BOARD OF TRUSTEES
MEETING

AGENDA

WEST VALLEY COLLEGE

FEBRUARY 18, 2020

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

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

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

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

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

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

2. Public Discussion (Items Listed on the Agenda)

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

ADJOURNMENT TIME

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

DOCUMENTS PROVIDED TO THE BOARD OF TRUSTEES

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

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

(A) = Action      (I) = Information
Table of Contents

Agenda .................................................. 3

APPROVAL OF THE FEBRUARY 4, 2020 MINUTES

3.4 Unapproved Minutes of the FEBRUARY 4, 2020, Regular Meeting ......................... 9
Appendix B .............................................. 15
Approved December 10, 2019, BOT .......................................................... 16
Approved December 10, 2019, Finance Corp. .................................................... 26
January 21, 2020, BOT .......................................................... 27

PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES

6.1 Personnel Transactions .................................................. 35

RATIFICATION OF VENDOR WARRANTS

7.1 Vendor Warrants .................................................. 37

FINANCIAL STATEMENTS AND BUDGET ADJUSTMENTS

7.2 2nd Qtr. Financials .................................................. 38
Attach. 7.2 2nd Qtr. Financials .................................................. 43

2019-20 CCFS 311 SECOND QUARTER FINANCIAL REPORT

7.3 2nd Qtr. 311 Report .................................................. 53
Attach. 7.3 2nd Qtr. 311 Report .................................................. 55

APPROVE CONTRACT INCREASE WITH LEWIS AND TIBBITTS, INC.

7.4 Lewis & Tibbitts - CO 1 & 2 MC Geothermal Leak .................................................. 57

RATIFY APPROVAL OF CONTRACT WITH GALEB PAVING, INC. FOR EMERGENCY REPAIRS TO THE GEOTHERMAL SYSTEM AT MISSION COLLEGE

7.5 Galeb Paving - MC Geothermal leak .................................................. 59

CONTRACT INCREASE TO DLR GROUP, INC. FOR MULTI-PRIME DELIVERY METHOD OF THE ATHLETIC FIELD TURF RESTORATION PROJECT AT WEST VALLEY COLLEGE

7.6 DLR increase - WV Athletic Turf .................................................. 61

CONTRACT INCREASE TO DLR GROUP, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE BASEBALL COMPLEX RENOVATION PROJECT AT WEST VALLEY COLLEGE

7.7 DLR increase - A/E WV baseball complex .................................................. 63

PROJECT ASSIGNMENT AMENDMENT WITH KITCHELL FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE BASEBALL COMPLEX RENOVATION PROJECT AT WEST VALLEY COLLEGE

7.8 PAA Kitchell - WV Baseball complex .................................................. 65

PROJECT ASSIGNMENT AGREEMENT WITH WRNS STUDIOS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE LIBRARY RENOVATION PROJECT AT MISSION COLLEGE

7.9 PAA WRNS - A/E MC Library renovation .................................................. 68
APPROVE A CONSULTING SERVICE CONTRACT WITH CATALYST CONSULTING GROUP, INC. FOR ENGINEERING SERVICES FOR THE SECURITY, SAFETY AND MONITORING PROJECT AT MISSION AND WEST VALLEY COLLEGES

7.10 Catalyst for District-wide security plan .............................................. 70

PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF THE TEAMSTERS LOCAL 856 (SUPERVISORS UNIT) INITIAL PROPOSALS TO THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

6.2 Adoption of Teamsters Proposals to District-Reopener Negotiations ................................................................. 72

ELIMINATION OF ADMINISTRATIVE POSITION

6.3 Administrator Position Elimination .................................................... 73

FIRST READING – ADOPTING BOARD POLICY 3910 - USE OF UNMANNED AIRCRAFT SYSTEMS

7.11 1st Reading - BP 3910 Drones ............................................................... 74

Attach. 7.11 BP 3910 Use of Unmanned Aircraft Systems.APPROVED.03.17.20 .................................................... 75
WEST VALLEY-MISSION
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING
TUESDAY, FEBRUARY 18, 2020

West Valley College
14000 Fruitvale Avenue, Saratoga, CA 95070

6:00 p.m.  Public Session  Campus Center Club Room
6:01 p.m.  Closed Session  Campus Center Club Room
7:00 p.m.  Public Session  Board Room

Under ‘Presentations/Recognitions,’ the Board of Trustees will visit the Administration of Justice Department to view a demonstration of a crime scene investigation. Following the demonstration, Board members will return to the Board Room for the remainder of the meeting.

1.0  CALL TO ORDER – PUBLIC SESSION

1.1  ROLL CALL

1.2  ORAL COMMUNICATION FROM THE PUBLIC ON CLOSED SESSION AGENDA
Members of the audience may address the Board on any item listed on the Closed Session agenda. Comments will be limited to three (3) minutes per agenda item, with a total of fifteen (15) minutes of public comment on an item unless waived by the Board.

