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

**Special Meeting
Tuesday, July 19, 2011**

West Valley College
14000 Fruitvale Avenue, Saratoga, CA 95070

6:00 p.m. Public Session Fox 211
6:02 p.m. Closed Session Fox 211
6:30 p.m. Public Session Board Room

1.0 CALL TO ORDER - PUBLIC SESSION

- 1.1 Roll Call Oral
- 1.2 Oral Communication from the Public on Closed Session Agenda

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

2.0 ADJOURN TO CLOSED SESSION

Provide direction to Todd Goluba, Esq., Associate Vice Chancellor of HR Brad Davis, and Chancellor John Hendrickson, District designated representatives, regarding negotiations with ACE, SEIU, Teamsters, and POA (Government Code 54957.6); and to John E. Hendrickson, Chancellor, regarding unrepresented groups.

3.0 RECONVENE PUBLIC SESSION

- 3.1 Pledge of Allegiance Oral
- 3.2 Report of Closed Session Action Oral
- 3.3 Approval of the Order of the Agenda (A) Oral
- 3.4 Approval of the Minutes of the June 21, 2011, Board of Trustees Meeting (A) 9
- 3.5 Presentations/Recognitions Oral
Educational and Student Services Presentation:
 West Valley College ATTE - Presenter: David Esmaili

Presentation:
 West Valley College Intercollegiate Athletics
 Mission College Intercollegiate Athletics
- 3.6 Oral Communications from the Public

(A) = Action (I) = Information
 *In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact the Chancellor's Office at 408-741-2011 one week prior to the meeting date.

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.

3.7 Written Communications from the Public Oral

4.0 UNFINISHED BUSINESS There is none.

APPROVAL OF CONSENT AGENDA ACTION ITEMS (A)

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

5.0 COLLEGE PROGRAMS AND SERVICES - Consent Agenda - There are no items.

6.0 HUMAN RESOURCES - Consent Agenda

6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES (A) 25

Recommendation: The Board of Trustees approve the following personnel transactions:

I. Position Action Request

a. Approve position changes (Attach. A) for West Valley-Mission Community College District. 29

II. Appointments

Academic

a. Ashley Piekarski, Instructor, Chemistry, Math and Science Department, Mission College.

b. Qiana Houston, Instructor, Sociology, Mission College.

Temporary Academic Appointments

c. Freba Coggnetta, Temporary One-Semester Appointment, Counselor, Counseling, West Valley College.

d. Andrew Varbel, Temporary One-Year Appointment, Instructor, English, Mission College.

Classified

e. Gabriel Mendez, CDC Specialist III, Child Development Center, Mission College.

f. Lisa Curiel, CDC Specialist III, Child Development Center, Mission College.

Administrative

g. Frank Kobayashi, Dean, Career Education and Workforce Development, Office of Instruction, West Valley College.

III. Leaves of Absence

Academic

a. Maria Scheper, Counselor, Counseling, West Valley College.

Classified

b. Jeannie Truong, Library Media Technician, Library, Mission College.

c. Delia Gomez, Office Coordinator, District Police, West Valley-Mission Community College District.

d. Cravin Williams, Custodian, Custodial, West Valley-Mission Community College District.

e. Anita (Ronnie) Vasquez, Financial Technician, Payroll, West Valley-Mission Community College District.

IV. Transfer

Classified

a. Marsha Robertson, CDC Specialist II, Child Development Center, *from* West Valley College *to* Mission College.

V. Job Description Revisions

Administrative

a. Approve job description changes *from* Associate Vice Chancellor, Human Resources, *to* Associate Vice Chancellor of Human Resources and Advancement (6.1 Attach. B). 30

b. Approve job description changes *from* Director, Public Safety (6.1 Attach. C), Administrative Unit, *to* Chief of Police. 36

c. Approve new job description for Director of DISC and EOP&S/CARE (6.1 Attach. D). 41

Hourly Classified Approvals

Periodic, Professional Experts, Project-Based, Seasonal, and Tutor hires on an "as needed" basis for the 2011-2012 academic year, as listed on Exhibit A. 46

Hourly Classified Ratifications

Hourly student, substitute, volunteer, and work study employees on an "as needed" basis for the 2011-2012 academic year, as listed on Exhibit B. 48

Associate Faculty

Emergency hire (exceptions to the regular hiring procedure) and other associate faculty are recommended for employment as listed on Exhibit C. 49

[6.1 Personnel Transactions](#)

[6.1 Attachment A](#)

[6.1 Attachment B, Associate Vice Chancellor HR and Advancement Job Description](#)

[6.1 Attachment C Chief of Police Job Description](#)

[6.1 Attachment D DISC EOPS Job Description](#)

[6.1 Exhibit A Preapprovals](#)

[6.1 Exhibit B Ratifications](#)

[6.1 Exhibit C Emergency Hires](#)

- 6.2 APPROVAL OF PROFESSIONAL GROWTH AND DEVELOPMENT SALARY INCREMENT AWARDS (A) 50

Recommendation: That the Board of Trustees award Professional Growth and Development (PG&D) increments to the below-listed individuals, effective August 1, 2011, on the basis of the compliance report for each of the faculty members being submitted to the Committee prior to June 10, 2011.

[6.2 APPROVAL OF PROFESSIONAL GROWTH AND DEVELOPMENT SALARY INCREMENT AWARDS](#)

7.0 BUSINESS AND FINANCE - Consent Agenda

- 7.1 SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO STATUS (I) 56

Recommendation: This item is for informational purposes only.

[7.1 Investment Update](#)

[7.1 Investment Report](#)

- 7.2 ESTABLISHMENT OF NEW FUNDS (A) 82

Recommendation: That the Board of Trustees approve the establishment of new funds within the Governmental Funds Group and the Fiduciary Funds Group.

[7.2 Establish New Funds LRB](#)

- 7.3 LEGAL SERVICES CONTRACTS (A) 84

Recommendation: That the Board of Trustees acknowledge the second contract year for legal services with the firms of Atkinson, Andelson, Loya, Ruud & Romo and Public Agency Law Group.

[7.3 Legal Contracts](#)

- 7.4 AWARD CONTRACT FOR PAYROLL SERVICES (A) 86

Recommendation: That the Board of Trustees authorize the District to enter into a contract with the Santa Clara County Office of Education for payroll services.

The contract amount is \$119,199. The length of the contract is for one year, beginning July 1, 2011 through June 30, 2012.

[7.4 Payroll Contract COE](#)

- 7.5 APPROVE CONTRACT INCREASE WITH CIS, INC., FOR INSPECTOR OF RECORD SERVICES FOR THE MC HOSPITALITY MANAGEMENT RENOVATION PROJECT (A) 88

Recommendation: That the Board of Trustees approve a \$35,000 increase to the contract with CIS, Inc., for inspector of record services for the Mission College Hospitality Management Renovation Project.

[7.5 CO CIS, Inc. - IOR MC HM](#)

- 7.6 APPROVE CONTRACT INCREASE WITH GONSALVES & STRONCK CONSTRUCTION COMPANY, INC. (A) 89

Recommendation: That the Board of Trustees ratify change order number 2 in the amount of \$18,607 for the Campus Center Modernization project at West Valley College.

[7.6 CO2 Gonsalves and Stronck](#)

- 7.7 APPROVE CONTRACT INCREASE WITH GONSALVES & STRONCK CONSTRUCTION COMPANY, INC. (A) 91

Recommendation: That the Board of Trustees ratify change order number 16 in the amount of \$96,165.41 for the Science & Math Building Renovation project at West Valley College.

[7.7 CO 16 Gonsalves & Stronck](#)

- 7.8 CITIZEN’S BOND OVERSIGHT COMMITTEE (CBOC) MEMBERSHIP (A) 93

Recommendation: That the Board of Trustees approve the CBOC membership

[7.8 CBOC membership](#)

REGULAR ORDER OF AGENDA

- 5.0 COLLEGE PROGRAMS AND SERVICES – There are no items.

6.0 HUMAN RESOURCES

- 6.3 INITIAL PROPOSAL FROM THE ASSOCIATION OF COLLEGE EDUCATORS (ACE) (I) 95

Recommendation: Government Code Section 3547 requires that all initial proposals in collective bargaining must be presented at a public meeting of the public school employer. ACE’s initial proposal to the District is being released as a public document. At the Board’s next meeting on August 2, 2011, the public, having had a reasonable time to inform itself regarding the provisions of the initial proposal, will have an opportunity to express itself regarding the proposal in the form of public comments.

[6.3 INITIAL PROPOSAL FROM THE ASSOCIATION OF COLLEGE EDUCATORS \(ACE\)](#)

- 6.4 PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF DISTRICT INITIAL PROPOSALS TO ASSOCIATION OF COLLEGE EDUCATORS (ACE) (A) 97

Recommendation: That the Board of Trustees hear public comment on the proposals, close the public comment period, and adopt the proposals.

[6.4 PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF DISTRICT INITIAL PROPOSALS TO ASSOCIATION OF COLLEGE EDUCATORS \(ACE\)](#)

- 6.5 PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF DISTRICT INITIAL PROPOSALS TO WEST VALLEY MISSION CLASSIFIED EMPLOYEES ASSOCIATION (WVMCEA) (formerly SEIU) (A) 99
Recommendation: That the Board of Trustees hear public comment on the proposals, close the public comment period, and adopt the proposals.
[6.5 PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF DISTRICT INITIAL PROPOSALS TO WEST VALLEY MISSION CLASSIFIED EMPLOYEES ASSOCIATION \(WVMCEA\) \(formerly SEIU\)](#)
- 6.6 PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF DISTRICT INITIAL PROPOSALS TO POLICE OFFICERS ASSOCIATION (POA) (A) 100
Recommendation: That the Board of Trustees hear public comment on the proposals, close the public comment period, and adopt the proposals.
[6.6 PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF DISTRICT INITIAL PROPOSALS TO POLICE OFFICERS ASSOCIATION \(POA\)](#)
- 6.7 PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF DISTRICT INITIAL PROPOSALS TO SUPERVISORS ASSOCIATION (TEAMSTERS, LOCAL 856) (A) 102
Recommendation: That the Board of Trustees hear public comment on the proposals, close the public comment period, and adopt the proposals.
[6.7 PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF DISTRICT INITIAL PROPOSALS TO SUPERVISORS ASSOCIATION \(TEAMSTERS, LOCAL 856\)](#)
- 7.0 **BUSINESS AND FINANCE**
- 7.9 APPROVE CONTRACT WITH 4 LEAF, INC., FOR INSPECTOR OF RECORD SERVICES ON THE DISTRICT-WIDE FIRE ALARM REPLACEMENT PROJECT (A) 104
Recommendation: That the Board of Trustees authorize the administration to enter into a contract with 4 Leaf, Inc., in the amount of \$83,125 for inspector of record services on the District-wide Fire Alarm Replacement project.
[7.9 IOR Fire Alarm Replacement](#)
- 7.10 APPROVAL OF UPDATED PROJECT PRIORITY LIST (A) 106
Recommendation: That the Board of Trustees approve the updated and re-baselined West Valley College Project Priority List (attachment A).
[7.10 Updated PPL - WVC](#)
[Attachment 7.10A Updated PPL - WVC](#)
[Attachment 7.10B Updated PPL - WVC](#)

7.11	RESOLUTION NO. 11071901 ENACTING INFORMAL BIDDING PROCEDURES UNDER THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT Recommendation: That the Board of Trustees adopt Resolution No.11071901, which will supersede and replace Resolution No. 06031602, Enacting Informal Bidding Procedures under the California Uniform Public Construction Cost Accounting Act, to adjust the maximum value of informally bid projects from \$125,000 to \$175,000. 7.11 Resolution Uniform Const. Cost Acct'g	(A)	110
8.0	BOARD		
8.1	REDISTRICTING Recommendation: That the Board of Trustees approve a contract with Lapkoff & Gobalet to provide demographic research and reports necessary to assess the existing District Trustee election process and develop scenarios for new Trustee election areas. 8.1 Redistricting	(A)	114
8.2	BOARD OF TRUSTEES SUPPORT FOR ASSEMBLY BILL (AB) 160, AB 684 AND AB 743 Recommendation: That the Board of Trustees consider and take action on the recommendations of the Board Legislative Committee. 8.2 BOARD OF TRUSTEES SUPPORT FOR ASSEMBLY BILL (AB) 160, AB 684 AND AB 743 8.2 Leg Counsel Digests	(A)	117
9.0	INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION		
9.1	ACADEMIC SENATE UPDATE (Shoemaker) (Dorian)	(I)	Oral
9.2	CLASSIFIED SENATE UPDATE (Kinley) (Monahan)	(I)	Oral
9.3	STUDENT SENATE UPDATE (Gonzalez) (Pinto)	(I)	Oral
9.4	WEST VALLEY COLLEGE UPDATE (Gaskin)	(I)	Oral
9.5	MISSION COLLEGE UPDATE (Jones)	(I)	Oral
9.6	VICE CHANCELLOR'S REPORT (Maduli)	(I)	Oral
9.7	CHANCELLOR'S UPDATE (Hendrickson)	(I)	Oral
9.8	STANDING COMMITTEE REPORTS ▪ Audit and Budget Oversight Committee ▪ Legislative Committee	(I)	Oral
9.9	TRUSTEE COMMENTS	(I)	Oral
ADJOURNMENT			

UNAPPROVED MINUTES OF THE JUNE 21, 2011, BOARD OF TRUSTEES MEETING

ITEM 3.4
ACTION ITEM
JULY 19, 2011
PREPARED BY: TRACY JOHNSON

1.0 CALL TO ORDER - PUBLIC SESSION

Public session was called to order at 6:00 p.m.

1.1 Roll Call

Present: Board Vice President Adrienne Grey, Nick Heimlich, Bob Owens, Buck Polk, and Chris Stampolis; and Secretary to the Board Chancellor John Hendrickson. Absent: Board President Chad Walsh and Trustee Jack Lucas.

Student Trustees Bryan Dallara and Eric Smith (following the swearing-in).

Board Vice President Adrienne Grey conducted the meeting in Board President Walsh's absence.

1.2 Oral Communications from the Public on Closed Session Agenda

There were none.

2.0 ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 6:05 p.m. There was two agenda items:

Provide direction to Todd Goluba, Esq., Associate Vice Chancellor of HR Brad Davis, and Chancellor John Hendrickson, District designated representatives, regarding negotiations with ACE, SEIU, Teamsters, and POA (Government Code 54957.6); and to John E. Hendrickson, Chancellor, regarding unrepresented groups.

Public Employee Performance Evaluation: Chancellor

3.0 RECONVENE PUBLIC SESSION

Public Session reconvened at 7:13 p.m.

3.1 Pledge of Allegiance

Board Vice President Grey led all present in the Pledge of Allegiance.

3.2 Report of Closed Session Action

Board Vice President Grey indicated that no action had been taken.

3.3 Approval of the Order of the Agenda

Action Taken:

It was M/S/P 5/0/2 (Owens/Polk) to approve the Order of the Agenda as presented.

3.4 Approval of the Minutes of the May 17, 2011, Regular Meeting of the Board of Trustees

Vice President Grey indicated that the one-sentence report of the Audit and Budget Oversight Committee should read as follows: 'Committee Chair Nick Heimlich indicated that there was no report, since Trustee Owens had spoken about several of the Committee's issues earlier in the meeting.'

Student Trustee Bryan Dallara indicated that on page 1a of the minutes, under Item 9.3, Student Senate Update, the sentence 'There is one textbook available for each class' should be stricken.

Action Taken:

It was M/S/P 5/0/2 (Stampolis/Polk) to approve the minutes of the May 17, 2011, Regular Meeting of the Board of Trustees as amended.

3.5 Presentations/Recognitions

Board Vice President Adrienne Grey administered the Oath of Office to newly-elected Student Trustees Eric Smith (Mission College) and Bryan Dallara (West Valley College). Mr. Smith and Mr. Dallara joined the Board on the dais. All present welcomed Mr. Smith and Mr. Dallara as the Board's 2011-12 Student Trustees.

UNAPPROVED MINUTES OF THE JUNE 21, 2011, BOARD OF TRUSTEES MEETING

- Educational and Student Services Presentation

Mission College President Laurel Jones introduced Middle College Program Coordinator Jennifer Joliff, who provided the Board with information on the Mission Middle College Project, including the following:

The program goals for Mission Middle College in 2011 were to lower the attrition rate to 10%, to graduate all seniors, to target certain colleges and universities, to have students attain 4-year college/university acceptance, and to have students earn a total of \$500,000 in scholarships.

In 2011, there was retention rate of 86% and an attrition rate of 14%. Six students from the program were awarded an A.A./A.S. Degree.

The program's guiding assumptions regarding college applications are:

- All students must apply to a minimum of 7 schools.
- All students must apply to every college that offers them a free application.
- All students must apply for a minimum of 30 scholarships and provide proof thereof.
- UC's and CSU's are not actively pursued due to tuition volatility and a lack of meaningful tuition assistance and financial aid.
- Students are actively pushed towards Western Undergraduate Exchange (WUE) Schools and out of state private universities.

In 2011, 21 seniors applied to 72 unique colleges/universities. The senior class was accepted to 42 different colleges/universities. One hundred percent of the class of 2011 plan on attending a college or university in the fall of 2011. Four students were accepted into the "Honor College" at their potential school.

Fall 2011 benchmarks include plans to increase communication with parents, increase usage of assistive teaching devices, increase college visitations, and address the achievement gap.

Board members thanked Ms. Joliff for an excellent presentation.

3.6 Oral Communications from the Public

Dianne Dorian, the incoming Mission College Academic Senate President, addressed the Board on the subject of AB515, legislation which allows community colleges to establish credit bearing extension courses. She informed the Board that the State Academic Senate opposes the legislation for reasons of access and equity for students. By setting up a tiered system of education, one for those who can pay and one for those who cannot, it is counter to the community colleges' mission and historic perspective of equity and access. She distributed information to the Board on the subject.

3.7 Written Communications from the Public

Executive Assistant to the Board of Trustees Tracy Johnson reported that there were none.

4.0 UNFINISHED BUSINESS

There were no items.

APPROVAL OF CONSENT AGENDA ACTION ITEMS

Trustee Stampolis asked clarifying questions regarding the college curriculum items.

It was M/S /P (Polk/Heimlich) to approve the consent agenda action items with the exception of Item 6.1, Personnel Transactions to be Acted Upon by the Board of Trustees.

Student Trustees: One yes vote; Dallara abstained

A discussion was held.

UNAPPROVED MINUTES OF THE JUNE 21, 2011, BOARD OF TRUSTEES MEETING

ACTION TAKEN:

It was M/S/P 5/0/2 (Polk/Heimlich) to approve Item 6.1, Personnel Transactions to be Acted Upon by the Board of Trustees.

Student Trustees: One yes vote; Dallara abstained.

REGULAR ORDER OF AGENDA

5.0 COLLEGES, PROGRAMS, AND SERVICES

There were no items.

6.0 HUMAN RESOURCES

6.2 INITIAL PROPOSALS FOR SERVICE EMPLOYEES INTERNATIONAL UNIT (SEIU)

The District's initial proposals to SEIU were released as public documents, per Government Code Section 3547 requiring that all initial proposals in collective bargaining must be presented at public meeting of the public school employer.

6.3 INITIAL PROPOSALS IN REOPENER NEGOTIATIONS FOR PEACE OFFICERS ASSOCIATION (POA)

The District's initial proposals to the Peace Officers Association for re-opener negotiations were released as public documents, per Government Code Section 3547 requiring that all initial proposals in collective bargaining must be presented at public meeting of the public school employer.

6.4 INITIAL PROPOSALS FOR THE ASSOCIATION OF COLLEGE EDUCATORS (ACE)

The District's initial proposals to SEIU were released as public documents, per Government Code Section 3547 requiring that all initial proposals in collective bargaining must be presented at public meeting of the public school employer.

6.5 INITIAL PROPOSALS IN REOPENER NEGOTIATIONS FOR SUPERVISORS ASSOCIATION (TEAMSTERS, LOCAL 856)

The District's initial proposals to the Supervisors Association for re-opener negotiations were released as public documents, per Government Code Section 3547 requiring that all initial proposals in collective bargaining must be presented at public meeting of the public school employer. .

6.6 RATIFICATION OF THE TENTATIVE AGREEMENT BETWEEN THE DISTRICT AND THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) (2011)

ACTION TAKEN:

It was M/S/P 5/0/2 (Stampolis/Heimlich) to approve the proposed tentative agreement with SEIU as presented at the June 21, 2011, meeting.

Student Trustees: Two abstentions.

7.0 BUSINESS AND FINANCE

7.7 PROJECT ASSIGNMENT AMENDMENT FOR BFGC-IBI GROUP ARCHITECTURE FOR THE CAMPUS CENTER STUDENT GROVE PROJECT AT WEST VALLEY COLLEGE

ACTION TAKEN:

It was M/S/P 5/0/2 (Polk/Stampolis) to approve the Project Assignment Amendment in the amount of \$123,450 with BFGC-IBI Group Architecture for architectural and engineering services for the Campus Center Student Grove Project at West Valley Project.

Student Trustees: Two yes votes.

7.8 2013-2017 UPDATED FIVE-YEAR CONSTRUCTION PLAN

A discussion was held.

ACTION TAKEN:

It was M/S/P 5/0/2 (Stampolis/Polk) to approve the revisions to the 2013-2017 Five-Year Construction Plan for submittal to the California Community College State Chancellor's Office, with a request that staff provide

UNAPPROVED MINUTES OF THE JUNE 21, 2011, BOARD OF TRUSTEES MEETING

Board members with a copy of the construction plan passed last year, identifying any changes between the two.
Student Trustees: Two abstentions.

7.9 2011/2012 TENTATIVE BUDGET

A discussion was held.

ACTION TAKEN:

It was M/S/P 5/0/2 (Stampolis/Owens) to adopt the 2011/2012 Tentative Budget and set September 6, 2011, as the date for a public hearing and adoption of the Final Budget for 2011/2012.

Student Trustees: One yes vote; Dallara abstained.

7.10 APPROVAL OF UPDATED PROJECT PRIORITY LIST

A discussion was held.

ACTION TAKEN:

It was M/S/P 5/0/2 (Owens/Heimlich) to approve the updated and re-baselined District Services and Mission College Project Priority Lists.

Student Trustees: One yes vote; Dallara abstained.

7.11 FACILITIES BOND PLANNING

A discussion was held.

It was M/S (Stampolis/Grey) to give direction to staff to proceed with a bond election in 2012, in an amount not to exceed \$500 million.

A discussion was held.

Trustee Grey withdrew her second.

A discussion was held.

ACTION TAKEN:

It was M/S/P 5/0/2 (Owens/Heimlich) to postpone consideration of the item to a meeting in July.

Student Trustees: Two yes votes.

8.0 BOARD

8.1 REVISION OF DISTRICT POLICY MANUAL – CHAPTER 6 (BUSINESS OPERATIONS) – SECOND READING

A discussion was held.

It was M/S (Owens/Heimlich) to approve the revised draft changes to the Delegation of Authority policy included in Chapter 6 as sent forward by the Ad Hoc Committee on the subject.

A vote was taken on a priority motion:

ACTION TAKEN:

It was M/S/F 2/3/2(Stampolis/Smith; Heimlich, Owens, and Polk voted no) to change the \$100,000 figure in Section B, Change Orders, to \$50,000.

Student Trustees: Two yes votes.

The original motion was bifurcated and voted-upon as follows:

UNAPPROVED MINUTES OF THE JUNE 21, 2011, BOARD OF TRUSTEES MEETING

ACTION TAKEN:

It was M/S/P 5/0/2 (Owens/Heimlich) to approve the revised draft changes to the Delegation of Authority policy included in Chapter 6 as sent forward by the Ad Hoc Committee on the subject, with the exception of Section B, Change Orders.

Student Trustees: Two yes votes.

ACTION TAKEN:

It was M/S/P 4/1/2 (Owens/Heimlich; Stampolis voted no) to approve the revised draft changes to the Delegation of Authority policy, Section B, Change Orders.

Student Trustees: One no vote; Smith abstained.

9.0 INFORMATION REPORTS

9.1 ACADEMIC SENATE UPDATE

Mission College Academic Senate President Dianne Dorian reported that she, Lance Shoemaker, and Cathy Cox had attended the Academic Senate Leadership Conference the previous week, and that the conference was most informative.

There was no update from West Valley College.

9.2 CLASSIFIED SENATE UPDATE

Mission College Classified Senator Gerry Oliver was present for President My Loi. She reported that the Senate's year-end luncheon was a great success. Administrators showed their appreciation of classified staff by preparing and serving a wonderful lunch, with ice cream sundaes from the Chancellor at the conclusion.

She thanked President Jones for being a strong advocate for classified staff, and for recognizing their contributions to Mission College. She listed several 'firsts' for classified staff that took place in FY10-11, including:

1. First time classified staff received release time to be part of Flex Day.
2. First Classified Senate Retreat.
3. First Mission College classified employee to be recognized by the Board of Governors as a Classified Employee of the Year, Ms. Susan Monahan.
4. First time the Mission Classified Senate has been designated as a state-level model senate by the California Community College Classified Senate.

There was no report from West Valley College.

9.3 STUDENT SENATE UPDATE

Ms. Nicole Pinto introduced herself as the new Mission College Student Senate President. Next year will be her second year at Mission College. She indicated she looks forward to serving on the Senate in the Fall. She spoke of the first retreat of the year, at which goals were set and which was genuinely successful. Another retreat is being planned for August.

West Valley College Student Senate President Sergio Gonzales indicated that the West Valley College Senate has several new senators, and the organization is looking forward to a very productive new year. Mr. Gonzales congratulated and welcomed new Student Trustees Dallara and Smith, and new Mission College Student Senate President Nicole Pinto.

9.4 MISSION COLLEGE UPDATE

Mission College President Laurel Jones distributed Mission College's Annual Report to the Board. She spoke of Mission College's two-year goal plan, developed from the College's Core Values. The Annual Report highlights each of the College's Core Values and the goals developed from each one. She noted that College has completed over 85% of its goals in only one year. In December of this year, the College plans to hold a

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Strategic Planning meeting with community members and college staff in order to develop the next four-year plan. This plan will be based on the strategic focuses that the College developed in the visioning meetings conducted earlier in the year. At the same time, the College will dovetail into the next cycle of the four-year program review plan. The program review plan will follow up on the strategic plan, and the College will have a truly integrated model. She invited Board members to review the report, which, in addition to the above, lists the goals progress for the Academic and Classifies Senates, the Associated Student Government, and the President's cabinet. She commented on how extremely proud she is of all the good work done by these groups this year. The College is looking forward to completing the last 15% of all goals in short order, and move on in 2011/2012 to the next step of a college-wide strategic plan, based on strategic focuses with community feedback and community buy-in.

9.5 MISSION COLLEGE UPDATE

West Valley College President Lori Gaskin welcomed Mr. Dallara and Mr. Smith as student trustees.

She provided an update on the status of the Carlson House exploratory study, a joint venture with the City of Saratoga, the Rotary Club of Saratoga, a private individual, and the Saratoga-Monte Sereno Community Foundation. \$47,000 in funding was raised to conduct that exploratory study. The exploratory study included a very conceptual business plan to see if a joint use facility would be feasible. Benchmarking was conducted regarding facilities and operations to determine the competition, the level of utilization of restored homes, and the feasibility of generating revenue with that sort of restoration and business model plan. Meetings have been conducted with key partner groups, including representatives from the Board of Trustees, the City of Saratoga, Saratoga Rotary, the community foundation, as well as the historical foundation. There was also some exploration into programmatic requirements in terms of what each of the entities might need relative to office space as well as special event venue space. The group will meet on June 22, and the study will be concluding within approximately a month with the recommended next step. There will be a presentation to the Board at a future meeting.

Dr. Gaskin concluded with a brief update on West Valley College Middle College. She thanked Board members for attending the recent Middle College graduation at West Valley College. The College's programs started in 07-08 with less than fifty students, concluded the 10-11 academic year with 79 students and has now accepted 114 students into the 2011-12 year.

