

WEST VALLEY – MISSION COMMUNITY COLLEGE DISTRICT

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



AGENDA

MISSION COLLEGE

MARCH 7, 2017

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

Adrienne Grey · *President*

Anne Kepner · *Vice President*

Susan Fish

Randi Kinman

Jack Lucas

Robert Owens

Karl Watanabe

Stephanie Leal · *MC Student Trustee*

Patrick Schmitt · *Chancellor*

GUIDELINES FOR PUBLIC PARTICIPATION IN BOARD OF TRUSTEES MEETINGS

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

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

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

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

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

3. **All Oral Communications**

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

ADJOURNMENT TIME

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

DOCUMENTS PROVIDED TO THE BOARD OF TRUSTEES

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

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

TUESDAY, MARCH 07, 2017

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

6:00 p.m.	Public Session	Campus Center Room 219
6:01 p.m.	Closed Session	Campus Center Room 219
7:00 p.m.	Public Session	Viso Kinesiology Building Tour
7:15 p.m. (app)	Public Session	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
Members of the audience may address the Board on any item listed on the Closed Session agenda. Comments will be limited to three (3) minutes per agenda item, with a total of fifteen (15) minutes of public comment on an item unless waived by the Board. Oral
- 1.3 PUBLIC HEARING PURSUANT TO GOVERNMENT CODE SECTION 54957(b)(2), PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, IF REQUESTED BY EMPLOYEE Oral

2.0 ADJOURN TO CLOSED SESSION

CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957(b)(1)
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.6
DIRECTION TO LABOR NEGOTIATORS

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

3.0 RECONVENE PUBLIC SESSION

- 3.1 PLEDGE OF ALLEGIANCE Oral
- 3.2 REPORT OF CLOSED SESSION ACTION Oral
- 3.3 APPROVAL OF THE ORDER OF THE AGENDA (A) Oral
- 3.4 APPROVAL OF THE MINUTES (A) 10
Minutes of the February 21, Board of Trustees Meeting
[Minutes of the February 21, 2017, Board of Trustees Meeting](#)

- 3.5 PRESENTATIONS/RECOGNITIONS Oral
 Oath of Office Ceremony for West Valley College Student Trustee, Thaddious Kennedy
- 3.6 ORAL COMMUNICATIONS FROM THE PUBLIC
 This portion of the meeting is reserved for persons desiring to address the Board on any matter not on the agenda. No action will be taken.
 Public comments on items on the agenda will be taken at the time the item is discussed by the Board.
- 3.7 WRITTEN COMMUNICATIONS FROM THE PUBLIC Oral
- 4.0 UNFINISHED BUSINESS- **There is none.**
- APPROVAL OF CONSENT AGENDA ACTION ITEMS** (A)
 Action items will be acted upon in one motion unless they are removed from the Consent Agenda. Information items will not be discussed unless they are removed from the Consent Agenda.
- 5.0 COLLEGE PROGRAMS AND SERVICES - **Consent Agenda**
- 5.1 REVIEW OF THE MISSION COLLEGE ACCREDITATION MIDTERM REPORT (I) 17
 Recommendation: That the Board of Trustees review Mission College's Accreditation Midterm Report.
[5.1 Mission College Accreditation Midterm Report](#)
- 5.2 REVIEW OF WEST VALLEY COLLEGE'S ACCREDITATION MIDTERM REPORT (I) 19
 Recommendation: That the Board of Trustees review West Valley College's Accreditation Midterm Report.
[5.2 WVC Accreditation Midterm Report](#)
- 5.3 SERVICE AGREEMENT BETWEEN WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT AND THE COUNTY OF SANTA CLARA TO PROVIDE FOSTER PARENT TRAINING PROGRAMS (A) 21
 Recommendation: That the Board of Trustees accept the service agreement in the amount of \$100,000 between West Valley-Mission Community College District (WVMCCD) and the County of Santa Clara to work collaboratively to provide a comprehensive Pre-Approval and Post-Approval Foster Parent Training Program which is designed to strengthen the quality of family foster care and adoption services.
[5.3 WVC Foster Parent Training Program](#)

5.4	VISION POINT AND REDESIGN OF MISSION COLLEGE WEBSITE	(A) 23
	<p>Recommendation: That the Board of Trustees authorize the administration to enter into an agreement with Vision Point, a web services company, in the amount of \$175,000 for one year beginning mid-March 2017 through March 2018 for the purpose of designing and launching an all-new website for Mission College.</p> <p>5.4 VisionPoint</p>	
5.5	AUTHORIZE A NEW AGREEMENT WITH SANTA CLARA UNIFIED SCHOOL DISTRICT FOR THE MISSION EARLY COLLEGE HIGH SCHOOL	(A) 25
	<p>Recommendation: That the Board of Trustees authorize the administration to enter into a new agreement authorizing Santa Clara Unified School District (SCUSD) to implement the Mission Early College High School program located on the Mission College campus. This agreement will supersede the existing MOU for the SCUSD Mission Middle College program currently located at Mission College.</p> <p>5.5 Mission Early College HS</p>	
5.6	CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE	(A) 38
	<p>Recommendation: That the Board of Trustees approve the curriculum changes at Mission College as presented.</p> <p>5.6 MC Curriculum</p>	
6.0	HUMAN RESOURCES – Consent Agenda	
6.1	PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES	(A) 54
	<p>Recommendation: That the Board of Trustees approve the listed personnel transactions.</p> <p>Interim Appointments <i>Administrative</i></p> <p>a. Maria Escobar, Interim Director, Enrollment and Financial Services, Administrative Unit, Range 22 (\$9,700-\$12,092), Student Services, Mission College, 100% of full time, 12 months per year; <i>extend through</i> June 30, 2017, or until filled.</p> <p>Temporary Assignments <i>Administrative</i></p> <p>a. Maria Escobar, <i>temporary 15% increase for additional duties assigned</i>, Interim Director, Enrollment and Financial Services, Administrative Unit, Range 22 (\$9,700-\$12,092), Student Services, Mission College, 100% of full time, 12 months per year, extend through June 30, 2017, or until filled. <i>Rationale: For full scope of Banner implementation activities.</i></p> <p>6.1 Personnel Transactions</p>	

6.2	<p>RENEW ADMINISTRATOR CONTRACTS</p> <p>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, 2017, through June 30, 2019.</p> <p>6.2 RENEW ADMINISTRATOR CONTRACTS</p>	(A) 55
6.3	<p>FACULTY CONTRACT RENEWAL - SECOND CONTRACT - MISSION COLLEGE</p> <p>Recommendation: That the Board of Trustees approve the listed faculty for second year contracts for the 2017-2018 academic year.</p> <p>6.3 MC Second Contract</p>	(A) 56
6.4	<p>FACULTY CONTRACT RENEWAL - THIRD CONTRACT - MISSION COLLEGE</p> <p>Recommendation: That the Board of Trustees approve the faculty listed for a third contract covering two academic years, 2017-2018 and 2018-2019.</p> <p>6.4 MC Faculty Third Contract</p>	(A) 58
7.0	<p>BUSINESS AND FINANCE - Consent Agenda</p>	
7.1	<p>RATIFICATION OF VENDOR WARRANTS</p> <p>Recommendation: That the Board of Trustees ratify vendor payments from October 1, 2016, through December 31, 2016.</p> <p>7.1 Vendor Warrants</p>	(A) 60
7.2	<p>FINANCIAL STATEMENTS AND BUDGET ADJUSTMENTS</p> <p>Recommendation: That the Board of Trustees approve the financial statements and budget adjustments as specified for the period of October 1, 2016, through December 31, 2016 (Second Quarter). The summary of significant changes lists the Second Quarter's cumulative budget transactions.</p> <p>7.2 2nd Qtr. Budget Adjustments</p> <p>Attach. 7.2 2nd Qtr. Budget Adjustments</p>	(A) 61
7.3	<p>2016-17 CCFS 311 SECOND QUARTER FINANCIAL REPORT</p> <p>Recommendation: That the Board of Trustees accept the 2016-17 Second Quarter Financial Report and authorize Fiscal Services staff to forward the CCFS-311Q Report to the California Community Colleges Chancellor's Office (CCCCO).</p> <p>7.3 2nd Qtr. 311 Report</p> <p>Attach. 7.3 2nd Qtr. 311 Report</p>	(A) 75

- 7.4 ACCEPT BASIC CONTRACT AS COMPLETE FOR BID #02-1314 FOR THE WELLNESS AND HUMAN PERFORMANCE BUILDING PROJECT AT MISSION COLLEGE (A) 80
 Recommendation: That the Board of Trustees accept the basic construction contract with DL Falk Construction for Bid #02-1314 for the Wellness and Human Performance building project at Mission College as complete and authorize the District to file a Notice of Completion.
[7.4 NOC MC Wellness & Human Perf](#)
- 7.5 APPROVAL OF BID #13-1617 - HVAC CONTROLS UPGRADE AT MISSION COLLEGE (A) 81
 Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Environmental Systems, Inc. in the amount of \$180,655 and reject all other bids. The award of the contract is based on the Base Bid.
[7.5 Bid Award - MC HVAC ESI](#)
- 7.6 APPROVE CONTRACT INCREASE WITH APEX TESTING LABORATORIES FOR SPECIAL TESTING AND INSPECTION SERVICES (A) 83
 Recommendation: That the Board of Trustees approve a contract increase with Apex Testing Laboratories in the amount of \$85,800.43 for special testing and inspection services for the Facilities Replacement Building - Increment 2 project at West Valley College.
[7.6 APEX Testing contract increase](#)
- 7.7 PROJECT ASSIGNMENT AMENDMENT WITH tBP ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE PLANETARIUM - NEW BUILDING PROJECT AT WEST VALLEY COLLEGE (A) 85
 Recommendation: That the Board of Trustees approve the Project Assignment Amendment in the amount of \$187,800 with tBP Architects for architectural and engineering services for the Planetarium - New Building project at West Valley College.
[7.7 PAA - tBP Architects - WVC Planetarium](#)

REGULAR ORDER OF AGENDA

5.0 COLLEGE PROGRAMS AND SERVICES

5.7	<p>NOMINATION OF MISSION COLLEGE CLASSIFIED EMPLOYEE, JULIE VU, FOR COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARD</p> <p>That the Board of Trustees endorse Julie Vu, Welcome Center Program Coordinator at Mission College, as the West Valley-Mission Community College District nominee for the <i>Community College Classified Employee of the Year</i> award sponsored by the Board of Governors, State Chancellor’s Office, and Foundation for the California Community Colleges.</p>	(A) 87
6.0	<p>HUMAN RESOURCES</p>	
6.5	<p>TENURE – MISSION COLLEGE</p> <p>Recommendation: That the Board of Trustees grant tenure for the listed faculty members at Mission College.</p> <p>6.5 MC Tenure</p>	(A) 89
6.6	<p>WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT INITIAL PROPOSALS FOR REOPENER NEGOTIATIONS WITH THE WEST VALLEY-MISSION CLASSIFIED EMPLOYEE ASSOCIATION</p> <p>Government Code Section 3547 requires that all initial proposals in collective bargaining must be presented at a public meeting of the public school employer. The District’s initial reopener proposals to the WVMCEA for negotiations are being released as a public document. At the Board of Trustees’ meeting on March 21, 2017, the public, having had a reasonable time to inform itself regarding the provisions of the initial proposals, will have an opportunity to express itself regarding the proposals in the form of public comments. Having received the public comment, the Board will vote to “adopt” the initial proposals.</p> <p>6.6 District Initial Proposals to WVMCEA</p>	(A) 91
7.0	<p>BUSINESS AND FINANCE</p>	
7.8	<p>RESOLUTION NO. 17030701 TO GRANT A PUBLIC ACCESS SIDEWALK EASEMENT FOR THE INSTALLATION OF A NEW CROSSWALK AT MISSION COLLEGE BLVD. FOR THE NEW STUDENT ENGAGEMENT BUILDING AT MISSION COLLEGE</p> <p>Recommendation: That the Board of Trustees approve Resolution No. 17030701 to grant a Public Access Sidewalk Easement for the installation of a new crosswalk at Mission College Boulevard for the new Student Engagement Building at Mission College.</p>	(A) 94

[7.8 Resolution - MC Student Engagement Bldg. sidewalk easement](#)
[Attach. 7.8 MC Sidewalk easement](#)

8.0 BOARD - There are none.

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

- | | | | |
|------|---|-----|------|
| 9.1 | ACADEMIC SENATE UPDATE (Winsome) (Pape) | (I) | Oral |
| 9.2 | CLASSIFIED SENATE UPDATE (Goo) (Ceresa) | (I) | Oral |
| 9.3 | STUDENT SENATE UPDATE (Yoshimoto) (Fernandez) | | (I) |
| 9.4 | MISSION COLLEGE UPDATE (Peck) | (I) | Oral |
| 9.5 | WEST VALLEY COLLEGE UPDATE (Davis) | (I) | Oral |
| 9.6 | ASSOCIATE VICE CHANCELLOR OF HUMAN RESOURCES REPORT (Moore) | (I) | Oral |
| 9.7 | VICE CHANCELLOR'S REPORT (Maduli) | (I) | Oral |
| 9.8 | CHANCELLOR'S REPORT (Schmitt) | (I) | Oral |
| 9.9 | STANDING COMMITTEE REPORT | (I) | Oral |
| | ▪ Audit and Budget Oversight Committee | | |
| 9.10 | TRUSTEE COMMENTS | (I) | Oral |

ADJOURNMENT

UNAPPROVED MINUTES OF THE FEBRUARY 21, 2017, BOARD OF TRUSTEES MEETING

ITEM 3.4
ACTION ITEM
MARCH 7, 2017
PREPARED BY: TRACY JOHNSON

1.0 CALL TO ORDER - PUBLIC SESSION

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

1.1 Roll Call

Present: Board President Adrienne Grey; Trustees Susan Fish, Anne Kepner, Jack Lucas, Bob Owens, Karl Watanabe; and Chancellor Schmitt. Absent: Trustee Randi Kinman Student Trustee: Stephanie Leal

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

2.0 ADJOURN TO CLOSED SESSION

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

CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOV. CODE § 54956.9(d)(2) – PENDING LITIGATION:

Moberg v. West Valley-Mission Community College District UPC No. SF-CE-3060-E.

CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOV. CODE 54956.9(d)(1) – EXISTING LITIGATION:

Name of case: Joseph Sunseri v. West Valley Community College District.

DIRECTION TO LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE 54957.6

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

3.0 RECONVENE PUBLIC SESSION

Public Session reconvened at 7:10 p.m.

3.1 PLEDGE OF ALLEGIANCE

All present recited the *Pledge of Allegiance*.

3.2 REPORT OF CLOSED SESSION ACTION

Board President Adrienne Grey reported that the Board approved a settlement by the following vote: Ayes: Fish, Grey, Kepner Lucas, and Owens. Nays: Watanabe. Absent: Kinman

3.3 APPROVAL OF THE ORDER OF THE AGENDA

Action Taken:

It was M/S/P 6/0/1 (Lucas/Kepner) to approve the order of the agenda.

Student Trustee: Yes

Board President Grey pointed out that a revised Resolution 17022101 for Item 8.1, page 67, had been distributed to replace the one originally printed in the agenda, and that it would be the revised resolution under Board consideration. That revised resolution is attached as part of Appendix A.

3.4 APPROVAL OF THE MINUTES OF THE FEBRUARY 7, 2017, REGULAR BOARD OF TRUSTEES MEETING,

Action Taken:

It was M/S/P 6/0/1 (Kepner/Owens) to approve the minutes of the February 7, 2016, Regular Board of Trustees meeting.

Student Trustee: Yes

3.5 PRESENTATIONS AND RECOGNITIONS

FOCUS TOPIC

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
CAMPUS SAFETY

Chief of Police, Ken Tanaka, and Emergency Preparedness Coordinators, Mark Frise and Marsha Hovey, provided the Board of Trustees with an in-depth look at campus safety.

The WVMCCD Police Department employs both sworn and non-sworn personnel and provides a number of important services to the College Community:

- General law enforcement/safety services
- Parking and traffic services
- Business office services
- Emergency Preparedness

Community College Police Departments enforce the laws on or near campus under California Penal Code, Section 830.32 and Education Code, Section 72330, the same authority as municipal police and county sheriffs.

The WVMCCD Police Department consists of nine full-time sworn police officers, including the Chief and Lieutenant, and five full-time non-sworn individuals, including office and parking service staff. Police patrol 6:30 am to 2:00 am, seven days a week, 365 days a year. Hours of operation vary slightly at each campus.

Police services include:

- Uniformed Patrol (Foot and Vehicle)
- Investigations (Criminal and Administrative)
- Traffic Accident Investigations
- Special Event Safety and Security
- Collaborate with the Colleges on Clery Compliance

Parking services include:

- Maintain parking meters
- Collection and accounting of revenue
- Parking and traffic control
- Enforce parking regulations
- Special event staffing
- Assist with parking lot and roadway design and maintenance
- Manage Levi's Stadium parking lot use contract

Police business office services include:

- Police Records
- Statistical reporting – Clery/Uniform Crime Reports
- Live Scan – DOJ/FBI electronic fingerprinting
- Sex Offender Registration
- Parking Services – permitting and appeals
- Lost and Found

The group provided information on the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which is a federal law requiring disclosure of crime on and around campuses. The Act is enforced by the US Dept. of Education. Requirements are:

- Publish an Annual Security Report (October 1st)
- Public Crime Log
- Crime Statistics Disclosure (Seven major categories and sub-categories)
- Timely Warnings (Serious or on-going threats – ASR Incidents)
- Emergency Notifications (Significant emergency or dangerous situation involving an immediate threat to health and safety).

They discussed the Campus SaVe: Violence Against Women Act, which adds the following offenses to the list of criminal offense for which statistics must be reported:

- Domestic violence
- Dating violence

- Sexual assault
- Stalking

On campus, the police department participates on committees and working groups, including facility safety committees, mental health services, college event coordinators, and Administrative Services Council. Of campus, it participates with the Law Enforcement Executive Council, the California Association for Property and Evidence, California College and University Police Chief's Association, the California Law Enforcement Association of Records Supervisors, the Northern California Regional Intelligence Center, the Federal Bureau of Investigations - Campus Liaison, and the Super Bowl 50 Operational Planning.

In-service police training, regulated by standards established by the California Peace Officer Standards and Training (P.O.S.T.) Commission, include:

- Active Shooter
- Firearms
- Driving - Emergency Vehicle Operations Course (EVOC)
- Domestic Violence/Sexual Assault investigations
- Mental Health crisis intervention training
- Arrest and Control, defensive tactics
- First Aid/CPR/AED
- Accident Investigations/Traffic Enforcement

The District has MOUs and agreements with the City of Santa Clara Police, the County of Santa Clara Sheriff, State and County Mutual Aid, county law enforcement regarding protocols, the Silicon Valley Regional Interoperability Authority, and the Forty Niners Stadium Management Company LLC.

