WEST VALLEY – MISSION COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES
MEETING

AGENDA

VIA ZOOM: HTTPS://ZOOM.US/J/4087419000
TELEPHONE: DIAL 1 669 900 6833, MEETING ID 408-741-9000
6:00 PM  PUBLIC SESSION, 6:01 PM  CLOSED SESSION, 7:00 PM  PUBLIC SESSION

JULY 7, 2020

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

Lesley Geronimo · MC Student Trustee
Tisha Hartman · WVC Student Trustee

Bradley J. Davis · Chancellor
GUIDELINES FOR PUBLIC PARTICIPATION IN BOARD OF TRUSTEES MEETINGS

Public Comments:
Public comment requests may be submitted electronically by emailing brenda.rogers@wvm.edu or via phone by calling Board Clerk, Brenda Rogers at 408-741-2072 no later than 4:00 p.m. on Tuesday, July 7, 2020.

Please include the following information in your public comment request:

SUBJECT: COMMENTS FOR THE MEETING OF JULY 7, 2020
AGENDA ITEM NUMBER OR TOPIC: _____________________________
NAME: ___________________________________________________
TITLE: ____________________________________________________
ORGANIZATION (optional): ___________________________________
ADDRESS (optional): ________________________________________

How to address the Board (Speaking):
When it is your turn to address the Board, the Board President will call your name based on the information provided above in the Public Comment Request.

Please use the “raise hand” ( ) feature provided in Zoom, and you will be unmuted and able to speak. If you are dialing in via phone, please press *9 to raise your hand when your name is called and you will be unmuted.

Please note:
Per Board Policy 2345, three minutes may be allotted to each speaker with a maximum of 30 minutes per subject. No action or discussion shall be undertaken on any public comments except that members of the Board or its staff may briefly respond to or ask a question for clarification regarding statements made or questions posed by persons addressing the Board under this agenda item. The Board President may adjust the individual’s allotted speaking time when multiple persons want to speak on the same subject.

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) = Action     (I) = Information
Tuesday, July 7, 2020
Regular Meeting, Comments

VIA ZOOM: HTTPS://ZOOM.US/J/4087419000
TELEPHONE: DIAL 1 669 900 6833, MEETING ID 408-741-9000
6:00 PM PUBLIC SESSION, 6:01 PM CLOSED SESSION, 7:00 PM PUBLIC SESSION

1. Meeting Opening
1.1 Roll Call
1.2 Call to Order
1.3 Oral Communication from the Public on Closed Session Agenda

2. Closed Session
2.1 Adjourn to Closed Session

3. Opening Items
3.1 Pledge of Allegiance
3.2 Reconvene Public Session
3.3 Report of Closed Session Action
3.4 Approval of the Order of the Agenda
3.5 Approval of Minutes - Recommendation: Approve the June 2, 2020, minutes as attached.
3.6 Presentations/Recognitions ESSP: Public Safety Update, Presented by Dalton (Chris) Rolen, WVMCCD Police Chief
3.7 Oral Communication from the Public
3.8 Report of the Audit and Budget Oversight Committee (ABOC)

4. Unfinished Business
4.1 There is none.

5. Consent Agenda
5.1 Approval of Consent Agenda
5.2 ADDENDUM TO THE LEASE AGREEMENT FOR THE CAMPBELL CENTER - Recommendation: That the Board approves the addendum to the lease agreement between West Valley College and the City of Campbell for use of the Center at One West Campbell Avenue as an off-site teaching space.
5.3 APPROVAL OF AGREEMENT OF COOPERATION BETWEEN MISSION COLLEGE AND BUSINESS ACADEMY AARHUS, DENMARK - Recommendation: That the Board of Trustees authorize the Agreement of Cooperation between Mission College and Business Academy Aarhus (BAAA), Denmark.

5.4 AUTHORIZE EXTENDING THE AGREEMENT WITH SANTA CLARA UNIFIED SCHOOL DISTRICT FOR THE MISSION EARLY COLLEGE HIGH SCHOOL (MECHS) PROGRAM - Recommendation: That the Board of Trustees authorize the Memorandum of Understanding (MOU) agreement with Santa Clara Unified School District (SCUSD) to continue the Mission Early College High School program located on the Mission College campus through June 30th, 2023.

5.5 CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION - Recommendation: That the Board of Trustees approve the curriculum changes at Mission College as presented.

5.6 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES - Recommendations: That the Board of Trustees approve the listed items.

5.7 SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO STATUS

5.8 REVIEW OF PURCHASE ORDER TRANSACTIONS

5.9 APPROVAL OF STUDENT AND ATHLETIC INSURANCE CARRIER - Recommendation: That the Board of Trustees authorize the administration to enter into an agreement with Student Insurance Group effective August 1, 2020 thru July 31, 2021 in the amount of $121,228 for student, athletic and catastrophic insurance.

5.10 TECHNICAL CONSULTING SERVICES FOR ELLUCIAN BANNER - Recommendation: That the Board of Trustees approve a contract with Ellucian Company L.P for technical consulting services for Ellucian Banner for an amount not to exceed $47,124, effective July 8, 2020 through June 30, 2021.

5.11 RATIFICATION OF PURCHASE OF APPLE MACBOOK PRO LAPTOP COMPUTERS AND DELL MONITORS - Recommendation: That the Board of Trustees ratify the equipment purchase of 36 Apple Macbook Pro laptop computers and 36 Dell monitors with a three-year equipment support warranty at a total cost of $110,352.20.

5.12 RATIFICATION OF PURCHASE OF DELL LATITUDE LAPTOP COMPUTERS - Recommendation: That the Board of Trustees ratify the equipment purchase of 190 Dell Latitude 7410 2-in-1 computers with a three-year equipment support warranty at a total cost of $481,426.70.

5.13 ACCEPT BASIC CONTRACT AS COMPLETE FOR BID CA09-1819, SECURITY LOCKDOWN UPGRADE AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees accept the basic construction contract with FE Controls Corporation for the security lockdown project at West Valley College as complete and authorize the District to file a Notice of Completion.

5.14 APPROVAL OF BID CA13-1920 ELECTRICAL VEHICLE CHARGING STATIONS AT MISSION COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Strawn Construction, Inc. in the amount of $1,019,000 and reject all other bids. The award of the contract is based on the base bid plus allowance and alternates.

5.15 PROJECT ASSIGNMENT AGREEMENT WITH LPA, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE PERFORMING ARTS CENTER PROJECT AT MISSION COLLEGE - Recommendation: That the Board of Trustees approve the Project Assignment Agreement in the amount of $3,150,598 with LPA, Inc. for architectural and engineering services for the Performing Arts Center project at Mission College.

5.16 APPROVAL OF BID #CA15-1920 FOR THE MODULAR BUILDING DEMOLITION PROJECT AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from One Day Installation and Repairs in the amount of $244,000 and reject all other bids. The award of the contract is based on the Base Bid plus Owners Allowance.

5.17 APPROVAL OF UPDATED MEASURE C AND MEASURE W PROJECT PRIORITY LISTS - Recommendation: That the Board of Trustees approve the updated and rebase of the Measure C and Measure W project priority lists (attached).
5.18 APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE COLLEGE OF ADAPTIVE ARTS -
Recommendation: That the Board of Trustees authorize the administration to enter into a Memorandum
of Understanding with the College of Adaptive Arts to use West Valley College's vacant Disability and
Educational Support Program (DESP) modular building to provide special education programs to its
special needs adult students. The initial Memorandum of Understanding shall be for two years.

6. Colleges, Programs, and Services

6.1 CONTRACT BETWEEN CALIFORNIA DEPARTMENT OF EDUCATION AND WEST VALLEY AND MISSION
COLLEGES' CHILD DEVELOPMENT CENTERS FOR CHILD DEVELOPMENT SERVICES - Recommaned:
That the Board of Trustees adopt Resolutions 20070701 and 20070702 accepting the $576,750 in
funding from the California Department of Education to operate the child care centers (CCTR) and full-
day preschools (CSPP) on both West Valley and Mission campuses.

7. Human Resources

7.1 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.

8. Business and Finance

8.1 2022-2026 UPDATED FIVE-YEAR CAPITAL OUTLAY PLAN - Recommendation: That the Board of
Trustees approve the revisions to the 2022-2026 Five-Year Capital Outlay Plan for submittal to the
California Community College State Chancellor's Office.

9. Board

9.1 Resolution 20070703 AFFIRMING OUR COMMITMENT TO STUDENT SUCCESS FOR AFRICAN
AMERICAN STUDENTS AND OUR COMMITMENT TO AN EQUITABLE WORKPLACE FOR AFRICAN AMERICAN
EMPLOYEES - Recommendation: That the Board of Trustees adopt Resolution 20070703.

9.2 LEGISLATIVE OVERSIGHT COMMITTEE - Recommendation: That the Board of Trustees consider
forming a standing committee entitled the Legislative Oversight Committee (LOC).

10. Information Reports and Items for Future Board Consideration

10.1 Academic Senate Update (Aram Shepherd) (Gretchen Ehlers)

10.2 Classified Senate Update (Ana Lobato) (Kristal DelaCruz)

10.3 Student Senate Update (WVC ASG President) (Alondra Martinez-Medina)

10.4 West Valley College Update (Stephanie Kashima)

10.5 Mission College Update (Daniel Peck)

10.6 Chancellor's Report (Bradley Davis)

10.7 Trustee Comments

11. Continuation of Closed Session, If Necessary

12. Reconvene Public Session, If Necessary

12.1 Report of Closed Session Action

13. Meeting Closing

13.1 Adjournment
Regular Meeting (Tuesday, June 2, 2020)
Generated by Brenda Rogers on Wednesday, July 1, 2020

1.1 Call to Order
The meeting was called to order at 6:04 p.m.

1.2 Roll Call
Members Present:  Susan Fish, Randi Kinman, Robert Owens, Jack Lucas, Adrienne Grey, Karl Watanabe and Anne Kepner.
Student Trustees:   Lesley Geronimo and Tisha Hartman were present during the public session only.

1.3 Oral Communication from the Public on Closed Session Agenda
There was none.

2.1 Adjourn to Closed Session
There was one item:
DIRECTION TO LABOR NEGOTIATORS (Government Code 54957.6)
Provide direction to Associate Vice Chancellor of Human Resources, Eric Ramones, 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.

3.1 Reconvene Public Session
Public session was reconvened 7:05 p.m.

3.2 Pledge of Allegiance
President Fish led the Pledge of Allegiance.

3.3 Report of Closed Session Action
President Fish reported that no action was taken.

3.4 Approval of the Order of the Agenda
Motion to approve the agenda as presented.
Motion by Robert Owens, second by Randi Kinman. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey.

3.5 Approval of May 19, 2020 Meeting Minutes
Motion to approve the minutes of May 19, 2020, as presented.
Motion by Robert Owens, second by Randi Kinman. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey.

3.6 Presentations/Recognitions
1) Oath of Office: New Student Trustees Tisha Hartman and Lesley Geronimo were sworn in by Chancellor Bradley Davis,
2) Focus Topic: 2020-2021 Tentative Budget Presentation, Presenter: Associate Vice Chancellor of Finance and Administration, Ngoc Chim.  AVC Chim presented the tentative budget, which she said was a conservative budget, taking into account that not all sources of revenue would remain the same due to the affects of COVID-19. Rents had not been paid, so property taxes had been delayed by some owners.  If we dropped $56 Million in revenues, that would shift us out of Basic Aid funding.  The full report can be found on the district finance website at: https://wvm.edu/services/fiscal/budget/Public%20Single/FY%2020-21%20Tentative%20Budget.pdf.

3.7 Oral Communication from the Public
There was none.

3.8 Report of the Audit and Budget Oversight Committee (ABOC)
ABOC Chair Robert Owens reported that ABOC reviewed the 2020-2021 tentative budget and recommends approval.  ABOC’s next meeting will be July 13, 2020.

4. Unfinished Business
There were no items.
5.1 Approval of Consent Agenda
Motion to approve all items on the consent agenda.

Motion by Robert Owens, second by Randi Kinman. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey.
Student Trustee Advisory Votes Aye: Tisha Hartman and Lesley Geronimo

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

5.3 CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION - Recommendation: That the Board of Trustees approve the curriculum changes at Mission College as presented.

5.4 APPROVE THE ADVISORY COMMITTEE MEMBERS FOR THE MISSION COLLEGE ACCOUNTING PROGRAM - Recommendation: That the Board of Trustees appoint members of the Accounting Advisory Committee as identified by college faculty and administration.

5.5 APPROVE THE ADVISORY COMMITTEE MEMBERS FOR THE MISSION COLLEGE BUSINESS PROGRAM - Recommendation: That the Board of Trustees appoint members of the Business Advisory Committee as identified by college faculty and administration.

5.6 APPROVE THE ADVISORY COMMITTEE MEMBERS FOR THE MISSION COLLEGE COMPUTER APPLICATIONS PROGRAM - Recommendation: That the Board of Trustees appoint members of the Computer Applications Advisory Committee as identified by college faculty and administration.

5.7 APPROVE THE ADVISORY COMMITTEE MEMBERS FOR THE MISSION COLLEGE GRAPHIC DESIGN PROGRAM - Recommendation: That the Board of Trustees appoint members of the Graphic Design Advisory Committee as identified by college faculty and administration.

5.8 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES - Recommendation: That the Board of Trustees approve the listed items

5.9 APPROVAL OF BID CA14-1920 ATHLETIC FIELD UPGRADES - SOFTBALL COMPLEX BUILDINGS PACKAGE AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Rodan Builders, Inc. in the amount of $7,742,000 and reject all other bids. The award of the contract is based on the base bid plus allowance.

5.10 APPROVAL OF UPDATED MEASURE C PROJECT PRIORITY LIST - Recommendation: That the Board of Trustees approve the updated and re-baseline of the Measure C project priority list (attached).

5.11 APPROVE CONTRACT INCREASE WITH GALEB PAVING, INC. - Recommendation: That the Board of Trustees ratify change order one for an increase of $42,139.80 to the contract with Galeb Paving, Inc. for additional off-haul, backfilling and compaction due to the geothermal leak investigation at Mission College.

5.12 APPROVE CONTRACT INCREASE WITH LEWIS AND TIBBITTS, INC. - Recommendation: That the Board of Trustees ratify change order three for an increase of $18,674.19 to the contract with Lewis and Tibbitts, Inc. for additional excavation and shoring due to the geothermal leak investigation at Mission College.

5.13 PROJECT MANAGEMENT SERVICES FOR ELLUCIAN BANNER - Recommendation: That the Board of Trustees approve a contract with Strata Information Group (SIG) for project management services for Ellucian Banner for an amount not to exceed $165,000, effective July 1, 2020, through June 30, 2021.

5.14 TECHNICAL CONSULTING SERVICES FOR ELLUCIAN BANNER - Recommendation: That the Board of Trustees approve a contract with Strata Information Group (SIG) for technical consulting services for Ellucian Banner for an amount not to exceed $279,000, effective July 1, 2020, through June 30, 2021.

5.15 APPROVAL FOR PROCUREMENT OF SITE FURNISHINGS FOR MISSION COLLEGE'S INTERDISCIPLINARY PLAZA - Recommendation: That the Board of Trustees approve the procurement of site furnishings from Landscape Forms Inc. in the amount of $192,789.61 for the site furniture at Mission College's Interdisciplinary Plaza.

6. College, Programs, and Services
There were no items.

7. Human Resources
7.1 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.
Motion to approve Administrative Personnel item 7.1 as presented.
Motion by Anne Kepner, second by Adrienne Grey. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey.
Student Trustee Advisory Votes Aye: Tisha Hartman and Lesley Geronimo

7.2 EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN REVISION - Recommendation: That the Board of Trustees adopt the Equal Employment Opportunity Plan revisions as indicated in the attached.
Motion to approve the Equal Opportunity Plan Revision as presented.
Motion by Jack Lucas, second by Randi Kinman. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey.
Student Trustee Advisory Votes Aye: Tisha Hartman and Lesley Geronimo

8. Business and Finance

8.1 2020/2021 TENTATIVE BUDGET - Recommendation: That the Board of Trustees adopt the 2020/2021 Tentative Budget and set October 6, 2020, as the date for a public hearing and adoption of the Final Budget for 2020/2021.
Motion to adopt the 2020/2021 Tentative Budget.
Motion by Anne Kepner, second by Robert Owens. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey.
Student Trustee Advisory Votes Aye: Tisha Hartman and Lesley Geronimo

9. Board

9.1 WEST VALLEY-MISSION COMMUNITY COLLEGES DISTRICT RESOLUTION 20050503 SUPPORTING EQUITY WITHOUT DISCRIMINATION - Recommendation: That the Board of Trustees adopt Resolution No. 20060201 supporting Assembly Constitutional Amendment 5 to the California State Constitution repealing Proposition 209.
Motion to approve all items on the consent agenda.
Trustee Kinman said that Prop 209 was discriminatory against women- and minority-owned businesses, costing them roughly $1.1 Billion dollars each year. This has protected and perpetuated gender and racial gaps. She supports our District adopting this resolution.
Motion by Randi Kinman, second by Anne Kepner. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey.
Student Trustee Advisory Votes Aye: Tisha Hartman and Lesley Geronimo

10. Information Reports and Items for Future Board Consideration

10.1 Academic Senate Update (Aram Shepherd) (Gretchen Ehlers)
MC Academic Senate President Shepherd said this semester has been very challenging and grades were due yesterday signaling the end of the semester. He acknowledged all the hard work of faculty to shift entirely to online instruction. He welcomed the new student trustees and Student Trustee Geronimo served as the ASG rep on Academic Senate. TLIF funding has been approved for a number of great faculty projects and OER funding from the Land Corp. Mission Faculty will be attending numerous Distance Ed. trainings over the summer, with the last training attended by 100 faculty.
WVC Academic Senate President Ehlers said their main focus is on OER grants and lower the cost of textbooks and materials for our students. They received the Distance Ed. Task Force report and will use it for strategic planning in the educational master plan goals. She welcomed Tisha as the new WVC student trustee and said farewell to retiring Classified Senate President, Cheryl Massa. She is reading "How to be an Anti-racist" by Dr. Kindi. An excellent transformative read, which gives a different perspective on racism in America.

10.2 Classified Senate Update (Cheryl Massa) (Thanh Do)
WVC Classified Senate President Massa said this is indeed her last Board meeting, but she plans to return to WVC as a student and take some courses she has always wanted to explore. The Senate's last meeting was May 20, where Michelle Francis shared the vision Resource Center info on our website, President Kashima gave an update on the cares Act and AVC Chim presented the Tentative Budget. Senator Vida Sabouri gave an update on Caring Campus IEBC initiative. Ana Lobato will be the New Senate President and attend the Board meetings after July 1. Board President Fish spoke for the Board members and thanked Cheryl for her service to classified professionals and the college.

MC Classified Senate President Thanh Do welcomed MC student trustee Lesley Geronimo, saying this is her last Board meeting as well. Kristal DelaCruz will be here next meeting. She shared her hopes and commitment to the WVCCCD community and recognized that many of us are hurting and angry, while seeking justice for George Floyd, among many others. Our African American colleagues and students need more allies, and she trusts that District leadership is collecting strategies on how we can identify and fight systemic racism. Mission College's Equity plan is over a year old now, and funding needs to be leveraged to put the plan into action. Districtwide we need to collaborate and be involved in civic engagement and voting rights. She asked the District to present a clear vision on our direction and opportunities for everyone to participate in the anti-racism efforts. She thanked the Board, Chancellor and two college presidents for the ir support in leading the way.

10.3 Student Senate Update (Maia Delrooz) (Reymundo Madera)
WVC ASG was not represented at this meeting.

MC ASG President Reymundo Madera introduced President Alondra Martinez, who will be representing the student government next 2020-2021 academic year.

10.4 West Valley College Update (Stephanie Kashima)
President Kashima welcomed the new student representatives, especially Lesley Geronimo and Alondra Martinez. He would like to hear from them how the college could support students better. He thanked Reymundo for his insightful student leadership through difficult times last year. He acknowledged the anger pain that others are feeling, especially those who are directly affected but the impacts of institutional racism and its structural inequities. The District has made progress toward equity and inclusion, but we have along way to go. We're adding additional functions, adding additional forums and programs, but it must be sustained in the future. Mission has a team planning for the safest return to campus. The college is working with Second Harvest Food Bank on weekly food distributions to students. Headcount and FTES are both up substantially this summer, with most classes enrolled to capacity. The virtual commencement happened on the same date as scheduled. Mission will be offering academic programing in areas of project management, IT and data analytics and programs in learning the soft skills of customer service and interviewing.

10.5 Mission College Update (Daniel Peck)
President Peck welcomed the new student representatives, especially Lesley Geronimo and Alondra Martinez. He said he would like to hear from them how the college could support students better. He thanked Reymundo for his insightful student leadership through difficult times last year. He acknowledged the anger pain that others are feeling, especially those who are directly affected but the impacts of institutional racism and its structural inequities. The District has made progress toward equity and inclusion, but we have along way to go. We're adding additional functions, adding additional forums and programs, but it must be sustained in the future. Mission has a team planning for the safest return to campus. The college is working with Second Harvest Food Bank on weekly food distributions to students. Headcount and FTES are both up substantially this summer, with most classes enrolled to capacity. The virtual commencement happened on the same date as scheduled. Mission will be offering academic programing in areas of project management, IT and data analytics and programs in learning the soft skills of customer service and interviewing.

10.6 Chancellor's Report (Bradley Davis)
Chancellor Davis welcomed Alondra, Tisha and Lesley, said farewell to Cheryl Massa, wishing her the best in her retirement and thanked her for her leadership. He thanked the Board for passing the Resolution supporting the repeal of Prop 209, which would allow our District to be more expansive in our recruiting personnel from different socioeconomic and educational backgrounds, and he is deeply committed to equal opportunity. He talked about the partnership with the College of Adaptive Arts-teaching and providing educational opportunities for disabled adults, using our renovated DESP buildings. The board will be asked to approve the partnership next month. Both campuses are planning for a safe return to campus for students and personnel, a plan led by Chief Rolen. Daniel Borges is ensuring we have the technology to continue teaching effectively online and Javier is overseeing the resumption of construction projects on both campuses and adhering to our PLA with unions. He also talked about the incredibly painful time for our country right now, and how it has touched everyone and he is impressed by how we have pulled together as a community that coalesced around the racism issue. He thanked the Board of Trustees for their help in that endeavor.

10.7 Trustee Comments
Trustee Grey thanked the colleges for their efforts in supporting employees and students in this time of COVID-19 and the recent events that have been very troubling. She has some events to access: A statewide level every Wednesday at 9 o'clock (June 3rd) about COVID-19 and the injustice happening now, and the webinar is not just providing useful information but is a call to action. The next Trustee webinar will
be Thursday at noon and focus on diversity, equity and inclusion, with 155 recommendations for change. She welcomed the students and said good-bye to Cheryl.

Trustee Lucas just returned from time away recovering from a hip injury. He met many medical assistants while at a skilled nursing facility who want to attend Mission College's LVN to RN program. He encouraged them to apply.

Trustee Kinman welcomed the students and said good-bye to Cheryl Massa. She thanked everyone for their support during a very horrible time of quarantine, the shift to online instruction and now the racism unrest and nationwide protests.

Student Trustee Hartman thanked everyone for the warm welcome and thanked the faculty for their above-and-beyond efforts for the students. Many WVC students have been involved in the BLM protests. She is grateful for the loaner laptop and wifi. She is planning to work with the Black Student Union this next year to hear their needs.

Trustee Watanabe expects that the recession is a contributor to the rise in enrollment numbers at Mission. He thanked Cheryl for her upbeat reports at each Board meeting.

Board President Fish welcomed the students, looks forward to their participation and listening to their input.

11. Continuation of Closed Session, If Necessary
   It was not necessary.

12. Reconvene Public Session, If Necessary
   It was not necessary.

13.1 Adjournment
   President Fish adjourned the meeting at 8:54 p.m. in the memory and honor of George Floyd.
Tuesday, July 7, 2020
Regular Meeting, Comments

VIA ZOOM: HTTPS://ZOOM.US/J/4087419000
TELEPHONE: DIAL 1 669 900 6833, MEETING ID 408-741-9000
6:00 PM PUBLIC SESSION, 6:01 PM CLOSED SESSION, 7:00 PM PUBLIC SESSION

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1. Meeting Opening

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1. Meeting Opening

Subject 1.3 Oral Communication from the Public on Closed Session Agenda

Meeting Jul 7, 2020 - Regular Meeting, Comments
Access Public
Type Information

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. Closed Session

Subject 2.1 Adjourn to Closed Session
Meeting Jul 7, 2020 - Regular Meeting, Comments
Access Private
Type Information, Procedural

DIRECTION TO LABOR NEGOTIATORS (Government Code 54957.6)
Provide direction to Associate Vice Chancellor of Human Resources, Eric Ramones, 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.

