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

**Tuesday, January 17, 2012
Amended Agenda**

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

6:00 p.m.	Public Session	Campus Center Room 219
6:05 p.m.	Closed Session	Campus Center Room 219
7:00 p.m.	Public Session	Room TAV 130

1.0 CALL TO ORDER - PUBLIC SESSION

1.1 Roll Call Oral

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

2.0 ADJOURN TO CLOSED SESSION

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

Public Employee Employment: Chancellor

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 November 15, 2011, Board of Trustees Meeting (A) 7

[Minutes of November 15, 2011, Regular Meeting](#)

3.5 Presentations/Recognitions Oral

Educational and Student Services Presentation:
 MISSION COLLEGE HEALTH INFORMATION TECHNOLOGY PROGRAM
 Presenter: Susan Schenk

3.6 Oral Communications from the Public Oral
 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

(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.

4.0 UNFINISHED BUSINESS

APPROVAL OF CONSENT AGENDA ACTION ITEMS (A)

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

5.0 COLLEGE PROGRAMS AND SERVICES - Consent Agenda

- 5.1 CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE (A) 14
Recommendation: That the Board of Trustees approves the curriculum changes at Mission College as presented.
[CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE](#)
- 5.2 CONSIDER APPROVAL OF CURRICULUM CHANGES AT WEST VALLEY COLLEGE (A) 64
Recommendation: That the Board of Trustees approve the curriculum changes at West Valley College as presented.
[5.2 WVC Curriculum 011712](#)
- 5.3 WEST VALLEY COLLEGE INTERNATIONAL TRAVEL REPORT JULY 2011 THROUGH DECEMBER 2011 (I) 94
[5.3 WVC Intl Travel 011712](#)
- #### 6.0 HUMAN RESOURCES - Consent Agenda
- 6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES (A) 96
Recommendation: That the Board of Trustees approve the listed transactions.
[6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES](#)
[6.1 Attachment A](#)
- #### 7.0 BUSINESS AND FINANCE - Consent Agenda
- 7.1 SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO STATUS (I) 98
Recommendation: This item is for informational purposes only.
[7.1 Investment Update](#)
[Attach. 7.1 Investment Update](#)
- 7.2 REVIEW OF PURCHASE ORDER TRANSACTIONS (I) 134
Recommendation: This is an information item only.
[7.2 PO Report - Sept/Oct](#)
[Attach. 7.2 PO Report Sept/Oct](#)
- 7.3 BUDGET CALENDAR (A) 136
Recommendation: That the Board of Trustees review and adopt the 2012 budget calendar (attached).
[7.3 Budget Calendar](#)

[Attach. 7.3 Budget Calendar](#)

REGULAR ORDER OF AGENDA

- 5.0 COLLEGE PROGRAMS AND SERVICES**
- 6.0 HUMAN RESOURCES**
- 6.2 PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF WEST VALLEY MISSION CLASSIFIED EMPLOYEES ASSOCIATION (WVMCEA) INITIAL PROPOSALS TO THE DISTRICT (A) 138
Recommendation: That the Board of Trustees hear public comment on the proposals, close the public comment period, and adopt the proposals.
[PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF WEST VALLEY MISSION CLASSIFIED EMPLOYEES ASSOCIATION \(WVMCEA\) INITIAL PROPOSALS TO THE DISTRICT](#)
- 7.0 BUSINESS AND FINANCE**
- 7.4 2010-2011 DISTRICT AUDIT REPORT (A) 139
Recommendation: That the Board of Trustees accept the 2010-2011 District Audit Report.
[7.4 10-11 Audit Report](#)
- 7.5 APPROVE THE 2012/2013 NON-RESIDENT TUITION RATE (A) 140
Recommendation: That the Board of Trustees establish a non-resident tuition fee of \$204 per credit unit for fiscal year 2012/2013 as well as a foreign citizen capital outlay fee of \$0 per credit unit.
[7.5 Non-resident Tuition Fee](#)
- 7.6 APPROVE CONTRACT WITH CONSTRUCTION TESTING SERVICES INC., FOR SPECIAL TESTING AND INSPECTION SERVICES. (A) 144
Recommendation: That the Board of Trustees authorize the administration to enter into a contract with Construction Testing Services Inc., in the amount of \$181,746 for Special Testing and Inspection on the Mission College Main Building Replacement Phase 1 project.
[7.6 Award of bid - MC MB](#)
- 7.7 2012 FACILITIES BOND BALLOT MEASURE (A) 147
Recommendation: That the Board will receive information and will consider action to set the bond amount and election date for a Proposition 39 Facilities Bond for either the June 2012, or the November 2012, General Election ballot.
[7.7 Facilities Bond Ballot Measure](#)
[7.7 Attachment A](#)
[7.7 Attachment B](#)
- 8.0 BOARD**
- 8.1 BOARD OF TRUSTEES NOMINATION OF A TRUSTEE TO RUN FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD WITHIN THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) (A) 151

Recommendation: That the Board of Trustees nominates a Trustee to run for a seat on the CCCT Board.

[BOARD OF TRUSTEES NOMINATION OF A TRUSTEE TO RUN FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES \(CCCT\) BOARD WITHIN THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \(CCLC\)](#)

- 8.2 REVISION OF DISTRICT POLICY MANUAL - CHAPTERS 1, 2, 3, 4, 5, 6 AND 7 (COMPLETE MANUAL) - SECOND READING OF ALIGNMENT OF THE DISTRICT POLICY MANUAL AND THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) MODEL POLICY MANUAL (A) 152

Recommendation: That the Board of Trustees review and approve the Second Reading draft of all Board Policy chapters as approved and sent forward by the Policy Ad Hoc Committee.

[8.2 REVISION OF DISTRICT POLICY MANUAL ? CHAPTERS 1, 2, 3, 4, 5, 6 AND 7 \(COMPLETE MANUAL\) ? SECOND READING OF ALIGNMENT OF THE DISTRICT POLICY MANUAL AND THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA \(CCLC\) MODEL POLICY MANUAL](#)

[8.2 Attachment - Matrix](#)

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

- 9.1 ACADEMIC SENATE UPDATE (Dorian) (Shoemaker) (I) Oral
- 9.2 CLASSIFIED SENATE UPDATE (Monahan) (Kinley) (I) Oral
- 9.3 STUDENT SENATE UPDATE (Pinto) (Gonzalez) (I) Oral
- 9.4 MISSION COLLEGE UPDATE (Jones) (I) Oral
- 9.5 WEST VALLEY COLLEGE UPDATE (Gaskin) (I) Oral
- 9.6 ASSOCIATE VICE CHANCELLOR'S REPORT (Davis) (I) Oral
- 9.7 VICE CHANCELLOR'S REPORT (Maduli) (I) Oral
- 9.8 CHANCELLOR'S UPDATE (Hendrickson) (I) Oral
- 9.9 STANDING COMMITTEE REPORTS (I) Oral
- Audit and Budget Oversight Committee
 - Legislative Committee
- 9.10 TRUSTEE COMMENTS (I) Oral

ADJOURNMENT

UNAPPROVED MINUTES OF THE NOVEMBER 15, 2011, BOARD OF TRUSTEES MEETING

ITEM 3.4
ACTION ITEM
JANUARY 17, 2011
PREPARED BY: TRACY JOHNSON

1.0 CALL TO ORDER - PUBLIC SESSION

Public session was called to order at 5:00 p.m.

1.1 Roll Call

Board President Chad Walsh; Trustees Adrienne Grey, Nick Heimlich, Jack Lucas, Robert T. Owens, Buck Polk, Chris Stampolis; and Secretary to the Board Chancellor John Hendrickson. Student Trustee Bryan Dallara (7:00 p.m.). Student Trustee Eric Smith was absent due to illness.

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 5:05 p.m. There were two agendized items:

Public Employee Employment: Chancellor

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

3.0 RECONVENE PUBLIC SESSION

Public Session reconvened at 7:07 p.m.

3.1 Pledge of Allegiance

Board President Walsh led all present in the Pledge of Allegiance.

3.2 Report of Closed Session Action

Board President Walsh indicated that no action had been taken.

3.3 Approval of the Order of the Agenda

Board President Walsh announced that Item 8.2, Revision of District Policy Manual, would move to immediately follow the Consent Agenda.

ACTION TAKEN:

It was M/S/P 7/0/0 (Owens/Polk) to approve the Order of the Agenda as amended.

Student Trustee: One yes vote.

3.4 Approval of the Minutes of the October 18, 2011, Regular Meeting of the Board of Trustees.

ACTION TAKEN:

It was M/S/P 7/0/0 (Stampolis/Owens) to approve the minutes of the October 18, 2011, Regular Meeting of the Board of Trustees, as presented.

Student Trustee: One yes vote.

Approval of the Minutes of the October 25, 2011, Special Meeting of the Board of Trustees.

ACTION TAKEN:

It was M/S/P 7/0/0 (Grey/Owens) to approve the minutes of the October 25, 2011, Special Meeting of the Board of Trustees, as presented.

Student Trustee: One abstention.

Approval of the Minutes of the November 1, 2011, Regular Meeting of the Board of Trustees.

UNAPPROVED MINUTES OF THE NOVEMBER 15, 2011, BOARD OF TRUSTEES MEETING

ACTION TAKEN:

It was M/S/P 7/0/0 (Stampolis/Owens) to approve the minutes of the November 1, 2011, Regular Meeting of the Board of Trustees, as presented.

Student Trustee: One yes vote.

3.5 Presentations/Recognitions

Educational and Student Services Presentation: West Valley College Social Science Program Overview

West Valley College President Lori Gaskin introduced Social Science Division Chair Steve Juarez, who provided the Board with information on the Social Science Division and its departments and programs. His presentation included the following points:

The Social Science Division consists of eleven departments/programs of study, including Administration of Justice, Anthropology, Economics, Geography, History, Humanities, Philosophy, Photography, Political Science, Psychology, and Sociology.

There are seventeen full-time faculty members and approximately thirty-four associate faculty members in the division. Classified support for the division is supplied by Jennifer French, who is an extraordinarily competent Senior Office Coordinator.

Mr. Juarez indicated that division faculty are a very disparate group intellectually, temperamentally, and ideologically, but are bound by an absolute commitment to imparting to students what it means to be an engaged, participatory citizen in a pluralistic society, and to providing the critical skill sets that meet the degree, certificate, vocational, or transfer goals of students.

The Social Science Division offers 160 – 175 courses per semester, about fifty of which are distance learning sections. Of the three major academic divisions on campus, Social Science is second (by about 100 students) only to Language Arts in the number of students served in a semester. It is the most efficient of the academic disciplines on campus, and one of the most cost efficient/cost effective divisions. On average, each semester for the past four or five years, the division has awarded approximately thirty certificates or degrees and has contributed significantly to the College's transfer rate to four-year institutions.

Mr. Juarez individually discussed the significant contributions of each of the eleven departments in the division.

He concluded by saying that there are a number of challenges facing the division, including the austerity that is being forced upon all colleges, and which is making the division do much less than it would like at a time the state is insisting upon enhanced student success and tying that student success to allocation of resources. The division has lost seven full-time faculty members over the last five years and had only a single replacement.

Board members thanked Mr. Juarez for his excellent presentation and for the informative slides prepared by the students.

3.6 Oral Communications from the Public

Mr. Ricardo Gonzalez, a full-time West Valley College student, spoke of the benefits of the West Valley College Child Development Center, and asked the Board to explore options to keep the Center open.

3.7 Written Communications from the Public

Executive Assistant to the Board of Trustees Tracy Johnson reported that communications were received from Lynda Wijcik, Maria Garcia, Ken Manrubia, and Ken Colson.

4.0 UNFINISHED BUSINESS

There were no items.

APPROVAL OF CONSENT AGENDA ACTION ITEMS

ACTION TAKEN:

UNAPPROVED MINUTES OF THE NOVEMBER 15, 2011, BOARD OF TRUSTEES MEETING

It was M/S/P 7/0/0 (Polk/Owens) to approve the consent agenda action items as presented.

Student Trustee: One yes vote.

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

- 8.2 REVISION OF DISTRICT POLICY MANUAL – CHAPTERS 3 AND 7 (GENERAL INSTITUTION AND HUMAN RESOURCES) & ONE SECTION OF CHAPTER 6 (BUSINESS AND FISCAL AFFAIRS) – FIRST READING OF ALIGNMENT OF THE DISTRICT POLICY MANUAL AND THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) MODEL POLICY MANUAL.

ACTION TAKEN:

It was M/S/P 7/0/0 (Polk/Lucas) to approve the First Reading draft of Board Policy Chapters 3 and 7, and one section of Chapter 6 as approved and sent forward by the Policy Ad Hoc Committee. These drafts reflect changes of codification and language of current District policies to align with the CCLC Model Policy Service.

Student Trustee: One yes vote.

REGULAR ORDER OF AGENDA

5.0 COLLEGE PROGRAMS AND SERVICES

5.2 MISSION COLLEGE CENTER FOR INNOVATION AND TECHNOLOGY

A discussion was held.

ACTION TAKEN:

It was M/S/P 7/0/0 (Owens/Lucas) to approve the Master Agreement between the District and the Mission College Center for Innovation and Technology (MC2IT) Nonprofit Public Benefit Corporation.

Student Trustee: One yes vote.

6.0 HUMAN RESOURCES - None

7.0 BUSINESS AND FINANCE

7.5 FINANCIAL STATEMENTS AND BUDGET ADJUSTMENTS

A discussion was held.

ACTION TAKEN:

It was M/S/P 7/0/0 (Owens/Heimlich) to approve the financial statements and budget adjustments as specified for the period of July 1, 2011, through September 30, 2011 (First Quarter).

Student Trustee: One abstention.

7.6 2011-12 CCFS 311 FIRST QUARTER FINANCIAL REPORT

ACTION TAKEN:

It was M/S/P 7/0/0 (Owens/Heimlich) to accept the 2011-12 First Quarter Financial Report and authorize Fiscal Services to forward the CCFS-311Q Report to the California Community Colleges Chancellor's Office (CCCCO).

Student Trustee: One yes vote.

8.0 BOARD

8.1 REDISTRICTING

A discussion was held.

It was M/S/P (7/0/0; Owen/Heimlich; Roll Call: Grey, Aye; Heimlich, Aye; Lucas, Aye; Owens, Aye; Polk, Aye; Stampolis, Aye; Walsh, Aye) to adopt resolution Number 1111501 establishing Trustee Areas from which District governing board members will be elected, and approving the election of such Board members in a by-trustee area election process in November of 2012.

UNAPPROVED MINUTES OF THE NOVEMBER 15, 2011, BOARD OF TRUSTEES MEETING

Student Trustee: One yes vote.

- 8.2 ~~REVISION OF DISTRICT POLICY MANUAL – CHAPTERS 3 AND 7 (GENERAL INSTITUTION AND HUMAN RESOURCES) & ONE SECTION OF CHAPTER 6 (BUSINESS AND FISCAL AFFAIRS) – FIRST READING OF ALIGNMENT OF THE DISTRICT POLICY MANUAL AND THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) MODEL POLICY MANUAL~~ This item was moved to follow the Consent Agenda.

- 8.3 BOARD OF TRUSTEES 2011/12 SELF-EVALUATION GOALS

It was M/S (Lucas/Stampolis) to receive a report from the Board's 2011/12 Self-Evaluation Goals Ad Hoc Committee, to approve the 2011/12 Board Self-Evaluation Goals, and to disband the Ad Hoc Committee.

A discussion was held.

ACTION TAKEN:

It was M/S/P 7/0/0 (Stampolis/Polk) to amend the motion to change Goal 3, 'Conduct at least one Board meeting to review current and potentially available resources and provide policy guidance to reduce the cost of textbooks and make textbooks more affordable' to add the words 'accessible and' before the word 'affordable.'

Student Trustee: One yes vote.

ACTION TAKEN:

A vote was taken on the amended motion and it was P (7/0/0) to approve the 2011/12 Board Self-Evaluation Goals, with Goal 3 changed to read 'Conduct at least one Board meeting to review current and potentially available resources and provide policy guidance to reduce the cost of textbooks and make textbooks more **accessible and** affordable.'

Student Trustee: One yes vote.

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

9.1 ACADEMIC SENATE UPDATE

West Valley College Academic Senate President Lance Shoemaker reported that the West Valley and Mission College Academic Senates have been working in conjunction to approve District Policy changes coming to the Board regarding general education and associate degrees. Mr. Shoemaker particularly thanked Cathy Cox for her tremendous assistance in reviewing the language, and Special Assistant to the Chancellor Albert Moore for his assistance in the process.

Mr. Shoemaker thanked West Valley College Program Review co-chair John Hannigan, who is doing a tremendous job in beefing up the program review process.

Mr. Shoemaker said the Senate had met to discuss the issue of the West Valley College Child Care Center and the effect the closure would have on curriculum. He pointed out that the Child Care Center closure is not a discontinuance of the program, so not something the Academic Senate has domain over, but there is an effect on curriculum in that it affects the program's ability to place students in an externship at the Child Care Center, eliminating one option that students have for externship opportunities. He reported that the Academic Senate declined to give him any guidance for voting on the closure at College Council. He noted that the Senate has spent quite a bit of time discussing budget cuts in general, with much concern expressed regarding the effect of budget cuts on student services, which are being seriously impacted.

Mr. Shoemaker reported that the Textbook Affordability Taskforce, a Senate subcommittee, has asked for guidance regarding next steps. He indicated that the Taskforce has already accomplished a tremendous amount and now wants to explore options not involving the book store.

Mission College Academic Senate President Dianne Dorian recognized and thanked Curriculum Chair Cathy Cox for the completion of an incredible project to revise and rewrite the College's Curriculum Review Committee

UNAPPROVED MINUTES OF THE NOVEMBER 15, 2011, BOARD OF TRUSTEES MEETING

guide for the creation of curriculum. The excellent guide, which also functions very well as a Curricunet users' guide, is a fabulous resource. In addition, Ms. Cox has been in the forefront of the College's achievement of implementing associate degrees for transfers. The College will shortly have nine such degrees.

Ms. Dorian informed the Board of the upcoming State Academic Senate Plenary Session, at which she is a delegate for the Mission College Senate.

Ms. Dorian congratulated former Mission College Instructor Jane Patton, who is serving on the State Academic Senate, for her local and statewide efforts. Ms. Dorian spoke of Dr. Patton's prestigious academic career, and the heart and passion she brought to her teaching, and to all her efforts. She invited the Board to the upcoming retirement party for Dr. Patton.

9.2 CLASSIFIED SENATE UPDATE

There were no reports.

9.3 STUDENT SENATE UPDATE

West Valley College Student Trustee Bryan Dallara reported for Student Body President Sergio Gonzales, who was unable to be present. He informed the Board that the West Valley College ASO is currently working to obtain restaurant and supply discount cards for the whole student body. Mr. Gonzales also asked him to inform the Board that, with the semester coming to an end, students will again be faced with the issue of high textbook costs and how to manage finances.

There was no report from Mission College.

9.4 WEST VALLEY COLLEGE UPDATE

West Valley College President Lori Gaskin said that being President of West Valley College has been the absolute high point of her thirty year career, but has also been very challenging because of the necessity to lead during such severe budget reductions. She said she shoulders her responsibilities seriously as a steward of the future of the College, and does not look lightly on the challenges being faced by the state and the District. She is extremely proud of her College for taking on the task of making the cuts in a holistic, comprehensive, and visionary manner. It is not a budget reduction plan, but a West Valley College reinvention plan. She publicly commended all leaders on campus. She particularly noted Dr. Victoria Hindes, who has led a visionary restructuring of student services, which has been decimated. Dr. Gaskin commended Kuni Hay for taking faculty down the path of trimming and eliminating course offerings. She commended new Dean Frank Kobayashi for his strength and courage in addressing the difficult issues facing the College.

9.5 MISSION COLLEGE UPDATE

Mission College President Laurel Jones discussed the changing face of Mission College, noting the many references and student success stories in the College's Schedule of Classes related to transfer.

She noted that the College's solar grand opening would take place on November 18, rain or shine, and invited all Board members to attend.

Dr. Jones called the Board's attention to particular items in the November Board Report, including the many positive articles, along with a new series of articles introducing and recognizing employees. She complimented the IS department on the smooth transition to the new building and the new IS presence on the Mission College Campus.

She noted the new Academic Support Center, the first in a transition to a 'One Stop Shop' to support students.

Dr. Jones also discussed the number of grants, including grants for veterans, that the College is submitting and receiving.

Dr. Jones said that Mission College has been an absolutely fabulous experience for her as President because of the staff with which she works. She works with the best leadership possible, and that in spite of the extreme

UNAPPROVED MINUTES OF THE NOVEMBER 15, 2011, BOARD OF TRUSTEES MEETING

challenges, the leaders are actually making the College into a stronger institution and are continuing to serve students to the maximum. She sent kudos to them all.

9.6 ASSOCIATE VICE CHANCELLOR'S REPORT

Associate Vice Chancellor of Human Resources and Advancement Brad Davis encouraged the Board to review the District News section on the District's website, which is updated regularly with articles highlighting programs and accomplishments of the Colleges and the District.

He reported on the Human Resources Department's transition to an electronic recruitment system, which allows applicants to quickly apply for positions online. He also urged Board members to review and take advantage of the offerings in the area of staff development.

Mr. Davis also noted that he had formed a committee to redesign the District's website, with a goal of completion by the end of the semester.

9.7 VICE CHANCELLOR'S REPORT

Vice Chancellor Ed Maduli indicated that the new West Valley College Campus Center should be operational for the first day of school in the next semester. In addition, Phase 2 of the Mission College Hospitality Management project should be completed this month, and there will be a grand opening of the Mission College Child Development Center in January. He noted that bids for the West Valley College Language Arts and Social Science Building were opened last week, and bids for the Mission College Main Building Phase One project will be opened on November 16, 2011. There were eight bids for the West Valley project, and he expects a number of bids for the Mission project, too.

9.8 CHANCELLOR'S UPDATE

Chancellor Hendrickson informed the Board that the CCLC Annual Conference is being held in San Jose this year, and he will attend both in his capacity as Chancellor and as President of the CEO Board of the CCLC, and that he expects several Trustees to attend. He also mentioned the work and dialogue taking place regarding the Student Success Task Force, and said he will work with the Board president on a potential focus topic on the results of this report. The Task Force's recommendations may lead to changes in the way community college spend their resources to best ensure student success.

9.9 STANDING COMMITTEE REPORTS

Audit and Budget Oversight Committee

Chair Heimlich indicated that other than the two items addressed earlier on the Board agenda, there was no additional report.

Legislative Committee

Chair Grey indicated that the Committee had reviewed a letter from Senator Joe Simitian asking that the District consider taking a position on SCA 5, a measure that would allow voters to allow schools and community college districts to pass parcel taxes with a 55% majority rather than the current two-thirds majority. The Committee recommended that the issue be brought to the Board in December.

9.10 TRUSTEE COMMENTS

Trustee Stampolis thanked the Legislative Committee for its action on SCA 5.

He also reported on the upcoming meeting of the CCCT Board at 9:00 a.m. on November 17, in conjunction with the CCLC Conference, and invited interested parties to attend. On that same afternoon, at 3:45 p.m., there will be the first meeting of the Bay Area Trustees. He said that there are several other geographic areas in the state in which trustees have formed groups that meet periodically, and he hopes that this will become a standing gathering of the Bay Area Trustees at subsequent conferences. The Data Dashboard committee has been meeting and he expects that a report will be coming to the Board after the first of the year. He noted that the deadline to provide input into the search for County Superintendent of Education is approaching.

UNAPPROVED MINUTES OF THE NOVEMBER 15, 2011, BOARD OF TRUSTEES MEETING

West Valley College Student Trustee Dallara noted the formation of WVC ASO task forces in the following areas: textbook accessibility, student services budget reductions, potential closure of the Child Development Center, and disconnects in communication on campus among students, faculty, and administration.

ADJOURNMENT

The meeting was adjourned at 9:28 p.m.

APPENDIX A CONSENT AGENDA 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.

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 the following item:

Appointment, Classified

Luis Rivera, Custodian, WVMCEA Unit, Range 49 (\$3,080-\$4,019), West Valley-Mission Community College District, 100% of full time, 12 months per year; effective November 21, 2011. Position ID # 068310. Fund 100-General Fund.

6.2 RENEW ADMINISTRATOR CONTRACTS

Recommendation: That the Board of Trustees issue employment contracts for the listed academic and classified administrators. The length of the contract will be July 1, 2012, through June 30, 2014. (For the list of administrators, please see the November 15, 2011, Board of Trustees agenda packet.)

7.0 BUSINESS AND FINANCE – Consent Agenda

7.1 RATIFICATION OF VENDOR WARRANTS

Recommendation: That the Board of Trustees ratify vendor payments from July 1, 2011, through October 31, 2011; Datatel warrant numbers 242790-245329, totaling \$32,943,362.56.

7.2 AWARD OF BID #5-1112 "FLYPACK" – PORTABLE AUDIO VISUAL SYSTEM

Recommendation: That the Board of Trustees award Bid #5-1112 to VMI, Inc., in the amount of \$153,796.69 for portable audio-visual video production system.

7.3 HEALTH FEE INCREASE

Recommendation: That the Board of Trustees approve a \$1 increase in Student Health Fees effective Summer 2012. New fees would be \$18 per semester and \$15 for summer session.

7.4 APPROVE CONTRACT INCREASE WITH SUNPOWER CORPORATION

Recommendation: That the Board of Trustees ratify change order 1 for SunPower Corporation for the design and construction of the West Valley College Solar Photo-Voltaic System Project.

ITEM 5.1
JANUARY 17, 2012
ACTION ITEM
CONSENT AGENDA

PREPARED BY: AILEEN DE GUZMAN,
CATHERINE COX, NORMA AMBRIZ-GALAVIZ

REVIEWED BY: J. LAUREL JONES

APPROVED BY: JOHN E. HENDRICKSON

**SUBJECT: CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION
COLLEGE**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approves the curriculum changes at Mission College as presented.

Funding Source/Fiscal Impact

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

Reference(s)

Curriculum development and approval is an ongoing activity overseen by the Academic Senate, and its subordinate Curriculum Committee, and the Office of Instruction as per District Policy, Section 4.3.2. It is integrated into the Mission College Program Review process. It is emphasized in many sections of Standard II of the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges. Likewise, it is regulated through Title 5 and WVMCCD District Policy 4.3.3.

Background/Alternatives

As per District policy, the curriculum changes to programs and courses described herein have been considered and approved by the Curriculum Committee and the Articulation Officer. Each of the curriculum changes and the foregoing approvals has been further reviewed by the Chief Instructional Officer, the College President, and the District Chancellor. The Office of Instruction further certifies that the programs and

courses described herein satisfy all applicable requirements of Title 5 and have also been submitted to the Associated Students Organization of Mission College. Degrees developed in compliance with State-approved Transfer Model Curricula pursuant to SB-1440 (Padilla, 2010) have already been approved by the District Chancellor acting as designee for the Board of Trustees, and are being presented here as information items.

Coordination

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

Follow-up/Outcomes

Following Board approval of the curriculum changes, updates to catalogs and class schedules will be made, and campus marketing communications will reflect the changes, as appropriate.

<p><u>New Courses</u> READ*053 WHP*007X</p>	<p><u>Revisions to Courses</u> ART*065B ART*067B BIOSC*030 CA*052 CHD*001 CHD*002 CHD*015 CHD*017 CHD*022 ENGL*005A ENGL*005B ENGL*007A ENGL*007B ESL*930CC-A GDES*070 GLOBL*001 GLOBL*001A GLOBL*002 GLOBL*003 GLOBL*006 LVNRN*021 LVNRN*021A LVNRN*031 LVNRN*032 LVNRN*041 LVNRN*042 LVNRN*050 MUSIC*005A MUSIC*006A MUSIC*006B MUSIC*007A MUSIC*007B MUSIC*010</p>	<p>MUSIC*090 READ*063 READ*960 READ*961 VN*058</p>
<p><u>Supplemental</u> NONE</p>		<p><u>Administrative Changes to Courses</u> GDES*039A GDES*039B GDES*043A</p>
<p><u>Distance Learning</u> READ*053 CHD*017 CHD*022 GLOBL*001 GLOBL*001A GLOBL*002 GLOBL*003 GLOBL*006 MUSIC*010</p>		<p><u>Experimental Courses</u> NONE</p>
		<p><u>New Degrees and Certificates</u> Associate in Arts in Studio Arts for Transfer Associate in Science in Early Childhood Education for Transfer Associate in Arts in English for Transfer Associate in Arts in Political Science for Transfer Associate in Arts in Kinesiology for Transfer</p>
		<p><u>Revision of Degrees and Certificates</u> Warehousing Logistics Certificate of Proficiency Liberal Arts AA Social Science AA</p>
		<p><u>Inactivation to Credit Courses</u> VN*033</p>
		<p><u>Inactivation to Programs and Certificates</u> NONE</p>

NEW COURSES (Content review completed)

All courses without a 900 number designation have advisories of eligibility for ENGL 001A and READ 053.

READING

READ 053 - Critical College Reading and Thinking

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU

Grade Only

Prerequisite:

READ 961 or

Qualifying score on Reading Placement Test

This course enables students to examine, develop and apply the concepts of critical reading, critical thinking, analysis, and logical reasoning in multi-discipline and multi-cultural academic sources. Emphasis is on critical reading, logical reasoning/thinking, reflective judgment, and problem-solving skills that lead to the ability to interpret, analyze, and critically evaluate college text, and advocate ideas. This course may also be offered via distance learning.

Rationale for READ 053 - Critical College Reading and Thinking - 3 Unit(s)

This course is a REVISION to a course which has been offered for many years at Mission College but which was not entered into Curricunet previously. The course content, objectives, assignments, textbooks, and SLOs have been updated. The course is also being added to the CSU-GE transfer pattern as a critical thinking option.

PHYSICAL EDUCATION

WHP 007X - Tennis Doubles Strategies and Play

1.5 Unit(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisite:

WHP 007U

Students are instructed in the basic skills of doubles for the sport of tennis. Rules of play, strategies, and skill development for doubles are emphasized.

Rationale for WHP 007X - Tennis Doubles Strategies and Play - 1.5 Unit(s)

This course is designed to introduce the theory and play of Tennis Doubles as a combined lecture and lab course. Students will learn through a lecture series about the strategies and techniques of playing doubles in tennis and then apply these concepts on court. This course is designed to introduce the Wellness and Human Performance students to a new lecture component in a traditional lab-based course.

Supplemental Instruction

None

MAJOR REVISIONS TO CREDIT COURSES

ART

ART 065B - Ceramics-Handbuilding

3 Unit(s); 2.3 Lecture Hour(s); 3.4 Lab Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisite:

ART 065A

ART 065B is an advanced course in ceramics/hand-building techniques, firing kilns, clay body construction, and ceramic development of projects directed toward individualized self-expression. Topics also include advance decoration and an in-depth study of two and three dimensional ceramic design.

Rationale for revision of ART 065B - Ceramics- Handbuilding - 3 Unit(s)

Included in this revision are modifications and updates to the course catalog and schedule descriptions, student objectives, lecture and lab topics, and student preparation and evaluation section.

ART 067B - Ceramics-Potter's Wheel

3 Unit(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisite:

ART 067A

ART 067B is an advanced course working on the potter's wheel. The course is directed toward: refinement of skills on the potter's wheel, production throwing techniques,

advanced kiln firing techniques, clay compositions, thrown sculpture, and combining hand and wheel techniques. Focus is on developing a personal design style.

Rationale for revision of ART 067B - Ceramics-Potter's Wheel - 3 Unit(s)

The following items have been addressed: credit by exam has been removed, the catalog and schedule descriptions have been updated, ART 067A has been added as a prerequisite, textbooks have been updated, the outline of topics revised, and the student evaluation section have been redone.

BIOLOGICAL SCIENCES

BIOSC 030 - Tropical Ecology

4 Unit(s); 3.4 Lecture Hour(s); 3.4 Lab Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisites: NONE

This introductory level course is designed for students of all disciplines who are interested in learning about tropical rainforest ecology first-hand. The laboratory component is at field stations, e.g., in Costa Rica. Principles of ecology, biodiversity, and conservation will be emphasized. The culture, economy, and public policy of the country visited and their relationship to resource conservation are featured. Students participate in naturalist-led hikes and design and carry out their own ecological experiments. Classes are held at biological field stations with other required class meetings at Mission College. Students are responsible for their own trip costs and for the purchase of items required for the trip.

Rationale for revision of BIOSC 030 - Tropical Ecology - 4 Unit(s)

This course has been revised to remove repeatability, update the textbook, and modify/improve the lecture and lab content.

COMPUTER APPLICATIONS

CA 052 - Computers Simplified for Beginning Learners

.5 Unit(s); .5 Lecture Hour(s); 0 Lab Hour(s)

Pass/No Pass Only

Advisory:

CA 010A

This course takes students through the basics of using a computer to effectively perform

essential tasks for workforce and academic survival. Highlights of the course include: operating system basics, applications software, e-mail basics, computer peripherals, and Internet basics.

Rationale for revision of CA 052 - Computers Simplified for Beginning Learners - .5

Unit(s)

This is a standard course revision. The following have been revised: rationale, occupational level, vocational level, catalog and schedule description, content, objectives, SLO's, textbooks, course requisites, evaluation, student preparation and evaluation and content review.

CHILD DEVELOPMENT

CHD 001 - Child Growth and Development

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Grade Only

Prerequisites: NONE

This course presents a study of human development from conception through adolescence. It examines typical and atypical development. Students are introduced to theories, research, and applications that constitute the field of child development. This course fulfills requirements as a core course for Title 22 licensing and the Child Development Permit Matrix.

Rationale for revision of CHD 001 - Child Growth and Development - 3 Unit(s)

This course now includes materials adopted by the Early Childhood Curriculum Alignment Project (CAP) in 2007 for use by all California Community Colleges and endorsed by the California Community College Early Childhood Educators (CCCECE). The catalog and schedule descriptions, outline of topics, textbooks, and student assignments have been updated.

CHD 002 - Child, Family, and Community

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU

Grade Only

Advisory:

CHD 001

This class focuses on the relationship among children, families, and the community.

Variations in family structure, cultural patterns, and the nature of parent child relationships are examined. Emphasis is on ethnic diversity, social class, gender roles and their impact on family behavior, values, morals and attitudes. The influence of child care, school, peers, and the media is examined. Current issues and problems facing families today are discussed. Agencies and resources which offer services or provide support to families are introduced. This course fulfills requirements as a core course for Title 22 licensing and the Child Development Permit.

Rationale for revision of CHD 002 - Child, Family, and Community - 3 Unit(s)

A revision was needed because materials adopted by the Early Childhood Curriculum Alignment Project (CAP) in 2007 for use by all California Community Colleges are now being implemented in the transfer degrees. The CAP project is endorsed by the California Community College Early Childhood Educators (CCCECE). Also, credit by exam was removed, textbooks were updated, and objectives and course topics were edited.

CHD 015 - Observation and Assessment of Children

3 Unit(s); 3.4 Lecture Hour(s); 0 Lab Hour(s)

Acceptable for Credit: CSU

Grade Only

Prerequisite:

CHD 001

CHD 002

This course is the study of methods of observation and recording of those observations of children. Emphasis is on analyzing observations to understand and assess the child's behavior and to plan experiences and activities to further the child's development. Students are required to conduct supervised observations within the child development center lab.

Rationale for revision of CHD 015 - Observation and Assessment of Children - 3 Unit(s)

The following items have been updated or revised: title, prerequisites, student assignments, and textbooks.

CHD 017 - Child Health, Safety and Nutrition

3 Unit(s)

Acceptable for Credit: CSU

Grade Only

Prerequisites: NONE

This course is designed for persons working with children in early childhood environments. Included in the course is the study of infectious diseases, preventative health practices, injury prevention, and maintenance of safe and healthy learning environments, nutrition and health guidelines, state regulations, curriculum development, emergency preparedness, and special topics. The course meets the State AB 962 requirement.

Rationale for revision of CHD 017 - Child Health, Safety and Nutrition - 3 Unit(s)

This course has been revised to update current content and add a child nutrition component to bring it in compliance with the Curriculum Alignment Project. Also course objectives have been revised and the textbooks updated.

CHD 022 - Adult Supervision in Early Childhood

2 Unit(s); 2.3 Lecture Hour(s)

Acceptable for Credit: CSU

Grade Only

Advisory:

CHD 001

CHD 010

This course is a study of methods and principles of program and professional assessment, evaluation, and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments, including the National Association for the Education of Young Children (NAEYC) Accreditation self-study materials, designed for use in assessing staff performance and program quality are thoroughly discussed in an in-depth analysis of on-going assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles and career development are examined. This course partially fulfills Child Development Permit requirements for Master Teacher, Site Supervisor or Program Director.

Rationale for revision of CHD 022 - Adult Supervision in Early Childhood - 2 Unit(s)

This course has been revised to add a DE addendum, add advisories, and edit student assignments.

ENGLISH

ENGL 005A - English Literature through 18th Century

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisite:

ENGL 908 or

Qualify for English 1A on the English Placement test.

This course is a survey of English literature that begins with Anglo-Saxon writings and the epic "Beowulf" and extends through the works of the eighteenth century ending with the writings of Samuel Johnson.

Rationale for revision of ENGL 005A - English Literature through 18th Century - 3

Unit(s)

This course was archived in 2009, and has been reactivated and revised for inclusion in the department's new Associate in Arts for Transfer degree. Revisions include removal of credit by exam, addition of a prerequisite, updating textbooks, editing of cultural pluralism and student evaluation sections.

ENGL 005B - English Literature from 19th Century to Present

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisite:

ENGL 908 or

Placement at the English 1A level on the English Placement Test

This course is a survey of English literature, the second half chronologically, beginning with the Romantic Period of the nineteenth century and continuing into the Modern Period of the twentieth century and includes authors from Wordsworth to James Joyce.

Rationale for revision of ENGL 005B - English Literature from 19th Century to

Present - 3 Unit(s)

This course was archived in 2009, and has been reactivated and revised for inclusion in the department's new Associate in Arts for Transfer degree. Revisions include removal of credit by exam, changing the prerequisite, updating textbooks, editing of cultural pluralism and student evaluation sections.

ENGL 007A - American Literature to 1865

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisite:

ENGL 908 or Qualifying score on the English placement test.

This course covers major American writers from the Colonial period through 1865. It begins with William Bradford's works and ends with the works of Walt Whitman.

Rationale for revision of ENGL 007A - American Literature to 1865 - 3 Unit(s)

This course was archived in 2009, and it has been reactivated and revised so that it can be included in the department's new Associate in Arts for Transfer degree. Revisions include title change, adding a prerequisite, updating textbooks, editing of topics and student evaluation sections.

ENGL 007B - American Literature 1865 to present

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisite:

ENGL 908 or Qualifying score on the English placement test.

This course covers major American writers from 1865 to the present. It surveys major American literary traditions from the Civil War to the present day.

Rationale for revision of ENGL 007B - American Literature 1865 to present - 3 Unit(s)

This course was archived in 2008, and has been reactivated and revised to include in the department's new Associate in Arts for Transfer degree. Revisions include changing the title, removing credit by exam, adding a prerequisite, updating textbooks, editing of cultural pluralism and student evaluation sections.

ENGLISH AS A SECOND LANGUAGE

ESL 930CC-A - ESL for Child Care Part I

3 Unit(s)

Pass/No Pass Option

Prerequisite:

An appropriate score on the ESL Placement Test.

This high-beginning course develops oral and written communication skills in standard English within the context of child care and parenting. Students practice the listening,

speaking, reading, and writing skills useful for communicating with and about children on topics including day-to-day care, health and safety. This course is intended for non-native speakers of English who are parents, grandparents, child care providers, preschool teachers, and students of Child Development.

Rationale for revision of ESL 930CC-A - ESL for Child Care Part I - 3 Unit(s)

This course needed to be consistent with our newly updated 930CC-B. The course outline has been revised to show how the courses are different. The course number has also been revised to bring it up to the 930 level due to the level of the course material.

GRAPHIC DESIGN AND MULTIMEDIA

GDES 070 - User Experience, Interface, and Multimedia Design

3 Unit(s); 2.3 Lecture Hour(s); 3.4 Lab Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisites: NONE

In this course students are introduced to the field of User Experience. Key topics covered in this course are interface design, information architecture, instructional design, and the principles, process, and techniques required for the development of multimedia projects. Students demonstrate their knowledge of the software and multimedia through a series of hands-on exercises and projects.

Rationale for revision of GDES 070 - User Experience, Interface, and Multimedia Design - 3 Unit(s)

This is a comprehensive update. This course has been revised to change the title, catalog and schedule description, instructional methodology, course content, lab content, assignments, and plan for evaluation.

GLOBAL STUDIES

GLOBL 001 - Global Perspectives

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

This course introduces the student to the study of global systems and their interdependence. The class discusses the origins and growth of cultural values and technological, political, economic and environmental systems. The students compare

and contrast basic world views inherent in these systems as they impact themselves and others as global citizens.

Rationale for revision of GLOBL 001 - Global Perspectives - 3 Unit(s)

This course has been revised to list Sociology and Social Sciences as disciplines eligible to teach the course. The course will no longer be cross-listed with SOCSC 001. The course content, textbooks, assignments, and plans for evaluation have been updated.

GLOBL 001A - State of the World

3 Unit(s); 3.4 Lecture Hour(s); 0 Lab Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisites: NONE

This course presents the current condition of the world today. It focuses on global problems in regards to the environment, the world economy, political systems, and societies. It also examines responses to these conditions.

Rationale for revision of GLOBL 001A - State of the World - 3 Unit(s)

This course has been revised to list Social Science, Sociology, Political Science, and Geography as disciplines eligible to teach the course. The course will no longer be cross-listed with SOCSC 001A. The course content, textbooks, assignments, and plans for evaluation have been updated.

GLOBL 002 - Global Issues

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisites: NONE

This course presents an interdisciplinary approach to studying the origins, current dilemmas, and future trends of major issues confronting the global community, such as energy and resource depletion, food and population, war and terrorism, nuclear arms, human rights, economic interdependence, and international inequality.

Rationale for revision of GLOBL 002 - Global Issues - 3 Unit(s)

This course has been revised to list Social Science and Sociology as the disciplines eligible to teach the course. The course will no longer be cross-listed with SOCSC 002. The textbooks, assignments, and plans for evaluation have been updated.

GLOBL 003 - Introduction to Peace

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Advisory:

GLOBL 001 or

GLOBL 002

Peace Studies introduces the concept of peace to students as something other than the absence of war. Various factors associated with the presence or absence of peace is explored in an attempt to identify the meaning of peace and, ultimately, to determine whether it is possible to attain lasting peace.

Rationale for revision of GLOBL 003 - Introduction to Peace - 3 Unit(s)

This course has been revised to list Social Science, Sociology, Philosophy, Psychology, and Religious Studies as disciplines eligible to teach the course. The course will no longer be cross-listed with SOCSOC 003. The course content, textbooks, assignments, and plans for evaluation have been updated.