2.0  ADJOURN TO CLOSED SESSION

DIRECTION TO LABOR NEGOTIATORS (Government Code 54957.6)
Provide direction to Associate Vice Chancellor of Human Resources, Albert Moore, and Chancellor Bradley Davis, District-designated representatives, regarding negotiations with WVMFT/AFT Local 6554, WVMCEA, Teamsters, and POA; and to Chancellor Bradley Davis regarding unrepresented groups.

COMPLAINTS OR CHARGES AGAINST A DISTRICT EMPLOYEE (Government Code Section 54957): One Matter

3.0  RECONVENE PUBLIC SESSION

3.1  PLEDGE OF ALLEGIANCE

3.2  REPORT OF CLOSED SESSION ACTION (I)

3.3  APPROVAL OF THE ORDER OF THE AGENDA (A)

3.4  APPROVAL OF THE FEBRUARY 4, 2020, BOARD OF TRUSTEES MEETING MINUTES (A)

Minutes of the February 4, 2020, Board of Trustees Meeting
(Approved minutes of the December 10, 2019, Board of Trustees and Financing Corporation Meetings, and the January 21, 2020, Board of Trustees meeting are attached as Appendix B.)
3.5 PRESENTATIONS/RECOGNITIONS
Educational and Student Services Presentation:
CSI Crime Lab Demo: From Crime Scene to Crime Lab
Presenters: Jeremiah Garrido and Renee Paquier
The Board of Trustees will visit the Administration of Justice Department to view a
demonstration of a crime scene investigation. Following the demonstration, the Board
will return to the Board Room for the remainder of the meeting.

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

4.0 UNFINISHED BUSINESS- There is none.

APPROVAL OF CONSENT AGENDA ACTION ITEMS
Action items will be acted upon in one motion unless they are removed from
the Consent Agenda. Information items will not be discussed unless they are
removed from the Consent Agenda.

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

6.0 HUMAN RESOURCES – Consent Agenda

6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF
TRUSTEES
Recommendation: That the Board of Trustees approve the listed
items.
I. Appointment(s)
   Classified
   a. Ivan Rosas Ortega, Groundskeeper, WVMCEA Operations &
      Support Unit, Range 53 ($4,548.25-$5,945.67), Facilities
      Department, West Valley-Mission Community College District,
      100% of full-time, 12 months per year; effective February 24,
      2020. Position ID# DC2023. Fund 110-General Fund (0.80) and
      Fund 139-Parking Fund (0.20).
   b. Debora Randall, Office Assistant, WVMCEA Office, Business
      & Technical Services Unit, Range 50 ($4,243.92-$5,546.17),
      Student Health Services, West Valley College, 53.3% of full-time,
      11 months per year; effective February 24, 2020. Position ID#
      WC1081. Fund 138-Health Services Fund.
   Confidential
   a. Gloria Gutierrez, Executive Assistant to the Chancellor,
      Confidential Unit, Range 50 ($6,992.00-$9,237.83), Office of the
      Chancellor, West Valley-Mission Community College District,
100% of full time, 12 months per year; effective February 19, 2020. Position ID# DCF013. Fund 110-General Fund.

II. Interim Appointment(s)

Temporary Academic

6.1 Personnel Transactions

7.0 BUSINESS AND FINANCE – Consent Agenda

7.1 RATIFICATION OF VENDOR WARRANTS

Recommendation: That the Board of Trustees ratify vendor payments from October 1, 2019 through December 31, 2019; Banner warrant numbers 00322793-00323837 and 0002569-0002788** totaling $9,638,612.56.

7.2 FINANCIAL STATEMENTS AND BUDGET ADJUSTMENTS

Recommendation: That the Board of Trustees approve the financial statements and budget adjustments as specified for the period of October 1, 2019, through December 31, 2019 (Second Quarter). The summary of significant changes lists the Second Quarter’s cumulative budget transactions.

7.3 2019-20 CCFS 311 SECOND QUARTER FINANCIAL REPORT

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

7.4 APPROVE CONTRACT INCREASE WITH LEWIS AND TIBBITTS, INC.

Recommendation: That the Board of Trustees ratify Change Order 1 for an increase of $22,154.78 and Change Order 2 for an increase of $15,000 to the contract with Lewis and Tibbitts, Inc. for additional excavation and shoring due to the Geothermal Leak Investigation at Mission College.
7.5 RATIFY APPROVAL OF CONTRACT WITH GALEB PAVING, INC. FOR EMERGENCY REPAIRS TO THE GEOTHERMAL SYSTEM AT MISSION COLLEGE
Recommendation: That the Board of Trustees ratify the bid received from Galeb Paving, Inc. in the amount of $278,900 for emergency repairs to the geothermal system at Mission College.  
7.5 Galeb Paving - MC Geothermal leak