LITIGATION CASE REVIEW/PLANNING (Government Code 54957.8)
One item.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government code 54957)
Title: Chancellor
### 3. Opening Items

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### 3. Opening Items

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<th>Subject</th>
<th>3.2 Reconvene Public Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Jul 7, 2020 - Regular Meeting</td>
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<tr>
<td>Access</td>
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<td>Type</td>
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</tr>
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</table>
## 3. Opening Items

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.3 Report of Closed Session Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Jul 7, 2020 - Regular Meeting, Comments</td>
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<tr>
<td>Access</td>
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<td>Information</td>
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</table>
### 3. Opening Items

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.4 Approval of the Order of the Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Jul 7, 2020 - Regular Meeting, Comments</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Motion to approve agenda as presented.</td>
</tr>
</tbody>
</table>
### 3. Opening Items

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.5 Approval of Minutes - Recommendation: Approve the June 2, 2020, minutes as attached.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Jul 7, 2020 - Regular Meeting, Comments</td>
</tr>
<tr>
<td>Access</td>
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</tr>
<tr>
<td>Type</td>
<td>Action, Minutes</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Approve the June 2, 2020, minutes as attached. (Page 7)</td>
</tr>
<tr>
<td></td>
<td>Approved minutes of May 19, 2020, Board Meeting attached as Appendix A (Page 124)</td>
</tr>
</tbody>
</table>
### 3. Opening Items

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.6 Presentations/Recognitions ESSP: Public Safety Update, Presented by Dalton (Chris) Rolen, WVMCCD Police Chief</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Jul 7, 2020 - Regular Meeting, Comments</td>
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<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Information, Recognition</td>
</tr>
</tbody>
</table>
3. Opening Items

Subject 3.7 Oral Communication from the Public
Meeting Jul 7, 2020 - Regular Meeting, Comments
Type Information

GUIDELINES FOR PUBLIC PARTICIPATION IN BOARD OF TRUSTEES MEETINGS

We welcome comments from the public. The following instructions are intended as a guide for members of the public who wish to address the Board of Trustees. If you wish to speak, you are respectfully asked to provide a completed form to the Board Clerk, but you are not required to do so. The form may be found on the District Website in the Board of Trustees section under 2020, and also on the back of the agenda cover page. Please limit your comments to three (3) minutes. 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:

Oral Communications from the Public on Items Not on the Agenda
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. When you make your comments, approach the podium. When the Board President recognizes you, please identify yourself and the topic you wish to discuss. Limit your comments to three (3) minutes. A total of 20 minutes is allowed for total public comment, unless waived by the Board.

Public comments on items on the agenda will be taken at the time the item is discussed by the Board.

Oral Communications from the Public on Items on the Agenda
When the Board President opens an item for discussion and calls for speakers, approach the podium, identify yourself, and limit your comments to three (3) minutes. The President may impose additional time limitations on any major discussions involving multiple speakers. If you wish to give an opinion which has already been expressed by others, please do not be repetitive. The President may impose additional time limitations on any major discussions involving multiple speakers.
### 3. Opening Items

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.8 Report of the Audit and Budget Oversight Committee (ABOC)</th>
</tr>
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<tbody>
<tr>
<td>Meeting</td>
<td>Jul 7, 2020 - Regular Meeting, Comments</td>
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<td>Access</td>
<td>Public</td>
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<td>Type</td>
<td>Information</td>
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</tbody>
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### 4. Unfinished Business

<table>
<thead>
<tr>
<th>Subject</th>
<th>4.1 There is none.</th>
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<tbody>
<tr>
<td>Meeting</td>
<td>Jul 7, 2020 - Regular Meeting, Comments</td>
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<td>Access</td>
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<td>Type</td>
<td>Information</td>
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</table>
5. Consent Agenda

<table>
<thead>
<tr>
<th>Subject</th>
<th>5.1 Approval of Consent Agenda</th>
</tr>
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<tbody>
<tr>
<td>Meeting</td>
<td>Jul 7, 2020 - Regular Meeting, Comments</td>
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<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent)</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Motion to Approve Consent Agenda Items as Presented.</td>
</tr>
</tbody>
</table>

*Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.*
5. Consent Agenda

Subject: 5.2 ADDENDUM TO THE LEASE AGREEMENT FOR THE CAMPBELL CENTER - Recommendation: That the Board approves the addendum to the lease agreement between West Valley College and the City of Campbell for use of the Center at One West Campbell Avenue as an off-site teaching space.

Meeting: Jul 7, 2020 - Regular Meeting, Comments

Access: Public

Type: Action (Consent)

Recommended Action: That the Board approves the addendum to the lease agreement between West Valley College and the City of Campbell for use of the center at One West Campbell Avenue as an off-site teaching space.

Prepared By: Brad Weisberg

Reviewed By: Stephanie Kashima and Pat Fenton

Approved By: Bradley Davis

Funding Source/Fiscal Impact
The addendum extends the lease of the center at One on West Campbell Avenue by two years. It reflects a slight increase in rent over those two years. Current rent stands at $9,240 per month. The new rent of $9,379 reflects the 1.5% increase included in this addendum, effective June 1, 2020. There will be a Consumer Price Index (CPI) increase on the anniversary date of no less than 0% and no more than 3%. The lease runs through May 31, 2022. All other terms and conditions of the lease agreement shall remain the same.

West Valley College eliminated the District’s contribution from fund 100 and finances the entire lease from funds generated through the entrepreneurial services offered at the center.

Reference(s)
The West Valley College 2020 Educational and Facilities Master Plan identified the goal “to explore and shift course offerings depending on evolving student and community needs.” The college continues to increase its non-credit offerings and sees the center as a hub where these new classes can be offered. The center also offers space for teaching contracts that the college has with the State and County (such as Title IV-E). This creates a substantial revenue stream for the college.

Background/Alternatives
The Campbell Center is used to teach a wide range of contract educational classes, credit courses and non-credit courses. Currently, the Title IVE grant is managed from the center and plans to use this space as a hub for our school of continuing education. If we lose the lease on the center, there is no alternative space for these activities to be offered.

Coordination
Under the supervision of the Interim Dean of Student Services, the lease will be monitored by the Director of Career Services and Workforce Development.

Follow-up/Outcome
Course offering revenue will be included in various funds, like the Workforce and Economic Development Fund 591500 and non-credit activities accounts in Fund 110000.

File Attachments
5.3 Campbell Center Lease 2020-2021.docx (17 KB)

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
ADDENDUM D
TO
LEASE AGREEMENT

This addendum to extend the Lease Agreement, dated April 5, 2011 between the CITY OF CAMPBELL and WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT, shall make the following changes to the current existing lease agreement:

Current Rooms Leased: J-66; J-67; J-68; J-69 & K-62 (total 3,490 sq. ft.)
Current Rent: $9,240 per month
Rent effective 6/1/20: $9,379 (reflects 1.5% increase)
6/1/21 - 5/31/22: CPI increase on anniversary date (0%-min-3%-max)
Special Conditions: Lease runs through May 31, 2022 under the above lease terms and conditions. The CPI shall be determined by dividing the Seasonally Adjusted U.S. City Average for All Items For All Urban Consumers (1967=100) published in the "Monthly Labor Review" of the Bureau of Labor Statistics of the United States Department of Labor (CPI-U) for the first calendar month of the new Lease Year, by the CPI-U for the first full calendar month of the preceding Lease Year.

All other terms and conditions of the Lease Agreement shall remain the same.

IN WITNESS WHEREOF, the parties have affixed their signatures on this _____ day of __________, 2020.

Landlord: CITY OF CAMPBELL
Tenant: WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

By: __________________________
    Susan M. Landry, Mayor

By: __________________________
    Ngoc Chim, Associate Vice Chancellor
    Finance and Administration

Address for Notices:
City of Campbell
1 W. Campbell Ave. #C-31
Campbell, CA 95008

Natasha Bissell, Acting Director
Telephone: (408) 866-2771
Fax: (408) 374-6965
E-Mail: natashab@campbellca.gov
Website: www.campbellca.gov

Address for Notices:
West Valley-Mission Community College
14000 Fruitvale Ave
Saratoga, CA 95070-5698

Rebecca McConnell
Telephone: (408) 741-2661
email: Rebecca.mcconnell@wvm.edu
Mae Conroy
Telephone: 831-325-1584
email: mae.conroy@wvm.edu
5. Consent Agenda

Subject  5.3 APPROVAL OF AGREEMENT OF COOPERATION BETWEEN MISSION COLLEGE AND BUSINESS ACADEMY AARHUS, DENMARK -

Recommendation: That the Board of Trustees authorize the Agreement of Cooperation between Mission College and Business Academy Aarhus (BAAA), Denmark.

Meeting  Jul 7, 2020 - Regular Meeting, Comments

Access  Public

Type  Action (Consent)

Recommended  That the Board of Trustees authorize the Agreement of Cooperation between Mission College and Business Academy Aarhus (BAAA), Denmark.

Prepared By: Chigusa Katoku and Mina Hernandez

Reviewed By: Omar Murillo and Daniel Peck

Approved By: Bradley Davis

Funding Source/Fiscal Impact
Mission College will accept qualified full-time undergraduate Aarhus students for one semester with the understanding that the tuition and fees will be paid directly from BAAA to the district. Mission College has been listed as an approved study abroad institution with BAAA for over five years and has welcomed 1-3 highly motivated and qualified BAAA students each semester to study graphic design and multimedia classes. BAAA students can directly transfer units earned at Mission College to BAAA. Both institutions value global education and cross-cultural exchange, and offering semester-long study abroad opportunities for BAAA students at Mission College has been mutually beneficial. Graphic design and multimedia faculty members have appreciated the additional value Danish students bring to their classes by providing diverse perspectives and experiences.

Reference(s)
Mission College has been listed as an approved study abroad institution with BAAA for over five years and has welcomed 1-3 highly motivated and qualified BAAA students each semester to study graphic design and multimedia classes. BAAA students can directly transfer units earned at Mission College to BAAA. Both institutions value global education and cross-cultural exchange, and offering semester-long study abroad opportunities for BAAA students at Mission College has been mutually beneficial. Graphic design and multimedia faculty members have appreciated the additional value Danish students bring to their classes by providing diverse perspectives and experiences.

Background/Alternatives
Mission College and BAAA seek to continue and expand their cooperative relationship related to the exchange of students engaged in study, research, publication, and other scholarly activities. Both institutions are committed to providing quality education that prepares students for today's global society. This partnership will create impactful, relevant, and unique educational opportunities for students at both institutions.

Coordination
The District Executive Director of General Services, Mission College’s Vice President of Student Services, and Director of International Programs have reviewed the proposal. Mission College’s International Student Center will coordinate with BAAA's International Center for selection of the study abroad candidates, an admission process, and the necessary F-1 student visa paperwork.

Follow-up/Outcome
Upon Board approval, the agreement of cooperation will be signed and executed with BAAA. At the end of each academic year, the coordinating parties will review student and faculty experiences to evaluate the partnership and determine a recommendation on whether it should continue.
Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
AGREEMENT OF COOPERATION BETWEEN
BUSINESS ACADEMY AARHUS AND WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
ON BEHALF OF MISSION COLLEGE

Business Academy Aarhus in Aarhus, Denmark (BAAA), and West Valley-Mission Community College District on behalf of Mission College in Santa Clara in California, USA (the DISTRICT), recognising the value of global education and cross-cultural exchange, hereby enter into this Agreement for Cooperation ("Agreement") with immediate effect upon signature. The Parties hereby agree as follows:

OBJECTIVES
The Parties seek to continue and expand their cooperative relationship with respect to the exchange of students engaged in study, research, publication, and other scholarly activities. They also intend to establish other mutually beneficial cooperative ventures in the future.

RESPONSIBLE PARTIES
At the DISTRICT, this Agreement will be coordinated through the International Student Center, and at BAAA, it will be coordinated through the International Office. These offices will coordinate with admissions and student services in the preparation of documents necessary for obtaining and maintaining non-immigrant status for exchange participants. When applicable, the sponsoring academic department at each institution will name a liaison to collaborate with the respective coordinating office.

EXCHANGE OF STUDENTS
Each Party may send its students to the other institution for purposes of exchange or studying abroad for up to two consecutive semesters. In addition, education abroad programmes of short duration may be arranged cooperatively by the two Parties.

In any of these events, the Parties agree that:

The home institution will assume full responsibility for the assessment and selection of qualified exchange candidates, and the host institution will honour such selection absent extraordinary circumstances. Each institution recognises and understands the importance of an exchange student having a minimum language proficiency for the classroom.

Selection of exchange candidates will conform with the admissions requirements of the host institution. The Parties agree that the selection process will consist of stringent evaluation of the student’s:

- academic record;
- language proficiency;
- overall motivation to study abroad;
- potential to succeed in an international academic environment including physical and mental ability to participate in a study abroad experience.

Each institution will notify the other of nominated exchange students by the respective deadline for student visa processing. Failure to provide sufficient notice of the student(s) interested in exchange may delay the processing of students' visas.

PARAMETERS
Each year, the DISTRICT will accept qualified full-time undergraduate Aarhus students for one semester with the understanding that the tuition and fees will be paid directly from BAAA to the DISTRICT. Students are responsible for paying all other costs (housing, meals, etc.) related to their exchange experience unless otherwise agreed. For purposes of this Agreement, a semester may include fall or spring semester at the DISTRICT. Full time enrollment status is required for students. International students at the
DISTRICT are required to take a minimum of 12 US credit hours (30 ECTS credits) per semester to maintain immigration status.
All exchange students are subject to the same code of conduct and the same academic regulations regarding class performance as pertain to the regularly enrolled students at the host institution. All exchange students must, within reasonable limits, attempt to represent their home institution and country in the host community to the best of their ability.
Exchange students studying at the host institution for two semesters must be in good standing upon completion of their first semester in accordance with the host institution's academic requirements for its regularly enrolled students.
If an exchange student does not abide by the guidelines set out in this Agreement and the regulations of the host institution, said institution may, in consultation with the student's home institution, ask the student to return to his/her home institution. All costs of an early departure from the program for any reason will be the responsibility of the student. Exchange students will be graded using the host institution’s grading system. Normally they will be required to take the same examinations for the courses in which they are enrolled as students of the host institution.

STUDENT RESPONSIBILITIES
Students have the responsibility of working with their home institution to determine the acceptability of transfer credits for specific courses taken at the host institution and whether those courses apply toward degree completion at their home institution.
It’s the student’s responsibility to ensure that credits taken at the host institution are in line with their home institution’s requirements.
Each student will be personally responsible for all other costs incurred due to participation in the exchange programme including-but not limited to travel, housing, meals, books, school supplies, and insurance.
All students will have access to the receiving institution’s health services and/or local hospitals. However, all hospital and other medical expenses are the responsibility of each student.
All students must have repatriation coverage during their stay at the host country. As per the DISTRICT/BAAA and/or immigration requirements, BAAA students will be required to purchase medical insurance through a provider offered by the DISTRICT. This requirement can be waived under specific circumstances.

DURATION OF AGREEMENT
This Agreement shall commence from the date of signature. Either Party may terminate this Agreement in writing at any time provided a six-month written notice has been given to the other Party of such intent. To the extent that neither Party terminates this Agreement, then it will remain valid.

CONFIDENTIALITY
Both Parties agree that they will ensure that all student records and personal data relating to exchange students are held securely and confidentially and that they will further ensure that no data is used or disclosed for any purpose other than so far as is necessary in connection with the administration of the exchange program. This is in accordance with European GDPR regulations.
Both Parties acknowledge that personal data relating to participating students supplied by their home institution is to be processed by the host institution only in accordance with the terms of this Agreement and otherwise on the express instructions of the home institution.
Both Parties agree that they will take appropriate technical and organisational measures against unlawful or unauthorised processing and accidental loss, destruction, or damage of such personal data.
INDEMNIFICATION AND INSURANCE

A. The DISTRICT shall procure and maintain, in full force and effect, professional and general liability insurance to provide coverage against the perils of bodily injury, personal injury, and property damage to cover such liabilities as are imposed by law and assumed under written contract, with limits of at least One Million Dollars ($1,000,000) each occurrence and Three Million Dollars ($3,000,000) annual aggregate. In addition, the DISTRICT shall procure and maintain Workers’ Compensation insurance to cover its employees and Students while participating in the clinical experience, in compliance with the statutory requirements of California law. Upon execution of this Agreement and separate written request, the DISTRICT will furnish evidence of the foregoing coverage. However, proof of such insurance coverage will not constitute acceptance of DISTRICT’S tender of defense of allegations of negligence against Student to the DISTRICT.

B. BAAA does not accept any liability for accidents, injury, or death occurring to Exchange Students or faculty, either on-campus or off-campus during the term of the Exchange, nor any liability for any loss of personal property, debts, or damages incurred by Exchange Students during the term of the Exchange. We shall save the DISTRICT harmless of any suits, claims, costs or expenses that result from insured events or those covered by Danish State Self-Insurance Principle.

C. The Obligations pursuant to this section shall survive termination or expiration of this Agreement.

COMPLIANCE

A. Both Parties agree to comply with all applicable State and Federal laws, rules and regulations, as they now exist or may hereafter be amended or changed, in the performance or carrying out of their obligations under this Agreement.

B. BAAA shall not use the name of the District, its officers, directors, employees, or agents, in advertising, social marketing campaigns, publicity releases or otherwise without securing the prior written consent of the District in each instance. BAAA certifies that in accordance with Danish law, it is an institution covered by the Danish Ministry of Finance Circular No. 9783 of 9 December 2005.

CONFIDENTIALITY OF INFORMATION: The Parties agree not to release confidential information of the other Party, without the written consent of the other Party. This prohibition against release of information shall not apply to any information required to be released by law. The consent of the Parties is not required for release of information that is in the public domain. Obligations pursuant to this section shall survive termination or expiration of this Agreement.

NON-DISCRIMINATION

The Parties agree not to discriminate against any person because of age, ancestry, colour, disability, national origin, race, religious creed, sex, sexual orientation, or veteran status. the DISTRICT and BAAA will abide by these principles in the administration of this Agreement, and neither institution will impose criteria for the exchange of students which would violate the principles of non-discrimination.

HANDICAP ACCESSIBILITY: Consistent with the requirements of Section 504 of the Rehabilitation Act, 29 U.S.C. § 794, and Title II of the Americans with Disabilities Act, 42 U.S.C. § 12132 (collectively the “Acts”) the Parties recognize their obligation to disabled Students who can meet the essential eligibility requirements of the clinical PROGRAM with or without reasonable accommodation. While the Acts do not require the clinical PROGRAM to substantially modify or lower its standards to accommodate disabled Students, the issue of reasonable accommodation depends on the individual circumstances of each Student, and this determination requires a fact-specific, individualized analysis of the disabled individual’s circumstances and accommodations that might allow him or her to meet the PROGRAM’S standards. The Parties agree to participate in the accommodation process as required by law.

GOVERNING LAW: This Agreement shall be governed and interpreted in accordance with the laws of the State of California in accordance with its fair meaning and not strictly for or against the DISTRICT or FACILITY.
Any legal proceedings brought to interpret or enforce the terms of this Agreement, shall be brought in Santa Clara County, California.

FORCE MAJEURE. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

MEDIATION; ARBITRATION: Parties agree that if any dispute or controversy arises between them in any way arising out of, related to, or connected with this Agreement or its subject matter, they will participate in good faith in mediation and agree to equally share all mediator fees. If the Parties are unable to resolve the dispute or controversy through mediation, the Parties agree to submit the pending dispute or controversy to final and binding arbitration to be held in Santa Clara County, California, and to be governed by the Federal Arbitration Act (“FAA”). By agreeing to this binding arbitration provision, the Parties understand that they are waiving certain rights and protections which may otherwise be available if a claim were determined by litigation in court, including, without limitation, the right to seek or obtain certain types of damages precluded by this arbitration provision, the right to a jury trial, certain rights of appeal, the right bring a claim as a class member in any purported class or representative proceeding; and a right to invoke formal rules of procedure and evidence. The prevailing Party shall be awarded all reasonable attorneys’ fees, expert witness fees, and other litigation expenses, expended or incurred in such arbitration or litigation, unless the laws related to the claim that the Party prevailed on preclude a court from awarding attorneys’ fees and costs to the prevailing Party. The provisions of this section will apply during the term of this Agreement and survives after the termination or expiration of this Agreement.

SUCCESSORS; NO ASSIGNMENT: This Agreement and all terms hereof are binding upon and inure to the benefit of the respective successors of FACILITY and the DISTRICT. Neither FACILITY nor DISTRICT may assign rights or obligations of this Agreement without the prior written consent of the other, which may be withheld or granted in sole discretion of the Party requested to grant consent.

ENTIRE AGREEMENT: This Agreement and its attachments, constitute the sole entire Agreement and understanding between the DISTRICT and FACILITY concerning their subject matter. It replaces and supersedes all prior agreements or negotiations, whether written or verbal. It may not be modified except in a writing signed by the DISTRICT and FACILITY.

IN WITNESS WHEREOF, The DISTRICT and BAAA have caused this Agreement to be executed by their duly Authorized officers, the day and year first written above.

__________________________   ___________________________
Chrisitian Mathiasen             Ngoc Chim
Rector                        Associate Vice Chancellor of Finance & Administration
Date:                          Date:
5. Consent Agenda

Subject: 5.4 AUTHORIZE EXTENDING THE AGREEMENT WITH SANTA CLARA UNIFIED SCHOOL DISTRICT FOR THE MISSION EARLY COLLEGE HIGH SCHOOL (MECHS) PROGRAM - Recommendation: That the Board of Trustees authorize the Memorandum of Understanding (MOU) agreement with Santa Clara Unified School District (SCUSD) to continue the Mission Early College High School program located on the Mission College campus through June 30th, 2023.

Meeting: Jul 7, 2020 - Regular Meeting, Comments

Access: Public

Type: Action (Consent)

Recommended Action: That the Board of Trustees authorize the Memorandum of Understanding (MOU) agreement with Santa Clara Unified School District (SCUSD) to continue the Mission Early College High School program located on the Mission College campus through June 30, 2023.

Prepared By: Omar Murillo and Viola Smith

Reviewed By: Daniel Peck

Approved By: Bradley Davis

Funding Source/Fiscal Impact
If approved, Mission College would continue to house the Mission Early College High School (MECHS) on the Mission College campus. MECHS utilizes the current facility spaces and classroom computers provided when the initial MOU was approved. The college agrees to continue providing appropriate access to classrooms, offices, and classroom computers to accommodate the MECHS program.

Funding for dedicated staffing and faculty, and all direct program costs for MECHS is provided and managed by SCUSD. No permanent personnel would be assigned on a full-time or part-time basis from Mission College or the district.

As part of the MECHS program, MECHS students enroll in Mission College classes at a rate of approximately two three-unit classes per student each term. Mission College receives normal fees and tuition (with the exception of parking and VTA smart pass fees) along with generation of FTES. Currently, the program generates around 90 FTES over the fall and spring terms. Since fall 2017, MECHS has served 284 students, with 100 students enrolled in fall 2019 and spring 2020.

Reference(s)
This agreement is in alignment with the CCCCO guided pathway’s mission of student access, equity and success. Board Policy 5050, Student Success and Support Program; Education Code Sections 78210-78219 et seq.; Title 5 Sections 5550 et seq.

Background/Alternatives
MECHS serves a student population that is diverse academically, culturally, and socio-economically, which provides MECHS students with a rich educational experience. MECHS encourages the participation of students who are considered at-risk, low-income, underrepresented ethnic minorities or first generation college students. MECHS directors believe this unique design helps to decrease the high school dropout rate while increasing student access to postsecondary education.

The MECHS program model further allows SCUSD to provide a more comprehensive set of services for students within the program which are legislatively not allowed within the existing model. Students will be able to pursue specific areas of study leading to a higher likelihood of completion of a Mission College certificate or degree simultaneous with completion of high school graduation requirements. Finally, MECHS removes logistical and structural challenges within SCUSD, making administration of the program more effective and efficient. SCUSD is committed to providing the program with more resources and has already assigned a dedicated vice principal and additional staffing.
Extending the current MOU will strengthen the relationship between Mission College and SCUSD. Both parties look forward to continuing this important work positively affecting students’ lives by affording them direct access to a post-secondary education and setting them on a trajectory that benefits them and their families for generations to come.

Coordination
This agreement was reviewed in consultation with college administration, the district director of general services, the vice chancellor for administrative services, and the district’s attorney, Liebert Cassidy Whitmore.

The operational and instructional aspects of the MOU agreement will be monitored by the vice president of student services, in coordination with the vice president of administrative services and vice president of instruction. The vice president of student services will continue to serve as the formal liaison to SCUSD for MECHS and the administration of Mission College would continue discussion and further coordination with the administration of SCUSD.

Follow-up/Outcome
Upon Board approval, Mission College will notify SCUSD of the outcome. The SCUSD Board will be voting on the MOU at their July 2020 board meeting. A review of the impact for students, faculty and staff, along with the fiscal impact to the college will be conducted at the conclusion of each academic year to identify needed adjustments or requests for changes to the agreement.

*Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.*
Partnership Agreement Between
Santa Clara Unified School District
and
West Valley-Mission Community College District
For Mission Early College High School (MECHS)

This Agreement is entered into by and between the Santa Clara Unified School District, hereafter referred to as “SCUSD,” and West Valley-Mission Community College District, hereafter referred to as “WVM.” SCUSD and WVM are collectively referred to herein as “the Parties” and individually as “a Party.”

RECITALS
WHEREAS, Mission College (“MC”) is a community college situated in Santa Clara, California and is a college operated by WVM.

WHEREAS, SCUSD is a K-12 public school district and operates high schools in Santa Clara, California.

WHEREAS, the SCUSD high school campuses’ close proximity to MC and the shared geographic service areas of SCUSD and MC allows SCUSD high school students to access post-secondary education opportunities at MC.

WHEREAS, SCUSD and MC recognize their mutual interest in serving their local community, and the shared benefit of collaboration for student achievement through the Mission Middle College Program, referred to hereafter as the “Mission Early College High School.”