GLOBL 006 - The Global Economy

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Advisory:

GLOBL 001 or

GLOBL 002 or

This course examines the core concepts and prominent forces of international economics and the relationships of nations and their economic policies. Opinions and viewpoints from a range of individuals in the private and public sector from around the globe are presented to expand insight into the increasing economic interdependence of nations.

Rationale for revision of GLOBL 006 - The Global Economy - 3 Unit(s)

This course has been revised to list Social Science, Sociology, Geography, Business, and Economics as disciplines eligible to teach the course and to remove Interdisciplinary Studies as the designation. The course will no longer be cross-listed with SOCSOC 006. The course content, textbooks, assignments, advisories and plans for evaluation have been updated.

LVN TO RN

LVNRN 021 - Role Transition LVN to RN

2 Unit(s); 2.3 Lecture Hour(s)

Acceptable for Credit: CSU

Grade Only

Prerequisite:

ENGL 001A

Acceptance into LVN to RN Program

Corequisite:

LVNRN 021A

This course is designed to prepare the licensed vocational nurse for entry into an associate degree nursing (ADN) program. The course includes topics such as nursing process, role change, research skills, teaching-learning principles and development of the teaching role. The course content will focus on competencies expected of the graduate ADN such as critical thinking skills, review of medical-surgical nursing, pharmacology and medication calculations to prepare the student for success in an ADN program.

Rationale for revision of LVNRN 021 - Role Transition LVN to RN - 2 Unit(s)

This course has been revised to include various learning "threads", which are the objectives and outcomes outlined by the Board of Registered Nursing. Also students' assignments and textbooks are being updated.

LVNRN 021A - Role Transition Clinical

1 Unit(s); 3.4 Lab Hour(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Prerequisite:

ENGL 001A

Corequisite:

LVNRN 021

This course involves directed clinical experiences in a simulated acute hospital and simulated community healthcare agencies that provide services for perioperative and medical/surgical clients. Through the use of the nursing process, the student provides care, teaching, support and rehabilitation to perioperative and medical/surgical clients. Emphasis is on the role of the registered nurse caring for clients with acute and chronic problems.

Rationale for revision of LVNRN 021A - Role Transition Clinical - 1 Unit(s)

This course has been revised to update the course outline regarding course content, textbooks, student assignments, and incorporate the student learning "threads" which are the objectives and outcomes outlined by the Board of Registered Nursing.

LVNRN 031 - Community Mental Health Nursing

2 Unit(s); 2.3 Lecture Hour(s)

Acceptable for Credit: CSU

Grade Only

Prerequisite:

ENGL 001A

LVNRN 021 Students must pass with a 75% average. ,

LVNRN 021A Students must pass with a 75% average.

Corequisite:

LVNRN 032 Students must attain a minimum of 75% for the course.

LVNRN 033 Students must attain the minimum grade of 75% average.

LVNRN 034

This course is designed to present mental health principles to assist the RN nursing student in developing an increased understanding of human behavior in the areas of anxiety disorders, psychiatric disorders, chemical dependency, personality disorders, domestic violence and sexual assault issues. Instruction regarding the application of therapeutic communication skills, psychopharmacological concepts and mental status assessment skills is also emphasized with the discussion of the above issues. This course is designed to provide theoretical and clinical approaches in providing nursing care to individuals of varying ages, with complex health care needs in the community setting.

Rationale for revision of LVNRN 031 - Community Mental Health Nursing - 2 Unit(s)

This course has been revised to incorporate the student learning "threads" which are the objectives and outcomes identified by the Board of Registered Nursing.

LVNRN 032 - Intermediate Medical-Surgical Nursing Theory

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU

Grade Only

Prerequisite:

Students are required to attain a 75% average. ,

LVNRN 021A

Corequisite:

LVNRN 031 LVNRN031

Students will be required to maintain a 75% average. ,
LVN RN 033,
LVN RN 034

This course provides the student with the opportunity to synthesize and correlate nursing knowledge and skills necessary in the provision of care to multiple patients who have complex, multi-system illnesses. The focus is for the students to learn to identify and anticipate patient needs and priorities, and evaluate outcomes of care. The nursing care of adult and geriatric clients with acute and chronic illnesses is addressed, in addition to integrating and practicing associated psycho-motor skills.

Rationale for revision of LVN RN 032 - Intermediate Medical-Surgical Nursing Theory - 3 Unit(s)

This course has been revised to include various learning "threads" which are the objectives and outcomes outlined by the Board of Registered Nursing. Also, textbooks and assignments are being updated.

LVN RN 041 - Advanced Maternal-Child Nursing

2 Unit(s)

Acceptable for Credit: CSU

Grade Only

Prerequisite:

ENGL 001A

LVN RN 031 Students must pass with a grade of 75% or higher,

LVN RN 032 Students must pass with a grade of 75% or higher,

LVN RN 033 Students must pass with a grade of 75% or higher

LVN RN 034

Corequisite:

LVN RN 042,

LVN RN 044 Students must pass with a grade of 75% or higher,

LVN RN 050 Students must pass with a grade of 75% or higher

This course focuses on the nursing process as it relates to the child-bearing and child-rearing family. The nurse's roles of provider, manager of care, and member of the profession are explored in meeting the needs of patients in labor and delivery, mother-baby, and pediatrics. This course focuses on assessing, developing, implementing and evaluating a plan of care that respects the individual's cultural and ethnic child-bearing and child-rearing beliefs that have an impact on the hospitalized child and family. Simulated practice of nursing skills in a nursing simulation laboratory is required.

Rationale for revision of LVNRN 041 - Advanced Maternal-Child Nursing - 2 Unit(s)

This course has been revised to incorporate the student learning "threads" which are the objectives and outcomes outlined by the Board of Registered Nursing

LVNRN 042 - Advanced Medical-Surgical/Leadership Nursing

3 Unit(s)

Acceptable for Credit: CSU

Grade Only

Prerequisite:

ENGL 001A

LVNRN 031 Students must pass with a grade of 75% or higher,

LVNRN 032 Students must pass with a grade of 75% or higher,

LVNRN 033 Students must pass with a grade of 75% or higher

LVNRN 034

Corequisite:

LVNRN 041 Students must pass with a grade of 75% or higher,

LVNRN 044

LVNRN 050 Students must pass with a grade of 75% or higher

This course focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The students have an opportunity to integrate and apply previously learned skills and knowledge from all areas of nursing practice. Content includes leadership theory and application, delegation, priorities, and time management.

Rationale for revision of LVNRN 042 - Advanced Medical-Surgical/Leadership Nursing - 3 Unit(s)

This course has been revised to update the student learning "threads" which are the objectives and outcomes outlined by the Board of Registered Nursing.

LVNRN 050 - Leadership and Ethics

1 Unit(s); 1.3 Lecture Hour(s)

Acceptable for Credit: CSU

Grade Only

Prerequisite:

ENGL 001A

LVNRN 031 Students must pass with a grade of 75% or higher,

LVNRN 032 Students must pass with a grade of 75% or higher,

LVNRN 033 Students must pass with a grade of 75% or higher

LVNRN 034

Corequisite:

LVNRN 041 Students must pass with a grade of 75% or higher,

LVNRN 042 Students must pass with a grade of 75% or higher and

LVNRN 044

This course introduces principles of leadership and supervision as they apply to the registered nurse. The focus is on the role of the registered nurse as a member of the health care team and supervisor of vocational nurses and unlicensed health care team caregivers. Students address basic ethical concepts, principles, justification, and reasoning and apply them to ethical issues and cases involving professionalism, confidentiality, veracity, paternalism, and informed consent in the context of nursing situations.

Rationale for revision of LVNRN 050 - Leadership and Ethics - 1 Unit(s)

This course has been revised to update the student learning "threads" which are the objectives and outcomes outlined by the Board of Registered Nursing.

MUSIC**MUSIC 005A - Fundamentals of Music**

3 Unit(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisites: NONE

This course is for students interested in learning music fundamentals as related to music reading, writing, listening, and performing. The study of music notation, rhythm and meter, tonality, scales, and basic harmony is included, as well as an introduction to rhythm performance, sight singing, and techniques of listening to music. This course differs from MUSIC 005 in that there is no practice lab; MUSIC 005A is lecture only.

Rationale for revision of MUSIC 005A - Fundamentals of Music - 3 Unit(s)

This course has been revised to modify and update objectives, textbook and to clarify student evaluation.

MUSIC 006A - Music Theory 1

3 Unit(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Advisory:

MUSIC 005A; Concurrent enrollment in MUSIC 090 is strongly recommended.

Music Theory 1 is intended for music students who want to develop the essential musical knowledge and skills required as preparation for music majors, professional musicians, electronic musicians, and all musicians desiring to acquire greater musical understanding, skill, and creativity. Students study the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, instrumentation, orchestration, arrangement, form, and music production. Aural skills are gained through extensive ear-training, sight-singing, rhythmic dictation, performance, improvisation, and basic piano keyboard skills. Students work both as a class and individually utilizing computer-assisted music instruction software.

Rationale for revision of MUSIC 006A - Music Theory 1 - 3 Unit(s)

This course has been revised to change the course title, update the textbooks, change the unit value of the course, change the course requisites, update the catalog and schedule descriptions, and update the learning outcomes.

MUSIC 006B - Music Theory 2

3 Unit(s); 4.5 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisite:

MUSIC 006A

Advisory:

Concurrent enrollment in MUSIC 090 lab is recommended for most students.

Music Theory 2 is an intermediate level course that continues study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures.

Rationale for revision of MUSIC 006B - Music Theory 2 - 3 Unit(s)

This course has been revised to change the name, the unit value and the SLOs, and to update the textbooks.

MUSIC 007A - Music Theory 3

3 Unit(s); 4.5 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisite:

MUSIC 006B

Advisory:

Concurrent enrollment in MUSIC 090 Lab is recommended for most students.

Music Theory 3 is an advanced-intermediate course that continues study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures.

Rationale for revision of MUSIC 007A - Music Theory 3 - 3 Unit(s)

This course has been revised to change the name, the number of units from 4.0 to 3.0, textbooks, and the SLO's.

MUSIC 007B - Music Theory 4

3 Unit(s); 4.5 Lecture Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisite:

MUSIC 007A

Advisory:

Concurrent enrollment in MUSIC 090 Lab is recommended for most students.

Music Theory 4 is an advanced course in the study of the essential aspects of music theory – notation, rhythm, scales, chords, harmony, counterpoint, ear-training, and keyboard skills. These concepts are re-enforced by advanced level ear-training, sight-singing, rhythmic dictation, musical performance, and many other musical exercises. Other areas of study include musical improvisation, piano keyboard skills, and an exploration of the elements of musical style and performance practice found in traditional, contemporary, and world music cultures.

Rationale for revision of MUSIC 007B - Music Theory 4 - 3 Unit(s)

This course has been revised to change the, update textbooks, and edit the SLOs.

MUSIC 010 - Music Appreciation

3 Unit(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisites: NONE

This is a basic introductory course for the student without previous training in music. Students develop an appreciation and enjoyment of music through active listening and guided discussion on related topics including: symphony movements, opera, tone poems, sonata form, and the classical concerto. Style periods are discussed including the Middle Ages, Pre-Baroque (to 1600); Baroque (1600-1750); Classical (1750-1825); Romantic (1825-1900); and Contemporary (1900-present).

Rationale for revision of MUSIC 010 - Music Appreciation - 3 Unit(s)

This course has been revised to add a distance learning component, change requisites, edit the catalog and schedule descriptions, and update student assignments.

MUSIC 090 - Music Laboratory

.5 Unit(s); 0 Lecture Hour(s); 1.7 Lab Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Corequisite: Concurrent enrollment in any other music course.

This is a separate music laboratory course. Its purpose is to provide music students with supplementary learning activities related to his/her other music classes. Activities may vary according to the educational activity agreement established between the student and the instructor(s) of the student's other music course(s).

Rationale for revision of MUSIC 090 - Music Laboratory - .5 Unit(s)

We are restructuring our current Music Lab and adding new Music Labs that will be co-requisites to specific music courses. This course is also being updated to meet the requirements of program review.

READING

READ 063 - Developing College Vocabulary

3 Unit(s); 3.4 Lecture Hour(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Prerequisite:

READ 961

This course provides methods of expanding college vocabulary through oral and written practice and through reading. Content will emphasize analogies, word formation, grammatical derivation, words in context, and formulation of definitions. Students will learn a variety of vocabulary types and methods of acquisition.

Rationale for revision of READ 063 - Developing College Vocabulary - 3 Unit(s)

This course has been updated as a part of program review to update objectives, student learning outcomes and textbooks. The name has also changed to better reflect the course content.

READ 960 - Reading Fundamentals

3 Unit(s); 2.8 Lecture Hour(s); 1.7 Lab Hour(s)

Pass/No Pass Only

Advisory:

A qualifying score on the Reading Placement Test

Concurrent enrollment in READ 975S or READ 947 is recommended for students who need additional time to work on their skills.

This course is for the student who wishes to develop fundamental reading skills. Instruction in word attack (phonics), vocabulary development and comprehension will be emphasized. This course includes a lab component.

Rationale for revision of READ 960 - Reading Fundamentals - 3 Unit(s)

This course has been revised to include student learning outcomes, update textbooks, add advisories, edit lab content, and comply with program review.

READ 961 - Building College Reading Strategies

3 Unit(s); 3.4 Lecture Hour(s)

Pass/No Pass Only

Prerequisite:

READ 960, or

ESL 970RW,

ESL 970G and

ESL 970LS or qualifying score on placement test.

This course is designed to develop and improve students' pre-collegiate reading skills

and strategies including: expanding vocabulary, improving reading comprehension, and building effective study habits.

Rationale for revision of READ 961 - Building College Reading Strategies - 3 Unit(s)

This course has been revised to better meet the needs of students. A 0.5 unit lab has been embedded into the 3 unit course to allow students more help from their instructor. In addition textbooks, SLO's, and course objectives have been updated to better reflect current pedagogy.

VOCATIONAL NURSING

VN 058 - Introduction to Child Health Care

2 Unit(s); 2.3 Lecture Hour(s)

Acceptable for Credit: CSU

Grade Only

Prerequisite:

VN 055B1,

VN 055B2,

VN 056 and

VN 060B student must pass all VN courses with grade of 75% or better;

PSYCH 012 and

NS 015

Corequisite:

VN 055C1,

VN 055C2,

VN 055C3 students must pass all VN courses with grade of 75% or higher, and

VN 060C

This course incorporates the promotion of health and wellness along with the principles and concepts of current management and therapy related to the care of acutely ill children. Caregiver responsibilities and function using the nursing process approach is emphasized. Content also addresses present-day child care challenges that necessitate patient/parent teaching, discharge planning for home care and adaptations of nursing care to both hospital and home.

Rationale for revision of VN 058 - Introduction to Child Health Care - 2 Unit(s)

This course has been revised to update the prerequisites, co-requisites, textbooks, student course objectives, and topics.

ADMINISTRATIVE CHANGES TO CREDIT COURSES

GRAPHIC DESIGN AND MULTIMEDIA

GDES 039A - Introduction to 3D Modeling and Texturing Using Maya

3 Unit(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Advisory:

CA 011

Prerequisite:

ART 034A

ART 035A

This is an introductory course in learning to make 3D art assets for animation. Students learn animation techniques using 3D modeling and animation software, including texture mapping and lighting effects. Students analyze the historical and contemporary trends in computer animation films.

Rationale for revision of GDES 039A - Introduction to 3D Modeling and Texturing Using Maya - 3 Unit(s)

The course title has been changed to better reflect the course content. Textbooks have been updated.

GDES 039B - 3D Game Character Development with Maya and ZBrush

3 Unit(s); 2.3 Lecture Hour(s); 3.4 Lab Hour(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Advisory:

GDES 039A

Students learn advanced character modeling and texturing techniques using 3D modeling software ZBrush and Autodesk Maya. Students learn to build the forms that make up the human topology. Also of great importance is the treatment of the character UV texture coordinates, and the painting of maps to imitate the proper look of skin.

Rationale for revision of GDES 039B - 3D Game Character Development with Maya and ZBrush - 3 Unit(s)

The course title has been changed to better reflect the course content.

GDES 043A - 3D Game Character Animation with Maya

3 Unit(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Advisory:

ART 031A and

GDES 039A

This is an introductory course in character animation using Maya to generate animation. Using pre-built 3D characters, students learn basic animation principles such as squash and stretch, and anticipation. Students learn the controls for 3D mesh characters, and will generate walk cycles, run cycles, and action sequences. Students develop concepts for short movies for 3D characters in action sequences, and add lighting and textures to their scenes, in making their animated movie shorts.

Rationale for revision of GDES 043A - 3D Game Character Animation with Maya - 3 Unit(s)

The course title has been revised to better reflect the course material being presented to the students.

EXPERIMENTAL COURSES

None

NEW DEGREE AND CERTIFICATES

ART

Associate in Arts in Studio Arts for Transfer

The Associate in Arts Degree in Studio Arts for Transfer provides students with the fundamental lower-division coursework needed by students transferring to the CSU system for Bachelor of Arts in Studio Arts. The combination of a liberal arts background with studio arts proficiency skills and practical experience will help students investigate and integrate their knowledge and perspectives in today's technologically changing world and will give them the background needed for careers in the visual arts, design and related fields. Students who complete this program successfully will be able to demonstrate an understanding of the formal principles and elements of art making through the use of tools, techniques, and process, knowledge of the theoretical and historical aspects of visual art and culture, and critical analysis. Many opportunities exist for students who earn a

studio arts degree. Careers include: studio artist, art conservator, art director, art teacher, art administrator, art curator, muralist, animator, among others.

Required Core Curriculum Units

ART 001B	Survey of Western Art II	3.0
ART 031A	Beginning Drawing	3.0
ART 033A	Basic Design: Two-Dimensional	3.0
ART 033B	Basic Design: Three-Dimensional	3.0

List A: Art History Restricted Electives - Select one course from the following: Units

ART 001A	Survey of Western Art I	3.0
ART 007	Survey of Asian Art	3.0
ART 001C	Survey of Non-Western Art	3.0
ART 001D	Art of the 20th Century	3.0
ART 011	The History of Modern Design	3.0

List B: Studio Arts Restricted Electives - Select one course from any three of the following areas for a maximum of 9 units: Units

Drawing: Units

ART 035A	Life Drawing	3.0
ART 031B	Intermediate Drawing	3.0

Painting: Units

ART 049A	Painting	3.0
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Printmaking: Units

ART 039A	Survey of Printmaking	3.0
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Ceramics: Units

ART 065A	Ceramics-Handbuilding	3.0
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Sculpture: Units

ART 085A	Sculpture	3.0
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Digital Art: Units

ART 034A	Introduction to Digital Art	3.0
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Color: Units

ART 033C	Basic Design: Color	3.0
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Applied Design: Units

ART 075A	Metalsmithing	3.0
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Other Media: Units

ART 088A	Metal Sculpture Casting	3.0
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ART 078A	Furniture Design and Woodworking	3.0
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Second Semester Units

ART 035B	Life Drawing	3.0
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ART 049B	Painting	3.0
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ART 085B	Sculpture	3.0
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ART 067B	Ceramics-Potter's Wheel	3.0
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UNITS REQUIRED FOR THE MAJOR: 24

Completion of CSU GE-B or IGETC Pattern

Electives as needed to reach 60 units

Total Units		60.0
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Rationale:

Studio Art offers students the opportunity to learn important creative, technical, theoretical, and analytical skills which are related to every field of study. The elements and principles of art are the foundation of all learning. Most UCs and CSUs offer a BA or BFA in Studio Art. Having this Associate of Arts for Transfer degree will give students more options for transfer.

CHILD DEVELOPMENT**Associate in Science in Early Childhood Education for Transfer**

The Associate in Science in Early Childhood Education for Transfer is a 60-unit degree program that provides a solid lower-division preparation for students planning to transfer to a CSU for a bachelor's in Early Childhood Education. Students completing this degree will possess a working knowledge of child development in all domains, will have the ability to develop and implement curriculum in early childhood education that is both developmentally and culturally correct, and will understand the importance of the family and cultural connection to the developing child. Career options available to students following completion of a four-year Bachelor's degree in Early Childhood Education

include Lead Teacher, Program Director, Site Supervisor, consultant, or parent educator.

Required Core Courses		Units
CHD 001	Child Growth and Development	3
CHD 002	Child, Family, and Community	3
CHD*008A *	Practicum A	3
*must complete CHD 001, 002, 026 and 010 prior to enrolling in this CHD 008A		
CHD 010	Principles and Practices in Education	3
CHD 013	Teaching in a Diverse Society	3
CHD*015	Observation and Assessment of Children	3
CHD 017	Child Health and Safety	3
CHD 026	Introduction to Curriculum	3

UNITS REQUIRED FOR THE MAJOR: 24
Completion of CSU GE-B or IGETC Pattern
Electives as needed to reach 60 units

Total Units

60

Rationale:

The AS Transfer degree is needed to appropriately prepare students to teach in an early childhood program as well as prepare them for transfers. This transfer degree will allow students to complete undergraduate work and transfer 24 lower division units of major preparation to a CSU.

ENGLISH

Associate in Arts in English for Transfer

The Associate in Arts Degree in English for Transfer provides a solid basis in English composition and literature for students planning to transfer to a four-year institution in majors including English, English Literature, and Creative Writing.

While the ability to read effectively and to write expressively is invaluable for any student, students completing this degree will demonstrate critical thinking skills by analyzing and evaluating academic essays and literature; formulate and clearly communicate their positions on diverse issues; and write research papers that demonstrate effective evaluation, integration and documentation of sources.

Possible career options for students completing the Associate of Arts Degree in English for Transfer who transfer to a four-year institution include advertising, business, civil service, editing, journalism, law, library science, management, marketing communication, politics, public relations, publishing, research, teaching, technical communications, or writing.

Required Core (Option 1):

ENGL 001B English Composition
and

ENGL 001C Clear Thinking in Writing

Units

3

3

Required Core (Option 2):

ENGL 001B English Composition

Units

3

List A – Option 1 and Option 2

Choose two courses (a minimum of 6 units):

		Units
ENGL 005A	English Literature through 18 th Century	3
ENGL 005B	English Literature from 19 th Century to Present	1
ENGL 006B	Survey of World Literature	3
ENGL 007A	American Literature to 1865	1
ENGL 007B	American Literature 1865 to present	3

List B:

If Option 1 is selected for core, choose ONE course (minimum 3 units).

If Option 2 is selected for core, choose TWO courses (minimum 6 units).

Any course from List A not used above.

		Units
ENGL 012	African American Literature	3
ENGL 015	Introduction to Film Analysis	3
ENGL 018	Asian American Literature	3
ENGL 048	Introduction to Shakespeare	3
ENGL 070	Creative Writing	3

List C – Option 1 and Option 2

Choose one course (minimum of 3 units):

Any course from List A or List B not used above.

		Units
BUS 078B	Business Communications	3
ENGL 043	Classical Mythology	3
FRNCH 001	First Semester French (Elementary Level)	5
FRNCH 002	Second Semester French	5
FRNCH 003	Third Semester French	5
FRNCH 004	Fourth Semester French	5
FRNCH 005	Fifth Semester French	5
FRNCH 006	Sixth Semester French	5
FRNCH 050A	Basic Conversational French and Culture	3
FRNCH 050B	Basic Conversational French and Culture	3

HUMAN 001A	Human Values in and From the Arts	3
HUMAN 001B	Human Values in and From the Arts	3
ITAL 001	First Semester Italian	5
ITAL 002	Second Semester Italian	5
ITAL 050A	Conversational Italian and Culture	3
ITAL 050B	Conversational Italian and Culture	3
ITAL 051A	Intermediate Conversational Italian	3
ITAL 051B	Intermediate Conversational Italian	3
JPNS 001	Japanese I	5
JPNS 002	Second Semester Japanese	5
JPNS 003A	Intermediate Japanese I	3
JPNS 003B	Intermediate Japanese I	3
JPNS 050A	Basic Conversational Japanese and Culture	3
JPNS 050B	Basic Conversational Japanese and Culture	3
LATIN 001	Elementary Latin	3
SPAN 001	First Semester Spanish (Elementary Level)	5
SPAN 002	Third Semester Spanish	5
SPAN 003	Third Semester Spanish	5
SPAN 004	Fourth Semester Spanish	5
SPAN 005	Fifth Semester Spanish	5
SPAN 006	Sixth Semester Spanish	5
SPAN 050A	Basic Conversational Spanish and Culture	3
SPAN 050B	Basic Conversational Spanish and Culture	3
SPAN 051A	Intermediate Conversational Spanish and Culture	3
SPAN 051B	Intermediate Conversational Spanish and Culture	3
VIET 001	First Semester Vietnamese	5
VIET 002	Second Semester Vietnamese	5
VIET 049A	Vietnamese for the Vietnamese - Speaking Vietnamese Language and Culture for the Fluent	3
VIET 049B	Speakers	3
VIET 050A	Basic Conversational Vietnamese and Culture	3
VIET 050B	Basic Conversational Vietnamese and Culture	3

Units required for the Major: 18-20 Units
Completion of CSU GE-B or IGETC Pattern
Electives as needed to reach 60 units

Total Units

60

Rationale:

English is a requirement for graduation because its value is universally recognized. All job surveys list communication skills at the top of desired qualities. English is a common BA in both the CSU and UC system. With the development of the Associate in Arts Degree in English for Transfer, which complies with SB 1440, students at Mission College will have more options for transfer and success.

POLITICAL SCIENCE

Associate in Arts in Political Science for Transfer

The Associate in Arts in Political Science for Transfer is designed to involve students in the examination of the structure of government and the political systems in ours and other nations. It also looks at the interaction and responsibilities of citizens and social institutions in those systems. This program offers insights into these events on the local, state, national and international levels and they also encourage involvement of the citizenry.

Students completing this program successfully will be able to identify and explain the sources of and reasons for democratic government. They will also be able to classify and explain the various kinds of governments other nations have. In addition, they will be able to define and trace the historical development of the modern international system.

Many opportunities exist for students who earn the Political Science AA-T. Careers include: government worker, attorney, city planner, lobbyist, teacher, journalist, and business person.

Required Core Course: Units

POLIT 001	American Government	3.0
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Select three (3) courses from the following:

		Units
MATH 010	Elementary Statistics	4.0
POLIT 002	Comparative Government	3.0
POLIT 004	International Relations	3.0

PSYCH 015	Introduction to Research Methods	3.0
Select two (2) from the following: Units		
ANTHR 003	Introduction to Cultural Anthropology	3.0
BUS 028A	Business Law I	3.0
ECON 001A	Principles of Macroeconomics	3.0
ECON 001B	Principles of Microeconomics	3.0
GLOBL 001	Global Perspectives	3.0
GLOBL 003	Introduction to Peace	3.0
PSYCH 001	General Psychology	3.0
SOC 001	Introduction to Sociology	3.0

Units

Units required for the Major: 18-19 Units
Completion of CSU GE-B or IGETC Pattern
Electives as needed to reach 60 units

Total Units **60.0**

Rationale:

We are proposing this degree to provide students a means to focus their education and complete a degree program that is transferable. With the development of the Associate in Arts in Political Science for Transfer, which complies with SB 1440, students at Mission College will have more options for transfer and success.

WELLNESS AND HUMAN PERFORMANCE

Associate in Arts in Kinesiology for Transfer

The Kinesiology A.A.-T. is designed to introduce the student to many facets of the science and study of movement. Kinesiology courses enhance skills and physical development in combatives, dance, individual and team sports and fitness, and provide a foundation for understanding human anatomy and physiology. Students completing this program successfully will be able to demonstrate an understanding of the major systems of the human body as they relate to movement and activity by identifying, explaining, and

applying principles of anatomy and physiology in various contexts. Many opportunities exist for students who earn a Kinesiology degree. Careers include: coach, teacher, athletic trainer, sports management, sports medicine, dance therapy, choreography, among others. Students who complete the Kinesiology A.A.-T meet the lower-division requirements for transfer to a four-year program of study in Kinesiology.

Kinesiology Degree Core Curriculum Units

BIOSC 047	Human Anatomy	5.0
BIOSC 048	Human Physiology	5.0
WHP 030	Introduction to Physical Education	3.0

Movement Based Courses: Select a maximum of one (1) course from any three (3) of the following five areas for a maximum of three (3) units: Combative, Dance, Fitness, Individual Sports, Team Sports. 1.0-3.0

Combatives Units

WHP 005H	Self-Defense	1.0
WHP 005J	Karate: Beginning	1.0
WHP 005K	Tai Chi: Beginning	1.0
WHP 005L	Aikido - Beginning	1.0
WHP 005M	Karate: Intermediate	1.0
WHP 005N	Karate: Advanced	1.0
WHP 005O	Karate: Conditioning	1.0
WHP 005P	Aikido - Intermediate	1.0
WHP 005Q	Aikido Advanced	1.0

Dance Units

WHP 003B	Beginning Ballet	1.0
WHP 003C	Intermediate Ballet	1.0
WHP 003E	Hip Hop Performance	2.0
WHP 003F	Dance: Hip Hop - Funk Styles	2.0
WHP 003G	Intermediate Hip Hop Performance	2.0
WHP 003J	Beginning Jazz Dance	1.0
WHP 003K	Intermediate Jazz Dance	1.0
WHP 003L	Beginning Modern Dance	1.0
WHP 003N	Dance Choreography	2.0
WHP 003P	Rehearsal and Performance in Dance	2.0
WHP 003Q	Social Dance: Intermediate Salsa/Latin	1.0
WHP 003S	Beginning Social Dance	1.0

WHP 003T	Beginning Line Dance	1.0
WHP 003V	Intermediate Social Dance	1.0
WHP 003W	Dance: Beginning Hip Hop	1.0
WHP 003X	Dance: Intermediate Hip Hop	1.0
WHP 003Y	Social Dance: Salsa/Latin	1.0
WHP 003Z	Social Dance: Swing	1.0

Fitness Units

WHP 004A	Fitness: Yoga	1.0
WHP 004B	Fitness: Stretch and Flex	1.0
WHP 004D	Fitness: Fire Agility Training	2.0
WHP 004E	Fitness: Aerobics -	2.0
WHP 004F	Fitness: Lower Body Conditioning (legs, Abs, & Glutes)	1.0
WHP 004G	Fitness: Step Aerobics	1.0
WHP 004H	Fitness: Aerobic Dance	1.0
WHP 004I	Fitness: Cardio-Kickboxing	1.0
WHP 004J	Fitness: Competitive Athlete	1.0
WHP 004K	Fitness: Cardio Cross Training	1.0
WHP 004L	Fitness: Aerobics	1.0
WHP 004N	Baseball Training/Conditioning Advanced	2.0
WHP 004O	Fitness: Pilates Matwork	1.0
WHP 004P	Fitness: Cardio Blast	1.0
WHP 004Q	Fitness: Stretch and Strengthen	1.0
WHP 004T	Fitness: Conditioning	1.0
WHP 004U	Fitness: Weight Training	1.0
WHP 004Y	Fitness: Ultimate	1.0
WHP 005A	Fitness: Stress Reduction Through	3.0
WHP 005Y	Fitness: Hiking	1.0
WHP 007A	Fitness: Stability Ball Training	1.0

Individual Sports Units

WHP 007E	Bowling	1.5
WHP 007J	Golf-Beginning	1.0
WHP 007M	Archery: Beginning	1.0
WHP 007S	Tennis-Beginning	1.0
WHP 007T	Tennis-Advanced Beginner	1.0
WHP 007U	Tennis-Intermediate	1.0
WHP 007V	Tennis-Advanced	1.0

Team Sports Units

WHP 008A	Advanced Baseball	2.0
WHP 008H	Soccer-Beginning	1.0
WHP 008K	Softball-Beginning	1.0
WHP 008L	Softball-Intermediate	1.0
WHP 008O	Beginning Volleyball	1.0
WHP 008P	Basketball: Beginning	1.0
WHP 008Q	Indoor Soccer	1.0
WHP 008R	Badminton: Beginning	1.0
WHP 008S	Badminton: Intermediate/Advanced	1.0
WHP 008T	Intermediate Basketball: Men and Women	1.0
WHP 008U	Volleyball: Intermediate/Advanced	1.0
WHP 008V	Basketball: Competitive	1.0
WHP 008Y	Soccer - Summer Competitive League	0.5
WHP 009A	Intercollegiate Baseball-Men	2.0
WHP 009F	Intercollegiate Soccer-Men	2.0
WHP 009H	Intercollegiate Tennis-Men	2.0
WHP 010B	Intercollegiate Soccer - Women	2.0
WHP 010C	Intercollegiate Softball-Women	2.0
WHP 010D	Intercollegiate Tennis-Women	2.0
WHP 010E	Intercollegiate Badminton: Women	2.0
WHP 010F	Intercollegiate Basketball: Women	2.0

Select two (2) courses from the following courses: Units

BIOSC 011	Human Biology	4.0
CHEM 030A	Fundamentals of Chemistry	4.0
MATH 010	Elementary Statistics	4.0
PHYS 002A	General Physics - Mechanics and Thermodynamics	5.0

UNITS REQUIRED FOR THE MAJOR: 24

Completion of CSU GE-B or IGETC Pattern

Electives as needed to reach 60 units

Total Units 60.0

Rationale:

Mission College currently offers over 100 sections of Wellness and Human Performance classes that are for credit but are not tied to a degree or certificate. Therefore, we are

proposing this degree to provide students a means to focus their education and complete a degree program that is transferable. We have a large student population, including many student athletes, who are interested in this program. We hope to provide the degree with concentrations in various areas including dance, sports management, teaching and coaching, and fitness specialist.

REVISION OF DEGREE AND CERTIFICATES

BUSINESS

Warehousing Logistics

Mission College offers a 16-unit Warehousing Logistics Certificate to students who successfully complete the course work as outlined below. This certificate prepares students with the necessary skills required to conduct warehouse operations.

Core Curriculum		Units
MGMT 119	Warehousing Operations	3
MGMT 120	Forklift Safety and Operations	0.5
MGMT 202	Warehousing Internship	0.5
Job Prep Electives - choose 4 classes:		Units
MGMT 011	How to Make Great Decisions	0.5
MGMT 014	Interviewing Skills	0.5
MGMT 018	Communication Skills for Supervisors	0.5
MGMT 019	Dealing With Difficult People	0.5
MGMT 020	Building Great Teams	0.5
MGMT 026	Motivating at Work	0.5
MGMT 158	Time Management	0.5
Choose a minimum of 10 units from the following:		Units
BUS 021	Introduction to Business Computing	3
BUS 021L	Introduction to Business Computing	1
BUS 051	Introduction to American Business	3
MKT 062	Global Exporting and Importing	1
BUS 064A	Basic Business Arithmetic	3

BUS 074	Purchasing & Supply Chain Management	3
	or	
MKT 074	Purchasing & Supply Chain Management	3
BUS 077	Quality Customer Service	3
BUS 078A	Basic Business Correspondence	3
BUS 078B	Business Communications	3
CA 031B	Microsoft Word: Check It Out!!	1
CA 070	Using MS Windows	1
CA 071E	Microsoft Outlook	0.5
Total Program Certificate Requirements		16

Rationale for revision of Warehousing Logistics Certificate of Proficiency 16 Unit(s)

This program has been revised to correct the course listing for MGMT 018

COUNSELING

Liberal Arts

The Liberal Arts AA is designed for students who wish to pursue a broad knowledge of liberal arts and sciences coupled with additional studies in an "Area of Emphasis." This degree is an ideal choice for students planning to transfer to the California State University or University of California because they can satisfy their general education requirements and focus on transferable coursework that relates to their majors and individual interests.

Choose either option A or B or C for the General Education pattern related to your educational goal.

- A. Associate of Arts/Associate of Science General Education;
- B. California State University General Education Breadth;
- C. Intersegmental General Education Transfer Curriculum (IGETC)

Complete a minimum of 18 units in one Area of Emphasis from those outlined below.

(Note: Where appropriate, courses in the area of emphasis may also be counted in a GE area. Elective courses may be necessary to total 60 overall units required.

Complete necessary Mission College Graduation and Proficiency requirements

(See Mission College Catalog).

All classes listed below transfer to CSU. Most of the classes also transfer to UC. Refer to www.assist.org for transfer details.

COMMUNICATION IN THE ENGLISH LANGUAGE & CRITICAL THINKING

These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, reading and listening effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis, critical evaluation, to reason inductively and deductively that will enable them to make important decisions regarding their own lives and society at large.

Select a minimum of 18 units from the following list, including at least two disciplines: **Units**

COMM 001	Public Speaking	3
COMM 020	Argumentation and Debate	3
ENGL 001B	English Composition	3
ENGL 001C	Clear Thinking in Writing	3
PHIL 002	Introduction to Logic	3
PHIL 003	Introduction to Problems in Ethics	3
PHIL 009	Introduction to Symbolic Logic	3
PHIL 017	Logical and Critical Thinking	3

NATURAL SCIENCE & MATHEMATICS

These courses emphasize the natural sciences which examine the physical universe, its life forms and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilizations.

