquette.

NCWP003
Course Title: Leadership Skills for the Workplace

Effective Term: Fall, 2020

Justification: With the implementation of AB 705, students will be moving through their chosen pathways at a faster pace, and thus, entering the workplace sooner. This course is designed to help students learn how to hone the necessary leadership skills for the workplace.

Units: 0 (16-18 Hours of Instruction)
Lecture: 0
Laboratory: 0
Work Experience: 0

Grade Options: Satisfactory Progress

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course focuses on developing the necessary skills to become a strong leader and manager in today's workplace. Topics covered include empathy, emotional intelligence, adaptability, teamwork, and transformational leadership. This course is intended for anyone seeking to improve their leadership skills and/or seeking promotion in their career.
<table>
<thead>
<tr>
<th>COURSE DEACTIVATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARAB 001, Beginning Arabic</strong> - The department did not receive funds to hire a specialist in the target language to assist with the curriculum.</td>
</tr>
<tr>
<td><strong>ARTS 099, Introduction to Typography</strong> - This course is no longer being offered.</td>
</tr>
<tr>
<td><strong>CHIN 001A, Beginning Chinese And Culture</strong> - The World Languages department did not receive the funds to hire an expert to develop the curriculum.</td>
</tr>
<tr>
<td><strong>CHIN 011A, Chinese Laboratory</strong> - The World Languages department did not receive the funds to hire an expert to update and develop the curriculum.</td>
</tr>
</tbody>
</table>
• **COUN 018, Job Search Methods** - Counseling has not been able to fill either Coun 18 for several semesters. Brad Weisberg is leading the creation of a non-credit class that includes job search curriculum.

• **COUN 090, Transfer with Success** - Counseling has not been able to fill either Coun 90 for several semesters. To assist students in fulfilling their transfer goals, we offer transfer workshops, individual counseling appointments, and transfer information within our various college orientation programs.

• **JPNS 002A, Intermediate Japanese** - The World Languages department did not receive the funds to hire an expert to develop the curriculum.

• **JPNS 002B, Intermediate Japanese** - The department did not receive funds to hire an expert in the target language to assist in the development of the curriculum.

• **KINS 4.22, Step Fitness** - The fitness industry continues to evolve, the Kinesiology department offers the most cutting edge fitness classes. Step aerobics classes are no longer popular and have been replaced with interval training, core training, pilates, and others.

• **PARA 033, Paralegal Procedures in Real Estate Law** - This course has not been offered in two years.

• **PARA 034, Bankruptcy Law and Procedures** - This course has not been offered in two years.

• **PARA 038, Constitutional Law** - This course has not been offered in two years.

• **PARA 075, Business Compliance Law** - This course has not been offered in two years.

• **PARA 083B, Electronic Evidence Discovery** - This course has not been offered in 2 years. The program is emphasizing more practically oriented electives as opposed to theoretical.

• **PRTG 001A, Beginning Brazilian Portuguese** - The department did not receive funds to hire an expert in the target language to assist in the development of the curriculum.

• **PRTG 001B, Beginning Brazilian Portuguese** - The Department did not receive the funds to hire a specialist in the target language to develop and/or update the curriculum.

• **PRTG 011A, Brazilian Portuguese Lab** - The World Languages department did not receive the funds to hire an expert to develop the curriculum.

• **PRTG 011B, Brazilian Portuguese Lab** - The Department did not receive the funds to hire a specialist in the target language to develop and/or update the curriculum.

• **RUSS 001A, Beginning Russian** - The Department did not receive the funds to hire a specialist in the target language to develop and/or update the curriculum.

• **RUSS 001B, Beginning Russian** - The Department did not receive the funds to hire a specialist in the
target language to develop and /or update the curriculum.

- **RUSS 011A, Russian Laboratory** - The Department did not receive the funds to hire a specialist in the target language to develop and /or update the curriculum.

- **RUSS 011B, Russian Laboratory** - The Department did not receive the funds to hire a specialist in the target language to develop and /or update the curriculum.

- **THEA 021C, Rehearsal and Performance (technical)** - This course is being deactivated because it has not been offered in the past five years and has been removed from all of our programs.

<table>
<thead>
<tr>
<th>PROGRAM DEACTIVATIONS</th>
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</thead>
<tbody>
<tr>
<td><strong>Early Childhood Education, Certificate</strong> – This program is being replaced by the two new certificates – Early Childhood Teacher Level 1 &amp; Early Childhood Teacher Level 2.</td>
</tr>
</tbody>
</table>
SUBJECT: CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve the curriculum changes at Mission College as presented.

Funding Source/Fiscal Impact
The General Fund is the major source for the cost of instruction, which pertains to the offering of approved courses. These costs are offset, to varying degrees, by apportionment received for credit-based instruction and other associated fees.

Reference(s)
Curriculum development and approval is an ongoing activity overseen by the Academic Senate, and its subordinate Curriculum Committee, and the Office of Instruction as per District Policy 4020. It is integrated into the Mission College Program Review process. It is emphasized in many sections of Standard II of the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges. Likewise, it is regulated through Title 5 and WVMCCD District Policy 4020.

Background/Alternatives
As per District policy, the curriculum changes to programs and courses described herein have been considered and approved by the Curriculum Committee and the Articulation Officer. Each of the curriculum changes and the foregoing approvals has been further reviewed by the Chief Instructional Officer, the College President, and the District Chancellor. The Office of Instruction further certifies that the programs and courses described herein satisfy all applicable requirements of Title 5 and have also been
submitted to the Associated Students Government of Mission College. Degrees developed in compliance with State-approved Transfer Model Curricula (TMC) pursuant to SB-1440 (Padilla, 2010) have already been approved by the District Chancellor acting as designee for the Board of Trustees, and are being presented here as information items.

**Coordination**
Offerings have been coordinated between Mission College and West Valley College through a process of consultation.

**Follow-up/Outcomes**
Following Board approval of the curriculum changes, updates to catalogs and class schedules will be made, and campus marketing communications will reflect the changes, as appropriate. Courses which are archived will be removed from the College catalog; courses which are deleted will be removed both from the College catalog and from the state Curriculum Inventory.
**Curriculum Summary**

**New Course - Credit**
None

**New Course - Noncredit**
None

**Credit Course Revision**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>TRN 105</th>
<th>TRN 132</th>
<th>TRN 207</th>
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<tr>
<td>ACC 034</td>
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<td>ACC 070</td>
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<tr>
<td>HOC 045A</td>
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<tr>
<td>KIN 030A</td>
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<td>TRN 104</td>
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**Non-credit Course Revision**
None

**Administrative Change**
None

**Prerequisites**
<table>
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<tr>
<th>Course Code</th>
<th>ACC 033</th>
<th>ACC 034</th>
<th>ACC 059A</th>
<th>HOC 045A</th>
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**Distance Education**

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<th>ACC 033</th>
<th>ACC 034</th>
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**Credit Course Deletion**

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<th>AHL 012</th>
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<td>AHL 024</td>
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<td>AHL 003</td>
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<td>GLB 001</td>
<td>RFL 024</td>
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<td>WHP 007T.2</td>
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<td>PSY 055</td>
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</table>

**New Program**
None

**Program Revision**
BIO Biology AS-T

**Program Deletion**
Global Studies Certificate
Global Studies Associate of Arts
Community Health Worker for Developmentally Disabled Certificate of Achievement
ACCOUNTING

ACC 033 – Forecasting Financial Statements Using Excel
1.50 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ACC 001A

The course covers financial forecasting models used in business, while teaching basic and intermediate Excel commands. Students build Excel spreadsheet models to project an income statement and balance sheet, with a cash budget that includes receivables, payables, inventory, capital equipment investment, and financing requirements.

Rationale for ACC 033 – Forecasting Financial Statements Using Excel – 1.50 Unit(s)
This course has been revised to review and update course content, update the DE Addendum, and update textbooks.

ACC 034 – Business Financial Planning Using Excel
1.50 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ACC 001A

The course covers financial planning and analysis models used in business, while teaching basic and intermediate Excel commands. Students build Excel spreadsheet models for loan amortization, break even analysis, lease versus buy decisions, capital budgeting and project selection, and net present value using the time value of money.

Rationale for ACC 034 – Business Financial Planning Using Excel – 1.50 Unit(s)
This course has been revised to update course content, DE addendum, and textbooks.

ACC 059A – Financial Auditing
4.00 Unit(s)
Grade Options: Grade Only
Prerequisite: ACC 001A

The course introduces the student to the audit process and how to render an opinion on
published financial statements and related financial reports. The course emphasizes the application of generally accepted auditing standards and procedures, fraud exposure, professional ethics, the legal environment, work paper preparation and report writing.

**Rationale for ACC 059A – Financial Auditing – 4.00 Unit(s)**
This course has been revised to update content, textbooks, prerequisites, and the Distance Education Addendum.

**ACC 070 – Ethics in Accounting**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course involves the study of ethical problems which arise within the contexts of accounting and corporate management. Topics include major ethical theories and the professional code of conduct for accountants, auditors, and tax preparers. The focus is on ethical issues in corporate case studies such as Enron, WorldCom, Sunbeam, and Madoff.

**Rationale for ACC 070 – Ethics in Accounting – 3.00 Unit(s)**
This course has been revised to update content, DE addendum, textbooks, add the Pass/No Pass grading option, and to remove the ACC 001A prerequisite. Students may successfully complete the course without the prerequisite knowledge.

**HEALTH OCCUPATIONS**

**HOC 045A – Advanced Skills/Simulation Lab**
1.00 Unit(s)
Grade Options: Pass/No Pass Only
Prerequisite: HOC 032, HOC 033A, HOC 033B, HOC 034, HOC 035A, HOC 036A, NTR 015
Co-requisite: HOC 042, HOC 043A, HOC 043B, HOC 044, HOC 046A, HOC 047, PSY 012

This course allows the advanced vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients.
with gastrointestinal, integumentary, endocrine, and hematological disorders and pediatric patients and their families in inpatient and outpatient settings.

**Rationale for HOC 045A – Advanced Skills/Simulation Lab – 1.00 Unit(s)**
This course has been revised to update the grade options to Pass/No Pass only.

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**KINESIOLOGY**

**KIN 030A – Pilates Matwork - Introduction**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is an introduction to Joseph Pilates’ Physical mind Conditioning Method. The matwork provides the ideal physical fitness for the attainment and maintenance of a uniformly developed body and sound mind. The study of Pilates improves flexibility, strength and breathing techniques.

**Rationale for KIN 030A – Pilates Matwork - Introduction – 1.00 Unit(s)**
This course has been revised to update textbooks, equipment, and assessment.

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**KIN 030B – Pilates Matwork - Beginning**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is the study and practice of Joseph Pilates’ Physical mind Conditioning Method at a beginning level. Through the study of matwork, the student improves physical well-being including flexibility, strength and breathing techniques.

**Rationale for KIN 030B – Pilates Matwork - Beginning – 1.00 Unit(s)**
This course has been revised to update textbooks, equipment, and assessment.

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**TRANSPORTATION**

**TRN 102 – Public Service and Stress Management for Public Transit Employees**
1.00 Unit(s)
Grade Options: Pass/No Pass Option
Students are introduced to the relationship between delivering professional public service and managing stress factors inherent in the transit industry. Students acquire fundamental knowledge of public service strategies and stress management skills needed for a career in transit industry operations. This course is limited to students admitted to the Public Transit Leadership Certificate program.

**Rationale for TRN 102 – Public Service and Stress Management for Public Transit Employees – 1.00 Unit(s)**
The course was revised to update content, the TOP Code and CIP Codes, and to remove advisories.

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**TRN 103 – Community Health Issues for Public Transit Employees**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to common community health problems and issues they are likely to encounter on the job in the public transit industry. Topics include biohazards, communicable disease, and occupational safety. Additionally, students are taught a framework for understanding and handling interactions with members of the community suffering from difficult health issues, such as substance abuse or mental illness. This course is limited to students admitted to the Public Transit Leadership Certificate Program.

**Rationale for TRN 103 – Community Health Issues for Public Transit Employees – 1.00 Unit(s)**
The course was revised to update the textbook and content, to remove the Cooperative Work Experience Education Status, to revise the CIP and TOP Codes, and to remove the advisory class options.

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**TRN 104 – Peer Mentoring for Public Transit Workers One-on-One Skills**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to the basic elements of one-on-one peer mentoring in a transit industry environment. Students acquire fundamental knowledge of the personal and interpersonal skills needed to be an effective peer mentor in entry-level transit operations. This course is limited to students admitted to the Public Transit Leadership Certificate program.
Rationale for TRN 104 – Peer Mentoring for Public Transit Workers One-on-One Skills – 1.00 Unit(s)
The course was revised to update course content, to remove the Cooperative Work Experience Education Status, to revise the CIP and TOP Codes, and to remove the advisory class options.

TRN 105 – Group Facilitation and Training Skills for Peer Mentors
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course focuses on the theory and practice of facilitating effective meetings in a public transit environment. Topics include the differences between leading and facilitating, fundamental facilitation techniques, and personal strategies for facilitators to maintain neutrality while guiding meeting participants to successful outcomes. This course is limited to students admitted to the Public Transit Leadership Certificate program.

Rationale for TRN 105 – Group Facilitation and Training Skills for Peer Mentors – 1.00 Unit(s)
The course was revised to update course content, textbooks, and time commitment notes to students, to remove the Cooperative Work Experience Education Status, and to remove the advisory class options.

TRN 106 – Interpersonal Communication for Transit Workers
1.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to the principles of effective interpersonal communication in public transit professions. Topics include verbal and non-verbal communication, active listening, and accountability in communication. This course is limited to students admitted to the Public Transit Leadership Certificate program.

Rationale for TRN 106 – Interpersonal Communication for Transit Workers – 1.00 Unit(s)
The course was revised to update course content, textbooks, and time commitment notes to students, to remove the Cooperative Work Experience Education Status, and to remove the advisory class options.
TRN 107 – Labor Management Problem Solving in Public Transit
1.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to the principles of effective labor/management problem solving in public transit professions. Topics include an overview of labor and management, trust building, and developing problem solving strategies. This course is limited to students admitted to the Public Transit Leadership Certificate Program.

Rationale for TRN 107 – Labor Management Problem Solving in Public Transit – 1.00 Unit(s)
This course was revised update entrance skills, course content, and materials.

TRN 108 – Performance Coaching for Public Transit Leaders
1.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to the principles of effective performance coaching in unionized public transit professions. Topics include leadership roles, management styles, and positive performance coaching. This course is limited to students admitted to the Public Transit Leadership Certificate program.

Rationale for TRN 108 – Performance Coaching for Public Transit Leaders – 1.00 Unit(s)
The course was revised to update course content, textbooks, and time commitment notes to students, CIP and TOP codes, to remove the Cooperative Work Experience Education Status, and to remove the advisory class options.

1.00 Unit(s)
Grade Options: Pass/No Pass Option

Students acquire fundamental technology skills necessary in today’s public transit agencies, including computer basics, simple usage of Microsoft Office applications, and accessing the Internet. This course is limited to students admitted to the Public Transit Leadership Certificate Program.
Rationale for TRN 109 – Transit Business Technology and Practices for Transit Employees – 1.00 Unit(s)
The course was revised to update textbooks to the most recent available, entrance skills, and time commitment notes to students, and to remove the Cooperative Work Experience Education Status.

TRN 110 – Transit Operations for New Leaders
2.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to major support departments in public transit bus (coach) operations: coach maintenance, transit planning and scheduling, transit radio dispatching, and field supervision. Students learn the major functions, relationships, and overall impact of these departments on delivering safe and reliable public bus service on the street. This course is limited to students admitted to the Public Transit Leadership Certificate program.

Rationale for TRN 110 – Transit Operations for New Leaders – 2.00 Unit(s)
The course was updated to remove the advisory class options and to update objectives and time commitment notes for students.

TRN 121 – Way, Power, & Signal Maintenance Core Training I
1.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to the Way, Power, and Signal shop floor and basic safety protocols. This course prepares students for positions in light rail maintenance. Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.

Rationale for TRN 121 – Way, Power, & Signal Maintenance Core Training I – 1.00 Unit(s)
The course was revised to update entrance skills and time commitment notes to students and to remove advisories.

TRN 122 – Way, Power, & Signal Maintenance Core Training II
Students are introduced to ladder safety, basic Traffic Control, electrical safety, and lockout/tag out security. This course prepares students for positions in light rail maintenance. Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.

Rationale for TRN 122 – Way, Power, & Signal Maintenance Core Training II – 1.00 Unit(s)
The course was updated to remove the advisory class options and update the time commitment notes for students.

TRN 123 – Way, Power, & Signal Maintenance Core Training III
1.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to rail certification (rules and regulations) and roadway worker protection (safety in the railroad environment). This course prepares students for positions in light rail maintenance. Per California Code of Regulations, this course is limited to students admitted to light rail apprenticeship programs at Santa Clara Valley Transportation Authority.

Rationale for TRN 123 – Way, Power, & Signal Maintenance Core Training III – 1.00 Unit(s)
The course was revised to updated content, time commitment notes to students, and to remove the advisory class options.

TRN 131 – Basic Principles of Track Maintenance I
2.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to track structure, safety and use of track, track tools, roadbed, crossties, and ballast. This course prepares students for entry-level positions in railway track work. Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.
Rationale for TRN 131 – Basic Principles of Track Maintenance I – 2.00 Unit(s)
The course was revised to update entrance skills, materials and content.

TRN 132 – Basic Principles of Track Maintenance II
2.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to rail maintenance, rail joint maintenance, track alignment and gage, track surface, turnouts, and roadway maintenance. This course prepares students for entry-level positions in railway track work. Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.

Rationale for TRN 132 – Basic Principles of Track Maintenance II – 2.00 Unit(s)
The course was updated to revise the course content, entrance skills, and the time commitment notes for students.

TRN 133 – Advanced Principles of Track Maintenance I
2.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to rail replacement, cutting and welding, turnouts and trackwork, track construction, railroad grade crossing, and management and security. This course prepares students for entry-level positions in railway track work. Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.

Rationale for TRN 133 – Advanced Principles of Track Maintenance I – 2.00 Unit(s)
The course was revised to update the entrance skills and time commitment notes for students.

TRN 134 – Advanced Principles of Track Maintenance II
2.50 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to operation work equipment, vegetation control, rail defects, track inspection, Federal Railroad Administration (FRA) track standards, and derailment work. This course prepares students for entry-level positions in railway
track work. Per California Code of Regulations, this course is limited to students admitted to the Track Worker Apprenticeship Program.

**Rationale for TRN 134 – Advanced Principles of Track Maintenance II – 2.50 Unit(s)**
The course was revised to update course content, entrance skills, and the time commitment notes for students.

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**TRN 201 – Service Mechanic Orientation & Safety**
2.50 Unit(s)
Grade Options: Pass/No Pass Option

This course covers an orientation to VTA, the mechanic helper program, the shop floor, familiarization with the fleet, and electrical safety. Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 201 – Service Mechanic Orientation & Safety – 2.50 Unit(s)**
The course was revised to update course content, entrance skills, and the time commitment notes for students.

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**TRN 202 – Service Mechanic Tools & Fasteners**
2.50 Unit(s)
Grade Options: Pass/No Pass Option

This course focuses on tools and fasteners: correct work methods, care and selection of tools, common tools and uses, and common fasteners and uses. Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 202 – Service Mechanic Tools & Fasteners – 2.50 Unit(s)**
The course was revised to update course content, entrance skills, and the time commitment notes for students.

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**TRN 203A – Service Mechanic Electrical Electronics 1**
2.50 Unit(s)
Grade Options: Pass/No Pass Option
This course covers direct current, circuits, Ohm's Law, and Watt's Law. Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 203A – Service Mechanic Electrical Electronics 1 – 2.50 Unit(s)**
The course was revised to update course content, entrance skills, and the time commitment notes for students.

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**TRN 203B – Service Mechanic Electrical Electronics 2**
2.50 Unit(s)
Grade Options: Pass/No Pass Option

This course covers batteries, starters, and the ATEC course on wiring, circuits, and schematics. Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 203B – Service Mechanic Electrical Electronics 2 – 2.50 Unit(s)**
This course has been revised to update course content, textbooks and materials, entrance skills, and advisories.

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**TRN 204 – Service Mechanic Air Brakes**
2.50 Unit(s)
Grade Options: Pass/No Pass Option

This course introduces students to the air brake system used on VTA buses. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) will be emphasized. Topics include: air foundation brakes, air supply system, air service circuits, special circuits, and mechanical components. Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 204 – Service Mechanic Air Brakes – 2.50 Unit(s)**
The course was revised to update course content, the time commitment notes for students, and the most recent available textbook.

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**TRN 205 – Service Mechanic Transmission**
This course covers transmission, including safety, driveline checks, hydraulics, and other related topics. Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 205 – Service Mechanic Transmission – 2.50 Unit(s)**
The course was revised to update the course content and the time commitment notes for students.

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**TRN 206 – Service Mechanic Diesel Engine**
2.50 Unit(s)
Grade Options: Pass/No Pass Option

This course focuses on diesel engine theory and components. Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 206 – Service Mechanic Diesel Engine – 2.50 Unit(s)**
This course has been revised to update course content, materials and to remove advisories.

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**TRN 207 – Service Mechanic Hybrid Familiarization**
2.50 Unit(s)
Grade Options: Pass/No Pass Option

This course focuses on hybrid engine systems and the different ways to work with them vs. traditional diesel engines. Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 207 – Service Mechanic Hybrid Familiarization – 2.50 Unit(s)**
This course has been revised to update course content and entrance skills and to remove advisories.
TRN 208 – Service Mechanic IO Controls
2.50 Unit(s)
Grade Options: Pass/No Pass Option

This course focuses on Input/Output controls found on hybrid vehicles (onboard computer). Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

Rationale for TRN 208 – Service Mechanic IO Controls – 2.50 Unit(s)
This course has been revised to update entrance skills.