WHEREAS, through the early college partnership, SCUSD’s tenth through twelfth grade students are provided SCUSD core-graduation courses and services for completion of the high school diploma, and those same students are provided MC courses and services for use in satisfying high school graduation requirements and a MC certificate, degree, and/or transfer credit.

WHEREAS, the Mission Early College High School (“MECHS”) serves SCUSD’s need for an alternative education service, outside of a continuation program, for its underrepresented high school students, and it serves MC’s development priorities, consistent with MC’s Core Value and Goals and the need for enhancing the secondary to postsecondary education partnership for preparation and academic success of high school-to-community college students.

WHEREAS, SCUSD and MC have a well-established relationship and long-standing history of collaboration on education and community assistance projects.

WHEREAS, early college high school programs require college level courses be offered as an integral part of the program; MECHS students’ access to MC course offerings will meet the college level course requirements.

WHEREAS, SCUSD and WVM enter into this Agreement for the delineation of operational responsibilities and resources for SCUSD’s operation of the MECHS at MC, as set forth below.

NOW THEREFORE, for good and valuable consideration, the adequacy and receipt of which is acknowledged by the Parties, the Parties agree as follows:

1. TERM OF THE AGREEMENT. The Initial Term of this Agreement is the date that this agreement is (i) executed by an authorized official of each of SCUSD and WVM; and (ii) approved by each of the Boards of SCUSD and WVM through June 30, 2023. The foregoing notwithstanding, the Term of this Agreement shall automatically be extended by one (1) fiscal year upon expiration of the Initial Term unless not less than three (3) months prior to the end of the then current fiscal year, either the SCUSD and/or the WVM Board of Trustees takes action in an open public meeting to reject the extension.
2. **ANNUAL REPORT.** Within thirty (30) days of the end of each fiscal year during the Term hereof, SCUSD and MC shall mutually prepare provisions for the annual report containing data specified below. The report of specified data to be reported annually to the WVM Chancellor and to SCUSD Superintendent shall include:

2.1. **MECHS Enrollment.** The total number of high school pupils by SCUSD High School site enrolled in the MECHS Program, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.

2.2. **MC Course Enrollment.** The total number of community college courses by course category, type, and by school site enrolled by MECHS participants.

2.3. **Course completion.** The total number and percentage of successful course completion, by course category, type, and by school site, of the participants.

2.4. **FTES.** The total number of full-time equivalent students generated by MECHS students enrolled in MC courses.

3. **DEFINITIONS/COMMON TERMINOLOGY**

3.1. **Course Articulation.** Credit for high school courses awarded on community college transcripts (e.g., CCTE Articulated Pathways).

3.2. **Dual Credit.** Awarding of credit on a student's high school and college transcripts for a college course. The grade earned from a college course earns equivalent district core course graduation credit whenever possible.

3.3. **Early College High School.** California Education Code (EC) Section 11302 declares that Early College High Schools (ECHS) are innovative partnerships between charter or non-charter public secondary schools and a local community college, the California State University or the University of California that allow pupils to earn a high school diploma and up to two years of college credit in four years or less. ECHS are small, autonomous schools that blend high school and college in a coherent educational program. ECHS facilitate a greater participation of at-risk, low-income, and students of color in college level courses.

3.4. **Partnership Agreement.** Formal written agreement between the district and a college/university for a program offered at a specific high school. Partnership Agreements require Board of Education approval.

3.5. **Student Services and Outreach.** College assessment, transfer planning, orientation/tours, financial aid, career planning, and academic advisement provided to high school students by college personnel.

4. **DESCRIPTION OF PARTNERSHIP**

4.1. **Calendar.** MC and SCUSD will meet and confer to develop and establish a MECHS instructional calendar at MC that is consistent with the needs, requirements, and academic calendars of both Parties. The MECHS calendar will assure that the number of days the MECHS teachers work will not exceed the UTSC contract and that the instructional hours and school days meet the guidelines for the respective districts and the state, including that students are provided with the minimum number of school days required by state law.

4.2. **Coursework**

4.2.1. **Students are permitted to enroll in any course offered by MC, with the following limitation:**

4.2.1.1. **Physical Education Enrollment Limitation:** MECHS students may enroll in a MC physical education class as long as there are no more than ten percent (10%) of MECHS students in each class. (CA Education Code §76002(a)(4)).
4.2.2. It is understood and agreed that MECHS students who enroll in MC courses are doing so in order to receive the course that has been offered and is approved for delivery to MC students and will not be modified due to the attendance of HS students in the class.

4.2.3. Degree and certificate programs offered as part of the MECHS program must be approved by the California Community Colleges Chancellor’s Office, unless college faculty has authority to approve courses locally.

4.3. Personnel

4.3.1. SCUSD Personnel. SCUSD shall employ staff members for non MC course curriculum education services, including, but not limited to a Site Administrator (Principal or Vice Principal). In addition to the foregoing, as required for Special Education students enrolled in MECHS, SCUSD will provide staffing as needed to provide required IEP services for Special Education students. SCUSD shall be responsible for payment of salaries and benefits to SCUSD Personnel involved in the MECHS program.

4.3.2. MC Personnel. shall provide faculty to teach MC courses. In the event that the instructor for the MECHS program is not a regular paid instructor of MC, MC must execute an additional agreement with the instructor giving the college primary right over instructional activities and attendance and provide the same resources that it would regular instructors, including but not limited to, compliance with District hiring requirements and testing, employee id, parking pass, email, and verification of completion for all District and College Training mandates required by Law. MC must also list the minimum qualifications for faculty of the MECHS program which shall be consistent with other courses offered by the college. MC shall be responsible for payment of salaries and benefits to MC faculty who teach MC courses. MC shall also be responsible for routine reviewing the qualifications of its faculty instructors, who must possess qualifications at least equivalent to the Minimum Qualifications for Faculty and Administrators in California Community Colleges in accordance with California Education Code section 87359

4.3.3. Site Administrators. Any issues arising out of and/or relating to MECHS operations shall be initially addressed and resolved by the following individuals: (i) SCUSD designated MECHS Site Administrator; and (ii) MC Vice President of Student Services, or his/her designee. However, in the event of an emergency related to student misconduct, any MC faculty member may contact the appropriate personnel, including WVM Campus Police.

4.3.4. SCUSD/MC Employees Status. Employees of SCUSD and MC who are engaged in MECHS operations are not deemed an officer, agent or employee of the other Party. Neither SCUSD nor WVM, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other Party are entitled, including, but not limited to, overtime, retirement benefits, workers' compensation benefits, injury leave, or other leave benefits.

4.4. Premises

4.4.1. MC Classroom and Office Space (“MC Premises”). MC will provide MC Premises consisting of two (2) classrooms and one (1) small office space
between the classrooms in the Gillmor Center for the exclusive use of the MECHS Program. During the Term of this Agreement, MC will continue to provide the current designated spaces in the Gillmor Center, Rooms 328, 332, and 334, on the MC Campus, for MECHS Program use. An additional office space will be provided by MC, as needed by SCUSD, for private counseling and/or Special Education meetings. MC and SCUSD may agree to additional classroom and/or office space dedicated for the exclusive and/or shared use of MECHS, or its relocation, by amendment to this Agreement. MC will provide classrooms and offices at no charge to SCUSD. If, pursuant to Paragraph 10.2 of this Agreement, additional funds for MC coursework textbook and instructional materials are secured to expand MECHS enrollment beyond 120 students, MC will expand the MC Premises as necessary to accommodate MECHS enrollment to a maximum of 190 students, as described in Paragraph 5.1.2 of this Agreement.

4.4.2. SCUSD Use of MC Premises. SCUSD will use the MC premises only for purposes of conducting the MECHS program therein. SCUSD shall not modify or alter any part of the MC Premises. However, if modifications or alterations to any part of the MC Premises are necessary for conduct of the MECHS therein, SCUSD may notify WVM of such required modifications or alterations. WVM will have the sole and exclusive discretion as to whether or not to complete the requested modifications or alterations. If WVM elects to make modifications or alterations requested by SCUSD to the MC Premises, such modifications or alterations will be completed only if mutual agreement is reached between SCUSD and WVM of the portion of costs to be borne by SCUSD and WVM. SCUSD is liable to WVM for damage or destruction to the MC premises, furniture, fixtures, equipment, or any portion thereof, reasonable wear and tear excepted. Upon the termination of this Agreement, SCUSD shall return the MC Premises, furniture, fixtures, and/or equipment in the condition received, reasonable wear and tear excepted.

4.4.3. MC Premises Furnishings and Services. MC will provide furniture, computers, telecommunication services (voice and data), custodial/janitorial services, natural gas, electrical power and HVAC utility services for the classrooms and office space dedicated for MECHS use.

4.4.4. MC Parking. A valid student or daily parking permit is required to park motor vehicles in the MC Parking Lots. MC will provide parking passes for all SCUSD MECHS staff (teachers, classified staff, and site administrator), through an application process with the MC Parking Control Agency. All participating MECHS students and/or visitors must purchase parking permits to park on the MC Parking Lots. The use of MC Parking Lots shall be subject to compliance with MC parking and traffic regulations and WVM Board Policies.

5. STUDENT SERVICES

5.1. MECHS Operations.

5.1.1. MECHS Student Recruitment, Enrollment Certification and Compliance. MECHS student recruitment and enrollment will be established by SCUSD in adherence with SCUSD objectives and all applicable statutes and regulations. In particular, SCUSD will adhere to Education Code Section 48800(a) and complete a document certifying that each student enrolled in the MECHS program is prepared to undertake degree-applicable credit coursework at MC and capable of benefiting from
such work. SCUSD shall maintain that document on file for each MECHS student participant for audit purposes as prescribed by Title 5 section 59026(b).

5.1.1. SCUSD shall provide MC with a list of designated certification signatories so that MC can verify MECHS student admissions and enrollment certification documents.

5.1.1.2. In the event that MECHS students are admitted for summer school credit courses, SCUSD shall provide MC a certification that the number of students recommended to attend college courses does not exceed the 5% statutory limit.

5.1.1.3. MC reserves the right to refuse students certified for enrollment in the MECHS program by SCUSD.

5.1.2. 2021-2023 Enrollment Targets and Maximums. Beginning with the 2020-2021 school year, MECHS will enroll a maximum of 40 sophomores, 50 juniors, and 30 seniors, for a maximum enrollment of 120 students ("Baseline MECHS Enrollment"). MECHS will gradually increase the Baseline MECHS Enrollment over the 2020-2021 through 2022-2023 school years, enrolling a maximum of 50 sophomores, 70 juniors and 70 seniors for a maximum enrollment of 190 students spanning grades 10-12. The foregoing notwithstanding, SCUSD cannot expand MECHS enrollment beyond the Baseline MECHS Enrollment unless: (i) additional funding resources are secured to acquire MC course textbooks and instructional materials for MECHS students beyond the Baseline MECHS Enrollment pursuant to Paragraph 10.2 of this Agreement; and (ii) the MC Premises are expanded to accommodate MECHS enrollment beyond the Baseline MECHS Enrollment pursuant to Paragraph 4.4.1 of this Agreement. SCUSD shall develop protocols for parental consent for student enrollment.

5.1.2.1. MECHS students will not receive priority registration unless an individual student qualifies for priority registration under state mandated requirements and admission of the student does not otherwise violate state law or District policy.

5.1.3. MECHS Students Enrollment in MC Courses. Seats in MC classes will not be saved for enrollment by MECHS students before enrollment is open to the public. Students in the MECHS program will be required to register for MC courses in accordance with the published registration date designated for MC students. MC course registration will be handled by the student with assistance, as needed, from the MECHS counselor/teachers.

5.1.3.1 MECHS Students may enroll in a maximum of 15 units of college classes per semester.

5.2. Course and Unit Credit. College credits earned by a MECHS student will be weighted on the then existing SCUSD policy for conversion of units.

5.3. Articulation of Coursework. MECHS students will be able to take college courses to make up for a high school grade of D or F, provided that the college course description is equivalent to the high school course description, and the college course content meets or exceeds that of the high school course. This course-to-course articulation will allow for the use of a repeat code for those high school courses that must be repeated to meet college entrance grade requirements. The
determination as to equivalent college-to-high school courses shall be determined by a SCUSD committee.

5.4. **Supervision and Evaluation of Students’ Progress**

5.4.1. SCUSD assigned staff shall monitor student attendance, grades and achievement records, and such records shall be open to review by the MECHS Principal. MC shall also have access to student records for educational purposes and as otherwise authorized by law. Upon a request by the MC Vice President of Student Services, or his/her designee, for MECHS student records, SCUSD assigned staff will work with MC in order to provide the records within a reasonable time after the request for such records is made.

6. **SAFETY**

6.1. **Student Supervision.** SCUSD shall be responsible for supervising the conduct of MECHS students while at MC during school hours and during MECHS events occurring outside of school hours. SCUSD shall also be responsible for the discipline of MECHS students. MC shall report to the designated SCUSD Site Administrator any MECHS student misconduct of which MC receives notice and occurs on MC premises. MECHS hours will be approximately from 8:00 am to 4:00 pm. MC requires that students have an educational purpose to be on campus. MECHS students taking MC courses will be allowed to access MC campus resources including use of the library, bookstore, cafeteria, computer labs, tutorial center, or other MC support services as well as participate in most MC campus activities which include general supervision from MC faculty or staff (such as student clubs or campus speaker series).

6.2. **Student Discipline.** Students enrolled in MECHS are subject to the discipline policy of SCUSD, which is written in the SCUSD Student/Parent handbook. In addition, MECHS students are subject to WVM Board Policy 5500, Standards of Conduct, Administrative Policy 5520 Student Disciplinary Procedures, Board Policy 3100.3, Honest Academic Conduct and other WVM discipline policies including Zero Tolerance Policy. MECHS students are also subject to all other relevant WVM/MC policies at all times while on the MC campus. SCUSD will take appropriate disciplinary action in response to misconduct of MECHS students who are enrolled in MC classes. MC reserves the right to ask that any MECHS student be removed from MC premises for Code of Conduct violations while on MC premises. MC also reserves the right to withdraw consent for a MECHS student to remain on the MC campus, if the student disrupts the orderly operation of the MC campus, which includes committing Student Code of Conduct violations. If, in the professional judgment of the designated MC Disciplinary Officer, a disciplinary violation warrants removal of a MECHS student from the MC Campus, the Coordinator of Student Services for Attendance and Discipline at SCUSD will reassign the involved MECHS student to an alternate SCUSD school site. MC will report misconduct of MECHS students to the (i) SCUSD Site Administrator; and (ii) MC Vice President of Student Services, or their respective designees.

6.3. **Emergency Procedures.** MECHS staff will report emergencies in accordance with the procedures set forth by MC and SCUSD. The WVM Police Department or other emergency personnel, as a first responder, will provide emergency response services (crimes, disturbances, medical assistance, building evacuations) including notification to other agencies (fire, paramedics, city and school police) and to notify SCUSD staff as appropriate. MECHS students and staff must follow the MC campus-wide emergency procedure. The procedure is that 911 is called. If the
incident occurs during the MC operational hours, the caller can also contact MC administration for back-up support. In addition, MECHS students must complete and sign a Minor Consent form. The completed/signed forms are to be submitted to MC each semester/year. MECHS retains a copy of these forms. MECHS staff will be responsible for "lock down" procedures or conducting an orderly evacuation of MECHS students in appropriate circumstances. SCUSD staff will coordinate with MC on training procedures for disaster drills.

6.4. Security. The security of people, equipment, and property located in MECHS classrooms and offices is the exclusive responsibility of MECHS and SCUSD. WVM or Santa Clara Police Departments will provide general law enforcement services for routine law enforcement matters for MECHS consistent with existing service levels for MC. MECHS personnel will have a two-way radio for the purpose of contacting both MC Administrators and WVM police. These radios will be provided by MC. MC will supply keys to MECHS classrooms and offices to individuals authorized by the MECHS Site Administrator. MECHS faculty and staff will not loan, transfer, duplicate or use the keys in a manner inconsistent with the written rules on the key application. MECHS staff will advise WVC Police whenever MECHS personnel leave the MECHS program and will be responsible for the return of keys to WVM Police. MECHS faculty or staff will reimburse MC for the cost of replacing or re-keying system locks, if either MECHS staff requests it or the loss of keys require it. MC reserves the right to enter MECHS facilities for maintenance, custodial, and emergency services. WVM Police and MC Facilities Services personnel have master keys for the MECHS premises. It is understood and agreed that the WVM Police have the right to enter any section of the MC campus to exercise normal police powers, including the MC Premises and any other campus locations used by MECHS students or SCUSD Personnel.

6.5. Crime Reporting. The Parties acknowledge and agree that Clery Act reporting obligations apply to criminal incidents involving incidents that occur during the MECHS program that occur on the MC campus. Thus, all crimes occurring on MC property must be immediately reported to WVM Police upon discovery by whichever Party makes the discovery. All SCUSD staff who deliver services at MC must be informed by SCUSD of his or her obligation to report any crime, prior to performing any such services on the MC campus. MC will prepare reports and disclosures required under the Clery Act. However, if crime reports are prepared by SCUSD, a copy must be forwarded to WVM Police upon completion. Disciplinary referrals will be reported by MC to SCUSD and responsibility for reporting such referrals for Clery purposes will be with SCUSD, if reporting is required of SCUSD under the Clery Act.

7. STUDENTS WITH DISABILITIES

7.1. MECHS Students with Individual Education Plans (“Individual Education Plans”). The Parties acknowledge and agree that Individual Education Plans developed by SCUSD for MECHS students have no effect and shall not be implemented in MC classes.

7.2. MECHS Students and Section 504 of Rehabilitation Act of 1973. Disabled MECHS students enrolled in MC classes may receive accommodations to the same extent as any other MC student. MECHS students who have approved Section 504 plans that provide accommodations with respect to the educational environment, such as extended time on tests or special seating, should make an appointment with the MC Office of the Vice President of Student Services to arrange for assistance. Accommodations that involve the provision of special equipment or services or additional personnel, such as sign language interpreters, shall be provided for the MECHS student by SCUSD.
7.3. **Parental Notification.** SCUSD shall inform all parents of MECHS students enrolled in MC classes, in writing, prior to student enrollment in the program: (i) that IEPs do not apply in Community College courses, and (ii) Section 504 accommodation obligations shall be shared by SCUSD and MC in accordance with section 7.2 of this Agreement.

8. **TITLE IX**

8.1. **Title IX.** To the extent that MECHS student conduct while present on the MC campus constitutes sexual misconduct under Title IX, SCUSD and MC shall collaborate to determine the process for timely receiving, investigating and remediating complaints of sexual misconduct or other conduct covered by Title IX of the Education Amendments of 1972 alleged to have occurred in the MECHS program. In the event of any disagreement between the Parties, the MC Title IX coordinator shall determine how the incident will be addressed.

9. **DATA SHARING/OWNERSHIP**

9.1. **FERPA.** When considering the dissemination of student data, all FERPA (Family Educational Rights and Privacy Act) guidelines will be followed by SCUSD, MECHS staff, and MC. Parent initiated questions and concerns regarding college coursework and student performance will be handled through the MECHS office. Parents of MECHS students may not contact MC staff directly. SCUSD will require that parents of MECHS enrolled students sign a parent agreement acknowledging FERPA regulations at the beginning of each academic school year, to prevent FERPA violation for MC and SCUSD. The form and content of the parent agreement is subject to MC review and acceptance.

9.2. **Grade Reporting.** MC will provide the MECHS Site Administrator access to the students’ grades in the college courses within one week after the course ends.

10. **FUNDING AND EXPENSES**

10.1. **Apportionment.** MECHS students shall receive college credit for all college classes offered by MC. MC and SCUSD shall each claim the attendance for their own course enrollment.

10.1.1. **Certification for Apportionment.** MC shall certify that it does not receive full compensation for the direct educational cost of the MECHS courses from any public or private agency, individual or group.

10.2. **Textbook and Instructional Materials.** Instructional material costs for the SCUSD courses will be covered 100% by SCUSD. Instructional material costs for MC courses in which MECHS students enroll will be covered 100% by SCUSD, including college course textbooks, workbooks, lab fees and related student-course materials. SCUSD and WVM recognize that instructional material costs for college-level courses are substantially higher than for SCUSD courses, particularly due to textbook costs, and accordingly both Parties agree to continue in on-going collaborative discussions to identify additional funding resources to support the instructional costs of MC Coursework, joint applications for grants or donations, and special programs. If during the Term of this Agreement, SCUSD and WVM secure sufficient additional funding resources for textbook and instructional material costs, and as MC Premises are able to accommodate expansion, SCUSD will increase MECHS enrollment beyond the Baseline MECHS Enrollment to the maximum MECHS enrollment described in Paragraph 5.1.2 of this Agreement.
10.3. **Enrollment and Other Fees.** MC agrees to waive the enrollment fee for all concurrently enrolled SCUSD high school students attending MECHS. All other additional fees will also be waived, with the exception of instructional lab fees and health services fees.

10.4. **Meal Services.** Meals will be ordered daily from the SCUSD appointed site and be delivered prior to the lunch hour. When MECHS is in session during a SCUSD scheduled break or vacation, special arrangements will be made by SCUSD to deliver or make arrangements for MECHS’s cafeteria to provide lunch with reimbursement being made by SCUSD. Qualifying students will be those who complete a Child Nutrition Application through SCUSD and are identified through the application process as a student who is eligible for receiving a free or reduced rate lunch by SCUSD.

10.5. **Student Athletics.** MECHS students are not eligible to participate in MC athletics and sports.

10.6. **Student Identification Cards.** MECHS students will possess two student identification cards as follows:

1. A card provided by MECHS connoting high school status; and
2. A card provided by MC to use at the cafeteria, bookstore, and library; and
3. A VTA Smart Pass by MC to use for transportation.

11. **INDEMNIFICATION AND INSURANCE**

11.1. **Liability.** The Parties agree to allocate potential liability between themselves with the intent that SCUSD shall generally be responsible for the acts and omissions of its own employees, and WVM shall generally be responsible for the acts and omissions of its own employees, as specifically set forth below in Section B, Mutual Indemnification.

11.2. **Mutual Indemnification**

11.2.1. **WVM Indemnity.** WVM agrees to defend, indemnify and hold harmless SCUSD from any or all liabilities, losses, costs, damages, penalties and any other expenses including attorney’s fees arising directly or indirectly, either from MC acts or omissions or MC’s breach of any obligation imposed or sought to be imposed by or according to this Agreement. SCUSD shall not be liable to WVM, or to anyone who may claim any right due to a relationship to MC, for any acts or omissions by MC in the performance of this Agreement or on the part of the employees or agents of WVM. WVM will indemnify and hold SCUSD free and harmless from any obligation, cost claim, judgment, attorney’s fees, and attachments arising from, growing out of, or in any way connected with the services rendered to SCUSD under the terms of this Agreement.

11.2.2. **SCUSD Indemnity.** SCUSD agrees to defend, indemnify and hold harmless WVM from any or all liabilities, losses, costs, damages, penalties and any other expenses including attorney’s fees arising directly or indirectly, either from SCUSD acts or omissions or SCUSD’s breach of any obligation imposed or sought to be imposed by or according to this Agreement. WVM shall not be liable to SCUSD, or to anyone who may claim any right due to a relationship to SCUSD, for any acts or omissions by SCUSD in the performance of this Agreement or on the part of the employees or agents of SCUSD. SCUSD will indemnify and hold MC free and harmless from any obligation, cost claim, judgment, attorney’s fees, and
attachments arising from, growing out of, or in any way connected with the services rendered to WVM under the terms of this Agreement.

11.2.3. Claims Arising from Concurrent Acts or Omissions. SCUSD agrees to defend itself and WVM agrees to defend itself from any claim, action or proceeding arising out of the concurrent action or omissions of SCUSD and WVM. In such cases, SCUSD and WVM agree to retain their own legal counsel, bear their own defense costs, and waive their right to seek reimbursement of such costs, except as provided in the paragraph below.

11.2.4. Joint Defense. Notwithstanding the above paragraph, in a case where the Parties agree in writing to a joint defense, the Parties may appoint joint defense counsel to defend the claim, action or proceeding arising out of the concurrent acts or omissions of the Parties. Joint defense counsel shall be selected by mutual agreement of the Parties, and the Parties agree to share the costs of such joint defense and any agreed settlement in equal amounts, except as provided in the following paragraph below. The Parties further agree that neither party may bind the other to a settlement agreement without the written consent of both Parties.

11.2.5. Reimbursement and/or Reallocation. Where a trial verdict or neutral third party in an arbitration award allocates or determines the comparative fault, the Parties may seek reimbursement and/or reallocation of defense costs, settlement payments, judgments and awards, consistent with such comparative fault.

12. INSURANCE. Each Party, at its sole cost and expense, shall insure its activities in connection with this Agreement by maintaining programs of self-insurance as follows:

12.1. General Liability. General Liability Insurance (including broad form property damage and contractual liability) with limits of liability not less than one million dollars ($1,000,000) each occurrence, and two million dollars ($2,000,000) annual aggregate. Insurance afforded by the commercial general liability policy shall be endorsed to provide coverage to the other party as an additional insured.

12.2. Workers Compensation. Workers’ Compensation coverage limits shall be as required under California State law.

12.3. Additional Insurance. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of SCUSD and WVM against other insurable risks relating to performance of this Agreement. SCUSD and WVM may, in their own respective discretion obtain such other insurance or self-insurance as shall be necessary to insure it against any claim or claims for damages arising under the Agreement.