Select a minimum of 18 units from the following list, including at least one Units

course in mathematics and one course in science:

ANTHR 001	Physical Anthropology	3
ANTHR 001L	Physical Anthropology Lab	1
ASTRO 001	Astronomy	3
ASTRO 002	Astronomy Laboratory	1
BIOSC 001A	General Biology: Cells	5
BIOSC 001B	General Biology: Organisms	5
BIOSC 004	Microbiology	5
BIOSC 007	Field Ecology	4
BIOSC 008	Exploring Biology	3
BIOSC 010	Introduction to Biology	3
BIOSC 015	Human Heredity and Disease	3
BIOSC 016	Marine Biology	4
BIOSC 022	Anatomy & Physiology for Allied Health Workers	4
BIOSC 025	Environmental Biology	3
BIOSC 030	Tropical Ecology	4
BIOSC 047	Human Anatomy	5
BIOSC 048	Human Physiology	5
CHEM 001A	General Chemistry I	5
CHEM 001B	General Chemistry II	5
CHEM 002	Introductory Chemistry	3
CHEM 012A	Organic Chemistry I	5
CHEM 012B	Organic Chemistry II	5
CHEM 030A	Fundamentals of Chemistry	4
CHEM 030B	Fundamentals of Chemistry	3
ENGR 003	How Everyday Technology Works	4
MATH 000D	Trigonometry	3
MATH 000G	Mathematics for the Liberal Arts Student	4
MATH 001	Pre-Calculus Algebra	3
MATH 002	Pre-Calculus Algebra and Trigonometry	5
MATH 003A	Analytic Geometry and Calculus I	5
MATH 003B	Analytic Geometry and Calculus II	5
MATH 004A	Intermediate Calculus	4

MATH 004B	Differential Equations	4
MATH 004C	Linear Algebra	4
MATH 008	Finite Mathematics	3
MATH 010	Elementary Statistics	4
MATH 019	Discrete Mathematics	4
PHYS 002A	General Physics - Mechanics and Thermodynamics	5
PHYS 002B	General Physics - Electricity, Magnetism and Optics	5
PHYS 004A	Engineering Physics-Mechanics	5
PHYS 004B	Engineering Physics-Electricity and Magnetism	5
PHYS 004C	Engineering Physics-Light and Heat	5
PHYS 004D	Engineering Physics-Atomic	2
PHYS 010	Introduction to Physics	4
ASTRO 003	Astronomy with Lab	4
BIOSC 011	Human Biology	4
BIOSC 041	Principles of Evolution and Animal Biology	5
BIOSC 042	Principles of Plant Biology	5
BIOSC 043	Principles of Cell and Molecular Biology	5
MATH 012	Calculus for Business and Social Sciences	4

ARTS & HUMANITIES

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

Select a minimum of 18 units from the following list, including at least two disciplines: **Units**

ART 001A	Survey of Western Art I	3
ART 001B	Survey of Western Art II	3
ART 001D	Art of the 20th Century	3
ART 004	Art Appreciation	3
ART 007	Survey of Asian Art	3

ART 011	The History of Modern Design	3
ART 031A	Beginning Drawing	3
ART 033C	Basic Design: Color	3
ART 034A	Introduction to Digital Art	3
ART 035A	Life Drawing	3
CHIN 050A	Conversational Chinese/Mandarin	3
CHIN 050B	Conversational Chinese/Mandarin	3
COMM 012	Introduction to Intercultural	3
ENGL 001B	English Composition	3
ENGL 006B	Survey of World Literature	3
ENGL 015	Introduction to Film Analysis	3
ENGL 018	Asian American Literature	3
ENGL 043	Classical Mythology	3
ENGL 044	The Bible As Literature	3
ENGL 045	Popular Fiction in America	3
ENGL 048	Introduction to Shakespeare	3
ENGL 049	Modern Fiction	3
ENGL 070	Creative Writing	3
FRNCH 001	First Semester French (Elementary Level)	5
FRNCH 001L	French Laboratory	0.5
FRNCH 002	Second Semester French	5
FRNCH 002L	French Laboratory	0.5
FRNCH 003	Third Semester French	5
FRNCH 004	Fourth Semester French	5
FRNCH 005	Fifth Semester French	5
FRNCH 006	Sixth Semester French	5
FRNCH 050A	Basic Conversational French and Culture	3
FRNCH 050B	Basic Conversational French and Culture	3
FRNCH 051A	Conversational French and Culture	3
FRNCH 051B	Conversational French and Culture	3
FRNCH 062	Introduction to French Culture	2
GDES 011	The History of Modern Design	3
GDES 013	Creativity and Visual Communication	3

HUMAN 001A	Human Values in and From the Arts	3
HUMAN 001B	Human Values in and From the Arts	3
HUMAN 007	International Films	3
HUMAN 013	Creativity and Visual Communication	3
HUMAN 015	Introduction to Film Analysis	3
HUMAN 016A	Hispanic Roots & Culture	3
HUMAN 018	African-American Culture and Humanities	3
HUMAN 020	Asian Roots and Culture	3
HUMAN 022	Introduction to Islam	3
ITAL 001	First Semester Italian	5
ITAL 001L	Italian Laboratory	0.5
ITAL 050A	Conversational Italian and Culture	3
ITAL 050B	Conversational Italian and Culture	3
ITAL 051A	Intermediate Conversational Italian &	3
ITAL 051B	Intermediate Conversational Italian &	3
JPNS 001	Japanese I	5
JPNS 002	Second Semester Japanese	5
JPNS 003A	Intermediate Japanese 1	3
JPNS 003B	Intermediate Japanese 1	3
JPNS 050A	Basic Conversational Japanese and Culture	3
JPNS 050B	Basic Conversational Japanese and	3
LATIN 001	Elementary Latin	3
MUSIC 001	Music History & Literature	3
MUSIC 002	Music History & Literature	3
MUSIC 005A	Fundamentals of Music	3
MUSIC 010	Music Appreciation	3
MUSIC 016	History of Rock Music	3
MUSIC 017	Music of the World	3
PHIL 001	Introduction to Philosophy	3
PHIL 003	Introduction to Problems in Ethics	3
PORTG 049A	B Portuguese for the Portuguese-Speaking	3
PORTG 049B	Portuguese for the Portuguese-Speaking	3
PORTG 050A	Basic Conversational Portuguese	3

PORTG 050B	Basic Conversational Portuguese	3
PORTG 051A	Intermediate Conversational Portuguese	3
PORTG 051B	Intermediate Conversational Portuguese	3
RUSS 040	Beginning Conversational Russian and	3
GLOBL 005	Global Focus	3
SPAN 001L	Spanish Laboratory	0.5
SPAN 002L	Second Semester Spanish Laboratory	0.5
SPAN 003	Third Semester Spanish	5
SPAN 004	Fourth Semester Spanish	5
HUMAN 015	Introduction to Film Analysis	3
SPAN 005	Fifth Semester Spanish	5
SPAN 006	Sixth Semester Spanish	5
SPAN 049A	Spanish for Native Speakers	3
SPAN 049B	Spanish for Spanish Speakers	2
SPAN 050A	Basic Conversational Spanish and Culture	3
SPAN 050B	Basic Conversational Spanish and Culture	3
SPAN 051A	Intermediate Conversational Spanish and	3
SPAN 051B	Intermediate Conversational Spanish and	3
VIET 001	First Semester Vietnamese	5
VIET 001L	Vietnamese Laboratory	0.5
VIET 002	Second Semester Vietnamese	5
VIET 002L	Vietnamese Laboratory	0.5
VIET 049A	Vietnamese for the Vietnamese-Speaking	3
VIET 049B	Vietnamese Language and Culture for	3
VIET 050A	Basic Conversational Vietnamese and	3
VIET 050B	Basic Conversational Vietnamese and	3
WHP 040	Dance Appreciation	3
SOCSC 005	Global Focus	3
ITAL 002	Second Semester Italian	5
JPNS 004A	Intermediate Japanese 002	3
SPAN 001	First Semester Spanish (Elementary Spanish)	5
SPAN 002	Second Semester Spanish (Elementary Level)	5
ARAB 050A	Beginning Conversational Arabic and Culture	3

ARAB 050B	Beginning Conversational Arabic and Culture	3
POLIT 007	International Films	3

SOCIAL & BEHAVIORAL SCIENCES

These courses emphasize the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

Select a minimum of 18 units from the following list, including at least two disciplines:

		Units
ANTHR 002	Introduction to Archaeology	3
ANTHR 003	Introduction to Cultural Anthropology	3
ANTHR 039A	American Cultures Through Travel and	3
ANTHR 039B	American Cultures Through Travel and	3
ANTHR 048	Cultural Traditions in Health Care	3
ANTHR 051	Culture and Food: A Multicultural Food	3
ANTHR 055	Magic, Witchcraft and Religion	3
ANTHR 057	Native Peoples of North America	3
BUS 061	Business and Society	3
CHD 001	Child Growth and Development	3
COMM 025	Mass Communication and Society	3
ECON 001A	Principles of Macroeconomics	3
ECON 001B	Principles of Microeconomics	3
GEOG 002	Introduction to Cultural Geography	3
GLOBL 001	Global Perspectives	3
GLOBL 002	Global Issues	3
GLOBL 003	Introduction to Peace	3
GLOBL 004	The Developing World	3
GLOBL 005	Global Focus	3
GLOBL 006	The Global Economy	3
HIST 004A	History of Western Civilization	3

HIST 004B	History of Western Civilization	3
HIST 017A	History of the United States to 1877	3
HIST 017B	United States History from 1870 to Present	3
HIST 020	History and Geography of California	3
HIST 031	History of East Asia	3
HIST 033	Women's Issues Past and Present	3
HUMAN 007	International Films	3
HUMAN 016A	Hispanic Roots & Culture	3
POLIT 001	American Government	3
POLIT 002	Comparative Government	3
POLIT 004	International Relations	3
POLIT 006	Politics of Race, Class and Gender	3
POLIT 007	International Films	3
POLIT 010	Introduction to Law and the Legal System	3
PSYCH 001	General Psychology	3
PSYCH 002A	Experimental Psychology	4
PSYCH 007	Physiological Psychology	3
PSYCH 010	Social Psychology	3
PSYCH 012	Human Growth and Development	3
PSYCH 025	Introduction to Abnormal Psychology	3
PSYCH 030	Psychology of Addiction and Substance Abuse	3
PSYCH 033	The Psychology of Personal Growth	3
PSYCH 055	Psychology of Death and Dying	3
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
SOC 021	Minorities in the United States	3
SOC 024	Social Aspects of Aging	3
SOC 038	American Culture Through Film	3
SOC 039A	American Cultures Through Travel and Experience: Native American Cultures of the Southwest	3
SOC 039B	American Cultures Through Travel and	3
SOC 040	Marriage and Family	3
SOC 041	Family Issues	3

SOC 043	Sociology of Religion	3
SOC 045	Human Sexuality	3
SOC 046	Advanced Human Sexuality: Current Issues	3
SOC 047	Sociology of Criminology	3
SOCSC 001	Global Perspectives	3
SOCSC 002	Global Issues	3
SOCSC 003	Introduction to Peace Studies	3
SOCSC 004	The Developing World	3
SOCSC 005	Global Focus	3
SOCSC 006	The Global Economy	3
COUNS 055	Valuing Diversity	3
ANTHR 045	Human Sexuality	3
PSYCH 045	Human Sexuality	3
POLIT 007	International Films	3
SOCSC 001A	State of the World	3
GLOBL 001A	State of the World	3
PSYCH 015	Introduction to Research Methods	3
PSYCH 020	Theories of Personality	3
PSYCH 048	Introduction to Child and Adolescent Psychology	3

Total Program Certificate Requirements 18 - 25

Rationale for revision of Liberal Arts Associate in Arts 18-25 Unit(s)

This program must be revised each year to include newly approved courses for each area of emphasis.

SOCIAL SCIENCE

Rationale for Social Science Associate in Arts 18 Unit(s)

This is a revision of the existing Associate of Arts in Social Science, which had not been previously entered into Curricunet. The Social Science major offers a broad, multi-disciplinary program of study, enabling people to pursue a career and their interest in human affairs systematically and without the usual constraints imposed by a single-discipline major. Program data from 2009-2011 demonstrates a strong student interest in this degree plan. Each academic year, an average of 30 students complete an Associates of

Arts degree in Social Science. For students planning to transfer to a four year institution, this degree program is designed to give students the opportunity to earn an Associate Degree while completing transfer general education courses.

Select 18 units from at least three (3) different disciplines:		Units
ANTHR 003	Introduction to Cultural Anthropology	3
ECON 001A	Principles of Macroeconomics	3
ECON 001B	Principles of Microeconomics	3
GLOBL 001	Global Perspectives	3
GLOBL 002	Global Issues	3
HIST 004A	History of Western Civilization	3
HIST 004B	History of Western Civilization	3
HIST 017A	History of the United States to 1877	3
HIST 017B	United States History from 1870 to Present	3
HIST 018	Introduction to Latin American History	3
HIST 020	History and Geography of California	3
POLIT 001	American Government	3
POLIT 002	Comparative Government	3
POLIT 004	International Relations	3
POLIT 006	Politics of Race, Class and Gender	3
POLIT 010	Introduction to Law and the Legal System	3
PSYCH 001	General Psychology	3
PSYCH 012	Human Growth and Development	3
PSYCH 025	Introduction to Abnormal Psychology	3
PSYCH 030	Psychology of Addiction and Substance Abuse	3
PSYCH 033	The Psychology of Personal Growth	3
SOC 001	Introduction to Sociology	3
SOC 002	Social Problems	3
SOC 021	Minorities in the United States	3
SOC 024	Social Aspects of Aging	3
SOC 040	Marriage and Family	3
SOC 045	Human Sexuality	3
SOC 046	Advanced Human Sexuality: Current Issues	3

SOCS 001	Global Perspectives	3
SOCS 002	Global Issues	3
Directed Studies 091, 092, 093	in ECON, HIST, POLIT, PSYCH, SOC	1 - 3
Total Program Certificate Requirements		18

INACTIVATIONS TO CREDIT COURSES

VOCATIONAL NURSING

VN 033 - Communication and Nursing Process

3 Unit(s)

Rationale for revision of VN 033 - Communication and Nursing Process - 3 Unit(s)

The Health Occupations Department initiated a revision of the Vocational Nursing and Psychiatric Technician programs in 2004, resulting in a new course number sequence. We have not utilized this revision and course numbering sequence and wish to archive the numbers for future use.

INACTIVATION OF PROGRAMS AND CERTIFICATES

None

ITEM 5.2
JANUARY 17, 2012
ACTION ITEM
CONSENT AGENDA

PREPARED BY: THUY TRAN,
LEANN MCGINLEY AND KUNI HAY

REVIEWED BY: LORI GASKIN

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: CONSIDER APPROVAL OF CURRICULUM CHANGES AT WEST VALLEY COLLEGE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the curriculum changes at West Valley College as presented.

Funding Source/Fiscal Impact

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

Reference(s)

Curriculum development and approval is an ongoing activity overseen by the Academic Senate, and its subordinate Curriculum Committee, and the Office of Instruction. It is integrated into the West Valley College Program Review process. It is emphasized in many sections of Standard II of the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges. Likewise, it is regulated through Title 5 and WVMCCD District Policy 4.3.3.

Background/Alternatives

As per District policy, the curriculum changes to programs and courses described herein have been considered and approved by the Curriculum Committee, the Articulation Officer, and the Academic Senate between September 22, 2011, and November 30, 2011. Each of the curriculum changes and the foregoing approvals have been further reviewed by the Chief Instructional Officer, the College President, and the District Chancellor. The Office of Instruction further certifies that the programs and

courses described herein satisfy all applicable requirements of Title 5 and the information has been made available to the Associated Students Organization of West Valley College through its representative to the Curriculum Committee and the Academic Senate.

Coordination

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

Follow-up/Outcomes

Following Board approval of the curriculum changes, updates to catalogs and class schedules will be made, and campus marketing communications will reflect the changes, as appropriate.

SUMMARY OF CURRICULUM CHANGES - Board Agenda 01/2012

<p><u>COURSE REVISIONS</u> ATH 9.08 ATH 9.18 BUS 062 DM/IS 001 DM/IS 003 DM/IS 004 DM/IS 010C DM/IS 010D DM/IS 011 DM/IS 014C DM/IS 021A DM/IS 023 LS 001 P.E. 12.01 P.E. 12.41 P.E. 4.16</p>	<p><u>NEW COURSE</u> ART 001BH CA 031 DM/IS 002 DM/IS 020A DM/IS 022A DM/IS 022B DM/IS 023 DM/IS 099 IS 040 IS 040E THEAR 011A THEAR 011B THEAR 011C</p>
	<p><u>COURSE DEACTIVATION</u> THEAR 072</p>
<p><u>REPEATABILITY REMOVED</u> ART 047A,BCD ART 049ABCD ART 065 ABCD</p>	
<p><u>PROGRAM REVISION</u> BUSINESS LEADERSHIP SKILLS BUSINESS MANAGEMENT PROFESSIONAL SELLING RETAIL MANAGEMENT</p>	

NEW COURSES

COURSE ID	ACTION TAKEN	EFF DATE	JUSTIFICATION
ART 001BH	<p>Course ID: ART 001BH Course Title: Honors Survey of Western Art II Units: 3 Lecture: 3 Laboratory: 0 Grade Type: Grade, Pass/No Pass</p> <p>Prerequisite: Pre-approval into Honors Program</p> <p>This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, emphasizing the evolution of the changing attitudes toward form and content. Honors Survey of Art II uses the pedagogical methods common to all Honors courses: interdisciplinary, writing-intensive, collaborative, and experiential instruction. Course content makes connection through a common theme with other courses offered within the specified transdisciplinary unit.</p>	2012 Spring	<p>This course revision removes Hours by Arrangement to reduce FTES which is a goal of the college. It also updates the textbook. This course is being created to provide a unique course outline for the Honors course version of an existing course. The content remains the same, but the delivery methods include a higher standard of rigor based on more individualized and experiential instruction.</p>
CA 031	<p>Course ID: CA 031 Course Title: Microsoft Word Units: 3 Lecture: 3 Laboratory: 0</p>	2012 Spring	<p>This new course was created from CA 31B(1 unit) and CA 32B (2 units). There is a student demand for a three unit course that is also required for other academic programs.</p>

<p>DM/IS 002</p>	<p>Grade Type: Grade, Pass/No Pass</p> <p>Prerequisite: CA 010D</p> <p>This course provides students the opportunity to learn the structure of Microsoft Word. Specific topics include: input and editing procedures for document formatting to produce professional looking documents and advanced commands used in creating glossary entries for outlining, indexing, table of contents, style sheets, merging, sorting capabilities and importing features.</p> <p>Course ID: DM/IS 002 Course Title: Introduction to Electronic Communication Units: 3 Lecture: 3 Laboratory: 0 Grade Type: Grade Only General Ed: Prerequisite NONE</p> <p>This course analyzes traditional forms of mass media, and, the impact and development of new electronic communication technologies from both an historical and a cultural perspective. Special attention is given to media theories and effects, media operations and careers, and social, ethical and economic issues in the media. The course also examines the impact of media on the individual and on society as a whole.</p>	<p>2012 Fall</p>	<p>This is an introductory survey course on media and society. It is a lower division course that is a prerequisite for all media programs at California State Universities.</p>
<p>DM/IS 020A</p>	<p>Course ID: DM/IS 020A Course Title:</p>	<p>2012 Fall</p>	<p>This new three unit course provides an introduction to interface</p>

	<p>Interface Design Units: 4 Lecture: 3 Laboratory: 1 Grade Type: Grade or pass/no pass General Ed: Prerequisite NONE</p> <p>This course focuses on patterns, information architecture and application structure, navigation, layout, actions, data, and client/customer input. Emphasis is on screen, tablet, and mobile product interface design and development. Students create site maps, sketch prototypes, wireframes (using a variety of tools), and have the opportunity to build a solid understanding of the interface design process and needs from client request through design, development, and testing.</p>		<p>design that is compatible with DM/IS certificates and degrees.</p>
<p>DM/IS 022A</p>	<p>Course ID: DM/IS 022A Course Title: Digital Video 1 Units: 4 Lecture: 3 Laboratory: 1 Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: CA 020: MacIntosh - an Introduction or CA 070: Using Microsoft Windows</p> <p>This course introduces the stages of video making, including narrative structure, and acquisition of video production skills in camera, lighting, sound and editing. Also</p>	<p>2012 Fall</p>	<p>This course is compatible with the revised degrees and certificates in DM/IS and includes a scheduled lab.</p>

	covered are principals of motion graphics, and post-production delivery for webcast and new media. Production work, editing with software, readings, and screenings outside of class are assigned.		
DM/IS 022B	<p>Course ID: DM/IS 022B</p> <p>Course Title: Digital Video 2</p> <p>Units: 4</p> <p>Lecture: 3</p> <p>Laboratory: 1</p> <p>Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: DM/IS 022A: Digital Video 1</p> <p>This class builds on DMIS 22A, and focuses on planning, shooting, producing, and editing digital video specifically for new media, including web and mobile delivery. Topics covered include compression for web and mobile delivery, integrating motion graphics, and trouble shooting production and software issues. Students will program online video channels for marketing and social media.</p>	2012 Fall	This course builds on the skills covered in DMIS 22A, and integrates video publishing concepts with mobile and web design and marketing.
DM/IS 099	<p>Course ID: DM/IS 099</p> <p>Course Title: Introduction to Typography</p> <p>Units: 3</p> <p>Lecture: 1</p> <p>Laboratory: 2</p> <p>Grade Type: Grade Only</p> <p>Recommended Preparation: ART 031A: Beginning Drawing</p>	2012 Fall	This course fulfills department objectives and is being proposed as a lower division preparation course to selected CSU art and design programs.

	<p>and ART 033A: Two-Dimensional Design or DM/IS 004: Principles of Design</p> <p>This course is an introduction to typography, and focuses on creating typographic solutions for designs in visual media and art. This course focuses on working with letter forms, using typography as a design element, and assessing distinguishing characteristics of typefaces that are important in visual communication.</p>		
IS 040	<p>Course ID: IS 040 Course Title: Tutor Training Units: 1 Lecture: 1 Laboratory: Grade Type: Pass/no pass</p> <p>This course is designed to train peer tutors to support other students in maximizing their learning potential. This course is also suitable for any student whether or not he/she intends to become a tutor. Topics include communication skills, tutoring techniques, study skills, learning styles, test taking skills, problem solving skills, and student support services. Skills covered in this course are applicable to academic and personal success in settings other than peer tutoring.</p>	2012 Spring	This course is being revised from a 1.5 unit course to a 0.5 unit course to provide adequate tutor training while attracting more students with the revised format. Students taking this course will benefit personally from the course materials and will be qualified to provide peer tutoring in the various learning centers throughout WVC. This course supports the WVC goal of Learning Community.
IS 040E	<p>Course ID: IS 040E Course Title: Tutor Training</p>	2012 Spring	This course is being revised from a 1.5 unit course to a 1.0 unit course to provide

	<p>Units: 1 Lecture: 1 Laboratory: Grade Type: Pass/no pass</p> <p>Prerequisite: ENGL 001A: English Composition READ 053: Critical and Efficient Reading or proof of appropriate assessment score</p> <p>This course is designed to train students to be peer writing tutors. However, skills covered in this course are also applicable to academic and personal success in settings other than peer tutoring. Topics include communication skills, tutoring techniques, the writing process, study skills, learning styles, essay exam strategies, problem solving skills, and student support services. Students who enroll in this course are eligible to apply to be hired as peer writing tutors; however, course enrollment or completion does not guarantee employment.</p>		<p>adequate tutor training for Writing Center tutors while attracting more students with the revised format. Students taking this course will benefit personally from the course materials and will be eligible to apply to be peer tutors in the Writing Center. This course supports the WVC goal of developing learning communities. This course will help the department and college offer writing tutorial services to students across the curriculum.</p>
<p>THEAR 011A</p>	<p>Course ID: THEAR 011A Course Title: Survey of Drama; Classical Units: 3 Lecture: 3 Laboratory: Grade Type: Grade or pass/no pass</p> <p>Prerequisite NONE</p> <p>This course is a survey of dramatic literature from ancient Greece and Rome through the Italian Renaissance and the French Neo-Classical period. Through reading and analysis of representative plays selected</p>	<p>2012 Fall</p>	<p>This course will add depth to the Theatre department's transfer offerings. It will help prepare the Theatre major for upper-division course work and give the non-major additional general education options.</p>

	<p>from each of the major dramatic periods within this frame, and through consideration of theatrical conventions and aesthetic influences, the evolution of theatre as a cultural expression and social force is examined in reference to its historical context and contemporary effect.</p>		
THEAR 011B	<p>Course ID: THEAR 011B Course Title: Survey of Drama;Modern Realism Units: 3 Lecture: 3 Laboratory: Grade Type: Grade or pass/no pass</p> <p>Prerequisite NONE</p> <p>This course is a survey of world dramatic literature from 1860 to the present with an emphasis on realism and naturalism. Through reading and analysis of representative plays and through consideration of theatrical conventions and aesthetic influences, the evolution of theatre as a cultural expression and social force is examined in reference to its historical context and contemporary effect.</p>	2012 Fall	<p>This course will add depth to the Theatre department's transfer offerings. It will help prepare the Theatre major for upper-division course work and give the non-major additional general education options.</p>
THEAR 011C	<p>Course ID: THEAR 011C Course Title: Survey of Drama;Contemporary/Absurdist Units: 3 Lecture: 3 Laboratory: Grade Type: Grade or pass/no pass</p> <p>Prerequisite NONE</p> <p>This course is a survey of dramatic literature</p>	2012 Fall	<p>This course will add depth to the Theatre department's transfer offerings. It will help prepare the Theatre major for upper-division course work and give the non-major additional general education options.</p>

	from the early 20th century to the present. Emphasis is placed on absurdism and modern theatre styles. Through reading and analysis of representative plays selected and through consideration of theatrical conventions and aesthetic influences, the evolution of theatre as a cultural expression and social force is examined.		
THEAR 012	<p>Course ID: THEAR 012</p> <p>Course Title: Survey of Musical Theatre</p> <p>Units: 3</p> <p>Lecture: 3</p> <p>Laboratory:</p> <p>Grade Type: Grade or pass/no pass</p> <p>Prerequisite NONE</p> <p>This course is a survey of musical theatre from the mid 19th century to present day. Emphasis is placed on the stylistic distinctions of the musical and the contribution of individual composers, librettists, lyricists, choreographers, directors and designers to the genre of musical theatre. Students study the genre's social and cultural significance as a separate and distinctive art form.</p>	2012 Fall	This course will add depth to the Theatre department's transfer offerings. It will help prepare the Theatre or Music major for upper-division course work and give the non-major additional general education options.

* Page numbers refers to West Valley College 2011-2012 Course Catalog.

COURSE REVISIONS				
COURSE ID	ACTION TAKEN	EFF DATE	JUSTIFICATION	PROPOSED CHANGES
ATH 9.08 Page 154	<p>Course ID: ATH 9.08</p> <p>Course Title: Intercollegiate Soccer-Women</p> <p>Units: 2</p> <p>Lecture:</p>	2012 Fall	This is a Title 5 course outline update with the prefix changed from PE to ATH to better reflect this course being college athletics. The	Catalog Description SLOs Schedule Description

	<p>Laboratory: 2 Max Class Size: 32 Grade Type: Grade or pass/no pass General Ed: Prerequisite NONE</p> <p>This course provides intercollegiate women's soccer competition. Students are given the opportunity to develop a high degree of soccer skills and demonstrate these skills in a match situation. These skills include offensive and defensive techniques, and rules of the game. Students are also given the opportunity to develop an increased level of cardiovascular fitness that will allow them to compete at the intercollegiate level.</p>		<p>prefix change and other updates have been made due to reflect CCCAA state guidelines.</p>	
<p>ATH 9.18 Page 154</p>	<p>Course ID: ATH 9.18 Course Title: Intercollegiate Water Polo-Men Units: 2 Lecture: Laboratory: Max Class Size: 32 Grade Type: Grade or pass/no pass General Ed: Prerequisite NONE</p> <p>This course provides intercollegiate competition for men in Water Polo. Students are given the opportunity to develop a high degree of water polo skills and demonstrate these skills in a match situation. These skills include</p>	<p>2012 Fall</p>	<p>This is a Title 5 course outline update with the prefix changed from PE to ATH to better reflect this course being college athletics. The prefix change and other updates have been made due to reflect CCCAA state guidelines.</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>

	<p>offensive and defensive techniques, and rules of the game. Students are also given the opportunity to develop an increased level of cardiovascular fitness that will allow them to compete at the intercollegiate level.</p>			
<p>ART 047C Page 36</p>	<p>Course ID: ART 047C Course Title: Intermediate-Advanced Watercolor Units: 3 Lecture: 2 Laboratory: 1 Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: ART 047B: Intermediate Watercolor</p> <p>In this class students are introduced to alternative painting surfaces, materials and procedures in combination with traditional watercolor and aqueous media approaches. This class emphasizes advanced theories of color and composition. Further evolution of a personal style is encouraged in this class in combination with art historical research.</p>	<p>2012 Spring</p>	<p>The Art Department would like to remove repeatability from this course.</p>	
<p>ART 047D Page 36</p>	<p>Course ID: ART 047D Course Title: Advanced Watercolor Units: 3 Lecture: 2 Laboratory:</p>	<p>2012 Spring</p>	<p>The Art Department would like to remove repeatability from this course.</p>	

	<p>1 Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: ART 047C: Intermediate- Advanced Watercolor</p> <p>In this course students continue their study of personal artistic direction by developing a cohesive body of work within the confines of watercolor or other aqueous media. Projects focus on series and theme development. Studio work is supplemented with painting-oriented research, writing, and verbal appraisals.</p>			
ART 049A Page 36	<p>Course ID: ART 049A Course Title: Beginning Painting Units: 3 Lecture: 2 Laboratory: 1 Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: Art 33A and Art 31A</p> <p>In this course students have the opportunity to learn the elements of painting using a variety of techniques, materials, and tools. Structure, composition, paint handling, light affects, and color theory are stressed in relationship to the painting process and a variety of subject matter.</p>	2012 Spring	The Art Department would like to remove repeatability from this course.	
ART 049B	<p>Course ID: ART 049B</p>	2012 Spring	The Art Department would like to remove	

Page 36	<p>Course Title: Intermediate Painting</p> <p>Units: 3</p> <p>Lecture: 2</p> <p>Laboratory: 1</p> <p>Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: ART 049A: Beginning Painting</p> <p>In this course students refine basic painting skills in addition to expand understanding of paint handling, structure and volume, perspective, composition, and color theory. Students continue research of materials and techniques and begin to focus on creative expression.</p>		repeatability from this course.	
ART 049C Page 36	<p>Course ID: ART 049C</p> <p>Course Title: Intermediate-Advanced Painting</p> <p>Units: 3</p> <p>Lecture: 2</p> <p>Laboratory: 1</p> <p>Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: Art 49B</p> <p>In this course students pursue personal style and interests. Advanced theories of composition and color are covered through studio practice and research of the history of painting. Alternative painting surfaces and materials in</p>	2012 Spring	The Art Department would like to remove repeatability from this course.	

	combination with traditional approaches are explored.			
ART 049D Page 36	<p>Course ID: ART 049D</p> <p>Course Title: Advanced Painting</p> <p>Units: 3</p> <p>Lecture: 2</p> <p>Laboratory: 1</p> <p>Max Class Size: 32</p> <p>Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: 49C</p> <p>In this course students intensify their study of personal artistic direction through developing a cohesive body of work. Projects focus on series and theme development. Studio work is supplemented with painting-oriented research, writing, and verbal analysis.</p>	2012 Spring	The Art Department would like to remove repeatability from this course.	
ART 065A Page 37	<p>Course ID: ART 065A</p> <p>Course Title: Ceramics-Handbuilding</p> <p>Units: 3</p> <p>Lecture: 2</p> <p>Laboratory: 1</p> <p>Grade Type: Grade Only</p> <p>Prerequisite NONE</p> <p>This course is an introduction to two- and three-dimensional</p>	2012 Spring	The Art Department would like to remove repeatability from this course.	

	ceramic design, focusing on clay compositions, decoration techniques and handbuilding techniques. This course gives students an opportunity to develop a critical awareness and vocabulary leading to independent critical thinking and to exploring the physical properties of clay for creative expression.			
ART 065B Page 37	<p>Course ID: ART 065B</p> <p>Course Title: Ceramics-Handbuilding</p> <p>Units: 3</p> <p>Lecture: 2</p> <p>Laboratory: 1</p> <p>Grade Type: Grade Only</p> <p>Recommended Preparation: ART 065A: Ceramics-Handbuilding</p> <p>This is an advanced course in ceramics handbuilding techniques, kilns, clay body construction, and ceramic decorative effects. The course includes further development of 3-D design concepts and projects focusing on individualized self-expression. This course gives students the opportunity to develop a critical awareness and vocabulary leading to independent critical thinking.</p>	2012 Spring	The Art Department would like to remove repeatability from this course.	
ART 065C Page 37	<p>Course ID: ART 065C</p> <p>Course Title: Ceramics-Handbuilding</p> <p>Units: 3</p> <p>Lecture:</p>	2012 Spring	The Art Department would like to remove repeatability from this course.	

	<p>2 Laboratory: 1 Grade Type: Grade Only</p> <p>Recommended Preparation: ART 065B: Ceramics- Handbuilding</p> <p>This course explores additional course content and further develops artistic skills begun in 65B. The course gives students an opportunity to develop a critical awareness and vocabulary leading to independent critical thinking.</p>			
<p>ART 065D Page 37</p>	<p>Course ID: ART 065D Course Title: Advanced Handbuilt Ceramics Units: 3 Lecture: 2 Laboratory: 1 Grade Type: Grade Only</p> <p>Recommended Preparation: ART 065C: Ceramics- Handbuilding</p> <p>This advanced course focuses on clay and glaze formulations, design and sculpture, and kiln firing. The course gives students an opportunity to develop a critical awareness and vocabulary leading to independent critical judgment.</p>	<p>2012 Spring</p>	<p>The Art Department would like to remove repeatability from this course.</p>	
<p>BUS 062 Page 45</p>	<p>Course ID: BUS 062 Course Title: Business Mathematics Units:</p>	<p>2012 Fall</p>	<p>This course is revised to include Distance Education. Additionally, the following areas have</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking</p>

	<p>3 Lecture: 3 Laboratory: Grade Type: Grade Only</p> <p>Prerequisite: MATH 103: Elementary Algebra or MATH 103R: Elementary Algebra</p> <p>Students have the opportunity to apply mathematical principles used in accounting, banking, insurance, finance, buying, selling, and real estate. Applied mathematics is emphasized through the study of world problems, time value of money, simple and compound interest, and analysis of financial statements.</p>		<p>been revised to update this course: General Information, Catalog/ Schedule Description, Basic Skills, Pre/Co Requisites, Out of Class Assignments, Methods of Instruction, Distance Education.</p>	<p>Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>
<p>DM/IS 001 Page 75</p>	<p>Course ID: DM/IS 001 Course Title: Introduction to Digital Media Units: 1 Lecture: 1 Laboratory: Grade Type: Pass/no pass</p> <p>Prerequisite NONE</p> <p>This course explores the world of digital media; technology, skills, business applications, creative processes, and the distribution of media via the web and mobile platforms. Additional emphasis is on experimenting with software, shareware, and other tools used in developing digital media products. Digital media communications in</p>	<p>2012 Fall</p>	<p>The revision of this course includes an update to facilitate the inclusion of mobile technology. Additionally, the following areas have been revised to update this course. General Information, Catalog/ Schedule Description, Course Objectives, Course Content, Lecture Content, Critical Thinking Example, Out of Class Assignments, Student Prep/ Evaluation, Distance Education, Content Delivery and Interaction,</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>

	education, art, web publishing, and other fields are examined.		Textbooks/Resources.	
DM/IS 003 Page 75	<p>Course ID: DM/IS 003</p> <p>Course Title: Visual Design for New Media</p> <p>Units: 3</p> <p>Lecture: 3</p> <p>Laboratory:</p> <p>Grade Type: Grade or pass/no pass</p> <p>Prerequisite NONE</p> <p>This course focuses on basic concepts and design theory of visual imagery applicable for use in digital media. Effective communications using design principles and concepts are stressed. Topics covered include basic design principles, creative process, typography, color, visual construction, and various technical limitations and perimeters for creating digital imagery. This course uses critical analysis of student work to demonstrate and develop design concepts.</p>	2012 Fall	<p>Revisions have been made to align this course with current DMIS program criteria and provide for major specific articulation. Additionally the following areas have been revised and/or updated: Catalog Description, Course Objectives, Lecture Content, Methods Of Instruction, Out Of Class Assignments, Recommended Prep, Schedule Description, Student Prep/Evaluation, TextBooks/Resources.</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>
DM/IS 004 Page 75	<p>Course ID: DM/IS 004</p> <p>Course Title: Principles of Design</p> <p>Units: 3 4</p> <p>Lecture: 3</p> <p>Laboratory: 1</p> <p>Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: CA 020: MacIntosh - an</p>	2012 Fall	<p>This course is revised to include a new title and a Scheduled Lab. This course is aligned with DM/IS programs and to meet lower transfer to CSU. Additional revisions and updates have made in the following areas: Basic Skills, Catalog Description, Course Applicability, Course Objectives,</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs</p>

	<p>Introduction or CA 070: Using Microsoft Windows DM/IS 003: Visual Design for New Media and DM/IS 014C: Digital Illustration: Illustrator</p> <p>This course expands on basic design principles used in layout of interactive and print interfaces. Proximity, space, contrast, and information hierarchy are explored with emphasis on color and typography as integral visual elements in creating effective solutions for visual content.</p>		<p>Critical Thinking, Distance Education, Lab Content, Lecture Content Methods Of Instruction, Out Of Class Assignments, Pre/co requisite, Recommended Prep, SLOs, Schedule Description, Student Prep/Evaluation, TextBooks/Resources, Units/Hours,</p>	<p>Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>
<p>DM/IS 010C Page 76</p>	<p>Course ID: DM/IS 010C Course Title: Introduction to Digital Imaging Units: 3 4 Lecture: 3 Laboratory: 1 Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: CA 020: MacIntosh - an Introduction or CA 070: Using Microsoft Windows</p> <p>This course introduces tools and techniques used in image development. This course covers a variety of Photoshop tools including the quick selection tool, the paint brush tool, the type tool, the pen tool, and how to integrate</p>	<p>2012 Fall</p>	<p>This course is being revised due to the addition of a lab, and in preparation for articulation. Additionally, the following areas have been revised to update this course: General Information, Title Change, Units/Hours, Catalog/ Schedule Description, Course Objectives, Course Content, Lecture Content, Scheduled Lab, Critical Thinking, Out of Class Assignments, Student Prep/ Evaluation, Distance Education, Textbooks/Resources, Course Applicability Request.</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>

	<p>them into visual compositions. The course also emphasizes how to enhance and edit images, and prepare images for electronic and print output.</p>			
<p>DM/IS 010D Page 76</p>	<p>Course ID: DM/IS 010D Course Title: Advanced Digital Imaging Units: 3 4 Lecture: 3 Laboratory: 1 Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: CA 020: MacIntosh - an Introduction or CA 070: Using Microsoft Windows</p> <p>This course focuses on advanced techniques in digital image development. Topics include the creative process, advanced image compositing (masking), workflow methodologies and techniques for solving design issues and production requirements.</p>	<p>2012 Fall</p>	<p>This course is being revised to account for the addition of a lab, and updates in software.</p> <p>Additionally, the following areas have been revised to update this course. General Information, Title Change Units/Hours, Catalog/ Schedule Description, Course Objectives, Course Content, Lecture Content, Scheduled Lab, Critical Thinking, Out of Class Assignments, Student Prep/ Evaluation, Distance Education, Textbooks/Resources, Course Applicability Request.</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>
<p>DM/IS 011 Page 76</p>	<p>Course ID: DM/IS 011 Course Title: Blogs and Site Development: WordPress Units: 1 Lecture: 1 Laboratory: Grade Type: Pass/no pass</p>	<p>2012 Fall</p>	<p>This course is revised to reflect the current methodologies and utilization of Blog and Web development. The following areas have been revised and/or updated: Title change, Basic Skills, Catalog Description, Course Applicability, Distance Education,</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite</p>

	<p>Recommended Preparation: CA 020: MacIntosh - an Introduction or CA 070: Using Microsoft Windows</p> <p>This course focuses on WordPress.org set up of a blog, theme, plugins, and content. Students use cPanel to create a MySQL database, FTP to set the blog up, a theme to create various layout options, and explore plugins to enhance user experience and meet client expectations.</p>		<p>Methods Of Instruction, Pre/co requisite, Recommended Prep, Schedule Description, TextBooks/Resources.</p>	<p>Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>
<p>DM/IS 014C Page 76</p>	<p>Course ID: DM/IS 014C Course Title: Digital Illustration: Illustrator Units: 3 4 Lecture: 3 Laboratory: 1 Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: CA 020: MacIntosh - an Introduction or CA 070: Using Microsoft Windows</p> <p>This course focuses on using Illustrator to create digital illustrations and various kinds of graphics for visual communication. Emphasis is placed on acquiring technical skills and learning creative strategies for producing a variety of illustrations used in commercial media and online devices.</p>	<p>2012 Fall</p>	<p>This course is revised to reflect latest software and add Scheduled Lab component. Additionally, the following areas have been revised to update this course: General Information, Units/Hours, Catalog/ Schedule Description, Course Objectives, Course Content, Lecture Content, Scheduled Lab, Basic Skills, Content Review, Pre/Co Requisites, Out of Class Assignments, Student Prep/ Evaluation, Methods of Instruction, Distance Education, Content Delivery and Interaction, Textbooks/Resources.</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>

<p>DM/IS 021A Page 76</p>	<p>Course ID: DM/IS 021A Course Title: Web Development 1 Units: 3 4 Lecture: 3 Laboratory: 1 Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: CA 020: MacIntosh - an Introduction or CA 070: Using Microsoft Windows</p> <p>This course focuses on XHTML and CSS2 as well as HTML5 and CSS3. The course also covers validation, ADA requirements, and works with wireframes to create sites.</p>	<p>2012 Fall</p>	<p>This course is revised to add a Scheduled Lab to reflect current web code standards and the inclusion of mobile platforms technology. Additional updates were made to align this course for inclusion in the DM/IS programs. Additional revisions and updates include the following areas: Catalog Description, Course Applicability, Course Objectives, Distance Education, Lab Content, Lecture Content Methods Of Instruction, Pre/co requisite, SLOs, Schedule Description, TextBooks/Resources, Units/Hours.</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>
<p>DM/IS 023 Page 77</p>	<p>Course ID: DM/IS 023 Course Title: Web Design: Dreamweaver Units: 4 Lecture: 3 Laboratory: 1 Grade Type: Grade or pass/no pass</p> <p>Recommended Preparation: CA 020: MacIntosh - an Introduction or</p>	<p>2012 Fall</p>	<p>This revision is adding Scheduled Lab and updates the course based on changes in output devices to include digital tablets, smart phones, and new languages such as HTML5 and CSS3. Additional revisions and updates have made in the following areas: Basic Skills, Catalog Description,</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student</p>

	<p>CA 070: Using Microsoft Windows</p> <p>This course focuses on screen, tablet, and mobile website design and development using Dreamweaver. Emphasis is on Dreamweaver as a design and production application, the fundamentals of web design to include layout, color, and navigation, and the fundamentals of web development to include FTP, XHTML/HTML5, and CSS/CSS3.</p>		<p>Course Applicability, Distance Education, Lab Content, Lecture Content, Methods Of Instruction, Out Of Class Assignments, Pre/co requisite, Recommended Prep, Schedule Description, TextBooks/Resources, Units/Hours.</p>	<p>Prep/Evaluation TextBooks/Resources Units/Hours</p>
<p>IS 040 Page 111</p>	<p>Course ID: IS 040 Course Title: Tutor Training Units: 0 .5 Lecture: 0.5 Laboratory: 0 Grade Type: Pass/no pass</p> <p>Prerequisite NONE</p> <p>This course is designed to train peer tutors to support other students in maximizing their learning potential. This course is also suitable for any student whether or not he/she intends to become a tutor. Topics include communication skills, tutoring techniques, study skills, learning styles, test taking skills, problem solving skills, and student support services. Skills covered in this course are applicable to academic and personal success in settings other than peer tutoring.</p>	<p>2012 Spring</p>	<p>This course is being revised from a 1.5 unit course to a 0.5 unit course to provide adequate tutor training while attracting more students with the revised format. Students taking this course will benefit personally from the course materials and will be qualified to provide peer tutoring in the various learning centers throughout WVC. This course supports the WVC goal of Learning Community.</p>	<p>Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>
<p>LS 001</p>	<p>Course ID:</p>	<p>2012</p>	<p>This course is being</p>	<p>Catalog Description</p>

Page 79	<p>LS 001 Course Title: Learning Strategies for College and Life Units: 3 Lecture: 3 Laboratory: Grade Type: Grade Only</p> <p>Prerequisite NONE</p> <p>In this course, students have the opportunity to learn and apply learning strategies to increase their effectiveness both in the classroom and in day-to-day life activities. The underlying principles as well as specific strategies, including setting goals, managing time and stress, listening and notetaking, improving reading, test taking, memory and concentration, and learning styles are presented.</p>	Fall	revised for submission to CSU for consideration for GE Area E.	Course Applicability Course Objectives Critical Thinking Distance Education Lecture Content SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources
PE 12.01 Page 155	<p>Course ID: PE 12.01 Course Title: Scuba Diving Units: 2 Lecture: 1.5 Laboratory: 0.5 Grade Type: Grade Only</p> <p>Prerequisite NONE</p> <p>This course provides the opportunity for students to learn the knowledge and skills of SCUBA Diving. Satisfactory completion of this course can lead</p>	2012 Fall	The course number is being revised. Revising course number from the original number 7.23 to the new number 12.01. The revised course number will align with the other course numbering in Physical Education. The new course number will correspond to the sequence of class progression in the Marine Diving certificate curriculum.	Basic Skills Catalog Description Course Applicability Course Objectives Critical Thinking Distance Education Lab Content Lecture Content Methods Of Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours

	to international SCUBA certification. Basic swimming proficiency is recommended.			
PE 12.41	<p>Course ID: PE 12.41</p> <p>Course Title: Divemaster</p> <p>Units: 2</p> <p>Lecture: 1.5</p> <p>Laboratory: 0.5</p> <p>Grade Type: Grade Only</p> <p>Recommended Preparation:</p> <p>Internationally recognized certification as an advanced open water SCUBA Diver.</p> <p>This course covers the skills, knowledge, and experience required to administer on-site leadership for groups of certified divers during SCUBA diving activities. Recommended prep of an internationally recognized certification as an advanced open water SCUBA Diver.</p>	2012 Fall	<p>The current course title does not match the commercially recognized name of the course curriculum. It is currently listed as two words, ?Dive Master?. It should be one word, ?Divemaster?.</p> <p>Divemaster is an internationally recognized title denoting the certification of title holder.</p> <p>The second revision is the course number. The original course number was 12.03 and the new course number is 12.41. The revised course number will better align with the other course numbering in Physical Education. The new course number will also correspond to the sequence of classes in the Marine Diving certificate curriculum.</p>	<p>Basic Skills</p> <p>Catalog Description</p> <p>Course Applicability</p> <p>Course Objectives</p> <p>Critical Thinking</p> <p>Distance Education</p> <p>Lab Content</p> <p>Lecture Content</p> <p>Methods Of Instruction</p> <p>Out Of Class Assignments</p> <p>Pre/co requisite</p> <p>Recommended Prep</p> <p>SLOs</p> <p>Schedule Description</p> <p>Student</p> <p>Prep/Evaluation</p> <p>TextBooks/Resources</p> <p>Units/Hours</p>
PE 4.16 Page 150	<p>Course ID: PE 4.16</p> <p>Course Title: Fitness Weight Training</p> <p>Units: 1</p> <p>Lecture: 0</p> <p>Laboratory:</p>	2012 Fall	<p>This is a full title 5 course revision update.</p>	<p>Basic Skills</p> <p>Catalog Description</p> <p>Course Applicability</p> <p>Course Objectives</p> <p>Critical Thinking</p> <p>Distance Education</p> <p>Lab Content</p> <p>Lecture Content</p> <p>Methods Of</p>

	<p>1 Grade Type: Grade or pass/no pass</p> <p>Prerequisite NONE</p> <p>This course provides instruction in the various components of muscular strength and conditioning for men and women utilizing a variety of equipment.</p>			<p>Instruction Out Of Class Assignments Pre/co requisite Recommended Prep SLOs Schedule Description Student Prep/Evaluation TextBooks/Resources Units/Hours</p>
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REVISIONS PROGRAMS/CERTIFICATES	
<p>BUSINESS LEADERSHIP SKILLS</p> <p>Effective 2012 Spring</p> <p>This certificate covers the essential business activities involved in being an effective leader in today's complex and diverse workplace. A broad overview of general business areas is provided in an introductory business course. Students also learn about human relations in business, and how business, the government and society interact. Students learn effective professional business communication techniques and strategies for the workplace.</p> <p>Required Courses:</p> <p>Units</p> <p>BUS051 Introduction to Business 3</p> <p>BUS061 Business and Society 3</p> <p>BUS066 Human Relations in Business 3</p> <p>BUS068 Organizational Behavior</p>	

<p>3 BUS078 Business Communication 3</p> <p>Total Units 15</p>	
<p>BUSINESS MANAGEMENT</p> <p>Effective 2012 Spring</p> <p>Students completing a Business Management certificate will be able to apply a variety of management approaches to the effective and efficient running of business enterprises and organizations.</p> <p>BUSINESS MANAGEMENT Units BUS040 Sales Strategies 3 BUS056 Marketing Principles 3 BUS066 Human Relations in Business 3 BUS078 Business Communication 3 BUS036 Strategic Management 3</p> <p>Total Units 15</p>	
<p>PROFESSIONAL SELLING</p> <p>Effective 2012 Spring</p> <p>Students who complete this certificate will be able to apply professional selling strategies to effective customer approaches for closing sales in both business-to-customer and business-to-business settings.</p> <p>Required Courses: Units BUS040 Sales Strategies 3 BUS056 Marketing Principles 3 BUS066 Human Relations in Business 3 WRKEX303 Occupational Work Experience 3</p>	

BUS078 Business Communication 3 Total Units 15	
RETAIL MANAGEMENT Effective 2012 Spring Students completing a certificate in Retail Management will be able to apply retail management practices to the management and operation of retail sales establishments. RETAIL MANAGEMENT Units ACCTG010 Accounting Fundamentals - Financial 5 BUS034 Human Resource Management 3 BUS035 Retail Management 3 BUS056 Marketing Principles 3 BUS062 Business Mathematics 3 BUS066 Human Relations in Business 3 BUS078 Business Communication 3 BUS036 Strategic Management 3 CA010D Computer Keyboarding 3 CA033 Beginning Office Computing 3 Total Units 32	

COURSE DEACTIVATION

THEAR 072

ITEM 5.3
JANUARY 17, 2012
INFORMATION ITEM

PREPARED BY: KUNI HAY AND
VICTORIA HINDES

REVIEWED BY: LORI GASKIN

APPROVED BY: JOHN E. HENDRICKSON

**SUBJECT: WEST VALLEY COLLEGE INTERNATIONAL TRAVEL REPORT
JULY 2011 THROUGH DECEMBER 2011**

Reference

This report is being presented in compliance with District Policy 6.9.3, which governs reporting of travel outside of the 50 United States to the Board of Trustees on a semi-annual basis.