9.6 VICE CHANCELLOR'S REPORT

Vice Chancellor Ed Maduli provided an update regarding the one megawatt solar project, funded by Measure H, that is underway at both Colleges. The project is moving along really well, and very shortl the District plans to sell about \$9.5 million of Lease Revenue bonds, which encompasses the Clean Renewable Energy Bond (CREB) received from IRS.

9.7 CHANCELLOR'S UPDATE

Chancellor Hendrickson said that he had no further update for the evening.

9.8 STANDING COMMITTEE REPORTS

▪ Audit and Budget Oversight Committee

Committee Chair Nick Heimlich indicated that, other than the items mentioned earlier in the Board meeting, there was no additional report.

▪ Legislative Committee

Committee Chair Adrienne Grey reported that the Legislative Committee met last week and were made aware of a number of Assembly Bills that the Board may want to consider, and put together a list of recommendations. The Committee will watch AB 515 - there has been new information regarding that measure since the Committee's last meeting.

UNAPPROVED MINUTES OF THE JUNE 21, 2011, BOARD OF TRUSTEES MEETING

9.9 TRUSTEE COMMENTS

Trustee Polk thanked everyone present at the late hour for their perseverance. He said he was very impressed with Mr. Dallara and Mr. Smith during the course of the Board meeting. He said that he very much looks forward to working with them.

Trustee Stampolis indicated that the California Community College Trustees Board had recently met. He talked informally with Peralta Trustee Cy Gulassa and Foothill-De Anza Trustee Laura Casas Frier about how to get the Bay Area trustees communicating among themselves more frequently. They plan to bring ideas to all the Boards across the Bay Area for ways the Bay 10 trustees can know each other better. He indicated that AB 515 was discussed extensively. In addition, the CCCT Board adopted as one of its goals for the year being able to take some form of recordings from the various trainings that take place across the state by the League for trustees and have versions of those available for trustees who cannot attend.

ADJOURNMENT

Vice President Grey adjourned the meeting at 10:20 p.m.

APPENDIX A

CONSENT AGENDA ACTION ITEMS

5.0 COLLEGE PROGRAMS AND SERVICES - Consent Agenda

5.1 CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE

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

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 MISSION COLLEGE INTERNATIONAL TRAVEL REPORT, SPRING 2011

5.4 WEST VALLEY COLLEGE INTERNATIONAL TRAVEL REPORT: JANUARY 2011 THROUGH JUNE 2011

6.0 HUMAN RESOURCES - Consent Agenda

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

RECOMMENDATION: That the Board of Trustees approve a variety of personnel transactions.

I. Position Action Request

- a. Approve position changes (Attachment A) for WVMCCD.

II. Appointments

Classified

- a. Sarah Whyllly, Senior Administrative Assistant, ACCESS/AANAPISI, Mission College.
- b. Behindokht Noormanesh, Financial Aid Advisor, Financial Aid, West Valley College.
- c. Stephen Guinnane, Instructional Lab Technician, Chemistry, West Valley College.

Temporary Academic

- d. Linda Hurkmans, Instructor, Psychology, Mission College.

III. Out-of-Class Assignments

Administrative

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- a. Dalton (Chris) Rolen, Director, Public Safety, District Police, WVMCCD.

Supervisor

- b. Kevin Borges, Public Safety Supervisor - Lieutenant, District Police, WVMCCD.

Classified

- c. Thuy Foot, Program Specialist, Regional Health Occupation Resource Center (RHORC), Mission College.

IV. Reclassification

- a. Alice Fuentes *from* Financial Technician I *to* Financial Technician II, WVMCCD.

V. Temporary Assignment

Classified

- a. Guadalupe Burciaga, *temporary 4.5% increase for additional duties assigned*, Office Assistant, District Police, WVMCCD.

VI. Leaves of Absence

Classified

- a. Jeannie Truong, Library Media Technician, Library, Mission College.

Academic

- b. Lenore Harris, Instructor, English, West Valley College.

VII. Retirements

Administrative

- a. Linda Francis, Director, Fiscal Services, Finance, WVMCCD.

Classified

- b. Mohammad Rabieh, Career Placement/Workforce Development Advisor, Career Programs, West Valley College.

VIII. Resignation

Supervisor

- a. Betty Inoue, Student Recruitment Advisor, Student Services, Mission College.

Hourly Classified Approvals

Periodic, Professional Experts, Project-Based, Seasonal, and Tutor hires on an "as needed" basis for the 2010-2011 and 2011-2012 academic years, as listed on Exhibit A.

Hourly Classified Ratifications

Hourly student, substitute, volunteer, and work study employees on an "as needed" basis for the 2010-2011 and 2011-2012 academic years, as listed on Exhibit B.

Associate Faculty

Emergency hire (exceptions to the regular hiring procedure) and other associate faculty are recommended for employment as listed on Exhibit C.

7.0 BUSINESS AND FINANCE - Consent Agenda

7.1 REVIEW OF PURCHASE ORDER TRANSACTIONS -This is an information item only.

7.2 RATIFICATION OF VENDOR WARRANTS

RECOMMENDATION: That the Board of Trustees ratify vendor payments from March 1, 2011 through

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April 30, 2011; Datatel warrant numbers 233573-240081 totaling \$19,303,200.06.

- 7.3 ACQUISITION OF BLUE COAT PACKET-SHAPER SOFTWARE
RECOMMENDATION: That the Board of Trustees approve the acquisition of the Blue Coat Packet-Shaper software and maintenance (3-year support) in the amount of \$204,374.57.
- 7.4 ACQUISITION OF HEWLETT PACKARD NETWORK EQUIPMENT, SOFTWARE, AND MAINTENANCE FOR WEST VALLEY COLLEGE, MISSION COLLEGE, AND CENTRAL SERVICES BUILDINGS
RECOMMENDATION: That the Board of Trustees approve the acquisition of Hewlett Packard (HP) network equipment, software, and maintenance (3-year support) for West Valley College, Mission College, and Central Services buildings in the amount of \$874,847.50.
- 7.5 APPROVE CONTRACT INCREASE WITH GONSALVES & STRONCK CONSTRUCTION COMPANY, INC., FOR THE CAMPUS CENTER MODERNIZATION PROJECT AT WEST VALLEY COLLEGE
RECOMMENDATION: That the Board of Trustees ratify change order number 1 in the amount of \$84,357 for the Campus Center Modernization project at West Valley College.
- 7.6 APPROVE CONTRACT INCREASE WITH GONSALVES & STRONCK CONSTRUCTION COMPANY, INC., FOR THE SCIENCE & MATH BUILDING RENOVATION PROJECT AT WEST VALLEY COLLEGE
RECOMMENDATION: That the Board of Trustees ratify change order number 15 in the amount of \$27,875.96 for the Science & Math Building Renovation project at West Valley College.

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**APPENDIX A, CONSENT AGENDA ACTION ITEMS
6.1, ATTACHMENT A**

Loc	Position ID	Job Title	Dept	Unit	Fund	Type of Change (See Key Below)	From	To	Effective Date
WVC	135340	Instructional Lab Tech.-Hernandez	Theatre Arts	SEIU	100-0.533	4	100-0.533	100-0.333 120-0.200	07/01/11
WVC	132030	Office Assistant-Watkins	Admin. Services	SEIU	100-1.0	4	100-1.0	597-1.0	07/01/11
WVC	081300	Duplicating Srvcs. Specialist-Lai	Printing	SEIU	100-1.0	4	100-1.0	100-0.917 597-0.083	07/01/11
WVC	037600	Vice President, Admin. Services-Renzi	Admin. Services	ADMN	100-1.0	4	100-1.0	100-0.75 597-0.25	07/01/11
WVC	138940	Financial Aid Outreach Spec.-Ochoa	Financial Aid	SEIU	120-1.0	5 6	0.80 11 07/01/11	1.0 12 06/30/12	07/01/11
WVC	095900	Stud. Svcs. Tech Fin. Aid./BFAP-Juarez	Financial Aid	SEIU	120-1.0	6	11 07/01/11	12 06/30/12	07/01/11
MC	139160	Program Assistant-Foot	Admin. Services	SEIU	120-0.533 100-0.467	7 4	Admin. Services 120-0.533 100-0.467	Office of Instruction 120-0.533 597-0.467	07/01/11
WVC	019600	Instructor-Ehlers	Math	ACE	100-1.0	8	Instructor	Instructor/Dept. Chair	07/01/11
WVC	025800	Instructor-Gutierrez	Political Science	ACE	100-1.0	8	Instructor	Instructor/Dept. Chair	07/01/11
WVC	124390	Instructor-Johnson	Counseling	ACE	100-1.0	8	Counselor/Coordinator	Coordinator	11/08/11
WVC	015420	Instructor-Ortega	ESL	ACE	100-1.0	8	Instructor	Instructor/Dept. Chair	07/01/11
WVC	020720	Instructor-Svensson	Biology	ACE	100-1.0	8	Instructor	Instructor/Dept. Chair	07/01/11
WVC	018630	Instructor-Yukawa	Counseling	ACE	100-1.0	6	11	10	07/01/11
MC	T140410	Instructor-Hurkmans	Psychology	ACE	100-1.0	1	08/26/11	12/17/11	08/26/11
WV	140340	Instructor	English	ACE	100-1.0	2			07/01/11

1. Add a New Position	6. Month Change	11. Bargaining Unit Change
2. Delete Position	7. Department Change	12. Refund Position
3. Defund Position	8. Job Title Change	13. Correction
4. Change Funding	9. Range Change	14. Continuation of Grant Funds
5. FTE Change	10. Position ID Change	

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For Consent Agenda
 June 21, 2011
 EXHIBIT A - PRE-APPROVALS

The following hires require Board Approval prior to beginning work.

PERIODIC

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Not to Exceed</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Ishizaki, Christopher	WVC	Fine Arts	Event Manager	\$6,000	07/01/11	06/30/12	100
Ishizaki, Robin	WVC	Fine Arts	Technical Assistant	\$3,000	07/01/11	06/30/12	100
Munoz, Michael	WVC	Fine Arts	Technical Assistant	\$3,000	07/01/11	06/30/12	100
Nielson, Tim	WVC	Fine Arts	Technical Assistant	\$6,000	07/01/11	06/30/12	100
Truskolaski, Shane	WVC	Fine Arts	Technical Assistant	\$6,000	07/01/11	06/30/12	100
Pike, Julie	WVC	Fine Arts	Technical Assistant	\$4,000	07/01/11	06/30/12	100
Yang, Ken	WVC	Fine Arts	Event Manager	\$6,000	07/01/11	06/30/12	100
Yoder, David	WVC	Fine Arts	Technical Assistant	\$4,000	07/01/11	06/30/12	100

PROFESSIONAL EXPERT

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Not to Exceed</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Ayllon, Aitar	MC	Fire Technology	EMT Skills & Certification	\$2,500	07/01/11	06/30/12	100
Alvarez, Lannette	WVC	Career Prog. Center	Trainer for Title IV-E Collaborative	\$12,000	07/01/11	06/30/12	595
Bustamante, Martine	MC	Fire Technology	EMT Skills & Certification	\$2,500	07/01/11	06/30/12	100
Cao, Nang	WVC	Career Prog. Center	Trainer for Title IV-E Collaborative	\$18,000	07/01/11	06/30/12	595
Carufel, Patrick	WVC	Career Prog. Center	Title IV-E Facilitator	\$30,000	07/01/11	06/30/12	595
Castellanos, Nicolas	WVC	FKCE	FKCE Instructor	\$4,500	07/01/11	06/30/12	330
Castillo, Lolita	WVC	FCKE	FCKE Instructor	\$5,200	07/01/11	06/30/12	330
Delgado, Nick	MC	Fire Technology	EMT Skills & Certification	\$2,500	07/01/11	06/30/12	100
Drummond, Barbara	MC	Student Health Svcs.	Health Services Tech.	\$51,000	07/01/11	06/30/12	121
Esposito, Sasha	WVC	FCKE	FCKE Instructor	\$8,200	07/01/11	06/30/12	330
Fenn, Robert	MC	Fire Technology	EMT Skills & Certification	\$2,500	07/01/11	06/30/12	100
Francis, Linda	DIST	Finance	Train new Acctg. Mgr. & Budget Mgr. on preparing & submitting State reports	\$9,000	06/13/11	06/30/11	100
Francis, Linda	DIST	Finance	Train new Acctg. Mgr.	\$15,000	07/01/11	09/03/11	100

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& Budget Mgr. on
preparing &
submitting State
reports, 50% Law calc.
& year-end close proc.

Frias, Lorraine	MC	Financial Aid	Pre-Packaging Asst.	\$7,000	07/01/11	12/23/11	120
Giron-Espinoza, Liza	WVC	FKCE	FKCE Instructor	\$18,000	07/01/11	06/30/12	330
Gutierrez, Maria	MC	Financial Aid	Pre-Packaging Asst.	\$7,000	07/01/11	12/23/11	120
Gandhi, M.D, Tripty	MC	Student Health Svcs.	Medical Physician	\$13,000	07/01/11	06/30/12	121
Hammaker, Ernest	DIST	Police	Reserve Police Officer	\$15,000	07/01/11	06/30/12	100
Hoff, Howard	MC	Health Occupations	Assisting CPR , AED & First Aid Skills	\$2,000	07/01/11	06/30/12	100
Hovey, Marsha	DIST	Admin Svcs. /Police	Emergency Services Coordinator	\$37,270	07/01/11	06/30/12	100
Kinnear-Rausch, Wendy	WVC	FKCE	FKCE Instructor	\$8,200	07/01/11	06/30/12	330
Khoury, Elias	DIST	Police	Review Second Level Parking Citations	\$3,000	07/01/11	06/30/12	122
Kleinheinz, Phillip	MC	Fire Technology	EMT Skills & Certification	\$3,000	07/01/11	06/30/12	100
Kolb, Mary	MC	NCAETC	Assistant to the Director	\$64,000	07/01/11	06/30/12	120
Kordes, Gregory	MC	Fire Technology	EMT Skills & Certification	\$2,500	07/01/11	06/30/12	100
Lovato, David	MC	Fire Technology	EMT Skills & Certification	\$2,500	07/01/11	06/30/12	100
Moreno, Ruben	WVC	FKCE	FKCE Instructor	\$5,000	07/01/11	06/30/12	330
Mix, Violet	MC	Student Health Svcs.	Health Services Tech.	\$1,000	07/01/11	06/30/12	121
Mix, Violet	MC	Health Occupations	Assisting CPR , AED & First Aid Skills	\$2,000	07/01/11	06/30/12	100
Nakashima, MaryJo	WVC	FKCE	FKCE Instructor	\$2,400	07/01/11	06/30/12	330
Nguyen, Hoa	WVC	FKCE	FKCE Co-Facilitator	\$2,400	07/01/11	06/30/12	330
Nguyen, Nguyen	MC	ACCESS	Mentor Development Specialist	\$5,000	07/01/11	12/30/11	120
Peralez-See, Marissa	WVC	Contract Ed.	Pharmacy Technician Coordinator	\$25,000	07/01/11	06/30/12	595
Pavao, Patrick	MC	Fire Technology	EMT Skills & Certification	\$5,000	07/01/11	06/30/12	100
Perez-Ochoa, Rebecca	WVC	FKCE	FKCE Instructor	\$4,200	07/01/11	06/30/12	330
Pereira, Manuel	MC	Fire Technology	EMT Skills & Certification	\$2,500	07/01/11	06/30/12	100
Price, Raquel	MC	Health Occupations	Assisting CPR , AED & First Aid Skills	\$1,000	07/01/11	06/30/12	100

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Ramos, Juanita	WVC	FKCE	FKCE Instructor	\$5,000	07/01/11	06/30/12	330
Ramos, Juanita	WVC	FKCE	FKCE Co-Facilitator	\$18,000	07/01/11	06/30/12	330
Ramos, Naomi	WVC	FKCE	FKCE Proctor	\$9,000	07/01/11	06/30/12	330
Rangel, Anthony	MC	Fire Technology	EMT Skills & Certification	\$5,000	07/01/11	06/30/12	100
Rivas, Elaine	WVC	Career Prog. Center	Trainer for Title IV-E Collaborative	\$12,000	07/01/11	06/30/12	595
Rivas, Elaine	WVC	Career Prog. Center	Title IV-E Training Facilitator	\$12,000	07/01/11	06/30/12	595
Rose, Daniel	MC	Fire Technology	EMT Skills & Certification	\$3,000	07/01/11	06/30/12	100
Ruona, Jane	MC	Student Health Svcs.	Health Services Tech.	\$3,000	07/01/11	06/30/12	121
Simmons, Gale	WVC	FKCE	FKCE Instructor	\$4,800	07/01/11	06/30/12	330
Slabaugh, Jacqueline	WVC	Contract Ed.	CTE Sector Consultant	\$25,000	07/01/11	06/30/12	120
Taormina, David	MC	Fire Technology	EMT Skills & Certification	\$2,500	07/01/11	06/30/12	100
Tran, Hieu	WVC	FKCE	FKCE Instructor	\$11,500	07/01/11	06/30/12	330
Tranbinh, Theresa	WVC	FKCE	FKCE Instructor	\$4,800	07/01/11	06/30/12	330
Traxler, Lisa	WVC	FKCE	FKCE Co-Facilitator	\$6,400	07/01/11	06/30/12	330
To, Quang (Jim)	MC	Fire Technology	EMT Skills & Certification	\$2,500	07/01/11	06/30/12	100
Schenck, Susan	MC	Workforce & Eco. Dev.	Health IT Job & Internship Coordinator	\$36,000	07/01/11	06/30/12	100
Schenck, Susan	WVC	Contract Ed.	Industry Related Special Project Liaison	\$30,325	07/01/11	06/30/12	120
Schierling, Peter	MC	Fire Technology	EMT Skills & Certification	\$3,000	07/01/11	06/30/12	100
Shelley, Elizabeth	MC	Fire Technology	EMT Skills & Certification	\$3,000	07/01/11	06/30/12	100
Shivers, Lisa	MC	Health Occupations	Assisting CPR, AED & First Aid Skills	\$2,000	07/01/11	06/30/12	100
Steele, Susan	WVC	FKCE	FKCE Co-Facilitator	\$11,000	07/01/11	06/30/12	330
Sweetapple, Richard	MC	Student Activities	Audio/Visual Specialist	\$350	05/29/11	05/29/11	100
Tran, Hieu	WVC	FKCE	FKCE Instructor	\$4,800	07/01/11	06/30/12	330
Valentine, Wendy	MC	Fire Technology	EMT Skills & Certification	\$2,500	07/01/11	06/30/12	100
Williams, Raiden	MC	Fire Technology	EMT Skills & Certification	\$2,500	07/01/11	06/30/12	100
Westervelt, Tanya	WVC	Career Prog. Center	Title IV-E Training Facilitator	\$30,000	07/01/11	06/30/12	595
Zumbahlen, Jessica	WVC	Community Ed.	Design Specialist	\$2,000	07/01/11	06/30/12	591

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PROJECT-BASED

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Not to Exceed</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Cook, Travis	MC	Student Svcs.	Student Project Rep. for District Portal Project	\$2,000	06/01/11	06/30/11	120 100
Cook, Travis	MC	Student Svcs.	Student Project Rep. for District Portal Project	\$4,000	07/01/11	08/27/11	120 100
Murphy-Sharp, Kimberly	DIST	Payroll	Phase II Laserfische Database	\$21,000	07/01/11	04/30/12	120

SEASONAL

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Bernardo, Donald	MC	Fire Technology	Lab Assistant III	07/01/11	12/20/11	100
Bernardo, Nick	MC	Fire Technology	Lab Assistant III	07/01/11	12/20/11	100
Harvey, Justin	MC	Fire Technology	Lab Assistant III	07/01/11	12/20/11	100
Nguyen, Chinh	DIST	Police	Parking Assistant III	07/01/11	12/31/11	122
Pavao, Patrick	MC	Fire Technology	Lab Assistant III	07/01/11	12/20/11	100
Rinna, Eric	MC	Fire Technology	Lab Assistant III	07/01/11	12/20/11	100
Smith, Kyle	MC	Fire Technology	Lab Assistant III	07/01/11	12/20/11	100
Toruno, Ivan	MC	Fire Technology	Lab Assistant III	07/01/11	12/20/11	100
Tran, Phonh	DIST	Police	Parking Assistant III	07/01/11	12/31/11	122

TUTOR

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Albert, Denie A.B.	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Andreyeva, Lyudmilla	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Bayne, Anthony	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Chen, Mei-Yu	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Conn-Segura, Maria	WVC	Tutorial Svcs.	Tutoring Assistant II	07/01/11	06/30/12	100

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Elbanna, Kheldoun	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Eskardari, Eddy	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Fisk, Kazue	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Gray, James	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Guenther, Rebecca	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Lawrence, Sara	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Li, Yung Chen	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
McKenzie, Kendall	WVC	Tutorial Svcs.	Tutoring Assistant I	07/01/11	06/30/12	100
McKibben, Ted	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Pong, Chi-Yin	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Piini, Mark	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100
Vu, Hien	WVC	Tutorial Svcs.	Tutoring Assistant III	07/01/11	06/30/12	100

REQUEST FOR PRE-APPROVAL

<u>College & Department</u>	<u># of Positions</u>	<u>Type</u>	<u>Services Required</u>	<u>Not to Exceed</u>	<u>Tentative Dates of Services</u>		<u>Fund</u>
DISC/ MC	10	Professional Experts	Sign Language Interpreters	\$2,000	07/01/11	06/30/12	120
DISC/ MC	5	Professional Experts	Captioners	\$2,000	07/01/11	06/30/12	120

**West Valley-Mission Community College District
For Consent Agenda
June 21, 2011**

EXHIBIT B - RATIFICATIONS

The following hires are for informational purposes only and do not require Board Approval prior to beginning work.

STUDENTS - WORK STUDY

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Nguyen, Binh	WVC	Architecture	Instructional Asst. III	04/19/11	05/27/11	745

STUDENTS

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Cabusi, Hamilcar	MC	Stud. Activities	General Assistant I	06/01/11	08/31/11	732
Cartier, Dru	WVC	Outreach	Peer Assistant	05/13/11	05/27/11	120
Illusorio, Christine	MC	CalWorks	Technical Assistant II	05/20/11	05/31/11	120
Jomaa, Hanan	MC	Stud. Activit.	General Assistant I	09/01/11	12/29/11	732
Le, Trang	MC	Acad. Skills	Instructional Assistant I	04/13/11	05/31/11	100
Messina, Carolyn	WVC	SACC	Technical Assistant II	05/26/11	05/31/11	120
Meyers, Robbi	WVC	Child Studies	Instructional Lab Asst. I	06/01/11	08/31/11	330
Loreto, Nena	MC	CDC	CDC Assistant I	05/05/11	05/31/11	120
Pinto, Nicole	MC	Stud. Activities	General Assistant I	06/01/11	08/29/11	732

UNAPPROVED MINUTES OF THE JUNE 21, 2011, BOARD OF TRUSTEES MEETING

SUBSTITUTES FOR ACTIVE EMPLOYEES

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Carrasco, Lorena	MC	CalWorks	Office Assistant	06/01/11	06/30/11	120
Hsu, Ben	WVC	President's Office	Sr. Executive Assistant	06/02/11	06/22/11	100
Nguyen, YenHuong	MC	CalWorks	Office Assistant	07/01/11	08/31/11	120
Pan, Shu-Chen	MC	CDC	CDC Specialist II	05/16/11	06/30/11	330
Rivera, Luis	WVC	Custodial	Custodian	05/02/11	06/01/11	100

VOLUNTEERS

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Start Date</u>	<u>End Date</u>
Root, Betty	DIST	Advancement	Clerical	05/11/11	06/30/11
Root, Betty	DIST	Advancement	Clerical	07/01/11	06/30/12

**EXHIBIT C
PART-TIME ACADEMIC
2010-2011 ACADEMIC YEAR
West Valley and Mission Colleges
June 21, 2011**

NEW HIRES

**COMMUNITY
EDUCATION**

<u>Name</u>	<u>College</u>	<u>Semester</u>	<u>Department</u>	<u>Fund</u>
Nieuwsma, Darrell	MC	Su '11	Community Ed.	591
Tsai, Angela	MC	Su '11	Community Ed.	591

ITEM 6.1
JULY 19, 2011
ACTION ITEM
CONSENT AGENDA

PREPARED BY: FRANCINE CARACCIOLO

REVIEWED BY: BRADLEY DAVIS

APPROVED BY: JOHN E. HENDRICKSON

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

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the following items.

I. Position Action Request

- a. Approve position changes (Attach. A) for West Valley-Mission Community College District.

II. Appointments

Academic

- a. Ashley Piekarski, Instructor, Chemistry, Math and Science Department, Mission College, 100% of full time, 10 months per year; effective August 26, 2011. Position ID# 140190. Fund 100-General Fund.
- b. Qiana Houston, Instructor, Sociology, Mission College, 100% of full time, 10 months per year; effective August 26, 2011. Position ID# 140210. Fund 100-General Fund.

Temporary Academic Appointments

- c. Freba Cогnetta, Temporary One-Semester Appointment, Counselor, Counseling, West Valley College, 100% of full time, 11 months per year; effective August 26, 2011 to December 17, 2011. Position ID# T140420. Fund 100-General Fund.

- d. Andrew Varbel, Temporary One-Year Appointment, Instructor, English, Mission College, 100% of full time, 10 months per year; effective August 26, 2011 to May 25, 2012. Position ID# T140440. Fund 100-General Fund.

Classified

- e. Gabriel Mendez, CDC Specialist III, SEIU Unit, Range 53 (\$3,338-\$4,262), Child Development Center, Mission College, 100% of full time, 12 months per year; effective July 20, 2011. Position ID# 134600. Fund 330-Child Development Fund.
- f. Lisa Curiel, CDC Specialist III, SEIU Unit, Range 53 (\$3,338-\$4,262), Child Development Center, Mission College, 100% of full time, 12 months per year; effective July 20, 2011. Position ID# 135670. Fund 330-Child Development Fund.

Administrative

- g. Frank Kobayashi, Dean, Career Education and Workforce Development, Administrative Unit, Range 16 (\$8,486-\$10,251), Office of Instruction, West Valley College, 100% of full time, 12 months per year; effective September 6, 2011. Position ID# 134220. Fund 100-General Fund.

III. Leaves of Absence

Academic

- a. Maria Scheper, Counselor, Counseling, West Valley College, 100% of full time, 11 months per year, *Medical Leave/FMLA*; effective May 2, 2011 through June 30, 2011. Position ID# 124810. Fund 100-General Fund.

Classified

- b. Jeannie Truong, Library Media Technician, SEIU Unit, Range 54 (\$3,408-\$4,458), Library, Mission College, 100% of full time, 12 months per year, *Medical Leave/FMLA*; effective April 25, 2011 through May 25, 2011, *extend through July 1, 2011*. Position ID# 117100. Fund 100-General Fund.
- c. Delia Gomez, Office Coordinator, SEIU Unit, Range 54 (\$3,408-\$4,458), District Police, West Valley-Mission Community College District, 100% of full time, 12 months per year, *Medical Leave/FMLA*; effective June 5, 2011 through July 17, 2011. Position ID# 083100. Fund 122-Parking Fund.
- d. Cravin Williams, Custodian, SEIU Unit, Range 49 (\$3,080-\$4,019), Custodial, West Valley-Mission Community College District, 100% of full time, 12

months per year, *Medical Leave/FMLA*; effective April 22, 2011 through June 6, 2011, *extend through* July 5, 2011. Position ID# 070400. Fund 100-General Fund.

- e. Anita (Ronnie) Vasquez, Financial Technician, SEIU Unit, Range 57 (\$3,630-\$4,762), Payroll, West Valley-Mission Community College District, 100% of full time, 12 months per year, *Child Bonding/CFRA*; effective June 30, 2011 through August 15, 2011. Position ID# 126030. Fund 100-General Fund.

IV. Transfer

Classified

- a. Marsha Robertson, CDC Specialist II, SEIU Unit, Range 48 (\$3,000-\$3,917), Child Development Center, *from* West Valley College, 100% of full time, 10 months per year *to* Mission College, 100% of full time, 12 months per year; effective July 20, 2011. *From* Position ID# 134500 *to* Position ID# 138540. Fund 330-Child Development Fund.