12.4. Insurance and Limits of Liability. It should be expressly understood, however, that the insurance coverages and limits required under this Section shall not in any way limit the liability of either Party.

12.5. Self-Insurance; Certification of Insurance. A Certificate of Insurance, certifying that coverage as required herein has been obtained, shall be provided to the other Party. The requirements of this section may be satisfied by the provision of similar coverage through a self-insurance program.

13. AMENDMENT. This Agreement may be amended only with the mutual consent of the Parties. Either party may initiate amendment based on a review of data and the achievement of the respective Parties’ objectives in making this Agreement. All amendments must be in writing and must be approved by the Parties’ respective governing Boards.
14. TERMINATION. This Agreement may be terminated upon six (6) months written notice by either Party. Such termination shall not be deemed to be a breach of this Agreement, nor shall it be deemed to be tortious conduct. Notification of termination must be submitted six (6) months prior to the beginning of the semester for which it will be in effect. The effective date of termination shall be the end of the then current academic year to avoid unreasonable disruption to both Parties and its students.

15. ASSIGNMENT. Neither Party may assign or transfer any interest in this Agreement without the prior written consent of the other Party.

16. NOTICES. Notices of the Parties to the other shall be by United States Mail, postage fully prepaid or courier services. Notices by United States Mail are effective the third (3rd) working day after the postmark date. Notices by courier services are effective upon proof of delivery. Notices shall be delivered as follows:

<table>
<thead>
<tr>
<th>SCUSD</th>
<th>WVM/MC</th>
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<tbody>
<tr>
<td>Superintendent</td>
<td>President</td>
</tr>
<tr>
<td>Santa Clara Unified School District</td>
<td>Mission College</td>
</tr>
<tr>
<td>1889 Lawrence Road</td>
<td>3000 Mission College Boulevard</td>
</tr>
<tr>
<td>Santa Clara, California 95051</td>
<td>Santa Clara, California 95054-1897</td>
</tr>
</tbody>
</table>

17. WARRANTY OF AUTHORITY. The individuals executing this Agreement on behalf of WWM and SCUSD are authorized by WWM or SCUSD, as applicable, to execute this Agreement on behalf of WWM or SCUSD and to bind WVM and SCUSD to the terms hereof upon ratification/approval of this Agreement by the WWM and SCUSD Boards of Trustees.

The duly authorized representatives of the Parties sign this Agreement below.

<table>
<thead>
<tr>
<th>SANTA CLARA UNIFIED SCHOOL DISTRICT</th>
<th>MISSION COLLEGE on behalf of WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BY:</td>
<td>BY:</td>
</tr>
<tr>
<td>STELLA KEMP, Superintendent</td>
<td>BRADLEYJ. DAVIS, Chancellor</td>
</tr>
<tr>
<td>DATE:</td>
<td>DATE:</td>
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</tbody>
</table>

Approved in a public meeting of the Board of Trustees of the West Valley-Mission Community College District

| BY:                                        | BY:                                                                         |
|--------------------------------------------|                                                                            |
| SUSAN FISH, President                      | ANDREW RATERMANN, President                                                |
| WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES | SANTA CLARA UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES                     |
5. Consent Agenda

Subject  5.5 CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION -
Recommendation: That the Board of Trustees approve the curriculum changes at Mission College as presented.

Meeting  Jul 7, 2020 - Regular Meeting, Comments

Access  Public

Type  Action (Consent)

Recommended Action  That the Board of Trustees approve the curriculum changes at Mission College as presented.

Prepared By: Linping Yu, Carla Breidenbach and Leandra Martin

Reviewed By: Daniel Peck

Approved By: Bradley Davis

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/Outcome
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.

File Attachments
Attach 5.5 MC Curriculum 07.07.2020.pdf (445 KB)

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
Curriculum Summary

**New Course - Credit**

CIT 017  MTT 012  MTT 032  MTT 050  
CIT 018  MTT 020  MTT 034  
GDS 077  MTT 022  MTT 040  
MTT 010  MTT 030  MTT 042  

**New Course - Noncredit**

None

**Credit Course Revision**

| CHM 002  | FDR 079 | KIN 047B | KIN 089 |
| ESL 985  | FDR 085 | KIN 047D | KIN 093 |
| FDR 051  | FDR 096 | KIN 055A | KIN 095 |
| FDR 051S | HIS 004B| KIN 061A | KIN 096 |
| FDR 052S | HIS 004BH| KIN 061B | KIN 097 |
| FDR 053  | HIS 031 | KIN 061C | KIN 098 |
| FDR 053S | HUM 001A| KIN 061D | KIN 099 |
| FDR 054  | HUM 001B| KIN 063A | MUS 080 |
| FDR 059  | INF 050 | KIN 063B | MUS 082 |
| FDR 060A | KIN 001C| KIN 069  |     |
| FDR 075  | KIN 047A| KIN 083  |     |

**Non-credit Course Revision**

None

**Administrative Change**

None

**Prerequisites**

| CHM 002  | CIT 017 | ESL 985  | FDR 053  |
| CHM 002L | CIT 018 | FDR 051  | MUS 082  |

**Distance Education**

| CHM 002  | FDR 051 | FDR 075  | GDS 077  |
| CHM 002L | FDR 053 | FDR 079  | HIS 004B |
| CIT 017  | FDR 054 | FDR 085  | HIS 004BH|
| CIT 018  | FDR 059 | FDR 096  | HIS 031  |
HUM 001A     KIN 047B     KIN 069     MUS 082
HUM 001B     KIN 047C     KIN 099
KIN 047A     KIN 047D     MUS 080

**Credit Course Deletion**
ESL 930EC     ESL 940EC     ESL 960RW
ESL 930GW     ESL 960G

**New Program – Credit**
Associate in Science: MTT Mechatronic Technology
Certificate of Achievement: MTT Mechatronic Technology
Certificate of Achievement: Transportation Public Transit Leadership

**New Program – Non-Credit**
None

**Program Revision - Credit**
Associate of Arts for Transfer: History
Certificate of Achievement: Fire Fighter/EMT Academy

**Program Deletion**
None
NEW COURSES – CREDIT (Content review completed)

All courses without a 900 number designation have advisories of eligibility for ENG 001A or ENG 001AX and REA 054.

COMPUTER INFORMATION SYSTEMS

CIT 017 – Cyber Security Essentials
4.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: CIT 021 Introduction to Cisco Networks (Cisco-1)

The Cybersecurity Essentials course develops foundational understanding of cybersecurity and how it relates to information and network security. This course explores the importance of cybersecurity, data confidentiality, and best practices for using the internet and social media safely. This course introduces students to characteristics of cybercrime, security principles, technologies, and procedures to defend networks. Through interactive, multimedia content, lab activities, and multi-industry case studies, students build technical and professional skills to pursue careers in cybersecurity.

Rationale for CIT 017 – Cyber Security Essentials – 4.00 Unit(s)
Students will gain job-ready practical skills for in-demand job roles in cybersecurity operations which will prepare them for industry certification. Strengthen institution’s reputation as a leader in teaching high demand technology.

CIT 018 – CCNA Cyber Security Operations
4.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: CIT 017 Cyber Security Essentials

The CCNA Cybersecurity Operations course introduces the knowledge and skills needed for a Security Analyst working with a Security Operations Center team. It teaches core security skills needed for monitoring, detecting, investigating, analyzing, and responding to security events, thus protecting systems and organizations from cybersecurity risks, threats, and vulnerabilities.

Rationale for CIT 018 – CCNA Cyber Security Operations – 4.00 Unit(s)
Students will gain job-ready practical skills for in-demand job roles in cyber security operations which will prepare them for industry recognized CCNA Cyber security Operations certification. This will strengthen the institution’s reputation as a leader in teaching high demand technology.

GRAPHIC DESIGN & MULTIMEDIA

GDS 077 – Interactive Projects & Explorations in UXD
3.00 Unit(s)
Grade Options: Pass/No Pass Option

In this capstone course, students will utilize UXD (User Experience Design) and Interaction design principles to rapidly design and prototyping projects to include in a UX Design portfolio. Students will design and develop hi-fidelity mobile, wearable, voice activated and smart appliances in project-based setting.

Rationale for GDS 077 – Interactive Projects & Explorations in UXD – 3.00 Unit(s)
This course will be part of a forthcoming certificate in User Experience Design.

MECHATRONIC TECHNOLOGY

MTT 010 – Introduction to Technology and Careers
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course exposes students to the field of mechatronics and control system disciplines. The course presents basic skills necessary to succeed as mechatronics student. The nature of control system in different process industries and the role of mechatronics technicians are explored. Communication skills for reports are developed. Guest speakers from local process firms and tours to local companies are included.

Rationale for MTT 010 – Introduction to Technology and Careers – 2.00 Unit(s)
This course is a part of the new Mechatronic Technology program at Mission College.

MTT 012 – Electronic Systems Measurement and Troubleshooting
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course covers the measurement and characterization of electronic systems, data collection, and reporting results in industry-accepted formats. System and component performance are compared to published specifications and troubleshooting techniques are developed. Laboratory practice includes the proper use of standard test instruments.

Rationale for MTT 012 – Electronic Systems Measurement and Troubleshooting – 2.00 Unit(s)
This course is a part of the new Mechatronic Technology program at Mission College.

MTT 020 – Programmable Logic Controller (PLC) Process Control Systems
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course covers Programmable Logic Controller (PLC) systems, function, interrelationship, and troubleshooting of systems components. PLC input/output systems and requirements are also discussed. Ladder logic programming is studied using basic I/O instructions, logic instructions, timers, counters, and comparison functions. Students will also develop an understanding of Piping/Process and Instrumentation Diagrams (P&ID).

Rationale for MTT 020 – Programmable Logic Controller (PLC) Process Control Systems – 2.00 Unit(s)
This course is a part of the new Mechatronic Technology program at Mission College.

MTT 022 – Programmable Logic Controller (PLC) and Robotic System Components
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course explores the integration of sensors, indicators, controllers, and final control elements for Programmable Logic Controller (PLC) and robotic systems. Closed loop control theory, Process/Piping and Instrumentation Diagram (P&ID), loop tuning, and control loop troubleshooting are also covered. Students will also learn process control system design and Proportional-Integral-Derivative (PID) tuning.

Rationale for MTT 022 – Programmable Logic Controller (PLC) and Robotic System Components – 2.00 Unit(s)
MTT 030 – Electrical Motors and Control Systems
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course covers electrical motors and controls for commercial and industrial applications. Motor types include: Direct Current (DC), stepper, single-phase and three-phase Alternating Current (AC) motors, including Variable-Frequency Drives (VFD). Students will also develop motor theory knowledge through hands-on applications.

Rationale for MTT 030 – Electrical Motors and Control Systems – 2.00 Unit(s)
This course is a part of the new Mechatronic Technology program at Mission College.

MTT 032 – Microcontroller Systems
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course explores single-chip microcontroller architecture. Students will apply their skills by programming microcontrollers and hone their troubleshooting skills on single-chip microcontroller electronic systems. Digital building blocks, number systems, and programming in high-level and assembly language is also covered. Students will also learn about interfacing the microcontroller for practical applications, measurement techniques, and instrumentation.

Rationale for MTT 032 – Microcontroller Systems – 2.00 Unit(s)
This course is a part of the new Mechatronic Technology program at Mission College.

MTT 034 – Fluid Power Systems
2.00 Unit(s)
Grade Options: Pass/No Pass Option

Introduces fluid power systems used in industry. The advantages and disadvantages of fluid power compared to other power transmission systems are examined. The potential dangers are explored and the safety procedures related to fluid power are reviewed and implemented. The application of principles of fluid power transmission and the formulas used in fluid power system analysis and design are experienced in the lab. The
fundamental principles, components, symbols and applications of hydraulic and pneumatic fluid power applications are introduced. Basic power and control circuits are developed using computer aided design. The characteristics and dangers of using air as a fluid power force are explored. Pneumatic system components are studied including: compressors, linear actuators, rotary actuators and pneumatic tubing. The relationship between electrical signals and pneumatic controls for process industry. Hands-on activities using various pneumatic components are assembled in the lab.

Rationale for MTT 034 – Fluid Power Systems – 2.00 Unit(s)
This course is a part of the new Mechatronic Technology program at Mission College.

MTT 040 – Analog Circuits and Semiconductor Devices
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course covers analog circuits, including: amplifiers, oscillators, and filters, using single-chip analog devices, operational amplifiers, field-effect transistors, bipolar transistors.

Rationale for MTT 040 – Analog Circuits and Semiconductor Devices – 2.00 Unit(s)
This course is a part of the new Mechatronic Technology program at Mission College.

MTT 042 – Digital Logic Systems
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course explores the architecture, programming, application, and troubleshooting of complex programmable logic device (CPLD) electronic systems. CPLDs will be programmed in VHDL (VHSIC-HDL, Very High Speed Integrated Circuit Hardware Description Language). Fundamentals in number systems and Boolean Algebra are studied while combinational and sequential logic are used to design digital systems. The course also covers integrated logic families, digital circuit measurement techniques and instrumentation, and allows students to develop troubleshooting techniques.

Rationale for MTT 042 – Digital Logic Systems – 2.00 Unit(s)
This course is a part of the new Mechatronic Technology program at Mission College.
MTT 050 – Digital Manufacturing  
2.00 Unit(s)  
Grade Options: Pass/No Pass Option

Introduction to manufacturing with two-dimensional and three-dimensional digital layout input. Creating designs using standard Two-Dimensional (2D) and Three-Dimensional (3D) design software, e.g. AutoCAD and SolidWorks, and 3D scanner. Optimization of project design for construction on 3D printers. Examination of materials available for 3D printing.

Rationale for MTT 050 – Digital Manufacturing – 2.00 Unit(s)  
This course is a part of the new Mechatronic Technology program at Mission College.

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CHEMISTRY

CHM 002 – Introductory Chemistry  
3.00 Unit(s)  
Grade Options: Pass/No Pass Option  
Prerequisite: MAT 000C or High School Algebra II, or equivalent

CHM 002 is designed specifically to prepare students for CHM 001A (general chemistry). It introduces the principles of atomic structure, gas laws, solutions, and acid-base theories. There is heavy emphasis on problem solving, chemical formulas, equations and quantity relationships.

Rationale for CHM 002 – Introductory Chemistry – 3.00 Unit(s)  
The course was revised to update the course content, SLOs, and to add a DE addendum and a Pass /No Pass option.

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CHM 002L – Introductory Chemistry Laboratory  
1.00 Unit(s)  
Grade Options: Pass/No Pass Option  
Prerequisite or Co-requisite: CHM 002

This course is a laboratory component to accompany CHM 002: Introductory Chemistry.
Rationale for CHM 002L – Introductory Chemistry Laboratory – 1.00 Unit(s)
The course was revised to update the course content, SLOs, and to add a DE addendum and a Pass/No Pass option.

ENGLISH AS A SECOND LANGUAGE

ESL 985 – Writing for ESL Students in English 001A and English 001AX
2.00 Unit(s)
Grade Options: Pass/No Pass Option
Co-requisite: ENG 001A or ENG 001AX

This course is for students taking English 001A or English 001AX whose native language is not English. This course provides intensive instruction and practice in writing coherent paragraphs and essays for specific audiences. This course includes the drafting, revision, and editing processes as well as instruction in grammar, mechanics, and usage. The course focuses on the sentence patterns, grammatical structures and academic vocabulary necessary to be successful in English 001A / 001AX.

Rationale for ESL 985 – Writing for ESL Students in English 001A and English 001AX – 2.00 Unit(s)
The course was revised to add ENG 001AX as a co-requisite and to revise the course title to reflect the addition of co-requisite ENG 001AX.

FOOD SERVICE & RESTAURANT MANAGEMENT

FDR 051 – Basic Food Preparation
5.00 Unit(s)
Grade Options: Pass/No Pass Option
Co-requisite: FDR 051S

This is a lecture and laboratory course dealing with the fundamentals of food preparation. Students practice the basic principles of food preparation and prepare small quantities from standard recipes, and international cuisines are introduced. This class covers beginning recipes including appetizers, soups, salads, main courses, breads, desserts and pastries.
Rationale for FDR 051 – Basic Food Preparation – 5.00 Unit(s)
The course was revised to update course content, textbooks, and to add a DE Addendum.

FDR 051S – Introductory Catering Operations Lab
0.50 Unit(s)
Grade Options: Pass/No Pass Option

This course is required as a supplement to instruction in FDR 051: Basic Food Preparation. The purpose of this class is to increase students’ skills, speed, and competence in hands-on food production. Concurrent registration in FDR 051 is required.

Rationale for FDR 051S – Introductory Catering Operations Lab – 0.50 Unit(s)
The course was revised to update the SLOs, course content, and to remove the advisories and co-requisite.

FDR 052S – Quantity Foods Catering Lab
0.50 Unit(s)
Grade Options: Pass/No Pass Option

This course is a required supplement for students enrolled in FDR 052, Quantity Foods. Students must fulfill 24-27.5 hours working on department on-site and off-site banquet and catering events. Activities include, but are not limited to, client contact and communication, event planning, service and execution, breakdown and follow up.

Rationale for FDR 052S – Restaurant Operations – 0.50 Unit(s)
The course was revised to remove the co-requisite FDR 052.

FDR 053 – Restaurant Operations
6.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: FDR 052
Co-requisite: FDR 053S

The students engage in an actual restaurant operation. Students rotate through all positions typically found in a full service restaurant. Additionally, each student is responsible for planning and managing two operational day’s and/or live on-site or off-site catering events. The emphasis is on management, planning, food preparation,
service, and evaluation. Cost accounting, purchasing, supervision, sanitation and safety, and marketing are reinforced. Uniforms are required, a lab fee applies.

**Rationale for FDR 053 – Restaurant Operations – 6.00 Unit(s)**
The course was revised to update SLO's, course objectives, requisites, and to add co-requisite and DE addendum.

**FDR 053S – Restaurant Operations Catering Lab**
0.50 Unit(s)
Grade Options: Pass/No Pass Option

This course is a required supplement for students enrolled in FDR 053, Restaurant Operation. Students must fulfill 27.5 hours working on department on-site and off-site banquet and catering events. Activities include, but are not limited to: client contact and communication, event planning, service and execution, breakdown and follow up.

**Rationale for FDR 053S – Restaurant Operations Catering Lab – 0.50 Unit(s)**
The course was revised to update course content, course objectives, course assignments, and to remove the co-requisite.

**FDR 054 – Hotel and Restaurant Accounting**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This is a study of accounting principles and how hospitality managers use financial statements and accounting information for decision-making purposes. This course covers basic accounting concepts, the accounting cycle, the application of generally accepted accounting principles, the application of the Uniform System of Accounts for hospitality service industries, and the critical analysis and interpretation of financial statements. Also included are issues relating to assets, liabilities, and owner's equity, cash flow, revenue and expenses, managing cash, accounts receivable and accounts payable, forecasting, budgeting and internal controls, and assessing actual performance.

**Rationale for FDR 054 – Hotel and Restaurant Accounting – 3.00 Unit(s)**
The course was revised to update faculty disciplines, course content, SLOs and to add the DE Addendum and Pass/No Pass option.
FDR 059 – Supervision, Management & Leadership
4.00 Unit(s)
Grade Options: Pass/No Pass Option

Traditional and contemporary theories, principles and practices of supervising and leading people will be discussed. The concepts introduced apply across all industries, with a focus on tourism, hospitality and foodservice industries; the combined engagement of which, account for the 2nd largest employer segment in the US. The unique challenges faced by supervisors of front-line and entry level employees will be discussed, as well as the shared & distinct variances in duties between a manager and a leader. Emphasis is placed on effectively directing today’s diverse workforce, as well as on the exploration of legal/ethical boundaries, and sustainable business practices in this current and post Covid-19, environment. An inventory of personal supervisory and managerial traits and the development of a leadership action plan are also course highlights.

Rationale for FDR 059 – Supervision, Management & Leadership – 4.00 Unit(s)
The course was revised to update course content, course objectives, SLOs, the DE Addendum, and to add the Pass/No Pass grading option.

FDR 060A – Food Service Facilities Planning
3.00 Unit(s)
Grade Options: Pass/No Pass Option

The course is designed to familiarize the student with the complexities of planning, designing and equipping a food service operation.

Rationale for FDR 060A – Food Service Facilities Planning – 3.00 Unit(s)
The course was revised to update textbooks, SLOs, course objectives, course content, and to add the Pass / No Pass grading option.

FDR 075 – Menu Planning
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course covers the principles of menu planning for commercial, institutional, and industrial food service operations. Since the menu is the primary marketing tool and controlling document that affects every area of operation in the food service facility, all
aspects of planning and execution are visited. Special attention is placed on menu psychology and menu price calculation.

**Rationale for FDR 075 – Menu Planning – 2.00 Unit(s)**
The course was revised to update the SLOs, course objectives, textbooks and to add a DE addendum and the Pass / No Pass grading option.

**FDR 079 – Introduction to Food and Wine Pairing**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course introduces students to the fundamentals of food and wine pairing using traditional and non-traditional approaches. Students produce foods from various ethnic cuisines including French, Italian, Spanish, Mexican, Middle Eastern, Asian, and American to pair with wines from around the world. Why good pairings work is examined from a chemical interaction perspective. How to market wines with various menus is also be covered.

**Rationale for FDR 079 – Introduction to Food and Wine Pairing – 3.00 Unit(s)**
The course was revised to update the course content, course objectives, SLOs, and to add a DE Addendum.

**FDR 082 – Introduction to Chocolate and Confectionary**
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This class introduces students to the fundamentals of chocolate and sugar confectionary work. Chocolate and sugar confectionary techniques, as well as the production of both traditional and contemporary delights, are integral aspects of this course. Tempering, molding and decorating with chocolate and sugar confections and decorations are practiced.

**Rationale for FDR 082 – Introduction to Chocolate and Confectionary – 2.00 Unit(s)**
The course was revised to update course content, textbooks, and to add the Audit option.

**FDR 085 – Foundations for Sustainability in Hospitality, Tourism and Leisure Services**
3.00 Unit(s)
In this course students are introduced to concepts and principles that explore methods whereby the leisure, tourism and hospitality industries, and related businesses can mitigate some of the impact on the environment and reduce their environmental footprints. Sustainable initiatives and practices that might favorably impact local communities, national and global hospitality, tourism and tourism developments are researched and assessed. Topics addressed include: energy and water usage, waste management and minimizing waste creation, sustainable procurement across the industry, packaging and marketing, and related topics. A focus is placed on impact on management; guest/customer impact and sentiment, and positive and adverse impact on tourism development. Socio-cultural, socioeconomic and the general advancement of sustainable initiatives are discussed.

**Rationale for FDR 085 – Foundations for Sustainability in Hospitality, Tourism and Leisure Services – 3.00 Unit(s)**

The course was revised to update the SLOs, course objectives, course content, textbooks, and to add GE Area E Lifelong Learning and the DE Addendum. The units were changed from 2 to 3 units.

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**FDR 096 – Healthy Cuisine**

2.00 Unit(s)

Grade Options: Pass/No Pass Option

An examination of the physical, social and environmental impact of our dietary choices, as well as our relationship with food in general. A progressive analysis of The Standard American Diet as well as basic components of improved eating patterns are presented. This course does not advocate that you adopt a particular way of eating, as everyone has their own unique dietary needs and preferences. However, a wide variety of special diets and plant-based diet variations, along with the appropriate preparation methods, will be introduced, demonstrated and practiced. A uniform is required, and a fee is charged for food supplies.

**Rationale for FDR 096 – Healthy Cuisine – 2.00 Unit(s)**

The course was revised to update course content, course descriptions, textbooks, SLOs, and to add a DE Addendum and GE Area E Lifelong Learning.
HIS 004B – History of Western Civilization
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is a survey of Western Civilization from 1600 to the present. Emphasis is on major political, economic, social, and intellectual movements that have shaped Western society.

Rationale for HIS 004B – History of Western Civilization – 3.00 Unit(s)
The course has been revised to update the course description, SLOs, course objectives, textbooks, course content, disciplines, and DE portion.

HIS 004BH – History of Western Civilization - Honors
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This honors course is a survey of Western Civilization from 1600 to the present. Emphasis is on the major political, economic, social, and intellectual movements that have molded the Western society. Students cannot get credit for both HIS 004B and HIS 004BH. Enrollment in the Honors Program is required.

Rationale for HIS 004BH – History of Western Civilization - Honors – 3.00 Unit(s)
The course was revised to update Faculty Requirements, SLOs, course objectives, textbooks, course content, and DE Addendum.

HIS 031 – History of East Asia
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is a survey of the history of China, Japan, Korea, Vietnam and related countries and regions in East Asia with emphasis on the political, social, and economic development of these countries and their interaction with the West. Students will explore the origins of the cultural traditions, major religions in the area, the unifying forces of Chinese culture, and Western intrusion into the region.

Rationale for HIS 031 – History of East Asia – 3.00 Unit(s)
The course was revised to update the textbooks, SLOs, course objectives, course content and the DE Addendum.
HUMANITIES

HUM 001A – Human Values in and from the Arts
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is an integrated, interdisciplinary survey of the art, music, literature, history, religion, and philosophy of the Western world from ancient Greek and Roman times through the Medieval period. The class consists of illustrated lectures and discussions. A field trip to a museum, theater performance or concert is required.

Rationale for HUM 001A – Human Values in and from the Arts – 3.00 Unit(s)
The course was revised to update the SLOs, course objectives, course content, the Faculty discipline, textbooks, and to re-enter DE Addendum.