7.6 CONTRACT INCREASE TO DLR GROUP, INC. FOR MULTI-PRIME DELIVERY METHOD OF THE ATHLETIC FIELD TURF RESTORATION PROJECT AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees approve the contract increase in the amount of $270,000 with DLR Group, Inc. for multi-prime delivery method of the Athletic Field Turf Restoration project at West Valley College.  
7.6 DLR increase - WV Athletic Turf

7.7 CONTRACT INCREASE TO DLR GROUP, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE BASEBALL COMPLEX RENOVATION PROJECT AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees approve the contract increase in the amount of $1,080,500 with DLR Group, Inc. for architectural and engineering services for the Baseball Complex Renovation project at West Valley College.  
7.7 DLR increase - A/E WV baseball complex

7.8 PROJECT ASSIGNMENT AMENDMENT WITH KITCHELL FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE BASEBALL COMPLEX RENOVATION PROJECT AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees approve the Project Assignment Amendment with Kitchell for Design and Construction Management Services in the amount of $729,338 for the Baseball Complex Renovation project at West Valley College.  
7.8 PAA Kitchell - WV Baseball complex

7.9 PROJECT ASSIGNMENT AGREEMENT WITH WRNS STUDIOS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE LIBRARY RENOVATION PROJECT AT MISSION COLLEGE
Recommendation: That the Board of Trustees approve the Project Assignment Agreement in the amount of $272,000 with WRNS Studios for architectural and engineering services for the Library Renovation project at Mission College.  
7.9 PAA WRNS - A/E MC Library renovation
7.10 APPROVE A CONSULTING SERVICE CONTRACT WITH CATALYST CONSULTING GROUP, INC. FOR ENGINEERING SERVICES FOR THE SECURITY, SAFETY AND MONITORING PROJECT AT MISSION AND WEST VALLEY COLLEGES

Recommendation: That the Board of Trustees approve a consulting service contract in the amount of $148,180 with Catalyst Consulting Group, Inc. for engineering services for the Security, Safety and Monitoring project at Mission and West Valley Colleges.

7.10 Catalyst for District-wide security plan

REGULAR ORDER OF AGENDA

5.0 COLLEGE PROGRAMS AND SERVICES - There are no items.

6.0 HUMAN RESOURCES

6.2 PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF THE TEAMSTERS LOCAL 856 (SUPERVISORS UNIT) INITIAL PROPOSALS TO THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

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

6.2 Adoption of Teamsters Proposals to District-Reopener Negotiations

6.3 ELIMINATION OF ADMINISTRATIVE POSITION

Recommendation: That the Board of Trustees approve the issuance of a contract termination notice to Sean Pepin, Director, Student Development, effective August 19, 2020.

6.3 Administrator Position Elimination

7.0 BUSINESS AND FINANCE

7.11 FIRST READING – ADOPTING BOARD POLICY 3910 - USE OF UNMANNED AIRCRAFT SYSTEMS

Recommendation: That the Board of Trustees conduct a first reading of the board policy on use of Unmanned Aircraft Systems (UAS).

7.11 1st Reading - BP 3910 Drones

Attach. 7.11 BP 3910 Use of Unmanned Aircraft Systems.APPROVED.03.17.20

8.0 BOARD – There are no items.

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

9.1 STANDING COMMITTEE REPORT

• Audit and Budget Oversight Committee

9.2 TRUSTEE COMMENTS

(1) Oral
10.0 CONTINUATION OF CLOSED SESSION, IF NECESSARY

11.0 RECONVENE PUBLIC SESSION

11.1 Report of Closed Session Action

ADJOURNMENT
UNAPPROVED MINUTES OF THE FEBRUARY 4, 2020, BOARD OF TRUSTEES MEETING

ITEM 3.4
ACTION ITEM
FEBRUARY 18, 2020
PREPARED BY: BRENDA ROGERS

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 Susan Fish; Trustees Anne Kepner, Adrienne Grey (6:30 p.m.), Randi Kinman, Jack Lucas, Robert Owens, and Karl Watanabe; and Chancellor Bradley Davis.
Student Trustees: Kian Lechner (7:00 p.m.) and Evelina Gromilina (7:00 p.m.)

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

2.0 ADJOURN TO CLOSED SESSION
The Board adjourned to Closed Session at 6:02 p.m. There were two agendized items:
CONFERE NCE WITH LEGAL COUNSEL [Pursuant to Government Code § 54956.9(d)(2)]
DIRECTION TO LABOR NEGOTIATORS (Government Code 54957.6)
Provide direction to Associate Vice Chancellor of Human Resources, Albert Moore, and Chancellor Bradley Davis, District-designated representatives, regarding negotiations with WVMFT/AFT Local 6554, WVMCEA, Teamsters, and POA and to Chancellor Bradley Davis regarding unrepresented groups.