Emergency preparedness was discussed, with the goal of being self-sufficient in an emergency:

- Develop and maintain training plans
- Develop and maintain District Emergency Preparedness plans
- Emergency Notification System - implement and operate system for all District and college personnel, staff, students and faculty
- Staff emergency preparedness training

Emergency notifications and timely warnings on the campuses are delivered through a wide variety of methods, as appropriate, including the WVM Alert system by voice, text, and/or email; classroom phones, fire alarms, the public address system, building safety teams, flyers, and postings.

There was discussion regarding the emergency lockdown systems being installed in new buildings and retrofit into existing structures.

The group closed by discussing department involvement in the community, including 'Shop with a Cop,' Breast Cancer Awareness Month, the Special Olympics LE Torch Run, and Prescription Medication Disposal.

Board members asked questions and thanked Mr. Tanaka, Mr. Frise, and Ms. Hovey for the excellent information.

3.6 ORAL COMMUNICATIONS FROM THE PUBLIC

There were none.

3.7 WRITTEN COMMUNICATIONS FROM THE PUBLIC

Executive Assistant to the Board of Trustees Tracy Johnson indicated that communication had been received from West Valley College paralegal student Michaela Bennett...

4.0 UNFINISHED BUSINESS - There was none.

APPROVAL OF THE CONSENT AGENDA

Action Taken:

It was M/S/P 6/0/1 (Owens/Lucas) to approve the Consent Agenda items as presented.

Student Trustee: One yes vote

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

REGULAR ORDER OF AGENDA

5.0 COLLEGE PROGRAMS AND SERVICES - There were none.

6.0 HUMAN RESOURCES - There were none.

7.0 BUSINESS AND FINANCE - There were none.

8.0 BOARD

8.1 RESOLUTION IN SUPPORT OF THE DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)

Board President Grey pointed out that a revised resolution had been distributed to replace the one originally printed in the agenda, and that it would be the revised resolution under Board consideration.

A discussion was held.

Action Taken:

It was M/S/P 6/0/1 (Lucas/Owens; roll call vote: Fish, Aye; Grey, Aye; Kepner, Aye; Kinman, Absent; Lucas, Aye; Owens, Aye; Watanabe, Aye) to adopt the revised Resolution 17022101 as presented.

Student Trustee: One yes vote

The adopted resolution is attached to the minutes as part of Appendix A.

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

9.1 TRUSTEE COMMENTS - There were none.

Board President Adrienne Grey adjourned the meeting at 8:35 p.m.

APPENDIX A

CONSENT AGENDA ITEMS FROM THE FEBRUARY 21, 2017, BOARD OF TRUSTEES MEETING
(For the full text of each item, please see the agenda packet for the meeting.)

APPROVAL OF CONSENT AGENDA ACTION ITEMS

5.0 COLLEGE PROGRAMS AND SERVICES - Consent Agenda

5.1 CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE

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

6.0 HUMAN RESOURCES - Consent Agenda

6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD

Recommendation: That the Board of Trustees approve the listed items.

6.1 Personnel Transactions

Classified Appointments:

- a. Nini Reyes-Bolinger, Program Specialist, WVMCEA Unit, Facilities, West Valley-Mission Community College District, 64% of full time, 12 months per year; effective February 27, 2017.
- b. Ricky Zendejas, Heating & Air Conditioning Technician, WVMCEA Unit, , West Valley-Mission Community College District, 100% of full time, 12 months per year; effective February 27, 2017.

7.0 BUSINESS AND FINANCE - Consent Agenda

7.1 APPROVAL OF BID #16-1617, BID PACKAGE 06A, MILLWORK & INTERIOR WALL PANELS, FOR THE STUDENT SERVICES BUILDING PROJECT AT WEST VALLEY COLLEGE

Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Freemont Millwork for Bid Package 06A, Millwork & Interior Wall Panels, in the amount of \$248,800 and reject all other bids.

7.2 APPROVAL OF BID #16-1617, BID PACKAGE 07A, ROOFING, FOR THE STUDENT SERVICES BUILDING PROJECT AT WEST VALLEY COLLEGE

Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Stronger Building Services for Bid Package 07A, Roofing, in the amount of \$485,580 and reject all other bids.

7.3 APPROVAL OF BID #16-1617, BID PACKAGE 07B, METAL PANELS, FOR THE STUDENT SERVICES BUILDING PROJECT AT WEST VALLEY COLLEGE

Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Pacific Erector for Bid Package 07B, Metal Panels, in the amount of \$1,397,280 and reject all other bids.

7.4 APPROVAL OF BID #16-1617, BID PACKAGE 08B, GLASS AND GLAZING, FOR THE STUDENT SERVICES BUILDING PROJECT AT WEST VALLEY COLLEGE

Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Best Contracting for Bid Package 08B, Glass and Glazing, in the amount of \$2,205,000 and reject all other bids.

7.5 APPROVAL OF BID #16-1617, BID PACKAGE 09D, ACCOUSTICAL CEILING, FOR THE STUDENT SERVICES BUILDING PROJECT AT WEST VALLEY COLLEGE

Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Western Building Materials for Bid Package 09D, Acoustical Ceiling, in the amount of \$606,400 and reject all other bids.

7.6 APPROVAL OF BID #16-1617, BID PACKAGE 10A, GENERAL TRADES, FOR THE STUDENT SERVICES BUILDING PROJECT AT WEST VALLEY COLLEGE

Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from DL Falk for Bid Package 10A, General Trades, in the amount of \$2,288,000 and reject all other bids.

7.7 APPROVAL OF BID #16-1617, BID PACKAGE 21A, FIRE PROTECTION, FOR THE STUDENT SERVICES BUILDING PROJECT AT WEST VALLEY COLLEGE

Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from RCM Fire Protection for Bid Package 21A, Fire Protection, in the amount of \$253,000 and reject all other bids.

RESOLUTION NUMBER 17022101 OF THE GOVERNING BOARD OF
THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

WHEREAS, the West Valley-Mission Community College District is dedicated to the success of each student and is committed to serving all students who can benefit from a post secondary education, without regard to race, ethnicity, religion, national origin, immigration status, age, gender, language, socio- economic status, gender identity or expression, sexual orientation, medical condition or disability; and

WHEREAS, recent national events have created uncertainty and emotional distress for some of our students and exacerbated social conflicts which interfere with students' educational success, including students belonging to certain religious faiths and students qualifying for the federal Deferred Action for Childhood Arrivals (DACA) program and California AB540 students; and

WHEREAS, the California Community Colleges Board of Governors has declared that all 113 community colleges should remain open and welcoming to all students who meet the minimum requirements for admission, regardless of immigration status, and that financial aid remains available to certain undocumented students;

NOW, THEREFORE, BE IT RESOLVED, that the West Valley-Mission Community College District welcomes and supports students from all backgrounds and immigration status; and be it further

RESOLVED, that the West Valley-Mission Community College District (consistent with the Board of Governor's resolution) will not release any personally identifiable student information related to immigration status without a judicial warrant, subpoena or court order, unless authorized by the student or required by law; and be it further

RESOLVED, that the Board of Trustees supports efforts of the Chancellor to ensure that all students have an opportunity to receive an education in the community college system, regardless of immigration status and any other protected status; and be it further

RESOLVED, the West Valley-Mission Community College District reaffirms its existing commitment to support all its students' success in their educational journey.

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February 21, 2017, Board of Trustees Agenda

ITEM 5.1
MARCH 7, 2017
INFORMATION ITEM

PREPARED BY: LEANDRA MARTIN

REVIEWED BY: DANIEL PECK

APPROVED BY: PATRICK SCHMITT

**SUBJECT: REVIEW OF THE MISSION COLLEGE ACCREDITATION MIDTERM
REPORT DUE MARCH 15, 2017**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees review Mission Colleges' Accreditation Midterm Report.

Funding Source/Fiscal Impact

Costs of printing and submitting the report to the Accrediting Commission for Community and Junior Colleges will be covered by operating funds included in the 2016-2017 final budget.

Reference(s)

In accordance with the requirements of Accrediting Commission for Community and Junior Colleges (ACCJC) Standard IVB.1.i "The governing board is informed about and involved in the accreditation process," and Board Policy 3200 "Accreditation," the self-studies are being presented for Board of Trustee certification.

Background/Alternatives

Mission College submitted its initial Accreditation Self-Evaluation in 2014 and two follow-up reports in 2015 and 2016 to the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC).

This 2017 Midterm Report is required of all accredited institutions at the midpoint of the six-year accreditation cycle. The report includes the following primary sections:

Response to Team Improvement Recommendations: During a comprehensive site visit, visiting teams provide recommendations to meet the standards (if needed), along with recommendations for improvement. Recommendations to meet the standards must be addressed within two years and do not need to be addressed in the Midterm Report. Recommendations for improvement are given in areas where

the colleges are found to meet the standard, but could improve institutional effectiveness. This section is designed for colleges to share actions taken in response to the team's improvement recommendations. Mission College had one recommendation for improvement, which was first addressed in the 2015 Follow-up Report. A further update to this recommendation is provided in this section.

Data Trend Analysis: ACCJC requires annual reports of student and fiscal data. This section is designed for colleges to provide data and analyses of trends from the Annual Reports and Annual Fiscal Reports for the years subsequent to a comprehensive evaluation visit.

Plans Arising out of the Self Evaluation Process: As part of the comprehensive self-evaluation process, colleges self-identify areas for improvement and develop actionable improvement plans to address these areas. This section is designed for colleges to describe how improvement plans identified during the self-evaluation were integrated into the appropriate planning and implementation processes and report on the outcome of those plans. A chart format is recommended. Mission College identified eleven plans in its self-evaluation.

This report was reviewed by the Associated Student Government, the College Academic Senate, the College Classified Senate, and the College Governance and Planning Council. The report is due to ACCJC by March 15, 2017.

Coordination

The Accreditation Steering Committee, composed of faculty, staff and administration, and the members of the College Governance and Planning Council, provided leadership in completing work on the accreditation recommendations and improvement plans. Nearly all college governance committees, all instructional departments, and all service areas worked together to complete the specific tasks identified through the Accreditation Steering Committee and GAP.

Follow-up/Outcomes

Following the Board's review of the completed report, it will be sent to ACCJC by March 15, 2017. ACCJC will take action on the Mission College's report in June 2017.

ITEM 5.2
MARCH 7, 2017
INFORMATION ITEM
CONSENT AGENDA

PREPARED BY: KUNI HAY

REVIEWED BY: BRAD DAVIS

APPROVED BY: PATRICK SCHMITT

**SUBJECT: REVIEW OF THE WEST VALLEY COLLEGE ACCREDITATION
MIDTERM REPORT DUE MARCH 15, 2017**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees review the West Valley College Accreditation Midterm Report.

Funding Source/Fiscal Impact

Costs of printing and submitting the 2017 Midterm Report to the Accrediting Commission for Community and Junior Colleges are covered by the accreditation budget included in the 2016-2017 final budget.

Reference(s)

In accordance with the requirements of Accrediting Commission for Community and Junior Colleges (ACCJC) Standard IVB.1.i "The governing board is informed about and involved in the accreditation process," and Board Policy 3200 "Accreditation," the Midterm report is being presented for Board of Trustees certification.

Background

The Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) requires each of its member colleges to complete a Midterm Report at a half waypoint of the six-year Accreditation Self-Study cycle. The last Accreditation Self-Study process for West Valley College took place in March 2014. It resulted in eight recommendations emanating from the report, which were addressed in the Follow-Up Report submitted to ACCJC in March 2015. As a result, ACCJC reaffirmed accreditation for West Valley College.

The Midterm report was prepared in accordance with the published guidelines by ACCJC. The Midterm Report requires the College to update the progress made only on the recommendations given in the 2014 Self-Study. This report includes a) Response to Team Improvement Recommendations, b) Data Trend Analysis, and c) Plans Arising out of the Self Evaluation Process. West Valley College successfully addressed these categories in the Midterm report.

Coordination

Preparation for the Midterm Report began in the 2015-2016 academic year with the development of a comprehensive framework and timeline that included all participatory governance and constituency groups. A steering committee was formed early in Fall 2015 to address the two recommendations outlined in the report. A college-wide distribution of the Midterm Report for review and feedback occurred in mid-February 2017, ensuring that all parts of the college community had an opportunity to participate in this process.

Follow-up/Outcomes

Following Board review, the West Valley College Midterm Report will be submitted to ACCJC by March 15, 2017 for review.

ITEM 5.3
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: BRAD WEISBERG

REVIEWED BY: BRADLEY DAVIS AND J. PATRICK FENTON

APPROVED BY: PATRICK SCHMITT

**SUBJECT: SERVICE AGREEMENT BETWEEN WEST VALLEY-MISSION
COMMUNITY COLLEGE DISTRICT AND THE COUNTY OF SANTA
CLARA TO PROVIDE FOSTER PARENT TRAINING PROGRAMS**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees accept the service agreement in the amount of \$100,000 between West Valley-Mission Community College District (WVMCCD) and the County of Santa Clara to work collaboratively to provide a comprehensive Pre-Approval and Post-Approval Foster Parent Training Program which is designed to strengthen the quality of family foster care and adoption services.

Funding Source/Fiscal Impact

West Valley-Mission Community College District incurs no cost to participate. Funding provided by the County of Santa Clara.

Maximum compensation amount under this Service Agreement must not exceed \$100,000.00 for February 15, 2017 through June 30, 2017.

This Service Agreement is contingent upon the appropriation of sufficient funding by the County of Santa Clara for the services covered by this Service Agreement. If funding is reduced or deleted by the County of Santa Clara for the purposes of this Service Agreement, the County of Santa Clara has the option to either terminate the Service Agreement with no liability occurring to the County of Santa Clara or to offer an amendment to the Service Agreement indicating the reduced amount.

Reference(s)

In keeping with the College Educational and Facilities Master Plan, this item develops and supports values, practices and a community that reinforces equity and diversity. Integral to the program is the belief that protecting and nurturing children at risk and strengthening all their families (birth, foster, or adoptive) requires teamwork among individuals with diverse knowledge, backgrounds and skills, but all working from a shared vision and toward a common goal.

Background/Alternatives

The District is authorized pursuant to Education Code §78020 et seq. to establish contract education programs by contracting with public or private entities for the District to provide instruction or services or both.

WVMCCD will provide specific training designed to teach knowledge and skills with a curriculum that has been collaboratively agreed upon by WVMCCD and the County of Santa Clara. It will incorporate a core curriculum as identified in Assembly Bill (AB) 3062, Chapter 1016, 1996; Senate Bill 916, Chapter 542, 1997; and AB 458, Chapter 331, 2003.

WVMCCD will provide Pre-Approval and Post-Approval training in the appropriate language (i.e. English, Spanish, and Vietnamese) and will not use translators to provide required classes. If a client requires accommodation for an impairment, (i.e. hearing or visual impairment), WVMCCD and the County of Santa Clara will work together to arrange a translator.

Coordination

The Service Agreement is coordinated under the supervision of the Dean of Career Programs and Workforce Development for West Valley College, Brad Weisberg.

Follow-up/Outcome

On behalf of the District, Chancellor Patrick Schmitt will sign a Service Agreement and the District's participation will be official. Dean Weisberg will coordinate the District's participation and will provide progress reports as requested.

ITEM 5.4
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: NIALL ADLER

REVIEWED BY: DANIEL PECK

APPROVED BY: PATRICK SCHMITT

SUBJECT: VISIONPOINT AND REDESIGN OF MISSION WEBSITE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees authorize the administration to enter into an agreement with VisionPoint, a web services company, in the amount of \$175,000 for one year beginning mid-March 2017 through March 2018 for the purpose of designing and launching an all-new website for Mission College.

Funding Source/Fiscal Impact

The Land Corporation designated \$175,000 to Mission College for the purpose of designing and implementing a new website. The proposed agreement would frame the cost of the redesign for Mission College at \$175,000. The College has further identified funding up to \$35,000 for related costs and as a contingency. These funds come state allocated Student Equity funds and alternative revenue sources, such as the income from the College Bookstore contract.

Reference(s)

Government Code Section 53060 allows the District to contract for special services and advice without a bid process. VisionPoint specializes in website development. This application of Code Section 53060 was verified through District Fiscal Services. The statement of work contract was reviewed in consultation with Mission College and WVM District Administration, including the Vice President of Administrative Services and the Executive Director, General Services.

Background/Alternatives

A full website overhaul and redesign is needed to improve service and access to information for students, prospective students, and the larger community. The College website is both a critical source of information and the college's primary marketing tool. In addition, the college website structure requires changes to fully comply with recommendations and requirements of the American Disabilities Act (ADA) and Web Content Accessibility Guidelines (WCAG 2.0).

The current website design and infrastructure was developed nearly a decade ago, and modern website design has advanced considerably during this time. The college has implemented smaller improvements and enhancements over the past few years, but is limited within the current site design. A task of this size requires expertise and resources beyond the single college webmaster position. There are a limited number of vendors with proven experience in college website design. Identification of a vendor who could implement the level of changes and enhancements needed began two years ago with outreach to other community colleges and review of various options.

VisionPoint was identified as the leading service provider based on its past work and through communication with existing clients. The college initiated a pilot project with VisionPoint in Fall 2016 to convert the existing website front page into a responsive design that is more effective on mobile devices such as tablets and smart phones. This pilot project went smoothly and came in under budget.

Coordination

The Marketing Office, under direction of the Director of Marketing and including the Mission College Webmaster, will coordinate this project. A Website Implementation Taskforce will be created for this project, to include representatives from across the college. The Director of Marketing will work closely with the President, Vice President of Student Services, Vice President of Instruction, and Vice President of Administrative Services to ensure inclusion and involvement from key college sectors.

Follow-up/Outcome

Upon approval from the Board of Trustees, Mission College will enter into an agreement with VisionPoint and immediately begin the implementation process. The new website would be targeted for launch in Spring 2018. Continued maintenance and updates would be maintained by the Mission College Webmaster.

ITEM 5.5
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: JOHN MOSBY

REVIEWED BY: DANIEL PECK

APPROVED BY: PATRICK SCHMITT

SUBJECT: AUTHORIZE A NEW AGREEMENT WITH SANTA CLARA UNIFIED SCHOOL DISTRICT FOR THE MISSION EARLY COLLEGE HIGH SCHOOL

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees authorize the administration to enter into a new agreement authorizing Santa Clara Unified School District (SCUSD) to implement the Mission Early College High School program located on the Mission College campus. This agreement will supersede the existing MOU for the SCUSD Mission Middle College program currently located at Mission College.