HUM 001B – Human Values in and from the Arts
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is an integrated, interdisciplinary survey of the art, music, literature, history, religion and philosophy of the Western world from Renaissance to modern times. The course consists of illustrated lectures and discussions. A field trip to a museum, theater performance, or concert is required.

Rationale for HUM 001B – Human Values in and from the Arts – 3.00 Unit(s)
The course was revised to update the course objectives, SLOs, Faculty disciplines, course content, and textbooks. The DE section was re-entered as well.

INSTITUTIONAL FOODS

INF 050 – Sanitation and Safety
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This class uses the National Restaurant Association Education Foundation's ServSafe® materials to certify students as food service safety managers. This course includes personal hygiene, types of hazards in food service, prevention and control of pathogens
and other contaminants in food. Proper storage and cleaning and sanitizing are also covered. Systems for tracking food safety including HACCP and responding to outbreaks and inspections are taught. Students completing the final exam with 75% correct will be certified food safety managers in all 50 states for 5 years.

Rationale for INF 050 – Sanitation and Safety – 2.00 Unit(s)
The course was revised to include Pass/No Pass as a grading method.

KINESIOLOGY

KIN 001C – Adapted Aerobics
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is designed to introduce skills needed for daily cardiovascular activity for students with verifiable disabilities through the use of aerobic exercise. Exercises performed develop the cardiovascular system and enable students to function more efficiently and effectively within their own abilities. Appropriate low and mid impact aerobics are developed collaboratively with the instructor to meet each student's needs.

Rationale for KIN 001C – Adapted Aerobics – 1.00 Unit(s)
The course was revised to update course content and textbook.

KIN 047A – Hip Hop - Introduction
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course introduces students to the fundamentals of hip hop. Students learn general patterns as well as the basics of creating their own style and routines. Information is presented describing the history and cultural development of hip hop as a dance form.

Rationale for KIN 047A – Hip Hop - Introduction – 1.00 Unit(s)
The course was revised to update textbooks, Faculty disciplines, SLOs, course objectives and to add a DE Addendum.

KIN 047B – Hip Hop - Beginning
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is the study and practice of hip hop at a beginning level. Students learn general patterns as well as the basics of creating their own style and routines. Information is presented describing the history and cultural development of hip hop as a dance form.

**Rationale for KIN 047B – Hip Hop - Beginning – 1.00 Unit(s)**
The course was revised to update course content, textbooks, Faculty disciplines, SLOs, course objectives and to add a DE Addendum.

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**KIN 047C – Hip Hop - Intermediate**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is the study and practice of hip hop at an intermediate level. Students learn choreography as well as create their own style and routines.

**Rationale for KIN 047C – Hip Hop - Intermediate – 1.00 Unit(s)**
The course was revised to update course content, SLOs, Faculty disciplines, course outline, textbooks and to add a DE Addendum.

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**KIN 047D – Hip Hop - Advanced**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is the study and practice of hip hop at an advanced level. Students learn choreography as well as create their own style and routines.

**Rationale for KIN 047D – Hip Hop - Advanced – 1.00 Unit(s)**
The course was revised to update course content, textbooks, Faculty disciplines, SLOs, course outline and to add a DE Addendum.

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**KIN 055A – Self – Defense - Introduction**
1.00 Unit(s)
Grade Options: Pass/No Pass Option
This course is designed to introduce the student to the fundamental skills, strategy, and tactics of self-defense which may help the individual to recognize, avoid, and respond to dangerous situations.

**Rationale for KIN 055A – Self – Defense - Introduction – 1.00 Unit(s)**
The course was revised to update course content, comparable transfer courses, Faculty disciplines, and textbooks.

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**KIN 061A – Hatha Yoga - Introduction**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This class provides the student with an introduction to basic Hatha yoga poses with emphasis on form and body alignment. Strength, flexibility and balance are emphasized in the yoga poses. Relaxation and meditation techniques are also introduced.

**Rationale for KIN 061A – Hatha Yoga - Introduction – 1.00 Unit(s)**
The course was revised to update course content, Faculty disciplines, textbooks, course specifications and SLOs.

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**KIN 061B – Hatha Yoga - Beginning**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This class provides instruction and practice of yoga poses at a beginning level with an emphasis on form, body alignment, strength, flexibility and balance. Relaxation and meditation techniques are also incorporated into the practice.

**Rationale for KIN 061B – Hatha Yoga - Beginning – 1.00 Unit(s)**
The course was revised to update textbooks, course content, Faculty disciplines, and SLOs.

---

**KIN 061C – Hatha Yoga - Intermediate**
1.00 Unit(s)
Grade Options: Pass/No Pass Option
This class provides instruction in the physical practice of yoga at an intermediate level. Strength, flexibility and balance are emphasized within the physical practice. Breath control and meditation techniques are also incorporated.

**Rationale for KIN 061C – Hatha Yoga - Intermediate – 1.00 Unit(s)**  
The course was revised to update content, Faculty disciplines, and textbooks.

---

**KIN 061D – Hatha Yoga - Advanced**  
1.00 Unit(s)  
Grade Options: Pass/No Pass Option

This class emphasizes the physical practice of yoga at an advanced level. A prior yoga practice is strongly encouraged. Relaxation and meditation techniques are also incorporated.

**Rationale for KIN 061D – Hatha Yoga - Advanced – 1.00 Unit(s)**  
The course was revised to update course content, SLOs, Faculty disciplines, and textbooks.

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**KIN 063A – Hiking - Introduction**  
1.00 Unit(s)  
Grade Options: Pass/No Pass Option

This course introduces the student to basic hiking techniques as well as various hiking facilities in the local community. Proper warm-up and cool-down specifically for hiking is introduced. Students experience improved fitness levels through hiking.

**Rationale for KIN 063A – Hiking - Introduction – 1.00 Unit(s)**  
The course is being revised to update textbooks, course content, and Faculty disciplines.

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**KIN 063B – Hiking - Beginning**  
1.00 Unit(s)  
Grade Options: Pass/No Pass Option

This course reviews basic hiking techniques and safety precautions and introduces students to the challenges of moderate level hiking facilities in the local community. Proper warm-up and cool-down specifically related to hiking are covered.
Rationale for KIN 063B – Hiking - Beginning – 1.00 Unit(s)
The course was revised to update textbooks, course content, SLOs, and Faculty disciplines.

KIN 069 – Stress Management Through Fitness and Lifestyle
3.00 Unit(s)
Grade Options: Pass/No Pass Option

Students learn to analyze of physiological, psychological, sociological, and environmental parameters of stress, and develop personalized stress management strategies such as adhering to healthy eating and exercise behaviors to enhance well-being and the ability to cope with stress. Exercise and nutrition behaviors, intervention strategies and techniques are developed and practiced during this course to help students effectively manage stress.

Rationale for KIN 069 – Stress Management Through Fitness and Lifestyle – 3.00 Unit(s)
The course was revised to update course content, course objectives, Faculty disciplines, textbooks, to increase the number of units from 2 to 3, and to add a DE addendum.

KIN 083 – Volleyball – Intercollegiate Training
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is designed to further develop an experienced athlete to condition the body for strength, flexibility, and endurance training in order to compete as a Women's varsity volleyball athlete. It is recommended that students have prior experience in volleyball, and some knowledge of the conditioning practices associated with it.

Rationale for KIN 083 – Volleyball – Intercollegiate Training – 2.00 Unit(s)
The course was revised to change the TOP code, textbooks, Faculty disciplines, course content, and SLOs as well as to add an Audit option.

KIN 089 – Intercollegiate Tennis - Women
3.00 Unit(s)
Grade Options: Pass/No Pass Option
This course is designed for female students interested in intercollegiate tennis competition. Practice consists of both mental and physical training.

**Rationale for KIN 089 – Intercollegiate Tennis - Women – 3.00 Unit(s)**
The course has been revised to update course content, Faculty disciplines, and SLOs.

**KIN 092 – Intercollegiate Tennis - Men**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is designed for male students interested in competing for an intercollegiate tennis team.

**Rationale for KIN 092 – Intercollegiate Tennis - Men – 3.00 Unit(s)**
The course was revised to update the SLO's, Faculty disciplines, and textbooks.

**KIN 093 – Softball – Intercollegiate Training**
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course provides the student with the opportunity to master the specific individual skills, team techniques, rules, history and strategies of softball.

**Rationale for KIN 093 – Softball – Intercollegiate Training – 2.00 Unit(s)**
The course was revised to update course content, Faculty disciplines, textbooks, SLOs, and course objectives.

**KIN 095 – Soccer – Intercollegiate Training**
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is designed to enhance the skills and abilities of students involved competitively in the game of soccer. Extensive soccer conditioning is stressed including strength training and speed conditioning. Skill development is covered in class.

**Rationale for KIN 095 – Soccer – Intercollegiate Training – 2.00 Unit(s)**
The course has been revised to update Faculty disciplines, textbooks, SLOs, course content, and to add the Audit option.

**KIN 096 – Basketball – Intercollegiate Training**
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This class is designed for experienced basketball players who wish to learn advanced strategies of the game. Techniques such as full court press, press breakers, fast break, defensive schemes, and player to player and zone offenses are covered.

**Rationale for KIN 096 – Basketball – Intercollegiate Training – 2.00 Unit(s)**
The course was revised to update course content, textbooks, Faculty disciplines, SLOs, and to add Audit option and comparable transfer courses.

**KIN 097 – Baseball – Intercollegiate Training**
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is designed for students with previous baseball experience, who have aspirations of playing intercollegiate baseball. The history, rules, intermediate techniques and strategies, as well as conditioning for baseball are addressed. Intercollegiate Baseball requires playing the sport at a high level, and therefore, it is advised that students have prior high school or competitive baseball experience.

**Rationale for KIN 097 – Baseball – Intercollegiate Training – 2.00 Unit(s)**
The course was revised to update textbooks, course content, Faculty disciplines, SLOs, and to add comparable transfer courses.

**KIN 098 – Badminton – Intercollegiate Training**
2.00 Unit(s)
Grade Options: Pass/No Pass Option

This course introduces the student to the more advanced skills and strategies of the game of badminton. The main emphasis of this course is on drills, finesse shots, shot placement, court position, and singles and doubles strategy.
Rationale for KIN 098 – Badminton – Intercollegiate Training – 2.00 Unit(s)
The course was revised to update SLO’s, course content, textbooks, Faculty disciplines, and to add the Audit option.

KIN 099 – Athletic Training
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is designed to develop a highly conditioned body for strength, flexibility, and endurance for the competing varsity athlete.

Rationale for KIN 099 – Athletic Training – 1.00 Unit(s)
The course was revised to update SLOs, course content, textbooks, Faculty disciplines, and to add the Audit option, and a DE Addendum.

MUSIC

MUS 080 – MIDI and Music Production I
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is a practical introduction to the Musical Instrument Digital Interface (MIDI) music system and provides students the skills necessary to create their own music using a Digital Audio Workstation (DAW). Through a series of hands-on projects students develop basic musicianship skills including: music theory composition and arranging as it applies to popular music. Students also use the recording studio to complete a final project that incorporates the use of MIDI and audio tracks.

Rationale for MUS 080 – MIDI and Music Production I – 3.00 Unit(s)
The course was revised to update course content, the course description, textbooks, and to add a DE Addendum.

MUS 082 – MIDI and Music Production II
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: MUS 080
This is an advanced level, music production course that provides students the skills necessary to create their own compositions for film, TV and video games using a Digital Audio Workstation (DAW) software. Through a series of hands-on projects students develop advanced composition skills including: score analysis, orchestration and original music composition as it applies to commercial music. Students also use the recording studio to complete a final project that combines an original MIDI music composition with video.

**Rationale for MUS 082 – MIDI and Music Production II – 3.00 Unit(s)**
The course has been revised to update course content, textbooks, course description, and to add a DE Addendum.

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**CREDIT COURSE DELETION**

**ENGLISH AS A SECOND LANGUAGE**

**ESL 930EC – ESL for Child Care Part I**
3.00 Unit(s)

**Rationale for ESL 930EC – ESL for Child Care Part I – 3.00 Unit(s)**
This course is no longer being offered.

---

**ESL 930GW – High Beginning Grammar and Writing**
3.50 Unit(s)

**Rationale for ESL 930GW – High Beginning Grammar and Writing – 3.50 Unit(s)**
This course is no longer being offered.

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**ESL 940EC – ESL for Child Care Part II**
3.00 Unit(s)

**Rationale for ESL 940EC – ESL for Child Care Part II – 3.00 Unit(s)**
This course is no longer being offered.

---

**ESL 960G – High Intermediate Grammar**
3.00 Unit(s)
Rationale for ESL 960G – High Intermediate Grammar – 3.00 Unit(s)
This course is no longer being offered.

ESL 960RW – High Intermediate Reading and Writing
5.00 Unit(s)

Rationale for ESL 960RW – High Intermediate Reading and Writing – 5.00 Unit(s)
This course is no longer being offered.

NEW PROGRAM - CREDIT

Associate in Science: MTT Mechatronic Technology

Mechatronic technology is an interdisciplinary field that combines the study of mechanics, electronics, automation, and computers. The Associate in Science in Mechatronic Technology is designed to provide students with knowledge and skills required for a variety of positions in the following industries: Advanced Manufacturing/Semiconductor, Electrical/Electronics, Mechanical/Quality, Transportation/Logistics, Electric and Hybrid Vehicles, Medical Equipment, Biotechnology, Aerospace/Defense, and Construction. The program includes a wide range of skill-builder courses.

Program Learning Outcomes:

- Integrate electrical, electronic, and mechanical systems and devices.
- Demonstrate written and verbal communication skills through technical documentation and oral presentations.
- Troubleshoot and repair electrical, electronic, and mechanical systems and devices.

Career/Transfer Opportunities: Career opportunities include the following: robotics technician, field service technician, industrial maintenance technician, engineering technician, electromechanical technician, research and development technician.

Course / Course Block | Required Credits
--- | ---
Core Technical Courses (Required) | 8
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 025 - Engineering Graphics and Design</td>
<td>4</td>
</tr>
<tr>
<td>MTT 010 - Introduction to Technology and Careers</td>
<td>2</td>
</tr>
<tr>
<td>MTT 012 - Electronic Systems Measurement and Troubleshooting</td>
<td>2</td>
</tr>
</tbody>
</table>

**Core Math Courses (Required)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 001 - College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 002 - Pre-Calculus Algebra and Trigonometry</td>
<td>6</td>
</tr>
</tbody>
</table>

**Plus at least 10 units from the following electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 020 - PLC Process Control Systems</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MTT 022 - PLC and Robotic System Components</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MTT 030 - Electrical Motors and Control Systems</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MTT 032 - Microcontroller Systems</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MTT 034 - Fluid Power Systems</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MTT 040 - Analog Circuits and Semiconductor Devices</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MTT 042 - Digital Logic Systems</td>
<td>2</td>
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<td>OR</td>
<td></td>
</tr>
<tr>
<td>MTT 050 - Digital Manufacturing</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credits**

22 - 30

**Rationale:**
The Mechatronic Technology A.S. will meet industry demand for 2-year technical-level candidates seeking to stay in Bay Area and earn a livable wage.

**Certificate of Achievement:** MTT Mechatronic Technology
Mechatronic technology is an interdisciplinary field that combines the study of mechanics, electronics, automation, and computers. Certificate of Achievement in Mechatronic Technology prepares students to work in various industries. Depending on the course track selected, students gain specialized technical skills in electrical, electronic and/or mechanical industry environment.

**Program Learning Outcomes:**

- Analyze and integrate electrical, electronic, and mechanical systems and devices.
- Demonstrate written and verbal communication skills through technical documentation and oral presentations.
- Troubleshoot and repair electrical, electronic, and mechanical systems and devices.

**Career/Transfer Opportunities:** Career opportunities include the following: robotics technician, field service technician, industrial maintenance technician, engineering technician, electromechanical technician, research and development technician.

**Course / Course Block**

<table>
<thead>
<tr>
<th>Course / Course Block</th>
<th>Required Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum Courses (Required)</td>
<td>4</td>
</tr>
<tr>
<td>MTT 010 - Introduction to Technology and Careers</td>
<td>2</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>MTT 012 - Electronic Systems Measurement and Troubleshooting</td>
<td>2</td>
</tr>
<tr>
<td>Plus at least 14 units from the following electives</td>
<td>14 - 20</td>
</tr>
<tr>
<td>EGR 025 - Engineering Graphics and Design</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MTT 020 - PLC Process Control Systems</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MTT 022 - PLC and Robotic System Components</td>
<td>2</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>MTT 030 - Electrical Motors and Control Systems</td>
<td>2</td>
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<td>OR</td>
<td></td>
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<tr>
<td>MTT 032 - Microcontroller Systems</td>
<td>2</td>
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<td>OR</td>
<td></td>
</tr>
<tr>
<td>MTT 034 - Fluid Power Systems</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MTT 040 - Analog Circuits and Semiconductor Devices</td>
<td>2</td>
</tr>
</tbody>
</table>
Rationale:
The Mechatronic Technology Certificate of Achievement will meet industry demand for 2-year technical-level candidates seeking to stay in Bay Area and earn a livable wage.

Certificate of Achievement: Transportation Public Transit Leadership

Certificate of Achievement in Public Transit Leadership Upon successful completion of 18 units of course requirements, graduates will be qualified to perform leadership duties at the field level across multiple job classifications within the Operations Division of a transit agency. These duties include apprenticeship mentoring/instruction; and/or field level positions with leadership responsibilities, such as lead worker, foreperson, dispatcher, or supervisor.

Program Learning Outcomes:

- Students will demonstrate basic working knowledge of the functions, inter-relationships, and teamwork required for effective Transit Operations functioning.
- Students will utilize positive methods and take responsibility for solving problems at the field level whenever possible, within the chain of command.
- Students will interact effectively with a diverse community of coworkers in order to meet and exceed service delivery objectives.

Career/Transfer Opportunities: Career opportunities for qualified persons entering the public transit industry are very diverse. Depending on the student’s career interest and courses taken, coach operator graduates find employment as coach operators, light rail operators, dispatchers, supervisors; and are eligible to transfer to other public transit careers such as maintenance, scheduling, or information technology (IT).
Core Curriculum Courses (Required) 18
TRN 101 - Foundations of Public Service for Transit Workers 2
AND
TRN 102 - Public Service and Stress Management for Public Transit Employees 1
AND
TRN 103 - Community Health Issues for Public Transit Employees 1
AND
TRN 104 - Peer Mentoring for Public Transit Workers One-on-One Skills 1
AND
TRN 105 - Group Facilitation and Training Skills for Peer Mentors 1
AND
TRN 106 - Interpersonal Communication for Transit Workers 1
AND
TRN 107 - Labor Management Problem Solving in Public Transit 1
AND
TRN 108 - Performance Coaching for Public Transit Leaders 1
AND
TRN 109 - Transit Business Technology and Practices for Transit Employees 1
AND
TRN 110 - Transit Operations for New Leaders 2
AND
WRK 300TN - Occupational Work Experience for the Transportation Industry 6

Total Credits 18

Rationale:
This program is needed to give a path for operators, mechanics, track workers and overhead line workers the opportunity for advancement within the VTA organization.

PROGRAM REVISION - CREDIT

Associate of Arts for Transfer: History

The Associate in Arts in History for Transfer (AA-T in History) 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 History. California Community College students who are awarded an Associate in Arts in History for Transfer (AA-T in History) 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 Arts for Transfer in History
provides students the opportunity to cultivate a broad perspective on history. The
program is designed to stimulate appreciation for, and understanding of historical and
cultural trends, and knowledge of key figures and events. The program is also designed
to facilitate learning in such a way to allow students to make connections to modern
institutions and ideas, patterns of change and progress, and encourage an interest in the
21st century world. Students will also refine their cognitive and analytical faculties
through studying historical works, researching historical subjects, and writing using
primary and secondary sources. Critical thinking skills and historical understanding
through these courses provide a framework for lifelong study in the history and the
humanities areas and offers students a breadth of knowledge that could be focused into
single discipline degrees as well as applied to an interdisciplinary degree.

Program Learning Outcomes:

- Students will demonstrate the ability to identify major historical issues.
- Students will identify the main participants in historical events of the culture under
  study.
- Students will analyze major historical events either verbally or in writing.
- Students will define and be able to compare and contrast key historical issues and
  cultural assumptions.
- Describe the value and positive attributes of different cultures and societies

Career/Transfer Opportunities: The program is intended for students who are
considering transfer but have not decided on a major; students who are required to
complete a degree for job promotion; or students who may wish to further their education
and are considering a major that is interdisciplinary in focus.

<table>
<thead>
<tr>
<th>Course / Course Block</th>
<th>Required Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses Required (6 total units)</td>
<td>6</td>
</tr>
<tr>
<td>HIS 017A - History of the United States to 1877</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>HIS 017AH - History of the United States to 1877 – Honors</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>HIS 017B - History of the United States Since 1877</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
</tbody>
</table>
HIS 017BH - History of the United States since 1877 – Honors 3

List A: Select 2 courses (6 total units) 6
HIS 004A - History of Western Civilization 3
OR
HIS 004AH - History of Western Civilization – Honors 3
OR
HIS 004B - History of Western Civilization 3
OR
HIS 004BH - History of Western Civilization – Honors 3
OR
HIS 015 - World History to 1500 3
OR
HIS 015H - World History to 1500 -Honors 3
OR
HIS 016 - World History since 1500 3
OR
HIS 016H - World History since 1500 - Honors 3

List B Area 1 Diversity: Select one course from Area 1: (3-5 units). You may not select a course already selected for List A. 3 - 5
FRN 001 - First Semester French (elementary Level) 5
OR
FRN 002 - Second Semester French (Elementary Level) 5
OR
FRN 003 - Third Semester French (Intermediate Level) 5
OR
FRN 004 - Fourth Semester French (Intermediate Level) 5
OR
HIS 015 - World History to 1500 3
OR
HIS 015H - World History to 1500 – Honors 3
OR
HIS 016 - World History since 1500 3
OR
HIS 016H - World History since 1500 – Honors 3
OR
HIS 031 - History of East Asia 3
OR
HIS 033 – Women’s Issues Past and Present 3
OR
HIS 033H - Women’s Issues Past and Present - Honors 3
OR
HUM 018 - African-American Culture and Humanities 3
OR
HUM 018H - African-American Culture and Humanities – Honors 3
OR
HUM 001A - Human Values in and From the Arts 3
OR
HUM 001B - Human Values in and From the Arts 3
OR
HUM 016A - Hispanic Roots & Culture 3
OR
HUM 022 - Introduction to Islam 3
OR
JPN 001 - First Semester Japanese 5
OR
JPN 002 - Second Semester Japanese 5
OR
SPA 001 - First Semester Spanish (Elementary Level) 5
OR
SPA 002 - Second Semester Spanish (Elementary Level) 5
OR
SPA 003 - Third Semester Spanish (Intermediate Level) 5
OR
SPA 004 - Fourth Semester Spanish (Intermediate Level) 5
OR
SPA 050A - Basic Conversational Spanish and Culture 3
OR
SPA 050B - Basic Conversational Spanish and Culture 3
OR
VIE 001 - First Semester Vietnamese (Elementary Level) 5
OR
VIE 002 - Second Semester Vietnamese 5
OR
VIE 049A - Vietnamese for the Vietnamese-Speaking 3
OR
VIE 049B - Vietnamese Language and Culture for Fluent Speakers 3
List B Area 2: Select one course from Area 2: (3 units)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>COM 012</td>
<td>Introduction to Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>COU 055</td>
<td>Valuing Diversity</td>
<td>3</td>
</tr>
<tr>
<td>GLB 001</td>
<td>Global Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>GLB 002</td>
<td>Global Issues</td>
<td>3</td>
</tr>
<tr>
<td>HIS 020</td>
<td>History and Geography of California</td>
<td>3</td>
</tr>
<tr>
<td>HUM 007</td>
<td>International Films</td>
<td>3</td>
</tr>
<tr>
<td>POL 007</td>
<td>International Films</td>
<td>3</td>
</tr>
<tr>
<td>POL 004</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>POL 001</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 001</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 001</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits 18 - 20

**Rationale:**
The degree was revised to add courses that are part of a series necessary for the AA-T in History and is transferable as a history or humanities course to the UCs and CSUs.

**Certificate of Achievement: Fire Fighter / EMT Academy**

This Certificate of Achievement is designed to prepare an individual for the entry level position as a Firefighter/EMT. The certification is two-fold; once certified as an EMT, employment can be gained in the emergency medical field until the completion of the
Firefighter 1 Academy. When both certifications are met they are prepared for the entry level position as a Firefighter/EMT. The EMT training program is designed to prepare individuals to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transfer within an organized EMS system. This course meets all the theory requirements for certification as an Emergency Medical Technician-I as specified in the regulations approved by the State of California Emergency Medical Services Authority in July, 2017. Students must also successfully complete FPT 065L and FPT 065C concurrently with FPT 065 to be eligible for certification. The Firefighter 1 Academy provides the skills and knowledge needed for the entry level Professional or Volunteer Fire Fighter to perform his/her duties safely, effectively, and competently. The curriculum is based on the 2013 edition of NFPA 1001 Standard for Fire Fighter Professional Qualifications, the 2012 edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the 2008 edition of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. This certification is required to become a Professional or Volunteer Firefighter/EMT, and includes instruction on basic firefighting skills, laws and regulations affecting the fire service. Starting in 2013, State of California Fire Training requires that both Volunteer and Professional Fire Fighters complete a Fire Fighter 1 Academy. This has created an increase in demand. The course provides the student with knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue, basic fire prevention and fire investigation tasks and to use, inspect, and maintain firefighting and rescue equipment. This curriculum provides the minimum required training required by the State of California Fire Training in the field of fire technology as it relates to firefighters.