TRN 209 – Service Mechanic Preventative Maintenance - PMI
2.50 Unit(s)
Grade Options: Pass/No Pass Option

This course focuses on preventative maintenance practices, such as routine inspections. Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

Rationale for TRN 209 – Service Mechanic Preventative Maintenance - PMI – 2.50 Unit(s)
This course has been revised to update content and to remove advisories.

TRN 210 – Service Mechanic Overhaul & Repair Orientation
2.50 Unit(s)
Grade Options: Pass/No Pass Option

This course focuses on an overview of the Overhaul and Repair Department at public transit agencies. Per California Code of Regulations, this course is limited to students admitted to the Service Mechanic apprenticeship programs at Santa Clara Valley Transportation Authority.

Rationale for TRN 210 – Service Mechanic Overhaul & Repair Orientation – 2.50 Unit(s)
This course was updated to revise course content and to remove advisories.
**TRN 401 – Coach Operator New Operator Training I**
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This classroom/lab instruction course for Coach Operator Apprentices focuses on DMV legal regulations as they apply to the mass transit industry. Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 401 – Coach Operator New Operator Training I – 2.00 Unit(s)**
The course was updated to remove advisories and add the time commitment notes for students.

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**TRN 402 – Coach Operator New Operator Training II**
5.00 Unit(s)
Grade Options: Pass/No Pass Option

This classroom/lab instruction course for Coach Operator apprentices focuses on transit operations - rules and regulations, and processes. Apprentices also complete training in the field. Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 402 – Coach Operator New Operator Training II – 5.00 Unit(s)**
The course has been updated to update advisories, the time commitment notes for students, entrance skills, and limitations on enrollment.

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**TRN 403 – Coach Operator New Operator Training III**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This classroom instruction course for Coach Operator apprentices focuses on customer service, internal relationships between departments, and personal well-being. Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 403 – Coach Operator New Operator Training III – 1.00 Unit(s)**
The course was updated to revise advisories and the time commitment notes for students.

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**TRN 404 – Coach Operator New Operator Training IV**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This classroom instruction course for Coach Operator Apprentices focuses on safety and security while driving. Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 404 – Coach Operator New Operator Training IV – 1.00 Unit(s)**
The course was revised to update advisories, entrance skills, limitations on enrollment, and time commitment notes for students.

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**TRN 405 – Coach Operator New Operator Training V**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This classroom instruction course for Coach Operator Apprentices focuses on technical proficiency with coach equipment, troubleshooting, and vehicle inspection. Per California Code of Regulations, this course is limited to students admitted to the Coach Operator apprenticeship programs at Santa Clara Valley Transportation Authority.

**Rationale for TRN 405 – Coach Operator New Operator Training V – 1.00 Unit(s)**
The course was revised to update the advisories, entrance skills, limitations on enrollment and the time commitment notes for students.

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**CREDIT COURSE DELETION**

**ACCOUNTING**

**ACC 021A – Basic Accounting I**
2.00 Unit(s)
Rationale for ACC 021A – Basic Accounting I – 2.00 Unit(s)
This course is no longer being offered.

ALLIED HEALTH

AHL 002A – Allied Health Skills Lab
0.50 Unit(s)

Rationale for AHL 002A – Allied Health Skills Lab – 0.50 Unit(s)
All courses with the AHL (Allied Health) code have been replaced by HOC (Health Occupations) course codes.

AHL 003 – Medical Terminology
3.00 Unit(s)

Rationale for AHL 003 – Medical Terminology – 3.00 Unit(s)
All courses with the AHL (Allied Health) code have been replaced by HOC (Health Occupations) course codes.

AHL 011 – Cardiopulmonary Resuscitation
1.00 Unit(s)

Rationale for AHL 011 – Cardiopulmonary Resuscitation – 1.00 Unit(s)
All courses with the AHL (Allied Health) code have been replaced by HOC (Health Occupations) course codes.

AHL 012 – Emergency and Disaster Preparedness for Allied Health Professionals
0.5 Unit(s)

Rationale for AHL 012 – Emergency and Disaster Preparedness for Allied Health Professionals – 0.5 Unit(s)
All courses with the AHL (Allied Health) code have been replaced by HOC (Health Occupations) course codes.

AHL 020D – Nurse Assistant Fundamentals
3.50 Unit(s)
Rationale for AHL 020D – Nurse Assistant Fundamentals – 3.50 Unit(s)  
All courses with the AHL (Allied Health) code have been replaced by HOC (Health Occupations) course codes.

AHL 020E – Nursing Assistant Clinical  
2.00 Unit(s)

Rationale for AHL 020E – Nursing Assistant Clinical – 2.00 Unit(s)  
All courses with the AHL (Allied Health) code have been replaced by HOC (Health Occupations) course codes.

AHL 020F – Home Health Aide Fundamentals  
1.50 Unit(s)

Rationale for AHL 020F – Home Health Aide Fundamentals – 1.50 Unit(s)  
All courses with the AHL (Allied Health) code have been replaced by HOC (Health Occupations) course codes.

AHL 020G – Home Health Aide Clinical  
0.50 Unit(s)

Rationale for AHL 020G – Home Health Aide Clinical – 0.50 Unit(s)  
All courses with the AHL (Allied Health) code have been replaced by HOC (Health Occupations) course codes.

AHL 024 – Health Care Foundations  
3.00 Unit(s)

Rationale for AHL 024 – Health Care Foundations – 3.00 Unit(s)  
All courses with the AHL (Allied Health) code have been replaced by HOC (Health Occupations) course codes.

AHL 914 – Math for Health Occupations  
1.00 Unit(s)
Rationale for AHL 914 – Math for Health Occupations – 1.00 Unit(s)

All courses with the AHL (Allied Health) code have been replaced by HOC (Health Occupations) course codes.

BIOLOGICAL SCIENCES

BIO 043H – Principles of Cell and Molecular Biology - Honors
5.00 Unit(s)

Rationale for BIO 043H – Principles of Cell and Molecular Biology - Honors – 5.00 Unit(s)
This course is no longer being offered.

COMMUNICATION STUDIES

COM 025 – Mass Communication and Society
3.00 Unit(s)

Rationale for COM 025 – Mass Communication and Society – 3.00 Unit(s)
This course is no longer being offered.

ECONOMICS

ECN 001AL – Principles of Macroeconomics Lab
1.00 Unit(s)

Rationale for ECN 001AL – Principles of Macroeconomics Lab – 1.00 Unit(s)
This course is no longer being offered.

ECN 001BL – Principles of Microeconomics Lab
1.00 Unit(s)

Rationale for ECN 001BL – Principles of Microeconomics Lab – 1.00 Unit(s)
This course is no longer being offered.
GEOGRAPHY

GEO 004 – The Developing World
3.00 Unit(s)

Rationale for GEO 004 – The Developing World – 3.00 Unit(s)
This course is no longer being offered.

GLOBAL STUDIES

GLB 001 – Global Perspectives
3.00 Unit(s)

Rationale for GLB 001 – Global Perspectives – 3.00 Unit(s)
This course is no longer being offered.

GLB 002 – Global Issues
3.00 Unit(s)

Rationale for GLB 002 – Global Issues – 3.00 Unit(s)
This course is no longer being offered.

GLB 004 – The Developing World
3.00 Unit(s)

Rationale for GLB 004 – The Developing World – 3.00 Unit(s)
This course is no longer being offered.

GLB 005 – Global Focus
3.00 Unit(s)

Rationale for GLB 005 – Global Focus – 3.00 Unit(s)
This course is no longer being offered.

GLB 006 – The Global Economy
3.00 Unit(s)
Rationale for GLB 006 – The Global Economy – 3.00 Unit(s)
This course is no longer being offered.

INSTITUTIONAL FOODS

INF 950 – Institutional Foods: Serving Large Populations
0.50 Unit(s)

Rationale for INF 950 – Institutional Foods: Serving Large Populations - 0.50 Unit(s)
This course is no longer being offered.

INTERDISCIPLINARY STUDIES

INS 030 – Digital Study Strategies for Online and Onscreen Materials
2.00 Unit(s)

Rationale for INS 030 – Digital Study Strategies for Online and Onscreen Materials - 2.00 Unit(s)
This course is no longer being offered.

NURSING LVN TO RN

LVN 021 – Role Transition LVN to RN
2.00 Unit(s)

Rationale for LVN 021 – Role Transition LVN to RN - 2.00 Unit(s)
All courses with the LVN (Licensed Vocational Nursing) code have been replaced by HOC (Health Occupations) course codes.

LVN 021A – Role Transition Clinical
1.00 Unit(s)

Rationale for LVN 021A – Role Transition Clinical - 1.00 Unit(s)
All courses with the LVN (Licensed Vocational Nursing) code have been replaced by HOC (Health Occupations) course codes.

**LVN 031 – Community Mental Health Nursing**
2.00 Unit(s)

**Rationale for LVN 031 – Community Mental Health Nursing - 2.00 Unit(s)**
All courses with the LVN (Licensed Vocational Nursing) code have been replaced by HOC (Health Occupations) course codes.

**LVN 032 – Intermediate Medical-Surgical Nursing Theory**
3.00 Unit(s)

**Rationale for LVN 032 – Intermediate Medical-Surgical Nursing Theory - 3.00 Unit(s)**
All courses with the LVN (Licensed Vocational Nursing) code have been replaced by HOC (Health Occupations) course codes.

**LVN 033 – Introduction to Clinical Judgment**
1.00 Unit(s)

**Rationale for LVN 033 – Introduction to Clinical Judgment - 1.00 Unit(s)**
All courses with the LVN (Licensed Vocational Nursing) code have been replaced by HOC (Health Occupations) course codes.

**LVN 034 – Intermediate Clinical Practicum**
4.00 Unit(s)

**Rationale for LVN 034 – Intermediate Clinical Practicum - 4.00 Unit(s)**
All courses with the LVN (Licensed Vocational Nursing) code have been replaced by HOC (Health Occupations) course codes.

**LVN 041 – Advanced Maternal-Child Nursing**
2.00 Unit(s)

**Rationale for LVN 041 – Advanced Maternal-Child Nursing - 2.00 Unit(s)**
All courses with the LVN (Licensed Vocational Nursing) code have been replaced by HOC (Health Occupations) course codes.

**LVN 042 – Advanced Medical-Surgical/Leadership Nursing**  
3.00 Unit(s)

*Rationale for LVN 042 – Advanced Medical-Surgical/Leadership Nursing - 3.00 Unit(s)*  
All courses with the LVN (Licensed Vocational Nursing) code have been replaced by HOC (Health Occupations) course codes.

**LVN 044 – Advanced Clinical Practicum**  
5.00 Unit(s)

*Rationale for LVN 044 – Advanced Clinical Practicum - 5.00 Unit(s)*  
All courses with the LVN (Licensed Vocational Nursing) code have been replaced by HOC (Health Occupations) course codes.

**LVN 050 – Leadership and Ethics**  
1.00 Unit(s)

*Rationale for LVN 050 – Leadership and Ethics - 1.00 Unit(s)*  
All courses with the LVN (Licensed Vocational Nursing) code have been replaced by HOC (Health Occupations) course codes.

**LVN 099X – Skills Lab**  
0.50 Unit(s)

*Rationale for LVN 099X – Skills Lab - 0.50 Unit(s)*  
All courses with the LVN (Licensed Vocational Nursing) code have been replaced by HOC (Health Occupations) course codes.

**PSYCHOLOGY**

**PSY 020 – Theories of Personality**  
3.00 Unit(s)
Rationale for PSY 020 – Theories of Personality - 3.00 Unit(s)
This course is no longer being offered.

PSY 055 – Psychology of Death and Dying
3.00 Unit(s)

Rationale for PSY 055 – Psychology of Death and Dying - 3.00 Unit(s)
This course is no longer being offered.

RETAIL FLORISTRY

RFL 024 – Introduction to Floral Design
3.00 Unit(s)

Rationale for RFL 024 – Introduction to Floral Design - 3.00 Unit(s)
This course is no longer being offered.

RFL 028 – Indoor Plants: Identification and Care
1.50 Unit(s)

Rationale for RFL 028 – Indoor Plants: Identification and Care - 1.50 Unit(s)
This course is no longer being offered.

RFL 031 – Intermediate Floral Design
1.50 Unit(s)

Rationale for RFL 031 – Intermediate Floral Design - 1.50 Unit(s)
This course is no longer being offered.

RFL 032 – Advanced Floral Design
1.50 Unit(s)

Rationale for RFL 032 – Advanced Floral Design - 1.50 Unit(s)
This course is no longer being offered.
RFL 033 – Floral Design with Silk and Dried Flowers
1.00 Unit(s)

Rationale for RFL 033 – Floral Design with Silk and Dried Flowers - 1.00 Unit(s)
This course is no longer being offered.

RFL 037 – Flower Shop Operations
2.00 Unit(s)

Rationale for RFL 037 – Flower Shop Operations - 2.00 Unit(s)
This course is no longer being offered.

RFL 038 – Weddings, High Style and Memorial Designs
1.00 Unit(s)

Rationale for RFL 038 – Weddings, High Style and Memorial Designs - 1.00 Unit(s)
This course is no longer being offered.

RFL 039 – Display Design for Florists
1.00 Unit(s)

Rationale for RFL 039 – Display Design for Florists - 1.00 Unit(s)
This course is no longer being offered.

RFL 041 – Holiday Flower Arranging for the Home
1.00 Unit(s)

Rationale for RFL 041 – Holiday Flower Arranging for the Home - 1.00 Unit(s)
This course is no longer being offered.

RFL 041A – Holiday Floral Design I
1.00 Unit(s)
Rationale for RFL 041A – Holiday Floral Design I - 1.00 Unit(s)
This course is no longer being offered.

RFL 041B – Holiday Floral Design II
1.00 Unit(s)

Rationale for RFL 041B – Holiday Floral Design II - 1.00 Unit(s)
This course is no longer being offered.

RFL 045 – Ikebana/Oriental Style Flower Arranging
1.00 Unit(s)

Rationale for RFL 045 – Ikebana/Oriental Style Flower Arranging - 1.00 Unit(s)
This course is no longer being offered.

RFL 057 – Introduction to Flower Arranging
1.00 Unit(s)

Rationale for RFL 057 – Introduction to Flower Arranging - 1.00 Unit(s)
This course is no longer being offered.

RFL 061 – European Design Techniques
0.50 Unit(s)

Rationale for RFL 061 – European Design Techniques - 0.50 Unit(s)
This course is no longer being offered.

RFL 066 – Designs without Flowers
1.00 Unit(s)

Rationale for RFL 066 – Design without Flowers - 1.00 Unit(s)
This course is no longer being offered.
RFL 091 – Directed Studies
1.00 Unit(s)

Rationale for RFL 091 – Directed Studies - 1.00 Unit(s)
This course is no longer being offered.

SOCIOLOGY

SOC 061 – Basics of Human Services
3.00 Unit(s)

Rationale for SOC 061 – Basics of Human Services - 3.00 Unit(s)
This course is no longer being offered.

SOC 066A – Family Services A
3.00 Unit(s)

Rationale for SOC 066A – Family Services A - 3.00 Unit(s)
This course is no longer being offered.

WELLNESS AND HUMAN PERFORMANCE

WHP 001B – Adaptive Physical Education
0.50 Unit(s)

Rationale for WHP 001B – Adaptive Physical Education - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 001F – Adaptive PE Aerobics
0.50 Unit(s)

Rationale for WHP 001F – Adaptive PE Aerobics - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.
WHP 003B.2 – Dance: Ballet - Beginning
0.50 Unit(s)

Rationale for WHP 003B.2 – Dance: Ballet - Beginning - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 003C.2 – Dance: Ballet - Intermediate
0.50 Unit(s)

Rationale for WHP 003C.2 – Dance: Ballet - Intermediate - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 003E – Hip Hop Performance
2.00 Unit(s)

Rationale for WHP 003E – Hip Hop Performance - 2.00 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 003J.2 – Dance: Jazz Dance - Beginning
0.50 Unit(s)

Rationale for WHP 003J.2 – Dance: Jazz Dance - Beginning - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 003K.2 – Dance: Jazz Dance - Intermediate
0.50 Unit(s)

Rationale for WHP 003K.2 – Dance: Jazz Dance - Intermediate - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.
**WHP 003S – Beginning Social Dance**
1.00 Unit(s)

**Rationale for WHP 003S – Beginning Social Dance - 1.00 Unit(s)**
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

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**WHP 003S.2 – Social Dance: Beginning**
0.50 Unit(s)

**Rationale for WHP 003S.2 – Social Dance: Beginning - 0.50 Unit(s)**
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

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**WHP 003V.2 – Dance: Social Dance - Intermediate**
0.50 Unit(s)

**Rationale for WHP 003V.2 – Dance: Social Dance - Intermediate - 0.50 Unit(s)**
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

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**WHP 003Z – Social Dance: Swing**
1.00 Unit(s)

**Rationale for WHP 003Z – Social Dance: Swing - 1.00 Unit(s)**
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

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**WHP 004A.2 – Fitness: Yoga**
0.50 Unit(s)

**Rationale for WHP 004A.2 – Fitness: Yoga - 0.50 Unit(s)**
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.
**WHP 004B – Fitness: Stretch and Flex**
1.00 Unit(s)

**Rationale for WHP 004B – Fitness: Stretch and Flex - 1.00 Unit(s)**
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

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**WHP 004F – Fitness: Lower Body Conditioning (Legs, Abs, and Glutes)**
1.00 Unit(s)

**Rationale for WHP 004F – Fitness: Lower Body Conditioning (Legs, Abs, and Glutes) - 1.00 Unit(s)**
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

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**WHP 004G.2 – Fitness: Step Aerobics**
0.50 Unit(s)

**Rationale for WHP 004G.2 – Fitness: Step Aerobics - 0.50 Unit(s)**
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

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**WHP 004I.2 – Fitness: Cardio-Kickboxing**
0.50 Unit(s)

**Rationale for WHP 004I.2 – Fitness: Cardio-Kickboxing - 0.50 Unit(s)**
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

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**WHP 004S – Weight Training Internship**
0.50 Unit(s)

**Rationale for WHP 004S – Weight Training Internship - 0.50 Unit(s)**
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.
WHP 004T – Fitness: Conditioning
1.00 Unit(s)

Rationale for WHP 004T – Fitness: Conditioning - 1.00 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 004T.2 – Physical Fitness - Coeducational
0.50 Unit(s)

Rationale for WHP 004T.2 – Physical Fitness - Coeducational - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 004U – Fitness: Weight Training
1.00 Unit(s)

Rationale for WHP 004U – Fitness: Weight Training - 1.00 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 004U.2 – Fitness: Weight Training - Coeducational
0.50 Unit(s)

Rationale for WHP 004U.2 – Fitness: Weight Training - Coeducational - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 007T – Tennis – Advanced Beginner
1.00 Unit(s)

Rationale for WHP 007T – Tennis – Advanced Beginner - 1.00 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.
WHP 007T.2 – Tennis – Advanced Beginner
0.50 Unit(s)

Rationale for WHP 007T.2 – Tennis – Advanced Beginner - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 008K – Softball - Beginning
1.00 Unit(s)

Rationale for WHP 008K – Softball - Beginning - 1.00 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 008L – Softball - Intermediate
1.00 Unit(s)

Rationale for WHP 008L – Softball - Intermediate - 1.00 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 008O.2 – Beginning Volleyball
0.50 Unit(s)

Rationale for WHP 008O.2 – Beginning Volleyball - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 008S.2 – Badminton: Intermediate/Advanced
0.50 Unit(s)

Rationale for WHP 008S.2 – Badminton: Intermediate/Advanced - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.
WHP 008T.2 – Intermediate Basketball: Men and Women
0.50 Unit(s)

Rationale for WHP 008T.2 – Intermediate Basketball: Men and Women - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 008U.2 – Volleyball: Intermediate/Advanced
0.50 Unit(s)

Rationale for WHP 008U.2 – Volleyball: Intermediate/Advanced - 0.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 010C – Intercollegiate Softball - Women
1.00 – 2.00 Unit(s)

Rationale for WHP 010C – Intercollegiate Softball - Women - 1.00 – 2.00 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 022 – Sports Nutrition
1.50 Unit(s)

Rationale for WHP 022 – Sports Nutrition - 1.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 023 – Fitness Testing
1.50 Unit(s)

Rationale for WHP 023 – Fitness Testing - 1.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.
WHP 026 – Weight Training Principles and Routines
1.50 Unit(s)

Rationale for WHP 026 – Weight Training Principles and Routines - 1.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 027 – Exercise Physiology
1.50 Unit(s)

Rationale for WHP 027 – Exercise Physiology - 1.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 028 – Body Alignment and Stretching Techniques
1.50 Unit(s)

Rationale for WHP 028 – Body Alignment and Stretching Techniques - 1.50 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 030 – Introduction to Physical Education
3.00 Unit(s)

Rationale for WHP 030 – Introduction to Physical Education - 3.00 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.

WHP 031 – Introduction to Sports Management
3.00 Unit(s)

Rationale for WHP 031 – Introduction to Sports Management - 3.00 Unit(s)
All courses with the WHP (Wellness and Human Performance) code have been replaced by KIN (Kinesiology) course codes.
**WRK 202B – Family Services B**
1.00 Unit(s)

**Rationale for WRK 202B – Family Services B - 1.00 Unit(s)**
This course is no longer being offered.

**WRK 300PU – Unpaid Occupational Work Experience for Plumbing Apprenticeship**
1.00 – 8.00 Unit(s)

**Rationale for WRK 300PU – Unpaid Occupational Work Experience for Plumbing Apprenticeship - 1.00 – 8.00 Unit(s)**
This course is no longer being offered.