Funding Source/Fiscal Impact

If approved, Mission College would agree to house the Mission Early College High School (MECHS) on the Mission College campus. MECHS would utilize the current spaces and classroom computers provided for the existing Mission Middle College program. Mission College would agree to provide additional access to classrooms, offices, and classroom computers to accommodate the expanded size of the MECHS (expanding from approximately 60 students to 190 students annually).

Expansion would occur in stages over four years, allowing time for SCUSD and Mission College to facilitate a smooth transition. Initially, Mission College would agree to provide access to shared classrooms and offices at designated times. Mission College would agree to work with SCUSD to potentially identify further dedicated space at some point in the future. It is understood that these changes may result in the relocation of MECHS to a different building or set of rooms on the Mission College campus. Mission College would also agree to provide additional classroom computers at a similar ratio to the current distribution of classroom computers. Mission College would assign the Vice President of Student Services, or a designee, as the primary liaison for the program. Additional time of existing personnel, such as safety personnel, counselors, or staff within admissions and records may periodically be assigned on an as-needed temporary basis to address specific issues. No permanent personnel would be assigned from Mission College or the District on a full-time or part-time basis.

Mission College also agrees to waive parking fees for SCUSD faculty and staff assigned to the MECHS.

Funding for dedicated staffing and faculty and all direct program costs for MECHS is provided and managed by SCUSD.

As part of the MECHS program, MCEHS students would enroll in Mission College classes at a rate of approximately two three-unit classes per student each term. Mission College would receive normal fees and tuition along with generation of FTES for the enrollment in Mission College classes.

Reference(s)

This agreement was reviewed in consultation with college administration, the District Director of General Services, the Vice Chancellor for Administrative Services, and the District's Attorney, Sherman Wong.

Background/Alternatives

Mission entered into an agreement with SCUSD to house their Middle College program in 2001, which began with 30 students and has grown to approximately 60 students each year. The Middle College program developed a model of intense student interaction and customized learning plans that has proven extraordinarily successful over the years, with extremely high graduation and college continuation rates among underserved, nontraditional, and at-risk student populations. This agreement is the result of 18 months of discussion initiated by SCUSD stemming from the positive existing partnership for the Mission Middle College program.

SCUSD requested this new approach to improve access and service to students within Santa Clara Unified School District. MECHS will follow a similar structure to the proven existing Middle College model which serves underrepresented and nontraditional students who thrive in this unique setting. The existing Middle College program has resulted in waitlists every year, and the expanded program will better address the high demand. The Early College High School model further allows SCUSD to provide a more comprehensive set of services for students within the program which are legislatively not allowed within the existing model. Students will be able to pursue specific areas of study which are more likely to lead to completion of a Mission College certificate or degree simultaneous to completion of high school graduation requirements. Finally, MECHS removes logistical and structural challenges within SCUSD, making administration of the program more effective. SCUSD is committed to providing the program with more resources and has already assigned a dedicated Principal and additional staffing.

Approval of the MECHS will strengthen the relationship between Mission College and SCUSD. This agreement does not preclude a separate agreement for dual enrollment and increased collaboration (in accordance with provisions passed under AB 288, The College and Career Access Pathways Act). SCUSD has expressed interest in signing an agreement under AB 288 and is currently reviewing a draft agreement shared by Mission College.

Trustees of SCUSD have approved implementation of the MECHS and this agreement, pending approval from the West Valley Mission Community College District Board of Trustees. SCUSD is ready to move forward with immediate implementation and recruitment of Fall 2017 students. If this agreement is not approved, Mission College would continue its partnership with SCUSD for the existing Mission Middle College program and SCUSD would likely pursue alternative sites for its expansion of Middle College into an Early College High School model.

Coordination

The operational and instructional aspects of this agreement will be monitored by the Vice President of Student Services, in coordination with the Vice President of Administrative Services and Vice President of Instruction. The Vice President of Student Services will serve as the formal liaison to SCUSD for MECHS and the administration of Mission College would continue discussion and further coordination with the administration of SCUSD.

Follow-up/Outcome

Upon Board approval, Mission College will notify SCUSD of the outcome. SCUSD will begin student recruitment for Fall 2017 and Mission College will identify shared classroom and office space for use by MECHS. A full review of the impact for students, faculty and staff along with the fiscal impact to the college will be conducted at the conclusion of the first year to identify needed adjustments or requests for changes to the agreement.

**Agreement Between
Santa Clara Unified School District
and
West Valley-Mission Community College District
For Mission Early College High School (MECHS)**

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

RECITALS

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

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

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

WHEREAS, SCUSD and MC recognize their mutual interest in serving their local community, and the shared benefit of collaboration for student achievement. Through the early college partnership, SCUSD's tenth through twelfth grade students are provided SCUSD core-graduation courses and services for completion of the high school diploma, and those same students are provided MC courses and services for use in satisfying high school graduation requirements and a MC certificate, degree, and/or transfer credit curriculum.

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

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

WHEREAS, the SCUSD Mission Early College Initiative requires college level courses be offered as an integral part of the program; MECHS students access to MC course offerings will meet the college level course requirements.

WHEREAS, SCUSD and WVM enter into this Agreement for the delineation of operational responsibilities and resources for SCUSD's operation of the MECHS at MC, as set forth below. Unless and until an agreement is reached providing different operation responsibilities and resources, the following shall apply.

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

- 1. TERM OF THE AGREEMENT.** The Term of this Agreement is July 1, 2017 through June 30, 2020. The foregoing notwithstanding, the Term of this Agreement shall be extended by one (1) fiscal year (July 1 to June 30) unless not less than three (3) months prior to the end of the then current fiscal year, either the SCUSD and/or the WVM Board of Trustees takes action in an open public meeting to reject the extension.
- 2. ANNUAL REPORT.** Within thirty (30) days of the end of each fiscal year during the Term hereof, SCUSD and MC shall mutually prepare provisions for the annual report containing

specified data that is stated below, and identify whether the Parties' respective objectives in entering into this Agreement are being achieved to give SCUSD and MC an opportunity to renegotiate the terms of such eventual definitive agreement, and if agreement cannot be reached, to terminate this Agreement. The report of specified data to be reported annually to the WVM Chancellor and to SCUSD Superintendent shall include:

- 2.1. **MECHS Enrollment.** The total number of high school pupils by SCUSD High School site enrolled in the MECHS Program, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws
- 2.2. **MC Course Enrollment.** The total number of community college courses by course category, type, and by school site enrolled in by the MECHS participants.
- 2.3. **Course completion.** The total number and percentage of successful course completion, by course category, type, and by school site, of the participants.
- 2.4. **FTEs.** The total number of full-time equivalent students generated by MECHS students enrolled in MC courses.

3. DEFINITIONS/COMMON TERMINOLOGY

- 3.1. **Articulation.** Credit for high school courses awarded on community college transcripts (e.g., CTE Articulated Pathways).
- 3.2. **Concurrent Enrollment.** High school student independently attends college classes outside the regular school day in addition to the student's regular academic program.
- 3.3. **Dual Credit.** Awarding of credit on a student's high school and college transcripts for a college course. The grade earned from a college course earns equivalent district core course graduation credit whenever possible.
- 3.4. **Dual Enrollment.** High school student attends college classes, as taught by high school or community college faculty, on the high school campus, during the student's regular instructional day as part of the academic program, which allows the student to experience college level courses, explore career options, and shorten the time required to complete an Associate Degree.
- 3.5. **Early College High School.** Small high schools designed so that students can earn both a high school diploma and an Associate's degree or up to two years of credit toward a Bachelor's degree. Early college high schools have the potential to improve high school graduation rates and better prepare all students for high-skill careers by engaging them in a rigorous, college preparatory curriculum, while compressing the number of years to a college degree.
- 3.6. **Early/Middle College High School.** A blended high school and college program in which a high school campus may be located on a college campus that offers a college/career preparatory curriculum and reduced student-adult ratio, flexible scheduling to allow for work internships or apprenticeships, community service experience, and interaction with community college student role models.
- 3.7. **Partnership Agreement.** Formal written agreement between the district and a college/university for a program offered at a specific high school. Partnership Agreements require Board of Education approval.
- 3.8. **Student Services and Outreach.** College assessment, transfer planning, orientation/tours, financial aid, career planning, and academic advisement provided to high school students by college personnel.

4. DESCRIPTION OF PARTNERSHIP

- 4.1. **Calendar.** MC and SCUSD will meet and confer to develop and establish a MECHS instructional calendar at MC that is consistent with the needs, requirements, and academic calendars of both Parties. The MECHS calendar will assure that the

number of days the MECHS teachers work will not exceed the UTSC contract and that the instructional hours and school days meet the guidelines for the state and respective districts.

4.2. Personnel

- 4.2.1. SCUSD Personnel.** Only SCUSD shall employ staff members for education services, including, but not limited to a Site Administrator (Principal or Vice Principal). In addition to the foregoing, as required for Special Education students enrolled in MECHS, SCUSD will provide staffing as needed to provide required IEP services for Special Education students.
- 4.2.2. MC Personnel.** MC faculty shall be limited to and subject to the type and number of courses offered.
- 4.2.3. Site Administrators.** Any issues arising out of and/or relating to MECHS operations shall be initially addressed and resolved by the following individuals: (i) SCUSD designated MECHS Site Administrator; and (ii) MC Vice President of Student Services, or his/her designee.
- 4.2.4. SCUSD/MC Employees Status.** Employees of SCUSD and MC who are engaged in MECHS operations are not deemed an officer, agent or employee of the other Party. Neither SCUSD nor WVM, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other Party are entitled, including, but not limited to, overtime, retirement benefits, workers' compensation benefits, injury leave, or other leave benefits.

4.3. Premises

- 4.3.1. MC Classroom and Office Space ("MC Premises").** MC will provide MC Premises consisting of two (2) classrooms and one (1) small office space between the classrooms in the Gillmor Center for the exclusive use of the MECHS Program. During the Term of this Agreement, MC will continue to provide the current designated spaces in the Gillmor Center, Rooms 328, 332, and 334, on the MC Campus, for MECHS Program use. An additional office space will be provided by MC, as needed by SCUSD, for private counseling and/or Special Education meetings. MC and SCUSD may agree to additional classroom and/or office space dedicated for the exclusive and/or shared use of MECHS, or its relocation, by amendment to this Agreement. MC will provide classrooms and offices at no charge to SCUSD. If, pursuant to Paragraph 8.2 of this Agreement, additional funds for MC Coursework textbook and instructional materials are secured to expand MECHS enrollment beyond 120 students, MC will expand the MC Premises as necessary to accommodate MECHS enrollment to a maximum of 190 students, as described in Paragraph 5.1.3 of this Agreement.
- 4.3.2. SCUSD Use of MC Premises.** SCUSD will use the MC premises only for purposes of conducting the MECHS program therein. SCUSD shall not modify or alter any part of the MC Premises. However, if modifications or alterations to any part of the MC Premises are necessary for conduct of the MECHS therein, SCUSD may notify WVM of such required modifications or alterations. WVM will have the sole and exclusive discretion as to whether or not to complete the requested modifications or alterations. If WVM elects to make modifications or alterations requested by SCUSD to the MC Premises, such modifications or alterations will be completed only if mutual agreement is reached between SCUSD and WVM of the portion of costs to

be borne by SCUSD and WVM. SCUSD is liable to WVM for damage or destruction to the MC premises, furniture, fixtures, equipment, or any portion thereof, reasonable wear and tear excepted. Upon the termination of this Agreement, SCUSD shall return the MC Premises, furniture, fixtures, and/or equipment in the condition received, reasonable wear and tear excepted.

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

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

5. STUDENT SERVICES

5.1. Recruitment and Outreach (Targeted Demographics).

5.1.1. MECHS Student Recruitment. MECHS will actively recruit for admissions, not to the exclusion of others, the recommended target student populations for Early College High Schools, identified as students who are at risk, low income, or students of color, as referenced by the California Department of Education.

5.1.2. MECHS Enrollment. Outreach will begin at middle school and continue through high school. An advisory committee consisting of representatives from both SCUSD and MC will be invited to interview, score, and recommend acceptance. The final decision for a student's acceptance into the MECHS Program will be made by the MECHS Site Administrator in collaboration with the SCUSD Superintendent or his/her designee. Admissions appeals for MECHS enrollment will be handled in the same manner as any other appeal that exists in SCUSD. SCUSD is solely responsible for the processes, procedures and outcome of any MECHS enrollment appeal.

5.1.3. 2017-2021 Enrollment. Beginning with the 2017-2018 school year, MECHS will enroll a maximum of 40 sophomores, 50 juniors, and 30 seniors, for a maximum enrollment of 120 students ("Baseline MECHS Enrollment"). MECHS will gradually increase the Baseline MECHS Enrollment over the 2018-2019 through 2020-2021 school years, enrolling a maximum of 50 sophomores, 70 juniors and 70 seniors for a maximum enrollment of 190 students spanning grades 10-12. The foregoing notwithstanding, SCUSD cannot expand MECHS enrollment beyond the Baseline MECHS Enrollment unless: (i) additional funding resources are secured to acquire MC course textbooks and instructional materials for MECHS students beyond the Baseline MECHS Enrollment pursuant to Paragraph 8.2 of this Agreement; and (ii) the MC Premises are expanded to accommodate MECHS enrollment beyond the Baseline MECHS Enrollment pursuant to Paragraph 4.3.1 of this Agreement.

5.1.4. UTSC Limits. Notwithstanding the foregoing, the MECHS enrollment cap is subject to any further limitations established by the SCUSD collective bargaining agreement with the United Teachers Santa Clara (“UTSC Contract”).

5.1.5. MECHS Enrollment in MC Physical Education Courses. MECHS students may enroll in a MC physical education class as long as there are no more than ten percent (10%) of MECHS students in each class. (CA Education Code §76002(a)(4)).

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

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

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

6. SAFETY

6.1. Student Supervision. SCUSD shall be responsible for supervising the conduct of MECHS students while at MC during school hours and during MECHS events occurring outside of school hours. SCUSD shall also be responsible for the discipline of MECHS students. MC shall report to the designated SCUSD Site Administrator any disciplinary action regarding MECHS student misconduct of which MC receives notice and occurs on MC premises. MECHS hours will be approximately from 8:00 am to 4:00 pm. MC requires that students have an educational purpose to be on campus. MECHS students taking MC courses will be allowed to participate in most MC campus activities under general supervision including use of the library, bookstore, cafeteria, Learning Resource Center, etc.

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

the Coordinator of Student Services for Attendance and Discipline at SCUSD will reassign the involved MECHS student to an alternate SCUSD school site.

- 6.3. Emergency Procedures.** MECHS staff will report emergencies in accordance with the procedures set forth by MC and SCUSD. The WVM Police Department or other emergency personnel, as a first responder, will provide emergency response services (crimes, disturbances, medical assistance, building evacuations) including notification to other agencies (fire, paramedics, city and school police) and to notify SCUSD staff as appropriate. MECHS students and staff must follow the MC campus-wide emergency procedure. The procedure is that 911 is called. If the incident occurs during the MC operational hours, the caller can also contact MC administration for back-up support. In addition, MECHS students must complete and sign a Minor Consent form. The completed/signed forms are to be submitted to MC each semester/year. MECHS retains a copy of these forms. MECHS staff will be responsible for "lock down" procedures or conducting an orderly evacuation of MECHS students in appropriate circumstances. SCUSD staff will coordinate with MC on training procedures for disaster drills.
- 6.4. Security.** The security of people, equipment, and property located in MECHS classrooms and offices is the exclusive responsibility of MECHS and SCUSD. WVM or Santa Clara Police Departments will provide general law enforcement services for routine law enforcement matters for MECHS consistent with existing service levels for MC. MECHS personnel will have a two-way radio for the purpose of contacting both MC Administrators and WVM police. These radios will be provided by MC. MC will supply keys to MECHS classrooms and offices to individuals authorized by the MECHS Site Administrator. MECHS faculty and staff will not loan, transfer, duplicate or use the keys in a manner inconsistent with the written rules on the key application. MECHS staff will advise WVC Police whenever MECHS personnel leave the MECHS program and will be responsible for the return of keys to WVM Police. MECHS faculty or staff will reimburse MC for the cost of replacing or re-keying system locks, if either MECHS staff requests it or the loss of keys require it. MC reserves the right to enter MECHS facilities for maintenance, custodial, and emergency services. WVM Police and MC Facilities Services personnel have master keys for the MECHS premises.
- 6.5. Crime Reporting.** All crimes occurring on MC property must be reported to WVM Police. If crime reports are prepared by SCUSD, a copy must be forwarded to WVM Police upon completion. MC will prepare reports and disclosures required under the Clery Act. Disciplinary referrals will be reported by MC to SCUSD and responsibility for reporting such referrals for Clery purposes will be with SCUSD, if reporting is required of SCUSD under the Clery Act.

7. DATA SHARING/OWNERSHIP

- 7.1. FERPA.** When considering the dissemination of student data, all FERPA (Family Educational Rights and Privacy Act) guidelines will be followed by SCUSD, MECHS staff, and MC. Parent initiated questions and concerns regarding college coursework and student performance will be handled through the MECHS office. Parents of MECHS students may not contact MC staff directly. SCUSD will require that parents of MECHS enrolled students sign a parent agreement at the beginning of each academic school year, to prevent FERPA violation for MC and SCUSD. The form and content of the parent agreement is subject to MC review and acceptance.
- 7.2. Grade Reporting.** MC will provide the MECHS Site Administrator access to the students' grades in the college courses within one week after the course ends.