**Program Learning Outcomes:**

- Analyze the causes of fire, determine extinguishing agents and methods of extinguishment, differentiate the stages of fire, and compare methods of heat transfer.
- Students will be prepared for entry-level employment as a professional and competent Emergency Medical Technologist and meet the needs of the local health care community.

**Career/Transfer Opportunities:** Students are eligible for entry-level positions in fire protection and emergency response agencies.

**Required Courses**

<table>
<thead>
<tr>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course / Course Block</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>Core requirements</td>
</tr>
<tr>
<td>FPT 065 – Emergency Medical Technician I Theory</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>FPT 065C – Emergency Medical Technician 1 Clinical Experience</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>FPT 065L – Emergency Medical Technician Laboratory</td>
</tr>
<tr>
<td>AND</td>
</tr>
<tr>
<td>FPT 200 – Fire Fighter 1 Fire Academy</td>
</tr>
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</table>

**Total Credits** 22.5

**Rationale:**
The program was revised to improve the program of study, to revise the program content, and to offer additional program options.
5. Consent Agenda

Subject: 5.6 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES - Recommendations: That the Board of Trustees approve the listed items.

Meeting: Jul 7, 2020 - Regular Meeting, Comments

Access: Public

Type: Action (Consent)

Recommended Action: That the Board of Trustees approve the listed items.

Prepared By: Sean McGowan

Reviewed By: Eric Ramones

Approved By: Bradley Davis

I. Appointment(s)

Academic

a. Marcelo Sanchez-Heredia, Counselor, Mission College, 100% of full time, 11 months per year; effective August 1, 2020. Position ID# MFN015. Fund 110-General Fund.

b. Claudio Silva, Counselor, School of Science & Mathematics, West Valley College, 100% of full time, 11 months per year; effective August 1, 2020. Position ID# WFN031. Fund 110-General Fund.

c. Jared Fujishin, Instructor, Communication Studies, West Valley College, 100% of full time, 10 months per year; effective August 28, 2020. Position ID# WF0123. Fund 110-General Fund.

d. Cheryl Coon, Instructor, Studio Art 3D, Mission College, 100% of full time, 10 months per year; effective January 29, 2021. Position ID# MF0075. Fund 110-General Fund.

e. Albert Shaheen, Instructor, ESL, Mission College, 100% of full time, 10 months per year; effective January 29, 2021. Position ID# MF0089. Fund 110-General Fund.

II. Interim Appointment(s)

Temporary Academic

a. Chrisanthy Penate, temporary appointment, Fall 2020 semester, Instructor, English, West Valley College, 100% of full time, 10 months per year, effective August 28, 2020, through December 31, 2020. Position ID# WF0139. Fund 110-General Fund.

III. Temporary Assignments

Classified

a. Elizabeth Pelayo, temporary increase for additional duties assigned, Administrative Assistant, WVMCEA Unit, Range 63 ($5,608.67-$7,389.08), Student Development, Mission College, 100% of full time, 12 months per year; effective September 10, 2019 through September 12, 2020. Position ID# MC1053. Fund 731-Student Body Center Fund.

Rationale: To provide assistance while Director is on leave.

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
# 5. Consent Agenda

## Subject

### 5.7 SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO STATUS

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Jul 7, 2020 - Regular Meeting, Comments</th>
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<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Action (Consent), Information</td>
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</table>

### Recommended Action

This item is for informational purposes only.

**Prepared By:** Christina Booth

**Reviewed By:** Ngoc Chim

**Approved By:** Bradley Davis

### Funding Source/Fiscal Impact

N/A

### Reference(s)

Investments are governed by Board Policy 6320

### Background/Alternatives

The District’s funds are invested with the County Treasury. The report can be found on the Board of Trustees website under the “Documents” link.

### Coordination

N/A

### Follow-up/Outcome

No further action is required.

*Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.*
5. Consent Agenda

Subject 5.8 REVIEW OF PURCHASE ORDER TRANSACTIONS

Meeting  Jul 7, 2020 - Regular Meeting, Comments

Access  Public

Type  Action (Consent), Information

Recommended Action  This is an information item only.

Prepared By:  Mina Hernandez

Reviewed By:  Ngoc Chim

Approved By:  Bradley Davis

Funding Source/Fiscal Impact

There is no fiscal impact associated with this item.

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.

Background/Alternatives

Attached are the purchase orders issued that are in excess of $10,000 from March 2020 thru April 2020. Purchase orders under $10,000 are available to be reviewed in the office of the executive 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.

Coordination

The executive director of general services has reviewed this list with the associate vice chancellor of finance and administration.

Follow-up/Outcome

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

File Attachments

2020 Mar Apr PO Report - Final.pdf (97 KB)

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>PO Date</th>
<th>PO Amount</th>
<th>Vendor</th>
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<tbody>
<tr>
<td>P2002365</td>
<td>4/29/2020</td>
<td>$10,000.00</td>
<td>Link-Systems International Inc.</td>
<td>On-line tutoring - Thuy Tran</td>
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<tr>
<td>P2002292</td>
<td>4/10/2020</td>
<td>$10,000.00</td>
<td>Thysse</td>
<td>Food pantry design space and branding package</td>
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<tr>
<td>P2002322</td>
<td>4/18/2020</td>
<td>$12,673.82</td>
<td>Cresco Equipment Rentals</td>
<td>2020 Cushman Shuttle 2E Cart - Student Equity dept.</td>
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<tr>
<td>P2002369</td>
<td>4/29/2020</td>
<td>$13,118.42</td>
<td>Crestline Specialties Inc.</td>
<td>Promo mask and hand sanitizer - Student Equity dept.</td>
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<tr>
<td>P2002085</td>
<td>3/3/2020</td>
<td>$25,001.00</td>
<td>Domingo, Joseph S.</td>
<td>Fashion Show Producer - Fashion Dept.</td>
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<tr>
<td>P2002226</td>
<td>4/2/2020</td>
<td>$12,218.15</td>
<td>BigSigns.com</td>
<td>No curl vinyl banner - Athletics Dept.</td>
</tr>
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</table>

**West Valley College**

<table>
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<tr>
<th>PO Number</th>
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**Mission College**

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<tr>
<td>P2002368</td>
<td>3/13/2020</td>
<td>$54,797.71</td>
<td>Dell Computer</td>
<td>OptiPlex 5270 AIO MLK with Webcam - Technology dept.</td>
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<tr>
<td>P2002285</td>
<td>4/10/2020</td>
<td>$95,079.87</td>
<td>Troxell Communications Inc.</td>
<td>Projector and supplies - Technology dept.</td>
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<td>P2002286</td>
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<td>Global Arena LLC</td>
<td>Website translation services - Marketing and Communication dept.</td>
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<td>P2002160</td>
<td>3/13/2020</td>
<td>$51,792.02</td>
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<td>Dell laptops - IS dept.</td>
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<td>P2002368</td>
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<td>P2W INC NFP</td>
<td>Gift cards - Student Equity dept.</td>
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<td>P2002166</td>
<td>3/13/2020</td>
<td>$54,751.00</td>
<td>Balance.point Strategic Services</td>
<td>IC - Liaison and communicate between Mission and VTA</td>
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<tr>
<td>P2002240</td>
<td>4/2/2020</td>
<td>$21,500.00</td>
<td>Interact Communications Inc.</td>
<td>Phone and web intake spoofing - Instruction dept.</td>
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<tr>
<td>P2002367</td>
<td>4/29/2020</td>
<td>$29,490.50</td>
<td>Cranium Cafe LLC</td>
<td>MC &amp; VW ConExED &amp; Related Services for 3/15/20-3/14/21</td>
</tr>
<tr>
<td>P2002297</td>
<td>4/13/2020</td>
<td>$19,865.00</td>
<td>Strata Information Group</td>
<td>Consulting Services - 137 hours - IS dept.</td>
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<tr>
<td>P2002148</td>
<td>3/12/2020</td>
<td>$14,504.51</td>
<td>Graphic Affect</td>
<td>Journals, notebooks, pens - Student health services</td>
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<tr>
<td>P2002314</td>
<td>4/15/2020</td>
<td>$31,624.00</td>
<td>Graphic Affect</td>
<td>CARE/Outreach promotional items - EOPS</td>
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<tr>
<td>P2002145</td>
<td>3/11/2020</td>
<td>$81,696.00</td>
<td>California State University East Bay Foundation</td>
<td>Virtual Reality Project Phase 2 - HSI-STEM dept.</td>
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<tr>
<td>P2002145</td>
<td>3/11/2020</td>
<td>$81,696.00</td>
<td>California State University East Bay Foundation</td>
<td>Virtual Reality Project Phase 2 - HSI-STEM dept.</td>
</tr>
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**Foundation**

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<td>P2002371</td>
<td>4/30/2020</td>
<td>$20,000.00</td>
<td>Mustafa, Anwar</td>
<td>Food services for Covid-19</td>
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<td>P2002190</td>
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<td>$30,000.00</td>
<td>P&amp;A Administrative Services Inc.</td>
<td>Benefits admin services - HR</td>
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<td>P2002134</td>
<td>3/10/2020</td>
<td>$213,800.00</td>
<td>Strata Information Group</td>
<td>Banner 9 tech support</td>
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<td>P2002232</td>
<td>4/1/2020</td>
<td>$94,287.04</td>
<td>Dell Computer</td>
<td>OptiPlex 5270 AIO MLK - IS dept.</td>
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<td>P2002233</td>
<td>3/30/2020</td>
<td>$186,559.48</td>
<td>Microsoft Store</td>
<td>Microsoft supplies - IS dept.</td>
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<td>P2002256</td>
<td>4/2/2020</td>
<td>$17,722.10</td>
<td>FCCC</td>
<td>Cost of internet service - IS dept.</td>
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<td>P2002302</td>
<td>4/14/2020</td>
<td>$53,925.00</td>
<td>CDW Government</td>
<td>IS Supplies</td>
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<td>P2002137</td>
<td>3/13/2020</td>
<td>$28,812.00</td>
<td>Mission Valley Truck Sales Inc.</td>
<td>Ford Ranger - Facilities</td>
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<td>P2002164</td>
<td>3/13/2020</td>
<td>$33,000.00</td>
<td>DSA School Inspectors Incorporated</td>
<td>Inspector of Record for AT&amp;T Tower Relocation</td>
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<td>P2002168</td>
<td>3/16/2020</td>
<td>$19,599.80</td>
<td>Consolidated Engineering Laboratories</td>
<td>AT&amp;T Mission College CCL00195 Mono Pole Relocation</td>
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<td>P20022149</td>
<td>3/12/2020</td>
<td>$40,000.00</td>
<td>Alma Strategies LLC</td>
<td>FPP submittal for MC and WV</td>
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<td>P2002294</td>
<td>4/13/2020</td>
<td>$58,000.00</td>
<td>TLCD Architecture</td>
<td>Architectural Services for Theater Modernization</td>
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<td>3/26/2020</td>
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<td>P2002200</td>
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<td>Network Infrastructure Consultant</td>
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<td>P2002243</td>
<td>4/2/2020</td>
<td>$10,300.00</td>
<td>Sign Knowledge</td>
<td>Installation of ME Fox Monument</td>
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<td>P2002247</td>
<td>4/2/2020</td>
<td>$32,785.02</td>
<td>Sign Knowledge</td>
<td>ME Fox Corten Sign Face</td>
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<td>P2002194</td>
<td>3/23/2020</td>
<td>$138,000.40</td>
<td>SEWUP</td>
<td>Insurance/OCIP Program</td>
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<td>P2002338</td>
<td>4/22/2020</td>
<td>$12,210.89</td>
<td>United Site Services</td>
<td>Fence Rental - Measure C</td>
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<td>P2002340</td>
<td>4/22/2020</td>
<td>$21,688.24</td>
<td>United Site Services</td>
<td>Portable restrooms - Measure C</td>
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<td>P2002351</td>
<td>4/27/2020</td>
<td>$194,000.00</td>
<td>CIS Inc.</td>
<td>Bid 01-1920 IOR - Softball complex</td>
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<td>P2002359</td>
<td>4/27/2020</td>
<td>$25,100.00</td>
<td>Sandis Civil Engineers Surveyors Planners</td>
<td>Storm water pollution prevention - Measure C</td>
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<td>P2002348</td>
<td>4/25/2020</td>
<td>$24,000.00</td>
<td>Acumen Construction Management Inc.</td>
<td>AT&amp;T cell tower relocation</td>
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<td>P2002074</td>
<td>3/3/2020</td>
<td>$50,000.00</td>
<td>Sally Swanson Architects Inc.</td>
<td>Professional Access Compliance Construction - Measure W</td>
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<td>P2002108</td>
<td>3/5/2020</td>
<td>$11,425.00</td>
<td>EnviroScience Inc.</td>
<td>Haz-mat inspection CDC - Measure W</td>
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<tr>
<td>P2002125</td>
<td>4/2/2020</td>
<td>$10,590.00</td>
<td>Catalyst Consulting Group</td>
<td>Security system services for CDC renovation - Measure W</td>
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<td>P2002287</td>
<td>4/10/2020</td>
<td>$40,500.00</td>
<td>Emsnetdesign WP</td>
<td>Network Infrastructure Consultant - Measure W</td>
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<td>Description</td>
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<td>$272,000.00</td>
<td>WRNS Studio</td>
<td>Architectural Pre-design services - Measure W</td>
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<td>P2002169</td>
<td>3/13/2020</td>
<td>$14,650.00</td>
<td>EnviroScience Inc.</td>
<td>Haz-mat inspection Library - Measure W</td>
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<td>P2002364</td>
<td>4/29/2020</td>
<td>$35,000.00</td>
<td>Lionakis</td>
<td>Architectural Services for MC Student Campus Center</td>
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<td>P2002318</td>
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<td>Catalyst Consulting Group</td>
<td>Security system services for CDC renovation - Measure W</td>
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<tr>
<td>P2002043</td>
<td>3/6/2020</td>
<td>$16,360.00</td>
<td>Antique Painting Inc.</td>
<td>Prep and paint MC PE portable - Measure C</td>
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<tr>
<td>P2002341</td>
<td>4/23/2020</td>
<td>$58,526.00</td>
<td>Cool Tech Mechanical Inc.</td>
<td>New mini split install MC Gillmor Center</td>
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<td>3/13/2020</td>
<td>$166,344.00</td>
<td>Environmental Systems Inc.</td>
<td>Geo Field Piping Reconnect Gillmor bldg.</td>
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<tr>
<td>P2002241</td>
<td>4/2/2020</td>
<td>$16,000.00</td>
<td>Acumen Construction Management Inc.</td>
<td>Ceiling tile repair Gillmore Center</td>
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<tr>
<td>P2002242</td>
<td>3/6/2020</td>
<td>$18,000.00</td>
<td>Antique Painting Inc.</td>
<td>Painting Contractor</td>
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<td>P2002133</td>
<td>3/10/2020</td>
<td>$56,984.00</td>
<td>Jones-Campbell Co. Inc.</td>
<td>Board room furniture</td>
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<tr>
<td>P2002146</td>
<td>3/11/2020</td>
<td>$53,900.00</td>
<td>Elco Electric Inc.</td>
<td>Board room renovation project - Electrical</td>
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<td>P2002167</td>
<td>3/16/2020</td>
<td>$73,041.65</td>
<td>Consolidated Engineering Laboratories</td>
<td>Material testing and Construction Inspection WV Solar System - Measure W</td>
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<td>P2002195</td>
<td>3/23/2020</td>
<td>$68,000.00</td>
<td>Kitchell/CEM Inc.</td>
<td>Solar project WV Lots 1 and 7 - Measure W</td>
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<td>P2002258</td>
<td>4/2/2020</td>
<td>$19,840.00</td>
<td>Sally Swanson Architects Inc.</td>
<td>Compliance Consulting Services WV ADA Barrier Removal - Measure W</td>
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<td>P2002115</td>
<td>3/9/2020</td>
<td>$89,500.00</td>
<td>Carroll Engineering Inc.</td>
<td>Vasona creek improvements - Measure W</td>
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<td>P2002086</td>
<td>3/4/2020</td>
<td>$148,180.00</td>
<td>Catalyst Consulting Group</td>
<td>Consulting Services for Site Assessment and Security Master plan MC/WV</td>
</tr>
</tbody>
</table>
5. Consent Agenda

Subject  5.9 APPROVAL OF STUDENT AND ATHLETIC INSURANCE CARRIER -
Recommendation: That the Board of Trustees authorize the
administration to enter into an agreement with Student Insurance Group
effective August 1, 2020 thru July 31, 2021 in the amount of $121,228
for student, athletic and catastrophic insurance.

Meeting  Jul 7, 2020 - Regular Meeting, Comments

Access  Public

Type  Action (Consent)

Recommended Action  That the Board of Trustees authorize the administration to enter into an
agreement with Student Insurance Group effective August 1, 2020 thru July 31,
2021 in the amount of $121,228 for student, athletic and catastrophic insurance.

Prepared By:  Mina Hernandez

Reviewed By:  Ngoc Chim

Approved By:  Bradley Davis

Funding Source/Fiscal Impact
The funding for this agreement comes from the General Fund and from fees collected from students for
health insurance.

Reference(s)
Education Code 32221 states that districts’ shall provide insurance coverage for student athletes.

Background/Alternatives
This is the seventh year the District has contracted with Student Insurance Group for student, athletic
and catastrophic insurance. Rates are based on past history of claims experience and have shown a
steady decrease since FY 19/20 when the annual fee was $123,739 and seven years ago (FY 13/14)
when the annual fee was $179,589. The coverage includes:
• $25,000 Accident Medical Expense – athletes
• $50,000 Accident Medical Expense - students
• $500 Emergency Illness Benefit
• $2,000 Dental Maximum
• $2,000 Rental Durable Medical Equipment
• $25,000 Expanded Medical/Intercollegiate Athletes
• $10,000 Accidental Death & Dismemberment
• Catastrophic Coverage for Class I Sports - Soccer
• Per Accident Deductibles:
  ◦ $100/Students
  ◦ $100/Class I Athletes
  ◦ $100/Class II Athletes
• Co-Insurance Percentage 100% for PPO/ 50% Non-PPO
• Loss of Life $10,000
  ◦ Dismemberment (single $1,000/double $5,000)

Coordination
The executive director of general services and the vice presidents of administrative services have
reviewed the agreement and agree with the recommendation.
Follow-up/Outcome

Upon Board approval, a one-year agreement in the amount of $121,228 will be executed with Student Insurance Group. Next year, after reevaluating the District’s claims experience, a renewal will be brought to the Board for approval.

*Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.*
Subject: 5.10 TECHNICAL CONSULTING SERVICES FOR ELLUCIAN BANNER - 
Recommendation: That the Board of Trustees approve a contract with 
Ellucian Company L.P for technical consulting services for Ellucian Banner 
for an amount not to exceed $47,124, effective July 8, 2020 through June 
30, 2021.

Meeting: Jul 7, 2020 - Regular Meeting, Comments

Access: Public

Type: Action (Consent)

Recommended Action: That the Board of Trustees approve a contract with Ellucian Company L.P for technical consulting services for Ellucian Banner for an amount not to exceed $47,124, effective July 8, 2020 through June 30, 2021.

Prepared By: Eric Ramones

Reviewed By: Daniel Borges

Approved By: Bradley Davis

Funding Source/Fiscal Impact: 
This contract will be funded from the General Fund.

Reference(s):
This item will assure that the District successfully implements all deliverables identified in the developed Ellucian Banner project plan. Government Code Section 53060 allows the District to contract for special services and advice.

Background/Alternatives:
Ellucian consultants will assist with Banner HR functions, training and enhancements.

Coordination:
The Associate Vice Chancellor of Information & Educational Systems and the Executive Director of General Services have reviewed the contract.

Follow-up/Outcome: 
Upon Board approval, a contract will be issued to Ellucian in the amount of $47,124 for consulting services.

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
5. Consent Agenda

Subject: 5.11 RATIFICATION OF PURCHASE OF APPLE MACBOOK PRO LAPTOP COMPUTERS AND DELL MONITORS - Recommendation: That the Board of Trustees ratify the equipment purchase of 36 Apple Macbook Pro laptop computers and 36 Dell monitors with a three-year equipment support warranty at a total cost of $110,352.20.

Meeting: Jul 7, 2020 - Regular Meeting, Comments

Access: Public

Type: Action (Consent)

Recommended Action: That the Board of Trustees ratify the equipment purchase of 36 Apple Macbook Pro laptop computers and 36 Dell monitors with a three-year equipment support warranty at a total cost of $110,352.20.

Prepared By: Daniel Borges

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact:
The Apple & Dell equipment purchase will be funded using Land Corporation Funds allocated to District Information Systems.

Reference(s):
The remote connectivity requirements are a result of the COVID-19 Pandemic and the need to work remotely from home. The recent county, state, and federal shelter-in-place orders have led the District to leverage new technology for access flexibility for faculty.

Background/Alternatives:
The goal of this agenda item is to purchase computers and monitors to support faculty for mobile computing. The machines will provide faculty with the flexibility to work from home if they need to observe the California state shelter-in-place order and the systems are designed to allow faculty to dock the computer in their office when they return to work. This purchase will consist of 36 Apple Macbook Pro laptop computers and 36 Dell monitors for faculty to allow them the ability to connect remotely or from the campus network to District resources. Computer specifications include: i7 processor, 16GB Ram, 1TB SSD Storage, Wi-Fi Dual Band, Bluetooth 5.0, Camera with Microphone and 27-inch monitor for docking.

Coordination:
This purchase has been reviewed by the associate vice chancellor of information and educational technology, and the associate vice chancellor of finance and administration.

Follow-up/Outcome:
Upon Board ratification, a purchase order will be issued to Apple Computer Company for the purchase of Apple Macbook Pro Laptop computers and Dell monitors. The expected delivery for this equipment is during the latter half of July, and deployment of the equipment will take place immediately following receipt.

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
5. Consent Agenda

Subject 5.12 RATIFICATION OF PURCHASE OF DELL LATITUDE LAPTOP COMPUTERS - Recommendation: That the Board of Trustees ratify the equipment purchase of 190 Dell Latitude 7410 2-in-1 computers with a three-year equipment support warranty at a total cost of $481,426.70.

Meeting Jul 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended That the Board of Trustees ratify the equipment purchase of 190 Dell Latitude 7410 2-in-1 computers with a three-year equipment support warranty at a total cost of $481,426.70.

Prepared By: Daniel Borges

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact The Dell equipment purchase will be funded using Land Corporation Funds allocated to District Information Systems.

Reference(s) The remote connectivity requirements are a result of the COVID-19 Pandemic and the need to work remotely from home. The recent county, state, and federal shelter-in-place orders have led the District to leverage new technology for access flexibility for faculty.

Background/Alternatives The goal of this agenda item is to purchase computers to support faculty for mobile computing. The machines will provide faculty with the flexibility to work from home if they need to observe the California state shelter-in-place order and the systems are designed to allow faculty to dock the computer in their office when they return to work. This purchase will consist of 190 Dell Latitude 7410 2-in-1 laptop computers for faculty to allow them the ability to connect remotely or from the campus network to District resources. Computer specifications include: i7 processor, 16GB Ram, 1TB SSD Storage, Wi-Fi Dual Band, Bluetooth 5.0, Camera Front 2.0 MP with Array Microphone, Dell Wired Keyboard & Mouse, stylus, and 27-inch monitor.

Coordination This purchase has been reviewed by the associate vice chancellor of information and educational technology, and the associate vice chancellor of finance and administration.

Follow-up/Outcome Upon Board ratification, a purchase order will be issued to Dell Computer Company for the purchase of Dell Latitude 7410 2-in-1 laptop computers. The expected delivery for this equipment is during the latter half of July, and deployment of the equipment will take place immediately following receipt.

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
Subject: 5.13 ACCEPT BASIC CONTRACT AS COMPLETE FOR BID CA09-1819, SECURITY LOCKDOWN UPGRADE AT WEST VALLEY COLLEGE -
Recommendation: That the Board of Trustees accept the basic construction contract with FE Controls Corporation for the security lockdown project at West Valley College as complete and authorize the District to file a Notice of Completion.

Meeting: Jul 7, 2020 - Regular Meeting, Comments

Access: Public

Type: Action (Consent)

Recommended Action: That the Board of Trustees accept the basic construction contract with FE Controls Corporation for the security lockdown project at West Valley College as complete and authorize the District to file a Notice of Completion.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact:
The funding for this project was provided by the Land Corporation. The final cost was $265,665.

Reference(s):
This item is associated with the implementation of the WVC Facilities Master Plan and the WVMCCD 5-Year Construction Plan.

Background/Alternatives:
The scope included installation of lockdown pull stations on various buildings at West Valley College.

Coordination:
The associate vice chancellor of facilities development and operations reviewed and worked on this item.

Follow-up/Outcome:
Upon Board approval, a Notice of Completion will be filed with the Santa Clara County Recorder.

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
5. Consent Agenda

Subject 5.14 APPROVAL OF BID CA13-1920 ELECTRICAL VEHICLE CHARGING STATIONS AT MISSION COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Strawn Construction, Inc. in the amount of $1,019,000 and reject all other bids. The award of the contract is based on the base bid plus allowance and alternates.