**WRK 300TU – Unpaid Occupational Work Experience for Transportation Apprenticeship**
1.00 – 8.00 Unit(s)

**Rationale for WRK 300PU – Unpaid Occupational Work Experience for Transportation Apprenticeship - 1.00 – 8.00 Unit(s)**
This course is no longer being offered.

**PROGRAM REVISION - CREDIT**

**BIO Biology AS-T**

The Associate in Science in Biology for Transfer (AS-T in Biology) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Biology. California Community College students who are awarded an Associate in Science in Biology for Transfer (AS-T in Biology) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions.
The Associate in Science in Biology for Transfer (AS-T in Biology) offered by Mission College is designed to prepare students who successfully complete the coursework outlined below. Through intensive training in organismal, molecular, and environmental biology, students will develop the ability to think critically and abstractly, as well as acquire the problem-solving and laboratory skills necessary for success in any field of biological science. Students completing this program will have a solid foundation in basic biology, evolutionary theory, and the scientific method, as well as strong preparation in the supporting fields of mathematics, chemistry, and physics.

**Program Learning Outcomes:**
Students will apply the scientific method to investigate biological questions by collecting and quantitatively analyzing data.
Students will identify and apply the central concepts, hypotheses, and theories that comprise the major areas of the biological sciences, including cell and organism structure and function.
Students will explain the genetic or evolutionary connections between biological structures and their function, and between organisms and their environment.

**Career/Transfer Opportunities:**
Students who successfully complete the Associate in Science in Biology for Transfer (AS-T Biology) will be prepared for a seamless transfer to a CSU to pursue a Bachelor’s degree in Biology. Through intensive training in organismal, molecular, and environmental biology, students will develop the ability to think critically and abstractly, as well as acquire the problem-solving and laboratory skills necessary for success in any field of biological science. Students completing this program will have a solid foundation in basic biology, evolutionary theory, and the scientific method, as well as strong preparation in the supporting fields of mathematics, chemistry, and physics.

**Required Courses**

<table>
<thead>
<tr>
<th>Core Curriculum - Complete all courses list (10 units)</th>
<th>10</th>
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</thead>
<tbody>
<tr>
<td>BIO 001A - General Biology: Cells</td>
<td>5</td>
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<tr>
<td>AND</td>
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<tr>
<td>BIO 001B - General Biology: Organisms</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BIO 001AH – General Biology: Cells – Honors</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>BIO 001B - General Biology: Organisms</td>
<td>5</td>
</tr>
</tbody>
</table>
List A - Complete all courses listed (24-25 units)  
CHM 001A - General Chemistry  
OR  
CHM 001AH - General Chemistry I - Honors  
AND  
CHM 001B - General Chemistry  
OR  
CHM 001BH - General Chemistry II - Honors  
AND  
MAT 003A - Analytic Geometry and Calculus I  
AND  
PHY 002A - General Physics - Mechanics and Thermodynamics  
OR  
PHY 004A - Engineering Physics-Mechanics  
AND  
PHY 002B - General Physics - Electricity, Magnetism and Optics  
OR  
PHY 004B - Engineering Physics-Electricity and Magnetism  

List B - Complete listed course (3 units)  
PSY 001 - General Psychology  
OR  
PSY 001H - General Psychology - Honors  

Total Units  
37 - 38

Rationale:  
Change to content (remove MAT 003AH as it does not have an approved C-ID (Course Identification Number)).

PROGRAM DELETIONS - CREDIT

Global Studies Certificate

Rationale:  
This program is no longer being offered.

Global Studies Associate of Arts
Rationale:
This program is no longer being offered.

**Community Health Worker for Developmentally Disabled Certificate of Achievement**

Rationale:
This program is no longer being offered.
ITEM 5.3
NOVEMBER 12, 2019
ACTION ITEM
CONSENT AGENDA

PREPARED BY: ROB GAMBLE

REVIEWED BY: DANIEL PECK

APPROVED BY: BRADLEY DAVIS

SUBJECT:  SELECTION OF A REPRESENTATIVE FROM MISSION COLLEGE TO SIT ON THE SOUTH BAY CONSORTIUM FOR ADULT EDUCATION STEERING COMMITTEE

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees appoint Jacqueline Escajeda, Dean Career Education at Mission College, as the alternate representative for Mission College to the Steering Committee for the South Bay Consortium for Adult Education (SBCAE).

Funding Source/Fiscal Impact
Funds for activities associated with SBCEA are provided through the California Adult Education Program. For fiscal year 19/20, Mission College will receive $239,372.

Reference(s)
The applicable authority and provisions of this contract are AB 104 and the California Community Colleges Chancellor’s Office (CCCCO).

Background/Alternatives
In June 2015, through AB104, the Governor proposed and the Legislature approved the Adult Education Block Grant (AEBG), now the California Adult Education Program (CAEP). CAEP requires that all member institutions participate in the decision-making process through public meetings with formal representatives from each member institution. Subsequently, each institution’s governing board must approve their representatives.

On August 1, 2017, the West Valley-Mission College Community College District Board
appointed Rob Gamble, Director of Business and Workforce Development, as Mission College’s alternate representative to the Steering Committee for the SBCAE. To better align with Mission College’s Dean structure, a change in the College’s representation is being proposed with Jacqueline Escajeda, Dean Career Education, serving as Mission’s alternate Steering Committee member. As an alternate representative, Dean Escajeda’s responsibilities will include attending required meetings and planning sessions, participating in the decision-making process as needed.

Follow-up/Outcome
Upon the approval of the Board of Trustees, Dean Escajeda will join Valerie Jensen, Mission College’s Dean of Instruction, on the SBCAE Steering Committee as Mission College’s alternate representative. This appointment will ensure Mission College has consistent representation on the Steering Committee and meet its obligation as a member of the SBCAE.
SUBJECT: PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve the listed items.

I. Appointment(s)

a. Michael Lau, Enrollment and Financial Services Advisor, WVMCEA Unit, Range 57 ($4,930.25-$6,467.67), Admissions and Records, Mission College, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# MC1013. Fund 110000-General Fund.

b. Nannette Regua, Administrative Specialist, WVMCEA Unit, Range 69 ($6,400.42-$8,454.17), Business, Technology & Kinesiology, Mission College, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# MC1022. Fund 110000-General Fund.

c. Dawn Bryon, Administrative Assistant, WVMCEA Unit, Range 63 ($5,608.67-$7,389.08), Office of Advancement, West Valley College, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# WC1104. Fund 110000-General Fund.

d. Daniel Salinas, HVAC Mechanic, WVMCEA Unit, Range 67 ($6,168.92-$8,126.58), Facilities, West Valley-Mission Community College District, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# DC2049. Fund 110000-General Fund.

e. Nicole Aguinaldo, Administrative Assistant, WVMCEA Unit, Range 63 ($5,608.67-$7,389.08), Office of Advancement, Mission College, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# WC1104. Fund 110000-General Fund.
f. Cesar Cardenas, Enrollment & Financial Services Advisor, WVMCEA Unit, Range 57 ($$4,930.25-$6,467.67), Admissions & Records, Mission College, 100% full-time, 12 months per year; effective November 18, 2019. Position ID# MC1006. Fund 110000-General Fund.

II. Reclassification(s)

Classified

a) Karen Okamoto, from Administrative Assistant, WVMCEA Unit, Range 63 ($5,608.67-$7,389.08), Office of Instruction, West Valley College, 100% of full time, 12 months per year; to Administrative Specialist, WVMCEA Unit, Range 69 ($6,400.42-$8,454.17), Office of Instruction, West Valley College, 100% of full time, 12 months per year. Position ID# WC1096. Effective May 21, 2019. Fund 110000-General Fund.

b) Patrice LaSala, from Program Assistant, WVMCEA Unit, Range 57 ($4,930.25-$6,467.67), Contract Education, West Valley College, 100% of full time, 12 months per year; to Program Specialist, WVMCEA Unit, Range 64 ($5,737.17-$7,550.00), Contract Education, West Valley College, 100% of full time, 12 months per year. Position ID# WC1040. Effective August 8, 2019. Fund 130000-Federal Grants Fund.

c) Melissa Stewart, from Management Analyst, WVMCEA Unit, Range 70 ($6,546.42-$8,645.17), Instruction, Mission College, 100% of full time, 12 months per year; to Curriculum & Instructional Systems Analyst, WVMCEA Unit, Range 76 ($7,485.25-$9,909.25), Instruction, Mission College, 100% of full time, 12 months per year. Position ID# MC1015. Effective March 12, 2019. Fund 110000-General Fund.

d) Luis Portillo-Sanchez from Management Analyst, WVMCEA Unit, Range 70 ($6,546.42-$8,645.17), Office of Instruction, West Valley College, 100% of full time, 12 months per year; to Curriculum & Instructional Systems Analyst, WVMCEA Unit, Range 76 ($7,485.25-$9,909.25), Office of Instruction, West Valley College, 100% of full time, 12 months per year. Position ID# WC1034. Effective March 11, 2019. Fund 110000-General Fund.

e) Doonu Barife from Management Analyst, WVMCEA Unit, Range 70 ($6,546.42-$8,645.17), Curriculum, West Valley College, 100% of full time, 12 months per year; to Curriculum & Instructional Systems Analyst, WVMCEA Unit, Range 76 ($7,485.25-$9,909.25), Curriculum, West Valley College, 100% of full time, 12 months per year. Position ID# WC1095. Effective March 11, 2019. Fund 110000-General Fund.
f) Nathan Rechenmacher from Locksmith, WVMCEA Unit, Range 67 ($6,168.92-$8,126.58), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year; to Facilities Security Technician, WVMCEA Unit, Range 72 ($6,872.75-$9,072.25), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year. Position ID# DC2032. Effective March 15, 2019. Fund 110000-General Fund.

g) Esther Archer from Instructional Technician - Music, WVMCEA Unit, Range 56 ($4,826.08-$6,322.92), Music, West Valley College, 100% of full time, 12 months per year; to Lab Faculty Specialist, WVMFT Unit, Position ID#. Effective January 23, 2019. Fund 130-Federal Grants Fund.

III. Transfers

Classified

a. Anthony Bridges, WVMCEA Unit, from Enrollment and Financial Services Advisor, Range 57 ($4,930.25-$6,467.67), Admission and Records, assigned to Mission College, 100% full-time, 12 months per year to Enrollment and Financial Services Advisor, Range 57 ($4,930.25-$6,467.67), Admission and Record, assigned to West Valley College, 100% of full-time, 12 months per year; effective November 13, 2019. From Position ID# MC1006 to Position ID# WC1043. Fund 11000-General Fund.

IV. Unpaid Health Care Leave

Academic

a. Theresa T. Tran, EOPS Counselor, WVMFT Unit, Range 18 ($10,108.00 - $11,945.90), Student Services, Mission College, 100% of full time, 11 months per year, Unpaid Family Leave; effective January 25, 2020 through June 30, 2020. Position ID# MFN007. Fund 133000 – EOPS Extended Opportunity Program and Service (0.50) and Fund 110868 – Unrestricted Lottery (0.50).
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 from July 2019 thru August 2019. 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 Executive 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 Report: July - August 2019

<table>
<thead>
<tr>
<th>PO Number</th>
<th>PO Date</th>
<th>PO Amount</th>
<th>Vendor</th>
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<td>P2000020</td>
<td>7/1/2019</td>
<td>$10,000.00</td>
<td>Office Depot Inc.</td>
<td>Office Supplies-Title IV-E</td>
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<td>P2000079</td>
<td>7/1/2019</td>
<td>$11,473.35</td>
<td>Avidex Systems Inc.</td>
<td>A/V Equipment for Fox Center Lecture Hall</td>
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<td>P2000138</td>
<td>7/9/2019</td>
<td>$50,000.00</td>
<td>Folsom, Matthew C.</td>
<td>Sports social media/marketing consultant</td>
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<td>P2000092</td>
<td>7/11/2019</td>
<td>$15,000.00</td>
<td>Immel, Leanna</td>
<td>Contract Ed - nine class series - Trauma</td>
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<tr>
<td>P2000087</td>
<td>7/11/2019</td>
<td>$90,000.00</td>
<td>Uplift Family Services</td>
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<td>P2000086</td>
<td>7/11/2019</td>
<td>$20,000.00</td>
<td>American Red Cross</td>
<td>Open PO for First Aid/CPR course certifications</td>
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<td>P2000261</td>
<td>7/11/2019</td>
<td>$13,500.00</td>
<td>Gabriella Grant Consulting</td>
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<td>P2000255</td>
<td>7/16/2019</td>
<td>$16,000.00</td>
<td>Bill Wilson Center</td>
<td>Contract Ed - Grief &amp; Loss Trainings</td>
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<td>P2000254</td>
<td>7/16/2019</td>
<td>$24,000.00</td>
<td>Baity, Jennifer</td>
<td>Contract Ed - Monthly Trainings</td>
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<tr>
<td>P2000298</td>
<td>7/16/2019</td>
<td>$10,000.00</td>
<td>Carolina Biological Supply Company</td>
<td>Open PO for Biology supplies</td>
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<tr>
<td>P2000292</td>
<td>7/16/2019</td>
<td>$10,000.00</td>
<td>Santa Clara Valley Transportation Authority</td>
<td>Bus Passes for EOPS students</td>
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<tr>
<td>P2000371</td>
<td>7/17/2019</td>
<td>$22,225.00</td>
<td>Able Construction Group Inc.</td>
<td>DRIP Coffee Cart construction</td>
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<tr>
<td>P2000303</td>
<td>7/17/2019</td>
<td>$125,000.00</td>
<td>Lux Bus America Co.</td>
<td>Athletic Team travel for away games</td>
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<td>P2000399</td>
<td>7/22/2019</td>
<td>$90,818.99</td>
<td>Hobart &amp; Sales Service</td>
<td>Salad Bar - Cafeteria</td>
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<td>P2000415</td>
<td>7/22/2019</td>
<td>$17,000.00</td>
<td>VWR</td>
<td>Open PO for Biology supplies</td>
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<td>P2000490</td>
<td>7/24/2019</td>
<td>$10,000.00</td>
<td>Konica Minolta Business Solutions</td>
<td>Open PO for Maintenance</td>
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<td>P2000479</td>
<td>7/24/2019</td>
<td>$10,000.00</td>
<td>Kelly Paper Company</td>
<td>Paper supplies FY 1920</td>
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<td>P2000500</td>
<td>7/25/2019</td>
<td>$23,070.00</td>
<td>Ron Paris Construction Co. Inc.</td>
<td>Citker art gallery interior construction</td>
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<td>P2000533</td>
<td>8/1/2019</td>
<td>$101,640.00</td>
<td>City of Campbell</td>
<td>Campbell Center Lease</td>
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<td>P2000559</td>
<td>8/1/2019</td>
<td>$28,980.92</td>
<td>Avidex Systems Inc.</td>
<td>Equipment for Fox Distant Learning, 106 &amp; 107</td>
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<td>P2000414</td>
<td>8/6/2019</td>
<td>$18,453.34</td>
<td>Valley Concrete</td>
<td>Concrete Paving coffee cart pad</td>
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<td>P2000603</td>
<td>8/6/2019</td>
<td>$12,500.00</td>
<td>United Site Services</td>
<td>Athletic field portolets</td>
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<td>P2000609</td>
<td>8/7/2019</td>
<td>$12,305.02</td>
<td>Athletics Unlimited</td>
<td>Soccer uniforms</td>
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<td>P2000626</td>
<td>8/8/2019</td>
<td>$60,000.00</td>
<td>Barnes and Noble College Booksellers Inc.</td>
<td>Open PO for books for EOPS Students</td>
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<td>P2000645</td>
<td>8/13/2019</td>
<td>$20,000.00</td>
<td>Safeway Inc.</td>
<td>Food supplies for students via Equity &amp; Success</td>
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<td>P2000651</td>
<td>8/14/2019</td>
<td>$10,000.00</td>
<td>Maple Press Inc.</td>
<td>Printing Services for FY 1920</td>
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<td>P2000661</td>
<td>8/15/2019</td>
<td>$12,000.00</td>
<td>Washington, James</td>
<td>Equity/Diversity Training-Fellows/Student Worker</td>
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<td>P2000679</td>
<td>8/15/2019</td>
<td>$69,148.02</td>
<td>Innovative Interfaces Inc.</td>
<td>Lending software, Annual, split w Mission</td>
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<td>P2000665</td>
<td>8/15/2019</td>
<td>$10,500.00</td>
<td>Fogler, Valerie</td>
<td>Contract Ed - Trainings</td>
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Note: BoT Approval if necessary

- P2000559 - 5/10/2017
### PO Report: July - August 2019

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<th>PO Number</th>
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<td>P2000674</td>
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<td>Dell Computer</td>
<td>Computers for four individuals + two spares</td>
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<td>P2000672</td>
<td>8/16/2019</td>
<td>$30,118.44</td>
<td>Apple Computer Inc.</td>
<td>Computers for eight individuals + two spares</td>
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<td>P2000680</td>
<td>8/16/2019</td>
<td>$19,726.80</td>
<td>San Jose State University</td>
<td>Open PO for Mentor Program FY1920</td>
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<td>P2000710</td>
<td>8/21/2019</td>
<td>$42,717.00</td>
<td>Team San Jose</td>
<td>Facilities use agreement for WVC Graduation</td>
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<td>P2000743</td>
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<td>$10,000.00</td>
<td>Goyer, Mary K.</td>
<td>IC Agreement for Conscious Communication project</td>
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<td>$50,000.00</td>
<td>Unity Care Group</td>
<td>Contract Ed - Monthly Trainings</td>
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<td>P2000772</td>
<td>8/29/2019</td>
<td>$31,160.00</td>
<td>The RP Group Inc.</td>
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### Mission College

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## PO Report: July - August 2019

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### District

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## PO Report: July - August 2019

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<td>Strata Information Group</td>
<td>Project Management Services</td>
<td>7/23/2019</td>
</tr>
<tr>
<td>P2000515</td>
<td>7/31/2019</td>
<td>$37,485.00</td>
<td>Claremont EAP</td>
<td>Employee Assistance Program - FY 1920</td>
<td></td>
</tr>
<tr>
<td>P2000514</td>
<td>7/31/2019</td>
<td>$16,365.00</td>
<td>Northland Controls Systems Inc.</td>
<td>Software renewal for alarm system</td>
<td></td>
</tr>
<tr>
<td>P2000501</td>
<td>7/31/2019</td>
<td>$16,675.07</td>
<td>Intervision Systems Technology</td>
<td>Infoblox maintenance</td>
<td></td>
</tr>
<tr>
<td>P2000538</td>
<td>7/31/2019</td>
<td>$53,856.00</td>
<td>Ellucian</td>
<td>Banner Consulting</td>
<td></td>
</tr>
<tr>
<td>P2000539</td>
<td>7/31/2019</td>
<td>$619,752.00</td>
<td>Ellucian</td>
<td>Hosting &amp; Managed Services</td>
<td>9/4/2018</td>
</tr>
<tr>
<td>P2000554</td>
<td>8/1/2019</td>
<td>$58,649.00</td>
<td>Specialized Engineering Services Inc.</td>
<td>Electrical Substation Maintenance - MC</td>
<td></td>
</tr>
<tr>
<td>P2000561</td>
<td>8/2/2019</td>
<td>$15,000.00</td>
<td>Northland Controls Systems Inc.</td>
<td>Alarm management Service contract T &amp; M</td>
<td></td>
</tr>
<tr>
<td>P2000600</td>
<td>8/6/2019</td>
<td>$35,000.00</td>
<td>Jobeolephant.com Inc.</td>
<td>Recruitment advertising</td>
<td></td>
</tr>
<tr>
<td>P2000621</td>
<td>8/8/2019</td>
<td>$62,000.00</td>
<td>P&amp;A Administrative Services Inc.</td>
<td>Retiree medical reimbursement</td>
<td></td>
</tr>
<tr>
<td>P2000659</td>
<td>8/13/2019</td>
<td>$27,809.63</td>
<td>PowerSchool Group LLC</td>
<td>Application Processing/Tracking</td>
<td></td>
</tr>
<tr>
<td>P2000670</td>
<td>8/16/2019</td>
<td>$31,500.00</td>
<td>Alma Strategies LLC</td>
<td>Consulting Services for Space Inventory Update</td>
<td></td>
</tr>
<tr>
<td>P2000671</td>
<td>8/16/2019</td>
<td>$40,000.00</td>
<td>Acco Engineered Systems</td>
<td>Allowance for Minor Repair West Valley</td>
<td></td>
</tr>
<tr>
<td>P2000707</td>
<td>8/20/2019</td>
<td>$10,000.00</td>
<td>Huerta's Tree Service &amp; Development Inc.</td>
<td>Tree and Debris Removal</td>
<td></td>
</tr>
<tr>
<td>P2000536</td>
<td>8/22/2019</td>
<td>$46,182.00</td>
<td>Computerland Silicon Valley</td>
<td>Creative Cloud Apps Higher Ed ETLA</td>
<td></td>
</tr>
<tr>
<td>P2000714</td>
<td>8/22/2019</td>
<td>$45,317.82</td>
<td>Carahsoft Technology Corporation</td>
<td>DocuSign Enterprise Pro Ed/Envel Subs</td>
<td></td>
</tr>
<tr>
<td>P2000744</td>
<td>8/27/2019</td>
<td>$64,360.00</td>
<td>Trivad Inc.</td>
<td>Check Point Enterprise Support</td>
<td></td>
</tr>
<tr>
<td>P2000736</td>
<td>8/27/2019</td>
<td>$40,000.00</td>
<td>Acco Engineered Systems</td>
<td>Allowance for Minor Repair Mission College</td>
<td></td>
</tr>
<tr>
<td>P2000770</td>
<td>8/29/2019</td>
<td>$25,000.00</td>
<td>Dietrich, Gaeir</td>
<td>Accessibility Training</td>
<td></td>
</tr>
</tbody>
</table>