3.0 RECONVENE PUBLIC SESSION
Public Session reconvened at 7:06 p.m.

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

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

3.3 APPROVAL OF THE ORDER OF THE AGENDA.
Action Taken:
It was M/S/P 7/0/0 (Watanabe/Owens; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the order of the agenda with the following change: removal of the California Schools and Local Communities Funding Act presentation by Larry Stone, Santa Clara County Assessor. Mr. Stone asked to reschedule for a future meeting.
Student Trustees: Two yes votes.

3.4 APPROVAL OF THE MINUTES
Action Taken:
The December 10, 2019, Board minutes were M/S/P 7/0/0 (Lucas/Kepner; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None).
Student Trustees: Two yes votes.

The December 10, 2019, Financing Corporation meeting minutes were M/S/P 7/0/0 (Owens/Lucas; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None).
Student Trustees: Two yes votes.

The January 21, 2020, Board minutes were M/S/P 7/0/0 (Owens/Lucas; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None).
Student Trustees: Two yes votes.
3.6 ORAL COMMUNICATIONS FROM THE PUBLIC – There were none.

3.7 WRITTEN COMMUNICATIONS FROM THE PUBLIC – There were none.

4.0 UNFINISHED BUSINESS – There is none.

APPROVAL OF CONSENT AGENDA ACTION ITEMS

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

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

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

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

I. Interim Appointment(s)
   a. Debra Griffith, Interim Vice President, Student Services, Administrative Unit, Range 30 ($13,680.83-$17,055.66/per month), Student Services, West Valley College, 100% of full time, 12 months per year; effective February 5, 2020, through June 30, 2020. Position ID# WAD006. Fund 110-General Fund. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.

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

7.0 BUSINESS AND FINANCE – There were none.

8.0 BOARD

8.1 ADOPT RESOLUTION NO. 20020401 IN SUPPORT OF PROPOSITION 13, THE PUBLIC PRESCHOOL, K-12, AND COLLEGE HEALTH AND SAFETY BOND ACT OF 2020

A discussion was held.

Action Taken:
It was M/S/P 7/0/0 (Lucas/Kepner; Roll Call Vote: Grey - Aye, Kepner - Aye, Kinman - Aye, Lucas - Aye, Owens - Aye. Watanabe - Aye, and Fish - Aye; Nays: None) to adopt resolution 20020401 expressing the West Valley-Mission Community College District’s support of the Public Preschool, K-12 and College Health and Safety Bond Act of 2020.
Student Trustees: Two Aye votes.

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

9.1 ACADEMIC SENATE UPDATE

WVC Academic Senate President, Gretchen Ehlers, reported that February 11 would be the first meeting of the West Valley College Academic Senate. She also wanted to highlight the Books for Food Program where students can donate 10 cans of food and receive one of 178 different textbook or one of 100 calculators to use for the semester. Economics faculty Dr. Sam Liu started the program, which is now facilitated by the Library and library technician James Adams.
MC Academic Senate President Shepherd said the Academic Senate will meet next Thursday, February 13 and invited the trustees to attend. Senators have been working on subcommittees:

- The curriculum committee has completed 300 course revisions and incorporated them into Ellumen System- with exceptional work by the committee chair Carla Breidenbach, and
- The non-credit committee has developed a non-credit handbook for faculty with the intention of developing new courses and increasing offerings to students.

9.2 CLASSIFIED SENATE UPDATE
West Valley College Classified Senate President, Cheryl Massa, reported on the Annual Classified Senate retreat, which was held at Hakone Gardens on January 22, 2020. Brad Davis, Stephanie Kashima, Virginia Marquez and Albert Moore all attended at different parts of the day to contribute. The senate has two new senator candidates. Shamiran Badal shared a presentation on Guided Pathways trainings. The bylaws and constitution were reviewed to assist new senators in understanding our governing documents.

Mission College Classified Senator Dela Cruz report included the Mission College Town Hall with President Peck where they discussed professional development for staff and improving processes through inclusion and participation of staff in the process revisions. They are preparing for election of new officers and senators in March, and are moving forward on the Mission Buddies program pairing a new staff member with a seasoned one. The Classified Professional Development Day is set for April. Their next senate meeting is on February 20, 2020.

9.3 STUDENT SENATE UPDATE
Mission College Student Government President Madera discussed the ASG’s participation in the Welcome Week activities while informing new students about their student government.

Trustee Lechner reported that West Valley College Student Government is holding the student senate Club Fair on February 22 in the campus center, and the unused staff/faculty room was transformed into a new student lounge. A Valentine’s Day event will be held on February 13.