V. Job Description Revisions

Administrative

- a. Approve job description changes *from* Associate Vice Chancellor, Human Resources, Administrative Unit, Range 23 (\$9,747-\$11,512) *to* Associate Vice Chancellor of Human Resources and Advancement (6.1 Attach. B), Executive Management Unit, Executive Salary Schedule.
- b. Approve job description changes *from* Director, Public Safety (6.1 Attach. C), Administrative Unit, Range 11.3 (\$7,226-\$9,001) *to* Chief of Police, Range 16 (\$8,486-\$10,251).
- c. Approve new job description for Director of DISC and EOP&S/CARE (6.1 Attach. D), Administrative Unit, Range 11 (\$6,722-\$8,486).

Hourly Classified Approvals

Periodic, Professional Experts, Project-Based, Seasonal, and Tutor hires on an "as needed" basis for the 2011-2012 academic year, as listed on Exhibit A.

Hourly Classified Ratifications

Hourly student, substitute, volunteer, and work study employees on an "as needed" basis for the 2011-2012 academic year, as listed on Exhibit B.

Associate Faculty

Emergency hire (exceptions to the regular hiring procedure) and other associate faculty are recommended for employment as listed on Exhibit C.

West Valley-Mission Community College District
 July 19, 2011
 Position Action Request Form
 For Consent Agenda

6.1 Attachment A

Loc	Position ID	Job Title	Dept	Unit	Fund	Type of Change (See Key Below)	From	To	Effective Date
WVC	T140420	Counselor-Cognetta	Counseling	ACE	100-1.0	1	08/26/11	12/17/11	08/26/11
WVC	001500	Instructor-Gaiero	HCT	ACE	100-1.0	8	Instructor	Instructor/ Department Chair	07/01/09
WVC	014800	Instructor-Sanford	Engineering	ACE	100-1.0	8	Instructor/ Department Chair	Instructor	07/01/10
MC	T140430	CDC Specialist II-Robertson	CDC	SEIU	330-1.0	1	07/01/11	07/19/11	07/01/11
WVC	089400	Senior Office Coordinator-Butterfield	DESP	SEIU	120-1.0	6	12 07/01/11	11 06/30/12	07/01/11
MC	T140440	Instructor-Varbel	English	ACE	100-1.0	1	08/26/11	05/25/12	08/26/11

1. Add a New Position	6. Month Change	11. Bargaining Unit Change
2. Delete Position	7. Department Change	12. Refund Position
3. Defund Position	8. Job Title Change	13. Correction
4. Change Funding	9. Range Change	14. Continuation of Grant Funds
5. FTE Change	10. Position ID Change	

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

TITLE: ASSOCIATE VICE CHANCELLOR,
HUMAN RESOURCES AND ADVANCEMENT

DEFINITION: Under direction of the Chancellor, the Associate Vice Chancellor shall envision, plan, organize, coordinate, direct, administer, review and evaluate a variety of functions, programs, services and activities, which provide technical, legal and operational direction and support for administrative operations supporting the entire District, including Human Resources (benefits administration, collective bargaining, recruitment, Staff Development, labor and employee relations, equal employment opportunity, diversity programs and personnel administration; Public Affairs (branding, communications, marketing and public relations); and Advancement (fundraising, grantsmanship, alumni affairs and community partnerships)). ~~comprehensive personnel management and employee relations programs for academic and classified staff; develop, implement, oversee and participate in human resources and labor negotiation activities in compliance with State and federal laws, District policies and collective bargaining agreements; oversee the District's Staff Development Program; develop and implement automated human resources information systems and processes; select, train, supervise and evaluate the performance of assigned personnel.~~

The Associate Vice Chancellor shall maintain a broad perspective of all aspects of the District, including educational services, to assist in achieving District goals and objectives in accordance with the District and colleges' planning documents; formulate, develop and implement administrative systems, policies, standards and procedures in compliance with a variety of federal, State, local and District laws, rules, regulations, policies and procedures; select, train, direct and evaluate performance of management and classified staff.

DISTINGUISHING CHARACTERISTICS: This is a single-position, classified management classification that provides leadership for District-wide services. The Associate Vice Chancellor is an executive level District administrator responsible for a variety of major functions that have substantial District-wide impact. The Associate Vice Chancellor reports directly to the Chancellor and has major responsibility in carrying out the District's mission and vision. ~~in a variety of human resources areas including recruitment, selection, affirmative action, compensation and benefits, collective bargaining, grievance and disciplinary procedures, performance appraisal and records management.~~ As the District's chief negotiator, the incumbent participates in timely collective bargaining with all exclusive representatives in accordance with applicable State and federal laws, and District regulations. The position requires broad experience in the fields of human resources, collective bargaining, advancement and community relations.

EXAMPLES OF ESSENTIAL DUTIES: (Listed examples may not include all tasks that may be found in the position assigned to this class.) To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provide direction and leadership for the District's administrative support functions, programs, services and activities; formulate, develop and implement administrative support systems, policies, standards and procedures that meet the needs of the District.
- Direct the development of short and long-range plans for assigned District functions in coordination with the leadership of major District entities such as Mission College, West Valley College, District Foundation, and the Chancellor's Office.
- Attend and chair District-wide committees, task forces and other meetings; represent the Chancellor and the District in the business community and at local, regional and State meetings, workshops and conferences; maintain liaison with appropriate government agencies and professional organizations.
- Attend Board meetings and make oral presentations; serve as a member of the Chancellor's executive staff; advise Chancellor on Board agenda items and management issues, including recommendations for new or revised policies and procedures.
- Review and evaluate effectiveness of assigned personnel, programs and services; assure development and implementation of corrective action, improvements or additional programs and services as necessary; provide a climate that encourages staff development in formulation of job objectives and provide for staff participation to achieve goals and objectives for assigned services; recommend operational changes to increase efficiency, effectiveness and quality of all District services.
- Assure compliance with a variety of applicable laws, rules, regulations and restrictions related to District operations, financial and legal transactions and expenditure of District funds; assure that the legal and ethical role of District Services is clearly and accurately communicated to District personnel, Chancellor, Board of Trustees and the community.
- Work with and assist the Chancellor in setting and achieving District goals and objectives, developing and implementing plans and programs that assist the colleges in meeting the educational needs of the college community.
- Direct and participate in collective bargaining negotiations and processes in accordance with policy direction from the Chancellor and the Board of Trustees; interpret provisions of negotiated contracts and assure that employment-related actions are in conformance with labor agreements and applicable laws and regulations.
- ~~Direct the implementation and monitoring of contractual provisions including the grievance process; develop and promote employee relations practices necessary to maintain positive employer-employee relations and a high level of employee morale.~~
- Plan, organize, coordinate and direct the District's human resources and employee relations programs and services; develop, implement and document policies and procedures to effectively manage academic and classified personnel; assure compliance with State and federal laws, collective bargaining agreements and established goals and objectives of the District.

- ~~Serve as the District's affirmative action and staff diversity officer; compile and analyze related data and prepare reports; recommend appropriate modifications to the affirmative action plan; investigate and assist in resolving complaints.~~
- ~~Plan and coordinate the recruitment and selection of all District employees; develop recruitment guidelines and processes to facilitate the appointment, promotion, transfer, reassignment, retention and termination of employees; assure the fair, consistent, efficient and objective interpretation and application of personnel policies and procedures.~~
- ~~Develop and maintain a comprehensive classification plan for positions in the District; conduct studies related to compensation, benefits and classification of positions; audit positions, recommend new classes as needed, and allocate positions using established methods of job evaluation; gather, analyze and interpret compensation and benefits data.~~
- ~~Oversee Staff Development training activities and employee orientations.~~
- ~~Represent Human Resources at Board meetings and present information as required; participate on committees, task forces and work groups; coordinate human resources functions with payroll and management information systems.~~
- ~~Organize and oversee the preparation and maintenance of personnel records, files and data as required by State and federal laws and District policies; develop appropriate records storage and retention schedules; assure adequate documentation related to employee selection, promotion, discipline and termination and other actions.~~
- **Function as the District's Public Information Officer. Provide input to the Chancellor, the Board, administrators, faculty, staff and students regarding current and potential public relations issues and concerns; confer with District staff and community leaders regarding the needs and services of the District.**
- **Coordinate, prepare and oversee the release of official District and Board news releases; serve as the District spokesperson as requested; maintain positive relationships with print and electronic news media and with key community and public organizations.**
- **Provide managerial oversight for the Office of Advancement. Actively support the leadership of the Dean of Advancement in completing objectives developed by or in conjunction with the Foundation Board, the Chancellor, and the Board of Trustees.**
- Work cooperatively as a member of the management staff of the Colleges and District toward the achievement of its goals and objectives.
- Provide leadership consistent with the mission and function of the Colleges and District.
- Recommend and implement techniques to improve department policies and practices, increase efficiency, take advantage of opportunities and maintain state-of-the-art practices, keeping abreast of current trends and practices in the field.
- Maintain effective public relations with the larger community.

- Assure smooth operations within the areas of responsibility.
- React to change productively and handle other essential tasks as assigned.
- Immediately report known or likely fraud, illegal acts, violation of provisions of contracts or grant agreements to the appropriate parties.
- Select, assign, orient, train, supervise, counsel, discipline and annually evaluate the performance of direct subordinates; delegate the responsibility for supervision of indirect subordinates to subordinate supervisors to assure efficient and effective performance; develop expectations for performance and standards of excellence.
- ~~May be assigned to lead or participate in District wide or college committees, initiatives, teams or ad hoc groups; responsible and accountable for completion of assigned tasks when assigned to such a group; when chairing such a group, evaluate the performance of committee members and forward input to members' supervisors for consideration during the performance evaluation process.~~
- Develop, maintain and monitor District programs for performance appraisal and disciplinary processes; prepare materials for litigated cases and coordinate legal proceedings with counsel; interpret policies, laws and regulations, court cases and their application to human resources and employee relations activities.
- Develop and administer the departmental budget; prepare recommendations and justifications related to proposed expenditures; review and approve expenditures according to established District policies and procedures; maintain appropriate records and documentation according to established purchasing policies and procedures.
- Maintain current knowledge of trends and practices in the fields of human resource management, employee relations, **community relations and advancement**.
- Participate in preparation of state and federal grant applications.
- Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience: Any combination equivalent to: Bachelor's degree ~~in human resources or public administration or other closely related field~~ and five years of varied and increasingly responsible experience in human resources management, **communications, or advancement**. Public sector or public educational experience is desirable. **An advanced degree is preferred.**

Knowledge of:

- Principles and practices of human resources management and collective bargaining in the public sector, **communications, and advancement**.

- Principles of administration, supervision and training.
- Techniques of recruitment, selection, classification and records management.
- Wage and salary administration.
- Human resources and **advancement** information systems functions and operations.
- State and federal laws and regulations related to human resources management, collective bargaining, **communications, advancement** and community college administration.
- Negotiation techniques and collective bargaining processes.
- Preparation of comprehensive reports and contracts.
- Development of systemic internal controls.
- Computer systems and equipment used to prepare and control positions, salary range placement and other human resources information.
- Progressive discipline procedures and documentation.
- Budget preparation and control.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and diplomacy.

Ability to:

- Provide leadership in all assigned areas including human resources, **communications, and advancement.** ~~recruitment, selection, affirmative action, compensation and benefits, collective bargaining, grievance and disciplinary procedures, performance appraisal and records management.~~
- Plan, organize, coordinate and direct the District's human resources, **communications, and advancement functions.** ~~personnel management and employee relations programs and activities for academic and classified staff.~~
- Develop, modify, evaluate and implement District-wide position control, salary range placement and other human resources systems and processes.
- Negotiate collective bargaining agreements.
- Assure the integrity of District human resources, **communications and advancement** systems and information.
- Interpret, apply and explain complex policies and legal requirements.
- Prepare and present comprehensive reports and recommendations.
- Assure the accurate and timely preparation, maintenance and retention of files, data and documentation.
- Select, assign, orient, train, supervise, counsel, discipline and evaluate the performance of direct subordinates.
- If chairing a committee, evaluate the performance of committee members and forward input to members' supervisors for consideration during the performance evaluation process.
- Communicate effectively both orally and in writing.
- Establish and maintain effective and cooperative working relationships with others.
- Interpret, apply and explain District policies and legal regulations and requirements.
- Participate in developing automated information systems.

OTHER REQUIREMENTS: A valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment at a desk or computer terminal. The incumbent is subject to frequent interruptions and contact in person and on the telephone with executive, management, supervisory, academic and classified staff, the Board of Trustees and the general public. Work requires travel to other offices or locations to attend meetings or conduct work.

The working conditions described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: Typically must sit for long periods, use hands and fingers to operate a computer keyboard, see clearly to read normal and fine print, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person, reach with hands and arms, and regularly lift, carry and/or move objects weighing up to 10 pounds. Must be able to remember key information and concentrate for long periods of time.

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Board Approved: May 7, 1998

Conflict of Interest Language Added: September 14, 2004

Board Approved Revisions: September 5, 2005

Board Approved Revisions:

Updated Administrative Duties to include language regarding fraud and/or contract violations: March 6, 2008

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

TITLE: ~~DIRECTOR, PUBLIC SAFETY~~
CHIEF OF POLICE

DEFINITION: Under direction of the Vice ~~Chancellor~~ ~~President~~ of Administrative Services, plan, organize, coordinate and direct a District-wide police, security and parking program **and Emergency Preparedness** to protect the lives and property of students, faculty, staff and the District; assure the protection of District personnel and facilities in accordance with federal, State and local laws, codes and regulations as well as District public safety policies and procedures; train, supervise and evaluate the performance of assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plan, organize, coordinate and direct the District's police, security and parking program compatible with the needs of campus communities and established District mission, goals and objectives; respond to public safety issues and concerns of District students and personnel.
- Develop, direct and evaluate public safety program activities and operations consistent with federal, State and local laws, codes and regulations as well as District policies and procedures; plan and implement work processes **that** facilitate attainment of established program goals and objectives.
- Direct the enforcement of all applicable laws to preserve the peace and protect lives, personal property and District facilities; in cooperation with college presidents and other administrators, develop departmental policies, protocols and procedures; issue directives to meet public safety needs efficiently and effectively.
- Provide for training opportunities consistent with State Peace Officer Standards and Training (POST) **and Department of Justice (DOJ)** requirements for assigned law enforcement, security and support personnel; delegate and review assignments; establish and monitor performance standards, priorities and expectations for assigned staff.
- Coordinate District public safety activities with local and regional law enforcement agencies ~~assure effective interface between dispatch personnel~~ and implement backup policies to preserve the peace and protect lives and property.
- Oversee the investigation of suspected criminal activities and major incidents, which occur on District property; assure appropriate surveillance, collection and preservation of evidence, interrogation of suspects, victims and witnesses, and protection of the constitutional rights of all concerned.

- Prepare and submit a variety of statistical and narrative reports; assure the organization, preparation, maintenance and retention of public safety records and reports in accordance with legal requirements and District policies; direct preparation of proposals, recommendations and other materials as requested.
- Organize, coordinate and direct District and college security procedures; confer with District administrators and custodial supervisors to develop comprehensive plans and procedures to assure that all District offices, classrooms, laboratories and other facilities are secured and locked to prevent property damage or loss.
- Participate in planning and developing District parking enforcement regulations; implement patrol schedules and citation procedures; plan and direct traffic control for special events and other peak traffic periods.
- Prepare and administer annual program budgets; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.
- Communicate with District administrators and support personnel, representatives of college groups, State and federal agencies, other law enforcement agencies and educational institutions to coordinate public safety programs and activities.
- Maintain current knowledge in the field of law enforcement and criminal justice; participate in professional organizations, regional meetings and conferences and related activities.
- Work cooperatively as a member of the management staff of the College and District toward the achievement of its goals and objectives.
- Provide leadership consistent with the mission and function of the College and District.
- Recommend and implement techniques to improve department policies and practices, increase efficiency, take advantage of opportunities and maintain state-of-the-art practices, keeping abreast of current trends and practices in the field.
- Maintain effective public relations with the larger community.
- Assure smooth operations within the areas of responsibility.
- React to change productively and handle other essential tasks as assigned.
- Immediately report known or likely fraud, illegal acts, violation of provisions of contracts or grant agreements to the appropriate parties.
- Select, assign, orient, train, supervise, counsel, discipline and annually evaluate the performance of direct subordinates; delegate the responsibility for supervision of indirect subordinates to subordinate supervisors to assure efficient and effective performance; develop expectations for performance and standards of excellence.

- May be assigned to lead or participate in District-wide or college committees, initiatives, teams or ad hoc groups; responsible and accountable for completion of assigned tasks when assigned to such a group; when chairing such a group, evaluate the performance of committee members and forward input to members' supervisors for consideration during the performance evaluation process.
- Prepare and administer annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.
- Participate in preparation of state and federal grant applications.
- Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree with coursework in criminal justice, public administration, criminology or related field, or an equivalent combination of education and experience for which similar knowledge and abilities could be acquired.
- Six years of experience in law enforcement or public safety work, preferably in a governmental or educational institution, including three years of supervisory experience with a POST-certified California law enforcement agency.
- Possession of a California POST Supervisory certificate.

~~Any combination equivalent to: two years of college coursework in criminal justice, criminology or related field and four years of increasingly responsible and varied security and law enforcement experience, including at least two years of supervisory experience.~~

Knowledge of:

- Principles, practices and techniques used in modern law enforcement, security and crime prevention.
- Organization and administration of public safety functions in a community college district. Direction and coordination of District law enforcement, parking regulation, records management, and security of District property and facilities.
- Effective security measures for a large and complex organization with multiple sites and facilities.
- Training and certification requirements for law enforcement officers and support staff in this state.
- Enforcement and interpretation of federal, State and **local** laws, codes and regulations.
- Specific laws, codes and regulations related to search and seizure, arrest and the chain of evidence.
- Current trends in law enforcement and court cases affecting police work.
- Principles of management, supervision and training.
- Development and implementation of departmental policies and procedures.
- Correct English composition, grammar, spelling and vocabulary.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and diplomacy.
- Budget preparation and administration.

- Operation of computer equipment and various software programs including criminal information systems, database management, spreadsheet and word processing applications software.

Ability to:

- Plan, organize, coordinate and direct a comprehensive public safety and security program for a community college district.
- Develop, implement and evaluate law enforcement policies and procedures, security measures and parking regulation services provided to the District.
- Work collaboratively with District and college administrators to develop processes designed to preserve the peace and protect lives and property.
- Maintain current knowledge trends in law enforcement and court cases affecting police work.
- Implement procedures and assign staff to enforce laws and protect lives and property.
- Prepare and administer complex budgets for assigned program areas.
- Provide law enforcement training consistent with POST certification requirements.
- Establish and maintain effective and cooperative working relationships with other law enforcement agencies in the community.
- Communicate effectively both orally and in writing.
- Relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Select, assign, orient, train, supervise, counsel, discipline and evaluate the performance of direct subordinates.
- If chairing a committee, evaluate the performance of committee members and forward input to members' supervisors for consideration during the performance evaluation process.

OTHER REQUIREMENTS: A valid California driver's license. Eligible to qualify for a POST Management Certificate within the first year of employment. Successful completion of medical and psychological evaluations and pass an in-depth background investigation.

WORKING CONDITIONS: Duties are primarily performed in an office environment, while sitting at a desk or computer terminal or in meetings. The incumbent is subject to frequent interruptions and contact in person and on the telephone with executive, management, supervisory, academic and classified staff, the Board of Trustees and the general public. Work involves frequent travel to crime scenes, major incidents and meetings at various locations within the District and the community.

The working conditions described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: Incumbents regularly stand and sit for long periods of time, walk short distances on a regular basis, travel to various locations to direct the investigation of major crimes and/or incidents, attend meetings and conduct work at various locations in the community and District, use hands and fingers to operate an electronic keyboard or other office machines; see to read fine print and operate computer; hear and understand voices over

telephone and in person; reach with hands and arms; and lift, carry, and/or move objects weighing up to 10 pounds. Must be able to remember key information and concentrate for long periods of time.

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Board Approved: May 7, 1998

Conflict of Interest Language Added: September 14, 2004

Update Administrative Duties to include language regarding fraud and/or contract violations:
March 6, 2008

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

TITLE: Director of DISC and EOP&S/CARE Range 11 (\$6,722-\$8,486)

DEFINITION:

The Director of ~~Support Services~~ **DISC and EOP&S/CARE** is directly responsible to the Vice President of Student Services. Primary duties include the management of the day-to-day operations for Disabled Instructional Support Center (DISC), and Extended Opportunities Programs and Services (EOP&S)/Cooperative Agencies Resources for Education (CARE). The Director of ~~Student Support Services~~ **DISC and EOP&S/CARE** is responsible for officially representing the units, serving as spokesperson for the units, supervising activities of the units, and providing services to students as needed; and performing other related duties as required.

Distinguishing Characteristics

The Director of ~~Student Support Services~~ **DISC and EOP&S/CARE** is an **educational administrator** position that is directly responsible for ensuring that services for DISC and EOP&S/CARE are provided; and that the District complies with all laws and regulations pertaining to DISC and EOP&S/CARE students; that EOP&S/CARE and DISC students are provided with appropriate programs and services; and that student records are appropriately maintained. The Director must be able to skillfully manage faculty and staff, and be responsible for ensuring budgeting and reporting requirements are met. In addition, the Director must understand, promote, and ensure the connection between EOP&S/CARE /DISC functions and student learning and institutional effectiveness outcomes.

EXAMPLES OF ESSENTIAL DUTIES:

Program Management and Services

- Direct and oversee the delivery of services for DISC and EOP&S/CARE;
- Plan, develop, direct, supervise, implement and evaluate all components of the college DISC and EOPS/CARE programs;
- Analyze and interpret diagnostic assessment results and reports to determine eligibility for services;
- Establish program goals, objectives and measurements as reported in the annual college unit plan;
- Assure compliance with local, state, and federal regulations regarding access to facilities and instructional programs;
- Initiate, compile, and maintain all records and data required by the Chancellor's Office and other official regulatory agencies;
- Provide direct services to EOP&S/CARE and DISC students as needed;
- Promote and maintain liaison with community agencies and educational institutions.

Budget Management

- Develop, submit, monitor, and approve expenditures of budgets for EOP&S/CARE and DISC;
- Assure compliance with local, state, and federal expenditure guidelines;
- Develop funding sources such as grants and gifts;
- Interact with other key stakeholders.
- **Prepare and administer annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.**
- **Participate in preparation of state and federal grant applications.**

Personnel Management

- Determine need, initiate requests, and recommend employment of all academic, classified, and student personnel;
- Recruit, train, and oversee volunteers;
- Supervise and evaluate all faculty and staff in the unit.

Instructional Management

- Facilitate the identification of curricular needs and assist in curriculum development.
- Provide leadership for and ensure completion of required program reviews, student learning and development outcomes.

Related Management

- Work with the DISC Advisory Committee and the EOPS Advisory Committee;
- Develop public information for on/off campus dissemination;
- Provide for faculty and staff in-service development;
- Maintain awareness of local, state, and federal trends for use in forecasting services and instruction;
- Serve on District standing committees as assigned;
- Provide for academic counseling support for students including the creation of Student Educational Plans;
- Provide leadership for EOP&S/CARE student outreach activities in coordination with local entities including community agencies, high schools, and alternative educational settings in order to increase the enrollment of nontraditional and low income students;
- Serve as EOP&S/CARE liaison with faculty, community, and other colleges;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students, and of staff and students with physical and learning disabilities.
- **Work cooperatively as a member of the management staff of the College and District toward the achievement of its goals and objectives.**
- **Provide leadership consistent with the mission and function of the College and District.**

- Recommend and implement techniques to improve department policies and practices, increase efficiency, take advantage of opportunities and maintain state-of-the-art practices, keeping abreast of current trends and practices in the field.
- Maintain effective public relations with the larger community.
- Assure smooth operations within the areas of responsibility.
- React to change productively and handle other essential tasks as assigned.
- Immediately report known or likely fraud, illegal acts, violation of provisions of contracts for grant agreements to the appropriate parties.

QUALIFICATIONS:

Education and Experience:

Required

- Master's degree in a category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling **and one year of formal training related to the administrative assignment AND**
- **Two (2) years of full-time experience in the last four (4) years in one of the following: the instruction, counseling, or administration of a program for students with disabilities in an institution of higher education; administration or supervisory experience in a public agency or private social welfare organization serving the needs of persons with disabilities, or teaching, counseling, or administrative experience in secondary education in programs for students with disabilities AND**
- A minimum of six (6) units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages (*pursuant to Title 5, Section 56262*).

Knowledge of:

Required

- ADA and other legal requirements for community college students with disabilities;
- Educational program management;
- EOP&S and DISC mandates, requirements, services and operations and/or management or administration of educational, government, or private industry programs in which work was predominantly with ethnic minorities or persons handicapped socially, economically, and/or by language or comparable experience in working with disadvantaged clientele (*pursuant to Title 5, Section 56262*);
- Budget management;
- Effective oral and written communication;
- Direct service to disabled students.

Preferred

- Provision of Community College services to disabled students;
- Provision of Community College services to EOP&S students;
- Provision of services to learning disabled students and to deaf and hard of hearing students.
- Provision of current higher education student services, programs, and processes that

are of special value to disadvantaged, underrepresented, and nontraditional students;

Ability to:

- Assess needs and provide appropriate programs and services for students with disabilities as well as the general student population;
- Manage a budget;
- Develop and maintain cooperative and effective working relationships;
- Understand and carry out complex instructions, both oral and written;
- Work with interruptions, frequent deadlines, and multiple assignments simultaneously;
- Work at a desk, conference table or in meetings of various configurations;
- Communicate so others will be able to clearly understand a normal in-person conversation;
- See for the purpose of reading and understanding regulations, laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

OTHER REQUIREMENTS: A valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to frequent interruptions and contact in person and on the telephone with administrative, academic and classified staff and the general public.

The working conditions described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, see clearly to read and interpret information, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds. Frequently must travel to other offices or locations to attend meetings or conduct work.

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Board Approved:

**West Valley-Mission Community College District
For Consent Agenda
July 19, 2011
EXHIBIT A - PRE-APPROVALS**

The following hires require Board Approval prior to beginning work.

PROFESSIONAL EXPERT

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Not to Exceed</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Andrews, Spring	MC	ACCESS/ AANAPISI	Data Systems consultant	\$60,000	07/01/11	06/30/12	120
Filuk, Heather	WVC	Stud. Health	Registered Nurse Critical Care Cert.	\$8,910	07/01/11	06/30/12	121
Lum, Sybil	MC	WHP	Adaptive PE Support Assistant	\$2,000	07/01/11	06/30/12	100
Lum, Sybil	MC	DISC	Adaptive PE Instr. Assistant	\$2,000	08/29/11	06/30/12	120
Niemann, Daniel	WVC	TV/AV	Digital Media Specialist	\$15,000	07/01/11	06/30/12	597/120
Sheridan, Pamela	WVC	Stud. Health	Public Health Nurse	\$24,750	07/01/11	06/30/12	121
Tabbara, Haifa	WVC	Campus Ctr.	Facility Promoter & Event Planner	\$20,000	08/01/11	06/30/12	731
Tidmarsh, Jonathan	WVC	Multimedia Operation	Multimedia Installation Assistant	\$5,000	07/01/11	09/30/11	120
Zumbahlen, Jessica	WVC	Distance Learning	Develop Distance Learning Website	\$4,000	07/01/11	12/15/11	120

PROJECT-BASED

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Not to Exceed</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Borst, Catherine	WVC	ATTE	Assist with ATTE Hub grant, database building & mgmt.	\$11,250	07/01/11	06/30/12	120
Sosa-Vargas, Rosa	MC	Int'l Students	Int'l Students Housing Assistant	\$4,000	06/20/11	06/30/11	591
Stopp, Claudia	DIST	Chancellor's Office	Assist with Prep. & dist. of Board agenda, filing of FPPC forms, 2012 board election cycle	\$12,000	07/01/11	06/30/12	120
Avram, Angel	DIST	Facilities	Project Assistant	\$19,200	7/12/11	06/30/12	420

SEASONAL

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Brown, Matt	MC	Fire Technology	Lab Assistant III	07/01/11	06/30/12	100
DeJesus, Kimberly	WVC	A& R	Cler./Gen. Asst. II	07/01/11	12/23/11	100
Ewan, Thomas	WVC	Chemistry	Lab Assistant III	08/22/11	01/13/12	100

Karets, Elena	WVC	A&R	Cler./Gen. Asst. III	07/01/11	12/23/11	100
Miller, Judith	WVC	Office of Instruction	Cler./Gen. Asst. III	08/23/11	12/30/11	100
Rosa, Anna	WVC	A&R	Cler./Gen. Asst. III	07/01/11	12/23/11	100
Sunzeri-	WVC	ESL	Cler./Gen. Asst. I	08/29/11	12/31/11	100
Hernandez, Monica						
Welker, Lynn	MC	MC-CDC	CDC Asst. II	07/01/11	12/16/11	330
Yang, Mary	MC	Office of Instruction	Cler./Gen. Asst. III	07/01/11	12/20/11	100

TUTOR

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Heuston, Tayler	WVC	Writing Cntr.	Tutorial Assistant III	06/01/11	06/30/11	100
Laranjeira, David	MC	ASD	Tutorial Assistant II	07/01/11	12/31/11	100
Liu, Jia	MC	ASD	Tutorial Assistant I	07/01/11	05/31/12	100

West Valley-Mission Community College District
 For Consent Agenda
 July 19, 2011
 EXHIBIT B - RATIFICATIONS

The following hires are for informational purposes only and do not require Board Approval prior to beginning work.