**Construction**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>PO Date</th>
<th>PO Amount</th>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2000002</td>
<td>7/5/2019</td>
<td>$21,795.00</td>
<td>Edelman Corporation</td>
<td>Meas C - DS Security Safety &amp; Monitoring: WVC Student Services Center / CCTV Project</td>
</tr>
<tr>
<td>P2000126</td>
<td>7/11/2019</td>
<td>$89,404.00</td>
<td>Smith-Emery of San Francisco Inc.</td>
<td>Meas C - MC MB Demo - Special Testing &amp; Inspection services</td>
</tr>
</tbody>
</table>
**PO Report: July - August 2019**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>PO Date</th>
<th>PO Amount</th>
<th>Vendor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2000256</td>
<td>7/12/2019</td>
<td>$47,302.18</td>
<td>Edelman Corporation</td>
<td>MC: Install Card readers &amp; controllers in three buildings</td>
</tr>
<tr>
<td>P2000529</td>
<td>7/30/2019</td>
<td>$21,404.49</td>
<td>Marina Landscape Inc.</td>
<td>Meas C SSC &amp; SPS Landscaping &amp; Planting</td>
</tr>
<tr>
<td>P2000483</td>
<td>7/30/2019</td>
<td>$70,000.00</td>
<td>KRJ Design Group Inc.</td>
<td>Meas C - WVC FA BldgFF&amp;E Consulting Design Services - WVC Visual Arts</td>
</tr>
<tr>
<td>P2000543</td>
<td>8/1/2019</td>
<td>$40,000.00</td>
<td>Alma Strategies LLC</td>
<td>Meas C - MC LRC Reno MT Replacement Project Management</td>
</tr>
<tr>
<td>P2000544</td>
<td>8/1/2019</td>
<td>$60,000.00</td>
<td>Schneider Brodine, Karen M.</td>
<td>Meas W - DS Vasona Creek Improvements &amp; Storm Water MP &amp; Implement @ WVC</td>
</tr>
<tr>
<td>P2000593</td>
<td>8/6/2019</td>
<td>$24,912.00</td>
<td>Mobile Modular Management Corporation</td>
<td>Meas C - Rental Modular 24x40 at Mission College</td>
</tr>
<tr>
<td>P2000588</td>
<td>8/6/2019</td>
<td>$15,950.00</td>
<td>Pfeiffer Electric</td>
<td>Meas C - SSC DESP Hallway Lights</td>
</tr>
<tr>
<td>P2000432</td>
<td>8/19/2019</td>
<td>$19,988.00</td>
<td>All Temperature Service Air Conditioning Inc</td>
<td>HVAC Split System - West Valley Facilities Bldg</td>
</tr>
<tr>
<td>P2000704</td>
<td>8/20/2019</td>
<td>$10,000.00</td>
<td>Huerta's Tree Service &amp; Development Inc.</td>
<td>Tree and Debris Removal</td>
</tr>
<tr>
<td>P2000703</td>
<td>8/20/2019</td>
<td>$11,000.00</td>
<td>Sign Knowledge</td>
<td>Install Signage WVC Administration Building</td>
</tr>
<tr>
<td>P2000695</td>
<td>8/20/2019</td>
<td>$34,721.95</td>
<td>Sign Knowledge</td>
<td>Signage District Administration Building</td>
</tr>
<tr>
<td>P2000698</td>
<td>8/22/2019</td>
<td>$33,440.00</td>
<td>DSA School Inspectors Incorporated</td>
<td>Meas C - SSC Entry Landscape Renovation</td>
</tr>
<tr>
<td>P2000698</td>
<td>8/22/2019</td>
<td>$24,880.00</td>
<td>Antique Painting Inc</td>
<td>Admin Building Exterior Prep and Painting</td>
</tr>
<tr>
<td>P2000732</td>
<td>8/27/2019</td>
<td>$36,000.00</td>
<td>Schneider Brodine, Karen M.</td>
<td>Measure W - DS Alternative Energy Projects WVC &amp; MC - coordination for vehicle charging stations</td>
</tr>
<tr>
<td>P2000752</td>
<td>8/27/2019</td>
<td>$13,521.00</td>
<td>O.C. McDonald Co. Inc.</td>
<td>Meas C - Replaces closed PO for Bid # 16-1617 - Pakage 22A - Plumbing</td>
</tr>
<tr>
<td>P2000730</td>
<td>8/29/2019</td>
<td>$1,321,091.00</td>
<td>Avidex Industries LLC</td>
<td>Meas C Planetarium Project CA12-1819 WVC Planetarium AV Package</td>
</tr>
<tr>
<td>P2000777</td>
<td>8/29/2019</td>
<td>$12,600.00</td>
<td>Weatherproofing Technologies</td>
<td>Campus Center Roof Repairs West Valley College</td>
</tr>
<tr>
<td>P2000778</td>
<td>8/30/2019</td>
<td>$10,000.00</td>
<td>Stephen Ciari Plumbing and Heating Inc.</td>
<td>Theater- Emergency Sewer Repair</td>
</tr>
<tr>
<td>P2000779</td>
<td>8/30/2019</td>
<td>$27,675.00</td>
<td>Confluence Restoration</td>
<td>Vasona &amp; Wildcat Creek Plant Establishment Maint.</td>
</tr>
</tbody>
</table>
SUBJECT: RATIFICATION OF VENDOR WARRANTS

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees ratify vendor payments from July 1, 2019 through September 30, 2019; Banner warrant numbers 00321526-00322788 and 10002344-10002566** totaling $13,359,590.22.

**The warrants with the “!” symbol preceding the numbers denotes an electronic transfer.

Funding Source/Fiscal Impact
N/A

Reference(s)
Education Code Sections 81655 and 81656, as well as Board Policy 6300, require the Board of Trustees to ratify the warrant list.

Background/Alternatives
The District was granted authority to prepare and release warrants as required.

Coordination
The vendor warrant list is reviewed by Trustee Adrienne Grey.

Follow-up/Outcome
No further action is required.
SUBJECT: ELLUCIAN BANNER CORE SOFTWARE FOR FISCAL YEAR 2019/20

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve the Ellucian Banner Core Software for 2019-20 in the amount of $281,475.

Funding Source/Fiscal Impact
The Ellucian Banner Core Software will be funded using the Unrestricted General Fund allocated to District Information Systems.

Reference(s)
This purchase is made subject to the terms and conditions of the Attachment to the General Terms and Conditions Agreement - Application Services dated July 23, 2015, between Client and Ellucian, as amended (“Application Services Attachment”).

Background/Alternatives
The Board of Trustees approved agenda item 7.4 for the purchase of the Ellucian Banner Core software, maintenance and support contract on July 21, 2015. Under this term, Ellucian will provide the Ellucian Banner Core software, including Finance, Human Resources, Student, Financial Aid, and Degree Works.

Coordination
This agreement has been reviewed by the Executive Director of General Services and Interim Chief Information Officer.

Follow-up/Outcome
Upon Board approval, a purchase order will be issued to Ellucian in the amount of $281,475 for Banner Core Software.
SUBJECT: ELLUCIAN ORACLE SOFTWARE AGREEMENT FOR FISCAL YEAR 2019/20

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the Ellucian Oracle Software Agreement for 2019-20 in the amount of $119,071.

Funding Source/Fiscal Impact
The Ellucian Oracle Software Agreement will be funded using the Unrestricted General Fund allocated to District Information Systems.

Reference(s)
This purchase is made subject to the terms and conditions of the Attachment to the General Terms and Conditions Agreement - Subscription Services – Oracle Software for Hosted Deployment dated July 23, 2015 (“Cloud Software Agreement”) between the parties, and, collectively, the Cloud Software Agreement.

Background/Alternatives
The Board of Trustees approved agenda item 7.4 for the purchase of the Ellucian Banner Core software, maintenance and support contract on July 21, 2015.

This marks year two of a five-year extension agreement for the Ellucian Oracle Software. Under the terms of this Agreement, Ellucian will provide access to and use of Oracle Subscription Services that includes third party services or software, including, but not limited to Oracle Databases, Advanced Security, Advanced Replication, Objects for OLE, Parallel Query, and SQL*Plus.

Coordination
This agreement has been reviewed by the Executive Director of General Services and Interim Chief Information Officer.

Follow-up/Outcome
Upon Board approval, a purchase order and contract will be issued to Ellucian in the amount of $119,071 for the Oracle Software Agreement.
SUBJECT: APPROVAL FOR PROCUREMENT OF FIELD TURF FOR MISSION COLLEGE’S BASEBALL SYNTHETIC TURF FIELD

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the procurement of Field Turf from Field Turf USA Inc. in the amount of $751,212 for the field turf replacement at Mission College’s baseball field.

Funding Source/Fiscal Impact
This project will be funded by Measure W, item MC-5 of the Mission College Project Priority List.

Reference(s)
Public Contract Code Section 20653 states that nothing shall preclude the governing board of any community college district from purchasing materials, equipment or supplies through the State of California’s Department of General Services (DGS) pursuant to Section 14814 of the Government Code. DGS’s California Multiple Award Schedules (CMAS) offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. This purchase will be procured pursuant to DGS’s CMAS Contract #4-06-78-0031A. Said CMAS contract expires on November 30, 2021.

Background/Alternatives
This procurement is for artificial turf for Mission College’s Baseball Field.

Coordination
The Executive Director of General Services and Mission College’s Director of Facilities Construction have reviewed this purchase, along with the Associate Vice Chancellor of Facilities Development and Operations.

Follow-up/Outcome
Upon Board approval, a purchase order will be issued to Field Turf USA Inc.
SUBJECT: APPROVAL OF BID #CA04-1920 FOR THE BASEBALL FIELD TURF REPLACEMENT PROJECT AT MISSION COLLEGE

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the lowest responsive and responsible bid received from Robert A. Bothman Construction in the amount of $2,896,000 and reject all other bids. The award of the contract is based on the Base Bid plus Owners Allowance as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Owners Allowance for ADA Upgrades</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA Bothman, Inc.</td>
<td>$2,596,000</td>
<td>$300,000</td>
<td>$2,896,000</td>
</tr>
</tbody>
</table>

The District received no other bids.

Funding Source/Fiscal Impact
The funding for this project comes from Measure W, item MC-05 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 W Bond Program.

Background/Alternatives
A Notice to Bidders was advertised and bids were solicited on the District’s PlanetBid System to thirteen companies. Two companies attended the pre-bid meeting. One bid was received. Bids were submitted through the District’s PlanetBids bid management portal on October 22, 2019, at 11:00 AM.

This project will replace the natural turf with a high-grade artificial turf. The new turf will make the baseball field safer to play on and require less maintenance.
Coordination
This project includes the work of the Associate Vice Chancellor of Facilities Development and Operations; the Director of Construction; the Executive Director of General Services and Gilbane Builders.

Follow-up/Outcome
Upon Board approval, a contract will be issued to Robert A Bothman Construction in the amount of $2,896,000 for the Baseball Field Turf Replacement project at Mission College.
SUBJECT: TASK ORDER AMENDMENT WITH GILBANE BUILDING COMPANY FOR MULTI-PRIME CONSTRUCTION MANAGEMENT SERVICES FOR THE PE TURF RENOVATION PROJECT AT WEST VALLEY COLLEGE

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approves the Task Order Amendment for Multi-Prime Construction Management Services in the amount of $1,037,550 for the West Valley College PE Turf Restoration project.

Funding Source/Fiscal Impact
This project will be funded by Measure C Bond program, line item WV-14 of the West Valley College Project Priority List.

Reference(s)
This item is associated with the implementation of the WVC Facilities Master Plan, the WVMCCD 5-Year Construction Plan, and Measure C Bond program.

Background/Alternatives
On January 23, 2018, the Board of Trustees approved the contract with Gilbane Building Company in the amount of $760,870 for the PE Turf Restoration project at West Valley College. The District, after reviewing this project and scope of work, has decided that delivering this project under a multi-prime delivery method with Gilbane as the construction manager will be more efficient and effective than using a traditional general contractor delivery method. Gilbane will have better control of the schedule thereby avoiding delays; subcontractors will be pre-qualified giving us a better product; and the District will save money by avoiding the higher general contractor fees. The table below details the Task Order Amendment price for the PE Turf Restoration project.
This project consists of the renovation of the Softball Field Complex. Work includes, but is not limited to, new synthetic athletic turf, new practice infield, fencing, landscaping, home and visitor dugouts, spectator seating, press box, men’s and women’s restrooms, team building, batting cages and complete redevelopment of the site utilities and associated accessibility upgrades to meet current code.

The fees for the above project include the following:

Design Phase – All Basic Services set forth in the Agreement, including the following:

**General**
- Assist District in selection of Architect for Assigned Project
- Assist District in selection of Project Inspector for Assigned Project
- Assist District in selection of firms for Special Tests/Inspections for Assigned Project

**Preliminary Plans**
- Value Engineering at completion of Preliminary Plans
- Constructability Review at completion of Preliminary Plans
- Review of others’ Construction Cost Estimates of Preliminary Plans
- Construction Management preparation of Construction Cost Estimate of completed Preliminary Plans

**Working Drawings**
- Value Engineering at completion of Working Drawings
- Constructability Review at completion of Working Drawings
- Review of others’ Construction Cost Estimates of Working Drawings
- Construction Management preparation of Construction Cost Estimate of completed Working Drawings

Bidding – All Basic Services set forth in the Agreement

Construction – All Basic Services set forth in the Agreement
Post-Construction – All Basic Services set forth in the Agreement

Coordination
The Associate Vice Chancellor of Facilities Development and Operations; the Director of Construction; and the Vice Chancellor of Administrative Services reviewed and worked on this Task Order Assignment.

Follow-up/Outcome
Upon Board approval, a Task Order Assignment will be executed with Gilbane Building Company.
SUBJECT: PROJECT ASSIGNMENT AMENDMENT WITH GILBANE BUILDING COMPANY FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE LIBRARY RENOVATION PROJECT AT MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve the Project Assignment Amendment with Gilbane Building Company for Design and Construction Management Services in the amount of $957,150 for the Library Renovation project at Mission College.

Funding Source/Fiscal Impact
This project will be funded by Measure W, item MC-6 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, Measure C and Measure W Bond programs.

Background/Alternatives
On August 6, 2019, the Board of Trustees approved the Master Agreement with Gilbane Building Company for on-going Design Management/Construction Management services. The table below details the Project Assignment Amendment (PAA) Contract price for the Library Renovation project at Mission College. The fee is based on the construction budget and the negotiated fee percentage for Design Management and Construction Management.

<table>
<thead>
<tr>
<th>Project and Fee Description</th>
<th>Construction Budget</th>
<th>Fee %</th>
<th>Contract Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC Library Renovation</td>
<td>$12,762,000</td>
<td>7.5%</td>
<td></td>
</tr>
<tr>
<td>Design Management Fee</td>
<td></td>
<td>2%</td>
<td>$255,240</td>
</tr>
<tr>
<td>Construction Management Fee</td>
<td></td>
<td>5.5%</td>
<td>701,910</td>
</tr>
<tr>
<td>Total Contract Price</td>
<td></td>
<td>7.5%</td>
<td>$957,150</td>
</tr>
</tbody>
</table>
This project will renovate the existing 38,000 square foot, one story Library building. The work will include, but not be limited to, upgrades and/or replacement of the following systems: roof, HVAC, lighting, flooring, ceiling, data/telecommunication, electrical, seismic work, ADA Accessibility, and interior remodeling to meet the program requirements of the college. The renovation will make the building more efficient and enhance instructional delivery by using current teaching methods and modern technology throughout the building. Additionally, the project will support teaching and learning across the campus through enhancement of the library collection.

The fees for the above project include the following:

**Design Phase – All Basic Services set forth in the Agreement, including the following:**

**General**
- Assist District in selection of Architect for Assigned Project
- Assist District in selection of Project Inspector for Assigned Project
- Assist District in selection of firms for Special Tests/Inspections for Assigned Project

**Preliminary Plans**
- Value Engineering at completion of Preliminary Plans
- Constructability Review at completion of Preliminary Plans
- Review of others’ Construction Cost Estimates of Preliminary Plans
- Construction Management preparation of Construction Cost Estimate of completed Preliminary Plans

**Working Drawings**
- Value Engineering at completion of Working Drawings
- Constructability Review at completion of Working Drawings
- Review of others’ Construction Cost Estimates of Working Drawings
- Construction Management preparation of Construction Cost Estimate of completed Working Drawings

**Bidding – All Basic Services set forth in the Agreement**

**Construction – All Basic Services set forth in the Agreement**

**Post-Construction – All Basic Services set forth in the Agreement**

**Coordination**
The Associate Vice Chancellor of Facilities Development and Operations; the Director of Construction and the Vice Chancellor of Administrative Services reviewed and worked on this Project Assignment Amendment.
Follow-up/Outcome
Upon Board approval, a Project Assignment Amendment will be executed with Gilbane Building Company.
SUBJECT: ACCEPT BASIC CONTRACT AS COMPLETE FOR BID CA11-1819
STUDENT SERVICES CENTER AUDIO-VISUAL SYSTEM AT WEST VALLEY COLLEGE

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees accept the basic construction contract with Avidex Industries LLC for Bid CA11-1819 for the Audio Visual System as part of the Student Services Center project at West Valley College as complete and authorize the District to file a Notice of Completion.

Funding Source/Fiscal Impact
The funding for this project comes from Measure C, item number WV-4 of the West Valley College Project Priority List. The final cost for this project was $407,832.

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

Background/Alternatives
The scope included installation of the Audio Visual System as part of the Student Services Center project at West Valley College.

Coordination
The contract was reviewed by the Associate Vice Chancellor Facilities Development and Operations, and Gilbane Building Company.

Follow-up/Outcome
Upon Board approval, a Notice of Completion will be filed with the Santa Clara County Recorder.
SUBJECT: 1st QTR. FINANCIAL STATEMENTS AND BUDGET ADJUSTMENTS

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the financial statements and budget adjustments as specified for the period of July 1, 2019, through September 30, 2019 (First Quarter). The summary of significant changes lists the First Quarter’s cumulative budget transactions.

Funding Source/Fiscal Impact
This activity reports the sources and uses of the various funds of the District. All budget transfers reflect either:

1. Increases/decreases in expenditures that correspond to associated revenue increases/decreases; or
2. Movement of equal budget amounts from one account to another; or
3. Increases/decreases in expenditures or revenues that directly impact Fund Balance.

Allocations of carry-overs result in a reduction of the beginning fund balances for FY 2019-20. Other budget adjustments are recommended to realign the budget with anticipated or actual expenditures or to make adjustments resulting from changes in revenue.

Reference(s)
Education Code Section 84040 provides that the governing board of a community college district, as required by regulations of the Board of Governors, shall periodically report information to the Board of Governors regarding the fiscal condition of the district. This assessment includes a comparison of budget to actual amounts. Once a budget is adopted, the total designated for each major expenditure classification is the maximum expenditure allowed. Pursuant to Title 5, California Code of Regulations Section 58307, any budget transfers between major classifications, or from reserves, must be authorized by the governing board.
Background/Alternatives
A summary of all funds is presented on the following pages. It should be noted that the Adopted Budget includes current year allocations that have been approved by the Board of Trustees on September 3, 2019. The Actual balances reported as of September 30, 2019 do not include any outstanding encumbrances.

Fund 110 - Unrestricted General Fund
The attached schedules indicate an increase of $3,713 in revenues. Total expenditures increased by $32,885. The difference between the revenues and expenditures equates to $29,172 which came from fund balance. These changes are primarily due to the following:

Revenues
- $3,713 increase for miscellaneous income.

Expenditures
- $3,713 budget was setup to offset the revenues from above.

Fund 12x & 13x – Restricted General Fund (Grants)
Total expenditures increased by $8,422. These changes are primarily due to the following:

Expenditures
- $8,423 increase in budget for MC Extended Opportunity Programs and Services (EOPS) Emergency Loan from fund balance.

Fund 410 – Capital Projects Fund
The attached schedules indicate an increase in revenues and expenditures of $120,000 for Insurance Claim - MC Gillmor Geothermal Wells Leak.

Fund 591 – Community Ed Workforce and Economic Development Fund
The attached schedules indicate an increase in revenues and expenditures of $13,952 for WVC International Student Insurance Fees.

Fund 597 – Entrepreneurial Fund
The attached schedules indicate an increase in revenues and expenditures of $158 for WVC Library Café Vending Publication Sales.

Fund 751/752 – Scholarship Fund
The attached schedules indicate an increase of $71,047 in revenues and $71,027 in expenditures. The difference between the revenues and expenditures equates to
$20 which will increase the fund balance. These changes are primarily due to the following:

Revenues
- $52,250 increase for MC Foundation Legacy Endowment Fund.
- $18,277 increase for MC miscellaneous scholarship.
- $500 increase for WVC Land Corporation Scholarship.
- $20 increase for MC Associated Student Government Interest Fund.

Expenditures
- $71,027 budget was set up to offset revenues from above.

Fund 791 – OPEB Trust Fund
The attached schedules indicate an increase in revenues of $692,317 for investment gain during the First Quarter.

Coordination
The Executive Director of Financial Services will coordinate changes to the budget with the College Vice Presidents of Administrative Services.