9.4 WEST VALLEY COLLEGE UPDATE
College President Kashima thanked the Board for approving Debra Griffith’s appointment as Interim Vice President of Student Services. She was in charge of the Student Ambassadors staffing the Welcome Week tables. January 24 was all College Day, and two faculty were given the Hayward Award for Excellence in Teaching. Awarded were associate faculty Alex Lehman in park management and full time faculty Paul Starks in kinesiology. Daniel Neimann received the staff Oak Tree Award and Heidi Brueckner received the faculty Oak Tree award for her Coral Reef project facilitation. Upcoming events included:

- Office of Student Equity and Success Dedication to Herlissa Hamp on February 12
- Student Services Center Ribbon Cutting on February 19
- Provost/VP Academic Affairs open forums.

9.5 MISSION COLLEGE UPDATE
College President Peck welcomed Associate Vice Chancellor of Information and Educational Technology, Daniel Borges, to district after 8 years away. The accreditation team trainings are underway, and we expect team members to start requesting appointments for the site visit.

He wanted to recognize the dedication of the classified staff and student ambassadors, and especially event coordinator Zita Melton, for a successful Welcome Week. Theresa Thompson has her students volunteering to provide tax preparation assistance through the VITA program, which is great work experience. Mission College STEM student Chi Nguyen participated in the summer internship program at UCSC and has been accepted at the National Council of Undergraduate Research at Montana State from a pool of 4000 applicants.

President Peck closed by saying they are hosting the annual Community Partner Breakfast for local high school counselors on February 13th, which was organized by Outreach Director Connor Keese.

9.6 ASSOCIATE VICE CHANCELLOR OF HUMAN RESOURCES REPORT
Human Resources will be moving back to the Administration building on Friday, 2/7/2020, and open for business on Monday, 2/10/2020. The Faculty Diversity Intern Program will have their mock interview
debriefs next week. Mr. Moore and Laura Schulkind will be co-presenting a diversity training at the ACCCA conference in Riverside.

9.7 ASSOCIATE VICE CHANCELLOR OF FINANCE AND ADMINISTRATION REPORT
Ms. Chim thanked Javier for the smooth HVAC replacement over the last weekend, and she welcomed Dan Borges back to the District.

9.8 ASSOCIATE VICE CHANCELLOR OF FACILITIES AND OPERATIONS REPORT
Mr. Castruita reported that the CCFC awarded our district two design awards, one each for the Webster Owens Facilities Operations Building and another for the remodel of the Che School of Professional Studies.

9.9 ASSOCIATE VICE CHANCELLOR OF GOVERNMENT RELATIONS AND PUBLIC COMMUNICATION REPORT
Mr. Cappello thanked the Board for their resolution in support of Proposition 13. Senator Scott Wiener’s bill, SB 50 for affordable housing was expected to pass but instead failed 18-15. Senator Jim Beale (Santa Clara County) and Senator Bob Wieckowski (East Bay) voted in favor of SB 50, while Senator Jerry Hill (San Mateo County) was against the bill. Senator Wiener won a procedural motion to reconsider so he will rework the SB 50 to meet a resubmission deadline of February 21.
CCLC is organizing a Legislative Day of Action on April 22, and both college presidents will be attending with Mr. Cappello. Trustee Kinman suggested that our district support the Clipper Fair legislation cutting student transportation costs.

9.10 ASSOCIATE VICE CHANCELLOR OF INFORMATION AND EDUCATIONAL TECHNOLOGY
Mr. Borges thanked the Board for their support. He will use the added experience he has gained after 5 years at Southwestern in San Diego and three years at Cabrillo in his work for us now that he has returned home.

9.12 CHANCELLOR’S REPORT
Chancellor Davis welcomed Dan Borges to the District. He also would be going to the CCLC Legislative Action Day in Sacramento and to Washington DC on March 29 with Mr. Cappello and the Silicon Valley Leadership Group to support California higher education.

The February 18 focused topic will be the West Valley CSI Crime Lab Demonstration by administration of justice faculty. With the redevelopment around Levi Stadium, Mission College will benefit from the parking shifting to their lots next year during games and events. He thanked Trustee Lucas for attending the grand opening of the Center for Identity, Exploration and Inclusion at West Valley on January 29.

The college is collaborating with Swenson Builders on renovating the DESP facility to house the new College of Adaptive Arts, which would provide internships for student training for special education teachers, which are in high demand and short supply in the Bay Area. Even though enrollment is down 3-4% districtwide, both colleges had a great start to a new year with the campuses full of students again.

9.9 STANDING COMMITTEE REPORT
Audit and Budget Oversight Committee Chair Bob Owens reported that ABOC would meet on February 10.