STUDENTS

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Islas, Maria	MC	CDC	CDC Assistant I	06/15/11	08/26/11	330
Larino, Jerry	MC	Library	Cler./Gen. Asst. III	06/13/11	08/30/11	100
Lincoln, Wesley	WVC	Community Ed.	Technical Assistant III	06/21/11	07/28/11	591
Ordana, Ronaliz	MC	CDC	CDC Assistant I	06/22/11	08/26/11	330
Somer, Brenda	WVC	Tutorial Svcs.	Tutor I	07/01/11	07/29/11	100

SUBSTITUTES FOR ACTIVE EMPLOYEES

<u>Name</u>	<u>College</u>	<u>Department</u>	<u>Services Required</u>	<u>Start Date</u>	<u>End Date</u>	<u>Fund</u>
Root, Betty	DIST	Foundation Office	Senior Administrative Assistant	06/28/11	07/05/11	120

**EXHIBIT C
PART-TIME ACADEMIC
2011-2012 ACADEMIC YEAR
West Valley and Mission Colleges
July 19, 2011**

EMERGENCY HIRES

<u>Name</u>	<u>College</u>	<u>Semester</u>	<u>Department</u>	<u>Fund</u>
O'Hare, Kristian	MC	Su '11	English	100
Rua, Nicole T.	WVC	Fa '11	English	100

NEW HIRES

<u>Name</u>	<u>College</u>	<u>Semester</u>	<u>Department</u>	<u>Fund</u>
Bedic Babic, Danijela	MC	Fa '11	CSIT	100
McQuade, Joan M.	WVC	Su '11	FOLA	100
Mneimneh, Maher	MC	Fa '11	CSIT	100
Soltis, Mary L.	WVC	Fa '11	Reading	100

ITEM 6.2
JULY 19, 2011
ACTION ITEM
CONSENT AGENDA

PREPARED BY: FRANCINE CARACCIOLO

REVIEWED BY: BRADLEY DAVIS

APPROVED BY: JOHN E. HENDRICKSON

**SUBJECT: APPROVAL OF PROFESSIONAL GROWTH AND DEVELOPMENT
SALARY INCREMENT AWARDS**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees award Professional Growth and Development (PG&D) increments to the below-listed individuals, effective August 1, 2011, on the basis of the compliance report for each of the faculty members being submitted to the Committee prior to June 10, 2011.

Funding Source/Fiscal Impact

Fund 100 - General Fund. Increases are required by contract with Association of College Educators (ACE). Fiscal Services has reviewed the costs and adequate funding is available to support the awards.

Reference(s)

The purpose of Article 47 in the Association of College Educators agreement "Professional Growth and Development" is to encourage continued professional growth of members through on-going updating of knowledge and ability, development of new skills and continuous analysis and improvement of professional expertise.

Background/Alternatives

The agreement between the District and ACE provides a salary incentive to encourage the continued professional growth of its members through the development and completion of activities and projects that benefit both the student and the college. All ACE faculty members who have reached Step 12 on columns D, E or F on the salary schedule and are in satisfactory or exemplary status are eligible for consideration for this award. During the final year of the first or later growth step, the member is eligible to apply and move to the next growth step. The member must remain in satisfactory or exemplary appraisal status throughout the term of the professional growth project (i.e., a minimum of 3 years of satisfactory service).

The PG&D Committee is a District Committee responsible for the evaluation of proposals of faculty members from both colleges. The responsibilities of the committee

members include diligent study of each faculty member's proposal and compliance report.

Coordination

Proposals are initially approved by the PG&D Committee and recommended to the Chancellor. Each proposal must have been completed within a three-year period. The committee receives, reviews and validates compliance or non-compliance of each project and recommends action to the college president. The president reviews the committee's recommendation and forwards the committee's recommendation to the Chancellor. The Chancellor recommends to the Board of Trustees those projects that have met the terms of the original proposal.

Follow-up/Outcome

Salary steps will be adjusted according to the ACE contract.

Professional Growth and Development Compliance Reports

Wael Abdeljabbar: Completed six units of coursework in Computer Networking. Attended 12 days of conferences, including Interop and Cisco Systems.

Greg Allen: Completed three units of coursework in Sociology and two units of coursework in Computer Applications. Attended four days of conferences. Supervised the Math Resource Center and chaired two part-time hiring committees.

Kathy Arnold: Completed four units of coursework in Online Instruction. Visited ten art museums in Southern California to develop curricular materials for Art 10 and its associated website. Developed the curriculum for art 10, American Art: A Multicultural Approach. Attended four days of conferences.

Angelica Bangle: Completed four units of coursework in Distance Learning and three units of coursework in Administration of Justice. Attended four days of conferences.

Steven Blasberg: Attended 24 days of conferences sponsored by the Math Association of America, the American Math Association of Two-Year Colleges, and the World Federation of National Math Competitions. Chaired the Professional Growth and Development Committee.

Anna Brichko: Completed 3.5 units of coursework in Spanish. Attended four days of conferences. Revised the curriculum for French 011A, 011B, Italian 011A, 011B, and Spanish 011A, 011B. Served on the Professional Growth and Development Committee.

ALYSON BUTCHER: Completed four units of coursework in Physics. Created PowerPoint lecture notes for Math 104, Geometry. Chaired the Math Department Placement Committee.

MICHAEL BYERS: Completed three units of coursework in Music Technology. Attended 20 days of conferences toward certification in Mindfulness Based Stress Reduction.

BRAD CHIN: Completed three units of coursework in Computer Applications. Attended 12 days of conferences sponsored by the Math Association of America and the American Math Association of Two-Year Colleges. Served on a tenure review team and chaired an associate faculty evaluation team.

PAULINE CLARK: Completed three units of coursework in Global Studies and one unit of coursework in Cultural Perspectives. Attended three days of conferences for athletics counselors. Served on the Professional Growth and Development Committee.

JUDITH COLSON: Completed thirteen units of coursework for a Certificate in Postsecondary Reading and Learning. Served on a tenure review committee and the Basic Skills Advisory committee.

ROBERT CORNEJO: Completed three units of coursework in Music Technology. Composed a composition for string orchestra that was performed by the San Jose Youth Chamber Orchestra in a world premiere. Chaired a tenure review committee and served as a member of the Academic Senate.

HEIDI DAVIS: Completed three units of coursework in Distance Learning. Developed two online Physical Education courses. Attended 12 days of workshops and conferences. Presented at the annual Stanford Healthy Living Retreat for Women. Chaired a full-time hiring committee, and served on a part-time hiring committee and two tenure review committees.

TOM DEDEN: Completed three units of coursework in Biology and three units of coursework in Music of the World. Served four years as the Club Advisor to the West Valley College Human Rights Club/Gay Straight Alliance.

JUDIE DEL FRATE GOLDEN: Completed 11 units of coursework in Spanish.

BETTY ENSMINGER: Completed three units of coursework in Anthropology and three units of coursework in Distance Learning. Attended 14 days of conferences.

MEG FARRELL: Completed three units of coursework in Distance Learning. Authored a book, The Speakers Path: A Guide for Your Journey of Public Speaking.

RANDY FUJISHIN: Completed three units of coursework in Counseling. Authored or revised three books: Natural Bridges: Interpersonal Communication, The Natural Speaker: Public Speaking, 7th edition, and Your Ministry of Conversation (new book).

FRED GEORGE: Completed five units of coursework in Spanish and four units of coursework in Linear Algebra.

SOROUSH GHAHRAMANI: Completed three units of coursework in GPS. Developed five courses: ARCH 058, ARCH 059, ARCH 060, ARCH 065, and ARCH 066. Attended AIA National Conventions for 8 days. Chaired two part-time hiring committees and served on three part-time hiring committees.

TOM GOLBETZ: Completed three units of coursework in Counseling. Attended 14 days of conferences focused on the transfer process and transfer success. Chaired two tenure review teams and served on a hiring committee.

PATRICK HUDAK: Completed six units of coursework in web development and instructional design, and two units of coursework in Computer Applications.

JON TIMOTHY KELLY: Completed three units of coursework in Web design and Computer Applications. Built web pages for the History and Political Science Departments. Served on the Academic Senate and a full-time hiring committee. Club Advisor to Alpha Gamma Sigma.

YANGHEE KIM: Completed three units of coursework in Cross-Cultural Perspectives and three units of coursework in Organizational Behavior. Chaired two Tenure Review Committees.

RUTH LAIRD: Completed six units of coursework in Global Education and Anthropology. Attended an online teaching conference and a community college anthropology teachers' conference.

DEBORAH LEFALLE: Completed eight units of coursework in advanced research methods, qualitative research design, and the academic literature review process.

LUNGYEE LIN: Completed three units of coursework in Computer Applications courses and three units of coursework in Web development. Completed curriculum revision for Physics 01. Served on two hiring committees.

ROBERT LOPEZ: Completed three units of coursework in GPS and four units of coursework in Distance Learning. Developed four new Physical Science courses. Attended 7 days of teaching workshops. Chaired a full-time hiring committee.

PATRICIA LOUDERBACK: Completed three units of coursework in Counseling and three units of coursework in Nutrition. Served on the Curriculum Committee.

JULIE MAIA: Completed three units of coursework in Chicano Literature. Attended 21 days of conferences.

ANN MALMUTH-ONN: Completed eight units of coursework in literature and Humanities.

LEANN MCGINLEY: Completed three units of coursework in Technology and Counseling. Developed and taught two courses, Diversity in the Workplace and Leading in a Diverse World. Chaired one hiring committee and served on another.

BENJAMIN MENDELSON: Completed three units of coursework in Digital Imaging. Attended 15 days of conferences, including SEPA and AGU. Chaired two full-time hiring committees.

BOB MILLER: Completed four units of coursework in Global Studies and Computer Applications. Attended 16 days of conferences relating to increased awareness relating to current student counseling needs. Served on the Sustainability Committee at Mission College and chaired a tenure evaluation committee.

CHERYL MILLER: Completed seven units of coursework in Reading. Chaired a tenure evaluation committee and served on the Curriculum Committee.

GREG MOSTYN: Completed three units of coursework in Computer Applications. Published an article in a professional journal.

MYO MYINT: Completed six units of coursework in Online Learning. Member of a tenure review committee.

CAROL PAVAN: Completed six units of coursework in Computer Applications. Chaired a tenure review committee.

MONICA RIVAS: Completed five units of coursework in Japanese and three units of coursework in Computer Applications.

JULAINÉ ROSNER: Completed three units of coursework in Child Development and one unit of coursework in Computer Applications. Attended five days of conferences sponsored by TESOL and CATESOL. Authored a book, English for Child Care: Language Skills for Parents and Providers.

PAUL SANDERS: Completed six units of coursework in Philosophy of Religion and Comparative Religions. Attended eight days of conferences.

MARIA SCHEPER: Completed eight units of coursework in Computer Applications.

JAMES SMITH: Completed eight units of coursework toward an Online Teaching Certificate.

DOUGLAS TEMKIN: Attended 32 days of conferences, conventions, seminars, and symposia.

JAMES VAN TASSEL: Attended 14 days of conferences, meetings, and seminars. Created an annotated bibliography and revised the curriculum for distance education classes. Served on a tenure review committee and the Professional Growth and Development Committee.

ANN MARIE WASSERBAUER: Completed three units of coursework in Individualized Study. Attended 8 days of conferences. Coordinated the International Partners Program. Chaired a tenure review committee.

BETTY WEISS: Completed three units of coursework in Computer Applications and four units of coursework in Distance Learning. Served as Secretary of the Santa Clara Valley Math Association.

WANDA WONG: Completed three units of coursework in Sociology. Completed three units of coursework to earn a Distance Counseling Credential. Served as Two-Year Chair of the National Association of Academic Advisors to Athletes.

JOAN WORLEY: Redesigned, rewrote, and re-filmed 26 programs for Physical Education 4.12, TV Stretch and Flex.

ITEM 7.1
JULY 19, 2011
INFORMATION ITEM
CONSENT AGENDA

PREPARED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

**SUBJECT: SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO
STATUS**

This item is for informational purposes only.

Funding Source/Fiscal Impact

N/A

Background/Alternatives

The District's funds are invested with the County Treasury. Attached is its report.

Coordination

N/A

Follow-up/Outcome

No further action is required.

County of Santa Clara



Finance Agency Controller-Treasurer Department

County Government Center
70 W. Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 288-9237

June 10, 2011

Prepared by: Jacqueline A. Flippin
Jacqueline A. Flippin, Investment Officer

Reviewed by: Irene Lui
Irene Lui, Controller- Treasurer

TO: BOARD OF TRUSTEES, SANTA CLARA COUNTY SCHOOL DISTRICTS
BOARDS OF DIRECTORS, SANTA CLARA COUNTY SPECIAL PURPOSE DISTRICTS

FROM: VINOD K. SHARMA, DIRECTOR OF FINANCE Vinod

SUBJECT: COUNTY OF SANTA CLARA TREASURY INVESTMENT PORTFOLIO STATUS

RECOMMENDATION

Receive and file the March 31, 2011 Detailed Investment Portfolio Listing.

DISCUSSION

In compliance with the State of California Government Code as amended by Chapters 783 and 784, Statutes of 1995 and in compliance with County Policy, the Santa Clara County Treasury Investment Portfolio Report as of March 31, 2011 is submitted for your review and acceptance.

The attached detailed investment reports list each investment of the County Treasury Pool as well as individual reports for specific investment funds that each school district or special district has in the County Treasury. The reports include the respective purchase and maturity dates, par value, amortized cost, market value, and yield to maturity for each investment.

A summary of market value versus cost is provided below for Commingled Investments of the County Pool.

	Cost	Market Value	Increase (Decrease)	Percent
Commingled Investments	\$3,712,340,086	\$3,717,417,620	\$5,077,534	0.137%

Board of Supervisors: Mike Wasserman, George Shirakawa, Dave Cortese, Ken Yeager, Liz Kniss
County Executive: Jeffrey Smith

The yield of the pool on March 31, 2011 was 0.88%. As a comparison, on March 31, 2011 the yield of a 6-month Treasury Bill was 0.17%. A two-year Treasury Note was .82%. The State of California Local Agency Investment Fund (LAIF) yield was 0.45%.

Attached with the current investment strategy is a schedule that lists the average maturities and yield for the commingled funds over the past six months. A chart of investment concentration and maturity is provided for the Treasury Pool. Also included is a chart showing the one-year history of the pool and selected interest rates.

Securities are purchased with the expectation that they will be held to maturity, so unrealized gains or losses are not reflected in the yield calculations.

The market values of securities were taken from pricing services provided by Bank of New York, Bloomberg Analytics, dealer quotes, and an independent pricing service.

The investment portfolio is in compliance with the current investment policy as indicated in the attached report from the County Auditor. A combination of securities maturing, new revenues, and tax receipts will adequately cover the anticipated cash flow needs for the next six months. Cash flows are continually monitored and are considered paramount in the selection of securities purchased for the Pool.

If any Board member would like further information on this report, please let me know.

Attachments

INVESTMENT REVIEW AND STRATEGY

March 31, 2011

Gross domestic product, the total value of all goods and services produced in the U.S., grew by a meager rate of 1.8% rate in the first three months of the year. That is the slowest pace of growth in three quarters and a clear deceleration from the 3.1% rate posted in the fourth quarter of 2010. Most recently in April and May, economic indicators strongly suggested that the pace of economic activity continued to slow. Economic releases, ranging from those covering consumer confidence, creation of private sector jobs, factory orders, employment and consumer spending appeared to reiterate the theme of slowing growth and an ongoing sluggish recovery. The U.S. economy only added 54,000 jobs in May, the fewest since September. A surge in gas and grocery prices more than likely dampened consumer confidence and spending. Employment was affected by cutbacks from state and local governments. The Japan situation has no doubt contributed to weakness. The disruptions to its own production but also supply chain disruptions (particularly in autos and electronics) had an impact.

The dollar has dropped almost 8% against a trade weighted basket of currencies this year. A weak dollar makes imported products such as oil more expensive to US consumers and therefore spurs inflation. The decline in the dollar, among other factors, has contributed to the rising prices of global commodities such as oil. The price index for personal consumption expenditures, an inflation measure closely followed by the Fed, rose at a 3.8% annual rate, the fastest pace since the third quarter of 2008. Excluding the volatile energy and food sectors and which gives Fed officials a better sense of long run inflation trends, the index rose at a 1.5% annual rate. Federal Reserve Officials say they expect inflation pressures to ease as the year goes on and that the recent up-tick in inflation levels will not alter the Fed's commitment to maintain its target Fed Funds interest rate at the near zero level where it has been since December of 2008. Although yields on Treasury bonds with longer maturities increased by approximately 27 basis points over the first three months of the year, by the end of May bond yields had reversed direction and erased the earlier increases due to higher demand. Signs of a slowing economy, social unrest in the Middle East and North Africa and the ongoing European debt crisis prompted investors to seek safety in the Treasury markets.

The annualized GDP growth since the economic recovery began in mid 2009 has been 2.8 percent, much slower than those recoveries between 1960 and 1985, whose growth rates fell in the range of 4.5 to 7 percent. However, the current recovery is similar to those from 1991 and 2001, the two prior recoveries. Recovery growth in 1991 and 2001 occurred in a modest range of 2.7 to 3.3 percent. Perhaps, the consistency with recent prior periods supports those economists who suggest that the U.S. economy has undergone structural changes and therefore the current slow pace of economic activity should not be considered unusual. But what is different about the current period is a very high unemployment rate (9.1%) whose presence imposes constraints on spending and growth. This past May, private-sector employers added 83,000 jobs, the fewest since June

2010 while the government sector cut 29,000 workers as a result of state and local budget reductions. Given that population growth adds 75,000 to 85,000 to the labor force in an average month, new jobs are not occurring fast enough to keep up with population growth or to reduce the unemployment rate.

The U.S. manufacturing sector grew robustly in the first quarter and at a pace that has not been this strong since 1997. Growth did, however, slow in April and May. The sector's growth has been fueled in part by spending on computers, equipment and other machinery and has been the biggest beneficiary of the weak dollar. Other forces driving manufacturing has been stronger sales of cars and heavy duty trucks, as well as exports of goods like building, mining and farming equipment to fast growing markets in China, India and Latin America. Moreover the strong demand for capital goods like construction machinery and factory equipment partly reflects purchases that companies postponed during the recession to conserve cash. For now at least, food price inflation is boosting spending worldwide on agricultural equipment. Infrastructure projects in China, Latin America, India and Africa are ratcheting up demand for construction equipment. Globally, rising metal and oil prices have encouraged spending on mines and oil and minerals exploration.

The housing sector remains very weak. The enormous supply of existing homes either in foreclosure or soon to be will continue to exert downward pressure on prices for some time. Moreover, the delays in foreclosure proceedings caused by ongoing litigation with lenders over origination documentation will cease at some point and increase the number of distressed homes for sale. Although mortgage rates are low and house prices have reached more affordable levels, mortgage credit is still difficult to obtain and potential homebuyers are reluctant due to possible future declines in home values. S&P/Case-Schiller home price data indicate that the housing sector has undergone a "double dip." Housing prices in 20 big U.S. metropolitan areas fell in March to their lowest level since 2003, erasing all the price level gains that had been earned last year.

Our portfolio strategy remains focused on the purchase of high quality assets and on those issuers whose credit strength is bolstered by U.S. government support. The quality standards set by the investment policy, under which the Pool is managed, for most of our securities, are higher than those required by state code. Government sponsored enterprises (GSEs) FHLMC, FNMA and FHLB will remain core holdings. Legislation enacted in July 2008 reaffirmed and strengthened the support available from the U.S. government for the GSEs. Furthermore, the significant ownership stake (80 percent) in FNMA and FHLMC that has been assumed by the U.S. Treasury provides senior debt holders with ample credit support. Currently, FNMA and FHLMC guarantee \$5.5 trillion of U.S. home mortgages. We also like bank debt that is secured by FDIC and NCUA guarantees. This debt benefits from the full faith and credit of the U.S. government for timely return of both principle and interest.

With the Fed setting its target rate at 0%, interest rates, particularly short rates are at trough levels. The amount of time it takes for the economy to recover will solely determine how long rates remain this low. As portfolio bonds with attractive coupons

mature those proceeds must be reinvested at lower rates, lowering the overall pool's acquisition yield.

Given that we expect interest rates will eventually move upward, we want to position the portfolio to fully take advantage of interest rates moving upward whenever that occurs. A material change in rates may not occur until mid-2012. Nevertheless, our bias is to defensively structure the portfolio so that it is less sensitive to interest rate shifts and its market value is shielded from significant declines. We continue to look selectively at callable securities. They are typically bought as substitutes for securities with short maturities. We also find some floating rate securities attractive. Rates change quarterly and are pegged to LIBOR, a market rate which recently has begun to increase. Inflation protected notes may also be appropriate given a potential inflation ramp-up. And lastly, during those periods when we find the yield curve steep, slightly longer securities that are advantaged by the curve add value to the portfolio.

	<u>MAR</u>	<u>FEB</u>	<u>JAN</u>	<u>DEC</u>	<u>NOV</u>	<u>OCT</u>
Average Days to Maturity	347	263	266	244	293	309
County Yield (end of month)	0.88%	0.84%	0.85%	0.81%	0.95%	1.02%
LAIF Yield (end of month)	0.45%	0.45%	0.44%	0.46%	0.45%	0.45%

Santa Clara County Commingled Pool and Segregated Investments
Cost vs Market Value and Historical Yield Comparisons

March 31, 2011

<u>Fund</u>	<u>Cost</u>	<u>Market Value</u>	<u>Increase (Decrease)</u>	<u>Percent Increase (Decrease)</u>
Commingled Investments	3,712,340,086	3,717,417,620	\$5,077,534	0.137%
Retiree Health Fixed Income*	140,457,575	143,475,148	\$3,017,572	2.148%
Retiree Health Equity*	11,174,065	11,515,776	\$341,711	3.058%
Foothill Comm Col Series B	8,311,933	8,442,874	\$130,941	1.575%
Mountain View-Los Altos***	2,001,100	2,000,185	-\$915	-0.046%
Reserve Series 2005	923,156	923,156	\$0	0.000%
Schools & Special Districts***	6,415,376	6,413,697	-\$1,680	-0.026%
West Valley Mission CCD - Building Fund**:	135,555,595	135,485,601	-\$69,995	-0.052%
(1) Medical Malpractice Ins Fund	13,434,063	13,624,456	\$190,393	1.417%

(1) Managed by Chandler Asset Management, Inc.

Summary of Yields for Select Santa Clara County Investment Funds**

<u>Fund</u>	<u>2011</u>			<u>2010</u>
	<u>Jan 31</u>	<u>Feb 28</u>	<u>Mar 31</u>	<u>Mar 31</u>
Commingled Investments	0.85%	0.84%	0.88%	1.03%
Retiree Health Fixed Income	3.87%	3.80%	3.98%	4.21%
Weighted Yield	0.96%	0.95%	0.99%	1.14%

*These accounts reflect two components of the Retiree Health Fund. The third component is included in the Commingled Pool.

**Yield to maturity (YTM) is the rate of return paid on a bond, note, or other fixed income security if the investor buys and holds it to its maturity date and if the coupon interest paid over the life of the bond is reinvested at the same rate as the coupon rate. The calculation for YTM is based on the coupon rate, length of time to maturity, and market price at time of purchase.

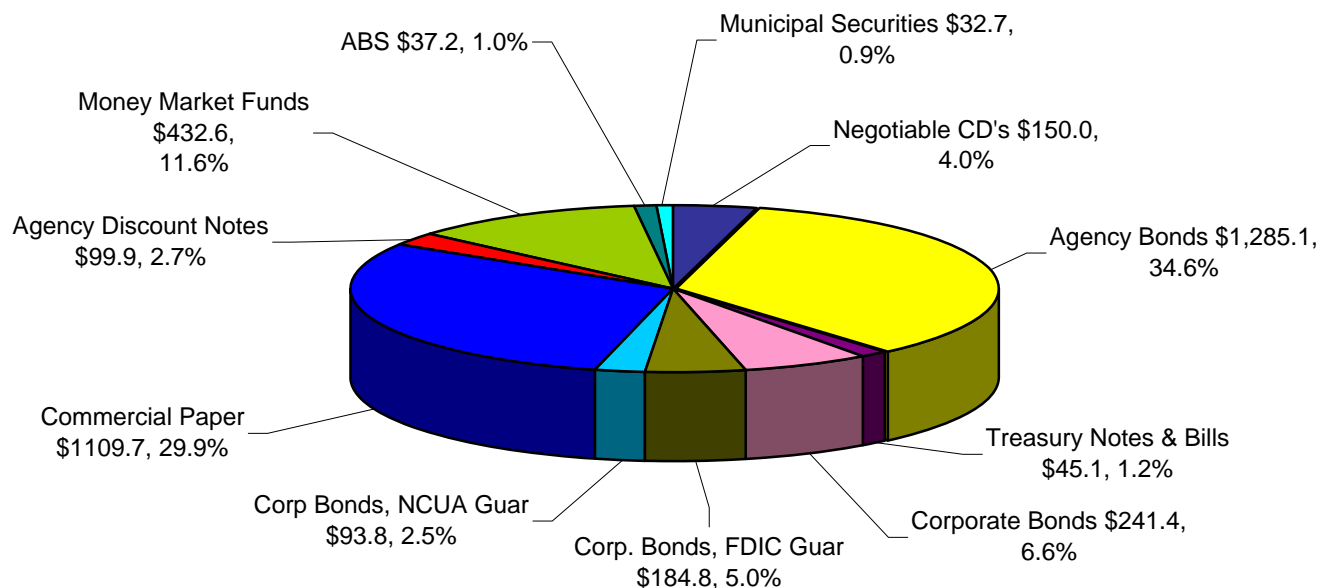
Yield is a snapshot measure of the yield of the portfolio on the day it was measured based on the current portfolio holdings on that day. This is not a measure of total return, and is not intended to be, since it does not factor in unrealized capital gains and losses and reinvestment rates are dependent upon interest rate changes

***Individual securities within municipal security accounts are from time purchased at a premium price. The purpose of the price premium is to adjust the bond's price higher as an offset to the bond's above market coupon. With the passage of time, the price of the security approaches par because that is what the holder will receive at maturity. At this time, because of the premium, and not necessarily due to a decline in value, the security's cost will exceed its market value.