Travelers, Location and Dates of Travel

Name: Cynthia Napoli-Abella Reiss, Ph.D., Art History Instructor
Dulce Gray, Ph.D., English Instructor
Place: Salzburg, Austria
Dates: July 9 – 16, 2011

Purpose of Trip

The purpose of the visit was to attend the International Study Program on Global Citizenship (ISP). Entitled *Colleges and Universities as Sites of Global Citizenship*, this ISP session was held at Schloss Leopoldskron and attended by college representatives from throughout the United States. Attendees explored the factors that support a comprehensive approach to global education within American higher education institutions and jointly developed strategies on implementing a comprehensive approach to global education. This included pedagogical models, information exchange and networking, sustainable development, global security issues, and specific examples of global education.

Funding Sources/Fiscal Impact

There were no travel-related costs to the college or district associated with this travel for Dr. Dulce Gray. Expenses in the amount of \$4,140.00 for Dr. Cynthia

Reiss were paid by the WVC President's Office using entrepreneurial (non-General Fund) revenue funds.

Travelers, Location and Dates of Travel

Name: Wanda Wong, Ed.D.
Place: Ho Chi Minh City, Nha Trang, Danang, and Hanoi, Vietnam
Dates: September 29 – October 10, 2011

Purpose of Trip

The purpose of the trip was to recruit international students and market the West Valley College International Students Program through Capstone Vietnam, a new recruitment service geared toward community colleges. Dr. Wong attended community college fairs covering three regions of the country and was able to meet with students and parents who were specifically interested in learning about the advantages of a community college experience. The attendee also met with the Consulate General in Hanoi to receive updated information and to understand current requirements and obstacles, such as the new visa and finance rules. Lastly, Dr. Wong also met with the Director of the ELS Language Center in Ho Chi Minh City to strengthen the College's new articulation agreement with this language school.

Funding Sources/Fiscal Impact

Travel expenses in the amount of \$7,868.12 for Dr. Wanda Wong were paid by the International Students Program.

ITEM 6.1
JANUARY 17, 2012
ACTION ITEM
CONSENT AGENDA

PREPARED BY: ROSE NAKAMOTO

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 (Attachment A) for West-Valley Mission Community College District.

West Valley-Mission Community College District
 January 17, 2012
 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	139780	Program Specialist - Harris	Career Ed./Workforce Development	WVM CEA	330-0.25	4	330-0.25	330-0.40	01/01/12
					595-0.39		595-0.39	120-0.40	
					0.64	5	0.64	0.80	

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	

ITEM 7.1
JANUARY 17, 2012
INFORMATION ITEM
CONSENT AGENDA

PREPARED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

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

CHANCELLOR'S RECOMMENDATION:

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

November 23, 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

V. Sharma

SUBJECT: COUNTY OF SANTA CLARA TREASURY INVESTMENT PORTFOLIO STATUS

RECOMMENDATION

Receive and file the September 30, 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 September 30, 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	\$3,637,133,224	\$3,651,279,035	\$14,145,811	0.389%

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

TO: SANTA CLARA COUNTY SCHOOL DISTRICTS AND SPECIAL PURPOSE DISTRICTS

Page 2

The yield of the pool on September 30, 2011 was 0.83%. As a comparison, on September 30, 2011 the yield of a 6-month Treasury Bill was 0.05%. A two-year Treasury Note was .24%. The State of California Local Agency Investment Fund (LAIF) yield was 0.37%.

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

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

INVESTMENT REVIEW AND STRATEGY

September 30, 2011

Gross domestic product expanded by 2.5 percent in the quarter ending September 30, 2011, dispelling concerns that the economy had come dangerously close to entering into a recession. GDP had posted paltry growth of only 0.4 percent and 1.3 percent for the first and second quarters of 2011. Growth during the quarter was concentrated in investment in equipment and software by businesses and in consumer spending. The resiliency demonstrated by the domestic economy was surprising given the number of headwinds that existed during the period including the threat to global growth posed by the European sovereign crisis, high levels of domestic unemployment, consumer pessimism, declining stock markets and a general slowing of the global economy. The S&P 500 index declined by -13.8 percent during the quarter. Since quarter end, however, the index has regained its losses and currently is reflecting a positive return for the year. In response to the general trend of declining economic indicators that emerged throughout the quarter Chairman of the Federal Reserve Bank, Ben Bernanke, broke a significant protocol and announced that Fed Funds, the Reserve Bank's benchmark interest rate would be retained at current levels (a range between 0 and 25 basis points) for at least the next two years. Typically, the Fed's intentions are projected only on a quarter by quarter basis. The announcement, along with other monetary programs recently implemented by the Fed, underscore their heightened concern over the economy's ongoing anemic growth and that the Fed stands ready to provide whatever monetary support is needed. During the quarter, the ten and two year treasuries posted capital gains as a result of declining yields. Most of the yield decline was attributable to investors fleeing riskier assets due to fears related to Europe and a slowing domestic economy. The two and ten year ended the quarter with yields of 0.24% and 1.91%, reflecting a drop in yields of 21 and 124 basis points respectively.

Since the fall of 2008, the Fed has gone out into the debt marketplace and purchased more than \$1.6 trillion of debt securities to reduce the outstanding supply of debt hence bidding up prices and thus lowering yields and long term interest rates. These programs carry the risk of igniting inflation but so far have been successful. Currently, thirty year fixed rate mortgages can be obtained at a 4.11% rate, a historical low. The Fed announced and implemented during the quarter a new program, Operation Twist, to sell debt securities with short maturities from its balance sheet and use the proceeds to purchase securities with longer maturities mostly between seven and ten years. Again, the Fed employing similar logic is attempting to lower longer term rates to boost growth and give homeowners the opportunity to re-finance and reduce the cost of their mortgage debt.

Due to the political impasse in Washington and the reluctance to increase the federal budget not much ammunition is expected in the form of fiscal stimulus to jump start the economy. Nevertheless the Obama administration recently launched a program which is consistent with themes emerging from monetary policy initiatives that allows homeowners with under-water FHLMC and FMNA loans who cannot take advantage of low interest rates to refinance by relaxing loan to value restrictions. Economists estimate that if current borrowers with 30 year fixed rate loans backed by either federal agency were to refinance, borrowers would save \$24 billion annually, freeing up cash and ultimately stimulating the economy. The administration attempted a similar program which has not been successful. The expectation is that recent adjustments in overhauling the program will mitigate past obstacles. If successful and significantly more homeowners refinance, the stimulative impact of lower interest rates being engineered by the Fed will be magnified.

During the quarter, the capital markets focused a great deal of attention on the European Union's (EU) negotiations to address Greece's inability to repay its debt obligations. As of this date the EU has forged a tentative debt restructuring plan and an agreement to provide Greece a \$1.4 trillion bailout (second within two years). Most concur that this is a solid start but not necessarily a conclusion to Euro-zone problems. As a result of the accord much of the Euro-zone particularly the periphery countries will be required to undergo stringent austerity measures and certain large European banks will be forced to take losses and increase capital. All of which has increased expectations that growth in the Euro-zone will slow significantly. Despite the potential negative impact from a European recession, U.S. banks and in general global debt markets strongly benefit from having a wall constructed around Greece's insolvency. The agreement diminishes destabilizing financial speculation over the potential for insolvency (known as contagion) of Italy, the European periphery countries and of all financial institutions with outstanding loans to these entities.

The 2.5 percent rise in GDP, the sum of all goods and services produced, over the quarter was strongly supported by business investment. Corporate spending on equipment and software increased at a 17.4 percent rate from the prior period and accounted for 1.2 points of the 2.5 percent growth. Some of the improvement in business investment spending could have been motivated by a rush to take advantage of tax incentives. The Obama administration's tax compromise allows companies to depreciate 100 percent of investment in capital outlays in 2011 and 50 percent in 2012. Capital investments as of yet have not translated in to job growth.

Consumer spending, which accounts for 70 percent of economic activity, increased 2.4 percent during the quarter, the strongest in the year. The boost was largely due to spending on health care, electricity and gas. Spending rose 0.7 percent in the prior quarter. Spending increased despite the fact that personal income declined during the quarter, suggesting that further growth may not be sustainable. Consumers continue to defer spending in order to accelerate debt repayments and to deleverage themselves. History shows that deleveraging by both individuals and businesses is typical after a financial crisis. Total household debt fell either through payment or default by \$1.1 trillion, or 8.6 percent from the middle of 2008 through the first half of 2011, according to the Federal Reserve Bank of New York. In addition, spending for some consumers has been limited due to their credit profile or due to the lack of equity in their home. Despite record low interest rates, many consumers are leery of borrowing.

Even with this relatively decent GDP report that indicated improvement in the economy, growth is still not rapid enough to reduce the current 9.1 percent unemployment rate and nothing in the report signals that the economy will grow faster than at a moderate pace at best.

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 which we still view as our best credit alternative. 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.

Given that the Fed has projected that Fed Funds will remain in its target range of 0.0% to .25% until the spring of 2013, we now believe that in general interest rates will stay at trough levels at least over the next two years. The amount of time it takes for the economy to attain a more adequate rate of growth 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. Although we realize a material change in rates may not occur until mid-2013. 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 surrogates for securities with short maturities but also may offer an attractive yield pick-up relative to those non-callable bonds with a comparable maturity. We also find some floating rate securities attractive. These securities have coupons that change quarterly, are pegged to LIBOR, a commonly used rate to define interest costs, and therefore have the ability to reset in concert with higher rates. Certain high quality sectors such as asset backed securities (ABS) and taxable munis are attractive on a risk adjusted basis. 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>SEP</u>	<u>AUG</u>	<u>JUL</u>	<u>JUN</u>	<u>MAY</u>	<u>APR</u>
Average Days to Maturity	443	460	501	452	365	316
County Yield (end of month)	0.83%	0.91%	0.92%	0.90%	0.81%	0.76%
LAIF Yield (end of month)	0.37%	0.37%	0.36%	0.37%	0.40%	0.41%

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

September 30, 2011

Fund	Cost	Market Value	Increase (Decrease)	Percent Increase (Decrease)
Commingled Investments	3,637,133,224	3,651,279,035	\$14,145,811	0.389%
Retiree Health Fixed Income*	144,391,982	153,797,961	\$9,405,979	6.514%
Retiree Health Equity*	11,283,150	9,927,950	-\$1,355,200	-12.011%
Foothill Comm Col Series B	3,725,490	3,824,737	\$99,247	2.664%
Mountain View-Los Altos***	2,002,529	1,996,456	-\$6,073	-0.303%
Palo Alto Unified***	4,820,287	4,819,095	-\$1,192	-0.025%
West Valley Mission CCD - Building Fund**:	135,631,581	135,531,159	-\$100,422	-0.074%
(1) Medical Malpractice Ins Fund	13,612,007	13,907,749	\$295,742	2.173%

(1) Managed by Chandler Asset Management, Inc.

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

Fund	2011			2010
	Jul 31	Aug 31	Sep 30	Sep 30
Commingled Investments	0.92%	0.91%	0.83%	1.02%
Retiree Health Fixed Income	4.07%	3.70%	3.63%	4.08%
Weighted Yield	1.04%	1.01%	0.94%	1.15%

*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.

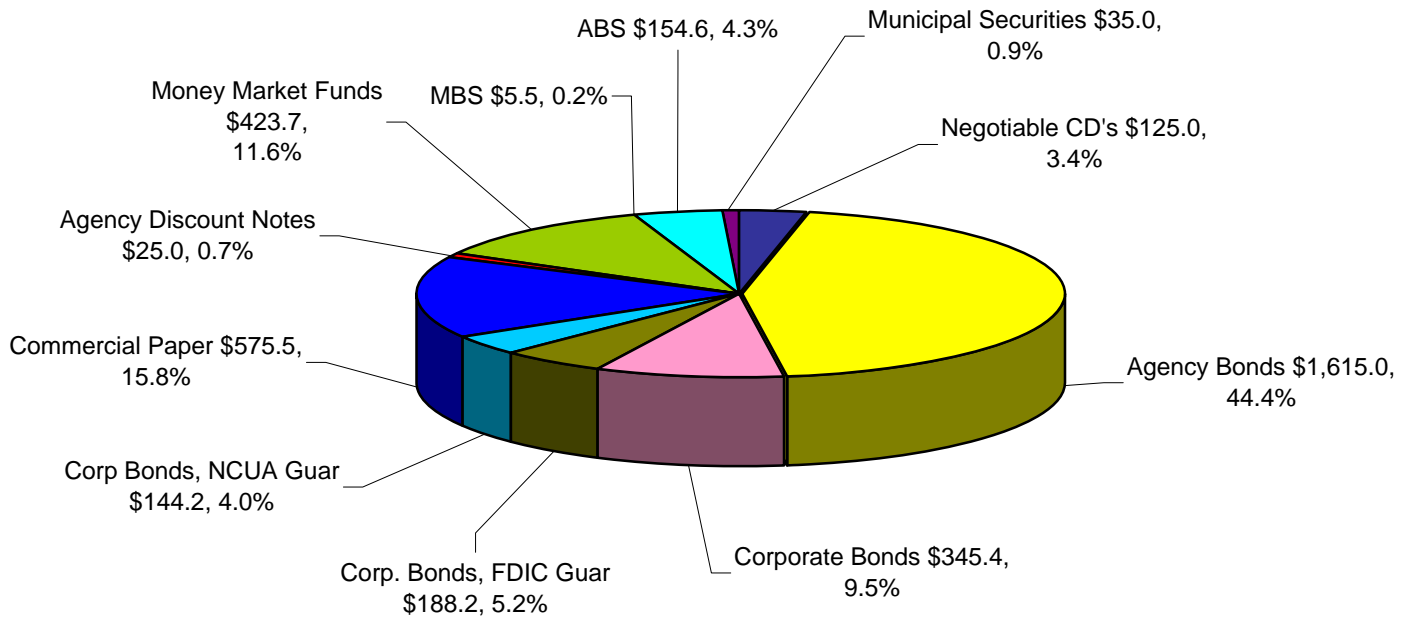
Yield is a snapshot measure of the yield of the portfolio on the day it was measured based on the current portfolio holdings on that day. This is not a measure of total return, and is not intended to be, since it does not factor in unrealized capital gains and losses and reinvestment rates are dependent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

September 30, 2011

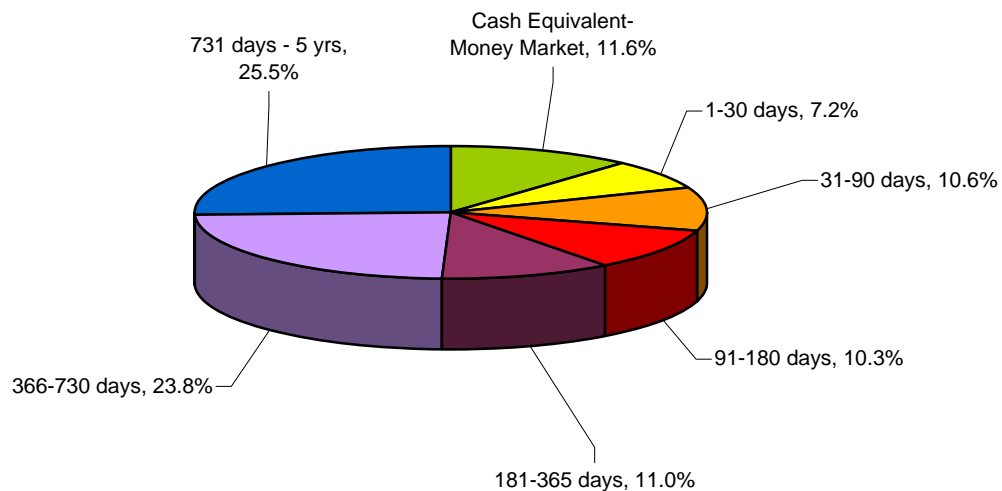
SECURITIES BY TYPE*



*Amounts are based on book value and in Millions (M).

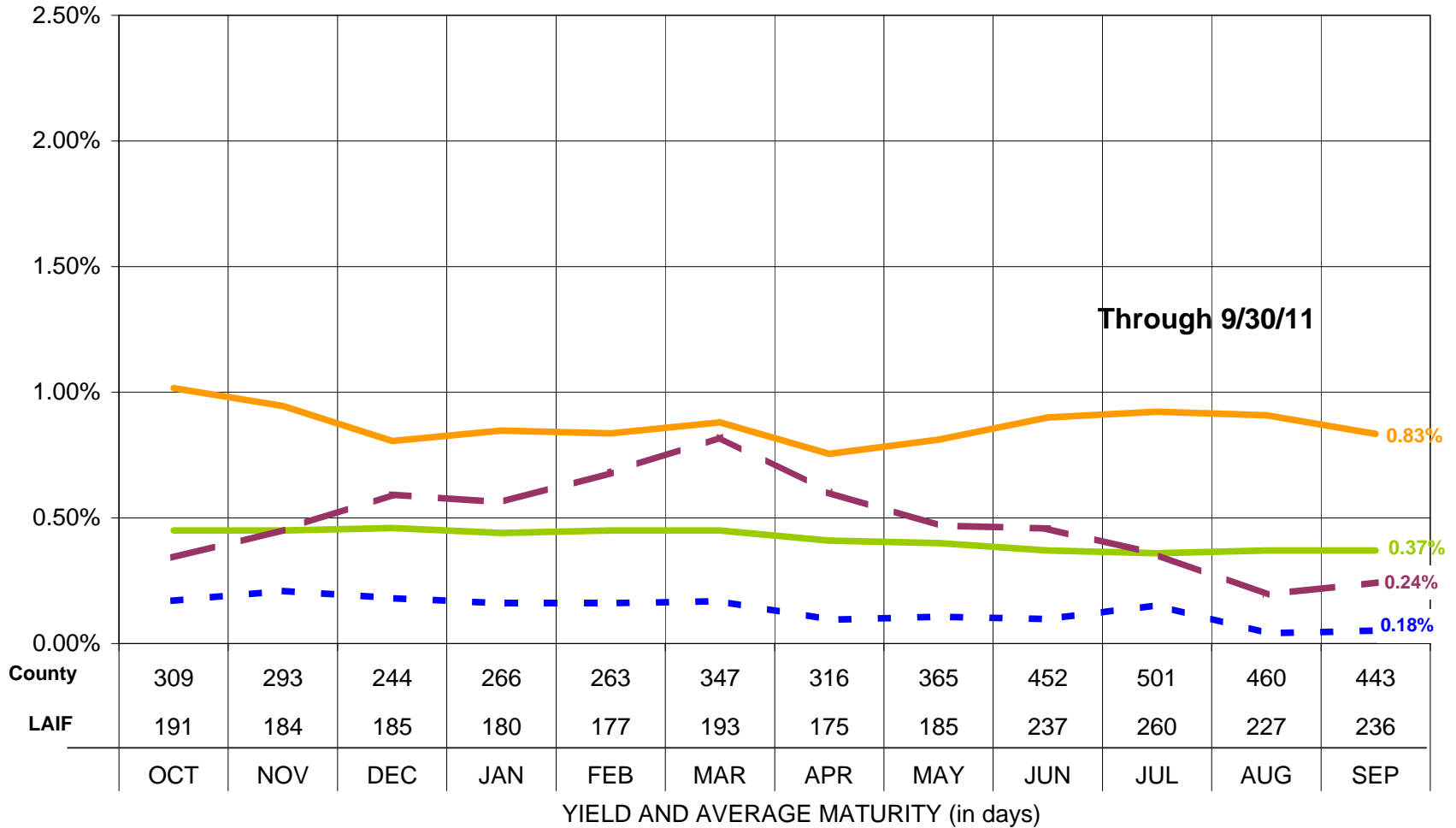
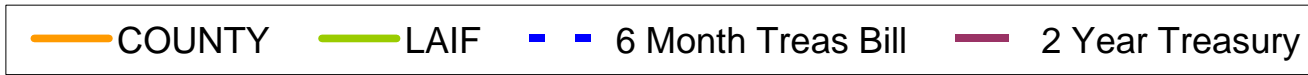
A total par amount of \$144.2M in corporate bonds are guaranteed by NCUA (National Credit Union Administration) and \$188.2M are guaranteed by FDIC.

SECURITIES BY MATURITY



PORTFOLIO HISTORY 2010-2011

ATTACHMENT D





SANTA CLARA COUNTY INVESTMENTS
Fund C - COMMINGLED POOL
Investments by Fund
September 30, 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											
0605C03W0	31798	BANK OF AMERICA CORP	07/12/2011	50,000,000.00	50,000,000.00	49,980,300.00	0.290	0.290	0.294	01/09/2012	100
06416P4T3	28828	BANK OF NOVA SCOTIA	03/08/2010	25,000,000.00	25,000,000.00	25,014,900.00	0.502	0.564	0.572	03/05/2012	156
89112YQ89	31732	TORONTO DOMINION BANK	06/27/2011	50,000,000.00	50,000,000.00	49,966,400.00	0.255	0.255	0.258	03/27/2012	178
Subtotal and Average				125,000,000.00	125,000,000.00	124,961,600.00		0.331	0.335		142
MBS											
31398JNB5	30100	FHLMC	11/02/2010	5,474,446.08	5,404,358.31	5,453,691.99	1.850	0.968	0.982	08/15/2014	1,049
Subtotal and Average				5,474,446.08	5,404,358.31	5,453,691.99		0.969	0.982		1,049
Federal Agency Bonds											
31315PLT4	30297	FARMER MAC	12/06/2010	34,964,893.06	35,000,000.00	35,510,335.00	1.250	1.279	1.297	12/06/2013	797
31315PVUO	31449	FARMER MAC	05/10/2011	24,989,947.92	25,000,000.00	25,053,075.00	0.760	0.774	0.785	05/10/2013	587
31331GV30	27950	FFCB NOTES	10/08/2009	25,002,520.66	25,000,000.00	25,032,000.00	0.322	0.330	0.335	10/01/2012	366
31331G6D6	28218	FFCB NOTES	12/15/2009	34,987,993.33	35,000,000.00	35,049,070.00	0.875	1.044	1.058	12/09/2011	69
31331JPK3	29448	FFCB NOTES	05/25/2010	34,938,611.89	35,000,000.00	35,620,935.00	1.375	1.458	1.479	06/25/2013	633
31331KET3	31109	FFCB NOTES	03/23/2011	9,989,478.22	10,000,000.00	10,106,130.00	0.980	1.019	1.034	09/23/2013	723
3133XVNT4	28067	FHLB NOTES	11/19/2009	40,047,492.85	40,000,000.00	40,659,200.00	1.750	1.625	1.647	12/14/2012	440
3133XUMR1	28136	FHLB NOTES	12/04/2009	17,156,554.41	16,775,000.00	17,952,605.00	3.250	2.393	2.427	09/12/2014	1,077
3133XVNT4	28166	FHLB NOTES	12/09/2009	35,088,276.13	35,000,000.00	35,576,800.00	1.750	1.513	1.534	12/14/2012	440
3133XXYX9	29065	FHLB NOTES	04/08/2010	24,962,359.06	25,000,000.00	25,638,225.00	1.875	1.939	1.965	06/21/2013	629
3133XXYX9	29066	FHLB NOTES	04/08/2010	4,992,471.81	5,000,000.00	5,127,645.00	1.875	2.828	2.867	06/21/2013	629
3133XJUT3	29090	FHLB NOTES	04/09/2010	15,452,996.38	15,200,000.00	15,519,960.00	5.000	1.138	1.154	03/09/2012	160
3133XYLD5	29446	FHLB NOTES	05/25/2010	25,000,775.00	25,000,000.00	25,024,350.00	0.785	0.753	0.764	11/25/2011	55
313371HG4	30071	FHLB NOTES	10/27/2010	20,000,086.67	20,000,000.00	20,002,540.00	0.300	0.289	0.293	10/27/2011	26
313371F27	31052	FHLB NOTES	03/15/2011	19,904,941.68	20,000,000.00	20,007,040.00	0.875	1.092	1.107	10/28/2013	758
31339X2M5	31408	FHLB NOTES	05/03/2011	26,324,696.22	25,000,000.00	26,472,800.00	3.875	0.722	0.732	06/14/2013	622
313374FF2	31733	FHLB NOTES	06/27/2011	10,000,000.00	10,000,000.00	9,998,530.00	0.250	0.246	0.250	06/27/2012	270
313374K66	31787	FHLB NOTES	07/06/2011	70,000,000.00	70,000,000.00	69,983,060.00	0.260	0.256	0.260	07/06/2012	279
3133XUE41	31797	FHLB NOTES	07/12/2011	13,540,467.75	13,365,000.00	13,538,745.00	1.750	0.491	0.497	08/22/2012	326
313374SV3	31811	FHLB NOTES	07/15/2011	44,998,134.24	45,000,000.00	44,988,930.00	0.250	0.251	0.255	07/30/2012	303
313374TX8	31812	FHLB NOTES	07/15/2011	24,997,833.49	25,000,000.00	25,000,925.00	0.120	0.142	0.144	02/15/2012	137

Portfolio SCL2
 AP

Fund C - COMMINGLED POOL

Investments by Fund

September 30, 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											
313374Z37	31850	FHLB NOTES	07/27/2011	31,343,125.94	31,350,000.00	31,355,517.60	0.250	0.273	0.276	07/25/2012	298
3133755H6	31894	FHLB NOTES	08/15/2011	20,000,000.00	20,000,000.00	20,016,500.00	0.440	0.571	0.579	08/28/2012	332
3128X9C73	29892	FHLMC NOTES	09/10/2010	25,545,512.11	25,000,000.00	25,974,225.00	2.175	1.219	1.236	02/19/2014	872
3128X23A1	29957	FHLMC NOTES	09/30/2010	7,335,489.24	6,769,000.00	7,416,840.68	4.500	1.068	1.083	04/02/2014	914
3128X9C73	30053	FHLMC NOTES	10/22/2010	20,642,532.33	20,000,000.00	20,779,380.00	2.175	0.794	0.806	02/19/2014	872
3128X33E1	30273	FHLMC NOTES	12/02/2010	10,131,664.36	9,102,000.00	10,380,348.59	5.050	1.499	1.520	01/26/2015	1,213
3128X33E1	30285	FHLMC NOTES	12/03/2010	1,396,394.03	1,255,000.00	1,431,260.99	5.050	1.512	1.533	01/26/2015	1,213
3134G1P65	30844	FHLMC NOTES	02/14/2011	39,933,944.81	40,000,000.00	40,209,800.00	0.750	0.872	0.884	12/28/2012	454
3134G2GQ9	31703	FHLMC NOTES	06/21/2011	28,784,764.27	28,690,000.00	28,727,555.21	1.350	1.205	1.222	05/23/2014	965
3134G2NA6	31740	FHLMC NOTES	06/28/2011	15,000,000.00	15,000,000.00	15,001,500.00	0.600	0.591	0.600	06/28/2013	636
3134G2NA6	31741	FHLMC NOTES	06/28/2011	35,000,000.00	35,000,000.00	35,003,500.00	0.600	0.591	0.600	06/28/2013	636
3134G2QS4	31838	FHLMC NOTES	07/25/2011	10,915,000.00	10,915,000.00	10,941,578.03	1.200	1.183	1.200	07/25/2014	1,028
3134G2QS4	31839	FHLMC NOTES	07/25/2011	29,000,000.00	29,000,000.00	29,070,615.00	1.200	1.183	1.200	07/25/2014	1,028
3134G2B50	31947	FHLMC NOTES	09/01/2011	19,992,327.42	20,000,000.00	19,985,920.00	0.310	0.330	0.334	09/03/2013	703
3134G2ZB1	31999	FHLMC NOTES	09/28/2011	27,842,067.67	27,849,000.00	27,805,611.26	0.500	0.505	0.512	09/06/2013	706
3134G2UA8	32003	FHLMC NOTES	09/29/2011	20,192,229.97	20,000,000.00	20,139,040.00	1.000	0.888	0.901	08/20/2014	1,054
3134G2UA8	32004	FHLMC NOTES	09/29/2011	30,300,501.56	30,000,000.00	30,208,560.00	1.000	0.869	0.881	08/20/2014	1,054
3134G2UA8	32007	FHLMC NOTES	09/30/2011	15,149,855.77	15,000,000.00	15,104,280.00	1.000	0.641	0.649	08/20/2014	1,054
3134G2U42	32008	FHLMC NOTES	09/30/2011	34,923,104.76	35,000,000.00	34,953,870.00	0.375	0.513	0.521	10/15/2013	745
3136F9CB7	23897	FNMA NOTES	03/11/2008	25,000,000.00	25,000,000.00	26,301,000.00	4.000	3.945	4.000	03/11/2013	527
31398AUU4	26517	FNMA NOTES	01/09/2009	24,999,614.35	25,000,000.00	25,125,925.00	2.000	1.978	2.005	01/09/2012	100
31398AP71	29170	FNMA NOTES	04/19/2010	39,984,933.33	40,000,000.00	40,281,520.00	1.250	1.285	1.303	06/22/2012	265
31359MPF4	29891	FNMA NOTES	09/10/2010	25,861,779.31	25,000,000.00	25,969,250.00	4.375	2.579	2.615	09/15/2012	350
3136FPGF8	29930	FNMA NOTES	09/23/2010	25,000,000.00	25,000,000.00	25,747,325.00	1.750	1.726	1.750	03/23/2015	1,269
31398A4H2	29997	FNMA NOTES	10/08/2010	20,000,000.00	20,000,000.00	20,260,200.00	1.125	1.109	1.125	10/08/2013	738
31398A4M1	30108	FNMA NOTES	11/03/2010	25,242,015.06	25,000,000.00	25,637,300.00	1.625	1.359	1.378	10/26/2015	1,486
31398A5B4	30120	FNMA NOTES	11/05/2010	9,500,000.00	9,500,000.00	9,501,947.50	0.550	0.542	0.549	11/01/2012	397
3135G0AK9	30619	FNMA NOTES	01/18/2011	29,969,220.32	30,000,000.00	30,161,310.00	0.750	0.954	0.967	02/26/2013	514
3135G0AH6	30620	FNMA NOTES	01/27/2011	40,000,000.00	40,000,000.00	40,115,800.00	1.375	1.356	1.375	01/27/2014	849
31359MWJ8	30999	FNMA NOTES	03/08/2011	27,137,390.90	25,000,000.00	27,955,275.00	4.625	2.295	2.326	10/15/2014	1,110
31359MSL8	31030	FNMA NOTES	03/11/2011	13,055,127.76	12,325,000.00	13,180,539.88	4.375	1.010	1.024	07/17/2013	655
31398A2M3	31032	FNMA NOTES	03/11/2011	24,991,980.69	25,000,000.00	25,324,075.00	1.125	1.125	1.141	09/30/2013	730

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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											
31398A3R1	31053	FNMA NOTES	03/15/2011	20,043,926.34	20,000,000.00	20,285,880.00	1.350	1.241	1.259	03/21/2014	902
31398A2S0	31065	FNMA NOTES	03/16/2011	19,999,843.00	20,000,000.00	20,201,220.00	1.000	0.986	1.000	09/23/2013	723
31359MRG0	31220	FNMA NOTES	04/12/2011	26,271,059.16	25,000,000.00	26,441,975.00	4.375	0.834	0.845	03/15/2013	531
3136FPUC9	31254	FNMA NOTES	04/15/2011	29,977,711.35	30,000,000.00	30,030,480.00	0.500	0.561	0.569	10/30/2012	395
31359MPF4	31256	FNMA NOTES	04/18/2011	15,559,661.54	15,000,000.00	15,581,550.00	4.375	0.676	0.686	09/15/2012	350
31398AJ94	31366	FNMA NOTES	04/28/2011	20,310,518.52	20,000,000.00	20,413,120.00	1.750	1.003	1.016	05/07/2013	584
3135G0BJ1	31485	FNMA NOTES	05/16/2011	24,969,214.99	25,000,000.00	25,366,900.00	1.125	1.408	1.428	06/27/2014	1,000
3136FRUB7	31760	FNMA NOTES	06/30/2011	2,250,000.00	2,250,000.00	2,254,140.00	1.200	1.183	1.200	06/30/2016	1,734
3136FRYZ0	31762	FNMA NOTES	06/30/2011	45,000,000.00	45,000,000.00	45,048,150.00	0.920	0.907	0.920	12/30/2013	821
3136FRWZ2	31763	FNMA NOTES	06/30/2011	20,102,562.96	20,000,000.00	20,050,200.00	1.500	0.372	0.377	06/30/2014	1,003
3136FRYZ0	31764	FNMA NOTES	06/30/2011	4,999,101.11	5,000,000.00	5,005,350.00	0.920	0.915	0.928	12/30/2013	821
3136FRUB7	31766	FNMA NOTES	06/30/2011	35,000,000.00	35,000,000.00	35,064,400.00	1.200	1.183	1.200	06/30/2016	1,734
31398A5B4	31840	FNMA NOTES	07/25/2011	4,002,223.68	4,000,000.00	4,000,820.00	0.550	0.491	0.498	11/01/2012	397
3135GODW0	31996	FNMA NOTES	09/27/2011	34,982,911.64	35,000,000.00	34,907,950.00	0.625	0.632	0.641	10/30/2014	1,125
Subtotal and Average				1,614,979,841.02	1,603,345,000.00	1,626,582,404.74		1.038	1.053		653
Corporate Bonds											
06406HBK4	25730	BANK OF NEW YORK	08/27/2008	3,994,618.71	4,000,000.00	4,305,376.00	5.125	5.134	5.206	08/27/2013	696
06406HBW8	31862	BANK OF NEW YORK	07/28/2011	35,000,000.00	35,000,000.00	34,783,420.00	0.523	0.522	0.529	07/28/2014	1,031
084670AY4	29842	BERKSHIRE HATHWY	08/27/2010	15,043,178.21	15,000,000.00	15,028,380.00	0.708	0.518	0.525	02/11/2013	499
19416QDQ0	30101	COLGATE-PALMOLIVE CO	11/03/2010	14,907,777.53	15,000,000.00	15,087,285.00	1.375	1.510	1.531	11/01/2015	1,492
36962G2U7	29661	GENERAL ELECTRIC	06/25/2010	979,814.71	1,000,000.00	991,569.00	0.419	1.588	1.610	08/08/2013	677
36962G2U7	29662	GENERAL ELECTRIC	06/25/2010	9,705,064.71	9,905,000.00	9,821,490.94	0.419	1.588	1.610	08/08/2013	677
36962G4T8	30190	GENERAL ELECTRIC	11/09/2010	4,996,920.83	5,000,000.00	4,942,360.00	2.250	2.234	2.265	11/09/2015	1,500
36962G3T	31433	GENERAL ELECTRIC	05/06/2011	17,893,998.70	16,970,000.00	17,822,097.64	4.800	1.287	1.305	05/01/2013	578
36962G4Q4	31441	GENERAL ELECTRIC	05/09/2011	20,123,187.72	20,000,000.00	20,091,940.00	1.875	1.531	1.553	09/16/2013	716
38259PAA0	31519	GOOGLE INC	05/19/2011	9,997,981.11	10,000,000.00	10,137,930.00	1.250	1.240	1.257	05/19/2014	961
478160AX2	31531	JOHNSON & JOHNSON	05/20/2011	29,969,177.30	30,000,000.00	30,428,040.00	1.200	1.223	1.240	05/15/2014	957
073928X73	31255	JPMORGAN	04/18/2011	21,000,322.03	20,000,000.00	20,983,380.00	6.950	1.050	1.064	08/10/2012	314
59157BAB8	29943	MET LIFE GLOBAL FUNDING	09/27/2010	18,000,000.00	18,000,000.00	18,018,054.00	0.760	0.711	0.721	03/27/2012	178
59217GAE9	30573	MET LIFE GLOBAL FUNDING	01/11/2011	19,993,472.29	20,000,000.00	20,091,620.00	2.000	1.987	2.014	01/10/2014	832
592179JG1	31219	MET LIFE GLOBAL FUNDING	04/12/2011	21,044,629.25	20,000,000.00	20,992,360.00	5.125	1.607	1.630	04/10/2013	557

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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Corporate Bonds											
59217EBZ6	31618	MET LIFE GLOBAL FUNDING	06/06/2011	10,159,542.03	9,970,000.00	10,128,024.50	2.875	0.868	0.880	09/17/2012	352
64952WAS2	31810	NEW YORK LIFE GLOBAL	07/15/2011	30,609,943.03	30,000,000.00	30,380,550.00	2.250	0.543	0.550	12/14/2012	440
89114QAD0	31852	TORONTO DOMINION	07/27/2011	5,000,000.00	5,000,000.00	4,998,730.00	0.432	0.438	0.444	07/26/2013	664
87244EAC6	31677	TIAA GLOBAL	06/16/2011	8,684,451.83	8,295,000.00	8,608,990.64	5.125	0.515	0.522	10/10/2012	375
90327QCR8	28106	USAA CAP CORP	11/27/2009	10,065,049.52	10,000,000.00	10,057,810.00	4.996	4.024	4.080	12/12/2011	72
91159HGZ7	30099	U S BANK	11/02/2010	9,989,786.36	10,000,000.00	9,983,880.00	1.125	3.432	3.480	10/30/2013	760
929903CF7	29866	WACHOVIA (WELLS FARGO)	09/03/2010	8,014,356.62	8,000,000.00	8,007,464.00	5.300	1.144	1.160	10/15/2011	14
931142CW1	30060	WALMART	10/25/2010	14,964,556.67	15,000,000.00	15,044,130.00	0.750	0.854	0.866	10/25/2013	755
Subtotal and Average				340,137,829.16	336,140,000.00	340,734,881.72		1.286	1.304		669
Corporate Bonds - Cont.											
90331HLG6	21065	U S BANK	06/08/2007	5,217,915.77	5,218,935.03	5,391,264.26	5.920	5.843	5.924	05/25/2012	237
Subtotal and Average				5,217,915.77	5,218,935.03	5,391,264.26		5.843	5.925		237
FDIC Guaranteed Corporate Bonds											
36185JAA7	30077	ALLY FINANCIAL INC-FDIC GTD	10/28/2010	20,271,545.71	20,000,000.00	20,310,740.00	1.750	0.479	0.485	10/30/2012	395
06050BAG6	28105	B of A-FDIC GUARANTEED	11/27/2009	25,121,843.89	25,000,000.00	25,271,125.00	2.100	1.227	1.244	04/30/2012	212
17313YAL5	27990	CITI-FDIC GUARANTEED	10/27/2009	30,041,785.95	30,000,000.00	30,473,940.00	1.875	1.715	1.738	10/22/2012	387
17313UAE9	28936	CITI-FDIC GUARANTEED	03/25/2010	13,855,302.33	13,783,000.00	13,935,302.15	2.125	1.190	1.206	04/30/2012	212
17313YAL5	29698	CITI-FDIC GUARANTEED	04/14/2010	11,662,847.56	11,625,000.00	11,808,651.75	1.875	1.538	1.560	10/22/2012	387
17314AAF9	31822	CITI-FDIC GUARANTEED	07/19/2011	12,107,057.69	12,000,000.00	12,098,484.00	2.000	0.200	0.203	03/30/2012	181
846042AB5	28104	SOVEREIGN BANCORP-FDIC GUARANT	11/27/2009	10,082,141.19	10,000,000.00	10,147,790.00	2.500	1.294	1.312	06/15/2012	258
85748KAA1	29816	STATE STREET CORP-FDIC GTD	08/18/2010	10,088,141.99	10,000,000.00	10,111,400.00	2.150	0.612	0.621	04/30/2012	212
90390QAA9	26637	USAA CAPITAL CORP -FDIC GTD	03/30/2009	19,994,648.20	20,000,000.00	20,169,420.00	2.240	2.264	2.296	03/30/2012	181
949744AB2	26458	WELLS FARGO-FDIC GUARANTEED	12/10/2008	35,000,000.00	35,000,000.00	35,070,245.00	1.102	1.419	1.439	12/09/2011	69
Subtotal and Average				188,225,314.51	187,408,000.00	189,397,097.90		1.292	1.310		241
NCUA Guaranteed Corporate Bonds											
62889KAB7	31686	NCUA GUARANTEED NOTE	06/16/2011	4,993,560.40	5,000,000.00	5,075,200.00	1.400	1.416	1.435	06/12/2015	1,350
90345AAA0	27972	US CENTRAL FED CRED-GTD	10/19/2009	49,999,362.50	50,000,000.00	50,021,650.00	1.250	1.258	1.275	10/19/2011	18
90345AAC6	30024	US CENTRAL FED CRED-GTD	10/15/2010	7,161,310.87	7,061,000.00	7,183,741.36	1.900	0.530	0.537	10/19/2012	384
90345AAC6	31223	US CENTRAL FED CRED-GTD	04/13/2011	20,266,261.54	20,000,000.00	20,347,660.00	1.900	0.615	0.624	10/19/2012	384