9.10 TRUSTEE COMMENTS
Trustee Jack Lucas thanked the Chancellor for acknowledging his attendance at the grand opening of the Center for Identity, Exploration and Inclusion. He asked that the Board be given a schedule of the Office of Student Equity and Success spring speaker series.

Trustee Randi Kinman attended the CCLC Trustees and Legislative Conference where she participated in a workshop on Dual Enrollment and Contract Education, exploring new areas, like community college career program courses in prisons, and identifying the local industries that could expand the contract education programs at specific colleges. One college is offering dual enrollment students credit without taking the expensive AP course tests, which addresses one equity challenge for low-income students. She also learned that community college students only receive 10% of the state’s Cal Grants and that older students are ineligible. Other topics from an affordability, food and housing workshop included:
- tiny houses on city land
- EBT cards for vending machines providing nutritious complete meals
- DSA recertifying pre-fab housing at Compton College
• rapid rehousing of young adults, which could include foster youth
Trustee Kinman was pleased to see the large student involvement at this Legislative Conference.

Trustee Adrienne Grey also attended the California Community College Trustees meeting and Community College League of California Board meeting. Items they discussed included:
• the low share of state and federal funding that community college students receive
• re-envisioning Financial Aid
• facilities deferred maintenance is underfunded statewide
• unfunded retirement liabilities
• ongoing funding for mental health services for students

Mission College Student Trustee Gromilina said their ASG supports the resolution that she and Mr. Lechner authored, which they will present to the California General Assembly. Mission’s Student Senate is working on the March in March, focusing on the team’s chosen theme of disproportionate state funding for community college students.

West Valley College Student Trustee Lechner said that Trustee Gromelina did the lion’s share of the work on the resolution. The ASG will go to Sacramento to meet with legislators about rising Bay Area housing costs outpacing the financial aid provided.

Board President Fish met with the directors and students at the Cornerstone School, which serves students with severe disabilities needing a huge support network. They will partner with the West Valley College of Adaptive Arts.

Chancellor Davis has been meeting weekly with Cornerstone representatives to address the fact that disabled older adults currently have nowhere to go for education and development. Swenson Builders will donate their time and materials to renovate the DESP portable and the renovation plans are underway. He will keep the Board informed of the progress of this project.

ADJOURNMENT

The meeting was adjourned at 9:51 p.m.
APPENDIX A
Consent Agenda Items from the February 4, 2019, Meeting.
For the full text of each item and all attachments, please see the agenda for that meeting.

5.0 COLLEGE PROGRAMS AND SERVICES – Consent Agenda

5.1 CONSIDER APPROVAL OF CURRICULUM CHANGES AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees approve the curriculum changes at West Valley College as presented.
5.1 WVC Curriculum Item 02.04.2020

5.2 CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE
Recommendation: That the Board of Trustees approve the curriculum changes at Mission College as presented.
5.2 BOT MC Curriculum 02.04.2020

5.3 PURCHASE ORDER INCREASE UPLIFT FAMILY SERVICES
Recommendation: That the Board of Trustees authorize a purchase order increase to $150,000 for training under the Title IVE Contract.
5.3 WVC Uplift Purchase Order 02.04.20

6.0 HUMAN RESOURCES – Consent Agenda

6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES
Recommendation: CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the listed items.
I. Appointment(s)
   Classified
   a. Gina Venn, Purchasing Assistant, WVMCEA Unit, Range 55 ($4,721.92-$6,185.17), Purchasing department, West Valley-Mission Community College District, 100% full-time, 12 months per year; effective February 10, 2020. Position ID# DC1015. Fund 110-General Fund.

   II. Interim Appointment(s)
   Temporary Academic
   a. Jose Manzo, temporary appointment, Spring 2020 semester, EOPS Counselor, Mission College, 100% of full time, 11 months per year, effective January 1, 2020, through June 30, 2020. Position ID# MFN007. Fund 110-General Fund (0.50) and Fund 133-State Categorical Program Fund (0.50).

6.2 TEAMSTERS LOCAL 856 (SUPERVISORS UNIT) INITIAL PROPOSALS FOR RE-OPENER NEGOTIATIONS WITH WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
6.2 Teamsters Initial Proposals to District

7.0 BUSINESS AND FINANCE – Consent Agenda

7.1 RENEWAL OF PACKET FUSION, INC.’S AGREEMENT FOR MITEL (AKA SHORETEL) TELEPHONE SUPPORT
Recommendation: That the Board of Trustees approve the Support Agreement with Packet Fusion for a three-year term at a total cost of $147,357.56 for Mitel (AKA ShoreTel) telephone support.
7.1 Packet Fusion - Mitel ShoreTel

7.2 APPROVE THE 2020/2021 NONRESIDENT TUITION RATE
Recommendation: That the Board of Trustees establish a nonresident tuition fee of $290 per credit unit and no foreign citizen capital outlay fee for fiscal year 2020/21.
7.2 Non-resident tuition
APPENDIX B

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 Anne Kepner; Trustees Susan Fish, Adrienne Grey, Randi Kinman, Jack Lucas, Robert Owens, and Karl Watanabe; and Chancellor Bradley Davis.