SANTA CLARA COUNTY TREASURY-COMMINGLED POOL INVESTMENT CONCENTRATION AND MATURITY DISTRIBUTION

March 31, 2011

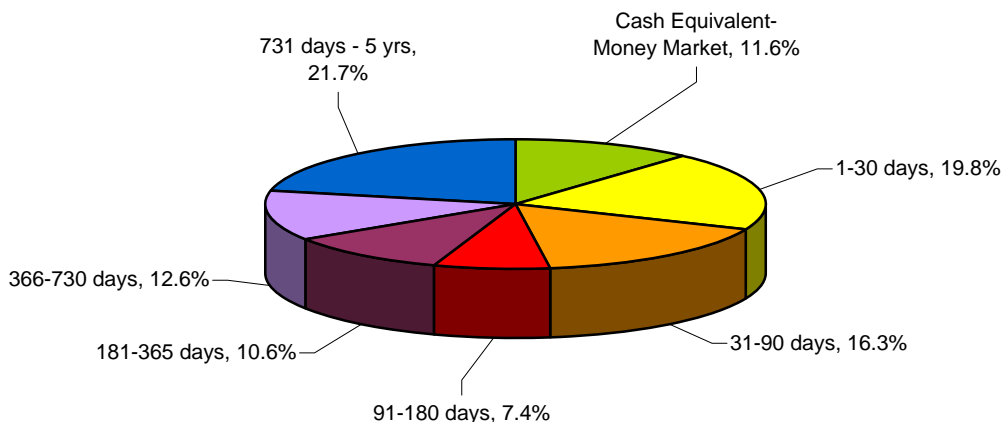
SECURITIES BY TYPE*



*Amounts are based on book value and in millions.

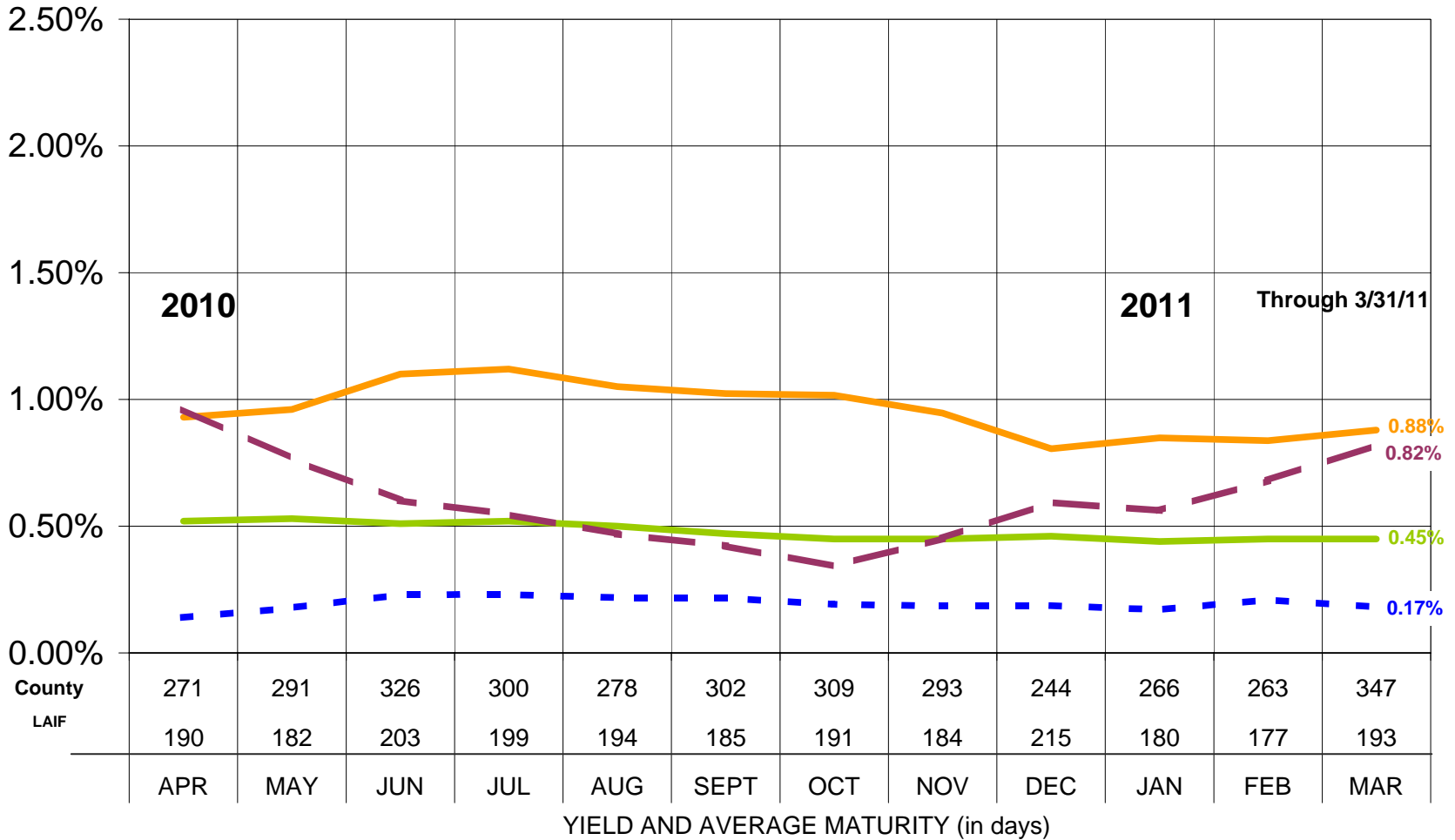
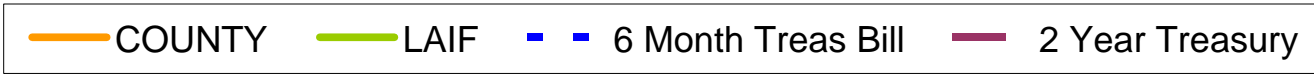
A total par amount of \$93.8 million in corporate bonds are guaranteed by NCUA (National Credit Union Administration) and \$184.8 million are guaranteed by FDIC.

SECURITIES BY MATURITY



PORTFOLIO HISTORY 2010-2011

ATTACHMENT D





SANTA CLARA COUNTY INVESTMENTS
Fund C - COMMINGLED POOL
Investments by Fund
March 31, 2011

SANTA CLARA COUNTY
 70 WEST HEDDING
 EAST WING 6TH FLOOR
 SAN JOSE, CA 95110

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Negotiable CDs											
06416P4T3	28828	BANK OF NOVA SCOTIA	03/08/2010	25,000,000.00	25,000,000.00	25,031,200.00	0.560	0.586	0.594	03/05/2012	339
90267AWP7	30066	UBS AG STAMFORD CT	10/26/2010	40,000,000.00	40,000,000.00	40,033,960.00	0.535	0.535	0.542	07/27/2011	117
90267AH66	31093	UBS AG STAMFORD CT	03/21/2011	50,000,000.00	50,000,000.00	50,000,000.00	0.245	0.245	0.248	06/24/2011	84
90267AJ72	31140	UBS AG STAMFORD CT	03/29/2011	35,000,000.00	35,000,000.00	35,000,000.00	0.345	0.345	0.349	09/23/2011	175
Subtotal and Average				150,000,000.00	150,000,000.00	150,065,160.00		0.403	0.408		156
MBS											
31398JNB5	30100	FHLMC	11/02/2010	7,239,043.30	7,146,363.90	7,207,097.99	1.850	0.968	0.982	08/15/2014	1,232
Subtotal and Average				7,239,043.30	7,146,363.90	7,207,097.99		0.969	0.982		1,232
Federal Agency Bonds											
31315PLT4	30297	FARMER MAC	12/06/2010	34,956,843.06	35,000,000.00	34,885,935.00	1.250	1.279	1.297	12/06/2013	980
31331VJ80	26513	FFCB NOTES	01/08/2009	25,261,914.84	25,000,000.00	25,391,775.00	5.375	1.731	1.755	07/18/2011	108
31331GV30	27950	FFCB NOTES	10/08/2009	25,003,780.99	25,000,000.00	25,040,775.00	0.361	0.352	0.357	10/01/2012	549
31331G6D6	28218	FFCB NOTES	12/15/2009	34,956,210.98	35,000,000.00	35,137,620.00	0.875	1.044	1.058	12/09/2011	252
31331JPK3	29448	FFCB NOTES	05/25/2010	34,920,903.78	35,000,000.00	35,342,125.00	1.375	1.458	1.479	06/25/2013	816
31331KET3	31109	FFCB NOTES	03/23/2011	9,986,818.22	10,000,000.00	9,953,900.00	0.980	1.019	1.034	09/23/2013	906
3133XRY46	25729	FHLB NOTES	08/27/2008	25,002,351.19	25,000,000.00	25,394,050.00	3.750	3.674	3.725	09/09/2011	161
3133XVNT4	28067	FHLB NOTES	11/19/2009	40,067,235.84	40,000,000.00	40,653,720.00	1.750	1.625	1.647	12/14/2012	623
3133XUMR1	28136	FHLB NOTES	12/04/2009	17,221,285.60	16,775,000.00	17,642,418.48	3.250	2.393	2.427	09/12/2014	1,260
3133XVNT4	28166	FHLB NOTES	12/09/2009	35,124,972.90	35,000,000.00	35,572,005.00	1.750	1.513	1.534	12/14/2012	623
3133XXYX9	29065	FHLB NOTES	04/08/2010	24,951,431.05	25,000,000.00	25,477,425.00	1.875	1.939	1.965	06/21/2013	812
3133XXYX9	29066	FHLB NOTES	04/08/2010	4,990,286.21	5,000,000.00	5,095,485.00	1.875	2.828	2.867	06/21/2013	812
3133XJUT3	29090	FHLB NOTES	04/09/2010	15,741,220.10	15,200,000.00	15,861,017.60	5.000	1.138	1.154	03/09/2012	343
3133XVSY8	29207	FHLB NOTES	04/22/2010	25,003,245.26	25,000,000.00	25,034,575.00	0.700	0.634	0.643	06/24/2011	84
3133XYLD5	29446	FHLB NOTES	05/25/2010	25,003,358.33	25,000,000.00	25,079,150.00	0.785	0.753	0.764	11/25/2011	238
3133XYPH2	29447	FHLB NOTES	05/25/2010	25,000,000.00	25,000,000.00	25,016,875.00	0.550	0.542	0.550	05/25/2011	54
313371HG4	30071	FHLB NOTES	10/27/2010	20,000,686.67	20,000,000.00	20,003,440.00	0.300	0.289	0.293	10/27/2011	209
313371F27	31052	FHLB NOTES	03/15/2011	19,882,036.06	20,000,000.00	19,726,600.00	0.875	1.092	1.107	10/28/2013	941
3128X8TZ5	26732	FHLMC NOTES	04/16/2009	25,000,000.00	25,000,000.00	25,011,125.00	2.500	2.465	2.499	04/08/2013	738
3137EABZ1	28839	FHLMC NOTES	03/09/2010	15,762,218.83	15,750,000.00	15,766,773.75	1.625	0.496	0.503	04/26/2011	25

Portfolio SCL2
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Fund C - COMMINGLED POOL
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Bonds											
3128X9C73	29892	FHLMC NOTES	09/10/2010	25,659,955.21	25,000,000.00	25,560,425.00	2.175	1.219	1.236	02/19/2014	1,055
3128X23A1	29957	FHLMC NOTES	09/30/2010	7,448,661.34	6,769,000.00	7,358,261.76	4.500	1.068	1.083	04/02/2014	1,097
3128X9C73	30053	FHLMC NOTES	10/22/2010	20,777,329.32	20,000,000.00	20,448,340.00	2.175	0.794	0.806	02/19/2014	1,055
3128X33E1	30273	FHLMC NOTES	12/02/2010	10,286,760.25	9,102,000.00	10,163,256.79	5.050	1.499	1.520	01/26/2015	1,396
3128X33E1	30285	FHLMC NOTES	12/03/2010	1,417,691.88	1,255,000.00	1,401,327.98	5.050	1.512	1.533	01/26/2015	1,396
3134G1P65	30844	FHLMC NOTES	02/14/2011	39,907,345.40	40,000,000.00	40,011,200.00	0.750	0.872	0.884	12/28/2012	637
3134G1X66	31022	FHLMC NOTES	03/10/2011	24,928,959.73	25,000,000.00	24,861,475.00	1.375	1.457	1.477	02/03/2014	1,039
3134G13F9	31031	FHLMC NOTES	03/11/2011	14,991,204.31	15,000,000.00	14,930,175.00	1.125	1.134	1.149	08/22/2013	874
3134G17G3	31092	FHLMC NOTES	03/21/2011	30,000,000.00	30,000,000.00	29,970,300.00	1.625	1.602	1.625	03/21/2014	1,085
3134G17L2	31110	FHLMC NOTES	03/23/2011	40,007,928.89	40,000,000.00	39,949,840.00	1.350	1.323	1.341	09/23/2013	906
3134G2BD3	31132	FHLMC NOTES	03/28/2011	10,916,851.77	10,925,000.00	10,907,388.90	0.520	0.562	0.570	09/28/2012	546
3134G2AH5	31150	FHLMC NOTES	03/30/2011	8,000,000.00	8,000,000.00	7,983,832.00	1.300	1.282	1.300	09/30/2013	913
3134G2AH5	31151	FHLMC NOTES	03/30/2011	30,000,000.00	30,000,000.00	29,939,370.00	1.300	1.282	1.300	09/30/2013	913
3136F9CB7	23897	FNMA NOTES	03/11/2008	25,000,000.00	25,000,000.00	26,522,100.00	4.000	3.945	4.000	03/11/2013	710
31398APG1	26405	FNMA NOTES	11/26/2008	39,997,647.25	40,000,000.00	40,029,560.00	2.750	2.929	2.970	04/11/2011	10
31398AUJ4	26517	FNMA NOTES	01/09/2009	24,998,906.02	25,000,000.00	25,324,275.00	2.000	1.978	2.005	01/09/2012	283
31398AXH0	26960	FNMA NOTES	05/13/2009	40,000,000.00	40,000,000.00	40,004,760.00	0.166	0.290	0.294	05/13/2011	42
31398AP71	29170	FNMA NOTES	04/19/2010	39,974,542.53	40,000,000.00	40,368,880.00	1.250	1.285	1.303	06/22/2012	448
31398AP22	29221	FNMA NOTES	04/26/2010	30,000,000.00	30,000,000.00	30,032,850.00	2.050	2.021	2.050	04/26/2013	756
31359MPF4	29891	FNMA NOTES	09/10/2010	26,312,710.34	25,000,000.00	26,358,275.00	4.375	2.579	2.615	09/15/2012	533
3136FPGF8	29930	FNMA NOTES	09/23/2010	25,000,000.00	25,000,000.00	24,547,725.00	1.750	1.726	1.750	03/23/2015	1,452
31398A4A7	29944	FNMA NOTES	09/27/2010	25,012,962.96	25,000,000.00	24,886,375.00	1.200	1.162	1.178	09/27/2013	910
31398A4H2	29997	FNMA NOTES	10/08/2010	20,000,000.00	20,000,000.00	19,813,460.00	1.125	1.109	1.125	10/08/2013	921
31398A4M1	30108	FNMA NOTES	11/03/2010	25,271,750.70	25,000,000.00	24,326,100.00	1.625	1.359	1.378	10/26/2015	1,669
31398A5B4	30120	FNMA NOTES	11/05/2010	9,500,000.00	9,500,000.00	9,468,669.00	0.550	0.542	0.549	11/01/2012	580
3135G0AK9	30619	FNMA NOTES	01/18/2011	29,958,249.34	30,000,000.00	29,959,920.00	0.750	0.954	0.967	02/26/2013	697
3135G0AH6	30620	FNMA NOTES	01/27/2011	40,000,000.00	40,000,000.00	39,802,280.00	1.375	1.356	1.375	01/27/2014	1,032
3135G0AW3	30998	FNMA NOTES	03/08/2011	30,079,253.98	30,000,000.00	30,115,110.00	1.700	1.584	1.606	02/25/2014	1,061
31359MWJ8	30999	FNMA NOTES	03/08/2011	27,489,063.99	25,000,000.00	27,506,500.00	4.625	2.295	2.326	10/15/2014	1,293
31359MSL8	31030	FNMA NOTES	03/11/2011	13,258,568.93	12,325,000.00	13,186,283.33	4.375	1.010	1.024	07/17/2013	838
31398A2M3	31032	FNMA NOTES	03/11/2011	24,989,973.07	25,000,000.00	24,971,575.00	1.125	1.125	1.141	09/30/2013	913
31398A3R1	31053	FNMA NOTES	03/15/2011	20,052,810.31	20,000,000.00	19,840,980.00	1.350	1.241	1.259	03/21/2014	1,085

Portfolio SCL2

AP

Fund C - COMMINGLED POOL
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Bonds											
31398A2S0	31065	FNMA NOTES	03/16/2011	19,999,803.31	20,000,000.00	19,912,520.00	1.000	0.986	1.000	09/23/2013	906
Subtotal and Average				1,285,075,730.74	1,275,601,000.00	1,287,550,179.59		1.447	1.467		706
US Treasury Notes											
912828LG3	29603	U.S. TREASURY NOTES	06/17/2010	25,043,625.37	25,000,000.00	25,071,300.00	1.000	0.465	0.471	07/31/2011	121
912828MM9	29902	U.S. TREASURY NOTES	09/13/2010	20,049,282.24	20,000,000.00	20,069,540.00	0.750	0.373	0.378	11/30/2011	243
Subtotal and Average				45,092,907.61	45,000,000.00	45,140,840.00		0.424	0.430		175
Corporate Bonds											
06406HBK4	25730	BANK OF NEW YORK	08/27/2008	3,993,206.71	4,000,000.00	4,345,540.00	5.125	5.134	5.206	08/27/2013	879
084670AY4	29842	BERKSHIRE HATHWY	08/27/2010	15,059,013.10	15,000,000.00	15,093,150.00	0.742	0.544	0.551	02/11/2013	682
19416QDQ0	30101	COLGATE-PALMOLIVE CO	11/03/2010	14,896,484.98	15,000,000.00	14,314,200.00	1.375	1.510	1.531	11/01/2015	1,675
166751AK3	26579	CHEVRON CORP.	03/03/2009	14,999,723.33	15,000,000.00	15,410,715.00	3.450	3.404	3.452	03/03/2012	337
36962GW59	16671	GENERAL ELECTRIC	04/28/2006	2,999,939.70	3,000,000.00	3,009,951.00	5.500	5.455	5.531	04/28/2011	27
36962G3J1	22196	GENERAL ELECTRIC	09/28/2007	25,000,000.00	25,000,000.00	25,048,350.00	0.659	1.921	1.947	09/28/2011	180
36962GW42	28075	GENERAL ELECTRIC	11/20/2009	29,985,299.43	30,000,000.00	30,006,360.00	0.394	1.074	1.089	04/28/2011	27
36962G2U7	29661	GENERAL ELECTRIC	06/25/2010	974,358.42	1,000,000.00	993,097.00	0.462	1.620	1.642	08/08/2013	860
36962G2U7	29662	GENERAL ELECTRIC	06/25/2010	9,651,020.16	9,905,000.00	9,836,625.79	0.462	1.620	1.642	08/08/2013	860
36962GV68	29950	GENERAL ELECTRIC	09/28/2010	14,925,257.09	15,000,000.00	15,011,595.00	0.420	0.955	0.968	03/02/2012	336
36962G4T8	30190	GENERAL ELECTRIC	11/09/2010	4,996,545.83	5,000,000.00	4,803,335.00	2.250	2.234	2.265	11/09/2015	1,683
59157BAB8	29943	METROPOLITAN LIFE	09/27/2010	18,000,000.00	18,000,000.00	18,043,254.00	0.709	0.704	0.714	03/27/2012	361
59217GAE9	30573	METROPOLITAN LIFE	01/11/2011	19,992,037.63	20,000,000.00	19,887,360.00	2.000	1.987	2.014	01/10/2014	1,015
6944P0AF2	25086	PACIFIC LIFE GLOBAL	06/09/2008	14,964,187.91	15,000,000.00	14,983,380.00	0.533	2.373	2.406	06/22/2011	82
892332AQ0	16824	TOYOTA MOTOR CREDIT	05/18/2006	9,999,469.94	10,000,000.00	10,063,760.00	5.450	5.421	5.496	05/18/2011	47
90327QCR8	28106	USAA CAP CORP	11/27/2009	10,229,963.81	10,000,000.00	10,239,990.00	4.996	4.024	4.080	12/12/2011	255
91159HGZ7	30099	U S BANK	11/02/2010	9,987,331.82	10,000,000.00	9,885,670.00	1.125	3.432	3.480	10/30/2013	943
931142CW1	30060	WALMART	10/25/2010	14,955,981.67	15,000,000.00	14,870,850.00	0.750	0.854	0.866	10/25/2013	938
Subtotal and Average				235,609,821.53	235,905,000.00	235,847,182.79		2.003	2.031		535
Corporate Bonds - Cont.											
90331HLG6	21065	U S BANK	06/08/2007	5,804,482.19	5,805,616.03	6,107,740.29	5.920	5.843	5.924	05/25/2012	420
Subtotal and Average				5,804,482.19	5,805,616.03	6,107,740.29		5.843	5.925		420

Fund C - COMMINGLED POOL
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
FDIC Guaranteed Corporate Bonds											
36185JAA7	30077	ALLY FINANCIAL INC-FDIC GTD	10/28/2010	20,397,196.68	20,000,000.00	20,334,740.00	1.750	0.479	0.485	10/30/2012	578
06050BAG6	28105	B of A-FDIC GUARANTEED	11/27/2009	25,226,781.21	25,000,000.00	25,458,150.00	2.100	1.227	1.244	04/30/2012	395
17313YAL5	27990	CITI-FDIC GUARANTEED	10/27/2009	30,061,527.35	30,000,000.00	30,567,510.00	1.875	1.715	1.738	10/22/2012	570
17313UAE9	28936	CITI-FDIC GUARANTEED	03/25/2010	13,917,572.28	13,783,000.00	14,043,733.01	2.125	1.190	1.206	04/30/2012	395
17313YAL5	29698	CITI-FDIC GUARANTEED	04/14/2010	11,680,728.29	11,625,000.00	11,844,910.13	1.875	1.538	1.560	10/22/2012	570
846042AB5	28104	SOVEREIGN BANCORP-FDIC GUARANT	11/27/2009	10,140,351.49	10,000,000.00	10,216,320.00	2.500	1.294	1.312	06/15/2012	441
85748KAA1	29816	STATE STREET CORP-FDIC GTD	08/18/2010	10,164,053.76	10,000,000.00	10,176,710.00	2.150	0.612	0.621	04/30/2012	395
90390QAA9	26637	USAA CAPITAL CORP -FDIC GUARAN	03/30/2009	19,989,266.50	20,000,000.00	20,254,680.00	2.240	2.264	2.296	03/30/2012	364
949744AB2	26458	WELLS FARGO-FDIC GUARANTEED	12/10/2008	35,000,000.00	35,000,000.00	35,224,945.00	1.152	1.427	1.447	12/09/2011	252
929903CF7	29866	WELLS FARGO-FDIC GUARANTEED	09/03/2010	8,198,941.69	8,000,000.00	8,200,608.00	5.300	1.144	1.160	10/15/2011	197
Subtotal and Average				184,776,419.25	183,408,000.00	186,322,306.14		1.357	1.376		418
NCUA Guaranteed Corporate Bonds											
90345AAA0	27972	US CENTRAL FED CRED-GTD	10/19/2009	49,992,987.50	50,000,000.00	50,287,550.00	1.250	1.258	1.275	10/19/2011	201
90345AAC6	30024	US CENTRAL FED CRED-GTD	10/15/2010	7,209,077.95	7,061,000.00	7,194,855.38	1.900	0.530	0.537	10/19/2012	567
95806AAB	28008	WEST CORP FED CRED UNION -GTD	11/02/2009	9,993,391.20	10,000,000.00	10,162,510.00	1.750	1.768	1.792	11/02/2012	581
95806AAB	31111	WEST CORP FED CRED UNION -GTD	03/23/2011	26,622,234.27	26,126,000.00	26,550,573.63	1.750	0.537	0.545	11/02/2012	581
Subtotal and Average				93,817,690.92	93,187,000.00	94,195,489.01		1.052	1.067		377
Asset Backed Securities											
92867DAC4	31149	VOLKSWAGEN AUTO LOAN ENHANCED	03/30/2011	29,996,839.10	30,000,000.00	29,935,539.00	1.000	1.219	1.236	06/20/2015	1,541
Subtotal and Average				29,996,839.10	30,000,000.00	29,935,539.00		1.219	1.236		1,541
Municipal Bonds											
54466UDT1	30542	LOS ANGELES COUNTY LEASING	01/05/2011	6,700,000.00	6,700,000.00	6,700,000.00	0.260	0.256	0.260	04/05/2011	4
79765A3T1	29042	SAN FRANCISCO AIRPORT	04/07/2010	10,000,000.00	10,000,000.00	10,001,300.00	1.150	1.128	1.144	05/01/2011	30
79817SAF2	31077	CITY OF SAN JOSE AIRPORT	03/17/2011	16,021,000.00	16,021,000.00	16,021,000.00	0.250	0.250	0.253	04/07/2011	6
Subtotal and Average				32,721,000.00	32,721,000.00	32,722,300.00		0.520	0.527		12
Commercial Paper, Discount Notes											
06737JS48	30957	BARCLAYS U S FDG CORP	03/02/2011	49,990,833.33	50,000,000.00	49,990,833.35	0.200	0.200	0.202	05/04/2011	33
06737JTV7	31144	BARCLAYS U S FDG CORP	03/29/2011	49,969,097.23	50,000,000.00	49,969,097.25	0.250	0.250	0.253	06/29/2011	89