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NCUA Guaranteed Corporate Bonds											
95806AAB	28008	WEST CORP FED CRED UNION -GTD	11/02/2009	9,995,474.54	10,000,000.00	10,151,810.00	1.750	1.768	1.792	11/02/2012	398
95806AAB	31111	WEST CORP FED CRED UNION -GTD	03/23/2011	26,465,803.15	26,126,000.00	26,522,618.81	1.750	0.537	0.545	11/02/2012	398
95806AAB9	31224	WEST CORP FED CRED UNION -GTD	04/13/2011	25,296,922.18	25,000,000.00	25,379,525.00	1.750	0.640	0.649	11/02/2012	398
Subtotal and Average				144,178,695.18	143,187,000.00	144,682,205.17		0.932	0.945		296
Asset Backed Securities											
06052JAC6	31767	BANK OF AMERICA AUTO TRUST	06/30/2011	3,382,819.21	3,368,859.51	3,381,451.30	1.390	1.201	1.218	03/15/2014	896
05573AAB9	31300	BMW VEHICLE LEASE TRUST	04/21/2011	19,999,293.50	20,000,000.00	19,993,520.00	0.640	0.633	0.642	04/22/2013	569
17305EER2	31387	CITIBANK CREDIT CARD ISSUANCE	05/02/2011	39,149,328.56	38,350,000.00	39,119,170.61	2.250	1.560	1.582	12/23/2014	1,179
43812UAD3	31364	HONDA AUTO RECEIVABLES OWNER T	04/28/2011	15,597,965.25	15,000,000.00	15,420,588.00	4.430	3.256	3.301	07/15/2015	1,383
43812UAD3	31365	HONDA AUTO RECEIVABLES OWNER T	04/28/2011	8,318,914.80	8,000,000.00	8,224,313.60	4.430	3.256	3.301	07/15/2015	1,383
477867AB1	31285	JOHN DEERE OWNER TRUST	04/20/2011	20,998,983.46	21,000,000.00	20,992,097.70	0.640	0.633	0.641	06/16/2014	989
587728AC0	31830	MERCEDES -BENZ AUTO REC TRUST	07/20/2011	7,999,782.03	8,000,000.00	8,015,029.60	0.850	0.839	0.850	03/16/2015	1,262
90327YAC6	31388	USAA AUTO OWNER TRUST	05/03/2011	9,158,053.41	9,114,637.36	9,153,503.09	1.540	1.320	1.339	02/18/2014	871
92867DAC4	31149	VOLKSWAGEN AUTO LOAN ENHANCED	03/30/2011	29,997,211.88	30,000,000.00	30,290,361.00	1.220	1.205	1.222	06/20/2015	1,358
Subtotal and Average				154,602,352.10	152,833,496.87	154,590,034.90		1.449	1.469		1,120
Municipal Bonds											
79817SAS4	31875	CITY OF SAN JOSE AIRPORT	08/03/2011	16,021,000.00	16,021,000.00	16,021,000.00	0.220	0.220	0.223	10/06/2011	5
91412GFC4	31851	UNIVERSITY CALIFORNIA REVS	07/27/2011	19,000,000.00	19,000,000.00	19,038,190.00	0.887	0.874	0.887	07/01/2013	639
Subtotal and Average				35,021,000.00	35,021,000.00	35,059,190.00		0.575	0.583		348
Commercial Paper, Discount Notes											
06737JZV0	31744	BARCLAYS U S FDG CORP	06/29/2011	49,972,797.75	50,000,000.00	49,962,500.00	0.220	0.223	0.227	12/29/2011	89
06737JX34	32010	BARCLAYS U S FDG CORP	09/30/2011	74,999,754.13	75,000,000.00	74,999,190.00	0.060	0.060	0.060	10/03/2011	2
36959JXX6	31941	GENERAL ELECTRIC	08/30/2011	74,990,219.23	75,000,000.00	74,998,515.00	0.160	0.160	0.162	10/31/2011	30
47816GY78	32000	JOHNSON & JOHNSON	09/28/2011	18,999,044.92	19,000,000.00	18,998,576.90	0.050	0.050	0.050	11/07/2011	37
74977LYE1	31476	RABOBANK	05/13/2011	49,984,715.64	50,000,000.00	49,995,000.00	0.250	0.255	0.259	11/14/2011	44
79540BXT8	31854	SALISBURY REC CO	07/27/2011	18,747,469.40	18,750,000.00	18,747,046.88	0.190	0.190	0.192	10/27/2011	26
86257MU40	31779	STRAIGHT-A FUNDING LLC	07/05/2011	24,999,781.42	25,000,000.00	24,999,750.00	0.160	0.160	0.162	10/03/2011	2
89116EAT0	31855	TORONTO DOMINION	07/27/2011	39,961,967.68	40,000,000.00	39,977,656.00	0.290	0.296	0.301	01/27/2012	118
89233HX41	30585	TOYOTA MOTOR CREDIT	01/11/2011	29,998,975.00	30,000,000.00	29,999,340.00	0.410	0.415	0.421	10/04/2011	3

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Commercial Paper, Discount Notes											
89233HYM0	31710	TOYOTA MOTOR CREDIT	06/22/2011	34,986,899.89	35,000,000.00	34,993,224.00	0.270	0.270	0.274	11/21/2011	51
89233GAD8	31831	TOYOTA MOTOR CREDIT	07/21/2011	49,959,010.13	50,000,000.00	49,970,105.00	0.290	0.290	0.294	01/13/2012	104
89233GAP1	31863	TOYOTA MOTOR CREDIT	07/28/2011	49,953,519.72	50,000,000.00	49,961,345.00	0.300	0.300	0.304	01/23/2012	114
9033E1X33	32009	U S BANK	09/30/2011	7,999,978.15	8,000,000.00	7,999,913.60	0.050	0.049	0.050	10/03/2011	2
93114FYEB	31987	WALMART STORES	09/22/2011	49,995,815.68	50,000,000.00	49,995,000.00	0.070	0.070	0.070	11/14/2011	44
Subtotal and Average				575,549,948.74	575,750,000.00	575,597,162.38		0.202	0.205		52
Federal Agency, Discount Notes											
313588RX5	31651	FNMA DISCOUNT NOTE	06/13/2011	24,988,808.56	25,000,000.00	24,998,525.00	0.150	0.152	0.154	01/17/2012	108
Subtotal and Average				24,988,808.56	25,000,000.00	24,998,525.00		0.153	0.155		108
Dreyfus Money Market Fund											
SYS23519	23519	DREYFUS CASH MANAGEMENT	02/01/2008	13,060,717.01	13,060,717.01	13,060,717.01	0.050	0.049	0.050		1
Subtotal and Average				13,060,717.01	13,060,717.01	13,060,717.01		0.049	0.050		1
Other Money Market Funds											
SYS8506	8506	LOCAL AGENCY INVEST FUND	07/01/2004	40,000,000.00	40,000,000.00	40,073,903.68	0.370	0.364	0.370		1
SYS31991	31991	MORGAN STANLEY PRIME INST #830	09/23/2011	155,000,000.00	155,000,000.00	155,000,000.00	0.090	0.088	0.090		1
Subtotal and Average				195,000,000.00	195,000,000.00	195,073,903.68		0.145	0.147		1
Blackrock Money Market Fund											
SYS31920	31920	BLACKROCK MMK	08/24/2011	215,696,356.00	215,696,356.00	215,696,356.00	0.140	0.138	0.140		1
Subtotal and Average				215,696,356.00	215,696,356.00	215,696,356.00		0.138	0.140		1
Total Investments and Average				3,637,133,224.13	3,618,064,863.22	3,651,279,034.75		0.823	0.834		443



SANTA CLARA COUNTY INVESTMENTS
Fund CP - RETIREE HEALTH
Investments by Fund
September 30, 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											
3128PUDN9	31530	FHLMC 15 YR MBS	05/20/2011	3,164,392.56	3,036,753.99	3,199,750.45	4.000	2.788	2.827	02/01/2026	5,237
31297QSX8	13758	FHLMC 30 YR MBS	05/12/2005	973,150.32	983,445.77	1,059,519.40	5.000	5.131	5.203	06/01/2035	8,644
31296SMB9	13785	FHLMC 30 YR MBS	05/12/2005	305,795.59	302,533.90	331,454.23	5.500	5.126	5.197	01/01/2034	8,128
31296SMB9	13786	FHLMC 30 YR MBS	05/12/2005	305,795.58	302,533.89	331,454.22	5.500	5.126	5.197	01/01/2034	8,128
31292H7J7	13787	FHLMC 30 YR MBS	05/12/2005	232,016.25	229,541.51	249,963.52	5.500	5.130	5.201	03/01/2034	8,187
31396HAN9	15906	FHRR R005 AB	02/17/2006	464,739.99	467,002.03	477,991.94	5.500	5.667	5.745	12/15/2018	2,632
31406E2D5	13695	FNMA 15 YR MBS	05/12/2005	554,974.72	575,476.05	613,451.44	4.500	5.018	5.088	03/01/2035	8,552
31404WC79	13722	FNMA 15 YR MBS	05/17/2005	7,380.13	7,336.57	7,937.96	5.000	4.748	4.814	07/01/2019	2,830
31405HA24	13723	FNMA 15 YR MBS	05/17/2005	38,601.23	38,373.39	41,518.93	5.000	4.902	4.970	07/01/2019	2,830
31405FKM3	13724	FNMA 15 YR MBS	05/17/2005	178,266.39	177,214.18	191,740.78	5.000	4.902	4.970	08/01/2019	2,861
31402VHF0	13725	FNMA 15 YR MBS	05/17/2005	7,287.17	7,244.16	7,837.98	5.000	4.902	4.970	09/01/2018	2,527
31405FJR4	13726	FNMA 15 YR MBS	05/17/2005	61,774.26	61,409.64	66,443.51	5.000	4.902	4.970	06/01/2019	2,800
31405UEY1	13727	FNMA 15 YR MBS	05/17/2005	153,149.95	152,245.99	164,725.90	5.000	4.902	4.970	01/01/2020	3,014
31402VAT7	13728	FNMA 15 YR MBS	05/17/2005	6,210.09	6,173.43	6,679.48	5.000	4.902	4.970	09/01/2018	2,527
31402DEK2	13729	FNMA 15 YR MBS	05/17/2005	52,625.96	52,315.34	56,603.73	5.000	4.902	4.970	12/01/2018	2,618
31404WBY1	13730	FNMA 15 YR MBS	05/17/2005	180,245.22	179,181.33	193,869.18	5.000	4.902	4.970	07/01/2019	2,830
31405TLN0	13731	FNMA 15 YR MBS	05/17/2005	75,512.97	75,067.26	81,220.67	5.000	4.902	4.970	11/01/2019	2,953
31403V2Y4	13732	FNMA 15 YR MBS	05/17/2005	118,677.68	117,977.19	127,648.01	5.000	4.902	4.970	02/01/2019	2,680
31407RZ49	14624	FNMA 15 YR MBS	09/19/2005	816,103.03	800,346.21	869,953.90	5.500	5.319	5.393	10/01/2020	3,288
31402RJC4	14625	FNMA 15 YR MBS	09/19/2005	58,776.29	57,012.47	61,419.01	6.000	5.740	5.819	06/01/2020	3,166
31371MDH7	14626	FNMA 15 YR MBS	09/19/2005	800,116.99	811,657.75	869,567.04	4.500	4.726	4.792	07/01/2020	3,196
31405EB61	13675	FNMA 30 YR MBS	05/12/2005	38,352.23	36,849.46	41,234.93	6.500	6.159	6.245	08/01/2034	8,340
31405SUJ1	13676	FNMA 30 YR MBS	05/12/2005	69,751.30	67,018.21	74,994.08	6.500	4.756	4.823	03/01/2035	8,552
31379YSC8	13677	FNMA 30 YR MBS	05/12/2005	1,230.09	1,181.89	1,338.80	6.500	4.756	4.823	08/01/2028	6,149
31377Z3U4	13678	FNMA 30 YR MBS	05/12/2005	106,592.32	102,415.68	116,012.43	6.500	4.756	4.823	02/01/2028	5,967
31406YGL8	13696	FNMA 30 YR MBS	05/12/2005	1,752,813.07	1,736,264.30	1,895,620.72	5.500	5.373	5.448	05/01/2035	8,613
31402RDG1	14585	FNMA 30 YR MBS	09/14/2005	758,028.17	741,914.71	823,571.70	6.000	5.792	5.872	04/01/2035	8,583
31411WWN3	20674	FNMA 30 YR MBS	05/14/2007	976,447.06	987,401.04	1,074,323.14	5.500	5.730	5.810	05/01/2037	9,344
31407JFT4	20675	FNMA 30 YR MBS	05/14/2007	1,226,140.46	1,201,362.36	1,336,828.48	6.500	5.844	5.925	10/01/2036	9,132
31409HDV3	20676	FNMA 30 YR MBS	05/14/2007	1,608,877.64	1,576,365.11	1,754,116.70	6.500	5.777	5.857	05/01/2036	8,979

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Fund CP - RETIREE HEALTH
Investments by Fund
September 30, 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	61,307.13	60,068.22	66,841.54	6.500	5.844	5.925	10/01/2036	9,132
31407FGG9	20678	FNMA 30 YR MBS	05/14/2007	13,065.00	13,894.32	14,828.57	4.500	5.551	5.628	07/01/2035	8,674
31407G6Z6	20679	FNMA 30 YR MBS	05/14/2007	12,815.50	13,628.98	14,528.35	4.500	5.548	5.625	08/01/2035	8,705
31407YRS0	20680	FNMA 30 YR MBS	05/14/2007	328,363.18	349,206.44	372,250.41	4.500	5.541	5.618	10/01/2035	8,766
31371MJ65	20681	FNMA 30 YR MBS	05/14/2007	21,657.44	23,032.17	24,552.05	4.500	5.541	5.618	10/01/2035	8,766
31407MZK4	20682	FNMA 30 YR MBS	05/14/2007	22,856.00	24,306.81	25,910.80	4.500	5.544	5.621	09/01/2035	8,736
31403CZL8	20683	FNMA 30 YR MBS	05/14/2007	452,862.76	481,608.78	513,389.92	4.500	5.533	5.609	12/01/2035	8,827
31409BDG9	20754	FNMA 30 YR MBS	05/17/2007	1,426,871.51	1,423,979.05	1,545,155.37	5.500	5.413	5.488	03/01/2021	3,439
31410WDM7	20755	FNMA 30 YR MBS	05/17/2007	631,692.36	640,803.79	690,528.23	5.000	5.349	5.424	04/01/2022	3,835
31410KH56	31514	FNMA 30 YR MBS	05/19/2011	1,201,813.33	1,089,153.97	1,196,435.64	6.000	2.625	2.662	05/01/2038	9,709
31412RBJ5	31515	FNMA 30 YR MBS	05/19/2011	4,827,279.31	4,786,889.93	5,032,666.81	4.000	3.752	3.804	02/01/2040	10,350
31416X5D8	31516	FNMA 30 YR MBS	05/19/2011	1,330,088.00	1,278,930.77	1,358,530.82	4.500	3.584	3.634	05/01/2041	10,805
36241KXL7	31517	FNMA 30 YR MBS	05/19/2011	4,334,721.86	4,000,320.10	4,398,027.92	5.000	2.917	2.957	12/15/2038	9,937
31412MSA7	31518	FNMA 30 YR MBS	05/19/2011	5,289,608.26	4,876,619.55	5,299,818.45	5.500	2.752	2.790	05/01/2038	9,709
31402RSN0	31529	FNMA 30 YR MBS	05/20/2011	5,626,732.76	5,274,031.88	5,694,196.44	5.000	3.116	3.160	10/01/2035	8,766
36292CCK8	14347	GNMA 30YR	08/18/2005	584,768.32	587,245.79	647,571.37	5.000	5.023	5.093	08/15/2035	8,719
36225B6K9	14348	GNMA 30YR	08/18/2005	330,259.05	316,037.37	365,476.10	6.500	6.134	6.220	05/15/2034	8,262
3620AMVL3	31541	GNMA 30 YR	05/23/2011	5,258,366.97	4,969,513.97	5,438,645.48	4.500	3.285	3.331	02/15/2041	10,730
Subtotal and Average				46,848,953.45	45,100,886.70	48,828,146.53		3.895	3.949		8,603
Federal Agency Bonds											
3133XMFY2	28187	FHLB NOTES	12/11/2009	4,364,000.00	4,000,000.00	4,981,560.00	5.375	4.374	4.435	09/30/2022	4,017
3137EAAS8	26120	FHLMC NOTES	10/17/2008	2,003,700.00	2,000,000.00	2,373,940.00	5.000	4.904	4.973	04/18/2017	2,026
31359MGK3	14207	FNMA NOTES	07/28/2005	750,924.00	600,000.00	891,733.20	6.625	4.815	4.882	11/15/2030	6,985
31359MGK3	14209	FNMA NOTES	07/28/2005	250,240.00	200,000.00	297,244.40	6.625	4.817	4.884	11/15/2030	6,985
Subtotal and Average				7,368,864.00	6,800,000.00	8,544,477.60		4.579	4.642		3,878
US Treasury Notes											
912828DM9	13674	US TREASURY	05/12/2005	4,999,099.22	5,070,000.00	5,655,032.37	4.000	4.118	4.175	02/15/2015	1,233
912810FP8	13784	US TREASURY	05/24/2005	2,190,937.50	1,900,000.00	2,672,766.10	5.375	4.316	4.376	02/15/2031	7,077
912828DV9	14770	US TREASURY	10/13/2005	2,426,953.13	2,500,000.00	2,816,210.00	4.125	4.441	4.503	05/15/2015	1,322
912810FM5	15504	US TREASURY	12/30/2005	1,243,125.00	1,000,000.00	1,529,531.00	6.250	4.520	4.583	05/15/2030	6,801

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Fund CP - RETIREE HEALTH
Investments by Fund
September 30, 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											
912828EE6	15505	US TREASURY	12/30/2005	1,977,031.25	2,000,000.00	2,273,438.00	4.250	4.336	4.397	08/15/2015	1,414
912810QD3	28215	US TREASURY	12/14/2009	487,968.75	500,000.00	642,812.50	4.375	4.460	4.522	11/15/2039	10,272
912810FP8	28620	US TREASURY	02/09/2010	1,926,312.50	1,700,000.00	2,391,422.30	5.375	4.337	4.397	02/15/2031	7,077
912828FF2	17481	U.S. TREASURY NOTES	08/03/2006	2,834,562.50	2,800,000.00	3,342,281.25	5.125	4.895	4.963	05/15/2016	1,688
912810FT0	19461	U.S. TREASURY NOTES	02/23/2007	922,212.89	975,000.00	1,262,472.90	4.500	4.784	4.851	02/15/2036	8,903
912828HA1	22427	U.S. TREASURY NOTES	11/01/2007	1,022,187.50	1,000,000.00	1,204,062.00	4.750	4.405	4.466	08/15/2017	2,145
912828JH4	26085	U.S. TREASURY NOTES	10/10/2008	2,040,000.00	2,000,000.00	2,343,750.00	4.000	3.703	3.754	08/15/2018	2,510
912828JR2	26520	U.S. TREASURY NOTES	01/12/2009	1,669,218.75	1,500,000.00	1,735,195.31	3.750	2.418	2.452	11/15/2018	2,602
912828LJ7	27768	U.S. TREASURY NOTES	09/04/2009	4,293,975.78	4,195,000.00	4,830,802.59	3.625	3.298	3.344	08/15/2019	2,875
912828MR8	28890	U.S. TREASURY NOTES	03/17/2010	499,804.69	500,000.00	530,900.00	2.375	2.350	2.383	02/28/2015	1,246
912810QK7	31156	U.S. TREASURY NOTES	03/31/2011	1,695,750.00	1,900,000.00	2,257,437.50	3.875	4.478	4.541	08/15/2040	10,546
912828QW3	31932	U.S. TREASURY NOTES	08/29/2011	1,304,345.11	1,300,000.00	1,302,792.40	0.375	0.213	0.215	07/31/2013	669
Subtotal and Average				31,533,484.57	30,840,000.00	36,790,906.22		3.905	3.959		3,524
Corporate Bonds											
013817AQ4	19501	ALCOA	02/23/2007	378,000.00	378,000.00	373,410.32	5.870	5.789	5.870	02/23/2022	3,798
00206RAP7	26325	AT & T CORP	11/17/2008	998,290.00	1,000,000.00	1,110,873.00	6.700	6.648	6.741	11/15/2013	776
097014AL8	27989	BOEING CAPITAL CORP	10/27/2009	999,290.00	1,000,000.00	1,134,851.00	4.700	4.644	4.708	10/27/2019	2,948
079860AD4	14246	BELL SOUTH	08/03/2005	1,151,380.00	1,000,000.00	1,245,749.00	6.875	5.670	5.749	10/15/2031	7,319
06406HBX6	31859	BANK OF NEW YORK	07/28/2011	1,998,300.00	2,000,000.00	2,014,718.00	2.300	2.286	2.318	07/28/2016	1,762
172967CC3	13836	CITICORP	06/01/2005	1,403,907.00	1,290,000.00	1,130,325.09	6.000	5.315	5.388	10/31/2033	8,066
25156PAH6	16212	DEUTSCHE TELECOM	03/23/2006	496,775.00	500,000.00	550,526.00	5.750	5.756	5.836	03/23/2016	1,635
263534CD9	29929	DUPONT EI NEMOUR	09/23/2010	990,470.00	1,000,000.00	1,009,106.00	1.950	2.096	2.125	01/15/2016	1,567
278642AA1	30076	EBAY INC	10/28/2010	997,930.00	1,000,000.00	1,003,436.00	0.875	2.504	2.538	10/15/2013	745
36962GP65	14236	GENERAL ELECTRIC	08/02/2005	1,110,527.00	1,100,000.00	1,174,609.70	4.875	4.683	4.749	03/04/2015	1,250
369604BC6	22800	GENERAL ELECTRIC	12/06/2007	495,975.00	500,000.00	555,532.00	5.250	5.281	5.355	12/06/2017	2,258
38141GEA8	14247	GOLDMAN SACHS	08/03/2005	1,006,900.00	1,000,000.00	1,032,377.00	5.125	4.963	5.031	01/15/2015	1,202
428236BB8	29897	HEWLETT-PACKARD CO	09/13/2010	999,210.00	1,000,000.00	992,698.00	1.250	1.259	1.276	09/13/2013	713
428236BM4	31576	HEWLETT-PACKARD CO	05/31/2011	1,995,980.00	2,000,000.00	2,019,130.00	4.300	4.265	4.324	06/01/2021	3,531
40429CCS9	14371	HSBC FIN CORP	08/22/2005	993,100.00	1,000,000.00	1,030,891.00	5.000	5.016	5.085	06/30/2015	1,368
459200AS0	13835	IBM	06/01/2005	1,432,471.68	1,224,000.00	1,660,111.20	6.500	5.137	5.209	01/15/2028	5,950
459200GN5	26100	IBM	10/15/2008	996,470.00	1,000,000.00	1,111,113.00	6.500	6.493	6.584	10/15/2013	745

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Fund CP - RETIREE HEALTH
Investments by Fund
September 30, 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											
46625HAN0	20800	JPMORGAN	05/22/2007	1,450,006.25	1,375,000.00	1,406,084.63	6.625	5.250	5.323	03/15/2012	166
46625HHB9	24543	JPMORGAN	04/28/2008	996,830.00	1,000,000.00	1,051,359.00	4.750	4.755	4.821	05/01/2013	578
52517PR60	18995	LEHMAN BROTHERS	01/12/2007	998,940.00	1,000,000.00	236,250.00	5.250	5.200	5.272	02/06/2012	128
6174467N3	29744	MORGAN STANLEY	07/26/2010	996,550.00	1,000,000.00	942,606.00	4.000	20.061	20.339	07/24/2015	1,392
665859AL8	30119	NORTHERN TRUST CORP	11/04/2010	998,830.00	1,000,000.00	1,025,265.00	3.450	3.416	3.463	11/04/2020	3,322
717081CZ4	26607	PFIZER	03/24/2009	998,630.00	1,000,000.00	1,017,076.00	4.450	4.438	4.500	03/15/2012	166
74456QAP1	14509	PUBLIC SERVICE ELECTRIC	09/07/2005	1,221,960.00	1,200,000.00	1,398,026.40	5.250	5.058	5.129	07/01/2035	8,674
89114QAD0	31849	TORONTO DOMINION	07/27/2011	1,000,000.00	1,000,000.00	999,746.00	0.432	0.438	0.444	07/26/2013	664
87612EAT3	23327	TARGET CORP	01/17/2008	498,370.00	500,000.00	528,526.50	5.125	5.128	5.200	01/15/2013	472
87612EAW6	31817	TARGET CORP	07/18/2011	999,820.00	1,000,000.00	1,007,884.00	1.125	1.115	1.131	07/18/2014	1,021
911312AM8	30145	UNITED PARCEL SERVICE	11/12/2010	993,300.00	1,000,000.00	1,044,015.00	3.125	3.158	3.202	01/15/2021	3,394
91159HHA1	31549	U S BANK	05/24/2011	996,190.00	1,000,000.00	1,078,044.00	4.125	4.114	4.171	05/24/2021	3,523
92343VAM6	24258	VERIZON COMMUNICATIONS	04/04/2008	994,790.00	1,000,000.00	1,192,463.00	6.100	6.722	6.815	04/15/2018	2,388
949746NX5	22824	WELLS FARGO	12/10/2007	995,840.00	1,000,000.00	1,130,944.00	5.625	5.602	5.680	12/11/2017	2,263
931142BY8	14427	WALMART	08/29/2005	981,040.00	1,000,000.00	1,121,145.00	4.500	4.677	4.742	07/01/2015	1,369
931142CJ0	23426	WALMART	01/30/2008	1,046,050.00	1,000,000.00	1,214,035.00	5.800	5.133	5.205	02/15/2018	2,329
Subtotal and Average				34,612,121.93	34,067,000.00	35,542,925.84		4.796	4.863		2,521
FDIC Guaranteed Corporate Bonds											
59157CAA8	26619	METROPOLITAN LIFE-FDIC GTD	03/26/2009	2,000,000.00	2,000,000.00	2,006,466.00	0.685	0.740	0.750	06/29/2012	272
90390QAA9	26638	USAA CAPITAL CORP -FDIC GTD	03/30/2009	1,996,770.98	2,000,000.00	2,016,942.00	2.240	2.264	2.296	03/30/2012	181
Subtotal and Average				3,996,770.98	4,000,000.00	4,023,408.00		1.502	1.523		226
NCUA Guaranteed Corporate Bonds											
62888WAC0	30346	NCUA GUARANTEED NOTE	12/09/2010	1,568,173.81	1,572,051.43	1,604,482.85	2.400	2.394	2.427	12/08/2020	3,356
Subtotal and Average				1,568,173.81	1,572,051.43	1,604,482.85		2.395	2.428		3,356
Dreyfus Money Market Fd-CP											
SYS13571	13571	DREYFUS CASH MANAGEMENT FUND	12/31/2004	3,563,433.03	3,563,433.03	3,563,433.03	0.050	0.049	0.050		1
Subtotal and Average				3,563,433.03	3,563,433.03	3,563,433.03		0.049	0.050		1
Blackrock Money Market Fund											

Fund CP - RETIREE HEALTH
Investments by Fund
September 30, 2011

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Blackrock Money Market Fund											
SYS31931	31931	BLACKROCK MMK	08/29/2011	14,900,180.58	14,900,180.58	14,900,180.58	0.140	0.138	0.140		1
Subtotal and Average				14,900,180.58	14,900,180.58	14,900,180.58		0.138	0.140		1
Total Investments and Average				144,391,982.35	140,843,551.74	153,797,960.65		3.583	3.633		4,406

**SANTA CLARA COUNTY
RETIREE HEALTH EQUITY FUND**

September 30, 2011

VANGUARD INDEX 500

VANGUARD MID CAP

VANGUARD SMALL CAP

DATE		BOOK COST	SHARES OUTSTANDING	MARKET VALUE 9/30/11	BOOK COST	SHARES OUTSTANDING	MARKET VALUE 6/16/09	BOOK COST	SHARES OUTSTANDING	MARKET VALUE 6/16/09
				103.49			12.71			21.64
BEG BAL-07/01/05		84,993,094.90	835,748.195	86,491,580.70	26,873,468.98	2,280,437.524	28,984,360.93	29,123,990.67	1,391,277.820	30,107,252.02
JULY 27	PURCHASE				13,800,000.00	803,727.432	10,215,375.66			
AUG 24	PURCHASE				9,600,000.00	568,720.379	7,228,436.02			
SEPT 23	INC DIV	468,018.99	4,216.007	436,314.56						
NOV 4	PURCHASE				2,000,000.00	116,822.430	1,484,813.09			
DEC 23	INC DIV				795,408.34	44,461.059	565,100.06			
DEC 23	INC DIV							457,730.40	15,783.807	341,561.58
DEC 28	INC DIV	503,978.52	4,386.236	453,931.56						
MAR 17, 2006	INC DIV	430,618.72	3,606.220	373,207.71						
MAR 17	INC DIV							7,035.31	223.841	4,843.92
JUN 23	INC DIV	440,937.46	3,878.078	401,342.29						
SEPT 22	INC DIV	459,990.76	3,828.789	396,241.37						
DEC 21	INC DIV				1,048,896.43	52,947.826	672,966.87	558,692.33	17,185.245	371,888.70
DEC 26	INC DIV	573,294.56	4,429.379	458,396.43						
MAR 22, 2007	INC DIV				19,335.58	923.821	11,741.76	9,971.29	293.446	6,350.17
MAR 24	INC DIV	490,252.96	3,736.684	386,709.43						
JUN 22	INC DIV	518,297.75	3,775.479	390,724.32						
SEPT 22	INC DIV	555,267.24	3,982.694	412,169.00						
DEC 19	INC DIV				1,133,335.86	55,446.960	704,730.86	653,966.75	20,315.836	439,634.69
Dec 21	INC DIV	653,690.82	4,821.796	499,007.67						
MAR 11, 2008	INC DIV				19,617.44	1,054.701	13,405.25	17,340.96	596.524	12,908.78
MAR 27	INC DIV	534,609.83	4,413.521	456,755.29						
JUN 26	INC DIV	518,804.79	4,424.774	457,919.86						
JUN 30 ¹	REDEMPTION	(23,557,981.01)	(231,486.045)	(23,956,490.80)	(32,146,410.02)	(1,935,699.461)	(24,602,740.15)	(11,134,545.97)	(524,801.274)	(11,356,699.57)
SEP 26	INC DIV	428,867.75	3,882.913	401,842.67						
OCT 21 ²	REDEMPTION	(9,712,777.74)	(120,151.047)	(12,434,431.85)				(9,408,257.00)	(474,898.236)	(10,276,797.83)
DEC 24	INC DIV				501,188.35	44,989.978	571,822.62	193,108.04	10,126.274	219,132.57
DEC 27	INC DIV	358,508.28	4,498.22	465,520.99						
³ JAN 30, 2009	REDEMPTION	(21,310,443.23)	(232,773.44)	(24,089,723.31)						
MAR 20	INC DIV				18,304.49	1,766.843	22,456.57	4,561.03	273.279	5,913.76
MAR 26	INC DIV	164,813.43	2,164.33	223,986.10						
MAY 12 ⁴	REDEMPTION				(13,833,444.63)	(1,185,770.75)	(15,071,146.25)	(3,847,319.97)	(164,473.68)	(3,559,210.52)
JUNE 16	REDEMPTION	(2,695,593.06)	(27,746.51)	(2,871,486.11)	(9,829,700.86)	(849,828.74)	(10,801,323.30)	(6,636,273.89)	(291,902.88)	(6,316,778.28)
JUNE 23 ⁵	INC DIV	129,621.78	1,582.10	163,731.94						
SEPT 29	INC DIV	143,750.06	1,476.63	152,816.54						
NOV 18 ⁶	REDEMPTION	(24,229,938.88)	(194,654.24)	(20,144,767.50)						
DEC 28	INC DIV	65,717.10	637.35	65,959.25						
Mar 29	INC DIV	42,631.93	397.13	41,098.98						
June 28	INC DIV	47,933.75	487.68	50,469.69						
Sept 27	INC DIV	52,208.11	499.93	51,738.17						
Dec 28	INC DIV	55,214.89	479.88	49,662.68						
Mar 30, 2011	INC DIV	50,674.90	417.07	43,162.99						
June 29	INC DIV	52,797.65	441.38	45,678.21						
Sept 29	INC DIV	56,286.70	530.31	54,881.37						
TOTAL		11,283,149.71	95,931.49	9,927,950.21	(0.04)	0.00	0.00	(0.05)	0.00	0.00

INC DIST IS DIVIDEND DISTRIBUTION
ST GAIN IS SHORT TERM CAPITAL GAINS
LT GAIN IS LONG TERM CAPITAL GAINS

COST OF ALL FUNDS 11,283,149.62
MARKET VALUE OF ALL FUNDS 9/30/11 9,927,950.21
PROFIT OR (LOSS) ON REMAINING SHARES (1,355,199.41)

**SANTA CLARA COUNTY
RETIREE HEALTH EQUITY FUND
Sold Positions
September 30, 2011**

¹ Redemption June 30, 2008	Redemption Amount	Purchase Price (at Book Value)	Realized Capital Gain
VG Index 500	\$27,042,199.80	\$23,557,981.01	\$3,484,218.79
VG Mid Cap	\$37,068,644.68	\$32,146,410.02	\$4,922,234.66
VG Small Cap	\$15,869,990.53	\$11,134,545.97	\$4,735,444.56
Total	\$79,980,835.01	\$66,838,937.00	\$13,141,898.01

² Redemption October 21, 2008	Redemption Amount	Purchase Price (at Book Value)	Realized Capital Gain
VG Index 500	\$10,500,000.00	\$9,712,777.74	\$787,222.26
VG Small Cap	\$10,500,000.00	\$9,408,257.00	\$1,091,743.00
Total	\$21,000,000.00	\$19,121,034.74	\$1,878,965.26

³ Redemption January 30, 2009	Redemption Amount	Purchase Price (at Book Value)	Realized Capital Gain/Loss
VG Index 500	\$17,600,000.00	\$21,310,443.23	-\$3,710,443.23
Total	\$17,600,000.00	\$21,310,443.23	-\$3,710,443.23

⁴ Redemption MAY 12, 2009	Redemption Amount	Purchase Price (at Book Value)	Realized Capital Gain/Loss
VG Mid Cap	\$15,000,000.00	\$13,833,444.63	\$1,166,555.37
VG Small Cap	\$3,500,000.00	\$3,847,319.97	-\$347,319.97
Total	\$18,500,000.00	\$17,680,764.60	\$819,235.40

⁵ Redemption June 16, 2009	Redemption Amount	Purchase Price (at Book Value)	Realized Capital Gain/Loss
VG Index 500	\$2,327,932.04	\$2,695,593.06	-\$367,661.02
VG Mid Cap	\$10,801,323.30	\$9,829,700.86	\$971,622.44
VG Small Cap	\$6,316,778.28	\$6,636,273.89	-\$319,495.61
Total	\$19,446,033.62	\$19,161,567.81	\$284,465.81

⁶ Redemption November 18, 2009	Redemption Amount	Purchase Price (at Book Value)	Realized Capital Gain/Loss
VG Index 500	\$19,845,000.00	\$24,229,938.88	-\$4,384,938.88
Total	\$19,845,000.00	\$24,229,938.88	-\$4,384,938.88

Fund FH B - FOOTHILL SERIES B
Investments by Fund
September 30, 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											
3133XHPH9	25118	FHLB NOTES	05/11/2007	1,131,111.92	1,130,000.00	1,136,683.95	4.875	5.107	5.177	11/18/2011	48
31359MZ30	25107	FNMA NOTES	05/11/2007	569,298.53	566,000.00	566,922.01	5.000	4.784	4.851	10/15/2011	14
31359M5H2	25120	FNMA NOTES	05/11/2007	569,090.64	566,000.00	576,134.23	5.000	4.801	4.868	02/16/2012	138
31359MMQ3	25121	FNMA NOTES	05/11/2007	991,537.35	941,000.00	966,070.12	6.125	4.798	4.865	03/15/2012	166
Subtotal and Average				3,261,038.44	3,203,000.00	3,245,810.31		4.904	4.972		93
Zero Coupon Bonds											
31359YBP1	25119	FNMA NOTES	05/11/2007	464,451.76	580,000.00	578,926.42	4.194	4.805	4.872	01/15/2012	106
Subtotal and Average				464,451.76	580,000.00	578,926.42		4.806	4.872		106
Dreyfus Money Market Fd-FH B											
SYS25146	25146	DREYFUS CASH MANAGEMENT FUND	05/10/2007	0.00	0.00	0.00	0.050	0.049	0.050		1
Subtotal and Average				0.00	0.00	0.00		0.000	0.000		0
Total Investments and Average				3,725,490.20	3,783,000.00	3,824,736.73		4.892	4.959		95

Fund MVLA - MOUNTAIN VIEW-LOS ALTOS
Investments by Fund
September 30, 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											
13078JSJ8	31958	CALIF STATE UNIV	09/07/2011	60,000.00	60,000.00	60,000.00	0.160	0.159	0.161	11/09/2011	39
130333BD8	31539	CALIFORNIA HSG FIN AGY	05/19/2011	300,000.00	300,000.00	297,720.00	1.200	1.183	1.200	08/01/2013	670
451434BR4	31772	IDAHO ST	07/01/2011	203,450.00	200,000.00	202,594.00	2.000	0.262	0.265	06/29/2012	272
54466UEK9	31949	LOS ANGELES COUNTY LEASING	09/01/2011	100,000.00	100,000.00	100,000.00	0.150	0.147	0.150	11/01/2011	31
544495WS9	31757	LOS ANGELES CALIF DEPT WTR & P	06/30/2011	106,883.00	100,000.00	106,088.00	4.000	0.716	0.726	07/01/2013	639
68608UAA4	31860	OREGON ST	07/28/2011	101,620.00	100,000.00	101,305.00	2.000	0.238	0.241	06/29/2012	272
769110CG0	31768	RIVERSIDE COUNTY	07/01/2011	151,945.50	150,000.00	151,326.00	2.000	0.258	0.262	03/30/2012	181
796813BF9	31769	SAN BERNARDINI CNTY CALIF	07/01/2011	152,557.50	150,000.00	151,957.50	2.000	0.281	0.285	06/29/2012	272
797381BD1	31773	SAN DIEGO CNTY &SCH DIST	07/01/2011	152,587.50	150,000.00	151,980.00	2.000	0.262	0.265	06/29/2012	272
79742CAB6	31749	SAN DIEGO WATER AUTHORITY	06/29/2011	100,000.00	100,000.00	100,000.00	0.140	0.138	0.140	10/04/2011	3
Subtotal and Average				1,429,043.50	1,410,000.00	1,422,970.50		0.469	0.475		327
Tax Exempt Money Market Funds											
SYS31726	31726	FEDERATED TAX FREE INST FUND	06/24/2011	573,485.94	573,485.94	573,485.94	0.020	0.019	0.020		1
SYS29890	29890	JP MORGAN TAX FREE MMK-INST	09/13/2010	0.00	0.00	0.00	0.020	0.019	0.020		1
Subtotal and Average				573,485.94	573,485.94	573,485.94		0.020	0.020		1
Total Investments and Average				2,002,529.44	1,983,485.94	1,996,456.44		0.340	0.345		234

Fund PA - PALO ALTO UNIFIED
Investments by Fund
September 30, 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											
01083PBC5	31660	ALAMEDA COUNTY. CA SEROES 2010	06/14/2011	500,000.00	500,000.00	500,000.00	0.180	0.177	0.180	10/05/2011	4
13078JSJ8	31959	CALIF STATE UNIV	09/07/2011	140,000.00	140,000.00	140,000.00	0.160	0.159	0.161	11/09/2011	39
54466UEK9	31950	LOS ANGELES COUNTY LEASING	09/01/2011	100,000.00	100,000.00	100,000.00	0.150	0.147	0.150	11/01/2011	31
54243TGQ7	31783	LONG BEACH CALIF GAS UTIL	07/06/2011	1,000,000.00	1,000,000.00	1,000,000.00	0.110	0.108	0.110	10/05/2011	4
544495WS9	31758	LOS ANGELES CALIF DEPT WTR & P	06/30/2011	160,324.50	150,000.00	159,132.00	4.000	0.716	0.726	07/01/2013	639
79742CAB6	31750	SAN DIEGO WATER AUTHORITY	06/29/2011	100,000.00	100,000.00	100,000.00	0.140	0.138	0.140	10/04/2011	3
Subtotal and Average				2,000,324.50	1,990,000.00	1,999,132.00		0.182	0.184		58
Tax Exempt Money Market Funds											
SYS17030	17030	JPM TE MMK FD	06/09/2006	1,695,094.73	1,695,094.73	1,695,094.73	0.010	0.009	0.010		1
Subtotal and Average				1,695,094.73	1,695,094.73	1,695,094.73		0.010	0.010		1
Dreyfus Money Market Fd-PA											
SYS23601	23601	DREYFUS CASH MANAGEMENT FUND	02/01/2008	1,124,868.17	1,124,868.17	1,124,868.17	0.050	0.049	0.050		1
Subtotal and Average				1,124,868.17	1,124,868.17	1,124,868.17		0.049	0.050		1
Total Investments and Average				4,820,287.40	4,809,962.90	4,819,094.90		0.090	0.092		24