Student Trustees: Kian Lechner (7:00 p.m.) and Evelina Gromilina (7:00 p.m.)

1.2 Oral Communications from the Public on Closed Session Agenda

There were none.

2.0 ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 6:04 p.m. There were two agendized items:

COMPLAINTS OR CHARGES AGAINST A DISTRICT EMPLOYEE (Government Code Section 54957): One Matter

DIRECTION TO LABOR NEGOTIATORS (Government Code 54957.6)

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

3.0 RECONVENE PUBLIC SESSION

Public Session reconvened at 7:05 p.m.

3.1 PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

3.2 REPORT OF CLOSED SESSION ACTION

Board President Kepner reported that ‘the Board of Trustees has evaluated the investigator’s report related to a complaint against a District employee pursuant to Government Code 54957. The Board has done so against the appropriate legal standard, the abuse of discretion standard. Following its review, the Board does not find an abuse of discretion and therefore upholds the decision. The Board concurs with the District’s commitment to provide additional training for administrators and managers regarding interpersonal communications, supervisory skills, and preventing generalizations or conduct that could create the appearance of bias, particularly in the evaluation process. The Board therefore directs the Chancellor to take the necessary steps to ensure this additional training occurs.’

3.3 APPROVAL OF THE ORDER OF THE AGENDA.

Action Taken:

It was M/S/P 7/0/0 (Owens/Lechner; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the order of the agenda with the following change: Discussion and action on Items 8.1, Granting of Emeritus Status to Vice Chancellor Ed Maduli, and 8.2, Resolution in Recognition of Ed Maduli, will take place following approval of the minutes.

Student Trustees: Two yes votes.

3.4 ELECTION OF 2020 BOARD PRESIDENT
APPROVED MINUTES OF THE DECEMBER 10, 2019, BOARD OF TRUSTEES MEETING

Action Taken:
It was M/S/P 7/0/0 (Nomination by Grey/second by Lucas; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None.) to elect Trustee Susan Fish as Board President for 2020.
Student Trustees: Two yes votes.

At this point, newly-elected Board President Susan Fish assumed control of the meeting.

3.5 ELECTION OF 2020 BOARD VICE PRESIDENT, APPOINTMENT OF SECRETARY, AND ELECTION OF TRUSTEE REPRESENTATIVE TO THE SANTA CLARA COUNTY COMMITTEE ON SCHOOL DISTRICT ORGANIZATION.

Action Taken:
It was M/S/P 7/0/0 (Nomination by Grey/second by Fish; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None.) to elect Trustee Randi Kinman as Board Vice President for 2020.
Student Trustees: Two yes votes.

Action Taken:
It was M/S/P 7/0/0 (Owens/Kinman; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to appoint Chancellor Bradley Davis as Secretary to the Board of Trustees.
Student Trustees: Two yes votes.

Action Taken:
It was M/S/P 7/0/0 (Nomination by Kinman/second by Owens; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to elect Trustee Karl Watanabe as the Trustee Representative to the Santa Clara County Committee on School District Organization.
Student Trustees: Two yes votes.

3.6 APPROVE THE PROPOSED 2020 BOARD OF TRUSTEES MEETING SCHEDULE

Action Taken:
It was M/S/P 7/0/0 (Owens/Grey; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the 2020 Board of Trustees meeting schedule.
Student Trustees: Two yes votes.

3.7 APPROVAL OF THE MINUTES

Action Taken:
It was M/S/P 7/0/0 (Owens/Lucas; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the minutes of the November 12, 2019, meeting.
Student Trustees: Two yes votes.

8.1 GRANTING OF EMERITUS STATUS TO EDRALIN ‘ED’ MADULI, VICE CHANCELLOR OF ADMINISTRATIVE SERVICES

Action Taken:
It was M/S/P 7/0/0 (Owens/Fish; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to bestow the honorific of emeritus on Vice Chancellor of Administrative Services, Ed Maduli.
Student Trustees: Two yes votes.

8.2 RESOLUTION NO. 19121004 IN RECOGNITION OF THE EXTRAORDINARY LEADERSHIP, OUTSTANDING ACHIEVEMENTS, AND EXEMPLARY SERVICE OF VICE CHANCELLOR EDRALIN MADULI ON THE OCCASION OF HIS RETIREMENT FROM THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

Action Taken:
It was M/S/P 7/0/0 (Owens/Kinman; Roll call: Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve Resolution No. 19121004 in honor of Vice Chancellor Ed Maduli for
APPROVED MINUTES OF THE DECEMBER 10, 2019, BOARD OF TRUSTEES MEETING

his extraordinary leadership, outstanding achievements, and exemplary service to the West Valley-Mission Community College District.