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Fund C - COMMINGLED POOL
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Commercial Paper, Discount Notes											
0556N1TW3	31069	BNP PARIBAS	03/16/2011	49,958,750.00	50,000,000.00	49,958,750.00	0.330	0.330	0.334	06/30/2011	90
0556N1RS4	31079	BNP PARIBAS	03/17/2011	49,992,361.11	50,000,000.00	49,992,361.10	0.220	0.220	0.223	04/26/2011	25
0556N1R54	31141	BNP PARIBAS	03/29/2011	49,999,166.67	50,000,000.00	49,999,166.65	0.150	0.150	0.152	04/05/2011	4
06416KRB8	31094	BANK OF NOVA SCOTIA	03/21/2011	99,995,555.56	100,000,000.00	99,995,555.60	0.160	0.160	0.162	04/11/2011	10
06416KR10	31125	BANK OF NOVA SCOTIA	03/25/2011	25,000,000.00	25,000,000.00	25,000,000.00	0.130	0.130	0.131	04/01/2011	0
17307SR79	30967	CITIGROUP FUNDING INC	03/03/2011	49,998,083.33	50,000,000.00	49,998,083.35	0.230	0.230	0.233	04/07/2011	6
36959JS46	31126	GENERAL ELECTRIC	03/25/2011	99,985,333.33	100,000,000.00	99,985,333.30	0.160	0.160	0.162	05/04/2011	33
36959JSX2	31143	GENERAL ELECTRIC	03/29/2011	24,991,666.67	25,000,000.00	24,991,666.68	0.200	0.200	0.202	05/31/2011	60
74977LRC3	30681	RABOBANK	01/25/2011	49,995,875.00	50,000,000.00	49,995,875.00	0.270	0.270	0.273	04/12/2011	11
74977LTP2	31102	RABOBANK	03/22/2011	49,972,909.72	50,000,000.00	49,972,909.70	0.235	0.235	0.238	06/23/2011	83
74977LTV9	31131	RABOBANK	03/28/2011	49,970,333.33	50,000,000.00	49,970,333.35	0.240	0.240	0.243	06/29/2011	89
79540BR73	31142	SALISBURY REC CO	03/29/2011	44,998,725.00	45,000,000.00	44,998,725.02	0.170	0.170	0.172	04/07/2011	6
82124MR51	30908	SHEFFIELD RECEIV	02/23/2011	24,999,361.11	25,000,000.00	24,999,361.10	0.230	0.230	0.233	04/05/2011	4
86257CU26	30532	STRAIGHT-A FUNDING LLC	01/04/2011	24,999,479.17	25,000,000.00	24,999,479.18	0.250	0.250	0.253	04/04/2011	3
86257CX64	30776	STRAIGHT-A FUNDING LLC	02/04/2011	24,994,270.83	25,000,000.00	24,994,270.83	0.250	0.250	0.253	05/04/2011	33
86257C2N1	31042	STRAIGHT-A FUNDING LLC	03/11/2011	24,988,833.33	25,000,000.00	24,988,833.33	0.240	0.240	0.243	06/07/2011	67
89233HTN4	30041	TOYOTA MOTOR CREDIT	10/20/2010	34,965,719.44	35,000,000.00	34,965,719.42	0.430	0.436	0.442	06/22/2011	82
89233HUM4	30458	TOYOTA MOTOR CREDIT	12/23/2010	49,941,416.67	50,000,000.00	49,958,000.00	0.380	0.385	0.390	07/21/2011	111
89233HX41	30585	TOYOTA MOTOR CREDIT	01/11/2011	29,936,450.00	30,000,000.00	29,950,200.00	0.410	0.415	0.421	10/04/2011	186
93114FR14	31055	WALMART	03/15/2011	50,000,000.00	50,000,000.00	50,000,000.00	0.140	0.140	0.141	04/01/2011	0
93114FRS5	31078	WALMART	03/17/2011	49,994,444.44	50,000,000.00	49,994,444.45	0.160	0.160	0.162	04/26/2011	25
93114FRK2	31103	WALMART	03/22/2011	49,996,250.00	50,000,000.00	49,996,250.00	0.150	0.150	0.152	04/19/2011	18
Subtotal and Average				1,109,634,915.27	1,110,000,000.00	1,109,665,248.66		0.223	0.226		41
Federal Agency, Discount Notes											
313384GC7	29490	FHLB DISCOUNT NOTE	06/01/2010	19,983,822.22	20,000,000.00	19,998,437.50	0.520	0.529	0.536	05/27/2011	56
313384DU0	30518	FHLB DISCOUNT NOTE	12/31/2010	25,000,000.00	25,000,000.00	25,000,000.00	0.160	0.160	0.162	04/01/2011	0
313588EU5	29295	FNMA DISCOUNT NOTE	05/05/2010	29,989,800.00	30,000,000.00	29,999,610.00	0.510	0.519	0.526	04/25/2011	24
313588ME2	30023	FNMA DISCOUNT NOTE	10/15/2010	24,967,861.11	25,000,000.00	24,980,250.00	0.260	0.264	0.267	09/26/2011	178
Subtotal and Average				99,941,483.33	100,000,000.00	99,978,297.50		0.368	0.373		62
Dreyfus Money Market Fund											

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Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Dreyfus Money Market Fund											
SYS23519	23519	DREYFUS CASH MANAGEMENT	02/01/2008	164,292,730.54	164,292,730.54	164,292,730.54	0.110	0.108	0.110		1
Subtotal and Average				164,292,730.54	164,292,730.54	164,292,730.54		0.108	0.110		1
Other Money Market Funds											
SYS26388	26388	BLACKROCK MMK	11/24/2008	228,337,022.30	228,337,022.30	228,337,022.30	0.200	0.197	0.200		1
SYS8506	8506	LOCAL AGENCY INVEST FUND	07/01/2004	40,000,000.00	40,000,000.00	40,050,486.20	0.450	0.443	0.450		1
Subtotal and Average				268,337,022.30	268,337,022.30	268,387,508.50		0.234	0.237		1
Total Investments and Average				3,712,340,086.08	3,701,403,732.77	3,717,417,620.01		0.868	0.880		347



SANTA CLARA COUNTY INVESTMENTS
Fund CP - RETIREE HEALTH
Investments by Fund
March 31, 2011

SANTA CLARA COUNTY
 70 WEST HEDDING
 EAST WING 6TH FLOOR
 SAN JOSE, CA 95110

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
MBS											
31297QXS8	13758	FHLMC 30 YR MBS	05/12/2005	1,046,646.35	1,057,719.35	1,109,312.38	5.000	5.131	5.203	06/01/2035	8,827
31296SMB9	13785	FHLMC 30 YR MBS	05/12/2005	360,935.16	357,085.33	383,692.78	5.500	5.126	5.197	01/01/2034	8,311
31296SMB9	13786	FHLMC 30 YR MBS	05/12/2005	360,935.15	357,085.32	383,692.77	5.500	5.126	5.197	01/01/2034	8,311
31292H7J7	13787	FHLMC 30 YR MBS	05/12/2005	259,065.12	256,301.87	274,999.19	5.500	5.130	5.201	03/01/2034	8,370
31396HAN9	15906	FHRR R005 AB	02/17/2006	641,798.44	644,922.28	668,967.18	5.500	5.667	5.745	12/15/2018	2,815
31406E2D5	13695	FNMA 15 YR MBS	05/12/2005	649,106.84	673,085.51	690,562.19	4.500	5.018	5.088	03/01/2035	8,735
31404WC79	13722	FNMA 15 YR MBS	05/17/2005	8,465.17	8,415.20	9,004.86	5.000	4.748	4.814	07/01/2019	3,013
31405HA24	13723	FNMA 15 YR MBS	05/17/2005	42,723.52	42,471.35	45,447.36	5.000	4.902	4.970	07/01/2019	3,013
31405FKM3	13724	FNMA 15 YR MBS	05/17/2005	193,421.32	192,279.66	205,752.90	5.000	4.902	4.970	08/01/2019	3,044
31402VHF0	13725	FNMA 15 YR MBS	05/17/2005	8,087.68	8,039.94	8,608.33	5.000	4.902	4.970	09/01/2018	2,710
31405FJR4	13726	FNMA 15 YR MBS	05/17/2005	65,180.03	64,795.31	69,335.59	5.000	4.902	4.970	06/01/2019	2,983
31405UEY1	13727	FNMA 15 YR MBS	05/17/2005	189,768.42	188,648.32	201,867.11	5.000	4.902	4.970	01/01/2020	3,197
31402VAT7	13728	FNMA 15 YR MBS	05/17/2005	7,268.71	7,225.81	7,736.65	5.000	4.902	4.970	09/01/2018	2,710
31402DEK2	13729	FNMA 15 YR MBS	05/17/2005	61,217.40	60,856.07	65,158.35	5.000	4.902	4.970	12/01/2018	2,801
31404WBY1	13730	FNMA 15 YR MBS	05/17/2005	214,807.19	213,539.30	228,502.23	5.000	4.902	4.970	07/01/2019	3,013
31405TLN0	13731	FNMA 15 YR MBS	05/17/2005	80,222.16	79,748.65	85,336.72	5.000	4.902	4.970	11/01/2019	3,136
31403V2Y4	13732	FNMA 15 YR MBS	05/17/2005	133,776.98	132,987.37	142,305.94	5.000	4.902	4.970	02/01/2019	2,863
31407RZ49	14624	FNMA 15 YR MBS	09/19/2005	948,679.94	930,363.41	1,009,682.18	5.500	5.319	5.393	10/01/2020	3,471
31402RJC4	14625	FNMA 15 YR MBS	09/19/2005	86,379.99	83,787.80	90,772.17	6.000	5.740	5.819	06/01/2020	3,349
31371MDH7	14626	FNMA 15 YR MBS	09/19/2005	989,684.51	1,003,959.56	1,059,933.21	4.500	4.726	4.792	07/01/2020	3,379
31405EB61	13675	FNMA 30 YR MBS	05/12/2005	38,692.95	37,176.83	41,916.19	6.500	6.159	6.245	08/01/2034	8,523
31405SUJ1	13676	FNMA 30 YR MBS	05/12/2005	76,859.99	73,848.36	83,262.66	6.500	4.756	4.823	03/01/2035	8,735
31379YSC8	13677	FNMA 30 YR MBS	05/12/2005	1,292.52	1,241.87	1,404.84	6.500	4.756	4.823	08/01/2028	6,332
31377Z3U4	13678	FNMA 30 YR MBS	05/12/2005	137,886.82	132,483.96	149,870.04	6.500	4.756	4.823	02/01/2028	6,150
31405CNC9	13679	FNMA 30 YR MBS	05/12/2005	0.00	0.00	0.00	6.500	5.949	6.031	08/01/2034	8,523
31406YGL8	13696	FNMA 30 YR MBS	05/12/2005	2,053,476.40	2,034,088.99	2,185,897.83	5.500	5.373	5.448	05/01/2035	8,796
31402RDG1	14585	FNMA 30 YR MBS	09/14/2005	859,921.14	841,641.73	926,184.95	6.000	5.792	5.872	04/01/2035	8,766
31411WWN3	20674	FNMA 30 YR MBS	05/14/2007	1,100,256.53	1,112,599.43	1,192,506.15	5.500	5.730	5.810	05/01/2037	9,527
31407JFT4	20675	FNMA 30 YR MBS	05/14/2007	1,443,617.92	1,414,444.99	1,590,340.52	6.500	5.844	5.925	10/01/2036	9,315
31409HDV3	20676	FNMA 30 YR MBS	05/14/2007	1,825,561.18	1,788,669.87	2,011,102.72	6.500	5.777	5.857	05/01/2036	9,162

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Fund CP - RETIREE HEALTH
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
MBS											
31407JFT4	20677	FNMA 30 YR MBS	05/14/2007	72,181.02	70,722.37	79,517.16	6.500	5.844	5.925	10/01/2036	9,315
31407FGG9	20678	FNMA 30 YR MBS	05/14/2007	15,719.94	16,717.78	17,177.98	4.500	5.551	5.628	07/01/2035	8,857
31407G6Z6	20679	FNMA 30 YR MBS	05/14/2007	20,148.00	21,426.92	21,983.27	4.500	5.548	5.625	08/01/2035	8,888
31407YRS0	20680	FNMA 30 YR MBS	05/14/2007	378,258.52	402,268.95	412,713.87	4.500	5.541	5.618	10/01/2035	8,949
31371MJ65	20681	FNMA 30 YR MBS	05/14/2007	22,586.70	24,020.42	24,644.11	4.500	5.541	5.618	10/01/2035	8,949
31407MZK4	20682	FNMA 30 YR MBS	05/14/2007	24,700.94	26,268.86	26,950.93	4.500	5.544	5.621	09/01/2035	8,919
31403CZL8	20683	FNMA 30 YR MBS	05/14/2007	500,299.36	532,056.48	545,871.34	4.500	5.533	5.609	12/01/2035	9,010
31409BDG9	20754	FNMA 30 YR MBS	05/17/2007	1,582,747.49	1,579,539.05	1,711,242.09	5.500	5.413	5.488	03/01/2021	3,622
31410WDM7	20755	FNMA 30 YR MBS	05/17/2007	823,242.56	835,116.88	888,675.91	5.000	5.349	5.424	04/01/2022	4,018
36292CCK8	14347	GNMA 30YR	08/18/2005	640,825.37	643,540.34	685,873.26	5.000	5.023	5.093	08/15/2035	8,902
36225B6K9	14348	GNMA 30YR	08/18/2005	368,979.94	353,090.85	399,875.39	6.500	6.134	6.220	05/15/2034	8,445
36291RN24	14349	GNMA 30YR	08/18/2005	-0.04	-0.04	-0.04	6.000	5.745	5.825	10/15/2034	8,598
Subtotal and Average				18,335,425.33	18,304,282.30	19,737,681.26		5.411	5.486		7,097
Federal Agency Bonds											
3133XGDD3	24746	FHLB NOTES	05/13/2008	14,803,222.00	13,900,000.00	14,179,834.80	5.375	3.215	3.260	08/19/2011	140
3133XMFY2	28187	FHLB NOTES	12/11/2009	4,364,000.00	4,000,000.00	4,489,124.00	5.375	4.374	4.435	09/30/2022	4,200
3137EAAS8	26120	FHLMC NOTES	10/17/2008	2,003,700.00	2,000,000.00	2,239,966.00	5.000	4.904	4.973	04/18/2017	2,209
31359MGK3	14207	FNMA NOTES	07/28/2005	750,924.00	600,000.00	757,562.40	6.625	4.815	4.882	11/15/2030	7,168
31359MGK3	14209	FNMA NOTES	07/28/2005	250,240.00	200,000.00	252,520.80	6.625	4.817	4.884	11/15/2030	7,168
Subtotal and Average				22,172,086.00	20,700,000.00	21,919,008.00		3.668	3.719		1,443
US Treasury Notes											
912828DM9	13674	US TREASURY	05/12/2005	4,999,099.22	5,070,000.00	5,506,496.58	4.000	4.118	4.175	02/15/2015	1,416
9128277L0	13703	US TREASURY	05/16/2005	2,956,078.13	2,800,000.00	2,912,109.20	4.875	3.872	3.926	02/15/2012	320
912810FP8	13784	US TREASURY	05/24/2005	2,190,937.50	1,900,000.00	2,172,828.60	5.375	4.316	4.376	02/15/2031	7,260
912828DV9	14770	US TREASURY	10/13/2005	2,426,953.13	2,500,000.00	2,729,687.50	4.125	4.441	4.503	05/15/2015	1,505
912810FM5	15504	US TREASURY	12/30/2005	1,243,125.00	1,000,000.00	1,260,312.00	6.250	4.520	4.583	05/15/2030	6,984
912828EE6	15505	US TREASURY	12/30/2005	1,977,031.25	2,000,000.00	2,195,156.00	4.250	4.336	4.397	08/15/2015	1,597
912810QD3	28215	US TREASURY	12/14/2009	487,968.75	500,000.00	489,140.50	4.375	4.460	4.522	11/15/2039	10,455
912810FP8	28620	US TREASURY	02/09/2010	1,926,312.50	1,700,000.00	1,944,109.80	5.375	4.337	4.397	02/15/2031	7,260
912828FF2	17481	U.S. TREASURY NOTES	08/03/2006	4,555,546.88	4,500,000.00	5,126,835.94	5.125	4.895	4.963	05/15/2016	1,871

Portfolio SCL2

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Fund CP - RETIREE HEALTH
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
US Treasury Notes											
912810FT0	19461	U.S. TREASURY NOTES	02/23/2007	922,212.89	975,000.00	984,445.80	4.500	4.784	4.851	02/15/2036	9,086
912828GK0	19674	U.S. TREASURY NOTES	03/12/2007	2,508,593.75	2,500,000.00	2,598,242.19	4.625	4.484	4.546	02/29/2012	334
912828HA1	22427	U.S. TREASURY NOTES	11/01/2007	1,022,187.50	1,000,000.00	1,120,938.00	4.750	4.405	4.466	08/15/2017	2,328
912828HE3	22664	U.S. TREASURY NOTES	11/28/2007	1,036,093.75	1,000,000.00	1,055,078.00	4.250	3.386	3.433	09/30/2012	548
912828HE3	23483	U.S. TREASURY NOTES	02/05/2008	2,132,187.50	2,000,000.00	2,110,156.00	4.250	2.689	2.726	09/30/2012	548
912828JH4	26085	U.S. TREASURY NOTES	10/10/2008	2,040,000.00	2,000,000.00	2,139,688.00	4.000	3.703	3.754	08/15/2018	2,693
912828JR2	26520	U.S. TREASURY NOTES	01/12/2009	1,669,218.75	1,500,000.00	1,575,937.50	3.750	2.418	2.452	11/15/2018	2,785
912828JH4	26598	U.S. TREASURY NOTES	03/20/2009	2,819,921.88	2,500,000.00	2,674,610.00	4.000	2.433	2.467	08/15/2018	2,693
912828LJ7	27768	U.S. TREASURY NOTES	09/04/2009	7,584,829.69	7,410,000.00	7,660,087.50	3.625	3.298	3.344	08/15/2019	3,058
912828MR8	28890	U.S. TREASURY NOTES	03/17/2010	499,804.69	500,000.00	512,190.00	2.375	2.350	2.383	02/28/2015	1,429
912828MQ0	28935	U.S. TREASURY NOTES	03/24/2010	1,996,562.50	2,000,000.00	2,010,460.00	0.875	0.951	0.964	02/29/2012	334
912828LK4	31154	U.S. TREASURY NOTES	03/31/2011	13,925,681.05	13,500,000.00	13,896,562.50	2.375	1.461	1.482	08/31/2014	1,248
912828MH0	31155	U.S. TREASURY NOTES	03/31/2011	1,947,194.10	1,900,000.00	1,939,187.50	2.250	1.654	1.677	01/31/2015	1,401
912810QK7	31156	U.S. TREASURY NOTES	03/31/2011	1,704,698.90	1,900,000.00	1,700,203.60	3.875	4.478	4.541	08/15/2040	10,729
Subtotal and Average				64,572,239.31	62,655,000.00	66,314,462.71		3.197	3.242		2,494
Corporate Bonds											
013817AQ4	19501	ALCOA	02/23/2007	378,000.00	378,000.00	386,825.17	5.870	5.789	5.870	02/23/2022	3,981
00206RAP7	26325	AT & T CORP	11/17/2008	998,290.00	1,000,000.00	1,125,642.00	6.700	6.648	6.741	11/15/2013	959
060505BD5	14237	BANK OF AMERICA	08/02/2005	1,406,202.00	1,400,000.00	1,471,890.00	4.750	4.618	4.682	08/15/2013	867
097014AL8	27989	BOEING CAPITAL CORP	10/27/2009	999,290.00	1,000,000.00	1,055,793.00	4.700	4.644	4.708	10/27/2019	3,131
079860AD4	14246	BELL SOUTH	08/03/2005	1,151,380.00	1,000,000.00	1,087,794.00	6.875	5.670	5.749	10/15/2031	7,502
172967CC3	13836	CITICORP	06/01/2005	1,403,907.00	1,290,000.00	1,231,806.81	6.000	5.315	5.388	10/31/2033	8,249
25156PAH6	16212	DEUTSCHE TELECOM	03/23/2006	496,775.00	500,000.00	559,795.50	5.750	5.756	5.836	03/23/2016	1,818
263534CD9	29929	DUPONT EI NEMOUR	09/23/2010	990,470.00	1,000,000.00	962,653.00	1.950	2.096	2.125	01/15/2016	1,750
278642AA1	30076	EBAY INC	10/28/2010	997,930.00	1,000,000.00	989,069.00	0.875	2.504	2.538	10/15/2013	928
36962GP65	14236	GENERAL ELECTRIC	08/02/2005	1,110,527.00	1,100,000.00	1,186,032.10	4.875	4.683	4.749	03/04/2015	1,433
369604BC6	22800	GENERAL ELECTRIC	12/06/2007	495,975.00	500,000.00	544,499.50	5.250	5.281	5.355	12/06/2017	2,441
38141GEA8	14247	GOLDMAN SACHS	08/03/2005	1,006,900.00	1,000,000.00	1,068,580.00	5.125	4.963	5.031	01/15/2015	1,385
428236BB8	29897	HEWLETT-PACKARD CO	09/13/2010	999,210.00	1,000,000.00	997,073.00	1.250	1.259	1.276	09/13/2013	896
40429CCS9	14371	HSBC FIN CORP	08/22/2005	993,100.00	1,000,000.00	1,071,557.00	5.000	5.016	5.085	06/30/2015	1,551
459200AS0	13835	IBM	06/01/2005	1,432,471.68	1,224,000.00	1,449,257.62	6.500	5.137	5.209	01/15/2028	6,133

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Fund CP - RETIREE HEALTH
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Corporate Bonds											
459200GN5	26100	IBM	10/15/2008	996,470.00	1,000,000.00	1,125,910.00	6.500	6.493	6.584	10/15/2013	928
46625HAN0	20800	JPMORGAN	05/22/2007	1,450,006.25	1,375,000.00	1,451,076.00	6.625	5.250	5.323	03/15/2012	349
46625HHB9	24543	JPMORGAN	04/28/2008	996,830.00	1,000,000.00	1,062,304.00	4.750	4.755	4.821	05/01/2013	761
52517PR60	18995	LEHMAN BROTHERS	01/12/2007	998,940.00	1,000,000.00	256,250.00	5.250	5.200	5.272	02/06/2012	311
6174467N3	29744	MORGAN STANLEY	07/26/2010	996,550.00	1,000,000.00	1,016,280.00	4.000	20.061	20.339	07/24/2015	1,575
665859AL8	30119	NORTHERN TRUST CORP	11/04/2010	998,830.00	1,000,000.00	948,904.00	3.450	3.416	3.463	11/04/2020	3,505
717081CZ4	26607	PFIZER	03/24/2009	998,630.00	1,000,000.00	1,037,024.00	4.450	4.438	4.500	03/15/2012	349
74456QAP1	14509	PUBLIC SERVICE ELECTRIC	09/07/2005	1,221,960.00	1,200,000.00	1,158,744.00	5.250	5.058	5.129	07/01/2035	8,857
87612EAT3	23327	TARGET CORP	01/17/2008	498,370.00	500,000.00	535,326.50	5.125	5.128	5.200	01/15/2013	655
911312AM8	30145	UNITED PARCEL SERVICE	11/12/2010	993,300.00	1,000,000.00	926,593.00	3.125	3.158	3.202	01/15/2021	3,577
92343VAM6	24258	VERIZON COMMUNICATIONS	04/04/2008	994,790.00	1,000,000.00	1,120,776.00	6.100	6.722	6.815	04/15/2018	2,571
949746NX5	22824	WELLS FARGO	12/10/2007	995,840.00	1,000,000.00	1,092,218.00	5.625	5.602	5.680	12/11/2017	2,446
931142BY8	14427	WALMART	08/29/2005	981,040.00	1,000,000.00	1,081,518.00	4.500	4.677	4.742	07/01/2015	1,552
931142CJ0	23426	WALMART	01/30/2008	1,046,050.00	1,000,000.00	1,138,819.00	5.800	5.133	5.205	02/15/2018	2,512
Subtotal and Average				29,028,033.93	28,467,000.00	29,140,010.20		5.297	5.371		2,679
FDIC Guaranteed Corporate Bonds											
59157CAA8	26619	METROPOLITAN LIFE	03/26/2009	2,000,000.00	2,000,000.00	2,009,748.00	0.628	0.731	0.741	06/29/2012	455
90390QAA9	26638	USAA CAPITAL CORP -FDIC GUARAN	03/30/2009	1,996,770.98	2,000,000.00	2,025,468.00	2.240	2.264	2.296	03/30/2012	364
Subtotal and Average				3,996,770.98	4,000,000.00	4,035,216.00		1.497	1.518		409
NCUA Guaranteed Corporate Bonds											
62888WAC0	30346	NCUA GUARANTEED NOTE	12/09/2010	1,795,422.74	1,799,862.28	1,771,172.48	2.400	2.394	2.427	12/08/2020	3,539
Subtotal and Average				1,795,422.74	1,799,862.28	1,771,172.48		2.395	2.428		3,539
Dreyfus Money Market Fd-CP											
SYS13571	13571	DREYFUS CASH MANAGEMENT FUND	12/31/2004	557,596.99	557,596.99	557,596.99	0.110	0.108	0.110		1
Subtotal and Average				557,596.99	557,596.99	557,596.99		0.108	0.110		1
Total Investments and Average				140,457,575.28	136,483,741.57	143,475,147.64		3.924	3.978		2,911

Fund FH B - FOOTHILL SERIES B
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Bonds											
3133XGDD3	25105	FHLB NOTES	05/11/2007	754,796.15	740,000.00	754,897.68	5.375	5.097	5.168	08/19/2011	140
3133XF5T9	25106	FHLB NOTES	05/11/2007	543,172.45	540,000.00	551,229.30	5.000	4.779	4.846	09/09/2011	161
3133XHPH9	25118	FHLB NOTES	05/11/2007	1,131,111.92	1,130,000.00	1,162,374.50	4.875	5.107	5.177	11/18/2011	231
3137EAAB5	25101	FHLMC NOTES	05/11/2007	747,029.04	740,000.00	741,755.28	5.125	4.789	4.856	04/18/2011	17
3134A4FM1	25103	FHLMC NOTES	05/11/2007	782,883.55	751,000.00	760,214.77	6.000	4.776	4.842	06/15/2011	75
3137EAAF6	25104	FHLMC NOTES	05/11/2007	764,288.00	753,000.00	764,612.01	5.250	4.781	4.848	07/18/2011	108
31359MJH7	25102	FNMA NOTES	05/11/2007	753,398.53	724,000.00	729,217.87	6.000	4.806	4.873	05/15/2011	44
31359MZ30	25107	FNMA NOTES	05/11/2007	569,298.53	566,000.00	580,529.22	5.000	4.784	4.851	10/15/2011	197
31359M5H2	25120	FNMA NOTES	05/11/2007	569,090.64	566,000.00	588,810.37	5.000	4.801	4.868	02/16/2012	321
31359MMQ3	25121	FNMA NOTES	05/11/2007	991,537.35	941,000.00	992,325.90	6.125	4.798	4.865	03/15/2012	349
Subtotal and Average				7,606,606.16	7,451,000.00	7,625,966.90		4.868	4.935		168
Zero Coupon Bonds											
31359YBP1	25119	FNMA NOTES	05/11/2007	464,451.76	580,000.00	576,032.22	4.194	4.805	4.872	01/15/2012	289
Subtotal and Average				464,451.76	580,000.00	576,032.22		4.806	4.872		289
Dreyfus Money Market Fd-FH B											
SYS25146	25146	DREYFUS CASH MANAGEMENT FUND	05/10/2007	240,875.00	240,875.00	240,875.00	0.110	0.108	0.110		1
Subtotal and Average				240,875.00	240,875.00	240,875.00		0.108	0.110		1
Total Investments and Average				8,311,932.92	8,271,875.00	8,442,874.12		4.726	4.792		170

Fund MVLA - MOUNTAIN VIEW-LOS ALTOS
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Municipal Bonds											
13078JRQ3	30761	CALIF STATE UNIV	02/03/2011	60,000.00	60,000.00	60,000.00	0.260	0.256	0.260	05/04/2011	33
196729BL0	30383	COLORADO ST GEN FD	12/15/2010	60,549.33	60,000.00	60,249.00	2.000	0.308	0.312	06/27/2011	87
917542NU2	30641	UTAH ST	01/19/2011	51,176.00	50,000.00	50,561.50	5.000	0.316	0.321	07/01/2011	91
Subtotal and Average				171,725.33	170,000.00	170,810.50		0.293	0.297		69
Tax Exempt Money Market Funds											
SYS29890	29890	JP MORGAN TAX FREE MMK-INST	09/13/2010	1,829,374.92	1,829,374.92	1,829,374.92	0.080	0.078	0.080		1
Subtotal and Average				1,829,374.92	1,829,374.92	1,829,374.92		0.079	0.080		1
Total Investments and Average				2,001,100.25	1,999,374.92	2,000,185.42		0.097	0.099		6

Fund R5 - SCC RESERVE SERIES 2005
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Dreyfus Money Market Fd-SCCR5											
SYS25123	25123	DREYFUS CASH MANAGEMENT FUND	02/01/2008	923,156.18	923,156.18	923,156.18	0.110	0.108	0.110		1
Subtotal and Average				923,156.18	923,156.18	923,156.18	0.108	0.110			1
Total Investments and Average				923,156.18	923,156.18	923,156.18	0.108	0.110			1

Fund PA - PALO ALTO UNIFIED
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Municipal Bonds											
01083PAU6	30609	ALAMEDA COUNTY. CA SEROES 2010	01/13/2011	500,000.00	500,000.00	500,000.00	0.250	0.246	0.250	04/06/2011	5
13078JRQ3	30762	CALIF STATE UNIV	02/03/2011	140,000.00	140,000.00	140,000.00	0.260	0.256	0.260	05/04/2011	33
196729BL0	30384	COLORADO ST GEN FD	12/15/2010	90,824.00	90,000.00	90,373.50	2.000	0.308	0.312	06/27/2011	87
54243TGK0	30607	LONG BEACH CALIF GAS UTIL	01/13/2011	1,000,000.00	1,000,000.00	1,000,000.00	0.250	0.246	0.250	04/06/2011	5
88276VBE2	30605	TEX PUBLIC FIN AUTH	01/13/2011	1,600,000.00	1,600,000.00	1,600,000.00	0.290	0.286	0.290	04/06/2011	5
917542NU2	30640	UTAH ST	01/19/2011	102,352.00	100,000.00	101,123.00	5.000	0.316	0.321	07/01/2011	91
Subtotal and Average				3,433,176.00	3,430,000.00	3,431,496.50		0.269	0.273		10
Tax Exempt Money Market Funds											
SYS17030	17030	JPM TE MMK FD	06/09/2006	1,854,923.55	1,854,923.55	1,854,923.55	0.030	0.029	0.030		1
Subtotal and Average				1,854,923.55	1,854,923.55	1,854,923.55		0.030	0.030		1
Dreyfus Money Market Fd-PA											
SYS23601	23601	DREYFUS CASH MANAGEMENT FUND	02/01/2008	1,127,276.46	1,127,276.46	1,127,276.46	0.110	0.108	0.110		1
Subtotal and Average				1,127,276.46	1,127,276.46	1,127,276.46		0.108	0.110		1
Total Investments and Average				6,415,376.01	6,412,200.01	6,413,696.51		0.172	0.174		6