Fund WVM - WEST VALLEY MISSION-CCD

Investments by Fund

September 30, 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											
01083PBC5	31659	ALAMEDA COUNTY. CA SEROES 2010	06/14/2011	3,000,000.00	3,000,000.00	3,000,000.00	0.180	0.177	0.180	10/05/2011	4
13078JSJ8	31957	CALIF STATE UNIV	09/07/2011	5,300,000.00	5,300,000.00	5,300,000.00	0.160	0.159	0.161	11/09/2011	39
130333BC0	31540	CALIFORNIA HSG FIN AGY	05/19/2011	375,000.00	375,000.00	375,637.50	0.900	0.887	0.900	02/01/2013	489
2548396J7	29064	NATIONAL PUBLIC RADIO INC	04/07/2010	526,510.00	500,000.00	519,375.00	3.000	1.598	1.620	04/01/2014	913
451434BR4	31771	IDAHO ST	07/01/2011	4,882,800.00	4,800,000.00	4,862,256.00	2.000	0.262	0.265	06/29/2012	272
54466UEK9	31948	LOS ANGELES COUNTY LEASING	09/01/2011	6,000,000.00	6,000,000.00	6,000,000.00	0.150	0.147	0.150	11/01/2011	31
544495WS9	31759	LOS ANGELES CALIF DEPT WTR & P	06/30/2011	1,870,452.50	1,750,000.00	1,856,540.00	4.000	0.716	0.726	07/01/2013	639
64989QUN1	31956	NEW YORK ST POWER AUTH	09/06/2011	1,000,000.00	1,000,000.00	1,000,000.00	0.120	0.118	0.120	10/07/2011	6
68608UAA4	31861	OREGON ST	07/28/2011	7,011,990.00	6,900,000.00	6,990,045.00	2.000	0.234	0.238	06/29/2012	272
769110CG0	31775	RIVERSIDE COUNTY	07/01/2011	4,912,904.50	4,850,000.00	4,892,874.00	2.000	0.258	0.262	03/30/2012	181
796813BF9	31774	SAN BERNARDINI CNTY CALIF	07/01/2011	2,542,625.00	2,500,000.00	2,532,625.00	2.000	0.281	0.285	06/29/2012	272
797381BD1	31770	SAN DIEGO CNTY &SCH DIST	07/01/2011	1,881,912.50	1,850,000.00	1,874,420.00	2.000	0.262	0.265	06/29/2012	272
79742AB6	31748	SAN DIEGO WATER AUTHORITY	06/29/2011	2,100,000.00	2,100,000.00	2,100,000.00	0.140	0.138	0.140	10/04/2011	3
Subtotal and Average				41,404,194.50	40,925,000.00	41,303,772.50		0.256	0.260		183
Tax Exempt Money Market Funds											
SYS31725	31725	FEDERATED TAX FREE INST FUND	06/24/2011	94,227,386.57	94,227,386.57	94,227,386.57	0.020	0.019	0.020		1
SYS27353	27353	JP MORGAN TAX FREE MMK-INST	06/23/2009	0.00	0.00	0.00	0.020	0.019	0.020		1
Subtotal and Average				94,227,386.57	94,227,386.57	94,227,386.57		0.020	0.020		1
Total Investments and Average				135,631,581.07	135,152,386.57	135,531,159.07		0.092	0.093		56



SANTA CLARA COUNTY INVESTMENTS
Purchases Report
Sorted by Fund - Purchase Date
July 1, 2011 - September 30, 2011

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

CUSIP	Investment #	Fund	Sec. Type Issuer	Original Par Value	Purchase Date	Payment Periods	Principal Purchased	Accrued Interest at Purchase	Rate at Purchase	Maturity Date	YTM 365	Ending Book Value
COMMINGLED POOL												
06737JU52	31776	C	ACP BCSFUN	75,000,000.00	07/01/2011	07/05 - At Maturity	74,999,500.00		0.060	07/05/2011	0.061	0.00
0556N1U50	31777	C	ACP BNP	75,000,000.00	07/01/2011	07/05 - At Maturity	74,999,250.00		0.090	07/05/2011	0.091	0.00
06737JU60	31782	C	ACP BCSFUN	50,000,000.00	07/05/2011	07/06 - At Maturity	49,999,916.67		0.060	07/06/2011	0.061	0.00
0556N1U68	31781	C	ACP BNP	75,000,000.00	07/05/2011	07/06 - At Maturity	74,999,812.50		0.090	07/06/2011	0.091	0.00
06416KU65	31780	C	ACP BNS	100,000,000.00	07/05/2011	07/06 - At Maturity	99,999,861.11		0.050	07/06/2011	0.051	0.00
74540BV86	31778	C	ACP SALREC	45,000,000.00	07/05/2011	08/08 - At Maturity	44,994,475.00		0.130	08/08/2011	0.132	0.00
86257MU40	31779	C	ACP STRAIT	25,000,000.00	07/05/2011	10/03 - At Maturity	24,990,000.00		0.160	10/03/2011	0.162	24,990,000.00
06737JU78	31786	C	ACP BCSFUN	75,000,000.00	07/06/2011	07/07 - At Maturity	74,999,875.00		0.060	07/07/2011	0.061	0.00
0556N1U76	31785	C	ACP BNP	75,000,000.00	07/06/2011	07/07 - At Maturity	74,999,854.17		0.070	07/07/2011	0.071	0.00
313374K66	31787	C	FAC FHLB	70,000,000.00	07/06/2011	01/06 - 07/06	70,000,000.00		0.260	07/06/2012	0.260	70,000,000.00
9033E1U77	31784	C	ACP USB	125,000,000.00	07/06/2011	07/07 - At Maturity	124,999,826.39		0.050	07/07/2011	0.051	0.00
06737JU86	31790	C	ACP BCSFUN	75,000,000.00	07/07/2011	07/08 - At Maturity	74,999,875.00		0.060	07/08/2011	0.061	0.00
0556N1U84	31789	C	ACP BNP	75,000,000.00	07/07/2011	07/08 - At Maturity	74,999,854.17		0.070	07/08/2011	0.071	0.00
9033E1U85	31788	C	ACP USB	100,000,000.00	07/07/2011	07/08 - At Maturity	99,999,861.11		0.050	07/08/2011	0.051	0.00
06737JUB9	31793	C	ACP BCSFUN	75,000,000.00	07/08/2011	07/11 - At Maturity	74,999,625.00		0.060	07/11/2011	0.061	0.00
0556N1UB7	31792	C	ACP BNP	75,000,000.00	07/08/2011	07/11 - At Maturity	74,999,562.50		0.070	07/11/2011	0.071	0.00
9033E1UB8	31791	C	ACP USB	100,000,000.00	07/08/2011	07/11 - At Maturity	99,999,583.33		0.050	07/11/2011	0.051	0.00
06737JUC7	31796	C	ACP BCSFUN	75,000,000.00	07/11/2011	07/12 - At Maturity	74,999,875.00		0.060	07/12/2011	0.061	0.00
0556N1UC5	31794	C	ACP BNP	75,000,000.00	07/11/2011	07/12 - At Maturity	74,999,854.17		0.070	07/12/2011	0.071	0.00
9033E1UC6	31795	C	ACP USB	100,000,000.00	07/11/2011	07/12 - At Maturity	99,999,861.11		0.050	07/12/2011	0.051	0.00
0530A3UD8	31801	C	ACP ADPPP	75,000,000.00	07/12/2011	07/13 - At Maturity	74,999,895.83		0.050	07/13/2011	0.051	0.00
0605C03W0	31798	C	NCB BAC	50,000,000.00	07/12/2011	01/09 - At Maturity	50,000,000.00		0.290	01/09/2012	0.294	50,000,000.00
06737JUD5	31802	C	ACP BCSFUN	75,000,000.00	07/12/2011	07/13 - At Maturity	74,999,875.00		0.060	07/13/2011	0.061	0.00
0556N1UD3	31800	C	ACP BNP	75,000,000.00	07/12/2011	07/13 - At Maturity	74,999,854.17		0.070	07/13/2011	0.071	0.00
3133XUE41	31797	C	FAC FHLB	13,365,000.00	07/12/2011	08/22 - 02/22	13,583,651.40	Received	1.750	08/22/2012	0.498	13,583,651.40
9033E1UD4	31799	C	ACP USB	100,000,000.00	07/12/2011	07/13 - At Maturity	99,999,861.11		0.050	07/13/2011	0.051	0.00
06717JUE3	31804	C	ACP BCSFUN	50,000,000.00	07/13/2011	07/14 - At Maturity	49,999,916.67		0.060	07/14/2011	0.061	0.00
06737JUE3	31806	C	ACP BCSFUN	75,000,000.00	07/13/2011	07/14 - At Maturity	74,999,875.00		0.060	07/14/2011	0.061	0.00
0556N1UE1	31805	C	ACP BNP	75,000,000.00	07/13/2011	07/14 - At Maturity	74,999,895.83		0.050	07/14/2011	0.051	0.00
9033E1UE2	31803	C	ACP USB	100,000,000.00	07/13/2011	07/14 - At Maturity	99,999,861.11		0.050	07/14/2011	0.051	0.00
06737JUF0	31809	C	ACP BCSFUN	75,000,000.00	07/14/2011	07/15 - At Maturity	74,999,875.00		0.060	07/15/2011	0.061	0.00

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COMMINGLED POOL											
0556N1UF8	31808	C	ACP BNP	75,000,000.00	07/14/2011 07/15 - At Maturity	74,999,895.83		0.050	07/15/2011	0.051	0.00
9033E1UF9	31807	C	ACP USB	125,000,000.00	07/14/2011 07/15 - At Maturity	124,999,826.39		0.050	07/15/2011	0.051	0.00
06737JUJ2	31815	C	ACP BCSFUN	75,000,000.00	07/15/2011 07/18 - At Maturity	74,999,625.00		0.060	07/18/2011	0.061	0.00
0556N1UJ0	31814	C	ACP BNP	75,000,000.00	07/15/2011 07/18 - At Maturity	74,999,562.50		0.070	07/18/2011	0.071	0.00
313374SV3	31811	C	FAC FHLB	45,000,000.00	07/15/2011 07/30 - 01/30	44,997,660.00		0.250	07/30/2012	0.255	44,997,660.00
313374TX8	31812	C	FAC FHLB	25,000,000.00	07/15/2011 02/15 - At Maturity	24,996,600.00		0.120	02/15/2012	0.145	24,996,600.00
64952WAS2	31810	C	MC1 NYL	30,000,000.00	07/15/2011 12/14 - 06/14	30,717,000.00	58,125.00	2.250	12/14/2012	0.551	30,775,125.00
9033E1UJ1	31813	C	ACP USB	125,000,000.00	07/15/2011 07/18 - At Maturity	124,999,479.17		0.050	07/18/2011	0.051	0.00
0530A3UK2	31821	C	ACP ADPPP	75,000,000.00	07/18/2011 07/19 - At Maturity	74,999,895.83		0.050	07/19/2011	0.051	0.00
06737JUK9	31818	C	ACP BCSFUN	75,000,000.00	07/18/2011 07/19 - At Maturity	74,999,875.00		0.060	07/19/2011	0.061	0.00
0556N1UK7	31819	C	ACP BNP	75,000,000.00	07/18/2011 07/19 - At Maturity	74,999,875.00		0.060	07/19/2011	0.061	0.00
9033E1UK8	31820	C	ACP USB	125,000,000.00	07/18/2011 07/19 - At Maturity	124,999,826.39		0.050	07/19/2011	0.051	0.00
0530A3UL0	31826	C	ACP ADPPP	75,000,000.00	07/19/2011 07/20 - At Maturity	74,999,916.67		0.040	07/20/2011	0.041	0.00
06737JUL7	31824	C	ACP BCSFUN	75,000,000.00	07/19/2011 07/20 - At Maturity	74,999,875.00		0.060	07/20/2011	0.061	0.00
0556N1UL5	31825	C	ACP BNP	75,000,000.00	07/19/2011 07/20 - At Maturity	74,999,875.00		0.060	07/20/2011	0.061	0.00
17314AAF9	31822	C	MC3 CITIFI	12,000,000.00	07/19/2011 09/30 - 03/30	12,150,120.00	Received	2.000	03/30/2012	0.203	12,150,120.00
9033E1UL6	31823	C	ACP USB	125,000,000.00	07/19/2011 07/20 - At Maturity	124,999,826.39		0.050	07/20/2011	0.051	0.00
06737JUM5	31827	C	ACP BCSFUN	75,000,000.00	07/20/2011 07/21 - At Maturity	74,999,875.00		0.060	07/21/2011	0.061	0.00
0556N1UM3	31828	C	ACP BNP	75,000,000.00	07/20/2011 07/21 - At Maturity	74,999,875.00		0.060	07/21/2011	0.061	0.00
587728AC0	31830	C	MC2 MBART	8,000,000.00	07/20/2011 08/15 -	7,999,769.60		0.850	03/16/2015	0.851	7,999,769.60
9033E1UM4	31829	C	ACP USB	125,000,000.00	07/20/2011 07/21 - At Maturity	124,999,826.39		0.050	07/21/2011	0.051	0.00
06737JUN3	31833	C	ACP BCSFUN	75,000,000.00	07/21/2011 07/22 - At Maturity	74,999,875.00		0.060	07/22/2011	0.061	0.00
0556N1UN1	31834	C	ACP BNP	75,000,000.00	07/21/2011 07/22 - At Maturity	74,999,875.00		0.060	07/22/2011	0.061	0.00
89233GAD8	31831	C	ACP TOYO	50,000,000.00	07/21/2011 01/13 - At Maturity	49,929,111.11		0.290	01/13/2012	0.294	49,929,111.11
9033E1UN2	31832	C	ACP USB	125,000,000.00	07/21/2011 07/22 - At Maturity	124,999,826.39		0.050	07/22/2011	0.051	0.00
06737JUR4	31837	C	ACP BCSFUN	75,000,000.00	07/22/2011 07/25 - At Maturity	74,999,625.00		0.060	07/25/2011	0.061	0.00
0556N1UR2	31836	C	ACP BNP	75,000,000.00	07/22/2011 07/25 - At Maturity	74,999,625.00		0.060	07/25/2011	0.061	0.00
9033E1UR3	31835	C	ACP USB	125,000,000.00	07/22/2011 07/25 - At Maturity	124,999,479.17		0.050	07/25/2011	0.051	0.00
0530A3US5	31842	C	ACP ADPPP	75,000,000.00	07/25/2011 07/26 - At Maturity	74,999,916.67		0.040	07/26/2011	0.041	0.00
06737JUS2	31844	C	ACP BCSFUN	75,000,000.00	07/25/2011 07/26 - At Maturity	74,999,875.00		0.060	07/26/2011	0.061	0.00
0556N1US0	31843	C	ACP BNP	75,000,000.00	07/25/2011 07/26 - At Maturity	74,999,875.00		0.060	07/26/2011	0.061	0.00
3134G2QS4	31838	C	FAC FHLMC	10,915,000.00	07/25/2011 01/25 - 07/25	10,915,000.00		1.200	07/25/2014	1.200	10,915,000.00
3134G2QS4	31839	C	FAC FHLMC	29,000,000.00	07/25/2011 01/25 - 07/25	29,000,000.00		1.200	07/25/2014	1.200	29,000,000.00
31398A5B4	31840	C	FAC FNMA	4,000,000.00	07/25/2011 11/01 - 05/01	4,002,600.00	5,133.33	0.550	11/01/2012	0.498	4,007,733.33
9033E1US1	31841	C	ACP USB	125,000,000.00	07/25/2011 07/26 - At Maturity	124,999,826.39		0.050	07/26/2011	0.051	0.00

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COMMINGLED POOL											
0530A3UT3	31847	C	ACP ADPPP	75,000,000.00	07/26/2011 07/27 - At Maturity	74,999,916.67		0.040	07/27/2011	0.041	0.00
06737JU0	31848	C	ACP BCSFUN	75,000,000.00	07/26/2011 07/27 - At Maturity	74,999,875.00		0.060	07/27/2011	0.061	0.00
0556N1UT8	31846	C	ACP BNP	75,000,000.00	07/26/2011 07/27 - At Maturity	74,999,854.17		0.070	07/27/2011	0.071	0.00
9033E1UT9	31845	C	ACP USB	125,000,000.00	07/26/2011 07/27 - At Maturity	124,999,826.39		0.050	07/27/2011	0.051	0.00
06737JU07	31857	C	ACP BCSFUN	75,000,000.00	07/27/2011 07/28 - At Maturity	74,999,833.33		0.080	07/28/2011	0.081	0.00
0556N1UU5	31858	C	ACP BNP	75,000,000.00	07/27/2011 07/28 - At Maturity	74,999,833.33		0.080	07/28/2011	0.081	0.00
313374Z37	31850	C	FAC FHLB	31,350,000.00	07/27/2011 01/25 - 07/25	31,341,629.55	435.42	0.250	07/25/2012	0.277	31,342,064.97
79540BXT8	31854	C	ACP SALREC	18,750,000.00	07/27/2011 10/27 - At Maturity	18,740,895.83		0.190	10/27/2011	0.193	18,740,895.83
89114QAD0	31852	C	MC1 TD	5,000,000.00	07/27/2011 10/26 - Random	5,000,000.00		0.432	07/26/2013	0.444	5,000,000.00
89116EAT0	31855	C	ACP TD	40,000,000.00	07/27/2011 01/27 - At Maturity	39,940,711.11		0.290	01/27/2012	0.301	39,940,711.11
91412GFC4	31851	C	MUN UNIVCA	19,000,000.00	07/27/2011 01/01 - 07/01	19,000,000.00		0.887	07/01/2013	0.887	19,000,000.00
9033E1UU6	31856	C	ACP USB	125,000,000.00	07/27/2011 07/28 - At Maturity	124,999,826.39		0.050	07/28/2011	0.051	0.00
93114FVG6	31853	C	ACP WALL	50,000,000.00	07/27/2011 08/16 - At Maturity	49,998,611.11		0.050	08/16/2011	0.051	0.00
06737JUV5	31866	C	ACP BCSFUN	75,000,000.00	07/28/2011 07/29 - At Maturity	74,999,833.33		0.080	07/29/2011	0.081	0.00
0556N1UV3	31865	C	ACP BNP	75,000,000.00	07/28/2011 07/29 - At Maturity	74,999,791.67		0.100	07/29/2011	0.101	0.00
06406HBW8	31862	C	MC1 BNY	35,000,000.00	07/28/2011 10/28 - Quarterly	35,000,000.00		0.523	07/28/2014	0.530	35,000,000.00
89233GAP1	31863	C	ACP TOYO	50,000,000.00	07/28/2011 01/23 - At Maturity	49,925,416.67		0.300	01/23/2012	0.305	49,925,416.67
9033E1UV4	31864	C	ACP USB	125,000,000.00	07/28/2011 07/29 - At Maturity	124,999,826.39		0.050	07/29/2011	0.051	0.00
0530A3VB1	31867	C	ACP ADPPP	50,000,000.00	07/29/2011 08/11 - At Maturity	49,998,555.56		0.080	08/11/2011	0.081	0.00
06737JV10	31868	C	ACP BCSFUN	25,000,000.00	07/29/2011 08/01 - At Maturity	24,999,750.00		0.120	08/01/2011	0.122	0.00
06737JV28	31872	C	ACP BCSFUN	50,000,000.00	08/01/2011 08/02 - At Maturity	49,999,777.78		0.160	08/02/2011	0.162	0.00
06737JV36	31873	C	ACP BCSFUN	75,000,000.00	08/02/2011 08/03 - At Maturity	74,999,645.83		0.170	08/03/2011	0.172	0.00
0556N1V34	31874	C	ACP BNP	75,000,000.00	08/02/2011 08/03 - At Maturity	74,999,583.33		0.200	08/03/2011	0.203	0.00
06737JV44	31877	C	ACP BCSFUN	75,000,000.00	08/03/2011 08/04 - At Maturity	74,999,791.67		0.100	08/04/2011	0.101	0.00
0556N1V42	31876	C	ACP BNP	75,000,000.00	08/03/2011 08/04 - At Maturity	74,999,729.17		0.130	08/04/2011	0.132	0.00
79817SAS4	31875	C	MUN SJCIA	16,021,000.00	08/03/2011 10/06 - At Maturity	16,021,000.00		0.220	10/06/2011	0.223	16,021,000.00
06737JV51	31878	C	ACP BCSFUN	75,000,000.00	08/04/2011 08/05 - At Maturity	74,999,770.83		0.110	08/05/2011	0.112	0.00
0556N1V59	31879	C	ACP BNP	75,000,000.00	08/04/2011 08/05 - At Maturity	74,999,770.83		0.110	08/05/2011	0.112	0.00
06737JV85	31880	C	ACP BCSFUN	75,000,000.00	08/05/2011 08/08 - At Maturity	74,999,500.00		0.080	08/08/2011	0.081	0.00
0556N1V83	31881	C	ACP BNP	75,000,000.00	08/05/2011 08/08 - At Maturity	74,999,375.00		0.100	08/08/2011	0.101	0.00
06737JV93	31883	C	ACP BCSFUN	75,000,000.00	08/08/2011 08/09 - At Maturity	74,999,791.67		0.100	08/09/2011	0.101	0.00
0556N1V91	31884	C	ACP BNP	75,000,000.00	08/08/2011 08/09 - At Maturity	74,999,750.00		0.120	08/09/2011	0.122	0.00
9033E1V92	31882	C	ACP USB	75,000,000.00	08/08/2011 08/09 - At Maturity	74,999,895.83		0.050	08/09/2011	0.051	0.00
06737JVA0	31886	C	ACP BCSFUN	75,000,000.00	08/09/2011 08/10 - At Maturity	74,999,791.67		0.100	08/10/2011	0.101	0.00
0556N1VA8	31885	C	ACP BNP	75,000,000.00	08/09/2011 08/10 - At Maturity	74,999,750.00		0.120	08/10/2011	0.122	0.00

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COMMINGLED POOL											
06737JVB8	31888	C	ACP BCSFUN	75,000,000.00	08/10/2011 08/11 - At Maturity	74,999,791.67		0.100	08/11/2011	0.101	0.00
0556N1VB6	31887	C	ACP BNP	75,000,000.00	08/10/2011 08/11 - At Maturity	74,999,729.17		0.130	08/11/2011	0.132	0.00
06737JVC6	31890	C	ACP BCSFUN	75,000,000.00	08/11/2011 08/12 - At Maturity	74,999,791.67		0.100	08/12/2011	0.101	0.00
9033E1VC5	31889	C	ACP USB	125,000,000.00	08/11/2011 08/12 - At Maturity	124,999,826.39		0.050	08/12/2011	0.051	0.00
06737JVF9	31893	C	ACP BCSFUN	75,000,000.00	08/12/2011 08/15 - At Maturity	74,999,375.00		0.100	08/15/2011	0.101	0.00
06416KVF4	31891	C	ACP BNS	75,000,000.00	08/12/2011 08/15 - At Maturity	74,999,625.00		0.060	08/15/2011	0.061	0.00
90331VF8	31892	C	ACP USB	125,000,000.00	08/12/2011 08/15 - At Maturity	124,999,479.17		0.050	08/15/2011	0.051	0.00
06737JVG7	31896	C	ACP BCSFUN	50,000,000.00	08/15/2011 08/16 - At Maturity	49,999,833.33		0.120	08/16/2011	0.122	0.00
06416KVG2	31895	C	ACP BNS	50,000,000.00	08/15/2011 08/16 - At Maturity	49,999,902.78		0.070	08/16/2011	0.071	0.00
3133755H6	31894	C	FAC FHLB	20,000,000.00	08/15/2011 11/15 - 05/15	20,000,000.00		0.440	08/28/2012	0.580	20,000,000.00
9033E1VG6	31897	C	ACP USB	100,000,000.00	08/15/2011 08/16 - At Maturity	99,999,861.11		0.050	08/16/2011	0.051	0.00
06737JVH5	31900	C	ACP BCSFUN	75,000,000.00	08/16/2011 08/17 - At Maturity	74,999,791.67		0.100	08/17/2011	0.101	0.00
06416KVH0	31899	C	ACP BNS	75,000,000.00	08/16/2011 08/17 - At Maturity	74,999,937.50		0.030	08/17/2011	0.030	0.00
9033E1VH4	31898	C	ACP USB	100,000,000.00	08/16/2011 08/17 - At Maturity	99,999,861.11		0.050	08/17/2011	0.051	0.00
06737JVJ1	31903	C	ABA BCSFUN	75,000,000.00	08/17/2011 08/18 - At Maturity	74,999,791.67		0.100	08/18/2011	0.101	0.00
06416KVJ6	31901	C	ACP BNS	50,000,000.00	08/17/2011 08/18 - At Maturity	49,999,944.44		0.040	08/18/2011	0.041	0.00
9033E1VJ0	31902	C	ACP USB	125,000,000.00	08/17/2011 08/18 - At Maturity	124,999,826.39		0.050	08/18/2011	0.051	0.00
06737JVK8	31905	C	ACP BCSFUN	75,000,000.00	08/18/2011 08/19 - At Maturity	74,999,791.67		0.100	08/19/2011	0.101	0.00
06416KVK3	31904	C	ACP BNS	75,000,000.00	08/18/2011 08/19 - At Maturity	74,999,937.50		0.030	08/19/2011	0.030	0.00
74977LVK0	31907	C	ACP RABO	75,000,000.00	08/18/2011 08/19 - At Maturity	74,999,937.50		0.030	08/19/2011	0.030	0.00
9033E1VK7	31906	C	ACP USB	125,000,000.00	08/18/2011 08/19 - At Maturity	124,999,826.39		0.050	08/19/2011	0.051	0.00
06737JVN2	31911	C	ACP BCSFUN	75,000,000.00	08/19/2011 08/22 - At Maturity	74,999,375.00		0.100	08/22/2011	0.101	0.00
06416KVN7	31909	C	ACP BNS	100,000,000.00	08/19/2011 08/22 - At Maturity	99,999,666.67		0.040	08/22/2011	0.041	0.00
74977LVN4	31908	C	ACP RABO	75,000,000.00	08/19/2011 08/22 - At Maturity	74,999,812.50		0.030	08/22/2011	0.030	0.00
9033E1VN1	31910	C	ACP USB	125,000,000.00	08/19/2011 08/22 - At Maturity	124,999,479.17		0.050	08/22/2011	0.051	0.00
0530A3VP0	31916	C	ACP ADPPP	75,000,000.00	08/22/2011 08/23 - At Maturity	74,999,895.83		0.050	08/23/2011	0.051	0.00
06737JVP7	31915	C	ACP BCSFUN	75,000,000.00	08/22/2011 08/23 - At Maturity	74,999,791.67		0.100	08/23/2011	0.101	0.00
06416KVP2	31912	C	ACP BNS	80,000,000.00	08/22/2011 08/23 - At Maturity	79,999,911.11		0.040	08/23/2011	0.041	0.00
74977LVP9	31913	C	ACP RABO	75,000,000.00	08/22/2011 08/23 - At Maturity	74,999,937.50		0.030	08/23/2011	0.030	0.00
9033E1VP6	31914	C	ACP USB	125,000,000.00	08/22/2011 08/23 - At Maturity	124,999,826.39		0.050	08/23/2011	0.051	0.00
06737JVQ5	31919	C	ACP BCSFUN	75,000,000.00	08/23/2011 08/24 - At Maturity	74,999,791.67		0.100	08/24/2011	0.101	0.00
06416KWM8	31917	C	ACP BNS	40,000,000.00	08/23/2011 09/21 - At Maturity	39,997,744.44		0.070	09/21/2011	0.071	0.00
74977LVQ7	31918	C	ACP RABO	75,000,000.00	08/23/2011 08/24 - At Maturity	74,999,958.33		0.020	08/24/2011	0.020	0.00
0530A3VW5	31921	C	ACP ADPPP	45,000,000.00	08/24/2011 08/30 - At Maturity	44,999,625.00		0.050	08/30/2011	0.051	0.00
0530A3VR6	31923	C	ACP ADPPP	30,000,000.00	08/24/2011 08/25 - At Maturity	29,999,966.67		0.040	08/25/2011	0.041	0.00

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COMMINGLED POOL											
06737JVR3	31924	C	ACP BCSFUN	75,000,000.00	08/24/2011 08/25 - At Maturity	74,999,791.67		0.100	08/25/2011	0.101	0.00
SYS31920	31920	C	PA4 BGI	190,000,000.00	08/24/2011 08/31 - Monthly	190,000,000.00		0.140		0.140	215,696,356.00
9033E1VR2	31922	C	ACP USB	75,000,000.00	08/24/2011 08/25 - At Maturity	74,999,895.83		0.050	08/25/2011	0.051	0.00
06737JVS1	31926	C	ACP BCSFUN	75,000,000.00	08/25/2011 08/26 - At Maturity	74,999,791.67		0.100	08/26/2011	0.101	0.00
0556N1VS9	31925	C	ACP BNP	75,000,000.00	08/25/2011 08/26 - At Maturity	74,999,750.00		0.120	08/26/2011	0.122	0.00
9033E1VS0	31927	C	ACP USB	75,000,000.00	08/25/2011 08/26 - At Maturity	74,999,895.83		0.050	08/26/2011	0.051	0.00
06737JVV4	31929	C	ACP BCSFUN	75,000,000.00	08/26/2011 08/29 - At Maturity	74,999,375.00		0.100	08/29/2011	0.101	0.00
0556N1VV2	31928	C	ACP BNP	75,000,000.00	08/26/2011 08/29 - At Maturity	74,999,250.00		0.120	08/29/2011	0.122	0.00
9033E1VV3	31930	C	ACP USB	75,000,000.00	08/26/2011 08/29 - At Maturity	74,999,687.50		0.050	08/29/2011	0.051	0.00
06737JVV2	31936	C	ACP BCSFUN	75,000,000.00	08/29/2011 08/30 - At Maturity	74,999,791.67		0.100	08/30/2011	0.101	0.00
0556N1VW0	31935	C	ACP BNP	75,000,000.00	08/29/2011 08/30 - At Maturity	74,999,750.00		0.120	08/30/2011	0.122	0.00
36960MVW0	31933	C	ACP GE	72,000,000.00	08/29/2011 08/30 - At Maturity	71,999,940.00		0.030	08/30/2011	0.030	0.00
9033E1VW1	31934	C	ACP USB	75,000,000.00	08/29/2011 08/30 - At Maturity	74,999,895.83		0.050	08/30/2011	0.051	0.00
06737JVX0	31940	C	ACP BCSFUN	75,000,000.00	08/30/2011 08/31 - At Maturity	74,999,791.67		0.100	08/31/2011	0.101	0.00
0556N1VX8	31939	C	ACP BNP	75,000,000.00	08/30/2011 08/31 - At Maturity	74,999,750.00		0.120	08/31/2011	0.122	0.00
36959JXX6	31941	C	ACP GE	75,000,000.00	08/30/2011 10/31 - At Maturity	74,979,333.33		0.160	10/31/2011	0.162	74,979,333.33
90262DVX0	31937	C	ACP UBS F	40,000,000.00	08/30/2011 08/31 - At Maturity	39,999,911.11		0.080	08/31/2011	0.081	0.00
9033E1VX9	31938	C	ACP USB	125,000,000.00	08/30/2011 08/31 - At Maturity	124,999,826.39		0.050	08/31/2011	0.051	0.00
06737JW19	31944	C	ACP BCSFUN	75,000,000.00	08/31/2011 09/01 - At Maturity	74,999,791.67		0.100	09/01/2011	0.101	0.00
0556N1W17	31943	C	ACP BNP	80,000,000.00	08/31/2011 09/01 - At Maturity	79,999,733.33		0.120	09/01/2011	0.122	0.00
06737JW27	31946	C	ACP BCSFUN	75,000,000.00	09/01/2011 09/02 - At Maturity	74,999,791.67		0.100	09/02/2011	0.101	0.00
0556N1W25	31945	C	ACP BNP	56,000,000.00	09/01/2011 09/02 - At Maturity	55,999,813.33		0.120	09/02/2011	0.122	0.00
3134G2B50	31947	C	FAC FHLMC	20,000,000.00	09/01/2011 12/03 - Quarterly	19,992,000.00		0.310	09/03/2013	0.335	19,992,000.00
0530A3W79	31951	C	ACP ADPPP	23,000,000.00	09/02/2011 09/07 - At Maturity	22,999,744.44		0.080	09/07/2011	0.081	0.00
06737JW68	31953	C	ACP BCSFUN	75,000,000.00	09/02/2011 09/06 - At Maturity	74,999,166.67		0.100	09/06/2011	0.101	0.00
0556N1W66	31952	C	ACP BNP	63,000,000.00	09/02/2011 09/06 - At Maturity	62,999,160.00		0.120	09/06/2011	0.122	0.00
06737JW76	31954	C	ACP BCSFUN	75,000,000.00	09/06/2011 09/07 - At Maturity	74,999,791.67		0.100	09/07/2011	0.101	0.00
0556N1W74	31955	C	ACP BNP	84,000,000.00	09/06/2011 09/07 - At Maturity	83,999,720.00		0.120	09/07/2011	0.122	0.00
06737JW84	31961	C	ACP BCSFUN	75,000,000.00	09/07/2011 09/08 - At Maturity	74,999,791.67		0.100	09/08/2011	0.101	0.00
0556N1W82	31962	C	ACP BNP	30,000,000.00	09/07/2011 09/08 - At Maturity	29,999,900.00		0.120	09/08/2011	0.122	0.00
9033E1W83	31960	C	ACP USB	75,000,000.00	09/07/2011 09/08 - At Maturity	74,999,895.83		0.050	09/08/2011	0.051	0.00
06737JW92	31965	C	ACP BCSFUN	75,000,000.00	09/08/2011 09/09 - At Maturity	74,999,791.67		0.100	09/09/2011	0.101	0.00
0556N1W90	31963	C	ACP BNP	35,000,000.00	09/08/2011 09/09 - At Maturity	34,999,883.33		0.120	09/09/2011	0.122	0.00
9033E1W91	31964	C	ACP USB	75,000,000.00	09/08/2011 09/09 - At Maturity	74,999,895.83		0.050	09/09/2011	0.051	0.00
06737JWCS	31967	C	ACP BCSFUN	75,000,000.00	09/09/2011 09/12 - At Maturity	74,999,375.00		0.100	09/12/2011	0.101	0.00

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COMMINGLED POOL											
9033E1WC4	31966	C	ACP USB	102,000,000.00	09/09/2011 09/12 - At Maturity	101,999,575.00		0.050	09/12/2011	0.051	0.00
06737JWD3	31968	C	ACP BCSFUN	75,000,000.00	09/12/2011 09/13 - At Maturity	74,999,791.67		0.100	09/13/2011	0.101	0.00
9033E1WD2	31969	C	ACP USB	97,000,000.00	09/12/2011 09/13 - At Maturity	96,999,865.28		0.050	09/13/2011	0.051	0.00
06737JWE1	31971	C	ACP BCSFUN	55,000,000.00	09/13/2011 09/14 - At Maturity	54,999,847.22		0.100	09/14/2011	0.101	0.00
9033E1WE0	31970	C	ACP USB	100,000,000.00	09/13/2011 09/14 - At Maturity	99,999,861.11		0.050	09/14/2011	0.051	0.00
06737JWF8	31973	C	ACP BCSFUN	50,000,000.00	09/14/2011 09/15 - At Maturity	49,999,888.89		0.080	09/15/2011	0.081	0.00
9033E1WF7	31972	C	AFD USB	100,000,000.00	09/14/2011 09/15 - At Maturity	99,999,861.11		0.050	09/15/2011	0.051	0.00
06737JWG6	31975	C	ACP BCSFUN	75,000,000.00	09/15/2011 09/16 - At Maturity	74,999,750.00		0.120	09/16/2011	0.122	0.00
06737JWG6	31976	C	ACP BCSFUN	3,000,000.00	09/15/2011 09/16 - At Maturity	2,999,991.67		0.100	09/16/2011	0.101	0.00
9033E1WG5	31974	C	ACP USB	75,000,000.00	09/15/2011 09/16 - At Maturity	74,999,895.83		0.050	09/16/2011	0.051	0.00
06737JWK7	31977	C	ACP BCSFUN	3,000,000.00	09/16/2011 09/19 - At Maturity	2,999,975.00		0.100	09/19/2011	0.101	0.00
06737JWK7	31978	C	ACP BCSFUN	71,000,000.00	09/16/2011 09/19 - At Maturity	70,999,408.33		0.100	09/19/2011	0.101	0.00
9033E1WK6	31979	C	ACP USB	75,000,000.00	09/16/2011 09/19 - At Maturity	74,999,687.50		0.050	09/19/2011	0.051	0.00
06737JWLS	31980	C	ACP BCSFUN	72,000,000.00	09/19/2011 09/20 - At Maturity	71,999,800.00		0.100	09/20/2011	0.101	0.00
9033E1WL4	31981	C	ACP USB	100,000,000.00	09/19/2011 09/20 - At Maturity	99,999,861.11		0.050	09/20/2011	0.051	0.00
06737JWM3	31983	C	ACP BCSFUN	60,000,000.00	09/20/2011 09/21 - At Maturity	59,999,833.33		0.100	09/21/2011	0.101	0.00
9033E1WM2	31982	C	ACP USB	100,000,000.00	09/20/2011 09/21 - At Maturity	99,999,861.11		0.050	09/21/2011	0.051	0.00
06737JWN1	31985	C	ACP BCSFUN	75,000,000.00	09/21/2011 09/22 - At Maturity	74,999,791.67		0.100	09/22/2011	0.101	0.00
74977LWN3	31984	C	ACP RABO	54,000,000.00	09/21/2011 09/22 - At Maturity	53,999,955.00		0.030	09/22/2011	0.030	0.00
9033E1WN0	31986	C	ACP USB	100,000,000.00	09/21/2011 09/22 - At Maturity	99,999,861.11		0.050	09/22/2011	0.051	0.00
06737JWP6	31989	C	ACP BCSFUN	75,000,000.00	09/22/2011 09/23 - At Maturity	74,999,791.67		0.100	09/23/2011	0.101	0.00
74977LWP8	31988	C	ACP RABO	43,000,000.00	09/22/2011 09/23 - At Maturity	42,999,964.17		0.030	09/23/2011	0.030	0.00
9033E1WP5	31990	C	ACP USB	100,000,000.00	09/22/2011 09/23 - At Maturity	99,999,861.11		0.050	09/23/2011	0.051	0.00
93114FYEB	31987	C	ACP WMTTP	50,000,000.00	09/22/2011 11/14 - At Maturity	49,994,847.22		0.070	11/14/2011	0.071	49,994,847.22
06737JWS0	31992	C	ACP BCSFUN	75,000,000.00	09/23/2011 09/26 - At Maturity	74,999,375.00		0.100	09/26/2011	0.101	0.00
SYS31991	31991	C	LA4 MSPI	138,000,000.00	09/23/2011 09/30 - Monthly	138,000,000.00		0.080		0.080	155,000,000.00
9033E1WS9	31993	C	ACP USB	100,000,000.00	09/23/2011 09/26 - At Maturity	99,999,583.33		0.050	09/26/2011	0.051	0.00
06737JW8	31995	C	ACP BCSFUN	75,000,000.00	09/26/2011 09/27 - At Maturity	74,999,791.67		0.100	09/27/2011	0.101	0.00
9033E1WT7	31994	C	ACP USB	103,000,000.00	09/26/2011 09/27 - At Maturity	102,999,856.94		0.050	09/27/2011	0.051	0.00
06737JWU5	31998	C	ACP BCSFUN	75,000,000.00	09/27/2011 09/28 - At Maturity	74,999,791.67		0.100	09/28/2011	0.101	0.00
3135GODW0	31996	C	FAC FNMA	35,000,000.00	09/27/2011 10/30 - 04/30	34,982,850.00		0.625	10/30/2014	0.641	34,982,850.00
9033E1WU4	31997	C	ACP USB	120,000,000.00	09/27/2011 09/28 - At Maturity	119,999,833.33		0.050	09/28/2011	0.051	0.00
06737JWV3	32001	C	ACP BCSFUN	75,000,000.00	09/28/2011 09/29 - At Maturity	74,999,791.67		0.100	09/29/2011	0.101	0.00
3134G2ZB1	31999	C	FAC FHLMC	27,849,000.00	09/28/2011 03/06 - 09/06	27,842,037.75	8,509.42	0.500	09/06/2013	0.513	27,850,547.17
47816GY78	32000	C	ACP JNJP	19,000,000.00	09/28/2011 11/07 - At Maturity	18,998,944.44		0.050	11/07/2011	0.051	18,998,944.44

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COMMINGLED POOL											
9033E1WV2	32002	C	ACP USB	125,000,000.00	09/28/2011 09/29 - At Maturity	124,999,826.39		0.050	09/29/2011	0.051	0.00
06737JWW1	32006	C	ACP BCSFUN	75,000,000.00	09/29/2011 09/30 - At Maturity	74,999,791.67		0.100	09/30/2011	0.101	0.00
3134G2UA8	32003	C	FAC FHLMC	20,000,000.00	09/29/2011 02/20 - 08/20	20,192,600.00	35,000.00	1.000	08/20/2014	0.901	20,227,600.00
3134G2UA8	32004	C	FAC FHLMC	30,000,000.00	09/29/2011 02/20 - 08/20	30,301,080.00	52,500.00	1.000	08/20/2014	0.882	30,353,580.00
9033E1WW0	32005	C	ACP USB	130,000,000.00	09/29/2011 09/30 - At Maturity	129,999,819.44		0.050	09/30/2011	0.051	0.00
06737JX34	32010	C	ACP BCSFUN	75,000,000.00	09/30/2011 10/03 - At Maturity	74,999,625.00		0.060	10/03/2011	0.061	74,999,625.00
3134G2UA8	32007	C	FAC FHLMC	15,000,000.00	09/30/2011 01/26 - 07/26	15,150,000.00	26,666.67	1.000	08/20/2014	0.650	15,176,666.67
3134G2U42	32008	C	FAC FHLMC	35,000,000.00	09/30/2011 10/15 - 04/15	34,923,000.00	1,093.75	0.375	10/15/2013	0.521	34,924,093.75
9033E1X33	32009	C	ACP USB	8,000,000.00	09/30/2011 10/03 - At Maturity	7,999,966.67		0.050	10/03/2011	0.051	7,999,966.67
			Subtotal	15,506,250,000.00		15,507,558,091.12	187,463.59				1,389,491,269.27
RETIREE HEALTH											
87612EAW6	31817	CP	MC1 TGT	1,000,000.00	07/18/2011 01/18 - 07/18	999,820.00		1.125	07/18/2014	1.131	999,820.00
89114QAD0	31849	CP	MC1 TD	1,000,000.00	07/27/2011 10/26 - Random	1,000,000.00		0.432	07/26/2013	0.444	1,000,000.00
06406HBX6	31859	CP	MC1 BNY	2,000,000.00	07/28/2011 01/28 - 07/28	1,998,300.00		2.300	07/28/2016	2.318	1,998,300.00
SYS31931	31931	CP	PA4 BGI	14,900,000.00	08/29/2011 08/31 - Monthly	14,900,000.00		0.130		0.130	14,900,180.58
912828QW3	31932	CP	TRC USTN	1,300,000.00	08/29/2011 01/31 - 07/31	1,303,960.94	384.17	0.375	07/31/2013	0.216	1,304,345.11
912828RC6	31942	CP	TRC USTN	2,000,000.00	08/30/2011 09/01 - Final Pmt.	1,973,125.00	Sold	2.125	08/15/2021	2.277	0.00
			Subtotal	22,200,000.00		22,175,205.94	384.17				20,202,645.69
MOUNTAIN VIEW-LOS ALTOS											
451434BR4	31772	MVLA	MUN IDAHO	200,000.00	07/01/2011 06/29 - At Maturity	203,450.00		2.000	06/29/2012	0.266	203,450.00
769110CG0	31768	MVLA	MUN RIV	150,000.00	07/01/2011 03/30 - At Maturity	151,945.50		2.000	03/30/2012	0.263	151,945.50
796813BF9	31769	MVLA	MUN SBD	150,000.00	07/01/2011 06/29 - At Maturity	152,557.50		2.000	06/29/2012	0.285	152,557.50
797381BD1	31773	MVLA	MUN SDGSCD	150,000.00	07/01/2011 06/29 - At Maturity	152,587.50		2.000	06/29/2012	0.266	152,587.50
68608UAA4	31860	MVLA	MUN ORS	100,000.00	07/28/2011 06/29 - At Maturity	101,620.00		2.000	06/29/2012	0.241	101,620.00
13078JSC3	31870	MVLA	MUN CALSTA	60,000.00	08/01/2011 09/07 - At Maturity	60,000.00		0.200	09/07/2011	0.200	0.00
54466UEK9	31949	MVLA	MUN LALEAS	100,000.00	09/01/2011 11/01 - At Maturity	100,000.00		0.150	11/01/2011	0.150	100,000.00
13078JSJ8	31958	MVLA	MUN CALSTA	60,000.00	09/07/2011 11/09 - Final Pmt.	60,000.00		0.160	11/09/2011	0.162	60,000.00
			Subtotal	970,000.00		982,160.50	0.00				922,160.50
PALO ALTO UNIFIED											
54243TGQ7	31783	PA	MUN LONGGU	1,000,000.00	07/06/2011 10/05 - At Maturity	1,000,000.00		0.110	10/05/2011	0.110	1,000,000.00
13078JSC3	31871	PA	MUN CALSTA	140,000.00	08/01/2011 09/07 - At Maturity	140,000.00		0.200	09/07/2011	0.200	0.00
54466UEK9	31950	PA	MUN LALEAS	100,000.00	09/01/2011 11/01 - At Maturity	100,000.00		0.150	11/01/2011	0.150	100,000.00
13078JSJ8	31959	PA	MUN CALSTA	140,000.00	09/07/2011 11/09 - Final Pmt.	140,000.00		0.160	11/09/2011	0.162	140,000.00

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Subtotal				1,380,000.00		1,380,000.00	0.00				1,240,000.00
WEST VALLEY MISSION-CCD											
451434BR4	31771	WVM	MUN IDAHO	4,800,000.00	07/01/2011 06/29 - At Maturity	4,882,800.00		2.000	06/29/2012	0.266	4,882,800.00
769110CG0	31775	WVM	MUN RIV	4,850,000.00	07/01/2011 03/30 - At Maturity	4,912,904.50		2.000	03/30/2012	0.263	4,912,904.50
796813BF9	31774	WVM	MUN SBD	2,500,000.00	07/01/2011 06/29 - At Maturity	2,542,625.00		2.000	06/29/2012	0.285	2,542,625.00
797381BD1	31770	WVM	MUN SDGSCD	1,850,000.00	07/01/2011 06/29 - At Maturity	1,881,912.50		2.000	06/29/2012	0.266	1,881,912.50
64989QTU7	31816	WVM	MUN NYPI	1,000,000.00	07/18/2011 09/06 - At Maturity	1,000,000.00		0.080	09/06/2011	0.080	0.00
68608UAA4	31861	WVM	MUN ORS	6,900,000.00	07/28/2011 06/29 - At Maturity	7,011,990.00		2.000	06/29/2012	0.238	7,011,990.00
13078JSC3	31869	WVM	MUN CALSTA	5,300,000.00	08/01/2011 09/07 - At Maturity	5,300,000.00		0.200	09/07/2011	0.200	0.00
54466UEK9	31948	WVM	MUN LALEAS	6,000,000.00	09/01/2011 11/01 - At Maturity	6,000,000.00		0.150	11/01/2011	0.150	6,000,000.00
64989QUN1	31956	WVM	MUN NYPI	1,000,000.00	09/06/2011 10/07 - At Maturity	1,000,000.00		0.120	10/07/2011	0.120	1,000,000.00
13078JSJ8	31957	WVM	MUN CALSTA	5,300,000.00	09/07/2011 11/09 - Final Pmt.	5,300,000.00		0.160	11/09/2011	0.162	5,300,000.00
Subtotal				39,500,000.00		39,832,232.00	0.00				33,532,232.00
Total Purchases				15,570,300,000.00		15,571,927,689.56	187,847.76				1,445,388,307.46

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

November 2, 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 September 30, 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.