Meeting Jul 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees approve the lowest responsive and responsible bid received from Strawn Construction, Inc. in the amount of $1,019,000 and reject all other bids. The award of the contract is based on the base bid plus allowance and alternates as follows:

<table>
<thead>
<tr>
<th>Contractor Base Bid Allowance Alternates Total Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strawn Constr., Inc. $1,019,000 $0 $0 $1,019,000</td>
</tr>
</tbody>
</table>

The District received two other bids:

- Rodan Builders, Inc. $1,360,690 $0 $0 $1,360,690
- Integra Constr., Inc. $756,355 $0 $0 $756,355 **

** Rejected as non-responsive.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
The funding for this project comes from Measure W, line item DS-04 of the District Services project priority list.

Reference(s)
This item is associated with the implementation of the 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 from twenty-one contractors. A pre-bid meeting was held, via Zoom, on May 21, 2020 and three bids were received. Bids were submitted through PlanetBids on June 9, 2020, 11:00 AM.

This project will provide seventy-four electric vehicle charging stations (EVCS) at Mission College. This will be phase one of meeting the new California Green Building Standard Code. This code mandates that 6% of total parking spaces be EVCS.

Coordination
This project includes the work of the associate vice chancellor of facilities development and operation, the director of construction, and the executive director of general services.

Follow-up/Outcome
Upon Board approval, a contract will be issued to Strawn Construction, Inc. in the amount of $1,019,000 for the electric vehicle charging stations at Mission College.

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
5. Consent Agenda

Subject 5.15 PROJECT ASSIGNMENT AGREEMENT WITH LPA, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE PERFORMING ARTS CENTER PROJECT AT MISSION COLLEGE - Recommendation: That the Board of Trustees approve the Project Assignment Agreement in the amount of $3,150,598 with LPA, Inc. for architectural and engineering services for the Performing Arts Center project at Mission College.

Meeting Jul 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees approve the Project Assignment Agreement in the amount of $3,150,598 with LPA, Inc. for architectural and engineering services for the Performing Arts Center project at Mission College.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
This project is funded by the Measure W, item MC-02 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
On April 4, 2017, the Board of Trustees approved the new pool of eight architects. These eight firms were asked to submit their Statements of Qualifications for the Performing Arts Center project at Mission College. Six firms submitted their Statement of Qualifications. These six firms were scheduled to be interviewed on June 17 and 18, 2020, by a committee composed of District and Mission College administrators, faculty and staff; and facilities staff. The interview committee selected LPA, Inc. based on its qualifications and experience.

The total architectural services for this contract will be a lump sum fee as follows:

- Basic Services: $2,524,280
- Specialty Services and Consultants: $ 626,318

This represents a 10% fee based on the construction budget of $31,553,500.

This project will build a Performing Arts Center at Mission College to promote a complete campus concept. Current performing arts, including dance and music departments, are housed in dispersed locations on campus that are not designed or intended to be used for performing arts instruction. The Performing Arts Center will include a main theater with 399 seats, theater support, music laboratory and support, and faculty offices. The building will be 26,980 GSF and will be located in parking lot A adjacent to the main roundabout.

Coordination
The associate vice chancellor of facilities development and operations, and director of construction, worked together in developing this Project Assignment Agreement.
Follow-up/Outcome
Upon Board approval, a project Assignment Agreement will be executed for LPA, Inc. architects in the amount of $3,150,598.

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
5. Consent Agenda

Subject  5.16 APPROVAL OF BID #CA15-1920 FOR THE MODULAR BUILDING DEMOLITION PROJECT AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from One Day Installation and Repairs in the amount of $244,000 and reject all other bids. The award of the contract is based on the Base Bid plus Owners Allowance.

Meeting  Jul 7, 2020 - Regular Meeting, Comments

Access  Public

Type  Action (Consent)

Recommended Action  That the Board of Trustees approve the lowest responsive and responsible bid received from One Day Installation and Repairs in the amount of $244,000 and reject all other bids. The award of the contract is based on the Base Bid plus Owners Allowance.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
The funding for this project comes from Measure W, item WVC-11 of the West Valley College project priority list. 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</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Day Installation</td>
<td>$212,000</td>
<td>$32,000</td>
<td>$244,000</td>
</tr>
<tr>
<td>and Repairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The District received three other bids.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>101. Builders, Inc.</td>
<td>$329,101</td>
<td>$32,000</td>
<td>$361,101</td>
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<td>Silverado Contractors</td>
<td>$366,000</td>
<td>$32,000</td>
<td>$398,000</td>
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<td>Demolition Services</td>
<td>$394,900</td>
<td>$32,000</td>
<td>$426,900</td>
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</tbody>
</table>

Reference(s)
This item is associated with the implementation of the WVC 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 one hundred sixty-two companies. Four bids were received. Bids were submitted through the District’s PlanetBids bid management portal on June 10, 2020, at 11:00 AM.

The work consists of demolition and hazardous material abatement of existing modular buildings and off-hauling of debris. The work will also include demolition, safe off, and relocation of existing utilities and construction of new fencing.

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 Kitchell.
Follow-up/Outcome
Upon Board approval, a contract will be issued to One Day Installation and Repairs in the amount of $244,000 for the Modular Building Demolition project at West Valley College.

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
5. Consent Agenda

Subject: 5.17 APPROVAL OF UPDATED MEASURE C AND MEASURE W PROJECT PRIORITY LISTS - Recommendation: That the Board of Trustees approve the updated and rebase of the Measure C and Measure W project priority lists (attached).

Meeting: Jul 7, 2020 - Regular Meeting, Comments

Access: Public

Type: Action (Consent)

Recommended: That the Board of Trustees approve the updated and rebase of the Measure C and Measure W project priority lists (attached).

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
Funding for these projects is derived from the Measure C and Measure W bond programs.

Reference(s)
This item is associated with the implementation of the WVC and MC facilities master plans, the WVMCCD 5-Year Construction Plan, and Measure C and Measure W bond programs.

Background/Alternatives
On January 15, 2013, the Board of Trustees approved the Measure C project priority list. On January 22, 2019, the Board of Trustees approved the Measure W project priority list. Since then, program and budgets for active projects have been rebased. The updated project list reflects the most current cost for active projects as follows:

District Services:
Budget changes were made to one project as follows:

1. DS-03 Alternative Energy Projects at WV & MC (Measure W). The budget for this project will be increased by $3,506,000 to cover the cost of the electric vehicle charging stations at each college. The new budget for this project will be $31,226,000. The increase will be made by transferring funds from the Measure W district services projects as follows:

   DS-01 Program Contingency (Measure W): $3,506,000

Mission College:
Budget changes were made to one project as follows:

1. MC-05 MT Replacement Building (Measure C). The budget for this project will be increased by $3,287,000 to cover the cost of furniture and audio/visual equipment for the new building. The new budget for this project will be $41,660,168. This project is currently funded by Measure C and State Capital Outlay building funds. The increase will be made by transferring funds from the Measure W Mission College projects as follows:

   MC-01 Program Contingency (Measure W): $3,287,000
**West Valley College:**
Budget changes were made to one project as follows:

1. WV-07 Fine Arts Replacement Building (Measure C). The budget for this project will be increased by $9,899,000 to cover an increase in scope of work and bid escalation. The new budget for this project will be $28,198,450. This project is currently funded by Measure C. The increase will be made by transferring funds from the Measure W West Valley College projects as follows:

   WV– 01 Program Contingency (Measure W): $9,899,000

**Coordination**
The associate vice chancellor of facilities development and operations worked with district and college administrators on preparing this report.

**Follow-up/Outcome**
Upon Board approval, the rebased Measure C and Measure W project priority lists will be implemented to allow the administration to move forward on approved projects.

**File Attachments**
Attach. #1 Measure C PPL Rebase 7.7.20.pdf (22 KB)
Attach. #2 Measure W PPL Rebase 7.7.20.pdf (27 KB)

*Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.*
<table>
<thead>
<tr>
<th>Number</th>
<th>Project Description</th>
<th>Total Project Budget</th>
<th>Measure H &amp; W Funding</th>
<th>Other Funding Sources</th>
<th>Project Funding</th>
<th>Measure C Funding/Balance</th>
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<tr>
<td>DS-1</td>
<td>Program Contingency</td>
<td>$ 549,793.00</td>
<td>$ 549,793.00</td>
<td>$ 34,050,207.00</td>
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<td>DS-2</td>
<td>District Facilities Building Replacement</td>
<td>$ 22,250,000.00</td>
<td>$ 22,250,000.00</td>
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<td>$ 11,800,207.00</td>
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<td>DS-3</td>
<td>Datatel Infrastructure Project</td>
<td>$ 3,108,814.00</td>
<td>$ 3,108,814.00</td>
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<td>$ 8,691,393.00</td>
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<td>DS-4</td>
<td>Underground MPOE Replacement Structure</td>
<td>$ 2,610,207.00</td>
<td>$ 2,610,207.00</td>
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<td>$ 6,081,186.00</td>
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<tr>
<td>DS-5</td>
<td>HVAC and Lighting Energy Retrofit Projects</td>
<td>$ 5,415,122.00</td>
<td>$ 2,375,442.00</td>
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<td>$ 3,041,506.00</td>
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<td>DS-6</td>
<td>Security, Safety and Monitoring</td>
<td>$ 2,079,896.00</td>
<td>$ 2,079,896.00</td>
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<td>$ 961,610.00</td>
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<td>DS-7</td>
<td>Energy Management System Replacement</td>
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<td>$ 961,610.00</td>
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<td>MC-1</td>
<td>Program Contingency</td>
<td>$ 765,412.00</td>
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<td>$ 765,412.00</td>
<td>$ 156,934,588.00</td>
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<td>MC-2</td>
<td>Wellness and Human Performance Addition</td>
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<td>$ 146,457,446.00</td>
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<td>MC-3</td>
<td>Main Building Replacement, Phase II</td>
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<td>$ 59,196,812.00</td>
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<td></td>
<td>1. Corp. Yard/Facilities Replacement</td>
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<td>2. Main Building Replacement</td>
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<td>3. Campus Entry Realignment Project</td>
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<td>MC-4</td>
<td>Main Building Demo and Plaza Landscape</td>
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<td>$ 29,074,286.00</td>
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<td>MC-5</td>
<td>MT Replacement Building Project</td>
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<td>$ 3,287,000.00</td>
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<td>$ 27,599,168.00</td>
<td>$ 1,515,118.00</td>
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<td>MC-6</td>
<td>Performing Arts Building</td>
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<td>MC-7</td>
<td>Technology System Refresh Projects</td>
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<td>WV-1</td>
<td>Program Contingency</td>
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<td>$ 765,411.00</td>
<td>$ 156,934,589.00</td>
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<td>WV-2</td>
<td>Swing Space for Building Projects</td>
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<td>WV-3</td>
<td>Applied Arts and Sciences Renovation</td>
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<td>$ 15,336,143.00</td>
<td>$ 139,113,688.00</td>
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<td>Student Services Center</td>
<td>$ 39,453,901.00</td>
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<td>$ 39,453,901.00</td>
<td>$ 99,659,787.00</td>
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<td>WV-5</td>
<td>Business Division and Administration of Justice Renovation</td>
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<td>$ 21,797,705.00</td>
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<td>WV-6</td>
<td>Planetarium - New Building</td>
<td>$ 10,043,172.00</td>
<td>$ 2,818,153.00</td>
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<td>$ 7,225,019.00</td>
<td>$ 27,785,416.00</td>
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<td>WV-7</td>
<td>Fine Arts Replacement Building</td>
<td>$ 28,198,450.00</td>
<td>$ 9,899,000.00</td>
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<td>$ 52,337,613.00</td>
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<td>WV-8</td>
<td>Hum-Fine Arts Bldg Renovation</td>
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<td>$ 51,883,390.00</td>
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<td>WV-9</td>
<td>Learning Resource Center Reconstruction</td>
<td>$ 55,389,092.00</td>
<td>$ 14,991,000.00</td>
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<td>$ 19,993,000.00</td>
<td>$ 31,478,298.00</td>
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<td>WV-10</td>
<td>PE Department Building Renovation - Phase 1</td>
<td>$ 845,617.00</td>
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<td>$ 845,617.00</td>
<td>$ 30,632,681.00</td>
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<tr>
<td>WV-11</td>
<td>Technology System Refresh Projects</td>
<td>$ 1,347,265.00</td>
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<td>$ 1,347,265.00</td>
<td>$ 29,285,416.00</td>
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<td>WV-12</td>
<td>Vasona Creek Restoration and Green Belt Improvements</td>
<td>$ 2,395,000.00</td>
<td>$ 895,000.00</td>
<td></td>
<td>$ 1,500,000.00</td>
<td>$ 27,785,416.00</td>
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<td>WV-13</td>
<td>Parking Lot and Campus Walkway Resurface/Replacement</td>
<td>$ 1,882,416.00</td>
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<td>$ 1,882,416.00</td>
<td>$ 25,903,000.00</td>
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<td>WV-14</td>
<td>Athletic Field Turf Restoration - Phase 1</td>
<td>$ 25,903,000.00</td>
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<td>$ 25,903,000.00</td>
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<tr>
<td></td>
<td><strong>Grand Totals</strong></td>
<td><strong>$ 430,408,738.00</strong></td>
<td><strong>$ 43,513,143.00</strong></td>
<td><strong>$ 36,895,595.00</strong></td>
<td><strong>$ 350,000,000</strong></td>
<td><strong>$ 157,700,000</strong></td>
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**WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT**

**MEASURE C**

**PROJECT PRIORITY LIST**

Rebase 22: BOT Approved July 7, 2020
<table>
<thead>
<tr>
<th>Number</th>
<th>Project Description</th>
<th>Total Project Budget</th>
<th>State Funding</th>
<th>Other Funding Sources</th>
<th>Measure W</th>
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<td>WV-01</td>
<td>Program Contingency</td>
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**West Valley College Project Funding**

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<tr>
<th>Number</th>
<th>Project Description</th>
<th>Total Project Budget</th>
<th>State Funding</th>
<th>Other Funding Sources</th>
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<td>Program Contingency</td>
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<td>Parking Lots, Roads and Sidewalk Replacement at MC &amp; WV</td>
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<td>Security, Safety and Monitoring at MC &amp; WV</td>
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<td>Fire Alarm Upgrades at MC &amp; WV</td>
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<td>HVAC and Lighting Energy Retrofit Projects</td>
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<td>Grand Totals</td>
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5. Consent Agenda

Subject 5.18 APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE COLLEGE OF ADAPTIVE ARTS - Recommendation: That the Board of Trustees authorize the administration to enter into a Memorandum of Understanding with the College of Adaptive Arts to use West Valley College’s vacant Disability and Educational Support Program (DESP) modular building to provide special education programs to its special needs adult students. The initial Memorandum of Understanding shall be for two years.

Meeting Jul 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees authorize the administration to enter into a Memorandum of Understanding with the College of Adaptive Arts to use West Valley College’s vacant Disability and Educational Support Program (DESP) modular building to provide special education programs to its special needs adult students. The initial Memorandum of Understanding shall be for two years.

Prepared By: Mina Hernandez

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
The College of Adaptive Arts will provide no less than $100,000.00 in renovation funds of West Valley College’s DESP modular building. In addition, the College of Adaptive Arts will provide the District $1,000.00 per month for rent.

Reference(s)
Pursuant to the District’s AP6700 Civic Center and Other Facilities Use, District facilities shall be made available for community use and approval for the use of District facilities shall be given to educationally-related programs of the Colleges or District.

Background/Alternatives
West Valley College’s DESP modular building has been vacant since the DESP offices moved into its new location, within the new Student Services Building during summer/fall 2019. Through this new partnership, the College of Adaptive Arts shall provide renovation funds, which will be coordinated with the District’s Facilities Department and architecture firm, Swenson Builders.

The College of Adaptive Arts is a privately accredited institution based on the ARTS Model for educating adults with special needs. The College of Adaptive Arts is designated as a 501(c)3 charitable nonprofit. There are many intrinsic and intangible benefits with the partnership between the District and the College of Adaptive Arts. By entering into the Memorandum of Understanding, the District will host the College of Adaptive Arts at West Valley College to have an onsite student pedagogical observation platform for adult special education, and the community relations benefiting its students and community.

West Valley and Mission students shall have access to College of Adaptive Arts for the purpose of any clinical or experiential learning opportunities, as deemed appropriate by the parties and as necessary to fulfill educational requirements of any District program of study. The College of Adaptive Arts will provide and pay all expenses for a minimum of ten (10) paid internships and/or other similar forms of work experience opportunities on an annual basis. In addition, West Valley and Mission students shall have the opportunity to submit applications for those paid internships and/or work experience opportunities. The College of Adaptive Arts shall also develop internships and other employment partnership pathways for district students with other agencies in Santa Clara County.
Coordination
The District Executive Director of General Services and the Chancellor have reviewed the Memorandum of Understanding.

Follow-up/Outcome
Upon Board approval, a two-year Memorandum of Understanding will be executed with the College of Adaptive Arts.

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
### 6. Colleges, Programs, and Services

**Subject:** 6.1 CONTRACT BETWEEN CALIFORNIA DEPARTMENT OF EDUCATION AND WEST VALLEY AND MISSION COLLEGES’ CHILD DEVELOPMENT CENTERS FOR CHILD DEVELOPMENT SERVICES - Recommendation: That the Board of Trustees adopt Resolutions 20070701 and 20070702 accepting the $576,750 in funding from the California Department of Education to operate the child care centers (CCTR) and full-day preschools (CSPP) on both West Valley and Mission campuses.

**Meeting:** July 7, 2020 - Regular Meeting, Comments

**Access:** Public

**Type:** Action (Consent)

**Recommended Action:** That the Board of Trustees adopt Resolutions 20070701 and 20070702 accepting the $576,750 in funding from the California Department of Education to operate the child care centers (CCTR) and full-day preschools (CSPP) on both West Valley and Mission campuses.

Prepared By: Renee Paquier, Anne Horgan, Jacqueline Escajeda and Karin Navarro

Reviewed By: Stephanie Kashima, Daniel Peck, Danny Nguyen and Pat Fenton

Approved By: Bradley Davis

**Funding Source/Fiscal Impact**

Acceptance of this item will result in continued funding for the Child Development Centers in the amount of $576,750.00 district wide. Any changes to the state budget may impact the ultimate allocation levels. The details of the resolutions are as follows:

| 1. | Accept the $309,853 allocation from the California Department of Education, Office of Child Development, for operation of the West Valley College and Mission College General Child Care Centers (CCTR); |
| 2. | Accept the $266,897 allocation from the California Department of Education, Office of Child Development, for operation of the Full-Day Preschool (CSPP) on the West Valley College and Mission College campuses; |
| 3. | Accept the continued allocation from the U.S. Department of Agriculture for meals at the children's centers; |
| 4. | Designate the Program Directors, Anne Horgan, to complete eligibility assessments, submit reports, and seek and maintain licensure requirements for the West Valley College centers; and Karin Navarro to complete eligibility assessments, submit reports, and seek and maintain licensure requirements for the Mission College centers; |
| 5. | Adopt two Resolutions, No. 20070701 and No. 20070702, certifying the District’s acceptance of the aforementioned California Department of Education, Office of Child Development grant allocations; and Authorize the administration to accept the usual adjustments and augmentations during the 2020-2021 fiscal year to the Office of Child Development grant allocations. |

No matching funds from the District are required, although eligibility guidelines require some of the families to contribute portions of the fees based upon their income. Child Care funds in the District are maintained in Fund 330.

**Reference(s)**

In 2008, Assembly Bill 2759 was signed into law, consolidating all the current State Preschool, Prekindergarten Family Literacy, and General Child Care and Development programs serving preschool-aged children into the California State Preschool Program, effective July 1, 2009. This is the largest state-funded preschool program in the nation. It streamlines the administration of state preschool programs, and improves the efficiency and effectiveness of program
administration. Funding is provided for services to low-income families, including welfare recipients, in licensed center-based programs; licensed family child care homes; and license-exempt settings, such as a family’s own home or the home of a relative or neighbor.

Background/Alternatives

West Valley-Mission Community College District has obtained renewal funding to maintain the subsidized preschool and child care spaces in their existing child development centers.

West Valley College’s Child Development Center is administered through the Child Studies Department and consists of two classrooms with a licensed capacity of 92 children: the Oak and Acorn rooms are designated for two to five year olds. The program operates from 7:30 a.m. to 6:00 p.m., Monday through Friday, twelve months per year.

Mission College’s Child Development Center is administered through the Child Development Department and has a potential capacity for 113 children, including infants aged 6 weeks to 18 months, toddlers aged 18 to 36 months, and preschoolers aged 3 to 5 years old. Hours of operation are from 7:30 a.m. to 6:00 p.m., Monday through Friday, twelve months per year.

Coordination

Anne Horgan coordinates the West Valley College sites under the direction of Renee Paquier, Dean of Professional Studies. Karin Navarro coordinates the Mission College program under the direction of Jacqueline Escajeda, Dean of Career Technical Education. Both college administrations support continued operation and enhancement of their child development lab programs.

Follow-up/Outcome

Upon Board approval of this resolution, the colleges will file appropriate paperwork with the State.

File Attachments

Attach 5.2 Resolution 20070701 Funding Contract CCTR.pdf (191 KB)
Attach 5.2 Resolution 20070702 Funding Contract CCTP.pdf (191 KB)

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
RESOLUTION #20070701

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2020-2021.

______________________________________________________________________________________________

RESOLUTION

BE IT RESOLVED that the Governing Board of 

The West Valley-Mission Community College District

authorizes entering into local agreement number CCTR-0278 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

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<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
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<tbody>
<tr>
<td>Bradley J. Davis</td>
<td>Chancellor</td>
<td></td>
</tr>
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<td></td>
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</table>

PASSED AND ADOPTED THIS 7 day of July 2020, by the Governing Board of the West Valley-Mission Community College District of Santa Clara County, in the State of California.

I, Brenda B. Rogers, Clerk of the Governing Board of The West Valley-Mission CCD of Santa Clara County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

_________________________________________  __________________________
(Clerk's signature)  (Date)
RESOLUTION #20070702

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2020-2021.

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RESOLUTION

BE IT RESOLVED that the Governing Board of _____________________________
the West Valley-Mission Community College District

authorizes entering into local agreement number CSPP-0586 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

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<tbody>
<tr>
<td>Bradley J. Davis</td>
<td>Chancellor</td>
<td></td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED THIS ___ day of July 2020, by the Governing Board of the West Valley-Mission Community College District of Santa Clara County, in the State of California.

I, ________________________, Clerk of the Governing Board of

The West Valley-Mission CCD, of Santa Clara County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

________________________ (Clerk's signature)  __________________________ (Date)
7. Human Resources

7.1 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.

Meeting Jul 7, 2020 - Regular Meeting, Comments
Access Public
Type Action
Recommended Action 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.

Prepared By: Ryan Ng
Reviewed By: Eric Ramones
Approved By: Bradley Davis

I. Temporary Assignment(s)

a. Inez Barragan, temporary 7% increase for additional duties assigned, Mission College, Range 21 ($11,502.42-$14,339.75/per month), effective June 3, 2020, through August 1, 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.

b. Donna Hale, Administrative Unit, from Program Director I, Student Programs, Range 15 ($9,918.5-$12,365.25/per month), to Acting Program Director II (EOSP/CARE), Range 21 ($11,502.42-$14,339.75/per month), effective October 28, 2019, through June 30, 2020, extend through December 31, 2020. Compensation paid in the form of fringe benefits shall be limited by the coverage selected ranging from $11,741-$28,270 on an annual basis.

c. Brian Miller, temporary 7% increase for additional duties assigned, Mission College, Range 25 ($12,696.50-$15,828.50/per month); effective February 10, 2020, through June 30, 2020, extend through December 31, 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.

d. Valerie Jensen, temporary 7% increase for additional duties assigned, Mission College, Range 25 ($12,696.50-$15,828.50/per month); effective July 1, 2020, through August 10, 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.

e. John Vlahos, temporary 15% increase for additional duties assigned, West Valley College, Range 25 ($12,696.50-$15,828.50/per month); effective July 1, 2020, through May 31, 2021. 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. Inez Barragan, temporary 7% increase for additional duties assigned, Program Director II, Student Programs, Administrative Unit, Range 21($11,502.42-$14,339.75/per month), HSI-STEM, Mission College, 100% of full time, 12 months per year; effective June 3, 2020, through August 1, 2020; Position ID# MAD0025. Fund
120105-AANAPISI 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: Oversee the AANAPISI grant, activities and personnel funded under the grant.

b. Donna Hale, Administrative Unit, from Program Director I, Student Programs, Range 15 ($9,918.5-$12,365.25/per month), CalWorks, Mission College, 100% of full time, 12 months per year, to Acting Program Director II, Student Programs, Range 21 ($11,502.42-$14,339.75/per month), EOPS/CARE, Mission College, 100% of full time, 12 months per year; effective October 28, 2019, through June 30, 2020, extend through December 31, 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.

c. Brian Miller, temporary 7% increase for additional duties assigned, Dean, Administrative Unit, Range 25 ($12,696.50-$15,828.50/per month), Library Studies and Language Arts, Mission College, 100% of full time, 12 months per year; effective February 10, 2020, through June 30, 2020, extend through December 31, 2020. Position ID# MAD006. 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: Oversee the Nursing and Health Occupations division including supervising hiring committees and managing the budget, course offerings, and faculty and staff personnel.

d. Valerie Jensen, temporary 7% increase for additional duties assigned, Dean, Administrative Unit, Range 25 ($12,696.50-$15,828.50/per month), Instruction, Mission College, 100% of full time, 12 months per year; effective July 1, 2020, through August 10, 2020. Position ID# MAD009. 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: Oversee Language Arts division including supervising the faculty, staff, and students.

e. John Vlahos, temporary 15% increase for additional duties assigned, Dean, Administrative Unit, Range 25 ($12,696.50-$15,828.50/per month), Health and Human Development, West Valley College, 100% of full time, 12 months per year; effective July 1, 2020, through May 31, 2021. Position ID# WAD019. 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: Oversee athletics at Mission College.
8. Business and Finance

Subject 8.1 2022-2026 UPDATED FIVE-YEAR CAPITAL OUTLAY PLAN - Recommendation: That the Board of Trustees approve the revisions to the 2022-2026 Five-Year Capital Outlay Plan for submittal to the California Community College State Chancellor’s Office.