Follow-up/Outcome
Upon Board approval, budget adjustments will be incorporated in the Second Quarter Financial Report.
West Valley-Mission Community College  
First Quarter Financial Statements  
FY 2019-2020

Attachment 7.10

Fund 110 - Unrestricted General Fund

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>Actual as of 09/30/19</th>
<th>% of Actual 1st Qtr. Working Budget</th>
<th>Difference Adopted to 1st Qtr. Budget Adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$ 5,387</td>
<td>$ 5,387</td>
<td>$</td>
<td>0.00%</td>
<td>$ (B-A)</td>
</tr>
<tr>
<td>860 State</td>
<td>9,218,392</td>
<td>9,218,392</td>
<td>750,710</td>
<td>8.14%</td>
<td>$ (B-A)</td>
</tr>
<tr>
<td>880 Local</td>
<td>155,212,876</td>
<td>155,216,589</td>
<td>22,643,424</td>
<td>14.59%</td>
<td>3,713</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>-</td>
<td>-</td>
<td>6,496</td>
<td>0.00%</td>
<td>$ (B-A)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 164,436,655</td>
<td>$ 164,440,368</td>
<td>$ 23,400,630</td>
<td>14.23%</td>
<td>$ 3,713</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$ 51,895,843</td>
<td>$ 51,941,841</td>
<td>12,519,401</td>
<td>24.10%</td>
<td>$ 45,998</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>25,452,112</td>
<td>25,455,794</td>
<td>6,332,795</td>
<td>19.73%</td>
<td>105,412</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>31,984,340</td>
<td>32,089,752</td>
<td>1,370,332</td>
<td>19.73%</td>
<td>1,370,332</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>866,675</td>
<td>875,413</td>
<td>8,748</td>
<td>15.61%</td>
<td>1,845</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>12,510,816</td>
<td>12,546,754</td>
<td>3,667,230</td>
<td>28.61%</td>
<td>35,938</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>302,882</td>
<td>303,997</td>
<td>11,115</td>
<td>3.79%</td>
<td>1,115</td>
</tr>
<tr>
<td>700 Other Student Aid/Other Outgo</td>
<td>20,209,229</td>
<td>20,209,229</td>
<td>0.00%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>18,709,307</td>
<td>18,709,307</td>
<td>8,067,739</td>
<td>43.12%</td>
<td>32,885</td>
</tr>
<tr>
<td>790 Contingency Holding</td>
<td>4,679,425</td>
<td>4,531,427</td>
<td>-</td>
<td>0.00%</td>
<td>(147,998)</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 166,630,629</td>
<td>$ 166,663,514</td>
<td>$ 35,985,466</td>
<td>21.59%</td>
<td>$ 32,885</td>
</tr>
<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>$ (2,193,974)</td>
<td>$ (2,223,146)</td>
<td>$ (12,585,466)</td>
<td>41.31%</td>
<td>(29,172)</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$ 55,355,442</td>
<td>$ 55,355,442</td>
<td>$ 55,355,442</td>
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</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ 53,161,468</td>
<td>$ 53,132,296</td>
<td>$ 42,770,473</td>
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</tr>
</tbody>
</table>

Fund 12x & 13x - Restricted General Fund (Grants)

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>Actual as of 09/30/19</th>
<th>% of Actual 1st Qtr. Working Budget</th>
<th>Difference Adopted to 1st Qtr. Budget Adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$ 7,556,212</td>
<td>$ 7,556,178</td>
<td>$ 449,545</td>
<td>5.95%</td>
<td>$ (34)</td>
</tr>
<tr>
<td>860 State</td>
<td>22,577,075</td>
<td>22,577,108</td>
<td>12,545,680</td>
<td>55.57%</td>
<td>33</td>
</tr>
<tr>
<td>880 Local</td>
<td>4,398,507</td>
<td>4,398,507</td>
<td>1,284,241</td>
<td>29.20%</td>
<td>0.00%</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>33,045</td>
<td>33,045</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 34,564,839</td>
<td>$ 34,564,838</td>
<td>$ 14,279,466</td>
<td>41.31%</td>
<td>(1)</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$ 4,382,602</td>
<td>$ 4,472,123</td>
<td>$ 785,604</td>
<td>17.57%</td>
<td>$ 89,521</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>7,422,093</td>
<td>7,473,337</td>
<td>1,605,468</td>
<td>21.48%</td>
<td>51,244</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>3,745,409</td>
<td>3,704,282</td>
<td>858,064</td>
<td>23.16%</td>
<td>(41,127)</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>2,651,832</td>
<td>2,513,019</td>
<td>172,154</td>
<td>6.85%</td>
<td>(138,813)</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>11,410,408</td>
<td>11,461,583</td>
<td>655,131</td>
<td>5.72%</td>
<td>51,175</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>2,136,396</td>
<td>2,154,683</td>
<td>250,952</td>
<td>11.65%</td>
<td>18,287</td>
</tr>
<tr>
<td>700 Other Student Aid/Other Outgo</td>
<td>48,532</td>
<td>48,756</td>
<td>9,247</td>
<td>36.80%</td>
<td>224</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>3,123,206</td>
<td>3,101,117</td>
<td>99,247</td>
<td>3.12%</td>
<td>(22,089)</td>
</tr>
<tr>
<td>790 Contingency Holding</td>
<td>30,000</td>
<td>30,000</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 34,950,478</td>
<td>$ 34,958,900</td>
<td>$ 5,244,555</td>
<td>15.00%</td>
<td>$ 8,422</td>
</tr>
<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>$ (385,639)</td>
<td>$ (394,062)</td>
<td>$ 9,034,911</td>
<td></td>
<td>(8,423)</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$ 396,484</td>
<td>$ 396,484</td>
<td>$ 396,484</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ 10,845</td>
<td>$ 2,422</td>
<td>$ 9,431,395</td>
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</tr>
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</table>
## Fund 137 - Other Restricted General Fund (Eco Pass)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adopted Budget</td>
<td>1st Qtr. Working Budget</td>
<td>Actual as of 09/30/19</td>
<td>% of Actual Working Budget</td>
<td>Difference Adopted to 1st Qtr. Budget Adjust.</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td>(C/B)</td>
<td>(B-A)</td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>860 State</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>163,213</td>
<td>163,213</td>
<td>91,310</td>
<td>55.95%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>2,000</td>
<td>2,000</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$165,213</td>
<td>$165,213</td>
<td>$91,310</td>
<td>55.27%</td>
<td>$</td>
</tr>
<tr>
<td>Expenditures</td>
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<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>13,204</td>
<td>13,204</td>
<td>9,482</td>
<td>71.81%</td>
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<tr>
<td>300 Employee Benefits</td>
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<td>1,313</td>
<td>630</td>
<td>48.01%</td>
<td>-</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>-</td>
<td>-</td>
<td>5,400</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>150,696</td>
<td>150,696</td>
<td>6,696</td>
<td>4.44%</td>
<td>-</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>760 Other Student Aid</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$165,213</td>
<td>$165,213</td>
<td>$22,208</td>
<td>13.44%</td>
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</tr>
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<td><strong>Net Change to Fund Balance</strong></td>
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<td>$ -</td>
<td>$69,102</td>
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<td>$</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$69,102</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

## Fund 138 - Health Services Fund

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>Actual as of 09/30/19</th>
<th>% of Actual Working Budget</th>
<th>Difference Adopted to 1st Qtr. Budget Adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td>(C/B)</td>
<td>(B-A)</td>
</tr>
<tr>
<td>810 Federal</td>
<td>$84,823</td>
<td>$84,823</td>
<td>$84,824</td>
<td>100.00%</td>
<td>$</td>
</tr>
<tr>
<td>860 State</td>
<td>$298,279</td>
<td>$298,279</td>
<td>$42,146</td>
<td>14.13%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>463,091</td>
<td>463,091</td>
<td>96,245</td>
<td>20.78%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>267,858</td>
<td>267,858</td>
<td>46,696</td>
<td>17.43%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$1,192,823</td>
<td>$1,192,823</td>
<td>$915,529</td>
<td>76.59%</td>
<td>$</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$298,279</td>
<td>$298,279</td>
<td>$42,146</td>
<td>14.13%</td>
<td>$</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>463,091</td>
<td>463,091</td>
<td>96,245</td>
<td>20.78%</td>
<td>-</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>267,858</td>
<td>267,858</td>
<td>46,696</td>
<td>17.43%</td>
<td>-</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>22,504</td>
<td>42,504</td>
<td>2,767</td>
<td>6.51%</td>
<td>20,000</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>141,091</td>
<td>121,091</td>
<td>6,547</td>
<td>5.41%</td>
<td>(20,000)</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>760 Other Student Aid</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$1,192,823</td>
<td>$1,192,823</td>
<td>$194,402</td>
<td>16.30%</td>
<td>$</td>
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<tr>
<td><strong>Net Change to Fund Balance</strong></td>
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<td>$ -</td>
<td>$719,127</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$582,414</td>
<td>$582,414</td>
<td>$582,414</td>
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<td>$582,414</td>
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<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$582,414</td>
<td>$582,414</td>
<td>$1,301,541</td>
<td></td>
<td>$1,301,541</td>
</tr>
</tbody>
</table>
**West Valley-Mission Community College**  
**First Quarter Financial Statements**  
**FY 2019-2020**

### Fund 139 - Parking Fund

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>Actual as of 09/30/19</th>
<th>% of Actual 1st Qtr. Working Budget</th>
<th>Difference Adopted to 1st Qtr. Budget Adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>880 Local</td>
<td>1,665,000</td>
<td>1,665,000</td>
<td>418,883</td>
<td>25.16%</td>
<td></td>
</tr>
<tr>
<td>898 Transfers In</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,665,000</td>
<td>1,665,000</td>
<td>418,883</td>
<td>25.16%</td>
<td></td>
</tr>
</tbody>
</table>

| **Expenditures**     |                |                         |                       |                                     |                                             |
| 100 Academic Salaries| -              | -                       | -                     | -                                  | 0.00%                                      |
| 200 Non-Instructional Salaries | - | - | - | - | - |
| 300 Employee Benefits | 467,160 | 468,060 | 110,302 | 23.57% | 900 |
| 400 Supplies / Materials | 24,500 | 24,500 | 1,446 | 5.90% | - |
| 500 Operating Expenses | 233,054 | 233,054 | 59,870 | 25.69% | - |
| 600 Capital Outlay    | 35,000       | 35,000                  | -                     | 0.00%                              |                                             |
| 730 Transfers Out     | -            | -                       | -                     | 0.00%                              |                                             |
| 760 Other Student Aid | -            | -                       | -                     | 0.00%                              |                                             |
| **Total Expenditures**| 1,875,272     | 1,875,272               | 431,029               | 22.98%                             |                                             |

| **Net Change to Fund Balance** | $ (210,272) | $ (210,272) | $ (12,146) | $ |
| **Beginning Fund Balance** | $ 1,133,331 | $ 1,133,331 | $ 1,133,331 | $ |
| **Estimated Ending Fund Balance** | $ 923,059 | $ 923,059 | $ 1,121,185 | $ |

### Fund 212 - General Obligation Bonds Debt Service Fund

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>Actual as of 09/30/19</th>
<th>% of Actual 1st Qtr. Working Budget</th>
<th>Difference Adopted to 1st Qtr. Budget Adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>880 Local</td>
<td>41,623,488</td>
<td>41,623,488</td>
<td>96,236</td>
<td>0.23%</td>
<td></td>
</tr>
<tr>
<td>898 Transfers In</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>41,623,488</td>
<td>41,623,488</td>
<td>96,456</td>
<td>0.23%</td>
<td></td>
</tr>
</tbody>
</table>

| **Expenditures**     |                |                         |                       |                                     |                                             |
| 100 Academic Salaries| -              | -                       | -                     | -                                  | 0.00%                                      |
| 200 Non-Instructional Salaries | - | - | - | - | - |
| 300 Employee Benefits | - | - | - | - | - |
| 400 Supplies / Materials | - | - | - | - | - |
| 500 Operating Expenses | - | - | - | - | - |
| 600 Capital Outlay    | 37,812,603     | 37,812,603              | 24,741,024            | 65.43%                             |                                             |
| 730 Transfers Out     | -              | -                       | -                     | -                                  | 0.00%                                      |
| **Total Expenditures**| 37,812,603     | 37,812,603              | 24,741,024            | 65.43%                             |                                             |

| **Net Change to Fund Balance** | $ 3,810,885 | $ 3,810,885 | $ (24,644,568) | $ |
| **Beginning Fund Balance** | $ 41,648,908 | $ 41,648,908 | $ 41,648,908 | $ |
| **Estimated Ending Fund Balance** | $ 45,459,793 | $ 45,459,793 | $ 17,004,340 | $ |
### Fund 291 - Retiree Health Benefit Fund

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td>1st Qtr. Working Budget</td>
<td>Actual as of 09/30/19</td>
<td>% of Actual 1st Qtr. Working Budget</td>
<td>Difference Adopted to 1st Qtr. Budget Adjust.</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>0.00%</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>880 Local</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>5,212,736</td>
<td>5,212,736</td>
<td>1,303,184</td>
<td>25.00%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 5,212,736</td>
<td>$ 5,212,736</td>
<td>$ 1,303,184</td>
<td>25.00%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>0.00%</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>5,148,736</td>
<td>5,148,736</td>
<td>1,056,391</td>
<td>20.52%</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>64,000</td>
<td>64,000</td>
<td>16,803</td>
<td>26.25%</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>710 Debt Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 5,212,736</td>
<td>$ 5,212,736</td>
<td>$ 1,073,194</td>
<td>20.59%</td>
</tr>
<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ 229,990</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$ 11,127,488</td>
<td>$ 11,127,488</td>
<td>$ 11,127,488</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ 11,127,488</td>
<td>$ 11,127,488</td>
<td>$ 11,357,478</td>
<td>$ -</td>
</tr>
</tbody>
</table>

### Fund 292 - Lease Revenue Bonds Debt Service Fund

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td>1st Qtr. Working Budget</td>
<td>Actual as of 09/30/19</td>
<td>% of Actual 1st Qtr. Working Budget</td>
<td>Difference Adopted to 1st Qtr. Budget Adjust.</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$ 843,063</td>
<td>$ 843,063</td>
<td>$ 692,972</td>
<td>82.20%</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>880 Local</td>
<td>90,400</td>
<td>90,400</td>
<td>37,065</td>
<td>41.00%</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>5,172,417</td>
<td>5,172,417</td>
<td>2,447,477</td>
<td>47.32%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 6,105,880</td>
<td>$ 6,105,880</td>
<td>$ 3,177,514</td>
<td>52.04%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>0.00%</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>710 Other Outgo</td>
<td>8,270,640</td>
<td>8,270,640</td>
<td>3,218,665</td>
<td>38.92%</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 8,270,640</td>
<td>$ 8,270,640</td>
<td>$ 3,218,665</td>
<td>38.92%</td>
</tr>
<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>$ (2,164,760)</td>
<td>$ (2,164,760)</td>
<td>$ (41,151)</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$ 8,865,073</td>
<td>$ 8,865,073</td>
<td>$ 8,865,073</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ 6,700,313</td>
<td>$ 6,700,313</td>
<td>$ 8,823,922</td>
<td>$ -</td>
</tr>
</tbody>
</table>
### Fund 330 - Child Development Fund

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td>1st Qtr. Working Budget</td>
<td>Actual as of 09/30/19</td>
<td>% of Actual 1st Qtr. Working Budget</td>
<td>Difference Adopted to 1st Qtr. Budget Adjust.</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$41,500</td>
<td>$41,500</td>
<td>$7,898</td>
<td>19.03%</td>
<td>$</td>
</tr>
<tr>
<td>$444,691</td>
<td>$444,691</td>
<td>$600</td>
<td>0.13%</td>
<td>-</td>
</tr>
<tr>
<td>$1,890,000</td>
<td>$1,890,000</td>
<td>$500,224</td>
<td>26.47%</td>
<td>-</td>
</tr>
<tr>
<td>$48,532</td>
<td>$48,532</td>
<td>$17,940</td>
<td>36.97%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$2,424,723</strong></td>
<td><strong>$2,424,723</strong></td>
<td><strong>$526,662</strong></td>
<td><strong>21.72%</strong></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>$1,626,561</td>
<td>$1,626,561</td>
<td>$420,476</td>
<td>25.85%</td>
<td>-</td>
</tr>
<tr>
<td>$754,996</td>
<td>$754,996</td>
<td>$172,554</td>
<td>22.85%</td>
<td>-</td>
</tr>
<tr>
<td>$100,706</td>
<td>$100,706</td>
<td>$19,190</td>
<td>19.06%</td>
<td>-</td>
</tr>
<tr>
<td>$51,372</td>
<td>$51,372</td>
<td>$22,356</td>
<td>43.52%</td>
<td>-</td>
</tr>
<tr>
<td>$14,850</td>
<td>$14,850</td>
<td>$0</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$2,548,985</strong></td>
<td><strong>$2,548,985</strong></td>
<td><strong>$634,577</strong></td>
<td><strong>24.90%</strong></td>
</tr>
<tr>
<td>Net Change to Fund Balance</td>
<td>$ (124,262)$</td>
<td>(124,262)$</td>
<td>(107,915)$</td>
<td>-</td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>$ 690,324$</td>
<td>690,324$</td>
<td>690,324$</td>
<td>-</td>
</tr>
<tr>
<td>Estimated Ending Fund Balance</td>
<td>$ 566,062$</td>
<td>566,062$</td>
<td>582,409$</td>
<td>-</td>
</tr>
</tbody>
</table>

### Fund 410 - Capital Projects Fund

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Budget</td>
<td>1st Qtr. Working Budget</td>
<td>Actual as of 09/30/19</td>
<td>% of Actual 1st Qtr. Working Budget</td>
<td>Difference Adopted to 1st Qtr. Budget Adjust.</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,896,334</td>
<td>$1,896,334</td>
<td>$931,733</td>
<td>49.13%</td>
<td>-</td>
</tr>
<tr>
<td>$5,101,069</td>
<td>$5,221,069</td>
<td>$97,401</td>
<td>1.87%</td>
<td>120,000</td>
</tr>
<tr>
<td>$5,000,000</td>
<td>$5,000,000</td>
<td>$2,500,000</td>
<td>50.00%</td>
<td>(225,316)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$11,997,403</strong></td>
<td><strong>$12,117,403</strong></td>
<td><strong>$3,529,134</strong></td>
<td><strong>29.12%</strong></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>$20,000</td>
<td>$20,000</td>
<td>$2,480</td>
<td>12.40%</td>
<td>-</td>
</tr>
<tr>
<td>$1,832</td>
<td>$1,832</td>
<td>$30</td>
<td>1.61%</td>
<td>-</td>
</tr>
<tr>
<td>$92,975</td>
<td>$115,975</td>
<td>$11,136</td>
<td>9.60%</td>
<td>23,000</td>
</tr>
<tr>
<td>$1,248,767</td>
<td>$1,571,083</td>
<td>$209,887</td>
<td>13.35%</td>
<td>322,316</td>
</tr>
<tr>
<td>$6,125,159</td>
<td>$5,899,843</td>
<td>$157,475</td>
<td>2.67%</td>
<td>(225,316)</td>
</tr>
<tr>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$7,488,733</strong></td>
<td><strong>$7,608,733</strong></td>
<td><strong>$380,807</strong></td>
<td><strong>5.00%</strong></td>
</tr>
<tr>
<td>Net Change to Fund Balance</td>
<td>$ 4,508,670$</td>
<td>4,508,670$</td>
<td>3,148,327$</td>
<td>-</td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>$ 4,984,885$</td>
<td>4,984,885$</td>
<td>4,984,885$</td>
<td>-</td>
</tr>
<tr>
<td>Estimated Ending Fund Balance</td>
<td>$ 9,493,555$</td>
<td>9,493,555$</td>
<td>8,133,212$</td>
<td>-</td>
</tr>
</tbody>
</table>
### Fund 430 - General Obligation Bonds Construction Fund

<table>
<thead>
<tr>
<th></th>
<th>A Adopted Budget</th>
<th>B 1st Qtr. Working Budget</th>
<th>C Actual as of 09/30/19</th>
<th>D % of Actual 1st Qtr. Working Budget (C/B)</th>
<th>E Difference Adopted to 1st Qtr. Budget Adjust. (B-A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>- $</td>
<td>- $</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>886 Interest</td>
<td>4,049,467</td>
<td>4,049,467</td>
<td>46,474</td>
<td>1.15%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>4,049,467</strong></td>
<td><strong>4,049,467</strong></td>
<td><strong>46,474</strong></td>
<td><strong>1.15%</strong></td>
<td><strong>$</strong></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$</td>
<td>- $</td>
<td>- $</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>1,269,463</td>
<td>1,269,463</td>
<td>261,989</td>
<td>20.64%</td>
<td>-</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>511,232</td>
<td>511,232</td>
<td>103,062</td>
<td>20.16%</td>
<td>-</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>8,096,402</td>
<td>8,096,402</td>
<td>5,810</td>
<td>0.71%</td>
<td>-</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>259,086,774</td>
<td>259,086,774</td>
<td>1,844,932</td>
<td>0.71%</td>
<td>-</td>
</tr>
<tr>
<td>710 Bond Administrative Fees</td>
<td>5,000</td>
<td>5,000</td>
<td>289</td>
<td>5.77%</td>
<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>268,968,871</strong></td>
<td><strong>268,968,871</strong></td>
<td><strong>2,216,082</strong></td>
<td><strong>0.82%</strong></td>
<td><strong>$</strong></td>
</tr>
<tr>
<td>Net Change to Fund Balance</td>
<td>$ (264,919,404)</td>
<td>$ (264,919,404)</td>
<td>$ (2,169,608)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>$ 264,919,404</td>
<td>$ 264,919,404</td>
<td>$ 264,919,404</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Estimated Ending Fund Balance</td>
<td>$ -</td>
<td>$ -</td>
<td>-</td>
<td>$ 262,749,796</td>
<td>$</td>
</tr>
</tbody>
</table>