Fund WVM - WEST VALLEY MISSION-CCD
Investments by Fund
March 31, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Municipal Bonds											
01083PAU6	30608	ALAMEDA COUNTY. CA SEROES 2010	01/13/2011	3,000,000.00	3,000,000.00	3,000,000.00	0.250	0.246	0.250	04/06/2011	5
13078JQ3	30760	CALIF STATE UNIV	02/03/2011	5,300,000.00	5,300,000.00	5,300,000.00	0.260	0.256	0.260	05/04/2011	33
196729BL0	30382	COLORADO ST GEN FD	12/15/2010	3,885,248.89	3,850,000.00	3,865,977.50	2.000	0.308	0.312	06/27/2011	87
2548396J7	29064	NATIONAL PUBLIC RADIO INC	04/07/2010	526,510.00	500,000.00	516,200.00	3.000	1.598	1.620	04/01/2014	1,096
54466UDT1	30541	LOS ANGELES COUNTY LEASING	01/05/2011	6,000,000.00	6,000,000.00	6,000,000.00	0.260	0.256	0.260	04/05/2011	4
64711RGH3	30358	NEW MEXICO FIN AUTH ST TRANSN	12/13/2010	1,023,420.00	1,000,000.00	1,009,050.00	5.000	0.354	0.359	06/15/2011	75
64989QRY1	31020	NEW YORK ST POWER AUTH	03/10/2011	1,000,000.00	1,000,000.00	1,000,000.00	0.220	0.216	0.220	04/07/2011	6
64970LTX3	30864	NEW YORK CITY MUNI WATER	02/16/2011	1,000,000.00	1,000,000.00	1,000,000.00	0.300	0.295	0.300	05/11/2011	40
801320AU6	29691	SANTA BARBARA CNTY CALIF	07/01/2010	2,032,180.00	2,000,000.00	2,007,980.00	2.000	0.375	0.380	06/30/2011	90
917542NU2	30639	UTAH ST	01/19/2011	153,528.00	150,000.00	151,684.50	5.000	0.316	0.321	07/01/2011	91
Subtotal and Average				23,920,886.89	23,800,000.00	23,850,892.00		0.308	0.312		60
Tax Exempt Money Market Funds											
SYS27353	27353	JP MORGAN TAX FREE MMK-INST	06/23/2009	111,634,708.57	111,634,708.57	111,634,708.57	0.080	0.078	0.080		1
Subtotal and Average				111,634,708.57	111,634,708.57	111,634,708.57		0.079	0.080		1
Dreyfus Money Market Fd-WVM											
SYS27169	27169	DREYFUS	06/02/2009	0.00	0.00	0.00	0.090	0.088	0.090		1
Subtotal and Average				0.00	0.00	0.00		0.000	0.000		0
Total Investments and Average				135,555,595.46	135,434,708.57	135,485,600.57		0.119	0.121		11

County of Santa Clara
Finance Agency
Controller-Treasurer Department
Internal Audit Division



County Government Center
70 W. Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-6830 FAX (408) 289-8629

June 9, 2011

Board of Supervisors
County of Santa Clara

INDEPENDENT AUDITOR'S REPORT
APPLYING AGREED-UPON PROCEDURES
CASH AND INVESTMENTS

We have performed the procedures enumerated below on the cash and investments in the County's commingled fund as of March 31, 2011. The procedures were agreed to by the Director, Finance Agency to determine whether the accountability for the cash and investments by the Controller-Treasurer's Department is accurate and whether investments comply with the County's policies and State law.

Based upon the work performed, we found that investments comply with County policy and State law and that cash and investments are accounted for in the Accounting and Treasury Divisions of the Controller-Treasurer's Department in accordance with policy and established procedures. One irregularity is noted in paragraph c; there were no other material exceptions or irregularities found.

The procedures applied follow:

- a. On March 31, 2011 there was no difference between the accounting for cash and investments maintained by the Treasury Division and the records of the Accounting Division.
- b. For the securities purchased in March and held at March 31, 2011, we compared the issuers' credit ratings to the minimum rating requirements to determine compliance with County policy and State law.
- c. We identified and/or computed the investment limitations for each type of investment and tested actual investments by type and issuer to the limitations permitted by law and policy. On March 31, 2011, the portfolio included \$125M of negotiable certificates of deposit issued by UBS; the maximum allowable on that date was \$83M. On April 25, 2011, the Division sold \$50M of these certificates.
- d. We tested the automated system's computation of the weighted average of maturities to the maximum permitted by policy (the accuracy of the system was previously tested).
- e. We compared the cash and securities held by the depository and custodial banks to these banks' equity balances and verified the deposit/equity or securities book value/equity ratios were within the legal requirements.

Board of Supervisors: Mike Wasserman, George Shirakawa, Dave Cortese, Ken Yeager, Liz Kniss
County Executive: Jeffrey V. Smith

- f. We examined supporting documentation for the purchase of investments.
- g. We determined the existence of investments held in safekeeping by comparing the investments included in the County custodian's records with the details of the County's investment listing.
- h. From the schedule of investments, we examined individual investments with maturity dates exceeding one year and tested the receipt of interest. We reviewed the amounts recorded as revenue received to the amounts reported by the custodial bank as actually received.
- i. We reviewed the reconciliation, completed as of March 31, 2011, of the County's depository account bank balance to the Treasury Division's accountability to determine whether all transactions are valid and are being accounted for in accordance with policy and in a timely manner. The Bank of America's bank reconciliation is now current with no material reconciling items exceeding the Controller's policy of 30 days.
- j. We determined the existence of bank accounts by confirming the balances with the depository banks and with the State's Local Agency Investment Fund.
- k. We verified the existence of the items listed on the Schedule of Investments by Fund that is submitted to the Board with the quarterly investment report.

Brian P. Mark
Auditor-in-charge



Bill Perrone
Manager, Internal Audit

ITEM 7.2
JULY 19, 2011
ACTION ITEM
CONSENT AGENDA

PREPARED BY: NGOC CHIM

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: ESTABLISHMENT OF NEW FUNDS

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the establishment of new funds within the Governmental Funds Group and the Fiduciary Funds Group.

Funding Source/Fiscal Impact

The Governmental Funds Group is used to separate financial resources for attaining institutional objectives. Expendable assets are assigned to the various governmental funds according to the purposes for which they are to be used. Current liabilities are assigned to the fund from which they are to be paid.

The Fiduciary Funds Group is used to account for assets held by the District in a trustee or agency capacity for individuals, other governmental units, and/or other funds. The District has some discretionary authority for decision-making and/or responsibility for approving expenditures, which is established via an agreement granting authority or regulatory conditions restricting the use of funds, such as financial aid.

Reference(s)

Fiscal Services will establish and maintain the Fund accounts in accordance with the Budget and Accounting Manual (BAM), which has the authority of regulation in accordance with Title 5, Section 59011, of the California Code of Regulations.

Additionally, District Policy 6.5.1 states:

The Board authorizes the establishment and maintenance of general unrestricted, general restricted, debt service, special revenue, capital projects, enterprise, internal service, trust, and agency funds.

Background/Alternatives

The following Funds will be established and maintained by the District:

OPEB Related Funds

- Fund 761 – OPEB Trust Fund
- Fund 898 – Lease Revenue Bond 2009A & A-1
- Fund 295 – Debt Service Fund – LRB 2009A & A-1

West Valley College Student Center Related Funds

- Fund 425 – Lease Revenue Bond – WVC Student Center Project
- Fund 296 – Debt Service Fund – LRB WVC Student Center

Solar Project Related Funds

- Fund 426 – Lease Revenue Bond – Solar Project
- Fund 297 – Debt Service Fund – LRB Solar Project

Fund 761 will be created within the Investment Trust Funds Group. It is intended to track investment activities through CalPERS. All interest earned will be restricted to paying retiree benefits. This fund will be used to reimburse the General Fund for retiree benefits.

Fund 898 will be created within the Other Agency Funds Group. It is intended to track activities for the Lease Revenue Bond at US Bank.

Funds 425 and 426 will be created within the Revenue Bond Construction Fund. Fund 425 is used to track the cost of the West Valley Student Center Renovation Project. Fund 426 is used to track the cost of the Solar Project.

Funds 295, 296 and 297 will be created within the Other Debt Service Funds Group. Fund 295 will be used to track the interest and principal debt payments for the Lease Revenue Bond relating to OPEB. Fund 296 will be used to track the interest and principal debt payments for the Lease Revenue Bond relating to the West Valley College Student Center Project. Fund 297 will be used to track the interest and principal debt payments for the Lease Revenue Bond relating to the Solar Project.

Coordination

Fiscal Services will establish the funds in accordance with the Budget and Accounting Manual. The establishment of funds was coordinated with the West Valley College Vice President of Administrative Services, and the District Executive Director of Facilities, Construction, and Maintenance.

Follow-up/Outcome

Upon Board approval, Fiscal Services be establish and maintain the funds until the accounts are closed.

ITEM 7.3
JULY 19, 2011
ACTION ITEM
CONSENT AGENDA

PREPARED BY: CHRISTINA BOOTH

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: LEGAL SERVICES CONTRACTS

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees acknowledge the second contract year for legal services with the firms of Atkinson, Andelson, Loya, Ruud & Romo and Public Agency Law Group.

Funding Source/Fiscal Impact

The funding for these agreements is provided by Measure H and the Unrestricted General Fund.

Reference(s)

Government Code Section 53060, Special Services and Advice, allows the legislative body of any public or municipal corporation or district to contract with and employ any persons for the furnishing to the corporation or district special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required. The legislative body of the corporation or district may pay from any available funds such compensation to such persons as it deems proper for the services rendered.

Background/Alternatives

On August 3, 2010, the Board of Trustees authorized the administration to enter into a two-year agreement, with the right to renew for a third year upon mutual agreement, with the following legal firms:

Atkinson, Andelson, Loya, Ruud & Romo (AALRR) for general counsel and employment law/labor relations. AALRR's hourly rates range from \$150 - \$220 per hour. It is anticipated that the yearly contract amount will not exceed \$140,000.

Public Agency Law Group (PALG) for Public Contract Code and Education Code requirements as they relate to construction and bidding. PALG's hourly rates range

from \$95 - \$245 per hour. It is anticipated that the yearly contract amount will not exceed \$100,000.

Both contracts will end June 30, 2012, with the right to renew for an additional year upon mutual agreement.

AALRR and PALG have been providing legal service to the District since 2001. The District is satisfied with the services being provided.

Coordination

The committee that conducted interviews in 2010 unanimously recommended both firms to continue working with the District.

Follow-up/Outcome

No further action is required.

ITEM 7.4
JULY 19, 2011
CONSENT AGENDA
ACTION ITEM

PREPARED BY: CHRISTINA BOOTH

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: AWARD CONTRACT FOR PAYROLL SERVICES

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees authorize the District to enter into a contract with the Santa Clara County Office of Education for payroll services. The contract amount is \$119,199. The length of the contract is for one year, beginning July 1, 2011 through June 30, 2012.

Funding Source/Fiscal Impact

The funding for these services will be provided for in the FY 11/12 Unrestricted General Fund.

Reference(s)

Government Code Section 53060, Special Services and Advice, allows the legislative body of any public or municipal corporation or district to contract with and employ any persons for the furnishing to the corporation or district special services and advice in financial, economic, accounting, engineering, legal, or administrative matters if such persons are specially trained and experienced and competent to perform the special services required. The authority herein given to contract shall include the right of the legislative body of the corporation or district to contract for the issuance and preparation of payroll checks. The legislative body of the corporation or district may pay from any available funds such compensation to such persons as it deems proper for the services rendered.

Background/Alternatives

The District has been contracting with the Santa Clara County Office of Education for payroll services since its inception. The annual contract for services for the past three years has been:

2010-11	\$119,199
2009-10	\$119,199
2008-09	\$123,195

The District staff time involved in posting payroll activity to the District financial system has been significantly reduced, while the quality of the data has improved. The District continues to refine the current software to further enhance efficiency.

Coordination

The contract has been reviewed by the Vice Chancellor of Administrative Services.

Follow-up/Outcome

Upon Board approval, the District will enter into a contract with the Santa Clara County Office of Education.

ITEM 7.5
JULY 19, 2011
CONSENT AGENDA
ACTION ITEM

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: APPROVE CONTRACT INCREASE WITH CIS, INC., FOR INSPECTOR OF RECORD SERVICES FOR THE MC HOSPITALITY MANAGEMENT RENOVATION PROJECT

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve a \$35,000 increase to the contract with CIS, Inc., for inspector of record services for the Mission College Hospitality Management Renovation Project.

Funding Source/Fiscal Impact

The funding for this contract is from Measure H, line item 9 of the MC 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 H Project Priority List.

Background/Alternatives

The CIS, Inc., contract was approved by the Board at its November 12, 2009, meeting in the amount of \$118,860. This is the first change order for the contract.

This contract amendment encompasses an increase in the inspector of record services associated with working on weekends, and extended time necessary to complete the Phase I work for the Spring Semester. The total new contract amount for CIS, Inc., will be \$153,860.

Coordination

The Executive Director of Facilities, Construction and Maintenance; and Swinerton Construction Management reviewed this proposal.

Follow-up/Outcome

Upon Board approval, a contract amendment will be executed with CIS, Inc., in the amount of \$35,000.

ITEM 7.6
JULY 19, 2011
ACTION ITEM
CONSENT AGENDA

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

**SUBJECT: APPROVE CONTRACT INCREASE WITH GONSALVES &
STRONCK CONSTRUCTION COMPANY, INC.**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees ratify change order number 2 in the amount of \$18,607 for the Campus Center Modernization project at West Valley College.

Funding Source/Fiscal Impact

The funding for this project is from Measure H, line item 15 of the West Valley College Project Priority List.

Reference(s)

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

Background/ Alternatives

The Gonsalves and Stronck Construction Company, Inc., contract was approved by the Board at its September 21, 2010, meeting in the amount of \$9,515,441. This is the second change order for the project.

Cost Changes

The items under change order number 2 are due to design clarification.

1. Design clarification/coordination
 - A new scupper was required at each mechanical well for improved drainage. CCR 21: add \$3,040
 - Extended framing and furring at existing brickwall was required to accommodate exposure of conduits, boxes, and devices at this location. CCR 27: add \$3,511
 - Existing concrete wall by Lounge area required to be furred out to allow for conduits to be concealed in the wall. CCR 30: add \$2,518

- Extension of concrete ramp at the composite deck was required to accommodate elevation change and code requirement.
CCR 31: add \$4,995
- Furring of walls at offices in Area 3 was required to run conduit transition.
CCR 32: add \$1,089
- Additional access opening into mechanical well is required to allow access for future maintenance.
CCR 28: add \$3,454

The total of this change order is \$18,607, which will increase the contract to \$9,534,048. This represents a 0.20% increase to the original contract amount. The new contract amount of \$9,618,405 is 93% of the construction budget of \$10,293,000. The project is 35% complete.

Original Contract	\$9,515,441.00	
Change Order No. 1	\$ 84,357.00	0.89%
Change Order No. 2	<u>\$ 18,607.00</u>	0.20% of original contract
Total	\$9,618,405.00	1.09% increase over original contract

Coordination

The Executive Director of Facilities, Construction, and Maintenance; the Vice Chancellor of Administrative Services; and the Construction Manager reviewed this proposal.

Follow-up/Outcome

Upon Board approval, an amended agreement will be executed.

ITEM 7.7
JULY 19, 2011
ACTION ITEM
CONSENT AGENDA

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

**SUBJECT: APPROVE CONTRACT INCREASE WITH GONSALVES &
STRONCK CONSTRUCTION COMPANY, INC.**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees ratify change order number 16 in the amount of \$96,165.41 for the Science & Math Building Renovation project at West Valley College.

Funding Source/Fiscal Impact

The funding for this project is through Capital Outlay and Measure H, line item 9 on the West Valley College Project Priority List.

Reference(s)

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

Background/Alternatives

The Gonsalves & Stronck Construction Company, Inc., contract was approved by the Board at its August 20, 2009, meeting in the amount of \$11,983,900. Change orders number 1 - 15 were approved in the amount of \$1,022,393.40. This is the sixteenth change order for the project.

The items under change order number 16 are due to design clarification/coordination, code interpretation, owner-initiated changes, and unforeseen site conditions.

1. Design clarification/coordination:
 - Additional wall furring in Building C lecture rooms was installed to conceal exposed electrical conduits and utility lines.
CCR 168R & 204R; Add \$62,000
 - At Building B breezeway, new display casework phenolic side panels not included in original scope of work were installed.
CCR#174; Add \$14,477.52

- At the underside of the breezeway where the vertical walls meet the ceiling, a continuous 2x4 wood blocking was installed to cover and protect the siding metal clips. CCR # 190; Add \$978
2. Code interpretation:
 - Door frames required additional welding to certify and meet current code requirement for fire rating. CCR #197; Add \$8,060.16
 - An existing roof beam was required to be covered with fire-rated material in order to meet occupied fire rated code. CCR # 178; Add \$887.41
 3. Owner-initiated changes:
 - At areas where additional speakers were called out, structural backing was installed by the contractor. CCR #172: Add \$640.27
 4. Unforeseen site conditions:
 - At Building B exterior soffit, additional access panels were installed at areas where existing electrical j-boxes are located. CCR #211; Add \$848.80
 - At areas where existing lab case work was removed in Building B, there were existing utilities that needed to be removed and backfilled with concrete. CCR#187; Add \$8,273.25

The total of this change order is \$96,165.41, which will increase the contract to \$13,102,459.11. This represents a 0.23% increase to the original contract amount. The new contract amount of \$13,006,293.40 is 95% of the construction budget of \$13,643,844. The project is 89% complete (Phase 1 is 99% complete; Phase 2 is 80% complete).

Original Contract	\$11,983,900.00	
Change Orders No. 1-15	\$ 1,022,393.40	8.53%
Change Order No. 16	\$ 96,165.41	0.80% of original contract
Totals	\$13,102,458.81	9.33% increase over original contract

Coordination

The Executive Director of Facilities, Construction, and Maintenance; the Vice Chancellor of Administrative Services; and the Construction Manager reviewed this proposal.

Follow-up/Outcome

Upon Board approval, an amended agreement will be executed.

ITEM 7.8
JULY 19, 2011
ACTION ITEM
CONSENT AGENDA

PREPARED BY: CHRISTINA BOOTH

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: CITIZEN'S BOND OVERSIGHT COMMITTEE (CBOC) MEMBERSHIP

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the CBOC membership.

Funding Source/Fiscal Impact

There is no fiscal impact associated with this item.

Reference(s)

On February 3, 2005 (Item 6.4), the Board of Trustees approved a resolution certifying to the counties the results of the Measure H election in November 2004. The approval of this resolution triggered a 60-day period in which to form the Citizens Bond Oversight Committee. The committee must consist of a minimum of nine members representing the following:

- Two (2) students enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers' association.
- Two (2) members active in a support organization for either Mission College or West Valley College, such as a foundation.
- Two (2) members of the community at-large.

Background/Alternatives

The Committee is short a taxpayers' association representative and would like to appoint Shane Connolly to an initial two-year term, expiring April 2013, in order to maintain the staggered representation on the Committee.

Coordination

This item was discussed by the Chancellor, CBOC Chair, and Board President.

Follow-up/Outcome

Upon Board approval, Mr. Connolly will be informed of his member status and join the work of the CBOC.

PREPARED BY: FRANCINE CARACCILO

REVIEWED BY: BRADLEY DAVIS

APPROVED BY: JOHN E. HENDRICKSON

**SUBJECT: INITIAL PROPOSAL FROM THE ASSOCIATION OF COLLEGE
EDUCATORS (ACE)**

Government Code Section 3547 requires that all initial proposals in collective bargaining must be presented at a public meeting of the public school employer. This is known as “sunshining” the initial proposals. ACE’s initial proposal to the District is being released as a public document.

At the Board’s next meeting on August 2, 2011, the public, having had a reasonable time to inform itself regarding the provisions of the initial proposal, will have an opportunity to express itself regarding the proposal in the form of public comments. Having received the public comment, the Board will vote to “adopt” the initial proposals.

ARTICLE 4-Non-Discrimination
ARTICLE 10-Parking
ARTICLE 12-Safety
ARTICLE 13-Compensation
ARTICLE 14-Fringe Benefits
ARTICLE 16-Calendar
ARTICLE 18-Load
ARTICLE 19-Assignment
ARTICLE 20-Performance Goals
ARTICLE 21-Organizational Structure
ARTICLE 22-Institutional Responsibilities
ARTICLES 26A,B,C-Performance Appraisal
ARTICLE 27-Dismissal
ARTICLE 28-Reduction in Force
ARTICLE 32-Pregnancy Disability Leaves
ARTICLE 33-Bereavement Leaves
ARTICLE 37-Conference Leaves
ARTICLE 38-Banked Load and Banked Load Leaves
ARTICLE 40-Sabbatical Leaves

ARTICLE 44-Parent, Child Rearing, and Family Medical Leave

ARTICLE 47-Professional Growth and Development

ARTICLE 48-Grievance Procedures

ARTICLE 49-Due Process

ARTICLE 50-Contract Education

ARTICLE 51-Duration

ARTICLE 52-Intellectual Property

ARTICLE 53-Technology

ALL Associate Faculty Articles

ALL Appendices

PREPARED BY: FRANCINE CARACCIOLO

REVIEWED BY: BRADLEY DAVIS

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF DISTRICT INITIAL PROPOSALS TO ASSOCIATION OF COLLEGE EDUCATORS (ACE)

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees hear public comment on the proposals, close the public comment period, and adopt the proposals.

Funding Source/Fiscal Impact

N/A

Reference(s)

Government Code Section 3547 requires that all initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public record.

Background/Alternatives

District proposals to ACE were presented to the public at the June 21, 2011 Board Meeting.

Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer. The public's opportunity to express itself is during the public comment period preceding the Boards consideration of this item at the July 19, 2011, Board Meeting.

Coordination

After the public has had the opportunity to express itself, the public school employer shall, at a meeting that is open to the public, adopt its initial proposal. The Board is, therefore requested to adopt the initial proposals so that negotiations may begin.

Follow-up/Outcome

No further action is expected.

PREPARED BY: FRANCINE CARACCILO

REVIEWED BY: BRADLEY DAVIS

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF DISTRICT INITIAL PROPOSALS TO WEST VALLEY MISSION CLASSIFIED EMPLOYEES ASSOCIATION (WVMCEA) (formerly SEIU)

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees hear public comment on the proposals, close the public comment period, and adopt the proposals.

Funding Source/Fiscal Impact

N/A

Reference(s)

Government Code Section 3547 requires that all initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public record.

Background/Alternatives

District proposals to WVMCEA (formerly SEIU) were presented to the public at the June 21, 2011 Board Meeting.

Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer. The public's opportunity to express itself is during the public comment period preceding the Board's consideration of this item at the July 19, 2011, Board Meeting.

Coordination

After the public has had the opportunity to express itself, the public school employer shall, at a meeting that is open to the public, adopt its initial proposal. The Board is, therefore, requested to adopt the initial proposals so that negotiations may begin.

Follow-up/Outcome

PREPARED BY: FRANCINE CARACCIOLO

REVIEWED BY: BRADLEY DAVIS

APPROVED BY: JOHN E. HENDRICKSON

**SUBJECT: PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF
DISTRICT INITIAL PROPOSALS TO POLICE OFFICERS
ASSOCIATION (POA)**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees hear public comment on the proposals, close the public comment period, and adopt the proposals.

Funding Source/Fiscal Impact

N/A

Reference(s)

Government Code Section 3547 requires that all initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public record.

Background/Alternatives

District proposals to POA were presented to the public at the June 21, 2011, Board Meeting.

Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer. The public's opportunity to express itself is during the public comment period preceding the Board's consideration of this item at the July 19, 2011, Board Meeting.

Coordination

After the public has had the opportunity to express itself, the public school employer shall, at a meeting that is open to the public, adopt its initial proposal. The Board is, therefore, requested to adopt the initial proposals so that negotiations may begin.

Follow-up/Outcome

ITEM 6.7
JULY 19, 2011
ACTION ITEM

PREPARED BY: FRANCINE CARACCILO

REVIEWED BY: BRADLEY DAVIS

APPROVED BY: JOHN E. HENDRICKSON

**SUBJECT: PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF
DISTRICT INITIAL PROPOSALS TO SUPERVISORS ASSOCIATION
(TEAMSTERS, LOCAL 856)**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees hear public comment on the proposals, close the public comment period, and adopt the proposals.

Funding Source/Fiscal Impact

N/A

Reference(s)

Government Code Section 3547 requires that all initial proposals of exclusive representatives and of public school employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the public school employer and thereafter shall be public record.

Background/Alternatives

District proposals to Teamsters, Local 856) were presented to the public at the June 21, 2011, Board Meeting.

Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer. The public's opportunity to express itself is during the public comment period preceding the Board's consideration of this item at the July 19, 2011, Board Meeting.

Coordination

After the public has had the opportunity to express itself, the public school employer shall, at a meeting that is open to the public, adopt its initial proposal. The Board is, therefore, requested to adopt the initial proposals so that negotiations may begin.

Follow-up/Outcome

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: APPROVE CONTRACT WITH 4 LEAF, INC., FOR INSPECTOR OF RECORD SERVICES ON THE DISTRICT-WIDE FIRE ALARM REPLACEMENT PROJECT

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees authorize the administration to enter into a contract with 4 Leaf, Inc., in the amount of \$83,125 for inspector of record services on the District-wide Fire Alarm Replacement project. Proposals were submitted as follows:

<u>Consultant</u>	<u>Total Amount</u>
4 Leaf, Inc.	\$83,125.00

The District received one other proposal as follows:

DSA School Inspectors	\$88,800.00
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Funding Source/Fiscal Impact

The funding for this contract is from State Capital Outlay and Measure H, line item 10 of the District Services Project Priority List.

Reference(s)

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

Title 24 - Administrative Regulations, requires that a Division of State Architect (DSA)-approved inspector of record be hired for school construction projects. The consultant, 4 Leaf, Inc., meets the Title 24 requirements and qualifications.

Government Code Section 53060, Special Services and Advice, allows the District to contract with firms for special services and advice.

Background/Alternatives

A Notice to Bidders was advertised and proposals were solicited from DSA-approved inspection firms. Three firms attended the mandatory pre-bid meeting. Two proposals were received. Proposals were opened and read aloud on May 20, 2011, at 2:00 PM.

The services provided by the DSA-approved Inspector of Record for this project will be:

- Inspect all work performed and all materials supplied by the contractors to verify conformity with the contract documents.
- Carry out the instructions of the Project Architect and the Division of State Architect for the portion covered by the DSA.
- Help ensure all phases of the project conform to applicable laws and regulation codes.
- Prepare all necessary reports, including semi-monthly reports and a final, verified report to the Division of State Architect.
- Assist the efforts of all parties concerned to expedite the completion and ensure the quality of the project.

Coordination

The Executive Director of Facilities, Construction, and Maintenance; the Director of General Services; and the Construction Management firm worked on this item.

Follow-up/Outcome

Upon Board approval, an agreement for inspector of record services will be issued to 4 Leaf, Inc., in the amount of \$83,125.