Meeting Jul 7, 2020 - Regular Meeting, Comments

Access Public

Type Action

Recommended That the Board of Trustees approve the revisions to the 2022-2026 Five-Year Capital Outlay Plan for submittal to the California Community College State Chancellor’s Office.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
Funding for the District projects listed on the Five-Year Capital Outlay Plan is through Capital Outlay, Measure C bonds, Measure W bonds, Land Corporation, or a combination thereof.

Reference(s)
This item is associated with the implementation of the WVC and MC Facilities Master Plans, the WVMCCD 5-Year Capital Outlay Plan, and the Measure C and Measure W Project Priority Lists.

Background/Alternatives
Each year, the District is required to submit a Five-Year Capital Outlay Plan to the State of California regarding its Capital Outlay projects, including five-year projections for new facility construction or existing facility renovations. This plan covers the planning years of 2022-2026.

The Five-Year Capital Outlay Plan lists individual projects; project costs, including design, construction and equipment; and the fiscal year the project will be funded contingent on the availability of funding by the State.

The 2022-2026 Five-Year Capital Outlay Plan will include information from the following Initial Project and Final Project Proposals (IPPs and FPPs):

West Valley College

<table>
<thead>
<tr>
<th>Project</th>
<th>FPP</th>
<th>IPP</th>
<th>Construction Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Resource Center Renovation (Approved)</td>
<td>X</td>
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<td>$39,772,000</td>
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<tr>
<td>Theater Renovation (Pending Approval)</td>
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<td>$16,740,000</td>
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<tr>
<td>PE/Gym Buildings Renovation</td>
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<td>X</td>
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<td>New Administration Building</td>
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Mission College

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<tr>
<th>Project</th>
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<th>Construction Cost</th>
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<td>Performing Arts Building (Approved)</td>
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<td>Student Campus Center Renovation (Pending Approval)</td>
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<td>$15,102,000</td>
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</table>
M&O Storage and Recycling Facilities | X | $3,928,000

The attached document provides details of the major State and locally funded construction projects in the District’s proposed Five-Year Capital Outlay Plan.

Coordination
The associate vice chancellor of facilities development and operations prepared the updates to the Five-Year Capital Outlay Plan as well as the Initial and Final Project Proposals.

Follow-up/Outcome
Upon Board approval, the associate vice chancellor of facilities development and operations will submit the revised plan, along with the project proposals, to the State Chancellor’s Office by August 1, 2020.

File Attachments
5.X 5YCP WVMCCD 2022-26.pdf (162 KB)
2022-2026 FIVE YEAR CAPITAL OUTLAY PLAN
(2022-2023 FIRST FUNDING YEAR)

West Valley-Mission Community College District

Prepared in reference to the Community College Construction Act of 1980 and approved on behalf of the local governing board for submission to the office of the Chancellor, California Community Colleges

Signed

Brad Davis
(Chief Executive Officer or their designee)

Title
Chancellor

Date
6/12/2020

Contact Person
Javier Castruita

Telephone
408-741-2042

Date Received at Chancellor's Office:

Chancellor's Office Reviewed by:

Notice of Approval
West Valley-Mission Community College District 490

List the address and acreage of every land unit owned by the district (Education Code 81821(e)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year.

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<thead>
<tr>
<th>Address</th>
<th>Acres</th>
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<tbody>
<tr>
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<tr>
<td>3000 Mission College Blvd.</td>
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<tr>
<td>Santa Clara, CA 95054</td>
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<td>West Valley College</td>
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<tr>
<td>14000 Fruitvale Ave.</td>
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<td>Saratoga, CA 95070</td>
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<td>Total Acreage:</td>
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Legislative Districts

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<tr>
<th>Campus</th>
<th>Assembly</th>
<th>Senate</th>
<th>House</th>
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<td>West Valley District Office*</td>
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# Instructional Delivery Locations

## West Valley-Mission Community College District 490

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## District Projects Priority Order (2020 - 2026)

### West Valley-Mission Community College District 490

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<th>No.</th>
<th>Project Description</th>
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## West Valley-Mission Community College District 490

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<td>Security, Safety and Monitoring Projects</td>
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<td>Storm Water Master Plan and Implementation</td>
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9. Board

Subject 9.1 Resolution 20070703 AFFIRMING OUR COMMITMENT TO STUDENT SUCCESS FOR AFRICAN AMERICAN STUDENTS AND OUR COMMITMENT TO AN EQUITABLE WORKPLACE FOR AFRICAN AMERICAN EMPLOYEES - Recommendation: That the Board of Trustees adopt Resolution 20070703.

Meeting Jul 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees adopt Resolution 20070703.

Prepared By: Brenda Rogers

Reviewed By: Manny Cappello

Approved By: Bradley Davis

Funding Source/Fiscal Impact There is none.

Reference(s)
This resolution is aligned with the Campaign for College Opportunity’s “State of Higher Education for Black Californians” 2019 report; WVMCCD’s Mission Statement: "The District strives to maintain and support institutional integrity, mutual respect, diversity, tolerance, rigorous evaluation, an exceptional workforce of faculty and staff, and partnerships between students, faculty, staff, administrators, the Board of Trustees and the community."; and Board Policy 5050, Student Success and Support Programs; Education Code Sections 78210-78219 et seq.; Title 5 Sections 5550 et seq.

Background/Alternatives
America watched the televised cell phone video of the death of George Floyd under the knee of a Minneapolis, Minnesota Police Officer and were horrified as a nation to observe the callous disregard for this black man’s life at the hands of officers sworn to serve and protect all Americans. Black Lives Matter protests erupted in American cities and towns worldwide, with people of all races raising their voices for justice and an end to the killing.

On April 22, 2020, the African American Virtual Town Hall was convened with over 1,000 California community college practitioners, policymakers, and national scholars to discuss financial aid reform, housing, food, technology and transportation insecurities, impacts of COVID-19 on African American students, and policy recommendations to support this student population.

The Community College League of California (League) announced on Friday, June 5, 2020, by a unanimous vote, the California Community College Trustees (CCCT) Board and the Chief Executive Officers of California Community Colleges (CEOCCC) Board approved a joint resolution affirming their commitment to student success for Black and African American students.

On June 15, the Chancellor of WVMCCD designated Juneteenth (6/19) a day of reflection by closing the campuses and invited all employees to use the day to engage in the scholarship, introspection, public service, or other means of personal enrichment necessary to help sustain us as we commence expanding our collective knowledge base and engaging meaningfully in anti-racism work. This resolution affirming our Board of Trustees support will be part of the foundation of that work.

Coordination
The CCCT and CEOCCC’s joint resolution also reaffirms the League’s commitment to remove systemic barriers for Black and African American students and work collaboratively with its governing board, the California Community College system as well as local, state and federal governments, businesses and community-based organizations to provide race-
conscious decision making in support of this underserved student population. The WVMCCD intends to be an agent of change by identifying and removing the systematic and unconscious barriers for Black students on our campuses.

WVMCCD states our commitment to foster a culture in which all members of the Black and African American community 1) feel safe, respected and valued; 2) are invited to participate fully, share their unique gifts, talents and backgrounds; 3) Are celebrated for the richness of their perspectives and ideas; and 4) understand that diversity and inclusion are key priorities of the California Community College system as a whole.

Follow-up/Outcome
Following Board approval, Resolution 20070703 will be posted on the district’s website affirming our commitment to student success for Black and African American students and its further support of fair and equitable employment practices for employees of our district. The district has joined the University of Southern California Race and Equity Center’s California Community College Equity Leadership Alliance to help us better develop and achieve equity goals and foster cultures of inclusion.

File Attachments
Attach 9.1 RESOLUTION 20070703 AFFIRMING OUR COMMITMENT TO AFRICAN AMERICAN STUDENTS AND EQUITABLE WORKPLACE.docx (60 KB)

Action items will be acted upon in one motion unless they are removed from the Consent Agenda for discussion and action. Information items will not be discussed unless they are removed from the Consent Agenda.
West Valley–Mission Community College District

RESOLUTION #20070703
AFFIRMING OUR COMMITMENT TO STUDENT SUCCESS FOR AFRICAN AMERICAN STUDENTS AND OUR COMMITMENT TO AN EQUITABLE WORKPLACE FOR AFRICAN AMERICAN EMPLOYEES

WHEREAS, on April 22, 2020, the African American Virtual Townhall was convened with over 1,000 California community college practitioners, policymakers, and national scholars to discuss financial aid reform, housing, food, technology and transportation insecurities, impacts of COVID-19 on African American students, and policy recommendations to support this student population; and

WHEREAS, on April 27, 2020, African American Success Week was held, with an average of 300 participants participating in daily workshops covering recommendations for black student success, housing insecurity, COVID-19, and listening to Black student voices; and

WHEREAS, on May 25, 2020, Mr. George Floyd, a black man in Minnesota, died, face down, under the knee of a white police officer; and

WHEREAS, the California community colleges represent and serve one of the most diverse populations in the world in terms of race, ethnicity, language, culture, national origin, socio-economic class, age, physical ability, sexual orientation, and religious beliefs;

WHEREAS, the California community colleges’ unwavering commitment to diversity and inclusion requires that we advocate and use a collective voice to identify and eliminate barriers to equity and that we act deliberately to create a safe and inclusive environment where individual and group differences are valued and leveraged for our growth and understanding as an educational community; and

WHEREAS, 72% of Black undergraduates who are enrolled in a public college or university in California are enrolled in a California community college compared to 9% and 3% who are enrolled in a California State University (CSU) and University of California (UC) institution, respectively; and

WHEREAS, most Black community college students are adult learners who work full-time while attending college part-time, have family commitments/responsibilities, and struggle with basic needs insecurities. The students who need the most get the least financial support; and

WHEREAS, California community colleges receive the least amount of per-student funding in comparison to the public educational sectors, University of California: $33,569; California State University: $18,445, California Community Colleges: $8,306; K-12: $12,018.

WHEREAS, 27% of Black families live below the poverty line (less $24,399 per year) compared to 16% for all California families. 48% of Black families earn less than $48,678 per year compared to 36% for all California families; and
WHEREAS, the ratio of Black students to tenured Black professors is 1:131 in California’s community colleges (CCC), 1:46 in the CSU, and 1:32 in the UC. Comparatively, the ratios for White students are 1:4 in the CCC, 1:16 in the CSU, and 1:8 in the UC; and

WHEREAS, practitioners and policymakers will utilize race-conscious perspectives in making decisions to improve the success of Black students; and

WHEREAS, 37% of Black community college students earn a degree, certificate, or transfer within six years; and only 3% of Black students in California Community Colleges (CCC) transfer within two years; and only 35% of Black students transfer to a public university within six years; and

WHEREAS, the state of California and the California Community College system need to address structural inequities of Black student success by way of policy efforts and advocacy; and

WHEREAS, the state of California and the California Community College system need to address structural barriers to recruitment, hiring and retention practices which would allow each college to have a representative staff, faculty and administration which reflects their student body;

NOW THEREFORE BE IT RESOLVED, that we, the West Valley-Mission Community College District hereby reaffirm our commitment to remove systemic barriers for Black California community college students by working collaboratively with our governing boards, the California community college system as well as local, state and federal governments, businesses and community-based organizations to provide race-conscious decision making in support of Black community college students as they complete their academic programs and as Black students transition to a four-year college or university, or employment; and be further

RESOLVED that we, the West Valley-Mission Community College District hereby reaffirm our commitment to implement recruitment, hiring and retention practices to ensure our professional staff, faculty and administrative employees represent the demographic of the students we serve to the greatest degree possible and to hold ourselves accountable for achieving that goal; and be it further

RESOLVED that we the West Valley-Mission Community College District affirms our commitment to foster a culture in which all members of the Black and African American community 1) feel safe, respected and valued; 2) are invited to participate fully, share their unique gifts, talents and backgrounds; 3) are celebrated for the richness of their perspectives and ideas; and 4) understand that diversity and inclusion are key priorities of the West Valley-Mission Community College District as stated in its mission and that we endeavor to be the change our communities deserve to end systematic racism.

Dated: ___________________________  Signed: ___________________________

Susan Fish, Board President, WVMCCD
### 9. Board

<table>
<thead>
<tr>
<th>Subject</th>
<th>9.2 LEGISLATIVE OVERSIGHT COMMITTEE - Recommendation: That the Board of Trustees consider forming a standing committee entitled the Legislative Oversight Committee (LOC).</th>
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<tbody>
<tr>
<td>Meeting</td>
<td>Jul 7, 2020 - Regular Meeting, Comments</td>
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<td>Access</td>
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<td>Type</td>
<td>Action</td>
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<tr>
<td>Recommended Action</td>
<td>That the Board of Trustees consider forming a standing committee entitled the Legislative Oversight Committee (LOC).</td>
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<tr>
<td>Prepared By</td>
<td>Brenda Rogers</td>
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<tr>
<td>Reviewed By</td>
<td>Manny Cappello</td>
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<tr>
<td>Approved By</td>
<td>Bradley Davis</td>
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**Funding Source/Fiscal Impact**
There would be no cost to the District in establishing the LOC, however, there may be a small fiscal impact due to overtime for the Chancellor's designee for attending the meetings, minutes and agenda publishing and production, and lobbying activity on pending legislation requiring travel by district personnel.

**Reference(s)**
- Board Policies 2200, Board Duties and Responsibilities, 2220, Committees of the Board, and 2716, Political Activity; and Government Code Section 54952.

**Background/Alternatives**
The Legislative Oversight Committee was formed by the Board of Trustees in the past, at the request of Trustee Stampolis and under Chancellor Stan Arterberry's leadership. Trustee Lucas served as a member of that past LOC. The committee was disbanded when Trustee Stampolis left the Board, and John Hendrickson served as chancellor of the district.

**Coordination**
The LOC shall study and report on matters relative to legislation, ballot issues and/or government regulations directly affecting the West Valley-Mission Community College District, its Colleges, or its students.

Such committee shall be composed of no more than three voting members of the Board and has no power to act on behalf of the Board. The committee members shall be appointed by the Board President and shall operate within the provisions of the Brown Act.

The LOC has the following charge on behalf of the West Valley-Mission Community College District, its Colleges, and students.

1. Identify priority legislation, ballot issues, and government regulations at the local, state, and federal levels and recommend official positions to the Board.
2. Advocate on matters of interest to the Board and engage in the legislative process to help guide and influence the development of legislation in a timely manner.
3. Establish policy and advocacy priorities on behalf of the district, its colleges, and students.
4. Provide consistent, current and timely information to the Board on legislative matters.

The Board may refer legislative, ballot, and government related matters to the LOC for thorough discussion.

**Follow-up/Outcome**
If the Board decides to re-establish the LOC, the Board President will select three members from the Board to serve on this standing committee. The Chancellor or Chancellor's designee shall be responsible for publishing LOC agendas, and transcribing and maintaining committee minutes.
10. Information Reports and Items for Future Board Consideration

Subject  10.1 Academic Senate Update (Aram Shepherd) (Gretchen Ehlers)
Meeting  Jul 7, 2020 - Regular Meeting, Comments
Access    Public
Type      Information
### 10. Information Reports and Items for Future Board Consideration

<table>
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<th>Subject</th>
<th>10.2 Classified Senate Update (Ana Lobato) (Kristal DelaCruz)</th>
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<td>Subject</td>
<td>10.3 Student Senate Update (Maddy Mandarelli) (Alondra Martinez-Medina)</td>
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## 10. Information Reports and Items for Future Board Consideration

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<th>10.4 West Valley College Update (Stephanie Kashima)</th>
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## 10. Information Reports and Items for Future Board Consideration

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<th>Subject</th>
<th>10.5 Mission College Update (Daniel Peck)</th>
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<td>Meeting</td>
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## 10. Information Reports and Items for Future Board Consideration

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<th>Subject</th>
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### 10. Information Reports and Items for Future Board Consideration

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### 12. Reconvene Public Session, If Necessary

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<th>Subject</th>
<th>12.1 Report of Closed Session Action</th>
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## 13. Meeting Closing

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Regular Meeting (Tuesday, May 19, 2020) APPROVED
Generated by Brenda Rogers on Thursday, May 21, 2020

1.1 Call to Order
The meeting was called to order at 6:02 p.m..

1.2 Roll Call
Members Present: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Anne Kepner and Adrienne Grey. Jack Lucas was absent and excused.
Student Trustees: Evelina Gromilina and Kian Lechner were present during the public session only.

1.3 Oral Communication from the Public on Closed Session Agenda
There were none.

2.1 Adjourn to Closed Session
There was one item:
DIRECTION TO LABOR NEGOTIATORS (Government Code 54957.6)
Provided direction to Associate Vice Chancellor of Human Resources, Eric Ramones, 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.

3.1 Reconvene Public Session
Public Session was reconvened at 7:20 p.m.

3.2 Pledge of Allegiance
President Fish led the Pledge of Allegiance.

3.3 Report of Closed Session Action
President Fish reported that no action was taken.

3.4 Approval of the Order of the Agenda
Motion to Approve the agenda as presented.

Motion by Anne Kepner, second by Adrienne Grey. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Anne Kepner, Adrienne Grey Student Trustee Advisory Vote: Aye: Kian Lechner

3.5 Approval of Minutes
Motion to Approve the April 7, 2020 minutes as presented.

Motion by Anne Kepner, second by Robert Owens. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Anne Kepner, Adrienne Grey Student Trustee Advisory Vote: Aye: Kian Lechner

3.6 Presentations/Recognitions
ESSP: Mission College's Early College High School and Santa Clara Unified School District Partnerships, presented by Omar Murillo, Mission College Vice President of Student Services, and Viola Smith, Principal, Mission College Early High School. Mission College Early College Program started in 2017 to provide HS students a pathway to post secondary education. Enrollment efforts targeted underrepresented minorities, socio-economically disadvantaged, first generation college students, and students who desired an alternative, smaller learning environment. Currently, one hundred 10th, 11th and 12th grade students are enrolled, with the program capacity for 120. This program has grown and is expected to reach full capacity of 120 with possibility for expansion. Two students from the program talked about their positive experiences and outcomes. Highlights of the program were the STEAM Expo, Culinary Competition, Mission Promise scholarships and campus visits/Zoom workshops.
The Board expressed gratitude and bid farewell to Student Trustees Evelina Gromilina and Kian Lechner for their year of exceptional service over the 2019-2020 Academic Year. Both of the student trustees have bright futures ahead and will succeed in any endeavor they choose.

3.7 Oral Communication from the Public

Eight faculty members submitted public comment requests. They addressed the Board regarding the COVID-19 impacts on faculty and students transitioning to online instruction/learning, and requested further compensation for their efforts.

3.8 Report of the Audit and Budget Oversight Committee (ABOC)

ABOC Chair Robert Owens said the committee met on Monday, May 11, and ABOC recommended the passage of both fiscal items on the agenda. ABOC will hold a special meeting to discuss the tentative budget on Tuesday, May 26.

4.1 Unfinished Business

No items

5.1 Approval of Consent Agenda

Recommendation: Motion to Approve the Consent Agenda as Presented

5.12 was pulled from the consent agenda by Trustee Owens for further discussion.

Motion by Randi Kinman, second by Anne Kepner. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Anne Kepner, Adrienne Grey
Student Trustee Advisory Votes: Aye: Kian Lechner and Evelina Gromilina.

APPROVED CONSENT AGENDA ITEMS:

5.2 SELECTION OF A REPRESENTATIVE FROM WEST VALLEY COLLEGE TO SIT ON THE SOUTH BAY CONSORTIUM FOR ADULT EDUCATION STEERING COMMITTEE - Recommendation: In accordance with the Adult Education Block Grant, it is the recommendation of the Chancellor that the Board of Trustees appoint Eric Grabiel from West Valley College as the representative to the Steering Committee of the South Bay Consortium for Adult Education (SBCAE) and Brad Weisberg as alternate to that same committee.

5.3 APPROVE BARNES & NOBLE PURCHASE ORDER INCREASE FOR EXTENDED OPPORTUNITY PROGRAM & SERVICES FOR FISCAL YEAR 2019-2020 - Recommendation: That the Board of Trustees approve the amount for the Barnes & Noble Purchase Order (P.O.) P2000826 for 2019-2020 in the amount of $140,000.

5.4 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES - Recommendation: That the Board of Trustees approve the items listed below.

5.5 CONSIDER APPROVAL OF REVISED 2020-2021 SABBATICAL LEAVE REQUEST - Recommendation: That the Board of Trustees approve the proposed sabbatical leave for the faculty member listed below.

5.6 RATIFICATION OF VENDOR WARRANTS - Recommendation: That the Board of Trustees ratify vendor payments from December 2, 2019 through March 31, 2020; Banner warrant numbers 00323844-00325661 and 10002790-10003210** totaling $20,278,504.58.

5.7 APPROVAL OF CONTRACT RENEWAL FOR DISTRICT-WIDE CAFETERIA SERVICES TO WM DINING SERVICES - Recommendation: That the Board of Trustees approve a two-year contract renewal for district-wide cafeteria services operations to WM Dining Services, Inc.

5.8 APPROVAL TO ADD DIALCARE ONTO FY 20/21 RENEWAL OF INTERNATIONAL STUDENT HEALTH INSURANCE - Recommendation: That the Board of Trustees authorize the administration to include in its agreement with Relation, its
carrier for international student health insurance for Mission College and West Valley College, the additional feature of DialCare.

5.9 FINANCIAL STATEMENTS AND BUDGET ADJUSTMENTS - Recommendation: That the Board of Trustees approve the financial statements and budget adjustments as specified for the period of January 1, 2020, through March 31, 2020 (Third Quarter). The summary of significant changes lists the Third Quarter’s cumulative budget transactions.

5.10 2019-20 CCFS 311 THIRD QUARTER FINANCIAL REPORT - Recommendation: That the Board of Trustees accept the 2019-20 Third Quarter Financial Report and authorize Fiscal Services staff to forward the CCFS-311Q Report to the California Community Colleges Chancellor’s Office (CCCCO).

5.11 APPROVE CONTRACT INCREASE WITH ROBERT A. BOTHMAN, INC. - Recommendation: That the Board of Trustees ratify Change Order 2 for an increase of $445,605 to the contract with Robert A. Bothman for the Interdisciplinary Plaza project at Mission College.

5.12 was pulled from the consent agenda for discussion:

5.12 PROJECT ASSIGNMENT AGREEMENT WITH WRNS STUDIO FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE LANDSCAPING AND GATEWAY ADDITIONS PROJECT AT MISSION COLLEGE - Recommendation: That the Board of Trustees approve the project assignment agreement in the amount of $142,000 with WRNS Studio for architectural and engineering services for the Landscape and Gateway Additions project at Mission College.

  Recommendation: Motion to Approve Item 5.12 as Presented

Trustee Owens said this is listed as MC-16, this is further down the list of priorities than other higher priorities. He expressed concern that with the rising construction costs, he wants to ensure projects higher on the list are not priced out to lesser priorities. Trustee Owens wanted to know what the monument listed in the item referred to and asked for clarity on the purpose of the monument.

Javier Castuita said the item should have been listed as MC-14, his mistake. The original monument was a $1.2 Million fountain.

President Peck said originally the designers had chosen a large fountain, but the cost was prohibitive and the maintenance intensive, so the monument will be an art installation of large letters spelling the college’s name, MISSION.

Chancellor Davis suggested that the Board review the updated project priority list at the July meeting.

Motion by Randi Kinman, second by Robert Owens. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Anne Kepner, Adrienne Grey
Student Trustee Advisory Vote: Aye: Kian Lechner and Evelina Gromilina.

6.1 College, Programs, and Services
No Items.

7. Human Resources
7.1 EQUAL EMPLOYMENT OPPORTUNITY FUND MULTIPLE METHOD ALLOCATION MODEL CERTIFICATION FORM APPROVAL, FISCAL YEAR 2019-2020 - Recommendation: That the Board of Trustees adopt the Equal Employment Opportunity (EEO) Fund Multiple Method Allocation Model Certification Report

  Motion to Approve


  Motion by Anne Kepner, second by Robert Owens. Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Anne Kepner, Adrienne Grey
Student Trustee Advisory Vote: Aye: Kian Lechner

8.1 Business and Finance
No Items
9.1 Board
No Items

10. Information Reports and Items for Future Board Consideration
No Items

11. Continuation of Closed Session, If Necessary
Not necessary.

12. Reconvene Public Session, If Necessary
Not necessary.

13.1 Adjournment
Student Trustee Lechner asked that the Board support the purchase of a DESP software which will be coming forward in the future. He also introduced the incoming WVC Student Trustee Tisha Dee Hartman. Thank you for awarding him the Trustee Award.

President Fish adjourned the meeting at 8:38 p.m.