8. FUNDING AND EXPENSES

- 8.1. Apportionment.** MECHS students shall receive college credit for all college classes offered by MC. MC and SCUSD shall each claim the attendance for their own course enrollment.
- 8.2. Textbook and Instructional Materials.** Instructional material costs for the SCUSD courses will be covered 100% by SCUSD. Instructional material costs for the MC courses which MECHS students are enrolled include the college-course textbooks, workbooks, lab fees and related student-course materials will be paid by SCUSD. The foregoing notwithstanding, SCUSD and WVM acknowledge that expanding MECHS enrollment beyond the Baseline MECHS Enrollment is in the mutual best interests of SCUSD and WVM. SCUSD and WVM further acknowledge that the ability to increase MECHS enrollment is dependent on the availability of funding of textbook and instruction material costs for additional enrollees. During the Term of this Agreement, MC and SCUSD agree to continue in on-going collaborative discussions to secure additional funding resources to fund costs for MC Coursework textbook and instruction material costs for MECHS enrollees beyond the Baseline MECHS Enrollment, including funding by or through MC. If during the Term of this Agreement, SCUSD and WVM secure additional funding resources for textbook and instruction material costs for additional MECHS enrollees, SCUSD will increase MECHS enrollment beyond the Baseline MECHS Enrollment to the extent of available additional funding resources and expansion of the MC Premises to accommodate such increased MECHS enrollment to the maximum MECHS enrollment described in Paragraph 5.1.3 of this Agreement.
- 8.3. Enrollment Fees.** MC agrees to waive the enrollment fee for all concurrently enrolled SCUSD high school students attending MECHS.
- 8.4. Meal Services.** Students who fill out a Child Nutrition Application through SCUSD and are identified through the application process as a student who should be receiving a free or reduced rate lunch will be serviced for meals by SCUSD. The meals will be ordered daily from the district appointed site and be delivered prior to the lunch hour. When MECHS is in session during a SCUSD scheduled break or vacation, special arrangements will be made by SCUSD to deliver or make arrangements for MECHS's cafeteria to provide lunch with reimbursement being made by SCUSD.
- 8.5. Student Athletics.** In accordance with the Central Coast Section (CCS), students of MECHS will not be able to participate in sports from their resident high school. The MECHS can apply to the CCS to participate as an independent school within the Santa Clara Valley Athletic League.
- 8.6. Student Identification Cards.** MECHS students will possess two student identification cards as follows:
1. A card provided by MECHS connoting high school status; and
 2. A card provided by MC to use at the cafeteria, bookstore, and library.

9. INDEMNIFICATION AND INSURANCE

- 9.1. Liability.** The Parties agree to allocate potential liability between themselves with the intent that SCUSD shall generally be responsible for the acts and omissions of its own employees, and WVM shall generally be responsible for the acts and omissions of its own employees, as specifically set forth below in Section B, Mutual Indemnification.
- 9.2. Mutual Indemnification**
- 9.2.1. WVM Indemnity.** WVM agrees to defend, indemnify and hold harmless SCUSD from any or all liabilities, losses, costs, damages, penalties and any

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

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

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

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

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

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

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

- 10.2. Workers Compensation.** Workers' Compensation coverage limits shall be as required under California State law.
- 10.3. Additional Insurance.** Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of SCUSD and WVM against other insurable risks relating to performance of this Agreement. SCUSD and WVM may, in their own respective discretion obtain such other insurance or self-insurance as shall be necessary to insure it against any claim or claims for damages arising under the Agreement.
- 10.4. Insurance and Limits of Liability.** It should be expressly understood, however, that the insurance coverages and limits required under this Section shall not in any way limit the liability of either Party.
- 10.5. Self-Insurance; Certification of Insurance.** A Certificate of Insurance, certifying that coverage as required herein has been obtained, shall be provided to the other Party. The requirements of this section may be satisfied by the provision of similar coverage through a self-insurance program.
- 11. AMENDMENT.** This Agreement may be amended only with the mutual consent of the Parties. All amendments must be in writing and must be approved by the Parties' respective governing Boards.
- 12. TERMINATION.** This Agreement may be terminated upon six (6) months written notice by either Party. Such termination shall not be deemed to be a breach of this Agreement, nor shall it be deemed to be tortious conduct. Notification of termination must be submitted six (6) months prior to the beginning of the semester for which it will be in effect. The effective date of termination shall be the end of the then current academic year to avoid unreasonable disruption to both Parties and its students.
- 13. ASSIGNMENT.** Neither Party may assign or transfer any interest in this Agreement without the prior written consent of the other Party.
- 14. NOTICES.** Notices of the Parties to the other shall be by United States Mail, postage fully prepaid or courier services. Notices by United States Mail are effective the third (3rd) working day after the postmark date. Notices by courier services are effective upon proof of delivery. Notices shall be delivered as follows:

SCUSD	WVM/MC
Superintendent Santa Clara Unified School District 1889 Lawrence Road Santa Clara, California 95051	President Mission College 3000 Mission College Boulevard Santa Clara, California 95054-1897

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

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

SANTA CLARA UNIFIED SCHOOL DISTRICT	MISSION COLLEGE on behalf of WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
--	---

BY: _____ STANLEY ROSE, Ed.D. Superintendent	BY: _____ DANIEL PECK President
DATE: _____	DATE: _____

Approved in a public meeting of the Board of Trustees of the West Valley-Mission Community College District	Approved in a public meeting of the Board of Trustees of the Santa Clara Unified School District
BY: _____ ADRIENNE GREY, President WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES	BY: _____ ANDREW RATERMANN, President SANTA CLARA UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES

APPROVED AS TO FORM AND LEGALITY
BY: _____ SHERMAN WONG, Joint Counsel for SANTA CLARA UNIFIED SCHOOL DISTRICT and WEST-VALLEY MISSION

ITEM 5.6
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: LINPING YU,
THAIS WINSOME AND LEANDRA MARTIN
REVIEWED BY: DANIEL PECK

APPROVED BY: PATRICK SCHMITT

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

CHANCELLOR'S RECOMMENDATION:

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

Funding Source/Fiscal Impact

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

Reference(s)

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

Background/Alternatives

As per District policy, the curriculum changes to programs and courses described herein have been considered and approved by the Curriculum Committee and the Articulation Officer. Each of the curriculum changes and the foregoing approvals has been further reviewed by the Chief Instructional Officer, the College President, and the District Chancellor. The Office of Instruction further certifies that the programs and courses described herein satisfy all applicable requirements of Title 5 and have also been submitted to the Associated Students Government of Mission College. Degrees

developed in compliance with State-approved Transfer Model Curricula (TMC) pursuant to SB-1440 (Padilla, 2010) have already been approved by the District Chancellor acting as designee for the Board of Trustees, and are being presented here as information items.

Coordination

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

Follow-up/Outcomes

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

Curriculum Summary

New Course - Credit

ASTRO*004 ENGL*905AC
ENGL*013

New Course - Noncredit

None

Credit Course Revision

BUS*038	CA*097A	FDRST*081
BUS*051	COMM*001	FDRST*082
BUS*052	ESL*940EC	LVNRN*031
BUS*054	ESL*950EC	LVNRN*032
BUS*064B	ESL*960EC	LVNRN*033
BUS*118	FDRST*051	
CA*063B	FDRST*078	

Prerequisites

COMM*001	FDRST*081	LVNRN*033
ENGL*905AC	LVNRN*031	
FDRST*051	LVNRN*032	

Distance Education

BUS*038	BUS*064B	COMM*001
BUS*051	BUS*118	ENGL*013
BUS*052	CA*063B	ENGL*905AC
BUS*054	CA*097A	

Credit Course Deletion

BUS*079	CA*011	MUSIC*085A
BUS*201	CA*037A	MUSIC*085B

New Program - Credit

None

Program Revision

None

NEW COURSES (Content review completed)

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

ASTRONOMY

ASTRO 004 - Astrobiology - Life in the Universe

3.00 Unit(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisites: NONE

This course applies the disciplines of astrophysics, biology, chemistry, geology, and planetary science to the possibility of life in the Universe outside of the Earth. Students study the astronomical, geological and physical environmental factors that determine habitability. Students further consider the chemical basis for life, the origin and evolution of life on Earth, the constraints of life on Earth, and the markers of life that may be seen in other places in the solar system as well as outside of the solar system.

Rationale for ASTRO 004 - Astrobiology - Life in the Universe - 3.00 Unit(s)

Presently, ASTRO 001 is our general education physical science class. This new course will provide an alternative to ASTRO 001 by giving students an engaging topic that has been promoted by popular culture.

ENGLISH

ENGL 013 - Chicana/o-Latina/o Literature

3.00 Unit(s)

Acceptable for Credit: CSU, CSU, UC (pending approval)

Pass/No Pass Option

Prerequisites: NONE

This course provides an introduction to authors, topics, and movements in Chicana/o and Latina/o literature from the 19th century to the present. Readings cover a variety of literary forms: novels, short stories, poems, drama, autobiography, and/or essays. In

examining these works, particular attention is given to topics such as the similarities and differences in the experiences among Latino/a groups in the United States; the construction of identity in terms of race, gender, sexuality, and class; bilingualism and code-switching; and the relationship of the artist to his or her community.

Rationale for ENGL 013 - Chicana/o-Latina/o Literature - 3.00 Unit(s)

This course reflects the history of the region and the diversity of Mission College students and the surrounding community.

ENGL 905AC - Accelerated Essay Writing

6.00 Unit(s)

Pass/No Pass Option

Prerequisite: ESL 970GW and

Prerequisite: ESL 970RV and

Prerequisite: ESL 970LS;

Concentration is on the writing and revision process, academic essays and introduction to research skills. The course qualifies students for English 001A.

Rationale for ENGL 905AC - Accelerated Essay Writing - 6.00 Unit(s)

This is an accelerated course, completing two levels in a sequence that prepares students for the college level English course that is required for graduation. Students may use this class to prepare or to enhance their skills.

MAJOR REVISIONS TO CREDIT COURSES

BUSINESS

BUS 038 - Applied Project Management

3.00 Unit(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Prerequisites: NONE

In this course, students apply project management skills to real life project situations. Students also learn how to control project schedules, budgets, and scope using a variety of techniques. In-class exercises and case studies lead students to skills they can immediately apply to their own projects.

Rationale for BUS 038 - Applied Project Management - 3.00 Unit(s)

This revision includes changes and updates to the textbooks, the catalog description, the content, the cultural diversity section, and the student assignments.

BUS 051 - Introduction to American Business

3.00 Unit(s)

Acceptable for Credit: CSU, UC (pending approval)

Pass/No Pass Option

Prerequisites: NONE

In this survey course, students learn about the business landscape, to evaluate an investment in a business degree program, and to begin career planning. The course helps direct students towards career paths and a major which best reflects their own personal aptitudes, interests, and skills. This is a required first course for all business majors, and should be taken within their first year as a business major.

Rationale for BUS 051 - Introduction to American Business - 3.00 Unit(s)

This revision includes changes/updates to the catalog description, SLOs, content, textbook, and student assignments.

BUS 052 - Fundamentals of Financial Investing

3.00 Unit(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Prerequisites: NONE

This course provides students with the fundamentals to make sound financial investment decisions. Study involves the investment environment, the risks and returns objectives consistent with an associated with different types of financial investments, and the

establishment of investment individual's characteristics, capacities and restrictions. Other topics include the participants in the investment process including organization issuing securities, and the laws and regulations covering their activities. Class projects cover techniques of investment analysis, timing, decision making, investment planning and management.

Rationale for BUS 052 - Fundamentals of Financial Investing - 3.00 Unit(s)

The following were revised and/or updated in this revision: objectives, topics, textbook, and student assignments.

BUS 054 - Small Business Start Up and Management

3.00 Unit(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Prerequisites: NONE

This course covers methods of research and planning to start a small business and is recommended for persons who want to explore the opportunities and requirements of creating and managing their own business enterprise.

Rationale for BUS 054 - Small Business Start Up and Management - 3.00 Unit(s)

This revision includes updates/changes to course objectives, topics, textbooks, and student assignments.

BUS 064B - Business Math

4.00 Unit(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Prerequisites: NONE

This course is designed for business majors to review the fundamental mathematical principles through lectures and individual operation of electronic calculators. This course emphasizes methods of problem analysis, interpretation and the solving of common business calculation problems such as percentage, trade and cash discounts, interest, time value of money, compounding, depreciation and discounting notes. This course is

recommended for all business majors.

Rationale for BUS 064B - Business Math - 4.00 Unit(s)

This revision includes changes/updates to objectives, topics, textbooks, and student assignments.

BUS 118 - Human Resources Management

3.00 Unit(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Prerequisites: NONE

This course is designed as an overview of the Human Resource functions and the employment of human resources to achieve organizational strategic goals by working with and through people. Topics include HR legal environment, recruitment and selection, training and development, compensation and benefits, performance appraisals, workforce diversity, downsizing, outsourcing, contracting, and HR systems. This course offers a balance of practical and applied material in case study analysis.

Rationale for BUS 118 - Human Resources Management - 3.00 Unit(s)

This revision includes updates to content, assignments, and the textbooks.

COMPUTER APPLICATIONS

CA 063B - Intermediate Microsoft Excel

2.00 Unit(s)

Pass/No Pass Option

Prerequisites: NONE

This course is the second in a series of Excel courses designed to help students learn Excel features that are used in business decisions. Students apply What-IF Analysis such as scenario tables, goal seek, and solver. Students also utilize advanced functions such as VLOOKUP, NestedIF's, Pivot tables and Pivot charts, macros and more. This course is designed for students who are computer literate and have a previous working knowledge of Excel formulas, functions, and charts.

Rationale for CA 063B - Intermediate Microsoft Excel - 2.00 Unit(s)

The following items were revised or updated: SLOs, course objectives, catalog and schedule descriptions, topic outline, textbooks, request for transferability, and the DE addendum.

CA 097A - Creating Web Pages - Course 1

1.00 Unit(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Prerequisites: NONE

This course provides the first step in creating a web page for personal and professional use. Students acquire basic HTML formatting skills and learn to add color, graphics, lists, and tables to their website. The final project is the creation and publication of a personal or business web page using HTML and/or content management systems.

Rationale for CA 097A - Creating Web Pages - Course 1 - 1.00 Unit(s)

This course was revised to shift the focus to Office Administration, Web Content Management, and Information Management in the workplace.

COMMUNICATION STUDIES

COMM 001 - Public Speaking

3.00 Unit(s)

Acceptable for Credit: CSU, UC (pending approval)

Grade Only

Prerequisites: ENGL 908 or higher

This is a basic course in speech communication that emphasizes the fundamentals of informative and persuasive speaking presented extemporaneously. The theory and techniques that are stressed include: research, critical evaluation, reasoning, organization, style, and delivery; the role of the listener in oral communication; and understanding the audience-speaker relationship.

Rationale for COMM 001 - Public Speaking - 3.00 Unit(s)

This course was revised to add a DE addendum so the course could be offered as a hybrid, and to add an additional GE category. The course prerequisites were also revised to include the entry skill level of English 908 or English 1A eligibility.

ENGLISH AS A SECOND LANGUAGE

ESL 940EC - ESL for Child Care Part II

3.00 Unit(s)

Pass/No Pass Option

Prerequisites: NONE

This low-intermediate course develops oral and written English language skills useful for child care and parenting. Students practice skills to communicate with and about young children at different stages of development.

Rationale for ESL 940EC - ESL for Child Care Part II - 3.00 Unit(s)

This course has been revised to change status from vocational to basic skills and to renumber the course to fit the constraints of the Banner numbering system. The course objectives, SLOs, catalog and schedule descriptions have also been revised.

ESL 950EC - ESL for Child Development: Introduction

3.00 Unit(s)

Pass/No Pass Option

Advisory: ESL 940EC or qualifying score (at the ESL 950 level) on the ESL placement test. This intermediate course develops oral and written English language skills necessary to communicate about a child's development. Students practice skills to introduce, objectively describe, and reflect on children, their actions, and their interests.

Rationale for ESL 950EC - ESL for Child Development: Introduction - 3.00 Unit(s)

This course has been revised to change status from vocational to basic skills and to renumber the course to fit the constraints of the Banner numbering system. The course objectives, SLOs, catalog and schedule descriptions have also been revised.

ESL 960EC - ESL for Child Development: Domains

3.00 Unit(s)

Pass/No Pass Option

Advisory: ESL 950EC, or qualifying score (at the ESL 960 level) on the ESL placement test. This high intermediate course develops oral and written English language skills necessary to describe and reflect on a child's socio-emotional, motor, and cognitive development.

Rationale for ESL 960EC - ESL for Child Development: Domains - 3.00 Unit(s)

This course has been revised to change status from vocational to basic skills and to renumber the course to fit the constraints of the Banner numbering system. The course objectives, SLOs, catalog and schedule descriptions have also been revised.

FOOD SERVICE RESTAURANT

FDRST 051 - Basic Food Preparation

5.00 Unit(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Corequisite: FDRST 051S

Advisory: INFDS 050 It is highly recommended that INFDS 050 be taken simultaneously with FDRST 051

This is a lecture and laboratory course dealing with the fundamentals of food preparation. Students practice the basic principles of food preparation and prepare small quantities from standard recipes, and international cuisines are introduced. This class covers beginning recipes including appetizers, soups, salads, main courses, breads, desserts and pastries.

Rationale for FDRST 051 - Basic Food Preparation - 5.00 Unit(s)

The revisions include changes/updates to SLOs, catalog and schedule descriptions, advisories, lecture and lab topics, textbooks, and the course evaluation.

FDRST 078 - Advanced Baking and Pastry

2.00 Unit(s)

Pass/No Pass Option

Prerequisites: NONE

This class is the third in the series of hands-on baking classes offered for the Baking and Pastry certificate or A.S. degree. It covers the most advanced baking and decorating techniques. Multiple layer cakes, wedding cake decoration, royal icing, fondant and gum paste decoration are practiced. Advanced piping and other decorative techniques are introduced to advanced pastry students.

Rationale for FDRST 078 - Advanced Baking and Pastry - 2.00 Unit(s)

This revision includes updates to the SLOs, course content, objectives, and textbooks.

FDRST 081 - Introduction to Wines and Spirits of the World

2.00 Unit(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Prerequisites: All students must be over 21 years of age to participate in this class. Bring a picture ID the first night of class to verify eligibility.

This course introduces students to the wide variety of wines, beers, and spirits available in today's market. It covers how food service operations can use their wine, beer, and spirit sales to increase revenues. Liability issues in alcohol service are also discussed. The major wine, beer and spirit production areas of the world are examined. The techniques of production of these beverages are identified. Students taking this course must be over 21; I.D. showing proof of age is requested at the first class meeting.

Rationale for FDRST 081 - Introduction to Wines and Spirits of the World - 2.00 Unit(s)

This revision includes updates to the SLOs, course content, and transferability, and degree/certificate listing.

FDRST 082 - Introduction to Chocolate and Confectionary

2.00 Unit(s)

Pass/No Pass Option

Prerequisites: NONE

This class introduces students to chocolate and sugar confectionary work. It is a core curriculum course for the Baking and Pastry A.S. degree or certificate. It covers chocolate and sugar confectionary techniques. Tempering, molding and decorating with chocolate and sugar confections and decorations are practiced.

Rationale for FDRST 082 - Introduction to Chocolate and Confectionary - 2.00 Unit(s)

This revision includes updates to SLOs and course content.

LVN TO RN

LVNRN 031 - Community Mental Health Nursing

2.00 Unit(s)

Acceptable for Credit: CSU

Grade Only

Prerequisite: ENGL 001A

Prerequisite: Students must pass with a 75% average. ,

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

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

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 LVNRN 031 - Community Mental Health Nursing - 2.00 Unit(s)

This course has been revised to update course content and textbooks.