### Fund 591 - Community Ed Workforce and Economic Development Fund

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>Actual as of 09/30/19</th>
<th>% of Actual 1st Qtr. Working Budget (C/B)</th>
<th>Difference Adopted to 1st Qtr. Budget Adjust. (B-A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>2,787,300</td>
<td>2,801,252</td>
<td>527,705</td>
<td>18.84%</td>
<td>13,952</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>2,787,300</strong></td>
<td><strong>2,801,252</strong></td>
<td><strong>527,705</strong></td>
<td><strong>18.84%</strong></td>
<td><strong>13,952</strong></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$ 80,633</td>
<td>$ 80,633</td>
<td>$ 22,859</td>
<td>28.35%</td>
<td>$</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>1,639,561</td>
<td>1,639,561</td>
<td>424,786</td>
<td>25.91%</td>
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</tr>
<tr>
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<td>388,444</td>
<td>388,444</td>
<td>129,612</td>
<td>33.37%</td>
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<td>400 Supplies / Materials</td>
<td>117,568</td>
<td>117,568</td>
<td>8,193</td>
<td>6.97%</td>
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</tr>
<tr>
<td>500 Operating Expenses</td>
<td>953,738</td>
<td>967,690</td>
<td>105,105</td>
<td>10.86%</td>
<td>13,952</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>710 Bond Administrative Fees</td>
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<td>5,000</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>5,500</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
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<tr>
<td>760 Other Student Aid</td>
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<td>3,666</td>
<td>40.73%</td>
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<td><strong>Total Expenditures</strong></td>
<td><strong>3,199,444</strong></td>
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<td><strong>694,220</strong></td>
<td><strong>21.60%</strong></td>
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<td>$ (412,144)</td>
<td>$ (412,144)</td>
<td>$ (166,516)</td>
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<td>$</td>
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<td>$ 2,243,713</td>
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<tr>
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<td>$ 1,831,569</td>
<td>$ 1,831,569</td>
<td>$ 2,077,197</td>
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West Valley-Mission Community College  
First Quarter Financial Statements  
FY 2019-2020

Fund 597 - Entrepreneurial Fund

<table>
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<tr>
<th></th>
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<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
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<td></td>
<td>Adopted</td>
<td>1st Qtr. Working Budget</td>
<td>Actual as of 09/30/19</td>
<td>% of Actual 1st Qtr. Working Budget (C/B)</td>
<td>Difference Adopted to 1st Qtr. Budget Adjust. (B-A)</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>1,331,300</td>
<td>1,331,234</td>
<td>328,882</td>
<td>24.71%</td>
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<td>898 Transfers In</td>
<td>90,000</td>
<td>90,224</td>
<td>25,314</td>
<td>28.06%</td>
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<td>Total Revenues</td>
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<td>$1,421,458 $354,196</td>
<td>24.92%</td>
<td>158</td>
<td></td>
</tr>
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</table>

Expenditures

|                |         |                      |               |                    |                    |
| 100 Academic Salaries | $116,417 | $116,417 $19,191 $16.48% | $ - |
| 200 Non-Instructional Salaries | 571,801 | 138,911 24.29% 128 |
| 300 Employee Benefits | 170,861 | 42,283 24.77% (128) |
| 400 Supplies / Materials | 252,092 | 15,401 5.83% 12,158 |
| 500 Operating Expenses | 990,791 | 55,051 5.62% (1,000) |
| 600 Capital Outlay | 322,238 | 25,314 0.00% - |
| 730 Transfers Out | -       | -                    | -             | 0.00%              | -                  |
| 760 Other Student Aid | -       | -                    | -             | 0.00%              | -                  |
| Total Expenditures | $2,424,200 | $2,424,358 $296,151 | 12.22% | 158                |

Net Change to Fund Balance

|                |         |                      |               |                    |                    |
|                | $ (1,002,900) | $ (1,002,900) $58,045 | $ - |

Beginning Fund Balance

|                |         |                      |               |                    |                    |
|                | $1,946,984 | $1,946,984 $1,946,984 | $ - |

Estimated Ending Fund Balance

|                |         |                      |               |                    |                    |
|                | $944,084 | $944,084 $2,005,029 | $ - |

Fund 711 - Associated Students Trust Fund

<table>
<thead>
<tr>
<th></th>
<th>Adopted</th>
<th>1st Qtr. Working Budget</th>
<th>Actual as of 09/30/19</th>
<th>% of Actual 1st Qtr. Working Budget (C/B)</th>
<th>Difference Adopted to 1st Qtr. Budget Adjust. (B-A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>127,500</td>
<td>713</td>
<td>0.56%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$127,500</td>
<td>$127,500 $713</td>
<td>0.56%</td>
<td>$ -</td>
<td>-</td>
</tr>
</tbody>
</table>

Expenditures

|                |         |                      |               |                    |                    |
| 100 Academic Salaries | $ -     | -                    | -             | 0.00%              | $ -                |
| 200 Non-Instructional Salaries | - | -                    | -             | 0.00%              | -                  |
| 300 Employee Benefits | -       | -                    | -             | 0.00%              | -                  |
| 400 Supplies / Materials | 27,500  | 5,612 20.41% -       |
| 500 Operating Expenses | 99,000  | 22,116 22.34% -      |
| 600 Capital Outlay | 1,000   | -                    | -             | 0.00%              | -                  |
| 730 Transfers Out | -       | -                    | -             | 0.00%              | -                  |
| 760 Other Student Aid | -       | -                    | -             | 0.00%              | -                  |
| Total Expenditures | $127,500 | $127,500 $27,728 21.75% | $ - |

Net Change to Fund Balance

|                |         |                      |               |                    |                    |
|                | $ (27,015) | $ (27,015) | $ - |

Beginning Fund Balance

|                |         |                      |               |                    |                    |
|                | $443,523 | $443,523 $443,523 | $ - |

Estimated Ending Fund Balance

|                |         |                      |               |                    |                    |
|                | $443,523 | $443,523 $416,508 | $ - |
### Fund 722 - Student Representative Fee Trust Fund

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adopted Budget</td>
<td>1st Qtr. Working Budget</td>
<td>Actual as of 09/30/19</td>
<td>% of Actual 1st Qtr. Working Budget</td>
<td>Difference Adopted to 1st Qtr. Budget Adjust.</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>15,000</td>
<td>15,000</td>
<td>6,776</td>
<td>45.17%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$15,000</td>
<td>$15,000</td>
<td>$6,776</td>
<td>45.17%</td>
<td>$</td>
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<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>16,004</td>
<td>16,004</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
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<td>25,000</td>
<td>4,388</td>
<td>17.55%</td>
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</tr>
<tr>
<td>600 Capital Outlay</td>
<td>10,000</td>
<td>10,000</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>760 Other Student Aid</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
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<td>$4,388</td>
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<tr>
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<td>$36,004</td>
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<td><strong>Estimated Ending Fund Balance</strong></td>
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<td>$ -</td>
<td>$38,393</td>
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### Fund 731 - Student Body Center Fee Fund

<table>
<thead>
<tr>
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<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adopted Budget</td>
<td>1st Qtr. Working Budget</td>
<td>Actual as of 09/30/19</td>
<td>% of Actual 1st Qtr. Working Budget</td>
<td>Difference Adopted to 1st Qtr. Budget Adjust.</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>580,500</td>
<td>580,500</td>
<td>177,877</td>
<td>30.64%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$580,500</td>
<td>$580,500</td>
<td>$177,877</td>
<td>30.64%</td>
<td>$</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>100 Academic Salaries</td>
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<td>$172,929</td>
<td>$4,481</td>
<td>2.59%</td>
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</tr>
<tr>
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<td>348,618</td>
<td>348,618</td>
<td>130,529</td>
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</tr>
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<td>219,828</td>
<td>68,627</td>
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<tr>
<td>400 Supplies / Materials</td>
<td>6,793</td>
<td>6,793</td>
<td>2,957</td>
<td>43.53%</td>
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<tr>
<td>500 Operating Expenses</td>
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<td>600 Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>110,105</td>
<td>110,105</td>
<td>55,052</td>
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</tr>
<tr>
<td>760 Other Student Aid</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
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<td>$268,675</td>
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<td>$(306,773)</td>
<td>$(90,798)</td>
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### Fund 741 - Student Financial Aid Trust Fund

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<th>B 1st Qtr. Working Budget</th>
<th>C Actual as of 09/30/19</th>
<th>D % of Actual 1st Qtr. Working Budget</th>
<th>E Difference Adopted to 1st Qtr. Budget Adjust. (B-A)</th>
</tr>
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<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$ 10,149,535</td>
<td>$ 10,149,535</td>
<td>$ 1,862,227</td>
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<tr>
<td>860 State</td>
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<td>590,000</td>
<td>429,892</td>
<td>72.86%</td>
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</tr>
<tr>
<td>880 Local</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 10,739,535</td>
<td>$ 10,739,535</td>
<td>$ 2,292,119</td>
<td>21.34%</td>
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<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$ -</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>150,124</td>
<td>150,124</td>
<td>43,971</td>
<td>29.29%</td>
<td>-</td>
</tr>
<tr>
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<td>524</td>
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<td>-</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>33,045</td>
<td>33,045</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>760 Other Student Aid</td>
<td>10,556,366</td>
<td>10,556,366</td>
<td>2,321,893</td>
<td>22.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 10,739,535</td>
<td>$ 10,739,535</td>
<td>$ 2,366,387</td>
<td>22.03%</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>$ -</td>
<td>-</td>
<td>(74,268)</td>
<td>$ -</td>
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</tr>
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<td><strong>Beginning Fund Balance</strong></td>
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<td>$ 21,929</td>
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<td>$ -</td>
<td>$ -</td>
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<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ 21,929</td>
<td>$ 21,929</td>
<td>(52,339)</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

### Fund 751/752 - Scholarship Fund

<table>
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<th>A Adopted Budget</th>
<th>B 1st Qtr. Working Budget</th>
<th>C Actual as of 09/30/19</th>
<th>D % of Actual 1st Qtr. Working Budget</th>
<th>E Difference Adopted to 1st Qtr. Budget Adjust. (B-A)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$ -</td>
</tr>
<tr>
<td>860 Local</td>
<td>412,800</td>
<td>483,847</td>
<td>484,332</td>
<td>100.10%</td>
<td>71,047</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 412,800</td>
<td>$ 483,847</td>
<td>$ 484,332</td>
<td>100.10%</td>
<td>$ 71,047</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$ -</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>9,687</td>
<td>9,687</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>313</td>
<td>313</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>404,249</td>
<td>475,276</td>
<td>356,577</td>
<td>75.03%</td>
<td>71,027</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 414,249</td>
<td>$ 485,276</td>
<td>$ 356,577</td>
<td>73.48%</td>
<td>$ 71,027</td>
</tr>
<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>$ (1,449)</td>
<td>$ (1,429)</td>
<td>$ 127,755</td>
<td>$ -</td>
<td>$ 20</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$ 178,571</td>
<td>$ 178,571</td>
<td>$ 178,571</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ 177,122</td>
<td>$ 177,142</td>
<td>$ 306,326</td>
<td>$ -</td>
<td>$ -</td>
</tr>
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</table>
### Fun 791 - OPEB Trust Fund

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>Actual as of 09/30/19</th>
<th>% of Actual 1st Qtr. Working Budget</th>
<th>Difference Adopted to 1st Qtr. Budget Adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>860 State</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>880 Local</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>898 Transfers In</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 1,000,000</td>
<td>$ 1,692,317</td>
<td>$ 1,692,317</td>
<td>100.00%</td>
<td>$ 692,317</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>710 Other Outgo</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>730 Transfer Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 50,000</td>
<td>$ 50,000</td>
<td>$ 15,795</td>
<td>31.59%</td>
<td>$</td>
</tr>
<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>$ 950,000</td>
<td>$ 1,642,317</td>
<td>$ 1,676,522</td>
<td>$ 692,317</td>
<td></td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$ 73,033,510</td>
<td>$ 73,033,510</td>
<td>$ 73,033,510</td>
<td>$ 73,033,510</td>
<td></td>
</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ 73,983,510</td>
<td>$ 74,675,827</td>
<td>$ 74,710,032</td>
<td>$ 74,710,032</td>
<td></td>
</tr>
</tbody>
</table>

### Fund 792 - Pension Stabilization Fund

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>Actual as of 09/30/19</th>
<th>% of Actual 1st Qtr. Working Budget</th>
<th>Difference Adopted to 1st Qtr. Budget Adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>860 State</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>880 Local</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>898 Transfers In</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 3,944,259</td>
<td>$ 3,944,259</td>
<td>$ 1,736,307</td>
<td>44.02%</td>
<td>$</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>710 Other Outgo</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>730 Transfer Out</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 25,000</td>
<td>$ 25,000</td>
<td>$ 8,673</td>
<td>34.69%</td>
<td>$</td>
</tr>
<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>$ 3,919,259</td>
<td>$ 3,919,259</td>
<td>$ 1,727,634</td>
<td>$ 692,317</td>
<td></td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$ 14,753,936</td>
<td>$ 14,753,936</td>
<td>$ 14,753,936</td>
<td>$ 14,753,936</td>
<td></td>
</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ 18,673,195</td>
<td>$ 18,673,195</td>
<td>$ 16,481,570</td>
<td>$ 16,481,570</td>
<td></td>
</tr>
</tbody>
</table>
SUBJECT: 2019-20 CCFS 311 FIRST QUARTER FINANCIAL REPORT

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees accept the 2019-20 First Quarter Financial Report and authorize Finance staff to forward the CCFS-311Q Report to the California Community Colleges Chancellor’s Office (CCCCO).

Funding Source/Fiscal Impact
The projected ending fund balance of $56.5 million includes the estimated 5% reserve of $8.3 million, assigned fund balance of $5.7 million for banked leave liability, projected $36.5 million in community support fund reserve, estimated $5.0 million (3%) in contingency reserve, and a projected $1.0 million set aside for prepaids, Student Transcript/Material, faculty travel and conference, and future board elections.

Reference(s)
Title 5 of the California Code of Regulations, Section 58310, requires that the chief executive officer, or other designee of the governing board of each district, regularly report to the governing board of the district, the financial and budgetary conditions of the district on a quarterly basis. This report is referred to as the CCFS-311Q and must be delivered to the California Community Colleges System Office no later than forty-five days following the completion of each quarter.

Background/Alternatives
The CCFS-311Q reports only the Unrestricted General Fund.

The report is set up in seven sections:

Section I. Unrestricted General Fund Revenue, Expenditure, and Fund Balance (Comparison of Actuals for three prior years)
Section II. Annualized Attendance FTES
Section III. Total General Fund Cash Balance (Unrestricted and Restricted)
Section IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance (Comparison of Adopted Budget, Working Budget to Actuals)
Section V. Employee Contract Settlements
Section VI. Significant District fiscal events that impact the current quarter
Section VII. Significant District fiscal problems for the year or next fiscal year

A copy of the CCFS-311Q for the Unrestricted General Fund is presented on the following pages. It should be noted that Section I, columns 1 through 3, shows the actuals for prior fiscal years. Column 4 shows the projected actuals for July 1, 2019 through June 30, 2020.

**Significant Events**
The Annualized Student Attendance Report (P-3) for FY 18-19 reported 11,077 FTES as noted in Section II. The first attendance report for FY 19-20 (P-1) will be reported in January 15, 2020. The FTES goal for FY 19-20 is 13,000.

The ending cash balance reported in the Santa Clara County Treasury as of September 30, 2019, was $79 million as noted in Section III, Column 4. The District has a very healthy cash flow as it is receiving the majority of its revenues from local property taxes and enrollment fees. The District will continue to monitor cash flow on a monthly basis to ensure fiscal stability.

Section IV, Column 1 is the Final Budget for FY 19-20, which was approved by the Board of Trustees on September 3, 2019. Annual Current Budget, Column 2, is the adjusted budget which includes the First Quarter budget adjustments. The adjustment includes the current allocations, major object budget transfers, and carryover balances that have been approved by the Board of Trustees. Year-to-date actuals, Column 3, are revenues and expenses posted in the general ledger as of September 30, 2019.

Section V reports that the District settled employee contracts with WVMCEA, Teamsters, and all the meet and confer groups during the 4th quarter of FY 18/19. The District settled the employee contact with WVMFT during the first quarter of FY 19-20. The settlements included a 5% salary increase. The total cost for the 5% salary increase is approximately $4.3 million. The District will use local community support funds to cover the increase in salary and benefits.

Section VI and VII of the CCFS-311Q reports that the District does not have any fiscal problems related to the FY 19-20 Budget or known fiscal impacts for FY 20-21 at this point in time.
Coordination
This report was prepared by the Executive Director of Financial Services and reviewed by the Vice Chancellor.

Follow-up/Outcome
Upon Board approval, the Executive Director of Financial Services will forward the CCFS-311Q to the State Chancellor’s Office.
**Quarterly Financial Status Report, CCFS 311Q**

**View Quarterly Data**

**Change the Period**

**Fiscal Year:** 2019-2020

**Quarter Ended:** (Q1) Sep 30, 2019

### Line: Description

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
</table>

#### I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

**A. Revenues:**

| A.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 164,436,655 | 164,440,368 | 23,394,134 | 14.2% |
| A.2 | Other Financing Sources (Object 8900) | 0 | 0 | 6,496 | 14.2% |

**B. Expenditures:**

| B.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 147,921,322 | 147,954,207 | 27,915,985 | 18.9% |
| B.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 18,709,307 | 18,709,307 | 8,069,614 | 43.1% |

**C. Revenues Over(Under) Expenditures (A.3 - B.3)**

| C. | 13,399,999 | 9,019,915 | -4,968,348 | 1,192,251 |

**D. Fund Balance, Beginning**

| D.1 | Prior Year Adjustments + (-) | -1,268,322 | 0 | 0 | |
| D.2 | Adjusted Fund Balance, Beginning (D + D.1) | 37,903,876 | 51,303,875 | 60,323,790 | 55,355,442 |

**E. Fund Balance, Ending (C. + D.2)**

| E.1 | Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 42.2% | 46% | 35.4% | 33.9% |

**II. Annualized Attendance FTES:**

| G.1 | Annualized FTES (excluding apprentice and non-resident) | 12,815 | 12,672 | 0 | 11,077 |

**III. Total General Fund Cash Balance (Unrestricted and Restricted):**

| H.1 | Cash, excluding borrowed funds | 65,112,433 | 71,306,127 | 78,973,092 |
| H.2 | Cash, borrowed funds only | 0 | 0 | 0 |
| H.3 | Total Cash (H.1+ H.2) | 55,513,505 | 65,112,433 | 71,306,127 | 78,973,092 |

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
</table>

**V. Has the district settled any employee contracts during this quarter?**

**Yes**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

<table>
<thead>
<tr>
<th>Contract Period Settled (Specify)</th>
<th>Management</th>
<th>Permanent</th>
<th>Academic</th>
<th>Temporary</th>
<th>Classified</th>
</tr>
</thead>
</table>

**Attachment 7.11**
c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

The District settled employee contracts with WMCSEA, Teamsters, and all the meet and confer groups during the 4th quarter in FY 18/19. During the 1st quarter of FY 19/20, the District settled with WVMFT (Faculty). The District utilized local community support funds to cover the increase in salary and benefits.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?  

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?  

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
SUBJECT: COLLEGE AND CAREER ACCESS PATHWAYS DUAL ENROLLMENT PARTNERSHIP AGREEMENT BETWEEN MISSION COLLEGE AND SANTA CLARA UNIFIED SCHOOL DISTRICT

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees receive, review and approve the updated College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement with Santa Clara Unified School District (SCUSD) as required by Ed Code (EC § 76004(b)). This item was previously presented as an informational item at the September 17, 2019, WVMCCD Board meeting.

Funding Source/Fiscal Impact
If approved, Mission College will offer community college pathway courses exclusively to SCUSD students at Mission College or the Santa Clara Unified School District campuses. West Valley-Mission Community College District (WVMCCD) will claim apportionment for enrolled students under this CCAP Agreement. These classes will be in addition to course sections offered on the Mission campus and will generate full-time equivalent students (FTES).

Reference(s)
Education Code 76004 (Assembly Bill 288) establishes the College and Career Access Pathways Act to authorize California Community College districts to enter into formal partnership agreements with local school districts. The goal is to create easier pathways from high school to community college and to offer or expand dual enrollment opportunities for under-represented higher education students or for students who may not be college bound. This partnership aligns with the goals of Mission College’s Educational and Facilities Master Plan and its Student Equity Plan related to improving
the student pathways to degrees and transfer, strengthening collaborative partnerships with K-12 institutions, and increasing access and success for underrepresented groups.

**Background/Alternatives**
Students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences. SCUSD is a public school district serving grades 9-12 with students whose residences are located within the regional service area of WVMCCD and these students deserve an opportunity to participate in an accelerated process that can further ensure academic success. This CCAP Agreement allows students to pursue this dual enrollment opportunity.

Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, preparation for transfer, appropriate to improve high school graduation rates, or to help high school pupils achieve college and career readiness.

**Coordination**
The operational and instructional aspects of this agreement will be administered and monitored by the Mission College Vice President of Student Services and the Vice President of Instruction. Both will serve as the points of contact to facilitate coordination and cooperation between the college and SCUSD, in conformity with WVMCCD policies and standards.

**Follow-up/Outcome**
The Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement was approved unanimously as is by the SCUSD Board of Trustees on October 10, 2019. Upon approval by the WVMCCD Board of Trustees, Mission College will submit the agreement to the CCC Chancellor’s Office for review, coordinate with SCUSD staff to implement the pathway in preparation for the first cohort in the Winter/Spring 2020 terms, and provide progress reports as requested.
COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP (CCAP) AGREEMENT: A DUAL ENROLLMENT PARTNERSHIP AGREEMENT BETWEEN THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT (WVMCCD) AND THE SANTA CLARA UNIFIED SCHOOL DISTRICT (SCUSD) 2019-2020

I. RECITALS

This College and Career Access Pathways Partnership Agreement ("CCAP Agreement") is between the West Valley Mission Community College District ("WVMCCD"), 14000 Fruitvale Ave., Saratoga, CA 95070, and Santa Clara Unified School District ("SCUSD"), 1889 Lawrence Road, Santa Clara, CA 95051 for the purpose of implementing the CCAP program described in this Agreement at Mission College ("COLLEGE").