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: APPROVAL OF UPDATED PROJECT PRIORITY LIST

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the updated and re-baselined West Valley College Project Priority List (attachment A).

Funding Source/Fiscal Impact

Funding for these projects is derived from Measure H and State Capital Outlay.

Reference(s)

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

Background/Alternatives

On January 18, 2011, the last updated Project Priority List and corresponding project budgets (attachment B) were approved by the Board of Trustees. Since then, program and project budgets for West Valley College have been re-baselined. The updated project list reflects the most current cost for current projects as follows:

West Valley College:

Budget changes were made to one project:

1. WVC 9 - Science and Math Renovation; the project budget for this project will be increased to cover additional construction, A/V equipment, and data network equipment. The total amount needed to complete the project is \$300,000. The funds will be from the Program Contingency as follows.

- WVC 03 Program Contingency \$300,000

Coordination

The Executive Director of Facilities, Construction and Maintenance; Director of Construction; West Valley College Administration; Vice Chancellor of Administrative Services; and Gilbane Building Company worked on preparing this report.

Follow-up/Outcome

Adoption of the updated Project Priority List will allow the administration to move forward on approved projects.

West Valley College Project List		Proposed 7/19/2011 Project Budget	FUNDING SOURCES				Bond Funds Required	Balance of Bond \$97,000,000
			Proposed State Funding	Approved State Funding	Bond Interest	*Other Funding		
1	Program Management Fees	\$ 3,597,574	\$ -	\$ -			\$ 3,597,574	\$93,402,426
2	Program Contingency	3,213,613	-	-			3,213,613	90,188,813
3	Operational Expenses	910,800	-	-			910,800	89,278,013
4	West Valley College Educational Master Facilities Plan	167,000	-	-			\$167,000	89,111,013
5	Environmental Impact Report Permitting/Implementation	166,750	-	-			166,750	88,944,263
6	Aquatic Center Project (Part of Physical Education) (F1)	7,745,253	-	-			7,745,253	81,199,010
7	Campus Technology Center (Fox Center)	22,103,240	-	16,939,000			5,164,239	76,034,771
8	Science and Math Replacement/Addition (F1)	7,710,128	-	5,629,000			2,081,128	73,953,643
9	Science and Math Building Renovation	19,962,026	-	15,848,900			4,113,126	69,840,517
10	ADA Barrier Removal (F8)	2,175,412	-	-			2,175,412	67,665,104
11	Utility Infrastructure Modernization (F1) (F6)	6,713,874	-	-			6,713,874	60,951,230
12	Surface Improvements (F7)	8,085,029	-	-			8,085,029	52,866,201
13	Infrastructure Modernizations - Project Support	369,349	-	-			369,349	52,496,852
14	Interim Housing/Swing Space/Wet labs	6,240,872	-	-			6,240,872	46,255,980
15	Campus Center Building Renovation - Phase 1	14,482,869	-	-			14,482,869	31,773,111
16	Language Arts and Social Sciences Renovation (F10)	15,197,047	-	-			15,197,047	16,576,064
17	Classroom and Student Services Facility Upgrades (F9)	1,500,000	-	-	-		1,500,000	15,076,064
18	Solar Photo Voltaic System Project (F3)	8,555,030	-	-	2,300,000	6,255,030	-	-
19	Applied Arts and Sciences Remodel FPP FY 2010-11 pending; (F4)	24,094,374	-	9,018,310			15,076,064	-
20	Learning Resource Center Reconstruction - IPP FY 2012-13 ((F11)	31,350,434	14,300,532	-	-	-	17,049,902	-
21	Student Services Center - IPP for FY 2013-14 (F12)	19,782,000	4,997,858	-	-	-	14,784,143	-
22	Fine Arts Building - IPP for FY 2013-14 (F12)	12,345,330	3,440,894	-	-	-	8,904,437	-
23	Child Care Center - IPP for FY 2013-14 (F12)	3,386,603	1,537,505	-	-	-	1,849,098	-
24	Campus Center Building Renovation - Phase 2 (F2)	9,873,966	-	-	-	-	9,873,966	-
25	Technology Infrastructure (F2) (F5)	11,801,761	-	-	-	-	11,801,761	-
26	Carlson House Restoration (F2) (F5)	3,531,670	-	-	-	-	3,531,670	-
27	Fitness/Wellness Center (F2)	24,000,000	-	-	-	-	24,000,000	-
28	Campbell Center Permanent Purchase (F2)	5,000,000	-	-	-	-	5,000,000	-
29	Guirlanie House Renovation (F2)	3,500,000	-	-	-	-	3,500,000	-
30	PE Department Building Renovation (F2)	27,613,250	-	-	-	-	27,613,250	-
31	Administration Building Renovation (F2)	4,500,000	-	-	-	-	4,500,000	-
32	Administration of Justice Building Renovation (F2)	2,540,000	-	-	-	-	2,540,000	-
33	Business Division Renovation (F2)	8,050,000	-	-	-	-	8,050,000	-
34	Humanities-Fine Arts Building Renovation (F2)	15,744,050	-	-	-	-	15,744,050	-
35	ADA Accessibility Upgrades - Phase II (F2)	3,500,000	-	-	-	-	3,500,000	-
36	Athletic Field Turf Replacement (F2)	14,700,000	-	-	-	-	14,700,000	-
37	Parking Lot and Campus Walkway Resurface/Replacement (F2)	12,500,000	-	-	-	-	12,500,000	-
38	Vasona Creek Restoration and Green Belt Improvements (F2)	3,500,000	-	-	-	-	3,500,000	-
39	Interim Housing for Building Projects (F2)	6,500,000	-	-	-	-	6,500,000	-
40	Campus Landscape Restoration (F2)	12,500,000	-	-	-	-	12,500,000	-
41	Future/Opportunity Building (F2)	25,000,000	-	-	-	-	25,000,000	-
Subtotals for West Valley College		\$ 414,209,304	\$ 24,276,789	\$ 47,435,210	\$ 2,300,000	\$ 6,255,030	\$ 333,942,275	\$ -

FOOTNOTES FOR WEST VALLEY COLLEGE PROJECT LIST ONLY

- (F1) Project construction completed; project in close out.
 - (F2) Project scope not fully defined. Project identified in the College Master Plan and/or Preliminary Future Bond Projects List.
 - (F3) Project funded by Bond Interest and Other Funding, without Measure H funding allocation.
 - (F4) Project Final Project Proposal (FPP) approved; Impacted by no State Education Bond in 2008, approved for 2010-11 fiscal year funding.
 - (F5) Project budget based on current CCI and EPI, with escalation of seven percent per year, for a total of 5.5 years.
 - (F6) Inclusive of electrical, water, and sanitary sewer line upgrades.
 - (F7) Inclusive of parking lot improvements, sidewalks, new entryways, campus signage, pavement modernizations.
 - (F8) Inclusive of main path of travel, campus wide barrier removal and ADA requirements.
 - (F9) Scope of work defined; cost based on similar project scope assumptions.
 - (F10) Project construction budget based on preliminary architectural estimate and escalation of ten percent for 20 months. Project impacted by no State Education Bond in 2008; FPP submitted in 2009 for funding year 2011-12.
 - (F11) Project updated to current CCI and EPI. Project impacted by no State Education Bond in 2008; IPP submittal in 2009; FPP in 2010, funding year 2012-13.
 - (F12) Project scope defined and cost based on combination of current CCI and EPI and similar project scope cost assumptions. IPP submittals in 2009; funding year 2013-14, pending project prioritization with other IPPs.
- * Indicates CREBS/Tax Exempt Lease Purchase Funding

West Valley College Project List		Proposed 03/16/10 Project Budget	FUNDING SOURCES				Bond Funds Required	Balance of Bond \$97,000,000
			Proposed State Funding	Approved State Funding	Bond Interest	*Other Funding		
1	Program Management Fees	\$ 3,597,574	\$ -	\$ -			\$ 3,597,574	\$ 93,402,426
2	Program Contingency	3,513,613	-	-			3,513,613	89,888,813
3	Operational Expenses	910,800	-	-			910,800	88,978,013
4	West Valley College Educational Master Facilities Plan	167,000	-	-			\$167,000	88,811,013
5	Environmental Impact Report Permitting/Implementation	166,750	-	-			166,750	88,644,263
6	Aquatic Center Project (Part of Physical Education) (F1)	7,745,253	-	-			7,745,253	80,899,010
7	Campus Technology Center (Fox Center)	22,103,240	-	16,939,000			5,164,239	75,734,771
8	Science and Math Replacement/Addition (F1)	7,710,128	-	5,629,000			2,081,128	73,653,643
9	Science and Math Building Renovation	19,662,026	-	15,848,900			3,813,126	69,840,517
10	ADA Barrier Removal (F8)	2,175,412	-	-			2,175,412	67,665,104
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16	Language Arts and Social Sciences Renovation (F10)	15,197,047	-	-			15,197,047	16,576,064
17	Classroom and Student Services Facility Upgrades (F9)	1,500,000	-	-	-		1,500,000	15,076,064
18	Solar Photo Voltaic System Project (F3)	8,555,030	-	-	2,300,000	6,255,030	-	-
19	Applied Arts and Sciences Remodel FPP FY 2010-11 pending; (F4)	24,094,374	-	9,018,310			15,076,064	-
20	Learning Resource Center Reconstruction - IPP FY 2012-13 ((F11)	31,350,434	14,300,532	-	-	-	17,049,902	-
21	Student Services Center - IPP for FY 2013-14 (F12)	19,782,000	4,997,858	-	-	-	14,784,143	-
22	Fine Arts Building - IPP for FY 2013-14 (F12)	12,345,330	3,440,894	-	-	-	8,904,437	-
23	Child Care Center - IPP for FY 2013-14 (F12)	3,386,603	1,537,505	-	-	-	1,849,098	-
24	Campus Center Building Renovation - Phase 2 (F2)	9,873,966	-	-	-	-	9,873,966	-
25	Technology Infrastructure (F2) (F5)	11,801,761	-	-	-	-	11,801,761	-
26	Carlson House Restoration (F2) (F5)	3,531,670	-	-	-	-	3,531,670	-
27	Fitness/Wellness Center (F2)	24,000,000	-	-	-	-	24,000,000	-
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32	Administration of Justice Building Renovation (F2)	2,540,000	-	-	-	-	2,540,000	-
33	Business Division Renovation (F2)	8,050,000	-	-	-	-	8,050,000	-
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37	Parking Lot and Campus Walkway Resurface/Replacement (F2)	12,500,000	-	-	-	-	12,500,000	-
38	Vasona Creek Restoration and Green Belt Improvements (F2)	3,500,000	-	-	-	-	3,500,000	-
39	Interim Housing for Building Projects (F2)	6,500,000	-	-	-	-	6,500,000	-
40	Campus Landscape Restoration (F2)	12,500,000	-	-	-	-	12,500,000	-
41	Future/Opportunity Building (F2)	25,000,000	-	-	-	-	25,000,000	-
	Subtotals for West Valley College	\$ 414,209,304	\$ 24,276,789	\$ 47,435,210	\$ 2,300,000	\$ 6,255,030	\$ 333,942,275	\$ -

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 - (F12) Project scope defined and cost based on combination of current CCI and EPI and similar project scope cost assumptions. IPP submittals in 2009; funding year 2013-14, pending project prioritization with other IPPs.
- * Indicates CREBS/Tax Exempt Lease Purchase Funding

ITEM 7.11
JULY 19, 2011
ACTION ITEM

PREPARED BY: BRIGIT ESPINOSA

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: RESOLUTION NO. 11071901 ENACTING INFORMAL BIDDING PROCEDURES UNDER THE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees adopt Resolution No. 11071901, which will supersede and replace Resolution No. 06031602, Enacting Informal Bidding Procedures under the California Uniform Public Construction Cost Accounting Act, to adjust the maximum value of informally bid projects from \$125,000 to \$175,000.

Funding Source/Fiscal Impact

There is no fiscal impact associated with this item.

Reference(s)

Public Contract Code Section 22032 outlines the informal bidding procedures and limits.

Background/Alternatives

The Board of Trustees adopted Resolution No. 06031602 on March 16, 2006. The District has since been notified that the maximum value for informally bid projects was increased from \$125,000 to \$175,000 on July 1, 2011. The attached resolution will supersede the original resolution and include the higher limit.

Coordination

The Director of General Services was notified of the increase through correspondence received from the California State Controller's Office.

Follow-up/Outcome

Following Board approval, the Director of General Services will implement the changes and coordinate these changes with the Executive Director of Facilities, Construction and Maintenance.

RESOLUTION #11071901

RESOLUTION OF THE BOARD OF TRUSTEES OF THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT ENACTING INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT

WHEREAS, pursuant to Resolution #06031602, adopted by the District's Board of Trustees on March 16, 2006, the District implemented the uniform public construction cost accounting procedures set forth in the Uniform Public Construction Cost Accounting Act (the "Act") set forth in California Public Contract Code Section 22000 et seq.; and

WHEREAS, pursuant to the Act, if a public entity adopts the uniform public construction cost accounting procedures, such public agency may, in its discretion, adopt and implement the alternative bidding procedures and certain informal bidding procedures set forth in the Act commencing at California Public Contract Code Section 22030 et seq; and

WHEREAS, pursuant to Resolution #06031602, the District adopted informal bidding procedures; and

WHEREAS, the Act authorizes the California Controller's Office to implement changes to monetary limits for public works projects subject to the alternative bidding procedures permitted by the Act; and

WHEREAS, the California Controller's Office has taken action pursuant to the Act to adjust the maximum value of informally bid projects from \$125,000 to \$175,000, with such adjustment effective as of July 1, 2011.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the West Valley-Mission Community College District hereby adopts the following Resolution, which supersedes and replaces Resolution #06031602.

INFORMAL BID PROCEDURES

Public projects, as defined in the Act, of One Hundred Seventy Five Thousand Dollars (\$175,000) or less may be awarded pursuant to the informal bidding procedures as set forth in Sections 22032 et seq., of the California Public Contract Code and these Resolutions.

LIST OF CONTRACTORS

A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the California Public Contract Code and criteria

promulgated from time to time by the California Uniform Cost Accounting Commission. The list shall set forth the different categories of trade work that each listed contractor is qualified to perform on behalf of the District.

NOTICE INVITING INFORMAL BIDS

Where a public project is to be performed that is subject to the provisions of this policy, a notice inviting informal bids (which shall describe the project in general terms and how to obtain more detailed information about the project, including the time and place for submission of bids) shall be mailed to: (1) all contractors for the category of work to be bid as shown in the list of contractors developed pursuant to this Resolution above, or (2) all trade journals specified by the California Uniform Cost Accounting Commission for Santa Clara County in accordance with section 22036 of the California Public Contract Code, or (3) both such contractors with such trade journals. All mailing of notices to the contractors and/or trade journals described above shall be completed not less than ten (10) calendar days prior to the date that the bids are due. Additional contractors and/or construction trade journals may be notified at the discretion of the Vice Chancellor of Administrative Services; provided that;

- (1) If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent to the construction trade journals specified by the Commission and such other contractors and trade journals as the Vice Chancellor, Administrative Services may determine; and
- (2) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

AWARD OF CONTRACTS

The Vice Chancellor of Administrative Services and/or the Director of General Services are each authorized, without further action or authorization of the Board of Trustees, to award contracts bid pursuant to the informal bidding procedures adopted by these resolutions (Public Contract Code Section 22034(e) allows the governing body of the public agency to delegate the authority to award informal contracts).

Action to award contracts for projects bid under the informal bidding procedures, which exceed \$175,000, but are less than \$192,500, is vested in the Board of Trustees. Such contracts may be awarded by the Board if the Board determines, by a 4/5 vote, that the cost estimate for the project is reasonable.

EFFECTIVE DATE

This resolution shall take effect and be in force as of the date of enactment.

PASSED AND ADOPTED by the Board of Trustees of the West Valley-Mission Community College District in Saratoga, California, this 19th day of July, 2011, by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTENTIONS: _____

IN WITNESS WHEREOF, this instrument has been duly signed and sealed as of the 19th day of July, 2011.

President of the Board

ATTEST: _____
Secretary to the Board

ITEM 8.1
JULY 19, 2011
ACTION ITEM

PREPARED BY: ALBERT M. MOORE AND JOHN E. HENDRICKSON

REVIEWED BY: BRADLEY DAVIS, LORI GASKIN, J. LAUREL JONES
AND ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: REDISTRICTING

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve a contract with Lapkoff & Gobalet to provide demographic research and reports necessary to assess the existing District trustee election process and develop scenarios for new trustee election areas.

Funding Source/Fiscal Impact

The contract amount for demographic research and redistricting assistance will be \$32,500, according to the response to the solicitation for proposal received from the firm. The final report will be the basis for filing new trustee election areas with the Santa Clara County Registrar of Voters and other State and local agencies. This project will be funded from the District General Fund.

References

District Policy 1.6.2 establishes the existing three Trustee Election Areas and at-large system of elections.

Education Code Section 5019.5.1 requires equal population within election areas.

Education Code Section 72022 provides for the acceptable rearrangement of trustee areas.

The California Voting Rights Act (CVRA) requires that a protected class have the ability to elect candidates of its choice.

Background/Alternatives

State and federal statutes require all local agencies to regularly consider redistricting based on the most recent federal census.

California Education Code

Any district in which governing board members are elected by trustee area (Ward) is subject to mandatory redistricting; pursuant to Education Code 5019.5.1. Lines must be redrawn to adjust for population changes that have occurred since the last redistricting to ensure that each ward has equal population to maintain “one-person, one-vote.” In redrawing lines, each governing board is required, by March 1, 2012, to adjust the boundaries of any or all of the trustee areas by using census population figures validated by the Population Research Unit of the California Department of Finance.

Any district in which governing board members are elected at large, but has trustees assigned to (or required to be residents of) a particular ward, may adjust the boundaries of the wards with the new census data (Ed. Code § 72022). This optional procedure may be superseded by the new California Voting Rights Act, described below.

California Voting Rights Act

Signed by Governor Gray Davis in 2002, the CVRA generally provides that “an at-large method of election may not be imposed or applied in a manner that impairs the ability of a protected class to elect candidates of its choice or its ability to influence the outcome of an election, as a result of the dilution or the abridgment of the rights of voters who are members of a protected class. . .”

On May 17, 2011, the Board received an informational report from David Soldani, AALRR, on redistricting. The presentation highlighted the necessity to study District demographics and likely outcome that changing to trustee area elections will be required.

Coordination

The Chancellor and other staff will work with Lapkoff & Gobalet, District counsel, and state and local officials to prepare information for Board consideration and action. District Council and other participatory governance groups have been and will continue to be apprised of the status of this project.

Follow-up/Outcomes

The projected timeline for this project is as follows:

- Assessment of existing District elections method and requirement of State and Federal statutes will be completed by September, 2011. A Board decision on the future method of elections will be requested in September.

- Scenarios for trustee elections will be presented for Board consideration during October and November.
- Board action to approve the election areas and method of election will be requested in November, 2011.

PREPARED BY: ADRIENNE GREY, JACK LUCAS AND BUCK POLK

**SUBJECT: BOARD OF TRUSTEES SUPPORT FOR ASSEMBLY BILL (AB) 160, AB
684 AND AB 743**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees consider and take action on the recommendations of the Board Legislative Committee.

Funding Source/Fiscal Impact

There are no direct costs associated with the act of taking a position on the above-cited proposed legislation.

Reference(s)

District Policy 1.7.6 establishes a Legislative Committee that, among other things, has, as its assigned duties, to track and report to the Board on legislation related to community colleges and to make recommendations to the Board for consideration regarding matters within the Committee's charge.

Background/Alternatives

The Board Legislative Committee reviewed the status of legislation tracked by the California Community College Chancellor's Office at its meeting on June 14, 2011, and considered possible action to recommend a position in support or opposition to bills of interest. Committee members reviewed the California Community College Chancellor's Office Legislative Tracking Matrix and the May 19, 2011, State Legislative Update produced by the State Chancellor's Office. In addition, the Committee reviewed the most current version of the Legislative Council Digest for bills of interest as presented by the Chancellor.

Coordination

For each of the bills, the Chancellor provided a recommended position of support or opposition. After discussion, the Committee took the following actions:

It was M/S/P to recommend support of AB 160 to the Board of Trustees.

It was M/S/P to recommend support of AB 684 to the Board of Trustees.

It was M/S/P to recommend support of AB 743 to the Board of Trustees.

Follow-up/Outcomes

Following Board action, the Chancellor will communicate, to the appropriate legislators and offices, the positions of the Board on the above-cited proposed legislation.

AMENDED IN SENATE JULY 6, 2011
AMENDED IN SENATE JUNE 20, 2011
AMENDED IN ASSEMBLY MAY 27, 2011
AMENDED IN ASSEMBLY MAY 9, 2011
AMENDED IN ASSEMBLY FEBRUARY 28, 2011
CALIFORNIA LEGISLATURE—2011–12 REGULAR SESSION

ASSEMBLY BILL

No. 160

Introduced by Assembly Member Portantino

January 19, 2011

An act to amend Section 48800 of, and to add Section 48803 to, the Education Code, relating to public schools.

LEGISLATIVE COUNSEL'S DIGEST

AB 160, as amended, Portantino. Concurrent enrollment in secondary school and community college.

(1) Existing law authorizes the governing board of a school district to allow pupils whom the district has determined would benefit from advanced scholastic or vocational work to attend community college as special part-time students, subject to parental permission. Existing law makes the authority of a school principal to recommend a pupil for community college summer session contingent upon a determination that the pupil meets various criteria and prohibits the principal from recommending more than 5% of the total number of pupils from any particular grade level who completed that grade immediately prior to the time of recommendation for summer session attendance, except as specified.

This bill would authorize the governing board of a school district to authorize a pupil, upon the recommendation from a community college dean of a career technical education department or other appropriate community college career technical education administrator, and with parental consent, to attend a community college during any session or term as a special part-time or full-time student and to undertake one or more courses of career technical education offered at the community college.

The bill also would authorize the governing board of a community college district to enter into a formal partnership with a school district or school districts located within its immediate service area to allow secondary school pupils to attend a community college if those pupils have exhausted all opportunities to enroll in an equivalent course at the high school of attendance, adult education program, continuation school, regional occupational center or program, or any other programs offered by the governing board of the school district, and if those pupils may benefit from advanced scholastic, career-technical, or vocational ~~coursework~~ *courses, courses in basic skills remediation, preparation for the high school exit examination, or English as a 2nd language, and courses designed to prevent pupils from dropping out of high school.* The bill would require the partnership agreement to outline the terms of the partnership, as specified. *The bill would require a community college district and a school district, as a condition of and before adopting a partnership agreement, to take testimony from the public and approve or disapprove the proposed partnership agreement at a regularly scheduled open public hearing of their respective governing boards.* The bill would require, for each partnership entered into under the bill, the affected community college district and school district to file an annual report, containing specified data, with the Office of the Chancellor of the California Community Colleges.

(2) Existing law requires the governing board of a community college district to assign a low enrollment priority to a pupil attending community college pursuant to a recommendation from his or her principal or school district or a petition from his or her parents, in order to ensure that these pupils, admitted as special students, do not displace regularly admitted students.

This bill would authorize the governing board of a community college district to assign an enrollment priority to students attending community college pursuant to a partnership agreement established under the bill.

The bill would prohibit a community college district from receiving an allowance or apportionment for an instructional activity for which a school district has been, or will be, paid.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: no.

AMENDED IN SENATE JUNE 28, 2011
AMENDED IN SENATE JUNE 13, 2011
AMENDED IN ASSEMBLY APRIL 25, 2011
AMENDED IN ASSEMBLY MARCH 31, 2011
CALIFORNIA LEGISLATURE—2011–12 REGULAR SESSION

ASSEMBLY BILL

No. 684

Introduced by Assembly Member Block

February 17, 2011

An act to add Sections 72036 and 72036.5 to the Education Code, relating to community colleges.

LEGISLATIVE COUNSEL'S DIGEST

AB 684, as amended, Block. Community college districts: trustee elections.

(1) Existing law establishes the California Community Colleges, which are administered by the Board of Governors of the California Community Colleges. The board of governors provides general supervision over each community college district and performs specified functions. Each community college district is under the control of a board of trustees.

Existing law provides various procedures for the nomination and election of the governing boards of community college districts. Existing law specifies the number of members on the board, residency requirements, length of terms, and the drawing of trustee boundaries.

This bill would authorize the governing board of a community college district to change election systems, as specified, in accordance with the provisions of this bill and the California Voting Rights Act of 2001,

subject to approval by the Board of Governors of the California Community Colleges. The bill would authorize the governing board of a community college district to establish elections by trustee areas. In establishing trustee areas, the territory of a district would be divided into trustee areas, and one member of the governing board would be elected from each trustee area. A candidate for election as a member of the governing board would be required to reside in, and be registered to vote in, the trustee area he or she seeks to represent. The governing board would be authorized to set the initial boundaries of each trustee area to reflect the population enumerated in the most recent decennial federal census. Thereafter, the boundaries of trustee areas would be adjusted, abolished, or rearranged as specified. This bill would authorize the governing board of a community college district to determine the number of trustees, and would require the governing board to be composed of 5 to 9 members. The board would be authorized to establish, abolish, or adjust trustee areas and terms of office, as specified. The bill would specify that the act would not apply to any community college district that is authorized by statute to provide for its own trustee elections.

(2) This bill would establish a procedure for *the number of members*, the election of members, and the reapportionment of trustee areas of the governing board of the Grossmont-Cuyamaca Community College District *in accordance with the provisions of this bill and the California Voting Rights Act of 2011*. The bill would provide that candidates for election to the board be nominated by trustee area, as defined, at a primary election held on the date of the statewide direct primary election. The 2 candidates receiving the highest number of votes would be the nominees for the general election for that trustee area. The candidate receiving a majority of the votes cast in the general election would be elected to represent that district, and would hold office for a 4-year term, as specified. Members of the board holding office on the effective date of this act would continue to hold office, as specified. The bill would require the governing board to be composed of 5 to 9 members, as determined by the board, and to establish, abolish, or adjust trustee areas and terms of office, as specified. This bill would require the boundaries for trustee areas established by resolution of the governing board of the district, or adopted by the county committee on school district organization prior to January 1, 2012, to reflect population changes enumerated in the 2010 decennial federal census, to be in effect when ~~then~~ the act becomes operative. The bill would require the

boundaries to be set so that the population of each area is in proportion to the other districts. The bill would thereafter require the boundaries to be adjusted, abolished, or rearranged, as specified.

(3) By imposing the above requirements on the Grossmont-Cuyamaca Community College District, the bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: yes.

AMENDED IN ASSEMBLY MAY 27, 2011

CALIFORNIA LEGISLATURE—2011—12 REGULAR SESSION

ASSEMBLY BILL

No. 743

Introduced by Assembly Member Block

February 17, 2011

An act to add Section 78219 to the Education Code, relating to community colleges.

LEGISLATIVE COUNSEL'S DIGEST

AB 743, as amended, Block. Community colleges: student assessments: California Community Colleges: common assessment system.

Existing law establishes the California Community Colleges, under the administration of the Board of Governors of the California Community Colleges, as one of the segments of public postsecondary education in this state.

The Seymour-Campbell Matriculation Act of 1986 requires, contingent on the appropriation of funds for the purposes of the act, matriculation services to be made available by the colleges. The act requires those services to include assessment and counseling upon enrollment, including administration of assessment instruments to determine student competency in computational and language skills.

This bill would require the board to establish a common assessment system with specified objectives, that seeks to ~~create~~ *establish* a centrally delivered system of student assessment to be used as one of multiple measures, consistent with specified law, for the purposes of community college placement and advisement.

The bill would require the Office of the Chancellor of the California Community Colleges to work in collaboration with the State Department

of Education and the California State University when developing a common college-readiness standard that will be reflected in the creation of common assessment instruments to align the state's college-readiness standards toward future common state standards.

The bill would require the Office of the Chancellor of the California Community Colleges to submit a report to the Legislature and the Governor on the progress of implementation of the common assessment system by December 31, 2012, *and would require the above provisions to become operative upon the receipt of state, federal, or philanthropic funds to cover the costs of the common assessment system.*

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: no.