LVNRN 032 - Intermediate Medical-Surgical Nursing Theory

3.00 Unit(s)

Acceptable for Credit: CSU

Grade Only

Prerequisite: LVNRN 021A

Corequisite: LVNRN 031 Students will be required to maintain a 75% average. ,

Corequisite: LVNRN 033 ,

Corequisite: LVNRN 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 LVNRN 032 - Intermediate Medical-Surgical Nursing Theory - 3.00 Unit(s)

This course has been revised to update course content and textbooks.

LVNRN 033 - Introduction to Clinical Judgment

1.00 Unit(s)

Acceptable for Credit: CSU

Pass/No Pass Option

Prerequisite: and Completion of ENGL 001A

Prerequisite: LVNRN 021A

Corequisite: LVNRN 032

Corequisite: LVNRN 031

This course allows the registered nursing student to integrate the concepts of critical thinking, critical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. This course integrates nursing theory and clinical

learning experiences through the use of case studies, clinical narratives, participation in clinical simulation scenarios with computerized manikins, and class discussion. This simulated clinical experience enhances the student's nursing theory course classroom learning. The emphasis is on the role of the registered nurse in caring for acute medical-surgical and geriatric patients with acute and chronic problems in the nursing simulation lab. Emphasis is placed on developing competence in critical thinking and in leadership skills.

Rationale for LVNRN 033 - Introduction to Clinical Judgment - 1.00 Unit(s)

This course has been revised to update course content and textbooks.

INACTIVATIONS TO CREDIT COURSES

BUSINESS

BUS 079 - Human Relations Applied in Business

3.00 Unit(s)

Rationale for BUS 079 - Human Relations Applied in Business - 3.00 Unit(s)

This course will be inactivated pending future revisions of the Human Resources Management program.

BUS 201 - Business Work Experience

1.00 - 3.00 Unit(s)

Rationale for BUS 201 - Business Work Experience - 1.00 - 3.00 Unit(s)

The course is no longer offered.

COMPUTER APPLICATIONS

CA 011 - Beginning Keyboarding With Word Processing

3.00 Unit(s)

Rationale for CA 011 - Beginning Keyboarding With Word Processing - 3.00 Unit(s)

This course is no longer being offered.

CA 037A - Skills for Success: Computers, MS Office, and the Internet

3.00 Unit(s)

Rationale for CA 037A - Skills for Success: Computers, MS Office, and the Internet -

3.00 Unit(s)

This course is no longer being offered and has been replaced with the Business Information Worker pathway courses.

MUSIC

MUSIC 085A - Digital Music/Recording Lab I

0.50 Unit(s)

Rationale for MUSIC 085A - Digital Music/Recording Lab I - 0.50 Unit(s)

This course is no longer being offered.

MUSIC 085B - Digital Music/Recording Lab II

0.50 Unit(s)

Rationale for MUSIC 085B - Digital Music/Recording Lab II - 0.50 Unit(s)

This course is no longer being offered.

ITEM 6.1
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: SEAN MCGOWAN AND RYAN NG

REVIEWED BY: ALBERT M. MOORE

APPROVED BY: PATRICK SCHMITT

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

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the listed items.

I. Interim Appointments

Administrative

- a. Maria Escobar, Interim Director, Enrollment and Financial Services, Administrative Unit, Range 22 (\$9,700-\$12,092), Student Services, Mission College, 100% of full time, 12 months per year; *extend through* June 30, 2017, or until filled.

II. Temporary Assignments

Administrative

- a. Maria Escobar, *temporary 15% increase for additional duties assigned*, Interim Director, Enrollment and Financial Services, Administrative Unit, Range 22 (\$9,700-\$12,092), Student Services, Mission College, 100% of full time, 12 months per year, *extend through* June 30, 2017, or until filled. Position ID# 095910. Fund 100-General Fund. *Rationale: For full scope of Banner implementation activities.*

PREPARED BY: RYAN NG

REVIEWED BY: ALBERT M. MOORE

APPROVED BY: PATRICK SCHMITT

SUBJECT: RENEW ADMINISTRATOR CONTRACTS

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees issue employment contracts for the following academic and classified administrators. The length of the contract will be July 1, 2017, through June 30, 2019.

Funding Source/Fiscal Impact

Funding for all positions is included in the regular budget development process.

References

Education Code Section 72411 and Section IV of the Administrative Handbook.

Background/Alternatives

The District, in accordance with the Administrative Handbook, provides Academic and Classified Administrators with two-year renewal of standard employment contracts. Performance reviews have been completed for all of the administrators listed below.

A two-year contract renewal is due for the following administrators:

Chandler, Andrew	-	Dean
Goldberg, Rachael	-	Director, Student Development
Kerbey, James	-	Manager, Parking and Traffic Operations
Pepin, Sean	-	Director, Student Development
Rolen, Dalton (Chris)	-	Police Lieutenant

Coordination

N/A

Follow-up/Outcome

Upon Board approval, the above-listed administrators will be issued new contracts according to the dates stipulated above.

PREPARED BY: LEANDRA MARTIN

REVIEWED BY: DANIEL PECK AND ALBERT M. MOORE

APPROVED BY: PATRICK SCHMITT

SUBJECT: FACULTY CONTRACT RENEWAL - SECOND CONTRACT - MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve faculty for second year contracts for the 2017-2018 academic year as outlined below.

Funding Source/Fiscal Impact

Funds are budgeted in accordance with the ACE/AFT 6554 contract provisions. No additional fiscal impact is associated with this item.

Reference(s)

Education Code Sections 87608 and 87608.5 codify the process for contract (i.e., tenure-track) employees concluding their first and second-year contracts. This is also in accordance with the terms included in the negotiated contract for Association of College Educators (ACE/AFT 6554), Article 24B.

Background/Alternatives

The following faculty have completed their first contract and are recommended to receive a second contract for the 2017-2018 academic year.

<u>Name</u>	<u>Discipline</u>	<u>Hire Date</u>
John Beck	Physics/ Astronomy	08/26/2016
Edit Boghozian	Library	08/26/2016
Neil Viernes	Chemistry	08/26/2016
Veronica Hand	Counselor	08/01/2016
David Yang	Counselor	08/01/2016
Alejandro Zavala	Counselor EOPS	10/05/2016

Coordination

The tenure appraisal team, Vice President of Instruction, Vice President of Student Services and College President recommend the above action.

Follow-up/Outcomes

Additional one-year contracts will be processed following Board approval and the tenure appraisal team will continue to evaluate the instructors' performance in the upcoming terms.

ITEM 6.4
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: LEANDRA MARTIN

REVIEWED BY: DANIEL PECK AND ALBERT M. MOORE

APPROVED BY: PATRICK SCHMITT

SUBJECT: FACULTY CONTRACT RENEWAL - THIRD CONTRACT - MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the faculty listed below for a third contract covering two academic years, 2017-2018 and 2018-2019.

Funding Source/Fiscal Impact

Funds are budgeted in accordance with the ACE/AFT 6554 contract provisions. No additional fiscal impact is associated with this item.

Reference(s)

Education Code 87609 (a-b) codifies the process for contract (i.e., tenure-track) employees concluding the final two years of their four-year tenure process. This is also in accordance with the terms included in the negotiated contract for Association of College Educators (ACE/AFT 6554), Article 24B.

Background/Alternatives

The following faculty have completed their second contract and are recommended to receive their third contract for the 2017-18 and 2018-19 academic years:

<u>Name</u>	<u>Discipline</u>	<u>Hire Date</u>
Joanne Cabanilla	Biological Science	08/28/15
Melodie Cameron	Counselor	08/03/15
Benjamin Fineman	Math	08/28/15
Faramarz Mortezaie	CSIT	08/28/15
Ted Shank	English	08/28/15
Max Sklar	Math	08/28/15
Christopher Zilg	Business	08/28/15

Coordination

The tenure appraisal team, Vice President of Instruction, and College President recommend the action outlined above.

Follow-up/Outcomes

Contracts will be processed following Board approval and the tenure appraisal teams will continue to evaluate the instructors' performance in the upcoming terms.

ITEM 7.1
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: SUSAN VICTORIA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: RATIFICATION OF VENDOR WARRANTS

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees ratify vendor payments from October 1, 2016, through December 31, 2016; Banner warrant numbers 00301115-00302800 and !0000081-!0000221** totaling \$25,149,639.21.

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

Funding Source/Fiscal Impact

N/A

Reference(s)

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

Background/Alternatives

The District is granted authority to prepare and release warrants as required.

Coordination

The vendor warrant list is reviewed by Trustee Adrienne Grey.

Follow-up/Outcome

No further action is required.

PREPARED BY: SUSIE MCDONNELL

REVEIUED BY: NGOC CHIM AND ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: FINANCIAL STATEMENTS AND BUDGET ADJUSTMENTS

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the financial statements and budget adjustments as specified for the period of October 1, 2016, through December 31, 2016 (Second Quarter). The summary of significant changes lists the Second Quarter's cumulative budget transactions.

Funding Source/Fiscal Impact

This activity reports the sources and uses of the various funds of the District. All budget transfers reflect either:

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

Allocations of carry-overs result in a reduction of the beginning fund balances for FY 2016-17. Other budget adjustments are recommended to realign the budget with anticipated or actual expenditures or to make adjustments resulting from changes in revenue.

Reference(s)

Education Code Section 84040 provides that the governing board of a community college district, as required by regulations of the Board of Governors, shall periodically report information to the Board of Governors regarding the fiscal condition of the district. This assessment includes a comparison of budget to actual amounts. Once a budget is adopted, the total designated for each major expenditure classification is the maximum expenditure allowed. Pursuant to Title 5, California Code of Regulations Section 58307, any budget transfers between major classifications, or from reserves, must be authorized by the governing board.

Background/Alternatives

A summary of all funds is presented on the following pages. It should be noted that the Adopted Budget includes current year allocations that have been approved by the Board of Trustees on September 6, 2016. The Actual balances reported as of December 31, 2016 do not include any outstanding encumbrances.

Fund 100 - Unrestricted General Fund

The attached schedules indicate an increase of \$1,000 in revenues and \$142,517 in expenses. These changes are primarily due to the following:

Revenues

- \$1,000 increase due to miscellaneous income.

Expenditures

- \$142,517 increase from fund balance for the Advancement Office relocation to Mission College.

Fund 120 - Restricted General Fund (Grants)

The net increases totaling approximately \$3,002,347 in revenues and in expenses are primarily due to the following:

Revenues

- \$967,816 increase for MC Hispanic Serving Institution - Science, Technology, Engineering, & Math (HSI-STEM) Grant.
- \$805,279 increase for WVC Basic Skills and Student Outcome Transformation Program.
- \$489,001 increase for WVC Strong Workforce Program.
- \$200,000 increase for WVC Deputy Sector Navigator (DSN) Grant - Agriculture, Water & Environmental Technology.
- \$150,000 increase for MC Innovation and Effectiveness Grant.
- \$110,261 increase for WVC Student Equity Program allocation.
- \$100,000 increase for MC Deputy Sector Navigator (DSN) Grant - Health.
- \$62,400 increase for WVC Full Time Student Success (FTSS) Grant.
- \$60,888 increase for WVC Disabled Student Program & Services (DSPS).
- \$50,000 increase for WVC Career Technical Education (CTE) Data Unlocked Initiative Grant.
- \$44,926 increase for MC Disabled Student Program & Services (DSPS).
- \$15,129 increase for WVC Foster and Kinship Care Education.
- \$7,500 increase for WVC Smoke & Tobacco Free Grant.
- \$4,689 increase for MC California Work Opportunity and Responsibility to Kids (CalWORKs) Program.
- \$4,256 increase for WVC Cooperative Agencies Resources for Education (CARE) Program.

- \$4,250 increase for WVC Commercial Sexual Exploitation of Children (CSEC) in Foster and Kinship Care Program.
- \$1,333 increase for WVC Temporary Assistance to Needy Families (TANF) Program.
- \$40,243 decrease for MC Extended Opportunity Programs & Services (EOPS).
- \$25,000 decrease for WVC Adult Education Block Grant.
- \$5,449 decrease for WVC California Work Opportunity and Responsibility to Kids (CalWORKs) Program.
- \$4,689 decrease for MC Temporary Assistance to Needy Families (TANF) Program.

Expenditures

- Offsetting expenditures for revenues listed above.

Fund 138 – Health Services Fund

The attached schedules indicate an increase of \$9,378 in revenues and expenses. These changes are primarily due to the following:

Revenues

- \$8,275 increase for WVC’s participation in the Medi-Cal Administrative Activities (MAA) Program.
- \$1,103 increase for MC’s participation in the Medi-Cal Administrative Activities (MAA) Program.

Expenditures

- Offsetting expenditures for revenues listed above.

Fund 330 – Child Development Fund

The attached schedules indicate an increase in revenues and expenses of \$2,500 representing WVC Child Development Consortium Grant.

Fund 410 – Capital Projects Fund

The attached schedules indicate an increase in revenues and expenses of \$1,150,000 representing KHAMME Family Donation for the WVC Planetarium.

Fund 597 – Enterprise Funds

The attached schedules indicate an increase in revenues and expenses of \$75 representing WVC Career Program – Career Fair.

Fund 751/752 – Scholarship and Loan Trust Funds

The attached schedules indicate an increase in revenues and expenses of \$14,000 representing MC Miscellaneous Scholarship.

Coordination

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

Follow-up/Outcome

Upon Board approval, budget adjustments will be incorporated in the Third Quarter Financial Report.

West Valley-Mission Community College
Second Quarter Financial Statements
FY 2016-2017

Fund 110 - Unrestricted General Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
860 State	8,695,990	8,695,990	8,695,990	1,912,898	22.00%	-
880 Local	111,318,105	111,319,005	111,320,005	55,754,486	50.08%	1,000
898 Transfers In	-	-	-	-	0.00%	-
Total Revenues	\$ 120,014,095	\$ 120,014,995	\$ 120,015,995	\$ 57,667,384	48.05%	\$ 1,000
Expenditures						
100 Academic Salaries	\$ 47,692,682	\$ 47,692,682	\$ 47,669,314	\$ 20,882,650	43.81%	\$ (23,368)
200 Non-Instructional Salaries	19,929,321	19,929,221	19,935,271	9,487,110	47.59%	6,050
300 Employee Benefits	25,056,368	25,056,368	25,081,455	9,600,451	38.28%	25,087
400 Supplies / Materials	1,041,729	1,044,690	1,004,650	334,165	33.26%	(40,040)
500 Operating Expenses	8,932,633	8,931,972	8,960,048	4,447,694	49.64%	28,076
600 Capital Outlay	245,707	244,407	392,094	107,011	27.29%	147,687
700 Other Student Aid/Other Outgo	117,715	117,715	117,515	4,885	4.16%	(200)
730 Transfers Out	16,810,462	16,810,462	16,810,687	5,884,008	35.00%	225
Total Expenditures	\$ 119,826,617	\$ 119,827,517	\$ 119,971,034	\$ 50,747,974	42.30%	\$ 143,517
Net Change to Fund Balance	\$ 187,478	\$ 187,478	\$ 44,961	\$ 6,919,410		\$ (142,517)
Beginning Fund Balance	\$ 39,172,198	\$ 39,172,198	\$ 39,172,198	\$ 39,172,198		
Estimated Ending Fund Balance	\$ 39,359,676	\$ 39,359,676	\$ 39,217,159	\$ 46,091,608		

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

	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ 3,749,828	\$ 3,749,828	\$ 4,721,788	\$ 500,782	10.61%	\$ 971,960
860 State	19,574,220	21,069,055	23,099,442	13,805,856	59.77%	2,030,387
880 Local	4,067,620	4,067,620	4,067,620	1,428,179	35.11%	-
898 Transfers In	49,593	49,593	49,593	-	0.00%	-
Total Revenues	\$ 27,441,261	\$ 28,936,096	\$ 31,938,443	\$ 15,734,817	49.27%	\$ 3,002,347
Expenditures						
100 Academic Salaries	\$ 3,796,031	\$ 4,711,380	\$ 5,647,535	\$ 1,441,785	25.53%	\$ 936,155
200 Non-Instructional Salaries	5,685,807	5,883,061	6,717,086	2,184,821	32.53%	834,025
300 Employee Benefits	2,265,552	2,524,976	3,100,014	1,158,823	37.38%	575,038
400 Supplies / Materials	2,271,763	2,272,723	2,295,504	327,057	14.25%	22,781
500 Operating Expenses	10,235,118	10,271,062	10,541,443	1,320,511	12.53%	270,381
600 Capital Outlay	2,508,016	2,592,609	2,844,781	775,987	27.28%	252,172
730 Transfers Out	-	726	37,981	13,703	36.08%	37,255
750 Student Financial Aid	-	1,000	9,750	9,104	93.37%	8,750
760 Other Student Aid	858,961	858,546	924,336	494,129	53.46%	65,790
Total Expenditures	\$ 27,621,248	\$ 29,116,083	\$ 32,118,430	\$ 7,725,920	24.05%	\$ 3,002,347
Net Change to Fund Balance	\$ (179,987)	\$ (179,987)	\$ (179,987)	\$ 8,008,897		\$ -
Beginning Fund Balance	\$ 414,622	\$ 414,622	\$ 414,622	\$ 414,622		
Estimated Ending Fund Balance	\$ 234,635	\$ 234,635	\$ 234,635	\$ 8,423,519		

West Valley-Mission Community College
Second Quarter Financial Statements
FY 2016-2017

Fund 137 - Other Restricted Fund (Eco Pass)

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	175,000	175,000	175,000	114,487	65.42%	-
898 Transfers In	-	-	-	-	0.00%	-
Total Revenues	\$ 175,000	\$ 175,000	\$ 175,000	\$ 114,487	65.42%	\$ -
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	-	-	-	-	0.00%	-
300 Employee Benefits	-	-	-	-	0.00%	-
400 Supplies / Materials	-	-	-	-	0.00%	-
500 Operating Expenses	175,000	175,000	175,000	71,388	40.79%	-
600 Capital Outlay	-	-	-	-	0.00%	-
730 Transfers Out	-	-	-	-	0.00%	-
760 Other Student Aid	-	-	-	-	0.00%	-
Total Expenditures	\$ 175,000	\$ 175,000	\$ 175,000	\$ 71,388	40.79%	\$ -
Net Change to Fund Balance	\$ -	\$ -	\$ -	\$ 43,099		\$ -
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -		
Estimated Ending Fund Balance	\$ -	\$ -	\$ -	\$ 43,099		