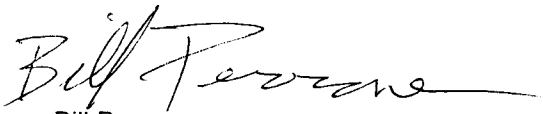
Based upon the work performed, we found that investments comply with County policy and State law and that cash and investments are accounted for in the Accounting and Treasury Divisions of the Controller-Treasurer's Department in accordance with policy and established procedures. No material exceptions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

The procedures applied follow:

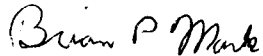
- a. On September 30, 2011 there was no difference between the accounting for cash and investments maintained by the Treasury Division and the records of the Accounting Division.
- b. For the securities purchased in September and held at September 30, 2011, we compared the issuers' credit ratings to 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.
- 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.
- f. We examined supporting documentation for the purchase of investments.

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

- 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 September 30, 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. There were three reconciling items over thirty days with an absolute value total of \$621. County policy requires reconciling items be cleared within 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.



Bill Perrone
Manager, Internal Audit



Brian P. Mark
Auditor-in-charge

ITEM 7.2
JANUARY 17, 2012
INFORMATION ITEM
CONSENT AGENDA

PREPARED BY: BRIGIT ESPINOSA

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: REVIEW OF PURCHASE ORDER TRANSACTIONS

CHANCELLOR'S RECOMMENDATION:

This is an information item only.

Background/Alternatives

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

Reference(s)

Education Code Section 81656 states that the governing board of a community college district must review the purchases of the district.

Coordination

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

Follow-up/Outcome

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

PO DATE	PO NUMBER	PO TOTAL AMOUNT	VENDOR NAME	DESCRIPTION	Board Approval if necessary
West Valley College					
9/7/2011	B0022343	21,898.00	Santa Clara County Rop	Stepping Stones- MOU	
9/7/2011	B0022344	20,419.00	Santa Clara County Rop	Stepping Stones- MOU	
9/7/2011	B0022345	22,501.00	Evergreen Valley College	Stepping Stones- MOU	
9/7/2011	B0022346	21,898.00	Fremont Union High School District	Stepping Stones- MOU	
9/7/2011	B0022347	22,501.00	Gavilan College	Stepping Stones- MOU	
9/7/2011	B0022348	10,601.00	West Valley Trailways	Charter buses- football program	
9/12/2011	B0022387	29,484.00	Interaction Institute for Social Change	Training - facilitation/mastering meetings	
9/22/2011	B0022447	7,800.00	Governet	Annual fees for CurricUNET	
9/22/2011	B0022451	11,500.00	Deaf Services of Palo Alto	DESP sign language interpreters	
9/23/2011	B0022465	76,526.50	Angel Learning, Inc.	ANGEL Learning renewal/software	9/19/2011
9/27/2011	B0022475	19,357.00	Kenneth M. Colson	Administrative trainer - A&R, etc.	
9/27/2011	B0022477	18,580.00	CCLC-CCCAA	Library database renewals	
9/29/2011	P0010985	50,021.16	Downtown Ford Sales	Two vans for WVC PE	
10/11/2011	B0022567	87,855.00	Metropolitan Education District	Stepping Stones- Memorandum of Understanding	
10/17/2011	B0022597	18,000.00	Baker & Taylor, Inc.	Deposit for trade book orders	
10/24/2011	B0022614	20,357.50	Computerland of Silicon Valley	Fox Center - software/licenses	
Mission College					
9/15/2011	B0022412	12,000.00	ECS Imaging, Inc.	Bulk document scanning	
9/22/2011	B0022447	7,800.00	Governet	CurricUNET - Annual fees	
9/23/2011	B0022465	76,526.50	Angel Learning, Inc.	ANGEL Learning renewal/software	9/19/2011
10/4/2011	B0022517	14,000.00	Pat McCarthy	Interim - Simulation lab tech	
10/5/2011	B0022536	14,125.00	iParadigms	Higher Ed campus fee	
10/13/2011	B0022591	15,658.36	Folger Graphics, Inc.	MC Postcards	
10/26/2011	B0022641	30,000.00	Dowden Associates, Inc.	Grant implementation assistance	
10/26/2011	B0022642	30,000.00	Dowden Associates, Inc.	Grant implementation assistance	
10/26/2011	P0011038	30,545.39	Dell Computer Corp.	Computer for Randy Wu	
District Services					
9/7/2011	B0022349	38,000.00	Stericycle Specialty Waste Solution	Hazardous waste disposal	
9/8/2011	B0022361	10,709.00	California Diesel & Power	Annual service - campus generators	
9/12/2011	B0022389	17,480.00	Tri-Signal Integration	MC Life Safety testing/maintenance	
9/12/2011	B0022390	14,202.00	Chemical Exhaust	Service - MC grease exhaust systems	
9/16/2011	B0022418	21,599.00	Tri-Signal Integration	Fire alarm/sprinkler system maintenance	
9/22/2011	B0022449	13,970.00	Intervision Systems Technology, Inc.	IS classes - configuration & administration	
9/22/2011	P0010977	23,337.88	Mission Valley Ford Truck Sales	Transit van	
9/27/2011	B0022469	40,917.00	Ancona Systems, Inc.	IS software/support renewals	
9/27/2011	B0022484	85,720.00	Computerland of Silicon Valley	WV MC - Microsoft agreements	
9/28/2011	B0022496	11,260.00	Datatel, Inc.	IS - WebAdvisor service/license & maintenance	
10/5/2011	B0022534	34,000.00	EMC Research	Polling contract	
10/11/2011	B0022563	38,367.52	Hewlett Packard	IS - VMware licenses	
10/24/2011	B0022617	15,524.82	Butte Glenn Community College	IS - annual assessment	
10/28/2011	B0022660	51,800.00	BSE Engineering, Inc.	Campus-wide exterior lighting	
10/31/2011	B0022664	30,996.07	DecoTech Systems, Inc.	IS software, support	
Construction & Measure H					
9/1/2011	B0022317	18,416.60	RT Western Maintenance, Inc.	MC MT building - dry rot removal/repair	UCCA
9/2/2011	B0022325	37,250.00	K2A LLP	WV Theatre - barrier removal	
9/2/2011	B0022327	13,498.00	RT Western Maintenance, Inc.	MC IS building - window shades	UCCA
9/6/2011	B0022329	24,972.00	B.T. Mancini Co., Inc.	MC IS building - floor covering	UCCA
9/6/2011	B0022330	10,753.00	B.T. Mancini Co., Inc.	MC IS building - restroom ceramic tile	UCCA
9/8/2011	B0022364	24,650.96	Access Hardware Supply	MC IS building - doors & hardware	
9/23/2011	B0022461	14,000.00	HLP Construction	MC IS building - final grading	UCCA
9/23/2011	B0022462	36,691.00	Daleys Drywall	MC IS building - interior drywall & taping	UCCA
9/23/2011	B0022463	21,335.00	Preston Pipelines, Inc.	MC MBR - demolition of existing storm drain	UCCA
9/23/2011	B0022464	23,181.00	Preston Pipelines, Inc.	MC MBR - install new sewer	UCCA
9/26/2011	B0022467	75,015.43	American Seating	WV Campus Center - furniture	
9/27/2011	B0022486	119,889.00	Cupertino Electric	MC IS - UPS system	UCCA
9/27/2011	B0022487	16,258.00	A&B Painting, Inc.	MC IS - painting	UCCA
9/27/2011	B0022489	155,873.63	ONE Workplace - L. Ferrari, LLC	WV Campus Center - furniture	
9/27/2011	B0022491	547,668.54	Big-D Pacific Builders	MC - lime treatment/access road	9/19/2011
9/28/2011	B0022505	14,824.37	Jones-Campbell Co., Inc.	MC- IS furniture	
9/28/2011	B0022506	14,959.55	Jones-Campbell Co., Inc.	MC- IS furniture	
9/28/2011	B0022508	21,059.00	Penhall Company	WV Campus Center - patio demolition	UCCA
9/30/2011	B0022509	19,339.96	Hewlett Packard	IT Tech center - software support	
10/4/2011	B0022513	80,300.00	Siemens Industry, Inc.	WV Campus Center - ACAMS installation	UCCA
10/4/2011	B0022516	29,646.55	Avidex Systems, Inc.	MC CDC - furnish/install AV equipment	UCCA
10/4/2011	B0022522	38,233.40	Poletti Associates, Inc.	WV S/M & Campus Center - furniture	
10/12/2011	B0022571	18,334.00	EADOC, LLC	EADOC annual subscription	
10/20/2011	B0022605	57,892.27	Siemens Industry, Inc.	MC - Childcare security package	UCCA
10/20/2011	B0022606	15,609.21	Avidex Systems, Inc.	MC IS - furnish/install AV equipment	UCCA
10/25/2011	B0022628	456,000.00	Ted Curtis - DSA School Inspector	IOR services	10/18/2011
10/25/2011	B0022629	120,000.00	Alumawall	MC IS - composite metal panels	UCCA
10/25/2011	B0022630	15,695.00	Dasher Technologies	IS - HP relocation unit of services	

ITEM 7.3
JANUARY 17, 2012
ACTION ITEM
CONSENT AGENDA

PREPARED BY: NGOC CHIM AND
CHERYL FARNSWORTH

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: BUDGET CALENDAR

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees review and adopt the 2012 budget calendar (attached).

Funding Source/Fiscal Impact

There is no fiscal impact associated with this item.

Reference(s)

Adoption of the budget calendar complies with 6.5.3 of District Policy.

Background/Alternatives

The budget calendar is established to serve as a timeline to ensure that regulatory requirements regarding budget preparation and approvals are met.

The Tentative Budget is due by June 30 and the Final Budget is due September 15, 2012.

Coordination

The budget calendar has been reviewed by District Council.

Follow-up/Outcomes

The Director of Fiscal Services and the District Budget Manager will coordinate with the College Budget Offices at West Valley College and Mission College to ensure that all deadlines on the calendar are met.

West Valley-Mission Community College District 2012 Budget Calendar

Attachment 7.3

DEADLINE DATE	EVENT	RESPONSIBLE PARTY
JANUARY		
January 13, 2012	Governor's Proposed Budget ACCCA/ACBO Workshop	
January 14, 2012	323 Report Enrollment Fee Revenue Due to State Chancellor's Office	Accounting Manager
January 15, 2012	320 Report (P-1 Enrollment Data) Due to State Chancellor's Office	Director of Fiscal Services
January 17, 2012	Approval of Budget Calendar	Board of Trustees
FEBRUARY		
February 13, 2012 Board of Trustees Study Session - Strategic Plan/District Goals		
February 13, 2012	District Council review Second Quarter Financials and Budget Adjustments	Vice Chancellor/Director of Fiscal Services
February 14, 2012	Board of Trustees Audit & Budget Oversight Committee Meeting (ABOC)	Vice Chancellor/Director of Fiscal Services
February 15, 2012	311 Second Quarter Report Due to State Chancellor's Office	Director of Fiscal Services
February 21, 2012	Approval of Second Quarter Financials and Budget Adjustments	Board of Trustees
MARCH		
March 2012 Board of Trustees Budget Workshop		
March 13, 2012	Board of Trustees Audit & Budget Oversight Committee Meeting (ABOC)	Vice Chancellor/Director of Fiscal Services
March 19, 2012	Submit FY 12/13 Salary and Benefit projections to Colleges- All Funds	Budget Manager
March 29, 2012	Reconciliation of the Position Control File for the Tentative Budget -Freeze Position File	Budget Manager/VP of Adm. Services, WV/MC
APRIL		
April 2012	Budget Guidelines	Board of Trustees/Vice Chancellor
April 2, 2012	Enrollment Projections	Enrollment Management Committee
April 9, 2012	Review Fixed Cost Schedule with District Council/DBAC	Director of Fiscal Services/Budget Manager
April 10, 2012	Board of Trustees Audit & Budget Oversight Committee Meeting (ABOC)	Vice Chancellor/Director of Fiscal Services
April 15, 2012	323 Report Enrollment Fee Revenue due to State Chancellor's Office	Accounting Manager
April 16, 2012	Colleges submit line item detail for Tentative Budget	VP of Adm Services, WV/MC
April 20, 2012	320 Report (P-2 Enrollment Data) Due to State Chancellor's Office	Director of Fiscal Services
April 23, 2012	Review initial Revenue Projections and Allocation Model assumptions with District Council	Vice Chancellor/Director of Fiscal Services
MAY		
May 2012	Governor's May Revise	Vice Chancellor/Director of Fiscal Services
May 7, 2012	District Council review Third Quarter Financials and Budget Adjustments	Vice Chancellor/Director of Fiscal Services
May 8, 2012	Board of Trustees Audit & Budget Oversight Committee Meeting (ABOC)	Vice Chancellor/Director of Fiscal Services
May 15, 2012	311 Third Quarter Report Due to State Chancellor's Office	Director of Fiscal Services
May 15, 2012	Approval of the Third Quarter Financials and Budget Adjustments	Board of Trustees
May 29, 2012	Complete Tentative Budget	Vice Chancellor
JUNE		
June 11, 2012	District Council review Draft Tentative Budget Documents	Vice Chancellor/Director of Fiscal Services
June 12, 2012	Board of Trustees Audit Budget & Oversight Committee Meeting (ABOC)	Vice Chancellor/Director of Fiscal Services
June 19, 2012	Approval of Tentative Budget	Board of Trustees
June 29, 2012	Load Tentative Budget in DataTel	Principal Financial Analyst/Budget Manager
June 30, 2012	Approval of State Final Budget	
JULY		
July 10, 2012	Board of Trustees Audit & Budget Oversight Committee Meeting (ABOC)	Vice Chancellor/Director of Fiscal Services
July 15, 2012	320 Report (Annual Enrollment Data P-3) Due to State Chancellor's Office	Director of Fiscal Services
July 20, 2012	Submit Updated FY 12/13 Salary and Benefit projections to Colleges- All Funds	Principal Financial Analyst/Budget Manager
July 30, 2012	Review Fixed Cost Schedule and Allocation Model Calculation with District Council	Director of Fiscal Services/Budget Manager
AUGUST		
August 3, 2012	FY 11/12 Year End Close	Director of Fiscal Services/Accounting Manager
August 10, 2012	Colleges submit line item detail for Final Budget	VP of Adm Services, WV/MC
August 13, 2012	District Council review Final Budget, Fourth Quarter Financials, and Budget Adjustments	Vice Chancellor/Director of Fiscal Services
August 14, 2012	Board of Trustees Audit & Budget Oversight Committee Meeting (ABOC)	Vice Chancellor/Director of Fiscal Services
August 15, 2012	311 Fourth Quarter Report Due to State Chancellor's Office	Director of Fiscal Services
August 17, 2012	Complete Final Budget	Vice Chancellor
SEPTEMBER		
September 4, 2012	Approval of Final Budget, Fourth Quarter Financials, and Budget Adjustments	Board of Trustees
September 7, 2012	Load Final Budget in DataTel	Principal Financial Analyst/Budget Manager
September 15, 2012	323 Report Enrollment Fee Revenue Due to State Chancellor's Office (Prior Year Final)	Accounting Manager
OCTOBER		
October 9, 2012	Board of Trustees Audit & Budget Oversight Committee Meeting (ABOC)	Vice Chancellor/Director of Fiscal Services
October 10, 2012	Gann Limit	Director of Fiscal Services
October 10, 2012	311 Annual Financial and Budget Report due to State Chancellor's Office	Director of Fiscal Services
NOVEMBER		
November 1, 2012	320 Report (Recalc Enrollment Data)	Director of Fiscal Services
November 5, 2012	District Council review First Quarter Financials and Budget Adjustments	Vice Chancellor/Director of Fiscal Services
November 13, 2012	Board of Trustees Audit & Budget Oversight Committee Meeting (ABOC) - First Qtr. Report	Vice Chancellor/Director of Fiscal Services
November 13, 2012	Approval of First Quarter Financials, and Budget Adjustments	Board of Trustees
November 15, 2012	311 First Quarter Report Due to State Chancellor's Office	Director of Fiscal Services
DECEMBER		
December 11, 2012	Board of Trustees Audit & Budget Oversight Committee Meeting (ABOC)	Vice Chancellor/Director of Fiscal Services

PREPARED BY: ROSE SCHULTZ

REVIEWED BY: BRADLEY DAVIS

APPROVED BY: JOHN E. HENDRICKSON

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

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

WVMCEA proposals to the District were presented to the public at the December 6, 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 January 17, 2012 Board Meeting.

Coordination

After the public has had the opportunity to express itself, the Board will adopt the initial proposals.

Follow-up/Outcome

Upon Board adoption, District/WVMCEA negotiations may begin.

ITEM 7.4
JANUARY 17, 2012
ACTION ITEM

PREPARED BY: MARIA PLACIDO

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: 2010-2011 DISTRICT AUDIT REPORT

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees accept the 2010-2011 District Audit Report.

Funding Source/Fiscal Impact

There is no fiscal impact for instituting the recommendations contained in this report.

Reference(s)

The District Audit is conducted in accordance with Education Code Section 84040 and Generally Accepted Government Auditing Standards.

Background/Alternatives

An oral presentation will be given at the January 17, 2012, meeting.

Coordination

This item has been coordinated with the auditor, District Budget and Finance staff, and the Chancellor's Office. The Audit Report was thoroughly reviewed at the January 10, 2012, Board Audit and Budget Oversight Committee meeting.

Follow-up/Outcome

The Director of Fiscal Services will report to the Board on the status of findings and recommendations.

PREPARED BY: NGOC CHIM

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: APPROVE THE 2012/2013 NON-RESIDENT TUITION RATE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees establish a non-resident tuition fee of \$204 per credit unit for fiscal year 2012/2013 as well as a foreign citizen capital outlay fee of \$0 per credit unit.

Funding Source/Fiscal Impact

In FY 10/11, \$2,639,459 in non-resident tuition revenue was earned. Actual receipts to date for FY 11/12 are \$1,931,371. Last year, the Board approved a non-resident tuition rate of \$204. The actual revenue for non-resident tuition for FY 11/12 decreased from the FY 10/11 level by \$708,088. This decrease was primarily the result of an overall decrease in semester units from 13,264 to 9,468. The FY 11/12 Final Budget allotted \$55,000 to each College, for a total of \$110,000, for international student advising services. Assuming the same number of semester units will be generated in FY 12/13 and using the proposed rate of \$204 per unit, the amount of revenue for FY 12/13 is expected to remain the same. The minimum tuition rate that can be charged for FY 12/13 is \$179 per unit, which is the Statewide cost of education. The maximum rate that can be charged is \$331, which is the average non-resident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living.

Reference(s)

Education Code Section (ECS) 76140 requires each governing board to establish the non-resident tuition fee for the succeeding year. Pursuant to ECS 76141, a district may also charge to any non-resident student a capital outlay fee.

Background/Alternatives

1. Non-resident tuition rate

In establishing a non-resident tuition rate, the Board of Trustees has seven options available. The options are as follows:

<u>Option</u>	<u>Tuition Rate Per Credit Unit</u>
1. The Statewide cost of education per unit.	\$179

2. District cost of education per unit.	\$185
3. District Average cost with 10% or more non-credit FTES.	N/A
4. No more than contiguous district.	\$178 to \$194
5. No more than district cost and not less than statewide cost.	\$179 to \$185
6. Highest Year's Statewide Average Tuition	\$190
7. No more than 12 Comparable States' Average Tuition	\$331

Non-resident students served by the colleges are not supported with state apportionment funds. Districts are allowed and required to collect tuition fees from those students who do not meet the residency requirements for the State of California. The amount charged for non-resident tuition is determined using information provided by the state.

Districts are allowed to select from seven options in determining the amount to be charged for non-resident tuition. Revenue collected from non-resident students is retained by the District and does not affect the amount of state funding that is received. A discussion of the options is provided below.

Option # 1. Statewide average cost of education. This option provides districts with the ability to charge a tuition rate equal to the aggregated cost of education for the California community college system. This rate serves as the minimum amount that may be charged for those districts that have high costs of education and do not choose to have non-residents pay for the actual cost of education. An advantage of this option is that high cost districts can offer a lower tuition rate than what is allowed when the district rate exceeds the state rate. Districts surrounded by low cost of education districts may find that this pricing methodology provides a comparative advantage with students concerned only about price.

The disadvantage of using this rate is that the District is not recovering the full cost of education from non-resident students if the state rate is less than the District's actual cost of education. Non-resident FTES is relatively stable on a year-to-year basis and the costs of accommodating non-resident students is built into the base operations of the college. It can be argued that under these conditions, a short-term, incremental analysis to determine marginal cost and marginal revenue is not appropriate. When a recurring condition such as continuous enrollment of non-resident students occurs, the services necessary to accommodate those students are incorporated into the operations of the college. Those costs then become fixed costs. Over a period of time, there is no recognizable marginal increase that can be directly associated with a selected group of

students. Accordingly, it is appropriate from a cost recovery perspective to charge the full cost of operations to non-resident students.

Use of Option # 1 is not recommended for West Valley-Mission Community College District because it does not provide adequate revenue to pay for the full cost of education.

Option # 2. District average cost of education. This option allows the District to charge an amount equal to the cost of providing educational services to students. This is the full cost method, which recognizes that the District is providing services on a long-term basis and that non-resident students are factored into each of the college's base operations. A disadvantage to this option is that some of the contiguous districts are charging less for tuition than West Valley - Mission's actual cost of education. Students who are sensitive to price may be influenced by the lower tuition rates of Ohlone, San Jose/Evergreen, and San Mateo. Concerns about pricing may be mitigated by the amount paid for a capital outlay fee.

Option # 3. District average cost with 10% or more non-credit FTES. This option is not applicable to the District.

Option # 4. No more than contiguous district. This option allows the District to adjust its rates to be aligned with surrounding districts. The advantage to this option is that the District may lower its tuition fee to mitigate concerns about students' sensitivity to prices. When comparing tuition fees with contiguous districts, it is important to consider the capital outlay fees that must also be paid in a manner similar to tuition fees so that price-sensitive students consider the full amount of fees that are assessed for non-resident tuition.

A review of the legislative history when this option was adopted confirms that this amount must be within the **fee** (not cost) adopted by a contiguous district (maximum amount for Option #4) and **cost** of the lesser of (1) our district's average **cost** or (2) the statewide average **cost** (minimum amount for Option #4).

Option # 5. No more than the district cost and no less than the state cost. This option allows the District to charge a rate that is within a range where the state rate is the minimum fee and the District cost is the maximum fee. The advantage of this option is that the District can choose any amount within the range of costs. West Valley - Mission may charge not less than \$179 and not more than \$185 for tuition. Additionally, through adjustment of the capital outlay fee, the District is able to match the fees of surrounding districts without creating a recognizable difference in tuition costs between the districts that are in direct competition with West Valley-Mission. Without state funding to compensate for the difference in the actual amount charged to non-resident students and the actual cost of education, funds are diverted from other programs and services to subsidize the cost of attendance by non-resident students.

For the following options, it is the responsibility of the District to ensure and document that the additional revenue generated by the increased non-resident tuition permitted shall be used to expand and enhance services **to resident students only** (ECS 76140 (e)(1)(E)).

Option # 6. Highest Year's Statewide Average Tuition. This option allows the District to use the greater of the succeeding year, the current year or any of the four prior years' statewide average non-resident tuition fee calculation.

Option # 7. No more than 12 comparable States' Average Tuition. This option allows the District to charge no more than the 2010-11 average non-resident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living, which is \$331 per semester unit.

Option #7 is recommended for the District.

2. Capital outlay fee

In addition to the non-resident tuition rate required under Education Code Section 76140, the District may charge a capital outlay fee to those students who are both citizens and residents of a foreign country. The actual cost of capital outlay per unit was \$32.81 in FY 10/11.

While the capital outlay fee increases the cost of tuition for foreign students, other non-resident students are not required to pay the capital outlay fee. Capital outlay fees are to be used only for the purchase of capital equipment, capital construction, or repair and maintenance of facilities. The amount of the fee is to be the lesser of the amount that was expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students of the District in the preceding fiscal year or 50% of the 2012-2013 non-resident tuition fee adopted pursuant to ECS 76140.

In establishing the non-resident tuition fee, it is important to also consider the impact of a capital outlay fee. The actual cost of capital outlay is \$44.44 per unit and changes each year as a result of substantial construction activity that occurs on an irregular basis.

It is not recommended that the District assess a capital outlay fee for FY 12/13.

Coordination

This item was coordinated with other community college districts.

Follow-up/Outcome

Once the Board approves the rates, the Office of the Vice Chancellor must communicate the outcome to the State Chancellor's Office and to staff in charge of creating and publishing the class schedules at the colleges.

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: APPROVE CONTRACT WITH CONSTRUCTION TESTING SERVICES INC., FOR SPECIAL TESTING AND INSPECTION SERVICES

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees authorize the administration to enter into a contract with Construction Testing Services Inc., in the amount of \$181,746 for Special Testing and Inspection on the Mission College Main Building Replacement Phase 1 project. Proposals were submitted as follows:

<u>Consultant</u>	<u>Total Amount</u>
Construction Testing Services, Inc.	\$181,746

The District received four other proposals as follows:

Ninyo & Moore	\$176,594
Consolidated Engineering Laboratories	\$210,164.85
Smith-Emery San Francisco	\$335,113
RMA Group	\$ 90,799 (1)

(1) Proposal withdrawn by vendor for clerical error.

Funding Source/Fiscal Impact

The funding for this project comes from Measure H, item number 10 of the Mission College Project Priority List.

Reference(s)

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

Title 24 - Administrative Regulations requires that a Division of the State Architect (DSA)-approved and qualified special testing laboratory be hired for school

construction projects. Construction Testing Services, 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-certified testing laboratory firms. Five firms attended the mandatory pre-bid meeting. Five proposals were received. Proposals were opened and read aloud on December 21, 2011, at 2:00 PM.

Two firms were interviewed on January 6, 2012, by a committee composed of the Vice Chancellor; Director of General Services; Executive Director of Facilities, Construction and Maintenance; Matt Pentin from Gilbane Building Company, and Ted Curtis from DSA Inspection. The committee concluded that Construction Testing Services, Inc., was the best qualified firm (based on Section 2, Selection Criteria of the RFP) to perform the special testing and inspection for the Mission College Main Building Replacement project. Evaluation criteria of the District-issued RFP included: (i) experience in providing special tests/inspections for similar scope projects with similar complexities (Section 2.3); (ii) prior experience and success in developing effective working relationships on higher education projects (Section 2.5); and (iii) demonstrated ability and willingness to provide and complete required test and inspection services (Section 2.6). The RFP expressly reserved to the District the right to award the Test/Inspection Contract to a Vendor who did not submit the lowest priced proposal (Section 2.6).

The services provided by the DSA-approved testing laboratory for this project will be:

- Inspect all work involving structural steel, concrete, and masonry during installation by the contractors to verify conformity with the contract documents and applicable codes and standards.
- Carry out the instructions of the Project Architect and the DSA for the portion covered by the DSA.
- Help ensure all phases of the project conform to the applicable laws and regulation codes.
- Prepare all necessary reports, including semi-monthly reports and final verified report to the Inspector of Record and Division of the State Architect.
- Assist the efforts of all parties concerned to expedite the completion and ensure the quality of the project.
- Specific scope of work will include:
 - Observation, review, verification, and testing of structural concrete, masonry, and associated reinforcement materials including fabrication and batch plant operations.

- Observation, review, verification, and non-destructive testing of structural steel, metal decking, and high strength bolting.

Coordination

The Executive Director of Facilities, Construction and Maintenance; the Director of Construction; the Director of General Services; and Gilbane Building Company worked on this item.

Follow-up/Outcome

Upon Board approval, an agreement for special testing and inspection services will be issued to Construction Testing Services, Inc., in the amount of \$181,746.

PREPARED BY: ED MADULI

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: 2012 FACILITIES BOND BALLOT MEASURE

CHANCELLOR'S RECOMMENDATION:

That the Board will receive information and will consider action to set the bond amount and election date for a Proposition 39 Facilities Bond for either the June 2012, or the November 2012, General Election ballot.

Funding Source/Fiscal Impact

Consolidation of a Facilities Bond measure for the General Election is expected to cost approximately \$200,000. Any consultant contracts needed for financial advisor, bond counsel or related services are not expected to be a cost to the District. If the bond measure is successful, building construction and renovation funds will promote greater access and higher quality instructional and student support services at Mission College and West Valley College.

References

This item is associated with the implementation of the West Valley College and the Mission College Educational and Facilities Master Plans and the District five-year Construction Plan.

Background/Alternatives

At the direction of the Board, a survey was conducted in November 2011. Results of the survey were presented at the December 6, 2011, Board meeting.

The Board has previously received detailed written reports and oral presentations describing potential bond projects, project cost estimates and a scenario showing the possible sequencing of such projects. Tier 1 projects totaling \$415 million of a total \$774 million for all identified projects is recommended as the amount of a 2012 Facilities Bond ballot measure. Attachment A represents the climax of a comprehensive evaluation of existing planning documents, instructional and student service facilities requirements, and project cost estimating. This listing has served as a basis for determining the size of a future facilities bond. Attachment A was most recently reviewed by the Board on August 31, 2011.

Attachment B is the updated schedule of projects, which will be incorporated into the ballot language and necessary Board resolution to place the item on the 2012 ballot. A “yes” vote on the ballot measure authorizes the District to issue bonds to finance identified projects. The sequencing of projects and determination of which projects identified on Attachment B can and should be funded through issuance of bonded indebtedness will be decided at future Board meetings.

Follow-up/Outcomes

Staff will work with bond counsel and the financial advisor to prepare all documents necessary for Board action on February 7, 2012, to place a ballot measure on the June 2012, or the November 2012 ballot.

Additionally, bond planning information will be shared and discussed with constituency groups in order to communicate broadly important information on the future of our Colleges and their capability to provide needed high quality instructional programs and student services in the future.

**WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
PRELIMINARY
FUTURE BOND PROJECTS--TIER 1 PROJECTS**

District Service Projects (Final)

	Project Description	Preliminary Budget
Tier One Projects		
1	District Facilities Building Replacement	\$ 17,500,000.00
2	Underground MPOE Replacement Structure @ WVC	\$ 3,000,000.00
3	Datatel Infrastructure Project	\$ 2,500,000.00
4	Energy Management System Replacement	\$ 5,867,626.00
5	Security, Safety and Monitoring	\$ 4,092,579.00
6	Accessibility/ADA Projects	\$ 8,306,128.00
	Tier One Subtotal	\$ 41,266,333.00

Mission College Projects (Final)

Tier One Projects		
1	Main Building Replacement, Phase II Building 1-D Corp. Yard/Facilities Building Main Plaza Landscaping (Partial scope)	\$ 65,918,742.00
2	Campus Entry Realignment Project	\$ 6,265,945.00
3	Main Plaza Canopy / Landscaping	\$ 6,087,153.00
4	MT Portables Replacement Building	\$ 19,896,000.00
5	Technology Institute Building	\$ 18,500,000.00
6	Performing Arts Building	\$ 28,493,430.00
7	Wellness and Human Performance Addition	\$ 14,969,000.00
8	Pedestrian/Vehicular/Wayfinding Modifications (Phase 1)	\$ 7,653,779.00
9	Infrastructure Upgrade-Electrical,Data/Telecom-Phase 2	\$ 7,155,110.00
10	Technology Infrastructure - Buildings	\$ 5,941,020.00
11	Library Materials	\$ 1,000,000.00
12	EIR Impacts	\$ 2,085,613.00
13	Swing Space for Building Projects	\$ 3,000,000.00
	Tier One Subtotal	\$ 186,965,792.00

West Valley Projects (Final)

Tier One Projects		
1	Applied Arts and Sciences Renovation	\$ 24,094,374.00
2	Learning Resource Center Reconstruction	\$ 32,732,000.00
3	Fine Arts Building - New Replacement Building	\$ 12,345,330.00
4	Student Services Center - New Replacement Building	\$ 19,782,000.00
5	Business Division Renovation	\$ 8,050,000.00
6	Hum-Fine Arts Bldg Renovation	\$ 15,744,050.00
7	Campus Center Building Renovation-Phase 2	\$ 9,873,966.00
8	Admin of Justice Building Renovation	\$ 2,540,000.00
9	Campbell Center Permanent Purchase	\$ 5,000,000.00
10	PE Department Building Renovation	\$ 27,613,250.00
11	Vasona Creek Restoration and Green Belt Improvements	\$ 3,500,000.00
12	Swing Space for Building Projects	\$ 6,500,000.00
13	Child Development Center - New Replacement Building	\$ 5,000,000.00
14	Planetarium Upgrade	\$ 1,500,000.00
15	Parking Lot and Campus Walkway Resurface/Replacement	\$ 12,500,000.00
	Tier One Subtotal	\$ 186,774,970.00

Tier One Projects Total \$ 415,007,095.00

**WEST VALLEY-COMMUNITY COLLEGE DISTRICT
BOND PROJECT LIST**

Project Description Preliminary Budget

District Service Projects

District Facilities Building Replacement	\$ 17,500,000.00
Underground MPOE Replacement Structure @ WVC	\$ 3,000,000.00
Datatel Infrastructure Project	\$ 2,500,000.00
HVAC and Lighting Energy Retrofit Projects	\$ 4,875,716.00
Energy Management System Replacement	\$ 2,983,000.00
Security, Safety and Monitoring	\$ 4,092,579.00
Accessibility/ADA Projects	\$ 6,315,038.00
Subtotal	\$ 41,266,333.00

Mission College Projects

Main Building Replacement, Phase II	\$ 65,918,742.00
Building 1-D	
Corp. Yard/Facilities Building	
Main Plaza Landscaping (Partial scope)	
Campus Entry Realignment Project	\$ 6,265,945.00
Main Plaza Canopy / Landscaping	\$ 6,087,153.00
MT Portables Replacement Building	\$ 19,896,000.00
Technology Institute Building	\$ 18,500,000.00
Performing Arts Building	\$ 28,493,430.00
Wellness and Human Performance Addition	\$ 14,969,000.00
Pedestrian/Vehicular/Wayfinding Modifications (Phase 1)	\$ 7,653,779.00
Infrastructure Upgrade-Electrical,Data/Telecom-Phase 2	\$ 7,155,110.00
Technology Infrastructure - Buildings	\$ 5,941,020.00
Library Materials	\$ 1,000,000.00
EIR Impacts	\$ 2,085,613.00
Swing Space for Building Projects	\$ 3,000,000.00
Subtotal	\$ 186,965,792.00

West Valley Projects

Applied Arts and Sciences Renovation	\$ 24,094,374.00
Learning Resource Center Reconstruction	\$ 32,732,000.00
Fine Arts Building - New Replacement Building	\$ 12,345,330.00
Student Services Center - New Replacement Building	\$ 19,782,000.00
Business Division Renovation	\$ 8,050,000.00
Hum-Fine Arts Bldg Renovation	\$ 15,744,050.00
Campus Center Building Renovation-Phase 2	\$ 9,873,966.00
Admin of Justice Building Renovation	\$ 2,540,000.00
Campbell Center Permanent Purchase	\$ 5,000,000.00
PE Department Building Renovation	\$ 27,613,250.00
Technology System Refresh Projects	\$ 1,500,000.00
Vasona Creek Restoration and Green Belt Improvements	\$ 3,500,000.00
Swing Space for Building Projects	\$ 6,500,000.00
Child Development Center/Guirlani House Renovation	\$ 3,500,000.00
Planetarium Upgrade	\$ 1,500,000.00
Parking Lot and Campus Walkway Resurface/Replacement	\$ 12,500,000.00
Subtotal	\$ 186,774,970.00

Grand Total \$ 415,007,095.00

PREPARED BY: TRACY JOHNSON

APPROVED BY: JOHN E. HENDRICKSON

SUBJECT: BOARD OF TRUSTEES NOMINATION OF A TRUSTEE TO RUN FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD WITHIN THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC).

RECOMMENDATION:

That the Board of Trustees nominates a Trustee to run for a seat on the CCCT Board.

Funding Source/Fiscal Impact

N/A

References

The Bylaws of the CCCT set forth the process for election to the CCCT Board.

Background/Alternatives

The CCCT Board serves a major role within the CCLC. The twenty-one member Board meets five times a year, providing a voice for locally-elected governing board members. Nominations to run for a seat on the CCCT Board are made by member districts' governing boards. A board may nominate only members of its own board, the nominee must consent to be nominated, and may not be a student trustee. Only one trustee per district may serve on the CCCT Board. Trustee Chris Stampolis currently serves on the CCCT Board and has indicated his interest in serving for the upcoming term.

Coordination

Nominations for membership on the CCCT Board are accepted in the CCLC office from January 1 through February 15, 2012. The election of CCCT Board members will take place between March 10 and April 25, 2012. Election results will be announced at the 2012 CCCT annual conference, and newly-elected members of the CCCT Board will assume their responsibilities on May 6, 2012, at the conclusion of the annual conference.

Follow-up/Outcome

The Chancellor's Office will forward the nomination form, the nominee's completed biographical sketch form, and the nominee's statement of candidacy to the CCLC office.

ITEM 8.2
JANUARY 17, 2012
ACTION ITEM

PREPARED BY: ALBERT M. MOORE

REVIEWED BY: JOHN E. HENDRICKSON

APPROVED BY: NICK HEIMLICH AND ROBERT OWENS

SUBJECT: REVISION OF DISTRICT POLICY MANUAL – CHAPTERS 1, 2, 3, 4, 5, 6 AND 7 (COMPLETE MANUAL) – SECOND READING OF ALIGNMENT OF THE DISTRICT POLICY MANUAL AND THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) MODEL POLICY MANUAL

CHANCELLOR’S RECOMMENDATION:

That the Board of Trustees review and approve the Second Reading draft of all Board Policy chapters as approved and sent forward by the Policy Ad Hoc Committee. These drafts reflect changes of codification and language of current District policies to align with the CCLC Model Policy Service as well as changes made after the first reading of individual chapters in light of Board and constituent group input.

Funding Source/Fiscal Impact

The District subscribes to the CCLC Model Policy (and Procedures) Service. The annual cost to the District is \$1,500. The Chancellor, on the Board’s behalf, contracted with Jane Wright, the League’s Special Consultant for the Policy and Procedure Service, for additional services provided directly to the District for the purposes of this project (\$27,500).