WHEREAS, COLLEGE is a community college within the WVMCCD with a mission which includes providing educational programs and services that are responsive to the needs of the students and communities within the WVMCCD; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCUSD is a public school district serving grades 9-12 with students whose residences are located within or adjacent to the regional service area of WVMCCD.; and

WHEREAS WVMCCD and SCUSD desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness” and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” (Ed. Code § 76004(a); Assem. Bill No. 288 (2015-2016 Reg. Sess.) § 1 (d).)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, SCUSD and WVMCCD;

NOW THEREFORE, WVMCCD and SCUSD agree as follows:
1. **TERMS OF AGREEMENT**

1.1 The CCAP Agreement shall be effective from the date of its approval by the governing Boards of WVMCCD and SCUSD ("Effective Date"). The process for adoption and approval of this CCAP Agreement is provided in Appendix A. The term ("Term") of this Agreement shall be for a period of three (3) years, commencing on the Effective Date and ending on a date that is one (1) year thereafter unless otherwise terminated in accordance with Section 19 of this CCAP Agreement. By approval of the governing Boards of WVMCCD and SCUSD, this Agreement may be renewed for additional years.

1.2 It is understood that in entering into this CCAP Agreement, the WVMCCD and SCUSD are agreeing to a program that shall be administered at and through COLLEGE. As such, in carrying out its rights and duties under this Agreement, WVMCCD shall apply COLLEGE standards and procedures, where applicable.

1.3 This CCAP Agreement outlines the terms of the Parties’ agreement. The CCAP Agreement Appendices shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix A shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. (Ed. Code § 76004 (c)(1).)

1.4 The CCAP Agreement Appendix A shall identify points of contact for the WVMCCD and SCUSD. (Ed. Code § 76004 (c)(2).)

1.5 WVMCCD shall file a copy of this CCAP Agreement with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership. (Ed. Code § 76004 (c)(3).)

2. **CCAP AGREEMENT COURSES**

2.1 Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCUSD have been approved in accordance with the policies and guidelines of WVMCCD and applicable law. (Ed. Code § 76004(a).)

2.2 Students participating in dual enrollment courses under this Agreement (high school students enrolled in college classes) who are not residents of California and are classified as special part-time students under Education Code section 76004(p), shall be exempt from nonresident tuition fees while still in high school in California. (Education Code section 76004(q).)

2.3 WVMCCD cannot claim apportionment for nonresident special part-time students. (Ed. Code § 76140(c).)
3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

3.1 Student Selection and Enrollment - Enrollment in courses offered under this Agreement, shall be open to all eligible students who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix A. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by WVMCCCD and shall be in compliance with applicable law and SCUSD standards and policies. In the event of a disagreement between WVMCCCD and SCUSD regarding appropriate prerequisites, the parties agree to meet and confer in good faith. If the parties are not able to agree, WVMCCCD shall make the final decision.

3.2 Student Records – Students will be required to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to SCUSD unless otherwise specified in Appendix A.

3.3 Priority Enrollment - WVMCCCD may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001 (Ed. Code § 76004(g)).

3.4 As part of this CCAP Agreement, WVMCCCD shall not provide physical education course opportunities to high school students or any other course opportunities that do not expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education by assisting in their attainment of at least one of the goals of this Agreement, which are: (i) developing seamless pathways from high school to community college for career technical education or preparation for transfer, (ii) improving high school graduation rates, or (iii) helping high school students achieve career and college readiness. (Ed. Code section 76004 (d).)

3.5 WVMCCCD at its discretion, may authorize special part-time students participating in courses offered as part of this CCAP Agreement to enroll in up to a maximum of 15 units per term if (i) the units constitute no more than four (4) community college courses per term; (ii) the units are a part of an academic program that is part of the CCAP Agreement; and (iii) the units are part of a program designed to award students with both a high school diploma and an associate degree or certificate or a credential. (Ed. Code, § 76004(p).)

3.6 Minimum School Day - SCUSD shall certify that it shall teach SCUSD students participating in courses offered as part this CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code sections 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

4.1 WVMCCCD will be responsible for processing student applications.

4.2 WVMCCCD will provide the necessary admission and registration forms and procedures
4.3 The SCUSD agrees to assist WVMCCD in the admission and registration of SCUSD students as may be necessary and requested by WVMCCD.

4.4 The SCUSD and WVMCCD understand and agree that successful admission and registration for CCAP courses offered as part of this Agreement requires that each participating student has completed the college enrollment application process.

5. PARTICIPATING STUDENTS AND FEE PROHIBITIONS AND EXEMPTIONS

5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011, including a fee charged to a pupil, or a pupil’s parent or guardian, as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course. (Ed. Code §§ 49010 et seq., 76004(f.)

5.2 Properly classified special part-time students participating in the CCAP Partnership Agreement Courses, as described in Education Code section 76004 (p) shall be exempt from the fee requirements in Education Code sections 76060.5, 76140, 76223, 76300, 76350, and 79121. (Ed. Code §76004 (q.)

5.3 The total cost of books and instructional materials for SCUSD students who enroll in a courses offered as part of this CCAP Agreement will be specified in the Appendix to this CCAP Agreement. Costs will be borne by SCUSD. In addition, every effort will be made to utilize the same instructional materials for 3-5 years.

5.4 Participating students must meet all WVMCCD prerequisite requirements as established by the WVMCCD and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.

5.5 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript.

5.6 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.

5.7 Students enrolled in courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCUSD.WVMCCD shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to students participating in CCAP courses held on a WVMCCD campus. SCUSD shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students participating in CCAP courses held at the SCUSD campus.

5.8 Students who withdraw from courses offered as part of this CCAP Agreement will not receive either college or high school credit for the courses. Students must comply with, and submit appropriate information/paperwork, by all published deadlines to receive credit. Transcripts will be annotated according to WVMCCD policy.
5.9 A course dropped by the WVMCCD drop “without a W” deadline will not appear on the SCUSD nor the COLLEGE transcript.

6. CCAP AGREEMENT COURSES

6.1 WVMCCD may limit enrollment in community college CCAP courses offered pursuant to this CCAP Agreement solely to eligible high school students if the course is offered at a high school campus, either in person or using an online platform, during the regular school day. (Ed. Code § 76004 (c)(1).)

6.2 Courses offered as part of this CCAP Agreement either at the College or SCUSD shall be jointly reviewed prior to inclusion in the CCAP program. WVMCCD is responsible for final review and approval in accordance with WVMCCD policies and academic standards, of all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCUSD or at the COLLEGE. Prior to final approval by WVMCCD, if the parties disagree regarding the approval or disapproval of courses and programs offered as part of the CCAP Agreement, the parties agree to meet and confer in good faith. If the parties do not reach agreement, WVMCCD will make the final determination.

6.3 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by WVMCCD with the approval of its Governing Board and will be recorded in Appendix A to this CCAP Agreement. (Ed. Code § 76004 (c)(1).) An intentional effort will be made to collaborate with SCUSD on these decisions.

6.4 Courses offered as part of this CCAP Agreement at the SCUSD shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with WVMCCD academic standards.

6.5 Courses offered as part of this CCAP Agreement at the SCUSD shall be listed in the COLLEGE catalog with department designations, course descriptions, numbers, titles, credits, information about where the course is offered for credit, and transferability of credit. Such information must also be included in any schedule of classes, and any addenda to the schedule of classes, along with the WVMCCD policy on open enrollment.

6.6 Courses offered as part of this CCAP Agreement at the SCUSD shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.

6.7 Courses offered as part of this CCAP Agreement and taught by SCUSD instructors would be part of an approved Instructional Service Agreement as required by WVMCCD. In the event of a disagreement arising out of or related to the Instructional Service Agreement, the parties agree to meet and confer in good faith to resolve the disagreement. If the parties cannot reach an agreement, the terms of the ISA Agreement and this Agreement shall control. If the terms of the ISA and this Agreement conflict, the terms of this Agreement shall control.

6.8 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to WVMCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCUSD. In the event of a conflict or any disagreement between WVMCCD and/or COLLEGE course related regulations, policies, procedures,
prerequisites and standards and SCUSD policies, practices and requirements, the parties agree to meet and confer in good faith.

6.9 Site visits and instructor evaluations by one or more representatives of the WVMCCD and or SCUSD shall be permitted by the SCUSD and WVMCCD to ensure that courses offered as part of this CCAP Agreement in the SCUSD are the same as the courses offered on the COLLEGE campus and in compliance with WVMCCD and SCUSD academic standards. District and SCUSD shall collaborate to develop procedures to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course.

6.10 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with WVMCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.

6.11 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with WVMCCD and SCUSD guidelines, policies, pertinent statutes, and regulations. In the case of a conflict, the parties agree to meet and confer in good faith. Faculty instructing the course offered under this Agreement shall be responsible for the supervision and evaluation of the students, whether such faculty members are WVMCCD or SCUSD employees. SCUSD shall be responsible for determining the level of high school credit received for the course(s) completed by the students under the CCAP Agreement. (Ed. Code § 48800(c).)

7. INSTRUCTOR(S)

7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in sections 53410 and 58060 of Title V of the California Code of Regulations, as required or hired as part of an Instructional Service Agreement. Instructor qualifications are consistent with requirements courses given by the WVMCCD. Cal. Code Regs., tit. 5, § 53410.

7.2 Consistent with the terms negotiated between WVMCCD and the faculty union, WVMFT instructors for courses offered as part of this CCAP Agreement shall be assigned as follows:

- Courses will first be offered to regular faculty of COLLEGE that meet the above-stated minimum qualifications and have participated.
- If courses are not filled by regular faculty, they will be offered to COLLEGE adjunct faculty who possess contractual rehire preference rights, and who meet the above-stated minimum qualifications.

If courses are still not filled, they may be offered to employees of SCUSD who meet the above-stated minimum qualifications.

7.3 WVMCCD shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are WVMCCD employees. The SCUSD shall be solely responsible for the salaries, wages, and benefits due to the dual enrollment faculty who are SCUSD employees, unless otherwise agreed by SCUSD and WVMCCD.
7.4 The CCAP Agreement Appendix A shall specify which participating institution, either SCUSD or WVMCCD, will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. (Ed. Code § 76004 (m)(1).)

7.5 SCUSD will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. (Ed. Code § 76004 (m)(2).)

7.6 Instructors who teach courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. In the event of an emergency during the teaching of a course, instructors will act in accordance with WVMCCD policies, procedures and code of conduct and inform SCUSD as soon as reasonably possible. If the course is held on SCUSD property, instructors shall follow the direction of the Principal or his/her designee to coordinate the safety of the students in attendance during the emergency.

7.7 Instructors who teach courses under this CCAP Agreement shall comply with the fingerprinting requirements set forth in Ed Code section 45125 or as amended; the tuberculosis testing and risk assessment requirements of California Health and Safety Code section121525 or as amended; completion of training on mandated reporting as set forth in Education Code section 44691or as amended; and submission of a New Employee Data Input Form (i.e., Emergency Contact Information). In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony, as defined by Education Code section 44332.6 (c) shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCUSD site. The CCAP Agreement Appendix shall specify additional procedures for faculty under this agreement.

7.8 Prior to teaching, faculty provided by the SCUSD shall receive discipline-specific training and an orientation from WVMCCD at COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by WVMCCD. In the event WVMCCD and SCUSD disagree regarding faculty training guidelines, the parties agree to meet and confer in good faith. If the parties cannot reach agreement within a reasonable time, WVMCCD shall make the final decision regarding the appropriate training and orientation for SCUSD faculty.

7.9 Faculty performance of all instructors, regardless of whether they are WVMCCD or SCUSD employees shall be evaluated by WVMCCD using the adopted evaluation process and standards for faculty of the WVMCCD. In conducting the evaluation, WVMCCD will provide SCUSD the opportunity to provide input. Such input will be given reasonable consideration.

7.10 WVMCCD shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by SCUSD. In the event of any disagreement, the parties agree to meet and confer in good faith. If the parties do not reach agreement, WVMCCD shall make the final determination.

8. ASSESSMENT OF LEARNING AND CONDUCT

8.1 Students enrolled in courses offered as part of this CCAP Agreement and held at the SCUSD campus shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
8.2 Students enrolled in courses offered as part of this CCAP Agreement and held at the SCUSD campus shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

8.3 Students enrolled in courses offered as part of this CCAP Agreement and held at the SCUSD campus shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

8.4 Students enrolled in courses offered as part of this CCAP Agreement and held at the SCUSD campus shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

8.5 Students enrolled in courses offered as part of this CCAP Agreement and held at a SCUSD campus who have approved Section 504 Plans that provide accommodations to the educational environment such as extended time on tests or special seating shall be accommodated by WVMCCD. WVMCCD shall accommodate these students upon receiving notice of the approved Section 504 plan from SCUSD. Accommodations involving the provision of special equipment or services or additional personnel, such as sign language interpreters shall be provided by the SCUSD.

8.6 Students enrolled in courses offered as part of this CCAP Agreement held at the SCUSD campus who have an Individualized Education Program ("IEP") shall receive all programs and services provided for under the IEP by the SCUSD. The WVMCCD has no responsibility to implement or accommodate any portion of a student’s IEP.

8.7 WVMCCD and SCUSD shall jointly draft a Notice to Parents that outlines the rights and responsibilities of students participating in the CCAP Program, and the respective responsibilities of the COLLEGE and SCUSD described in this Agreement.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

9.1 The points of contact for WVMCCD and SCUSD, identified in Appendix A, pursuant to Education Code section 76004(c)(2), will also serve as educational administrators. The educational administrators for WVMCCD and SCUSD will facilitate coordination and cooperation between WVMCCD and SCUSD to ensure that the courses offered as part of this CCAP Agreement comply with and conform to WVMCCD and SCUSD policies and standards.

9.2 The WVMCCD educational administrator, and the SCUSD educational administrator shall collaborate to determine a process for timely receiving, investigating and remedying complaints of sexual misconduct or other conduct covered by Title IX of the Education Amendments of 1972 and alleged to have occurred during or in relation to a course offered as part of this CCAP Agreement.

9.3 The WVMCCD will provide DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with WVMCCD policy and COLLEGE procedures and academic standards.
9.4 The SCUSD shall provide personnel to perform clerical services and other services involving student outreach and recruitment activities, student assessment and college applications, enrollment of eligible students, as deemed necessary.

9.5 The SCUSD's personnel will perform services specified in Section 9.4 of this CCAP Agreement as part of their regular assignment. SCUSD personnel performing these services will be employees of SCUSD and subject to the authority of SCUSD, but will also be subject to the direction of WVMCCD, specifically with regard to their duties pertaining to the CCAP courses.

9.6 This CCAP Agreement requires WVMCCD and SCUSD to file an annual report with the office of the Chancellor of the California Community Colleges that includes all of the following information:
   - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. (Ed Code § 76004 (t)(1)(A).)
   - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. (Ed Code § 76004 (t)(1)(B).)
   - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. (Ed. Code § 76004 (t)(1)(C).)
   - The total number of full-time equivalent students generated by CCAP partnership community college district participants. (Ed. Code § 76004 (t)(1)(D).)
   - The total number of full-time equivalent students served online generated by CCAP partnership community college district participants. (Ed. Code § 76004 (t)(1)(E).)

9.7 WVMCCD will complete and submit the Apportionment Attendance Report (CCFS-320).

9.8 WVMCCD and SCUSD shall ensure that the point of contact for each district establishes protocols for the collection and dissemination of participating student data each semester. The information must be collected and disseminated within the last 30 days of the term.

10. APPORTIONMENT

10.1 WVMCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with requirements of Education Code section 76004.

10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. (Ed. Code § 76004 (o)(2).)

10.3 WVMCCD shall not receive a state allowance or apportionment for an instructional activity for which SCUSD has been, or shall be, paid an allowance or apportionment. (Ed. Code § 76004 (r).)

10.4 The attendance of a high school pupil at WVMCCD as a special part-time or full-time student pursuant Education Code section 76004 is authorized attendance for which WVMCCD shall be...
credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. (Ed. Code § 76004 (s).)

11. **CERTIFICATIONS**

11.1 The SCUSD certifies that it has not received full compensation for the direct education costs for the courses offered as part of this CCAP Agreement from other sources. (Ed. Code § 84752, 5 C.C.R. § 58051.5.)

11.2 WVMCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources. (Ed. Code § 84752, 5 C.C.R. § 58051.5.)

11.3 The SCUSD agrees and acknowledges that WVMCCD will claim apportionment for the SCUSD students enrolled in community college course(s) under this CCAP Agreement in accordance with applicable law.

11.4 This CCAP Agreement certifies that any community college instructor teaching a course offered as part of this CCAP Agreement on a SCUSD campus has not been convicted of any sex offense as defined in Education Code section 87010 or as amended, or any controlled substance offense as defined in Education Code section 87011 or as amended. (Ed. Code § 76004 (h).)

11.5 This CCAP Agreement certifies that any WVMCCD instructor teaching a course at the SCUSD campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on the SCUSD campus. (Ed. Code § 76004 (i).)

11.6 This CCAP Agreement certifies that a qualified SCUSD teacher teaching a course offered for college credit at the SCUSD campus has not displaced or resulted in the termination of an existing COLLEGE faculty member teaching the same course at the WVMCCD campus. (Education Code § 76004 (j).)

11.7 WVMCCD certifies that:
- A community college course offered for college credit at the participating SCUSD does not reduce access to the same course offered at WVMCCD. (Ed. Code § 76004 (k)(1).)
- A community college course that is oversubscribed or has a waiting list shall not be offered as part of this CCAP Agreement. (Ed. Code § 76004)
- Participating in this CCAP Agreement is consistent with the core mission of the WVMCCD pursuant to Section 66010.4, and students participating in this CCAP Agreement will not lead to displacement of otherwise eligible adults at WVMCCD. (Ed. Code § 76004 (k)(3).)

11.8 This CCAP Agreement certifies that the SCUSD and WVMCCD comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. (Education Code § 76004 (l).)
12. PROGRAM IMPROVEMENT

12.1 WVMCCD and the SCUSD may annually conduct surveys of participating SCUSD, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

13.1 Permanent records of student enrollment, attendance, grades and achievement will be maintained by SCUSD for SCUSD students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE. Records kept by SCUSD shall be open for review by WVMCCD at all times. Records shall be submitted to WVMCCD periodically based on a schedule jointly developed by WVMCCD and SCUSD. Records kept by WVMCCD shall be open to review upon reasonable request by SCUSD, within a reasonable time after any such request, subject to applicable privacy laws.

13.2 For each student participating in a course under this CCAP Agreement, SCUSD shall complete a document certifying that SCUSD has made a determination that the student is prepared for college level coursework. This document is in accordance with WVMCCD policies for admission of students under the age of 18 who do not yet possess a high school diploma or equivalent. SCUSD shall maintain such document on file for audit purposes as prescribed by section 59026(b) of Title V of the California Code of Regulations.

14. REIMBURSEMENT

14.1 The financial arrangements referenced herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

15. FACILITIES, EQUIPMENT AND SUPPLIES

15.1 The WVMCCD will provide adequate classroom space at its facilities, or other mutually agreed upon location, if needed, to conduct the Orientation instruction without charge to WVMCCD or SCUSD students.

15.2 The SCUSD will provide adequate classroom space at its facilities to conduct the course instruction, without charge to WVMCCD or SCUSD students. SCUSD agrees to clean, maintain, and safeguard SCUSD’s premises. SCUSD warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes, and that it is solely responsible for security on the SCUSD premises.

15.3 The SCUSD will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCUSD students. The parties understand that such equipment and materials are SCUSD’s sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCUSD understands that no that students cannot be charged for equipment or materials pursuant to Education Code section 49011. A fee may be charged to students except as may be
provided for by Education Code 49011. In addition, every effort will be made to utilize the same instructional materials for 3-5 years.

16. INDEMNIFICATION

16.1 The SCUSD agrees to and shall indemnify, save and hold harmless the WVMCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, judgments, injuries, and attorneys' fees ("SCUSD Liabilities") arising out of the performance of SCUSD's responsibilities under this CCAP Agreement to the extent that such SCUSD Liabilities were proximately caused by the negligence or willful or intentional misconduct of SCUSD, its governing board, officers, employees, administrators, independent contractors, subcontractors, agents or other representatives, except to the extent that such SCUSD Liabilities result from the negligence or willful or intentional misconduct of WVMCCD, its governing board, officers, employees, administrators, independent contractors, subcontractors, agents or other representatives. SCUSD's obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCUSD, its governing board, officers, employees, independent contractors, subcontractors, agents and other representatives only in proportion to any such negligence.

16.2 The WVMCCD agrees to and shall indemnify, save and hold harmless the SCUSD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, judgments, injuries and attorney's fees ("WVMCCD Liabilities") arising out of the performance of WVMCCD's responsibilities under this CCAP Agreement, to the extent that such WVMCCD Liabilities were proximately caused by the negligence or willful or intention misconduct of WVMCCD, its governing board, officers, employees, administrators, independent contractors, subcontractors, agents or other representatives, except to the extent that such WVMCCD Liabilities result from negligence or willful or intentional misconduct of SCUSD, its governing board, officers, employees, administrators, independent contractors, subcontractors, agents or other representatives. WVMCCD's obligation to indemnify shall extend to all claims and losses that arise from the negligence of the WVMCCD, its governing board, its officers, employees, independent contractors, subcontractors, agents and other representatives only in proportion to any such negligence.