Fund 138 - Health Services Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ 59,292	\$ 59,292	\$ 68,670	\$ 68,669	100.00%	\$ 9,378
860 State	-	-	-	-	0.00%	-
880 Local	739,000	739,000	739,000	564,802	76.43%	-
898 Transfers In	3,000	3,000	3,000	225	7.50%	-
Total Revenues	\$ 801,292	\$ 801,292	\$ 810,670	\$ 633,695	78.17%	\$ 9,378
Expenditures						
100 Academic Salaries	\$ 245,583	\$ 245,583	\$ 245,583	\$ 62,732	25.54%	\$ -
200 Non-Instructional Salaries	422,598	422,598	419,865	172,954	41.19%	(2,733)
300 Employee Benefits	196,488	196,488	196,493	65,069	33.12%	5
400 Supplies / Materials	26,000	26,000	26,500	5,805	21.91%	500
500 Operating Expenses	93,292	93,292	104,898	7,198	6.86%	11,606
600 Capital Outlay	5,000	5,000	5,000	-	0.00%	-
730 Transfers Out	-	-	-	-	0.00%	-
760 Other Student Aid	-	-	-	-	0.00%	-
Total Expenditures	\$ 988,961	\$ 988,961	\$ 998,339	\$ 313,758	31.43%	\$ 9,378
Net Change to Fund Balance	\$ (187,669)	\$ (187,669)	\$ (187,669)	\$ 319,937		\$ -
Beginning Fund Balance	\$ 521,372	\$ 521,372	\$ 521,372	\$ 521,372		
Estimated Ending Fund Balance	\$ 333,703	\$ 333,703	\$ 333,703	\$ 841,309		

West Valley-Mission Community College
Second Quarter Financial Statements
FY 2016-2017

Fund 139 - Parking Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	1,550,000	1,550,000	1,550,000	762,763	49.21%	-
898 Transfers In	-	-	-	1,120	0.00%	-
Total Revenues	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000	\$ 763,883	49.28%	\$ -
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	1,015,104	1,015,104	977,250	557,647	57.06%	(37,854)
300 Employee Benefits	450,129	450,129	450,129	216,085	48.01%	-
400 Supplies / Materials	25,500	25,500	25,500	6,611	25.93%	-
500 Operating Expenses	171,734	171,734	171,734	106,859	62.22%	-
600 Capital Outlay	69,682	69,682	107,536	-	0.00%	37,854
730 Transfers Out	-	-	-	-	0.00%	-
760 Other Student Aid	-	-	-	-	0.00%	-
Total Expenditures	\$ 1,732,149	\$ 1,732,149	\$ 1,732,149	\$ 887,202	51.22%	\$ -
Net Change to Fund Balance	\$ (182,149)	\$ (182,149)	\$ (182,149)	\$ (123,319)		\$ -
Beginning Fund Balance	\$ 694,514	\$ 694,514	\$ 694,514	\$ 694,514		
Estimated Ending Fund Balance	\$ 512,365	\$ 512,365	\$ 512,365	\$ 571,196		

Fund 212 - General Obligation Bonds Debt Service Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
860 State	-	-	-	14,167	0.00%	-
880 Local	30,613,635	30,613,635	30,613,635	2,592,317	8.47%	-
898 Transfers In	-	-	-	-	0.00%	-
Total Revenues	\$ 30,613,635	\$ 30,613,635	\$ 30,613,635	\$ 2,606,484	8.51%	\$ -
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	-	-	-	-	0.00%	-
300 Employee Benefits	-	-	-	-	0.00%	-
400 Supplies / Materials	-	-	-	-	0.00%	-
500 Operating Expenses	-	-	-	-	0.00%	-
600 Capital Outlay	-	-	-	-	0.00%	-
710 Other Outgo	30,613,635	30,613,635	30,613,635	21,710,062	70.92%	-
730 Transfers Out	-	-	-	-	0.00%	-
Total Expenditures	\$ 30,613,635	\$ 30,613,635	\$ 30,613,635	\$ 21,710,062	70.92%	\$ -
Net Change to Fund Balance	\$ -	\$ -	\$ -	\$ (19,103,578)		\$ -
Beginning Fund Balance	\$ 29,305,652	\$ 29,305,652	\$ 29,305,652	\$ 29,305,652		
Estimated Ending Fund Balance	\$ 29,305,652	\$ 29,305,652	\$ 29,305,652	\$ 10,202,074		

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Fund 291 - Retiree Health Benefits Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ 100,000	\$ 100,000	\$ 100,000	\$ 90,052	90.05%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	-	-	-	-	0.00%	-
898 Transfers In	7,822,000	7,822,000	7,822,000	3,911,000	50.00%	-
Total Revenues	\$ 7,922,000	\$ 7,922,000	\$ 7,922,000	\$ 4,001,052	50.51%	\$ -
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	-	-	-	-	0.00%	-
300 Employee Benefits	8,037,729	8,037,729	8,037,729	3,423,349	42.59%	-
400 Supplies / Materials	-	-	-	-	0.00%	-
500 Operating Expenses	102,500	102,500	102,500	20,228	19.74%	-
600 Capital Outlay	-	-	-	-	0.00%	-
710 Debt Services	-	-	-	-	0.00%	-
730 Transfers Out	5,806,834	5,806,834	5,806,834	5,000,000	86.11%	-
Total Expenditures	\$ 13,947,063	\$ 13,947,063	\$ 13,947,063	\$ 8,443,577	60.54%	\$ -
Net Change to Fund Balance	\$ (6,025,063)	\$ (6,025,063)	\$ (6,025,063)	\$ (4,442,525)		\$ -
Beginning Fund Balance	\$ 16,244,501	\$ 16,244,501	\$ 16,244,501	\$ 16,244,501		
Estimated Ending Fund Balance	\$ 10,219,438	\$ 10,219,438	\$ 10,219,438	\$ 11,801,976		

Fund 292 - Lease Revenue Bonds Debt Service Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ 1,526,430	\$ 1,526,430	\$ 1,526,430	\$ 727,167	47.64%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	-	-	-	3,186	0.00%	-
898 Transfers In	4,099,442	4,099,442	4,099,442	2,028,835	49.49%	-
Total Revenues	\$ 5,625,872	\$ 5,625,872	\$ 5,625,872	\$ 2,759,188	49.04%	\$ -
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	-	-	-	-	0.00%	-
300 Employee Benefits	-	-	-	-	0.00%	-
400 Supplies / Materials	-	-	-	-	0.00%	-
500 Operating Expenses	-	-	-	-	0.00%	-
600 Capital Outlay	-	-	-	-	0.00%	-
710 Other Outgo	5,331,754	5,331,754	5,331,754	2,904,189	54.47%	-
730 Transfers Out	-	-	-	-	0.00%	-
Total Expenditures	\$ 5,331,754	\$ 5,331,754	\$ 5,331,754	\$ 2,904,189	54.47%	\$ -
Net Change to Fund Balance	\$ 294,118	\$ 294,118	\$ 294,118	\$ (145,001)		\$ -
Beginning Fund Balance	\$ 8,453,190	\$ 8,453,190	\$ 8,453,190	\$ 8,453,190		
Estimated Ending Fund Balance	\$ 8,747,308	\$ 8,747,308	\$ 8,747,308	\$ 8,308,188		

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Fund 330 - Child Development Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ 48,891	\$ 48,891	\$ 48,891	\$ 11,863	24.27%	\$ -
860 State	428,421	428,421	428,421	252,452	58.93%	-
880 Local	1,456,327	1,456,327	1,458,827	793,061	54.36%	2,500
898 Transfers In	-	-	-	12,678	0.00%	-
Total Revenues	\$ 1,933,639	\$ 1,933,639	\$ 1,936,139	\$ 1,070,055	55.27%	\$ 2,500
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	1,263,105	1,263,105	1,263,105	672,466	53.24%	-
300 Employee Benefits	546,291	546,291	546,291	252,066	46.14%	-
400 Supplies / Materials	74,353	75,353	76,837	28,100	36.57%	1,484
500 Operating Expenses	13,090	13,814	13,182	5,310	40.28%	(632)
600 Capital Outlay	2,000	276	74	-	0.00%	(202)
730 Transfers Out	12,000	12,000	12,000	-	0.00%	-
760 Other Student Aid	22,800	22,800	24,650	-	0.00%	1,850
Total Expenditures	\$ 1,933,639	\$ 1,933,639	\$ 1,936,139	\$ 957,943	49.48%	\$ 2,500
Net Change to Fund Balance	\$ -	\$ -	\$ -	\$ 112,112		\$ -
Beginning Fund Balance	\$ 270,685	\$ 270,685	\$ 270,685	\$ 270,685		
Estimated Ending Fund Balance	\$ 270,685	\$ 270,685	\$ 270,685	\$ 382,797		

Fund 410 - Capital Projects Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (C/B)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (B-A)
Revenues						
810 Federal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
860 State	7,859,139	7,859,139	7,859,139	6,849,638	87.16%	-
880 Local	2,559,578	2,580,497	3,730,497	279,668	7.50%	1,150,000
898 Transfers In	-	-	-	-	0.00%	-
Total Revenues	\$ 10,418,717	\$ 10,439,636	\$ 11,589,636	\$ 7,129,306	61.51%	\$ 1,150,000
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	32,660	32,660	32,660	16,099	49.29%	-
300 Employee Benefits	3,495	3,495	3,495	1,232	35.24%	-
400 Supplies / Materials	56,500	75,500	81,000	38,241	47.21%	5,500
500 Operating Expenses	2,447,566	2,556,459	2,592,697	1,490,160	57.48%	36,238
600 Capital Outlay	7,365,413	7,308,439	8,416,701	1,174,095	13.95%	1,108,262
710 Other Outgo	-	-	-	-	0.00%	-
730 Transfers Out	-	-	-	-	0.00%	-
Total Expenditures	\$ 9,905,634	\$ 9,976,553	\$ 11,126,553	\$ 2,719,827	24.44%	\$ 1,150,000
Net Change to Fund Balance	\$ 513,083	\$ 463,083	\$ 463,083	\$ 4,409,480		\$ -
Beginning Fund Balance	\$ 2,784,423	\$ 2,784,423	\$ 2,784,423	\$ 2,784,423		
Estimated Ending Fund Balance	\$ 3,297,506	\$ 3,247,506	\$ 3,247,506	\$ 7,193,902		

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Fund 430 - General Obligation Bonds Capital Project Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	-	-	-	-	0.00%	-
886 Interest	1,015,077	1,015,077	1,015,077	390,503	38.47%	-
898 Transfers In	-	-	-	-	0.00%	-
Total Revenues	\$ 1,015,077	\$ 1,015,077	\$ 1,015,077	\$ 390,503	38.47%	\$ -
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	812,304	812,304	812,304	364,406	44.86%	-
300 Employee Benefits	293,191	293,191	293,191	135,715	46.29%	-
400 Supplies / Materials	-	-	-	-	0.00%	-
500 Operating Expenses	4,168,117	4,168,117	4,168,117	1,563,979	37.52%	-
600 Capital Outlay	164,918,435	164,918,435	164,918,435	21,397,448	12.97%	-
710 Bond Administrative Fees	2,500	2,500	2,500	1,750	70.00%	-
730 Transfers Out	-	-	-	-	0.00%	-
Total Expenditures	\$ 170,194,547	\$ 170,194,547	\$ 170,194,547	\$ 23,463,298	13.79%	\$ -
Net Change to Fund Balance	\$ (169,179,470)	\$ (169,179,470)	\$ (169,179,470)	\$ (23,072,796)		\$ -
Beginning Fund Balance	\$ 169,179,470	\$ 169,179,470	\$ 169,179,470	\$ 169,179,470		
Estimated Ending Fund Balance	\$ -	\$ -	\$ -	\$ 146,106,675		

Fund 591 - Community Ed Workforce and Economic Development Fund

	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ 997,992	997,992	997,992	\$ 243,655	24.41%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	3,526,889	3,526,889	3,526,889	1,399,646	39.69%	-
898 Transfers In	42,000	42,000	42,000	-	0.00%	-
Total Revenues	\$ 4,566,881	\$ 4,566,881	\$ 4,566,881	\$ 1,643,301	35.98%	\$ -
Expenditures						
100 Academic Salaries	\$ 78,401	\$ 78,401	\$ 78,401	\$ 25,781	32.88%	\$ -
200 Non-Instructional Salaries	2,524,772	2,524,772	2,447,486	955,776	39.05%	(77,286)
300 Employee Benefits	547,279	547,279	522,990	223,705	42.77%	(24,289)
400 Supplies / Materials	232,191	232,191	259,984	56,915	21.89%	27,793
500 Operating Expenses	2,586,663	2,586,663	2,645,165	393,975	14.89%	58,502
600 Capital Outlay	31,900	31,900	43,880	10,145	23.12%	11,980
730 Transfers Out	75,480	75,480	82,280	3,300	4.01%	6,800
760 Other Student Aid	17,500	17,500	14,000	2,000	14.29%	(3,500)
Total Expenditures	\$ 6,094,186	\$ 6,094,186	\$ 6,094,186	\$ 1,671,596	27.43%	\$ -
Net Change to Fund Balance	\$ (1,527,305)	\$ (1,527,305)	\$ (1,527,305)	\$ (28,295)		\$ -
Beginning Fund Balance	\$ 2,772,859	\$ 2,772,859	\$ 2,772,859	\$ 2,772,859		
Estimated Ending Fund Balance	\$ 1,245,554	\$ 1,245,554	\$ 1,245,554	\$ 2,744,564		

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Fund 597 - Entrepreneurial Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ -	-	-	\$ -	0.00%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	1,344,032	1,346,964	1,344,397	553,615	41.18%	(2,567)
898 Transfers In	-	726	3,368	3,368	100.00%	2,642
Total Revenues	\$ 1,344,032	\$ 1,347,690	\$ 1,347,765	\$ 556,983	41.33%	\$ 75
Expenditures						
100 Academic Salaries	\$ 266,989	\$ 266,989	\$ 239,989	\$ 82,225	34.26%	\$ (27,000)
200 Non-Instructional Salaries	362,983	363,983	370,869	121,855	32.86%	6,886
300 Employee Benefits	141,856	142,814	142,814	44,385	31.08%	-
400 Supplies / Materials	244,008	295,708	306,464	61,151	19.95%	10,756
500 Operating Expenses	2,038,453	1,988,453	1,750,810	284,634	16.26%	(237,643)
600 Capital Outlay	231,479	231,479	478,555	403,654	84.35%	247,076
730 Transfers Out	-	-	-	-	0.00%	-
760 Other Student Aid	10,000	10,000	10,000	2,926	29.26%	-
Total Expenditures	\$ 3,295,768	\$ 3,299,426	\$ 3,299,501	\$ 1,000,830	30.33%	\$ 75
Net Change to Fund Balance	\$ (1,951,736)	\$ (1,951,736)	\$ (1,951,736)	\$ (443,847)		\$ -
Beginning Fund Balance	\$ 3,276,402	\$ 3,276,402	\$ 3,276,402	\$ 3,276,402		
Estimated Ending Fund Balance	\$ 1,324,666	\$ 1,324,666	\$ 1,324,666	\$ 2,832,555		

Fund 711 - Associated Students Trust Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	181,000	181,000	181,000	97,256	53.73%	-
898 Transfers In	-	-	-	-	0.00%	-
Total Revenues	\$ 181,000	\$ 181,000	\$ 181,000	\$ 97,256	53.73%	\$ -
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	2,300	2,300	2,300	-	0.00%	-
300 Employee Benefits	-	-	-	-	0.00%	-
400 Supplies / Materials	20,956	20,956	20,956	7,866	37.53%	-
500 Operating Expenses	154,744	154,744	154,744	61,888	39.99%	-
600 Capital Outlay	3,000	3,000	3,000	-	0.00%	-
730 Transfers Out	-	-	-	-	0.00%	-
760 Other Student Aid	-	-	-	-	0.00%	-
Total Expenditures	\$ 181,000	\$ 181,000	\$ 181,000	\$ 69,753	38.54%	\$ -
Net Change to Fund Balance	\$ -	\$ -	\$ -	\$ 27,502		\$ -
Beginning Fund Balance	\$ 484,497	\$ 484,497	\$ 484,497	\$ 484,497		
Estimated Ending Fund Balance	\$ 484,497	\$ 484,497	\$ 484,497	\$ 511,999		

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Fund 722 - Student Representative Fee Trust Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	16,500	16,500	16,500	11,952	72.44%	-
898 Transfers In	-	-	-	-	0.00%	-
Total Revenues	\$ 16,500	\$ 16,500	\$ 16,500	\$ 11,952	72.44%	\$ -
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	-	-	-	-	0.00%	-
300 Employee Benefits	-	-	-	-	0.00%	-
400 Supplies / Materials	14,000	14,000	14,000	-	0.00%	-
500 Operating Expenses	30,967	30,967	30,967	5,267	17.01%	-
600 Capital Outlay	-	-	-	-	0.00%	-
730 Transfers Out	-	-	-	-	0.00%	-
760 Other Student Aid	-	-	-	-	0.00%	-
Total Expenditures	\$ 44,967	\$ 44,967	\$ 44,967	\$ 5,267	11.71%	\$ -
Net Change to Fund Balance	\$ (28,467)	\$ (28,467)	\$ (28,467)	\$ 6,685		\$ -
Beginning Fund Balance	\$ 28,467	\$ 28,467	\$ 28,467	\$ 28,467		
Estimated Ending Fund Balance	\$ 0	\$ 0	\$ 0	\$ 35,152		

Fund 731 - Student Body Center Fee Trust Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	892,900	892,900	892,900	462,321	51.78%	-
898 Transfers In	-	-	-	-	0.00%	-
Total Revenues	\$ 892,900	\$ 892,900	\$ 892,900	\$ 462,321	51.78%	\$ -
Expenditures						
100 Academic Salaries	\$ 16,236	\$ 16,236	\$ 147,895	\$ 47,838	32.35%	\$ 131,659
200 Non-Instructional Salaries	627,310	627,310	495,651	296,809	59.88%	(131,659)
300 Employee Benefits	293,232	293,232	293,232	146,328	49.90%	-
400 Supplies / Materials	56,466	56,466	56,481	15,533	27.50%	15
500 Operating Expenses	113,646	113,646	113,468	12,518	11.03%	(178)
600 Capital Outlay	34,500	34,500	34,500	-	0.00%	-
730 Transfers Out	110,980	110,980	111,143	56,215	50.58%	163
760 Other Student Aid	40,000	40,000	40,000	19,282	48.21%	-
Total Expenditures	\$ 1,292,370	\$ 1,292,370	\$ 1,292,370	\$ 594,524	46.00%	\$ -
Net Change to Fund Balance	\$ (399,470)	\$ (399,470)	\$ (399,470)	\$ (132,203)		\$ -
Beginning Fund Balance	\$ 837,171	\$ 837,171	\$ 837,171	\$ 837,171		
Estimated Ending Fund Balance	\$ 437,701	\$ 437,701	\$ 437,701	\$ 704,968		