References

Education Code 70901(b)(6) governs Board of Governors’ responsibilities for establishing “minimum conditions” for receipt of state aid by community college districts. California Code of Regulations, Title 5, commencing with section 51000, contains the conditions, which include specific district policies and procedures. All four Accreditation Standards of the Accrediting Commission for Community and Junior

Colleges reference District policies and procedures. District Policy development is governed by current District Policy 2.4.

Background/Alternatives

Of the 72 California community college districts, sixty-seven currently subscribe to the Model Policy Service.

Due to this District's stand-alone District Policy Manual, updates and new Model policies are extremely cumbersome to administer. Each updated or new policy received from the Model Policy Service may pertain to several different policies in the District manual and be located in more than one chapter of said manual. Responsibility for particular chapters is assigned to different administrative and support staff for review and consideration for policy revision to best ensure that District policies are compliant with state and federal laws and regulations, accreditation standards, and recommended practices. This process is inefficient and causes delays in management of the District Policy Manual. At any time, the District may not be compliant with required new or modified policy requirements. Direct alignment with the Model Policy Service will improve efficiency and compliance.

Coordination

The Policy Ad Hoc Committee worked with the Chancellor, Special Assistant to the Chancellor, the League's Special Consultant for the Policy and Procedure Service, legal counsel, and key management staff to analyze the current District Policy Manual and the CCLC Model Policy Service. The results of the analysis clearly indicated changes were called for to ensure District compliance with federal, state, and local laws and regulations and alignment with the policies of the majority of community college districts within the state. The Ad hoc Committee established and followed a comprehensive schedule for a chapter by chapter review that included consultation with key district leaders and participatory governance review, Committee review of each chapter twice before its two readings by the entire Board, and Committee review of feedback and input received at first readings for possible incorporation in the Second Reading document. At its meeting of December 6, 2011, the Board acted to continue this item to the January 17 Board meeting, to allow the Committee to meet one more time to consider additional input regarding selected policies. The Committee met on January 4, 2012, and recommended some additional changes to the Second Reading draft shared in the December 6 Board agenda. Those changes can be found in the link below. As with the former Second Reading document, they are indicated in putty shading and are, specifically, found in policies 2310, 2345, 2735, 5140, and 7400.

In the chapters submitted for a Second Reading (available on the District Website, www.wvm.edu, Board of Trustees section, under 'Documents', or at the following link: <http://dev-www1.wvm.edu/WorkArea/DownloadAsset.aspx?id=6044>), League language that is being incorporated into the policy is indicated in red (which is identified in non-color versions by underline). Text in blue or green ink (which can be seen as light gray in the non-color versions) was additional suggested language that the Board Committee deemed appropriate to also include in the revision. The only changes that have been made to chapters since the first reading by the Board are additionally highlighted in putty-colored shading. Current District policy to be retained is in regular font and sections that are to be removed or moved elsewhere in the chapter(s) are struck through.

For assistance in the review process, a matrix has been created showing each policy number and name in the new manual and indicating where those particular policies were previously included in the former District Policy Manual. The matrix is attached as Attachment A.

Follow-up/Outcome

Following approval at the Second Reading, staff will remove struck through language, and standardize all colored and underlined additions into regular font format. Once this has been completed, the seven chapters of policy and their companion administrative procedures will be uploaded to the District Website.

POLICY & PROCEDURE SERVICE vs. WVMCCD BOARD POLICY MATRIX

Chapter 1 -- The District

Policy Title	New CCLC Policy #	Replaces Current WVM Policy #	Last Board Approval	Last Modified	LR LA SUG	Legal References	Notes
The West Valley-Mission Community College District	BP 1100	1.1.1 (Legal Status from the State)	1-18-07		LR	Ed Code Section 72000(b), Elections Code Section 18304	
		1.2.1 (Institution of Higher Education)	1-18-07				
		1.2.1 (Legal Name)	1-18-07				
		1.2.2 (Name as Property of District)	1-18-07				
		1.2.3 (Ability of Board to Change Name)	1-18-07				
		1.2.4 (History of the District and Names of Colleges)	1-18-07				
		1.3.1 (Geographic Boundaries)	1-18-07				
Mission	BP 1200	1.4.1 (Institutional Purpose and Responsibility)	1-18-07		LR	Accreditation Standard I	
		1.4.5 (District Mission Statement)	1-18-07	9-6-07			
		1.4.6 (Mission College Mission Statement)	1-18-07	9-6-07			
		1.4.7 (West Valley Mission Statement)	1-18-07	9-6-07			

Chapter 2 -- Board of Trustees

Policy Title	New CCLC Policy #	Replaces Current WVM Policy #	Last Board Approval	Last Modified	LR LA SUG	Legal References	Notes
Board Membership	BP 2010	1.6.1 Eligibility/ Requirements)	1-18-07		LR	Ed Code Sections 72023, 72103, 72104	
Student Trustees	BP 2015	1.6.4 (Student Trustees)	1-18-07		LR	Ed Code Section 72023.5	
Board Elections	BP 2100	1.6.2 (Elections)	1-18-07		LA	Ed Code Sections 5000 et seq. and 72022	
Election of Student Trustees	BP 2105				LA	Ed Code Sections 72023.5 and 72103	
Vacancies on the Board	BP 2110	1.6.3 (Vacancies/ Resignations from Board Office)	1-18-07		LR/ SUG	Ed Codes Sections 5090 et seq., Govt. Code Section 1770	
Board Duties and Responsibilities	BP 2200	1.4.8 (Board Philosophy); 1.4.9 (District Goals) 1.6.5 (Roles and Responsibilities of Board Members)	1-18-07 1-18-07 1-18-07	2-19-09	LR	Accreditation Standard IVB.1.d Ed Code Section 70902	
Officers	BP 2210	1.7.1 (Board Officers and Officials) 1.7.3 (Removal from Office)	1-18-07 1-18-07		LR/ SUG	Ed Code Section 72000	
Committees of the Board	BP 2220	1.7.2 (Representatives to Groups and Organizations) 1.7.4 (Establishment of Committees) 1.7.5 (Audit and Budget Oversight Committee)	1-18-07 1-18-07 1-18-07	2-19-09	LR/ LA	Govt. Code Section 54952	

		1.7.6 (Legislative Committee)	1-18-07	12-10-09			
Annual Organizational Meeting	BP 2305	1.8.2 (Annual Organizational Meeting)	1-18-07	12-10-09	LR	Ed Code Section 72000(c)(2)(A)	
Regular Meetings of the Board	BP 2310	1.8.1 (Open Meetings)	1-18-07		LR	Ed Code Section 72000(d); Govt. Code Sections 54952.2, 54953 et seq., 54961	
		1.8.3 (Regular Meetings)	1-18-07	12-10-09			
Closed Sessions	BP 2315	1.8.7 (Closed Sessions)	1-18-07		LR	Ed Code Section 72122; Govt. Codes Sections 11125.4, 54956.8, 54956.9, 54957, 54957.6	
Special and Emergency Meetings	BP 2320	1.8.4 (Special Meetings);	1-18-07		LR	Ed Code Section 72129; Govt. Codes Sections 54956, 54956.5, 54957	
		1.8.5 (Adjourned Meetings)	1-18-07				
		1.8.6 (Emergency Meetings)	1-18-07				
Quorum and Voting	BP 2330	1.8.11 (Quorum and Voting)	1-18-07		LR	Ed Codes Sections 72000(d)(3), 81310 et seq., 81365, 81432, 81511; Govt. Code Section 53094; Code of Civil Procedure Section 1245.240	
		1.8.10 (Disclosure of Ex Parte Communication)	1-18-07				
Agendas	BP 2340	1.8.9 (Agenda for Meetings)	1-18-07		LR/ SUG	Ed Code Sections 72121 and 72121.5; Govt. Code Sections 6250 et seq. and 54954 et seq.	
Public Participation at Board Meetings	BP 2345	1.8.9 (Agenda for Meetings)	1-18-07		LR/ LA/ SUG	Ed Code Section 72121.5; Govt. Code Sections 54954.3 and 54957.5	
Speakers	BP 2350	1.8.9 (Agenda for Meetings)	1-18-07		LR/ LA/ SUG	Ed Code Section 72121.5; Govt. Codes Sections 54950 et seq.	
Decorum	BP 2355	1.8.15 (Rules of Conduct for Board Meetings)	1-18-07		SUG	Ed Code Section 72121.5; Govt. Code Section 54954.3(b)	
Minutes	BP 2360	1.8.12 (Minutes of Open Session Meetings)	1-18-07	3-5-09	LR/ SUG	Ed Code Section 72121(a); Govt. Code Section 54957.5	

Recording	BP 2365	1.8.9 (Agenda for Meetings) 1.8.12 (Minutes of Open Session Meetings)	1-18-07 1-18-07	3-5-09	LR	Ed Code Section 72121(a); Govt. Code Sections 54953.5 and 54953.6	
Board Policies and Administrative Procedures	BP 2410	2.3.3 (Administration of Procedure); 2.4.1 (Responsibility for Policy Development) 2.4.2 ((Monitoring the Execution of Policy) 2.4.3 (District Policy and Applicable Laws) 2.4.6 (Policy Additions and Amendments) 2.4.7 (Recommended First Readings)	7-15-04 7-15-04 7-15-04 7-15-04 7-15-04 7-15-04		LR	Ed Code Section 70902; Accreditation Standard IV.B.1.b and e	
Delegation of Authority to the Chancellor	BP 2430	2.3.2 (Administration of Policy); 2.3.4 (Performance of Duties); 2.3.5 (Power to Act); 2.3.8 (Delegation of Authority);	7-15-04 7-15-04 7-15-04 7-15-04		SUG	Ed Code Sections 70902(d) and 72400; Accreditation Standards IV.B.1.j and IV.B.2	
Chancellor Selection	BP 2431	2.3.1 (Chief Executive Officer of	7-15-04		LR	Title 5 Sections 53000 et seq.; Accreditation Standards IV.B.1	

		the District); 2.3.6 (Compensation)	7-15-04			and IV.B.1.j	
Evaluation of the Chancellor	BP 2435	2.3.7 (Evaluation)	7-15-04		LR	Accreditation Standard IV.B.1	
Participation in Local Decision-Making	BP 2510				LR/ LA	Ed Code Section 70902(b)(7); Title 5 Sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students); Accreditation Standard IV.A	
Presentation of Initial Collective Bargaining Proposals	BP 2610	3.8.1 (Agreements Between District and Employee Organizations) 3.8.2 (Public Notice of Employee Organization Proposals)	11-1-01 11-1-01		LR	Govt. Code Section 3547	
Conflict of Interest	BP 2710				LR/ LA	Govt. Code Sections 1090 et seq., 1126, and 87200 et seq.; Title 2 Sections 18730 et seq.	
Code of Ethics/Standards of Practice	BP 2715	1.5.1 (Legal Basis); 1.5.2 (Authority); 1.6.6 (Code of Ethics/Standards of Practice)	1-18-07 1-18-07 1-18-07		LR	Accreditation Standards IV.B.1.a, e, and h	
Political Activity	BP 2716				LR	Ed Code Sections 7054 and 7056; Govt. Code Section 8314	
Personal Use of Public Resources	BP 2717				LR	Govt. Code Section 8314; Penal Code Section 424	
Communications among Board Members	BP 2720				LR	Govt. Code Section 54952.2	
Board Member Compensation	BP 2725	1.6.7 (Compensation and Benefits)	1-18-07		LA	Ed Code Sections 1090, 35120, and 72024	
Board Member Health Benefits	BP 2730	1.6.7 (Compensation and Benefits)	1-18-07		LA	Govt. Code Section 5320	

Board Member Travel	BP 2735	1.6.7 (Compensation and Benefits) 1.6.8 (Board Development)	1-18-07 1-18-07		LR	Ed Code Section 72423	
Board Education	BP 2740	1.6.8 (Board Development) 1.8.8 (Study Sessions/Board Workshops)	1-18-07 1-18-07		LR	Accreditation Standard IV.B.1.f	
Board Self-Evaluation	BP 2745	1.6.8 (Board Development)	1-18-07		LR	Accreditation Standards IV.B.1.e and g	

Chapter 3 -- General Institution

Policy Title	New CCLC Policy #	Replaces Current WVM Policy #	Last Board Approval	Last Modified	LR LA SUG	Legal References	Notes
Institutional Code of Ethics	BP 3050	4.8.3 (Professional Ethics)	3-20-03		LR	Accreditation Standard III.A.1.d	Created a policy to accommodate current WVM language. Current Policy 4.8.3 only addresses faculty members not the entire institution.
Organizational Structure	BP 3100	2.1.1 (Multi-college District System); 2.1.2 (Efficient and Effective Organization) 2.1.3 (Flow of Activity) 2.1.4 (Modification to Organizational Structure)	7-15-04 7-15-04 7-15-04 7-15-04		LR	Ed Code Section 72400	
Accreditation	BP 3200	1.4.2 (District Role)	1-18-07		LR	Accreditation Eligibility Requirement 20, Standard IV.B.1.i	

Institutional Planning	BP 3250	1.4.3 (District Values Statements); 1.4.4 (District Vision Statement) 4.3.1 (Planning)	1-18-07 1-18-07 3-20-03		LR	Accreditation Standard I.B; Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270 et seq.	
Grants	BP 3280	6.2.2 (Authority of the Chancellor, Vice Chancellor, and College Presidents in Business Operations)	6-11		LA	Ed Code Section 70902	
Public Records	BP 3300	2.5.1 (Public Access)	7-15-04		LR	Govt. Code Sections 6250 et seq.	
Records Retention and Destruction	BP 3310	Policy 6.12.1 (Purpose and Implementation)	2-17-05		LR	Title 5 Sections 59020 et seq.; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45	
Non-discrimination	BP 3410	2.6 (Non-Discrimination Philosophy); 2.6.1 (Board Declaration); 2.6.2 (Definitions); 2.6.3 (Academic Freedom)	7-15-04 7-15-04 7-15-04 7-15-04		LR	Ed Code Sections 66250 et seq., 72010 et seq., 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.; Penal Code Section 422.55; Govt. Code Sections 12926.1 and 12940 et seq.; Accreditation Standard II.B.2.c	Delete WVM language and just use language in BP 3410
Equal Employment Opportunity	BP 3420	3.10 (Reasonable Accommodation)	11-1-01		LR	Ed Code Sections 87100 et seq.; Title 5 Sections 53000 et seq.	Delete WVM language and just use language in BP 3420
Prohibition of Harassment	BP 3430	2.7 (General Information About Sexual Harassment) 2.7.1 (Definition of Sexual	7-15-04 7-15-04		LR	Ed Code Sections 212.5, 44100, 66252, and 66281.5; Govt. Code 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e	Delete WVM language and only use language in BP 3430, AP 3430, and AP 3435

		Harassment)	7-15-04				
		2.7.2 (Examples of Sexual Harassment)	7-15-04				
		2.7.3 (Definition of Sex Harassment)	7-15-04				
		2.7.4 (Prohibition Against Sexual Harassment and Sex Discrimination)	7-15-04				
		2.7.5 (District Responsibility for Policy and Its Implementation)	7-15-04				
		2.7.6 (Individuals Covered)	7-15-04				
		2.7.7 (Employee Responsibility)	7-15-04				
		2.7.8 (Consensual Relationships)	7-15-04				
		2.7.9 (District Response to Sexual Harassment and/or Sex Discrimination)	7-15-04				
		2.7.10 (Protection of the Victim)	7-15-04				
		2.7.11 (Protection of Those Reporting Sexual Harassment and/or Sex Discrimination)	7-15-04				

		2.7.12 (Discrimination Based on Sexual Orientation)	7-15-04				
Service Animals	BP 3440				LR	The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.; 28 Code of Federal Regulations Part 35; 28 Code of Federal Regulations Part 36; 34 Code of Federal Regulations Part 104.44(b)	This is a new policy recommended by the Policy & Procedure Service in legal Update 19 (August 2011)
Campus Safety	BP 3500	2.11.1 (Employee and Student Conduct);	7-15-04		LR	Ed Code Section 67380(a)(4)	No need to use WVM 2.11.1 – BP 3500 language is sufficient
Campus Security and Access	BP 3501				LR	34 Code of Federal Regulations Section 668.46(b)(3)	This is a new policy recommended by the Policy & Procedure Service in legal Update 19 (August 2011)
Emergency Response Plan	BP 3505	6.20.3 (Responsibility for District Emergency Plan)	7-15-04		LA	Ed Code Sections 32280 et seq. and 71095; Govt. Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Assn. 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; 19 CA Code of Regs Sections 2400-2450	
Workplace Violence Plan	BP 3510	2.12.2 (Disciplinary Action/ Employees and Students); 2.12.3 (Disciplinary Actions Related to False Charges); 2.12.4 (Faculty/Staff Reporting Responsibility);	7-15-04 7-15-04 7-15-04		LR	Cal/OSHA: Labor Code Sections 6300 et seq.; 8 Cal. Code Regs. Section 3203; Workplace Violence Safety Act of 1994 Code of Civil Procedure Section 527.8 and Penal Code 273.6 and 12021	Deleted WVMCCD language as all the salient language and more is included in AP 3510 titled Workplace Violence Plan

		2.12.5 (Acts of Violence);	7-15-04				
		2.12.6 (Definition of Locations Covered by Policy)	7-15-04				
Reporting of Crimes	BP 3515				LR	Ed Code Section 67380	
Child Abuse Reporting	BP 3518	3.16 (Child Abuse Reporting)	11-1-01		LA	Penal Codes Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, 11164-11174.3; Welfare & Institutions Code Sections 300, 318, 600; Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, 7892	
Local Law Enforcement	BP 3520				LR	Ed Code Section 67381	Does WVMCCD have agreements with local police??
Weapons on Campus	BP 3530	2.12.1 (Weapons Defined/Banned on Premises)	7-15-04		LR	Penal Code Sections 626.9 and 626.10	
Sexual and Other Assaults on Campus	BP 3540				LR	Ed Code Sections 67382 and 67385; 20 U.S. Code Section 1092(f); 34 C.F.R. Section 668.46(b)(11)	
Drug Free Environment and Drug Prevention Program	BP 3550	5.18.1 (Controlled Substance Prohibitions); 5.18.2 (Health Information and Assistance Programs)	8-5-04		LR	Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g and 34 C.F.R. Section 86.1 et seq.; Drug Free Workplace Act of 1988, 41 U.S. Code Section 702	
Alcoholic Beverages	BP 3560				SUG	Business and Professions Code Section 25608	
Non-Smoking	BP 3570	2.9.1 (Prohibition of Indoor Locations); 2.9.2 (Prohibitions of Outdoor Locations); 2.9.3	7-15-04 7-15-04 7-15-04		LA	Govt. Code Sections 7596, 7597, and 7598; Labor Code Section 6404.5; Title 8 Section 5148	Created BP 3570 to accommodate a WVM policy.

		(Establishment of Procedures); 2.9.4 (Observation of Policy); 2.9.5 (Relationship of Policy to State and Federal Regulations)	7-15-04 7-15-04				
Auxiliary Organizations	BP 3600	6.25.1 (Bookstores, Cafeterias, and Vending Services); 6.25.2 (Auxiliary Organizations)	2-17-05 2-17-05		LR	Ed Code Sections 72670 et seq.; Title 5 Sections 59250 et seq.	
Securing of Copyright	BP 3710				LA	Ed Code Sections 72207 and 81459; 17 United States Code 201	
Intellectual Property	BP 3715				LA	17 U.S. Code Sections 101 et seq.; 35 U.S. Code Sections 101 et seq.; and 37 CFR 1.1 et seq.	
Computer and Network Use	BP 3720				LR	Ed Code Section 70902; 17 U.S. Code Sections 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Govt. Code Section 3543.1(b)	
Claims for Damages	BP 3810	6.2.1 (Authority of the Chancellor and Vice Chancellor in Business Operations)	6-11		LR	Ed Code Section 72502; Govt. Code Sections 900 et seq. and 910	Other portions of current WVM Policy 6.2.1 are imbedded in BP 6100, BP 6330, BP 6340, BP 6550, and BP 7110.
Gifts	BP 3820	6.26 (Gifts and Donations)	2-17-05		LR	Ed Code Section 72122	Also see BP/AP 6620 titled Naming of Facilities and Other Naming Opportunities
Speech: Time, Place, and Manner	BP 3900	5.16.1 (Establishment of Regulating Procedures); 5.16.2 (Exceptions	8-5-04 8-5-04		LR	Education Code Sections 66301, 76120, and 87708; Penal Code Sections 407, 409, 415, 415.5, 416, 602.9, 602.10, 626.6, and 626.8	

		of Regulating Procedures); 5.16.3 (Student Rights of Free Expression); 5.16.4 (Prohibited Speech); 5.16.5 (Regulation of Hare Violence)	8-5-04 8-5-04 8-5-04				
Community Relations	BP 3950	2.14 (Community Relations Policy)	7-15-04		SUG	No specific references	Created a new number to accommodate a unique WVM policy

Chapter 4 -- Academic Affairs

Policy Title	New CCLC Policy #	Replaces Current WVM Policy #	Last Board Approval	Last Modified	LR LA SUG	Legal References	Notes
Academic Calendar	BP 4010	4.2 (Academic Calendar)	3-20-03		LR	Ed Code Section 70902(b)(12)	
Program, Curriculum, and Course Development	BP 4020	4.1.3 (Use of Off-Campus Facilities)	3-20-03		LA	Ed Code Sections 70901(b), 70902(b) and 78016; Title 5 Sections 51000, 51022, 55100, 55130, and 55150	Inserted WVMCCD language in BP 4020 as there is no other similar P&P Service Template
Philosophy and Criteria for Associate Degree and General Education	BP 4025	4.4.1 (Associate in Arts and Associate in Science Degrees)	3-20-03		LR	Title 5 Section 55061; Accreditation Standard II.A.3	
Academic Freedom	BP 4030	2.6.3 (Academic Freedom) 4.8.1 (Academic Freedom and the Common Good) 4.8.2 (Academic	7-15-04 3-20-03 3-20-03		LR	Title 5 Section 51023; Accreditation Standard II.A.7	

		Freedom and Responsibility) 4.8.4 (Obligations)	3-20-03				
Library and Other Instructional Support Services	BP 4040	4.3.5 (Library Services)	3-20-03		SUG	Ed Code Section 78100; Accreditation Standard II.C	
Articulation	BP 4050	4.3.2 (Educational Programs) 4.3.3 (Curriculum Development)	3-20-03 3-20-03		LA	Title 5 Section 51022(b); Ed Codes 66720-66744	
Delineation of Functions Agreements	BP 4060	4.6.8 (Delineation of Functions Agreements)	3-20-03		LR	Ed Code Sections 8535 and 8536	The language in WVMCCD 4.6.8 is identical to the language recommended by the P&P Service.
Auditing and Auditing Fees	BP 4070	6.2.8			LR	Ed Code Section 76370	
Graduation Requirements for Degrees and Certificates	BP 4100				LR	Ed Code Section 70902(b)(3); Title 5 Sections 55063, 55064, 55070 and 55800	
Nursing Programs	BP 4106				LR	Ed Code Sections 66055.8, 66055.9, 70101-70106, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267,89267.3, and 92645; Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050	
Honorary Degrees	BP 4110	4.4.6 (Honorary Degrees)	3-20-03		LR	Ed Code Section 72122	
Standards of Scholarship	BP 4220	4.1.1 (Standards for the Teaching/Learning Process) 5.6.11 (Publication	3-20-03 8-5-04		LR	Ed Code Section 70902(b)(3); Title 5 Sections 55002-55044	

		of Academic Standards)					
Course Repetition	BP 4225		8-5-04		LR	Title 5 Sections 55040, 55041, 55042, 55044, and 58161	
Multiple and Overlapping Enrollments	BP 4226				LR	Title 5 Section 55007	
Grading and Academic Record Symbols	BP 4230				LR	Title 5 Section 55023	
Grade Changes	BP 4231				LR	Ed Code 76224 and 76232; Title 5 Section 55025	
Credit by Examination	BP 4235	5.6.10 (Credit by Examination)	8-5-04		LR	Title 5 Section 55050	
Academic Renewal	BP 4240				LR	Title 5 Section 55764	
Probation, Disqualification, and Readmission	BP 4250	5.6.2 (Standards for Probation)	8-5-04		LR	Ed Code 70902(b)(3); Title 5 Sections 55030-55034	
		5.6.3 (Removal from Probation)	8-5-04				
		5.6.4 (Standards for Dismissal)	8-5-04				
		5.6.6 (Inclusion/ Exclusion of Units Attempted)	8-5-04				
Prerequisites, Co-requisites, and Advisories	BP 4260				LR	Title 5 Section 55000	
Field Trips and Excursions	BP 4300				LR	Title 5 Section 55220	
Community Service Programs	BP 4400				LR	Ed Code Section 78300	

Chapter 5 -- Student Services

Policy Title	New CCLC Policy #	Replaces Current WVM Policy #	Last Board Approval	Last Modified	LR LA SUG	Legal References	Notes
Admissions and	BP 5010	5.2.1	8-5-04		LR	Ed Code Sections 76000,	

Concurrent Enrollment		(Qualifications)				76001, and 76002; Labor Code Section 3077	
Residence Determination	BP 5015				LR	Ed Code Sections 68040 and 76140; Title 5 Sections 54000 et seq.	
Nonresident Tuition	BP 5020				LR	Ed Code Sections 68050, 68051, 68130, 68130.5, and 76141; Title 5 Section 54045.5	
Fees	BP 5030				LR	Ed Code Sections 76300 et seq.	
Withholding of Student Records	BP 5035	5.22.4 (Consequences of Failure to Pay District Fees, Fines, and Other Charges)	8-7-08		LA	Title 5 Section 59410	
Student Records, Directory Information, and Privacy	BP 5040	5.5.2 (Release of "Directory Information")	8-5-04		LR	Ed Code Sections 76200 et seq.; Title 5 Sections 54600 et seq.	
Matriculation	BP 5050	5.8 (Matriculation Policy)	8-5-04		LR	Ed Code Sections 78210 et seq.; Title 5 Section 55500	
Open Enrollment	BP 5052	5.4.1 (Open Enrollment and Enrollment Priorities) 5.8.3 (Enrollment Limitations)	8-5-04 8-5-04		LA	Ed Code Section 84500; Title 5 Section 51006, 58100, and 58106	
Enrollment Priorities	BP 5055	5.4.1 (Open Enrollment and Enrollment Priorities)	8-5-04		LR	Title 5 Sections 51006, 58106, and 58108	
Counseling	BP 5110				LR	Ed Code Section 72620; Title 5 Section 51018	
Transfer Center	BP 5120				LR	Ed Code Sections 66720 – 66744; Title 5 Section 51027	
Financial Aid	BP 5130				LR	Ed Code Section 76300 ; 20 U.S. Code Sections 1070, et seq.; 34 CFR Section 668	
Disabled Student	BP 5140	5.11.5 (Administrative	8-5-04		LR	Ed Code Sections 67310 and 84850; Title 5 Sections 56000	

Programs and Services		Responsibility)				et seq.	
Extended Opportunity Programs and Services	BP 5150				LR	Ed Code Sections 69640 – 69656; Title 5 Sections 56200 et seq.	
Child Care Services	BP 5160				SUG	Ed Code Sections 79120 et seq.	Newly created policy for WVMCCD
Student Health Services	BP 5200				LR	Ed Code Section 76401; Title 5 Sections 54700 et seq.	
Student Accident Insurance	BP 5205				LR	Education Code Section 72506	
Communicable Disease	BP 5210				LR	Ed Code Section 76403	
Student Equity	BP 5300	5.7.1 (Board Approval of Student Equity Plans)	8-5-04		LR	Ed Codes 66030; 66250, et seq.; and 72010 et seq.; Title 5 54220	
Associated Student Organizations	BP 5400				LR	Ed Code Section 76060	
Associated Student Organizations' Elections	BP 5410				LR	Ed Code Section 76061	
Associated Student Organizations' Finance	BP 5420	5.15.7 (Terms of Fiscal Responsibility)	8-5-04		LR	Ed Code Sections 76063–76065	
Standards of Conduct	BP 5500	5.19.1 (Authority)	8-5-04		LA	Ed Code Sections 66300 and 66301; Accreditation Standard II.A.7.b; Business & Professions Code Sections 25608 and 25658; Penal Code Sections 148.1, 148.3, 148.4, 602.10, & 626.6	
Off-Campus Student Organizations	BP 5510				LR	34 Code of Federal Regulations Section 668.46(b)(7)	This is a brand new policy recommended by the Policy and Procedure Service in its August 2011 legal Update #19
Student Credit Card and Other	BP 5570				LR	Ed Code 99030; Title 5 Section 54400;	

Solicitations						Civil Code 1747.02(m)	
Athletics	BP 5700	5.14 (Athletics)	8-5-04		LR	Ed Code Sections 66271.6, 66271.8, 67360 et seq., 78223	
Prevention of Identity Theft in Student Financial Transactions	BP 5800				LR	Fair and Accurate Credit Transactions Act (Pub.L.108-159)	

Chapter 6 – Business and Fiscal Affairs

Policy Title	New CCLC Policy #	Replaces Current WVM Policy #	Last Board Approval	Last Modified	LR LA SUG	Legal References	Notes
Delegation of Authority	BP 6100	6.2.1 (Authority of the Chancellor and Vice Chancellor in Business Operations)	6-11		LR	Ed Code Sections 70902(d): 81655, and 81656	Other portions of current WVM Policy 6.2.1 are imbedded in BP 6330, BP 6340, BP 6550, BP 6700, BP 3810, and BP 7110.
Designation of Authorized Signatures	BP 6150	6.3.1 (Signature Authority for Chancellor and Vice Chancellor)	2-17-05		LR	Ed Code Sections 85232 and 85233	
Budget Preparation	BP 6200	6.5.1 (Establishment of Funds); 6.5.2 (Definition of District Budget); 6.5.3 (Development of Budget Calendar and Board Budget Priorities)	2-17-05 2-17-05 2-17-05		LA	Ed Code Section 70902(b)(5); Title 5 Sections 58300 et seq.; Accreditation Standard III.D	
Budget Management	BP 6250	6.5.6 (Approval of Quarterly and Annual Financial Reports)	2-17-05		LR	Title 5 Sections 58307 and 58308	
Fiscal Management	BP 6300	2.18.1 (Misuse Defined);	7-15-04		LR	Ed Code Section 84040(c); Title 5 Section 58311; Accreditation Standard III.D.2	

		6.2.4 (Reporting on the Financial Status of the District)	6-11				
		6.2.5 (Grounds for Immediate Reporting to the Board)	6-11				
		6.6.2 (Budget Monitoring and Management Actions)	1-18-07				
Investments	BP 6320	6.8.1 (Responsibility for Investments);	2-17-05		LR/ LA	Govt. Code Sections 53600 et seq.	
		6.8.2 (Investment Criteria);	2-17-05				
		6.8.4 (Prior Board Approval Required for Other Investments);	2-17-05				
		6.8.5 (Maximizing Yield);	2-17-05				
		6.8.7 (Quarterly Information Reports)	2-17-05				
Purchasing	BP 6330	6.2.1 (Authority of the Chancellor and Vice Chancellor in Business Operations)	6-11		LR	Ed Code Section 81656; Public Contract Code Section 20650	Other portions of current WVM Policy 6.2.1 are imbedded in BP 6100, BP 6340, BP 6550, BP 6700, BP 3810, and BP 7110. See AP 6330 titled Purchasing for details on purchasing from current WVMCCD Policy 6.11

Contracts	BP 6340	6.2.1 (Authority of the Chancellor and Vice Chancellor in Business Operations); 6.2.2 (Authority of the Chancellor, Vice Chancellor, and College Presidents in Business Operations); 6.2.3 (Stipulations for Recognizable Agreements) 6.11.3 (Pre-qualification of Bidders); 6.11.6 (Bid Limit Requirements)	6-11 6-11 6-11 2-17-05 2-17-05		LR	Ed Code Sections 81641 et seq.; Public Contract Codes 20650 et seq.	Other portions of current WVM Policy 6.2.1 are imbedded in BP 6100, BP 6330, BP 6550, BP 6700, BP 3810, and BP 7110.
Solicitation of Funds & Outside Vendors	BP 6380	6.27 (Solicitation of Funds)	2-17-05		SUG	No specific references	Created a policy to accommodate current WVMCCD Policy 6.27
Audits	BP 6400	6.10.1 (District Audit Conducted According to Accepted Government Auditing Standards)	2-17-05		LR	Ed Code Section 84040(b); Title 5 Sections 58311, 58312, 59104, and 59106	Also see AP 6400 for the remaining sections of current WVMCCD Policy 6.10
Property Management	BP 6500	6.15 (Property Management)	2-17-05		LR	Ed Code Sections 81300 et seq.	
Security for District Property	BP 6520	6.13.1 (Administrative Procedures for District Property)	2-17-05		LR	Ed Code Sections 81600 et seq.; Accreditation Standard III.B.1	
Insurance	BP 6540	6.17 (Risk Management and Insurance)	2-17-05		LR	Ed Code Sections 70902, 72502, 72506, and 81601 et seq.	
Disposal of	BP 6550	6.2.1 (Authority of	6-11		LR	Ed Code Sections 70902(b)(6),	Other portions of

District Property		the Chancellor and Vice Chancellor in Business Operations) 6.16.1 (Identification of Surplus Equipment and Property)	2-17-05			81450, and 81452	current WVM Policy 6.2.1 are imbedded in BP 6100, BP 6330, BP 6340, BP 6700, BP 3810, and BP 7110. See AP 6550 for the remaining sections of current WVMCCD 6.16
Capital Construction	BP 6600	6.22 (Sections 6.22.1-6.22.3) (Facilities Development and Renovation)	2-17-05		LR	Ed Code Sections 81005 and 81820; Title 5 Sections 57150 et seq.	WVMCCD language in Sections 6.22.1-6.22.3 is identical to recommended language
Naming of Facilities & Other Naming Opportunities	BP 6620	6.26.6 (Recognition of Major Gifts and Donors)	2-17-05		SUG	No specific reference	
Civic Center and Other Facilities Use	BP 6700	6.2.1 (Authority of the Chancellor and Vice Chancellor in Business Operations) 6.24 (Sections 6.24.1-6.24.4) (Civic Center and Other Facilities Use)	6-11 2-17-05		LR	Ed Codes Sections 82537, 82542, 82544	Other portions of current WVM Policy 6.2.1 are imbedded in BP 6100, BP 6330, BP 6340, BP 6550, BP 3810, and BP 7110. Current WVMCCD language in 6.24.1-6.24.4 closely aligns with recommended language
Citizens' Bond Oversight Committee	BP 6740	6.23 (Citizens Bond Oversight Committee)	2-17-05		LR	Ed Code Sections 15278, 15280, and 15282; Cal. Constitution Article XIII A Section 1(b) and Article XVI Section 18(b)	WVMCCD language is identical to recommended language
Parking	BP 6750	6.21 (Parking and Traffic)	2-17-05		LR	Ed Code Section 76360; Vehicle Code Section 21113	WVMCCD language is identical to recommended language
Safety – Occupation-	BP 6800	6.20.4 (Establishment of	2-17-05		LR	49 Code of Federal Regulations (C.F.R.) Part 40;	WVMCCD language is identical to

Related		Administrative Procedures to Ensure Safety)				49 Code of Federal Regulations (C.F.R) Part 655; 29 Code of Federal Regulations (C.F.R.) 1910.101 et seq.; Title 8 Section 3203	recommended language Also see BP/AP 3500 titled Campus Safety, BP/AP 3505 titled Emergency Response Plan, and BP/AP 3510 titled Workplace Violence Plan
Bookstores	BP 6900				LR	Ed Code Section 81676.5	Also see BP/AP 3600 titled Auxiliary Organizations

Chapter 7 -- Human Resources

Policy Title	New CCLC Policy #	Replaces Current WVM Policy #	Last Board Approval	Last Modified	LR LA SUG	Legal References	Notes
Commitment to Diversity	BP 7100	3.1.1 (Standards and Practices) 3.1.2 (Employee Respect)	11-1-01 11-1-01		LR	Ed Code Sections 87100 et seq.; Title 5 Sections 53000 et seq.	Add info from WVM 3.1.1 at end of BP 7100. Delete WVM language in 3.1.2 and just use language in BP 7100
Delegation of Authority	BP 7110	6.2.1 (Authority of the Chancellor and Vice Chancellor in Business Operations)	6-11		LA	Ed Code Section 70902(d)	Other portions of current WVM Policy 6.2.1 are imbedded in BP 6100, BP 6330, BP 6340, BP 6550, BP 6700, and BP 3810.
Recruitment and Hiring	BP 7120	3.3.2 (Selection of Academic Personnel) 3.4.1 (Administrative Responsibility) 3.4.3 (Supervisory Responsibility)	11-1-01 11-1-01 11-1-01		LR	Ed Codes 70901.2, 70902(b)(7) & (d), 87100 et seq., and 87360; Title 5 Sections 53000 et seq., and 51023.5; Accreditation Standard III.1.A	

		3.4.4 (Employment Recommendations)	11-1-01				
		3.4.5 (Employment Approval)	11-1-01				
Compensation	BP 7130				LR	Ed Code Sections 70902(b)(4), 87801, and 88160; Govt. Code Section 53200	
Collective Bargaining	BP 7140	3.7.1 (Board Approved Rights and Protections)	11-1-01		LR	Govt. Code Sections 3540 et seq.	
		3.7.2 (Resolution of Complaints)	11-1-01				
		3.7.3 (Appearance Before the Board)	11-1-01				
Professional Development	BP 7160	3.5 (Orientation, Training, and Development)	11-1-01		LR	Accreditation Standard III.A.5	
Academic Employees	BP 7210	3.3.1 (Types of Academic Employees)	11-1-01		LR	Ed Code Sections 87400 et seq., 87419.1, 87600 et seq., & 87482.8; Title 5 Section 51025	
		3.3.3 (Administrative Regulations)	11-1-01				
		3.3.7 (Policy Modifications)	11-1-01				
Classified Employees	BP 7230	3.2.1 (Designation)	11-1-01		LR	Ed Code Sections 88003; 88004; 88009; 88013, and 88191	Consider adding current WVM language to the policy and cross reference with AP 7236
		3.2.8 (Salary Schedule for Short-Term Employees)	11-1-01				
		3.2.9 (Policy Modifications)	11-1-01				
Confidential Employees	BP 7240				LR	Govt. Code Section 3540.1(c)	
Educational Administrators	BP 7250	3.3.5 (Retreat Rights for	11-1-01		LR	Ed Code Sections 72411 et seq., 87002(b), and 87457-	

		Administrators)				87460; Govt. Code Section 3540.1(g) and (m)	
Classified Administrators	BP 7260				LR	Ed Code Section 72411; Govt. Code Section 3540.1(g) & (m)	
Nepotism	BP 7310	2.13.1 (Employment and Supervision); 2.13.4 (Employment-Related Decisions); 2.13.5 (Definition of Immediate Family)	7-15-04 7-15-04 7-15-04		LA	Govt. Code Sections 12920 et seq. and 1090 et seq.; Family Code Sections 297 et seq.	Recommended deletion of current WVMCCD language as Policy & Procedure Service language addresses the salient issues.
Communicable Disease	BP 7330				LR	Ed Code Sections 87408, 87408.6, and 88021	
Health Examinations	BP 7335				LA	42 U.S. Code Section 12112; 29 C.F.R., Part 1630; Govt. Code Section 12940	
Leaves	BP 7340	3.13 (Leaves of Absence) 3.14 (Family and Medical Care Leave)	11-1-01 11-1-01		LR	Ed Code Sections 87763 et seq. and 88190 et seq.; Govt. Code Section 12945	
Catastrophic Leave Program	BP 7345				LR	Ed Code Section 87045	
Resignations	BP 7350	3.17.1 (Submission of Resignations) 3.17.5 (Re-employment Rights)	11-1-01 11-1-01		LA	Ed Code Sections 87730 and 88201	
Discipline and Dismissals – Academic Employees	BP 7360	3.3.6 (Disciplinary Action)	11-1-01		LR	Ed Code Sections 87660 et seq., 87666-87683, 87732-87737, & 87740	
Discipline and Dismissals – Classified Employees	BP 7365	3.2.7 (Disciplinary Action)	11-1-01		LR	Ed Code Section 88013; Govt. Code Sections 3300 et seq.	
Political Activity	BP 7370	2.16.5 (Leaves of Absence for	7-15-04		LR	Ed Code Sections 7054 and 7056; Govt. Code Section 8314	Also see BPs 2716, 3900, 4030, and

		Political Activities)				7340
Retiree Health Benefits – Academic Employees	BP 7380	3.11 (Health Benefits)	11-1-01		LR	Ed Code Sections 7000 et seq.
Salary Deductions	BP 7385				LR	Ed Code Sections 87040, 87833, 87834, and 88167
Travel	BP 7400	6.9.1 (Administrative Responsibility);	2-17-05		LR	Ed Code Section 87032
		6.9.2 (Prior Board Approval for Travel in Excess of \$10,000);	2-17-05			
		6.9.3 (Reporting of Travel Outside the 50 United States);	2-17-05			
		6.9.4 (Reimbursement);	2-17-05			
		6.9.5 (Manner in Which Travel and Conference or Meeting Attendance is to be Accomplished);	2-17-05			
		6.9.6 (Establishment of Administrative Procedures for Conference Attendance and Travel)	2-17-05			
Domestic Partners	BP 7510	3.12.1 (Recognition of Domestic Partners)	11-1-01		LR	Family Code Sections 297, 295.5, 298, 298.5, 299, 299.2, and 299.3
		3.12.2 (Administrative Responsibility)	11-1-01			

District Police Department/ Security	BP 7600	6.19.1 (District Police Department Mission)	2-17-05		LA	Ed Code Sections 72330 et seq.; Govt. Code Sections 3300 et seq.	
		6.19.3 (Regulations Covering Police Officers)	2-17-05				
Whistleblower Protection	BP 7700				LA	Labor Code Section 1102.5; Govt. Code Section 53296; Private Attorney General Act of 2004 (Labor Code Section 2698)	
Emeritus Status	BP 7800	2.19.1 (Establishment of Emeritus Status)	7-15-04		SUG	No specific references	Created a new number to accommodate a current WVM Policy
		2.19.2 (Establishment of Academic Emeritus Status)	7-15-04				
		2.19.3 (Classified and Administrative Emeritus Status)	7-15-04				
		2.19.4 (Board Action)	7-15-04				
		2.19.5 (Implementation Procedures)	7-15-04				

LR = Legally Required: These are policies which counsel has determined that, based on state or federal law or regulation, the District must enact and which require Board action.

LA = Legally Advised: These are policies which are not specifically required based on any state or federal law, but which counsel has identified as essential to protect the District from potential liability, and which, if enacted, require Board action.

SUG = Suggested as Good Practice: These are policies that are suggested by legal counsel and the Community College League of California as standards of good practice.

(11/16/11 jbw)