17. INSURANCE

17.1 The SCUSD, in order to protect the WVMCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, general liability insurance coverage or an approved program of self-insurance in the amount of not less than $1,000,000 per occurrence and $2,000,000 general aggregate for personal injury, bodily injury, death, other injury, and property damage; and automobile liability of $1,000,000 per accident for bodily injury and property damage applicable to all owned, non-owned, and hired vehicles with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management
JPA or program of self-insurance shall expressly name the COLLEGE and WVMCCD, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to WVMCCD.

17.2 The WVMCCD, in order to protect the SCUSD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, general liability insurance coverage or an approved program of self-insurance in the amount of not less than $1,000,000 per occurrence and $2,000,000 general aggregate for personal injury, bodily injury, death, other injury, and property damage; and automobile liability of $1,000,000 per accident for bodily injury and property damage applicable to all owned, non-owned, and hired vehicles with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority ("JPA"), authorized to provide public liability and property damage insurance in the State of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the SCUSD, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to SCUSD.

17.3 The SCUSD and WVMCCD mutually agree to notify one another of any accident or incident relating to services performed under this Agreement which involves injury or property damage, which may result in the filing of a claim or a lawsuit against either SCUSD or WVMCCD, and of any actual third party claim or lawsuit arising from or related to services under this Agreement.

17.4 For the purpose of Workers' Compensation, SCUSD shall be the "primary employer" for all its employees who perform services as instructors and support staff under this CCAP Agreement. SCUSD shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by its respective SCUSD employees made in connection with performing services and providing instruction under this CCAP Agreement. SCUSD agrees to hold harmless, indemnify, and defend WVMCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCUSD employees that arise from or relate to the provision of services under this CCAP Agreement.

17.5 For the purpose of Workers' Compensation, WVMCCD shall be the "primary employer" for all its employees who perform services as instructors and support staff under this CCAP Agreement. WVMCCD shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by its respective WVMCCD employees, made in connection with performing services and providing instruction under this CCAP Agreement. WVMCCD agrees to hold harmless, indemnify, and defend SCUSD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by WVMCCD employees that arise from or relate to the provision of services under this CCAP Agreement.

18. NON-DISCRIMINATION

18.1 Neither the SCUSD nor the WVMCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.
19. **TERMINATION**

19.1 Either party may terminate this CCAP Agreement by giving written notice in accordance with Section 20 of the Agreement and specifying the effective date of such termination. To be effective, the termination notice must be presented on or before January 15 for the following fall semester and on or before September 1 for the following spring semester. Written notice of termination of this CCAP Agreement shall be addressed to the responsible person listed in Section 20 below.

20. **NOTICES**

20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage prepaid, to the following addresses:

<table>
<thead>
<tr>
<th>WVMCCD</th>
<th>SCUSD</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Valley Mission Community College District 14000 Fruitvale Avenue Saratoga, CA 95070 Attn: Brad Davis, Chancellor</td>
<td>Santa Clara Unified School District 1889 Lawrence Road, Santa Clara, CA 95051 Attn: Dr. Stella Kemp, Superintendent</td>
</tr>
</tbody>
</table>

21. **INTEGRATION AND ENTIRE AGREEMENT**

21.1 This CCAP Agreement, including Appendix A attached hereto and incorporate by reference, constitutes the entire agreement between the WVMCCD and SCUSD relating to the subject matter of this CCAP Agreement. This Agreement supersedes any prior contemporaneous understanding or agreement. No part has been induced to enter into this Agreement nor is any party relying on any representation or promise outside those expressly set forth in this Agreement.

22. **MODIFICATION AND AMENDMENT**

22.1 This Agreement may be modified only by mutual Agreement of the parties. No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. **GOVERNING LAWS**

23.1 This CCAP Agreement shall be interpreted according to the laws of the State of California.

24. **SEVERABILITY**

24.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held by an arbitrator or court of competent jurisdiction to be invalid or unenforceable under any law or ruling, the remaining provisions of the Agreement shall remain in force and effect and shall in no way be impaired or invalidated.

25. **WARRANTY OF AUTHORITY**

25.1 Each party to this Agreement represents and warrants that it has the full power and authority to enter into this Agreement and to carry out the transactions contemplated by it and that it has taken all actions necessary to authorize the execution, delivery, and performance of this Agreement.
26. COUNTERPARTS

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which, when taken together, shall constitute the same instrument. A copy, original, facsimile with all signatures appended together shall constitute the same instrument and be deemed a fully executed Agreement.

Executed on 10-10, 2019

By: [Signature]
Santa Clara Unified School District

By: [Signature]
Mission College

By: [Signature]
West Valley Mission Community College District
APPENDIX A

COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS, the College and Career Access Pathways Partnership Agreement ("CCAP Agreement") is between Mission College ("COLLEGE") a college of West Valley Mission Community College District ("WVMCCD"), 14000 Fruitvale Ave. and Santa Clara Unified School District (SCUSD); and

WHEREAS, WVMCCD and the SCUSD agree to record specific components of the CCAP Agreement using this Appendix A to the Partnership Agreement for purposes of addressing terms required by Education Code section 76004 (c) (1) including, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses and

WHEREAS, this CCAP Agreement Appendix A shall also be used to record terms required by Education Code section 76004 (c) (1) including protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses and

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college; (Ed. Code § 76004((k)(3))

NOW THEREFORE, WVMCCD and SCUSD further agree as follows:

1. **CCAP AGREEMENT**

   a. This Appendix shall be amended annually to update the projections of students to be served and claimed under the Agreement in future school years and to describe the scope, nature, time, location, and listing of courses to be offered each semester. The Agreement shall also be amended annually to update financial terms, such as a reimbursement arrangement. Any amendments to this Appendix shall be upon mutual written agreement of WVMCCD and SCUSD. This Appendix shall accompany the original submission of this Agreement to the Chancellor's Office and shall subsequently be submitted per the Chancellor’s Office instructions.

   b. As a condition of and before adopting this CCAP Agreement, the governing board of WVMCCD and SCUSD shall ensure that this Agreement is presented as an informational item at an open public meeting. The governing board of WVMCCD and SCUSD will take comments from the public and approve or disapprove the proposed agreement at a subsequent open public meeting.

   c. COLLEGE and SCUSD shall review and establish new or amended CCAP Agreements annually on or before June 30 and follow the protocols set forth in (a) of this section and section 1.4 of the Agreement.
2. POINTS OF CONTACT

WVMCCD, SCUSD points of contact include the following:

<table>
<thead>
<tr>
<th>WVMCCD</th>
<th>SCUSD</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Valley Mission Community College District</td>
<td>Santa Clara Unified School District</td>
</tr>
<tr>
<td>Brad Davis, Chancellor 408.741.2011</td>
<td>Dr. Stella Kemp, Superintendent 408.423.2000</td>
</tr>
</tbody>
</table>

3. STUDENT SELECTION

a. SCUSD shall select 25-30 students consistent Education Code section 76994 (a) and the intent outlined in section 1 subdivision (d) of Assembly Bill Number 288, to include: high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils to achieve college and career readiness" and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate."

b. WVMCCD and SCUSD shall certify that participating students will have a signed parental consent form on file with the WVMCCD prior to participating in courses offered pursuant to this Agreement. (Ed. Code § 76004(c)(1).)

WVMCCD and SCUSD certify that they understand that the statewide number of full-time equivalent students claimed as special admits cannot exceed ten (10) percent of the total number of full-time equivalent students claimed statewide. (Ed. Code § 76004(w.)) The statewide ten (10) percent full-time equivalent students cap on special admits includes all students, regardless of whether they are participating in courses offered under this CCAP Agreement.

4. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

a. WVMCCD is responsible for all educational program(s) and courses offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCUSD or the COLLEGE.

b. COLLEGE has identified the following educational program(s) and course(s) to be offered at the said dates, times and locations indicated in the table below. The table also includes the name of the instructor(s) and employer(s) of record, for purposes of assignment monitoring and reporting to the county office of education. (Ed. Code § 76004(m)(1)): 
5. **CRITERIA FOR ABILITY OF PUPILS TO BENEFIT FROM CCAP PROGRAM**

Criteria used to assess the ability of pupils to benefit from the course(s) offered as part of this Agreement are outlined as follows, pursuant to Education Code section 76004 (c)(1):

- Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils to achieve college and career readiness” and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” (Sec. 1 (d) & Education Code § 76004 (a).

- Students who are struggling in mathematics as evidenced by one or more college-ready indicators with regard to mathematics, including but not limited to in math classes standardized test scores indicating a lack of college readiness recommendations of teachers and guidance counselors with regard to the CCAP Pathway providing an appropriate path for the particular student.

- Students who wish to attend college to study the areas of humanities, social sciences, health, or other non-STEM fields.

- Students who indicate readiness to take on college-level responsibilities to seek support and resources that will guide them to success in the pathway.

6. **MINIMUM QUALIFICATIONS FOR INSTRUCTORS**

All instructors teaching courses offered as part of the CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in sections 53410 and 58060 in Title V of the California Code of Regulations, or as amended. The minimum qualifications for instruction of the FALL 2019 and SPRING 2020 courses are:

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>MINIMUM QUALIFICATIONS FOR FACULTY</th>
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<tbody>
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</table>

7. **BOOKS AND INSTRUCTIONAL MATERIALS**

a. The total cost of books and instructional materials for SCUSD students participating as part of
this CCAP Agreement will be borne by SCUSD. The COLLEGE will make a good faith effort to only require a new edition of books and instructional materials every five years.

8. **CCAP AGREEMENT DATA MATCH AND REPORTING**

   a. WVMCCD and SCUSD shall ensure that operational protocols are in place to facilitate the collection of participating student data and the timely submission of the data for the purposes of reporting information to the office of the Chancellor of the California Community Colleges pursuant to Education Code section 76004 (i)(1).

9. **PRIVACY OF STUDENT RECORDS AND SHARING**

   a. WVMCCD and SCUSD understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) and state law as set forth in Education Code sections 49064 and 49076). (20 U.S.C. § 1232g; 34 C.F.R. § 99.) WVMCCD and SCUSD agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agree not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Ed. Code §§ 49064, 49076.)

   b. **Limitation on Use.** WVMCCD and SCUSD shall use each student education record that they may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with the authority to access that information pursuant to federal and state law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

   c. **Recordkeeping Requirements.** WVMCCD and SCUSD shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth in section 99.32 of Title 34 of the Code of Federal Regulations § 99.32 and in Education Code section 49064 as applicable.

   d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on the CCAP Agreement, WVMCCD and SCUSD each hereby acknowledges that they been provided with the notice required under Title 34 of Code of Federal Regulation section 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent, guardian, or eligible student’s prior written consent.
SUBJECT: ADMINISTRATIVE PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees, per Government Code section 54953(c)(3) and prior to taking final action, orally report a summary of all recommendations for final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of administrators, as defined in subdivision (d) of Section 3511.1, during the open meeting. Subsequent to the report, that the Board approve the following transactions.

I. Temporary Assignment(s)

a. Chris Dyer, temporary 15% increase for additional duties assigned, West Valley College, Range 25 ($12,091.92-$15,074.75/per month); effective October 14, 2019, through June 30, 2020. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.

b. Ajani Byrd, Administrative Unit, from Program Director II, Student Programs (EOPS/CARE), Range 21 ($10,954.67-$13,656.92/per month), to Acting Dean (Language Arts), Range 25 ($12,091.92-$15,074.75/per month); effective October 28, 2019, through June 30, 2020. Compensation paid in the form of fringe benefits shall be limited by the coverage selected from $11,741-$28,270 on an annual basis.

c. Donna Hale, Administrative Unit, from Program Director I, Student Programs, Range 15 ($9,446.17-$11,776.42/per month), to Acting Program Director II (EOPS/CARE), Range 21 ($10,954.67-$13,656.92/per month), effective October 28, 2019, through June 30, 2020. Compensation paid in the form of fringe benefits shall be limited by the coverage selected from $11,741-$28,270 on an annual basis.
Full Explanation of Transaction

I. Temporary Assignment(s)

a. Chris Dyer, temporary 15% increase for additional duties assigned, Dean, Administrative Unit, Range 25 ($12,091.92-$15,074.75/per month), Instruction, West Valley College, 100% of full time, 12 months per year; effective October 14, 2019, through June 30, 2020; Position ID# WAD0007. Fund 110-General Fund. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.

Rationale: Perform some of the duties of the VP of Instruction until the position is filled permanently.

b. Ajani Byrd, Administrative Unit, from Program Director II, Student Programs, Range 21 ($10,954-$13,656/per month), EOPS/CARE, Mission College, 100% of full time, 12 months per year, to Acting Dean, Range 25 ($12,091.92-$15,074.75/per month), Language Arts, Mission College, 100% of full time, 12 months per year; effective October 28, 2019, through June 30, 2020. From position ID# MAD002 to MAD028. Fund 110000-General Fund (1.0). Compensation paid in the form of fringe benefits shall be limited by the coverage selected from $11,741-$28,270 on an annual basis.

Rationale: Serve as the Acting Dean of Language Arts.

c. Donna Hale, Administrative Unit, from Program Director I, Student Programs, Range 15 ($9,446.17-$11,776.42/per month), CalWorks, Mission College, 100% of full time, 12 months per year, to Acting Program Director II, Student Programs, Range 21 ($10,954.66-$13,656.91/per month), EOPS/CARE, Mission College, 100% of full time, 12 months per year; effective October 28, 2019, through June 30, 2020. From position ID# MAD014 to MAD002. Fund 110000-General Fund (0.50), Fund 133001-CARE (0.25) and 133003 - CalWorks (0.25). Compensation paid in the form of fringe benefits shall be limited by the coverage selected from $11,741-$28,270 on an annual basis.

Rationale: Serve as Acting Program Director II for EOPS/CARE.
**SUBJECT:** RENEW ADMINISTRATOR CONTRACTS

**CHANCELLOR'S RECOMMENDATION:**
That the Board of Trustees, per Government Code section 54953(c)(3) and prior to taking final action, orally report a summary of all recommendations for final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of administrators, as defined in subdivision (d) of Section 3511.1, during the open meeting. Subsequent to the report, that the Board approve the following transactions.

A two-year contract renewal is due for the following administrators:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inez Barragan</td>
<td>Program Director II, Student Programs (HSI-STEM)</td>
<td>21</td>
</tr>
<tr>
<td>Kristine Beebe</td>
<td>Director, College Advancement</td>
<td>20</td>
</tr>
<tr>
<td>Inge Bond</td>
<td>Director, Research &amp; Planning</td>
<td>25</td>
</tr>
<tr>
<td>Ajani Byrd</td>
<td>Program Director II, Student Programs (EOPS/CARE)</td>
<td>21</td>
</tr>
<tr>
<td>Gaye Dabalos</td>
<td>Director, Facilities Construction</td>
<td>22</td>
</tr>
<tr>
<td>Jaqueline Escajeda</td>
<td>Dean (Career Education)</td>
<td>25</td>
</tr>
<tr>
<td>Maria Escobar</td>
<td>Director Enrollment &amp; Financial Services</td>
<td>22</td>
</tr>
<tr>
<td>Carol Ann Friedman</td>
<td>Dean (Nursing &amp; Health Occupations)</td>
<td>25</td>
</tr>
<tr>
<td>Robert Gamble</td>
<td>Director, Business and Workforce Development</td>
<td>21</td>
</tr>
<tr>
<td>Samantha Hernandez</td>
<td>Program Director I, Student Programs (Student Needs)</td>
<td>15</td>
</tr>
<tr>
<td>Leandra Martin</td>
<td>Vice President, Instruction</td>
<td>30</td>
</tr>
</tbody>
</table>
Administrators are also eligible for compensation in the form of fringe benefits, which are limited by the coverage selected from $11,741-$28,270 on an annual basis.

**FULL EXPLANATION OF TRANSACTIONS**

Funding Source/Fiscal Impact
Funding for all positions is included in the regular budget development process.

References
Education Code Section 72411 and Section IV of the Administrative Handbook. Full explanation of salary ranges referenced in this Board item can be found at this link: https://wvm.edu/services/hr/comp/Forms/Administrators%20Salary%20Schedule%202019-2020.pdf

Background/Alternatives
The District, in accordance with the Administrative Handbook, provides Academic and Classified Administrators with two-year renewal of standard employment contracts.

Coordination
Human Resources staff confirmed satisfactory evaluation status of the above-listed administrators. The administrators above are due for a two-year contract renewal because their current contracts end June 30, 2020. The length of the new contract will be from July 1, 2020, through June 30, 2022.

Follow-up/Outcome
Upon Board approval, and at the appropriate time, Human Resources staff will prepare contracts and meet with the administrators to sign their new contracts. The administrators will be issued new contracts according to the dates stipulated above.
SUBJECT: ADMINISTRATIVE RECLASSIFICATION – PROGRAM DIRECTOR II, STUDENT PROGRAMS

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees ratify the reclassification of Mary Jane Conroy and appoint her as Program Director II, Student Programs, West Valley-Mission Community College District, effective November 13, 2019, at the Range 21 ($131,456-$163,883/annual) of the Administrative Salary Schedule. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.

Funding Source/Fiscal Impact
On-going funding for this position is budgeted in the General Fund, Position ID# WAD012. Fund 110000–General Fund (0.75) and Fund 133005-SEAP Stud Equity & Achievement 19/20 (0.25).

Background/Alternatives
Mary Jane Conroy currently serves as a Program Director I, Student Programs for contract education and off campus and special programs at West Valley College.

In the past year, Mary Jane’s position was moved organizationally to the Student Services division, reporting to the Vice President. The programs previously assigned to Ms. Conroy’s position were assigned to another position, and three new program areas were assigned to Ms. Conroy’s position: Counseling, AB705 implementation and 3SP. In addition, MS. Conroy has been assigned responsibilities over Guided Pathways counseling activities.

The organizational restructuring of the Student Services division has resulted in the assignment of multiple student pogroms to Ms. Conroy’s position. Duties performed by the incumbent are within scope and responsibility of the Program Director II, Student Programs classification, not her current classification.
Coordination
The Human Resources Specialist and the Associate Vice Chancellor of Human Resources recommend that Ms. Conroy’s current position of Program Director I, Student Programs be reclassified to the Program Director II, Student Programs classification to reflect the duties and responsibilities performed by the incumbent.

Follow-up/Outcome
Human Resources will make the changes to position control to reflect the reclassification of the position. The reclassified position is 100% of full time, 12 months per year.
SUBJECT: APPROVAL OF PROFESSIONAL GROWTH AND DEVELOPMENT SALARY INCREMENT AWARD

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees award a Professional Growth and Development (PG&D) increment to the below-listed individual, effective August 1, 2019, on the basis of the compliance report for the faculty member below submitted to the PG&D Committee prior to June 20, 2018.

Funding Source/Fiscal Impact
Fund 100–General Fund. Fiscal Services has reviewed the cost and adequate funding is available to support the award.

Reference(s)
The purpose of Article 47 in the WVMFT/AFT 6554 agreement, “Professional Growth and Development,” is to encourage continued professional growth of members through on-going updating of knowledge and abilities, development of new skills, and continuous analysis and improvement of professional expertise.

Background/Alternatives
The agreement between the District and WVMFT provides a salary incentive to encourage the continued professional growth of its members through the development and completion of activities and projects that benefit both the student and the college. All faculty members who have reached Step 12 on columns D, E or F on the salary schedule and are in satisfactory status are eligible for consideration for this award. During the final year of the first or later growth step, the member is eligible to apply and move to the next growth step. The member must remain in satisfactory appraisal status throughout the term of the professional growth project (i.e., a minimum of 3 years of satisfactory service).

The PG&D Committee is a District Committee responsible for the evaluation of proposals of faculty members from both colleges. The responsibilities of the committee members include diligent study of each faculty member’s proposal and compliance report.
Coordination
Proposals are initially approved by the PG&D Committee and recommended to the Chancellor. Each proposal must have been completed within a three-year period. The committee receives, reviews and validates compliance or non-compliance of each project and recommends action to the college president. The president reviews the committee’s recommendation and forwards the committee’s recommendation to the Chancellor. The Chancellor recommends to the Board of Trustees those projects that have met the terms of the original proposal.

Due to a District processing error, this particular PG&D award was not considered and implemented during the appropriate cycle. Human Resources worked with the employee and the PG&D Committee to resolve the matter. Upon approval of the PG&D Committee, the award recommendation was forwarded to the college president and then the Chancellor, and is now before the Board for final approval.

Follow-up/Outcome
Salary steps will be adjusted according to the WVMFT contract.

Professional Growth and Development Compliance Reports
West Valley College

Whitney Clay
Reading Department. Whitney’s project was to learn effective ways to engage and retain students, motivate and help them to succeed in achieving their goals. Ms. Clay completed coursework as part of Ed Tech training at West Valley College, and participated in numerous workshops and conferences. In her roles as Academic Senator and Professional Development Committee member, she put into action the information she learned, and brought to campus multiple trainings, at which she shared her rich experience.
SUBJECT:  2018-2019 DISTRICT AUDIT REPORT

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees accept the 2018-2019 District Audit Report.

Funding Source/Fiscal Impact
There is no fiscal impact associated with this item.

Reference(s)
The District Audit is conducted in accordance with Education Code Section 84040 and Generally Accepted Government Auditing Standards.

Background/Alternatives
An oral presentation will be given at the November 12, 2019, meeting.

Coordination
This item has been coordinated with the auditor, District Budget and Finance staff, and the Chancellor’s Office. The Audit Report was thoroughly reviewed at the November 12, 2019, Board Audit and Budget Oversight Committee meeting.

Follow-up/Outcome
No additional action is required.