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Fund 741 - Student Financial Aid Trust Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ 19,285,398	\$ 19,285,398	\$ 19,285,398	\$ 4,630,251	24.01%	\$ -
860 State	590,000	590,000	590,000	412,223	69.87%	-
880 Local	-	-	-	-	0.00%	-
898 Transfers In	-	-	-	-	0.00%	-
Total Revenues	\$ 19,875,398	\$ 19,875,398	\$ 19,875,398	\$ 5,042,474	25.37%	\$ -
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	281,991	281,991	281,991	116,459	41.30%	-
300 Employee Benefits	-	-	-	1,714	0.00%	-
400 Supplies / Materials	-	-	-	-	0.00%	-
500 Operating Expenses	-	-	-	-	0.00%	-
600 Capital Outlay	-	-	-	-	0.00%	-
730 Transfers Out	37,053	37,053	37,053	7,705	20.79%	-
760 Other Student Aid	19,556,354	19,556,354	19,556,354	5,602,451	28.65%	-
Total Expenditures	\$ 19,875,398	\$ 19,875,398	\$ 19,875,398	\$ 5,728,329	28.82%	\$ -
Net Change to Fund Balance	\$ -	\$ -	\$ -	\$ (685,855)		\$ -
Beginning Fund Balance	\$ 51,847	\$ 51,847	\$ 51,847	\$ 51,847		
Estimated Ending Fund Balance	\$ 51,847	\$ 51,847	\$ 51,847	\$ (634,009)		

Fund 751/752 - Scholarship and Loan Trust Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual 2nd Qtr. Working Budget (D/C)	Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)
Revenues						
810 Federal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	255,000	336,730	350,730	353,733	100.86%	14,000
898 Transfers In	-	-	-	-	0.00%	-
Total Revenues	\$ 255,000	\$ 336,730	\$ 350,730	\$ 353,733	100.86%	\$ 14,000
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	-	-	-	-	0.00%	-
300 Employee Benefits	-	-	-	-	0.00%	-
400 Supplies / Materials	-	-	-	-	0.00%	-
500 Operating Expenses	-	-	100	37	37.23%	100
600 Capital Outlay	-	-	-	-	0.00%	-
730 Transfers Out	-	-	-	-	0.00%	-
760 Other Student Aid	255,000	336,730	350,630	117,070	33.39%	13,900
Total Expenditures	\$ 255,000	\$ 336,730	\$ 350,730	\$ 117,107	33.39%	\$ 14,000
Net Change to Fund Balance	\$ -	\$ -	\$ -	\$ 236,626		\$ -
Beginning Fund Balance	\$ 107,325	\$ 107,325	\$ 107,325	\$ 107,325		
Estimated Ending Fund Balance	\$ 107,325	\$ 107,325	\$ 107,325	\$ 343,951		

West Valley-Mission Community College
Second Quarter Financial Statements
FY 2016-2017

Fund 791 - OPEB Trust Fund

	A	B	C	D	E	F
	Adopted Budget	1st Qtr. Working Budget	2nd Qtr. Working Budget	Actual as of 12/31/16	% of Actual (D/C) Working Budget (D/C)	Difference (C-B) Budget Adjust. (C-B)
Revenues						
810 Federal	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
860 State	-	-	-	-	0.00%	-
880 Local	1,000,000	1,000,000	1,000,000	1,134,160	113.42%	-
898 Transfers In	10,806,834	10,806,834	10,806,834	5,000,000	46.27%	-
Total Revenues	\$ 11,806,834	\$ 11,806,834	\$ 11,806,834	\$ 6,134,160	51.95%	\$ -
Expenditures						
100 Academic Salaries	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
200 Non-Instructional Salaries	-	-	-	-	0.00%	-
300 Employee Benefits	-	-	-	-	0.00%	-
400 Supplies / Materials	-	-	-	-	0.00%	-
500 Operating Expenses	-	-	-	-	0.00%	-
600 Capital Outlay	-	-	-	-	0.00%	-
710 Other Outgo	36,000	36,000	36,000	18,735	52.04%	-
730 Transfer Out	-	-	-	-	0.00%	-
Total Expenditures	\$ 36,000	\$ 36,000	\$ 36,000	\$ 18,735	52.04%	\$ -
Net Change to Fund Balance	\$ 11,770,834	\$ 11,770,834	\$ 11,770,834	\$ 6,115,425		\$ -
Beginning Fund Balance	\$ 42,439,058	\$ 42,439,058	\$ 42,439,058	\$ 42,439,058		
Estimated Ending Fund Balance	\$ 54,209,892	\$ 54,209,892	\$ 54,209,892	\$ 48,554,483		

ITEM 7.3
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: NGOC CHIM

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: 2016-17 CCFS 311 SECOND QUARTER FINANCIAL REPORT

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees accept the 2016-17 Second Quarter Financial Report and authorize Fiscal Services staff to forward the CCFS-311Q Report to the California Community Colleges Chancellor's Office (CCCCO).

Funding Source/Fiscal Impact

The projected ending fund balance of \$49.2 million includes the estimated 5% reserve of \$6 million, assigned fund balance of \$5.7 million for banked leave liability, projected \$27.8 million in community support funds reserve, estimated \$3.6 million (3%) in contingency reserve, \$5.7 million set-aside for projected PERS and STRS future rate increase, and a projected \$400,000 set-aside for prepaids, faculty travel and conference, and future board elections.

Reference(s)

Title 5 of the California Code of Regulations, Section 58310, requires that the chief executive officer, or other designee of the governing board of each district, regularly report to the governing board of the district, the financial and budgetary conditions of the district on a quarterly basis. This report is referred to as the CCFS-311Q and must be delivered to the California Community Colleges System Office no later than forty-five days following the completion of each quarter.

Background/ Alternatives

The CCFS-311Q reports only the Unrestricted General Fund.

The report is set up in seven sections:

- Section I. Unrestricted General Fund Revenue, Expenditure, and Fund Balance (Comparison of Actuals for three prior years)
- Section II. Annualized Attendance FTES
- Section III. Total General Fund Cash Balance (Unrestricted and Restricted)
- Section IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance (Comparison of Adopted Budget, Working Budget to Actuals)
- Section V. Employee Contract Settlements
- Section VI. Significant District fiscal events that impact the current quarter

Section VII. Significant District fiscal problems for the year or next fiscal year

A copy of the CCFS-311Q for the Unrestricted General Fund is presented on the following pages. It should be noted that within Section I, columns 1 through 3, shows the actuals for prior fiscal years. Column 4 shows the projected actuals for July 1, 2016 through June 30, 2017.

Significant Events

The Annualized Student Attendance Report (P-3) for FY 15-16 reported 13,448 FTES as noted in Section II. The first attendance report for FY 16-17 (P-1) reported 13,648 FTES. The FTES goal for FY 16-17 was set at 14,550.

The ending cash balance reported in the Santa Clara County Treasury as of December 31, 2016, was \$76.9 million as noted in Section III, Column 4. The District has a very healthy cash flow as it is receiving the majority of its revenues from local property taxes and enrollment fees. The District will continue to monitor cash flow on a monthly basis to ensure fiscal stability.

Section IV, Column 1, is the Final Budget for FY 16-17, which was approved by the Board of Trustees on September 6, 2016. Annual Current Budget, Column 2, is the adjusted budget which includes the Second Quarter budget adjustments. The adjustment includes the current allocations, major object budget transfers, and carryover balances that have been approved by the Board of Trustees. Year-to-date actuals, Column 3, are revenues and expenses posted in the general ledger as of December 31, 2016.

Section V provides information regarding employee contracts settled during the second quarter. The District approved the implementation of the classification and compensation study results for the Supervisors Association (Teamsters) on November 15, 2016. The total cost for the study is approximately \$125,974. The District will be using local funds to cover the increase in cost.

Section VI and VII of the CCFS-311Q reports that the District does not have any fiscal problems related to the FY 16-17 Budget or known fiscal impacts for FY 17-18 at this point in time. The District did experience a significant difference in budgeted revenues. Based on data provided by the Santa Clara County Controller-Treasurer Office, the District is expected to receive approximately \$11.3 million in additional revenue from property taxes which exceeds the initial budget. The additional revenue will have a positive effect as it will increase the ending fund balance.

Coordination

This report was prepared by the Executive Director of Financial Services and reviewed by the Vice Chancellor.

Follow-up/Outcome

Upon Board approval, the Executive Director of Financial Services will forward the CCFS-311Q to the State Chancellor's Office.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

District: (490) WEST VALLEY

Quarter Ended: (Q2) Dec 31, 2016

CHANGE THE PERIOD
Fiscal Year: 2016-2017

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	102,305,831	103,315,682	115,880,475	131,307,617
A.2	Other Financing Sources (Object 8900)	484,900	5,278	0	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	102,790,731	103,320,960	115,880,475	131,307,617
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	80,445,978	86,000,135	88,922,045	103,160,347
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,939,223	11,955,962	17,274,329	16,810,687
B.3	Total Unrestricted Expenditures (B.1 + B.2)	90,385,201	97,956,097	106,196,374	119,971,034
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	12,405,530	5,364,863	9,684,101	11,336,583
D. Fund Balance, Beginning					
D.1	Prior Year Adjustments + (-)	11,717,704	24,123,234	29,488,097	39,172,198
D.2	Adjusted Fund Balance, Beginning (D + D.1)	11,717,704	24,123,234	29,488,097	37,903,876
E. Fund Balance, Ending (C. + D.2)					
E.1	Percentage of GF Fund Balance to GF Expenditures (E / B.3)	24,123,234	29,488,097	39,172,198	49,240,459
F.1		26.7%	30.1%	36.9%	41%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)				
G.1		14,397	13,483	13,448	13,648

III. Total General Fund Cash Balance (Unrestricted and Restricted)

As of the specified quarter ended for each fiscal year				
2013-14	2014-15	2015-16	2016-2017	

H.1	Cash, excluding borrowed funds		48,306,965	60,063,635	76,903,632
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	33,009,620	48,306,965	60,063,635	76,903,632

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
Revenues:					
1.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	120,014,095	120,015,995	57,667,384	48%
1.2	Other Financing Sources (Object 8900)	0	0	0	
1.3	Total Unrestricted Revenue (1.1 + 1.2)	120,014,095	120,015,995	57,667,384	48%
Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	102,898,440	103,160,347	44,863,966	43.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	16,928,177	16,810,687	5,884,008	35%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	119,826,617	119,971,034	50,747,974	42.3%
K.	Revenues Over(Under) Expenditures (1.3 - J.3)	187,478	44,961	6,919,410	
L	Adjusted Fund Balance, Beginning	39,172,198	39,172,198	37,903,876	
L.1	Fund Balance, Ending (C. + L.2)	39,359,676	39,217,159	44,823,286	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	32.8%	32.7%		

V. Has the district settled any employee contracts during this quarter? **YES**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Permanent		Academic		Temporary		Classified	
	Total Cost Increase	% +	Total Cost Increase	% +	Total Cost Increase	% +	Total Cost Increase	% +	Total Cost Increase	% +
a. SALARIES:										
Year 1: 2016-17									125,974	
Year 2:										

	Year 3:				
b. BENEFITS:	Year 1:				
	Year 2:				
	Year 3:				

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

The District approved the implementation of the classification and compensation study results for the Supervisors Association (Teamsters). The District will use local funds to cover the increased in cost.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

YES

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

Based on data provided by the Santa Clara County Controller-Treasurer Office, the District is expected to receive approximately \$11.3 million in additional revenue from property taxes which exceeds the initial budget. The additional revenue will have a positive effect as it will increase the ending fund balance. The increased in revenue is from one-time RDA money and changes in secure and unsecure property taxes.

VII. Does the district have significant fiscal problems that must be addressed?

This year?
Next year?

NO
NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

ITEM 7.4
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: ACCEPT BASIC CONTRACT AS COMPLETE FOR BID #02-1314 FOR THE WELLNESS AND HUMAN PERFORMANCE BUILDING PROJECT AT MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees accept the basic construction contract with DL Falk Construction for Bid #02-1314 for the Wellness and Human Performance building project at Mission College as complete and authorize the District to file a Notice of Completion.

Funding Source/Fiscal Impact

The funding for this project was through Measure C, line item MC 02 - Wellness and Human Performance Addition on the Mission College Project Priority List. The final cost for this contract was \$7,808,899.30.

Reference(s)

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

Background/Alternatives

The Wellness and Human Performance Addition replaced current space within the Main Building used for the Wellness and Human Performance programs. The project was an addition to the existing Gymnasium Facility. This approximately 13,464 gross square foot project included classrooms for fitness, dance, adaptive PE, martial arts, and weight lifting, and supports the College's Master Plan implementation.

Coordination

The contract was reviewed by the Executive Director of Facilities Maintenance, Operations and Construction and Gilbane Building Company.

Follow-up/Outcome

Upon Board approval, a Notice of Completion will be filed with the Santa Clara County Recorder.

ITEM 7.5
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: APPROVAL OF BID #13-1617 - HVAC CONTROLS UPGRADE AT MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the lowest responsive and responsible bid received from Environmental Systems, Inc. in the amount of \$180,655 and reject all other bids. The award of the contract is based on the Base Bid as follows:

<u>Contractor</u>	<u>Base Bid</u>	<u>Allowances</u>	<u>Total Award Amount</u>
Environmental Systems, Inc.	\$180,655	\$0	\$180,655

The District received one other bid as follows:

Kinetics Mechanical	\$288,839	\$0	\$288,839
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Funding Source/Fiscal Impact

The funding for this project comes from Proposition 39 - Year 4.

Reference(s)

This item is associated with the implementation of the Mission College Facilities Master Plan and the WVMCCD 5-Year Construction Plan.

Background/Alternatives

A Notice to Bidders was advertised and bids were solicited from fourteen contractors. Three companies attended the pre-bid meeting. Two bids were received. Bids were opened and read aloud on January 17, 2017, at 2:00 PM. The low bidder is determined by the Base Bid amount.

This project will replace the Heating, Ventilating and Air Conditioning (HVAC) Energy Management System (EMS) to the PE Locker Room Building, the Child Development Center, and the Science & Technology building. The new EMS will provide the District

the ability to have complete access to the HVAC system using a web browser over a controlled system network.

Coordination

This project includes the work of the Executive Director of Facilities, Construction and Maintenance; the Director of Facilities Construction; West Valley-Mission Community College Administration; and the Executive Director of General Services.

Follow-up/Outcome

Upon Board approval, a contract will be issued to Environmental Systems, Inc., in the amount of \$180,655 for upgrading HVAC controls at Mission College.

ITEM 7.6
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: APPROVE CONTRACT INCREASE WITH APEX TESTING LABORATORIES FOR SPECIAL TESTING AND INSPECTION SERVICES

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve a contract increase with Apex Testing Laboratories in the amount of \$85,800.43 for special testing and inspection services for the Facilities Replacement Building – Increment 2 project at West Valley College.

Funding Source/Fiscal Impact

The funding for this project comes from Measure C, item number DS-2 of the District Services Project Priority List.

Reference(s)

This item is associated with the implementation of the WVC and MC Facilities Master Plan, the WVMCCD 5-Year Construction Plan, and the Measure C 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. Apex Testing Laboratories 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

On January 15, 2016, the District approved a contract with Apex Testing Laboratories in the amount of \$75,000 for special testing and inspection services on the Facilities Replacement Building – Increment 2 project at West Valley College. This contract increase is for the Facilities Replacement Building project and is for additional work related to:

1. Construction scheduled delays: Bid proposal was provided on the assumption that Concrete Masonry Units (CMU) for both buildings would occur simultaneously.

The CMU for the second building began two months after the original anticipated start date;

2. Additional special inspections requirements by the DSA Field Inspector; and
3. Provide additional inspections for corrective masonry work.

This will be the final change order for this contract.

The contract increase will be as follows:

Original Contract Amount:	\$ 75,000.00
Contract Increase:	<u>\$ 85,800.43</u>
New Contract Amount:	\$160,800.43

Coordination

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

Follow-up/Outcome

Upon Board approval, a contract increase will be executed for Apex Testing Laboratories in the amount of \$85,800.43.

ITEM 7.7
MARCH 7, 2017
ACTION ITEM
CONSENT AGENDA

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

SUBJECT: PROJECT ASSIGNMENT AMENDMENT WITH tBP ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE PLANETARIUM - NEW BUILDING PROJECT AT WEST VALLEY COLLEGE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve the Project Assignment Amendment in the amount of \$187,800 with tBP Architects for architectural and engineering services for the Planetarium - New Building project at West Valley College.

Funding Source/Fiscal Impact

This project is funded by line item WV-6, Planetarium - New Building, of the Measure C Project Priority List.

Reference(s)

This item is associated with the implementation of the WVC Facilities Master Plan, the WVMCCD 5-Year Construction Plan, and the Measure C Bond Program.

Background/Alternatives

On July 16, 2013, the Board of Trustees approved the Project Assignment Agreement with tBP Architects for architectural and engineering services for the Planetarium Upgrade project at West Valley College. The original project scope of work was to upgrade the existing planetarium. After completion of the programming and schematic design phases, the project was changed to construct a new planetarium building to be sited north of the Math and Science Building at West Valley College. On December 6, 2016, the Board awarded the construction contract in the amount of \$5,089,980. Based on Article 11.3 of the Architectural Services Agreement, reconciliation of the architect's contract price will be based on the final construction budget approved by the District.

The total architectural services for this project will be increased as follows:

<u>Description</u>	
Current Contract Amount:	\$512,850
Contract Increase Amount:	<u>\$187,800</u>
New Contract Amount:	\$700,650

This represents a 13.77% fee based on the construction budget of \$5,089,980.

Coordination

The Executive Director of Facilities Maintenance, Operations and Construction; Director of Facilities Construction; Vice Chancellor of Administrative Services; and Gilbane Building Company worked together in developing this Project Assignment Amendment.

Follow-up/Outcome

Upon Board approval, a Project Assignment Amendment will be executed for tBP Architects in the amount of \$187,800.

PREPARED BY: DANIEL PECK

APPROVED BY: PATRICK SCHMITT

**SUBJECT: NOMINATION OF JULIE VU FOR COMMUNITY COLLEGE
CLASSIFIED EMPLOYEE OF THE YEAR AWARD**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees endorse Julie Vu, Welcome Center Program Coordinator at Mission College, as the West Valley-Mission Community College District nominee for the *Community College Classified Employee of the Year* award sponsored by the Board of Governors, State Chancellor's Office, and Foundation for the California Community Colleges.

Funding Source/Fiscal Impact

This endorsement carries with it no fiscal impact.

Reference(s)

Annually, the Board of Governors, State Chancellor's Office, and Foundation for the California Community Colleges solicit nominations for the *Community College Classified Employee of the Year* awards. Only one nominee may be submitted per district. Up to six awards are presented and the recipients are recognized at the May meeting of the Board of Governors. More information on this award may be obtained at the following link to the California Community Colleges Chancellor's Office website: [CCCCO Classified Employee of the Year](#).

Background Summary

Nominees are evaluated on their commitment to (1) the mission of community colleges, (2) professional ethics and standards, (3) serving the institution through participation in professional and/or community activities, and (4) serving as leaders beyond the local institution. Identification of a nominee rotates annually between each of the three district entities including District employees, Mission College, and West Valley College. For this year's nominee, Mission College opened the nomination process to all members within the college, and the final nominee was determined by a task force chaired by Classified Senate President, Brian Goo.

The West Valley-Mission Community College District is proud to nominate Julie Vu for the *California Community Colleges Classified Employee of the Year Award*. Julie Vu has become the literal and figurative face of Mission College to new students and those coming to the college for the first time, as well as many returning students. Julie Vu helped establish the Welcome Center in its current form and has greatly expanded its services, significantly easing the experience for those new to college and college systems. She works closely with the Mission College Outreach team and provides leadership as the coordinator and mentor for the Mission College Student Ambassadors. These student ambassadors directly assist students with questions and registration needs, but also are key representatives for the college at numerous outreach events. Julie displays a never-wavering positive attitude and is always willing to help students, staff, and faculty in any way that she can. Julie is an active member of the Vietnamese community and has volunteered her time to provide information and promote access to services available to students through California community colleges. Julie is a spokesperson on Viet TV and has been the voice for numerous radio advertisements in non-English languages. Julie embodies the strong ethos and dedication that epitomizes the Classified Staff at Mission and the West Valley Mission Community College District.

A \$500 cash award and plaque are presented to each recipient selected at the state level.

Coordination

Coordination of the nomination process occurred between the MC Office of Student Services, MC Office of the President, and MC Classified Senate. A nominations review task force, chaired by Classified Senate President Brian Goo, made the final recommendation which has been approved by the President of Mission College and submitted to the WVMCCD Board of Trustees for consideration.

Follow-up/Outcome

Following endorsement of this nominee by the Board, the nomination packet will be submitted to the Chancellor's Office by the March 15, 2017, deadline.

PREPARED BY: LEANDRA MARTIN

REVIEWED BY: DANIEL PECK AND ALBERT M. MOORE

APPROVED BY: PATRICK SCHMITT

SUBJECT: TENURE - MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees grant tenure for faculty at Mission College as outlined below.

Funding Source/Fiscal Impact

Funds are budgeted in accordance with the ACE/AFT 6554 contract provisions. No additional fiscal impact is associated with this item.

References

Education Code §87609(a-b) codifies the process for contract (i.e., tenure-track) employees concluding the final year of their four-year tenure process. This is also in accordance with the terms included in the negotiated contract for Association of College Educators (ACE/AFT 6554), Article 24B.

Background/Alternatives

Effective for the 2017-2018 Academic year, the employees listed below will acquire regular (tenure) status at Mission College.

<u>Name</u>	<u>Discipline</u>	<u>Hire Date</u>
Carla Breidenbach	Spanish Disabled Students Program and Services	08/23/2013
Eli Constantin	Counselor	08/24/2013
Nita Esparza	Communication Studies	08/23/2013
Letisha Lovern	Mathematics	08/26/2012
	International Student	08/01/2013
Gaozong Park	Counselor	08/23/2013
James Schweppe	Chemistry	
Aram Shepherd	English	08/23/2013
Joanna Sobala	Economics	08/23/2013
Jan Wang	Health Occupations	08/23/2013
Adriano Wise	Political Science	08/23/2013

Coordination

The Tenure Review Teams, Vice President of Instruction, Vice President of Student Services and College President have recommended the actions so noted for the above-listed employees.

Follow-up/Outcomes

Employment status changes will be made effective with the 2017-2018 academic year.

PREPARED BY: FRANCINE CARACCILO-FLEMING, ROSE SCHULTZ AND RYAN NG

REVIEWED BY: ALBERT M. MOORE

APPROVED BY: PATRICK SCHMITT

SUBJECT: WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT INITIAL PROPOSALS FOR REOPENER NEGOTIATIONS WITH THE WEST VALLEY-MISSION CLASSIFIED EMPLOYEE ASSOCIATION (WVMCEA)

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

At the Board of Trustees’ meeting on March 21, 2017, the public, having had a reasonable time to inform itself regarding the provisions of the initial proposals, will have an opportunity to express itself regarding the proposals in the form of public comments. Having received the public comment, the Board will vote to “adopt” the initial proposals.

The District endeavors to create a supportive and productive working environment that promotes the development of all employees and contributes to the educational excellence of our students. Articles open for negotiation that impact this goal include:

Article 7-Organization Rights:

- Proposal to add employee identification number of each worker in the bi-annual report provided by the District.
- Proposal to clarify language regarding tracking of release time.
- Proposal to add language specifying that release time requests must be sent to the Associate Vice Chancellor by the WVMCEA President or designee.
- Proposal to remove language referencing past fiscal year.

Article 8-Leaves of Absence

- Proposal to add language on submitting absence reports to align with implementation of Banner and online leave reporting.

- Proposal to revise language in the absence notification section to address how the employee and the District communicate regarding leaves.
- Proposal to clarify language regarding fifteen (15) days in paid status during any calendar month to receive accrual.
- Proposal to revise language to reflect District-sponsored benefits versus District-paid benefits.
- Proposal to clarify language for returning members to the same position following a health leave, in accordance with the interactive process and physician's certification.
- Proposal to revise language regarding submitting jury duty verification form to align with Banner implementation and online leave reporting.

Article 15-Salaries and Compensation:

- Proposal for a salary enhancement to be added to the salary schedule in 2017-18.
- Proposal to add clarifying language to better define "long-term leave of absence."
- Proposal to clarify language and process changes necessary due to the implementation of Banner.
- Proposal to add language regarding how the implementation of Banner will change the calculation of employee pay.
- Proposal to add language that prorates shift differential pay based on employment start or end date and as calculated by Banner.
- Proposal to add language that suspends shift differential pay while an employee is on a leave of absence.
- Proposal to add language regarding the District's definition of out-of-classification assignments versus additional duties assigned, as pertains to CalPERS reporting.
- Proposal to remove section 15.3.3.3, as this is incorporated into newly added language in 15.3.3.6.
- Proposal to add language that prorates bilingual pay based on initiation start date or employment end date and as calculated by Banner.
- Proposal to add language that suspends bilingual pay while a worker is on a leave of absence.
- Proposal to revise language in the section on "Classification System."
- Proposal to add clarification language regarding retroactive pay for reclassifications that include a time-base change, to be calculated based on the hours actually worked by the employee.

Article 16-Health and Welfare:

- Proposal to clarify language regarding the continuation of the EAP program.
- Proposal to enhance the District contribution for health benefits within the tiered cap system.
- Proposal to clarify language regarding retiree spouse coverage.

- Proposal to remove language that is redundant or unnecessary for retiree tiered benefits.

ITEM 7.8
MARCH 7, 2017
ACTION ITEM

PREPARED BY: JAVIER CASTRUITA

REVIEWED BY: ED MADULI

APPROVED BY: PATRICK SCHMITT

**SUBJECT: RESOLUTION NO. 17030701 TO GRANT A PUBLIC ACCESS
SIDEWALK EASEMENT TO THE CITY OF SANTA CLARA FOR THE
INSTALLATION OF A NEW CROSSWALK AT MISSION COLLEGE
BLVD. FOR THE NEW STUDENT ENGAGEMENT BUILDING AT
MISSION COLLEGE**

CHANCELLOR'S RECOMMENDATION:

That the Board of Trustees approve Resolution No. 17030701 to grant a Public Access Sidewalk Easement to the City of Santa Clara for the installation of a new crosswalk at Mission College Boulevard for the new Student Engagement Building at Mission College.

Funding Source/Fiscal Impact

There is no fiscal impact to the District.

Reference(s)

This item is associated with the new Student Engagement Building project, DSA #01-114325, Drawing C-200, Grading Plan and Exhibit A - Description of Public Access Sidewalk Easement (attached).

Background/Alternatives

This Easement is necessary to allow for installation of a new crosswalk at Mission College Blvd. for the new Student Engagement Building at Mission College. The new crosswalk is part of the Campus Entry Realignment related to the Student Engagement Building project. The new crosswalk will be ADA accessible including ADA accessible sidewalks at each side.

The Easement shall be for the exclusive use of installation of a new public access sidewalk and crosswalk as outlined on the attached Easement A - Description of Public Access Sidewalk Easement.

Coordination

This item was reviewed by the Executive Director of Facilities Maintenance, Operations and Construction; the Director of Facilities Construction; and the Vice Chancellor of Administrative Services.

Follow-up/Outcome

Upon Board approval, the Public Access Sidewalk Easement will be recorded at the County Recorders Office.

RESOLUTION NO. 17030701

RESOLVED, that the Board of Trustees of the West Valley-Mission Community College District approve the Grant of a Public Access Sidewalk Easement at Mission College.

Passed, approved, and adopted this 7st day of March, 2017.

AYES:

NOES:

ABSENT:

President, Board of Trustees

Attest:

Secretary, Board of Trustees

EXHIBIT A
DESCRIPTION OF
PUBLIC ACCESS SIDEWALK EASEMENT
MISSION COLLEGE, SANTA CLARA, CA

AN EASEMENT OVER THAT CERTAIN REAL PROPERTY SITUATE IN THE CITY OF SANTA CLARA, COUNTY OF SANTA CLARA, STATE OF CALIFORNIA, BEING A PORTION OF PARCEL 3 AS SHOWN ON THAT CERTAIN PARCEL MAP FILED IN BOOK 673 OF MAPS, PAGES 41 THROUGH 44, SANTA CLARA COUNTY RECORDS, DESCRIBED AS FOLLOWS:

COMMENCING AT AN ANGLE POINT OF SAID PARCEL 3, IN THE NORTHWEST LINE OF MISSION COLLEGE BOULEVARD AS SHOWN ON SAID PARCEL MAP, AT THE SOUTHWESTERLY END OF A LINE WHICH BEARS SOUTH 68°02'26" WEST, 92.08 FEET;

THENCE ALONG THE EASTERLY LINE OF PARCEL 3, SOUTH 21°57'34" EAST, A DISTANCE OF 53.50 FEET TO THE **POINT OF BEGINNING**;

THENCE CONTINUING ALONG THE EASTERLY LINE OF PARCEL 3, SOUTH 21°57'34" EAST, A DISTANCE OF 124.67 FEET;

THENCE LEAVING SAID LINE, NORTH 64°05'08" WEST, A DISTANCE OF 17.89 FEET TO A LINE PARALLEL WITH, AND 12.00 FEET SOUTHWESTERLY OF, BEING MEASURED AT RIGHT ANGLES TO, THE EASTERLY LINE OF PARCEL 3;

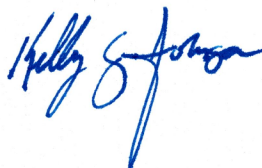
THENCE ALONG SAID PARALLEL LINE, NORTH 21°57'34" WEST, A DISTANCE OF 106.67 FEET;

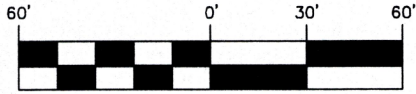
THENCE LEAVING SAID PARALLEL LINE, NORTH 27°39'12" EAST, A DISTANCE OF 4.80 FEET;

THENCE NORTH 57°02'38" EAST, A DISTANCE OF 8.50 FEET TO THE **POINT OF BEGINNING**;

DESCRIBED PARCEL CONTAINING AN AREA OF 1398.05 SQUARE FEET, MORE OR LESS.

THE PARCEL DESCRIBED HEREON IS SHOWN ON THE ATTACHED PLAT, EXHIBIT B, ATTACHED HERETO AND MADE A PART HEREOF.





SCALE : 1 inch = 60 FEET

PARCEL 2
BK. 702 MAPS PG. 29-31

R=831.00'
L=196.43'
Δ=13°32'36"

S76°43'06"W (RADIAL)

POC

S68°02'26"W 92.08'

S21°57'34"E 53.50'

N57°02'38"E 8.50'

N27°39'12"E 4.80'

POB

12.00'

S21°57'34"E 124.67'

S21°57'34"E 268.82'

N21°57'34"W 106.67'

N64°05'08"W 17.89'

R=300.00'
L=69.11'
Δ=13°11'58"

45'

S21°57'34"E 143.63'

N68°02'57"E 724.49'

MISSION COLLEGE BLVD.

MISSION COLLEGE BLVD.

R=251.00'
L=57.82'
Δ=13°11'58"

PARCEL 3
BK. 497 MAPS PG. 45

PARCEL 3
BK. 673 MAPS PG. 41-44
APN 104-16-115

NOTES AND LEGEND

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.

- POC POINT OF COMMENCEMENT
- POB POINT OF BEGINNING
- — — — — CENTERLINE
- — — — — SIDEWALK EASEMENT LINE
- — — — — PROPERTY LINE
- /// /// /// PUBLIC ACCESS SIDEWALK EASEMENT
AREA=1398.05± SQUARE FEET



Kelly Johnson

PLAT TO ACCOMPANY LEGAL DESCRIPTION

EXHIBIT B



SANDIS

CIVIL ENGINEERS
SURVEYORS
PLANNERS

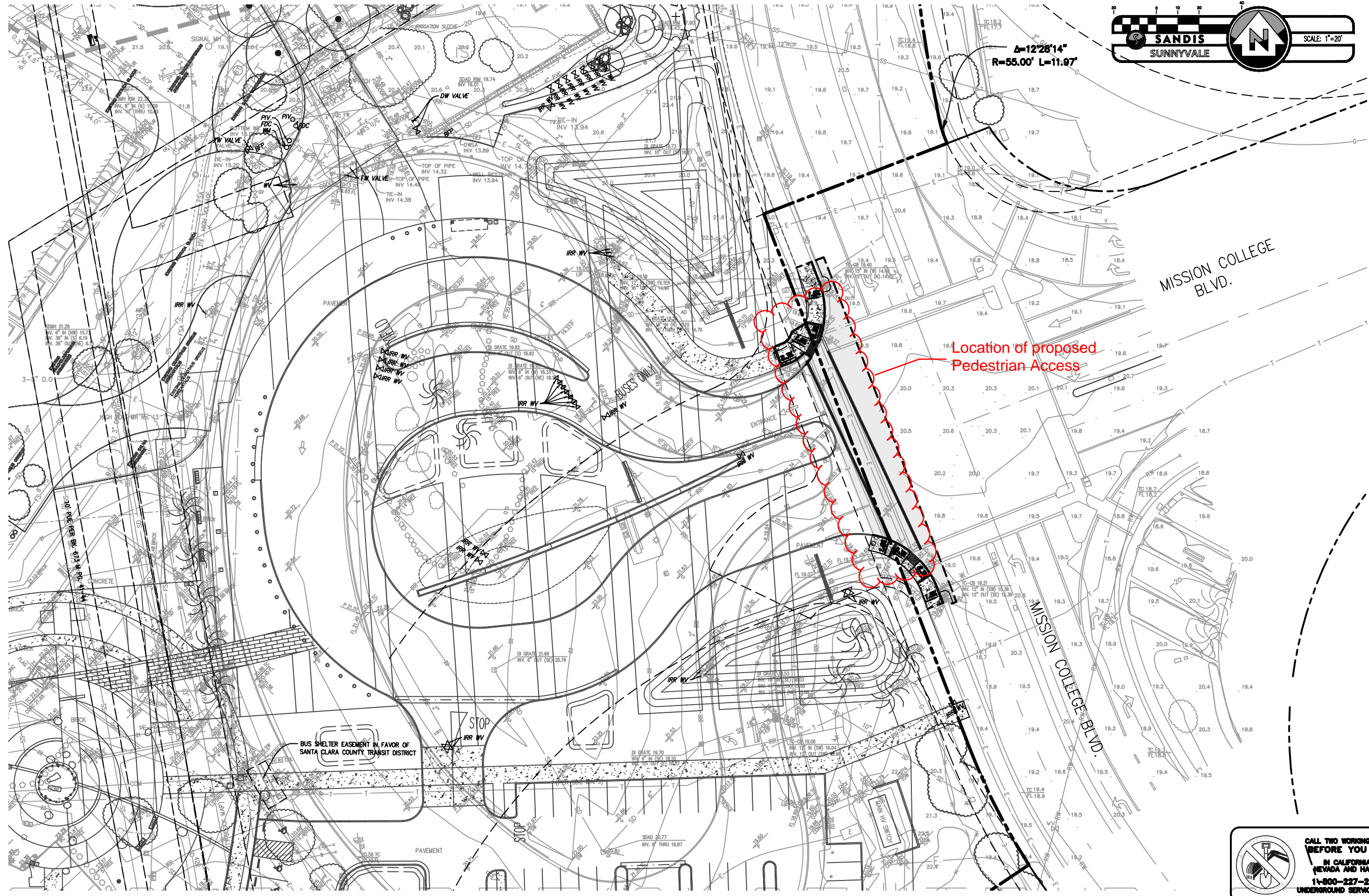
1700 Winchester Boulevard, Campbell, CA 95008 | P. 408.636.0900 | F. 408.636.0999 | www.sandis.net

SILICON VALLEY TRI-VALLEY CENTRAL VALLEY SACRAMENTO EAST BAY/SF

DATE:	2/03/17
SCALE:	1"=60'
DRAWN BY:	KSJ
APPROVED BY:	ASC
DRAWING NO.:	216032

PUBLIC ACCESS
SIDEWALK EASEMENT
MISSION COLLEGE
SANTA CLARA CA

SHEET
1
OF 1 SHEETS



SANDIS CIVIL ENGINEERS SURVEYORS PLANNERS
700 S. Winchester Blvd, Suite 200, Campbell, CA 95008 | P. 408.636.0900 | F. 408.636.0999 | www.sandis.net
SILICON VALLEY TRI VALLEY CENTRAL VALLEY SACRAMENTO EAST BAY SE

DATE: 10/26/2015	DATE: MAY 24TH, 2017
SCALE: N.T.S.	
DRAWN BY:	
APPROVED BY:	
DRAWING NO.: 213089	CHAD J. BROWNING R.C.E. NO. 68315, EXPIRES 9-30-17

No.	REVISION/ISSUE	DATE	BY
99			

GRADING PLAN

STUDENT ENGAGEMENT CENTER
INCREMENT #2
3000 MISSION COLLEGE BLVD.
SANTA CLARA CALIFORNIA

SHEET
C-200
OF SHEETS