Student Trustees: Two yes votes.

3.8 PRESENTATIONS/RECOGNITIONS

The Board of Trustees thanked out-going Board President Anne Kepner for her excellent service as Board President in 2018 and 2019, and presented her with a plaque in recognition of her leadership.

The Board of Trustees presented retiring Vice Chancellor Ed Maduli with a resolution in honor and recognition of his extraordinary leadership, outstanding achievements, and exemplary service to the West Valley-Mission Community College District on the occasion of his retirement. Everyone present thanked Mr. Maduli and wished him every happiness in the next stage of his life.

Educational and Student Service Presentation

Mission College STEM Spotlight

Inez Barragan and Brian Goo presented information regarding Mission College’s AANAPISI and HSI STEMLink projects.

3.9 ORAL COMMUNICATIONS FROM THE PUBLIC

West Valley College Academic Senate President Gretchen Ehlers read, distributed, and discussed a resolution passed by the Academic Senate on November 12, 2019, regarding accessibility for people with disabilities. She indicated that faculty want to do the right thing regarding instructional materials and are in need of continuous support and ongoing training with regard to the accessibility of their instructional materials. She said that the Senate looks forward to collaborating with College and District administration to implement an accessibility plan that addresses instructional materials and content.

Paulette Boudreaux and Cheryl Miller, West Valley College Curriculum Committee Co-Chairs, spoke regarding the need for accessibility in instructional content and materials, and discussed the real impact to students with disabilities of a lack of accessibility.

3.10 WRITTEN COMMUNICATIONS FROM THE PUBLIC – There were none.

APPROVAL OF CONSENT AGENDA ACTION ITEMS

Executive Assistant to the Board of Trustees indicated that the project amendment amount in Item 7.5, Project Assignment Agreement with K2A Architects, should be $68,100 rather than the amount listed.

Action Taken:

It was M/S/P 7/0/0 (Owens/Grey; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the consent agenda with the above-listed change.

Student Trustees: Two yes votes.

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

REGULAR ORDER OF AGENDA

5.0 COLLEGE PROGRAMS AND SERVICES

5.5 APPROVAL OF WEST VALLEY AND MISSION COLLEGES’ ACCREDITATION REPORTS

A discussion was held.

Action Taken:

It was M/S/P 7/0/0 (Kepner/Owens; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to certify Mission College’s and West Valley College’s Accreditation Institutional Self-Evaluation Reports.

Student Trustees: Two yes votes.

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

Per Government Code section 54953(c)(3) and prior to taking final action, the following was reported orally during the open meeting:

Temporary Assignment(s)

Valerie Jensen, temporary 7% increase for additional duties assigned, Dean, Administrative Unit, Range 25 ($12,091.92-$15,074.75/per month); effective May 13, 2019, through September 30, 2019; extended through October 16, 2019. Compensation paid in the form of fringe benefits shall be limited by the coverage selected from $11,741-$28,270 on an annual basis.

Subsequent to the report, the following action took place.

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

Student Trustees: Two yes votes.

6.3 AUTHORIZE FIVE (5) YEAR RENEWAL CONTRACT FOR THIRD PARTY ADMINISTRATOR FOR RETIREE HEALTH BENEFIT ADMINISTRATION

Action Taken:

It was M/S/P 7/0/0 (Owens/Lucas; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to authorize the administration to renew an agreement with P&A Group, in an amount not to exceed $85,000 annually for five (5) years, effective January 1, 2020.

Student Trustees: Two yes votes.

7.0 BUSINESS AND FINANCE

7.7 SECOND READING – ADOPTING BOARD POLICY 6155 FRAUD, 6335 DEBT ISSUANCE AND MANAGEMENT, AND 7400 TRAVEL

Action Taken:

It was M/S/P 7/0/0 (Lucas/Owens; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to conduct a second reading of the board policy on fraud; debt issuance and management; and travel, and adopt the policies.

Student Trustees: Two yes votes.

7.8 CONTRACT INCREASE TO SUNPOWER FOR ADDITIONAL ENERGY STORAGE AS PART OF THE SOLAR ELECTRIC GENERATING SYSTEM AT MISSION COLLEGE

Action Taken:

It was M/S/P 7/0/0 (Owens/Lucas; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the contract increase in the amount of $983,394 to SunPower Corporation for additional energy storage as part of the Solar Electric Generating System at Mission College.

Student Trustees: Two yes votes.

7.9 RESOLUTION NO. 19121001 AUTHORIZING THE DESIGNATION OF WORKERS’ COMPENSATION JOINT POWER AUTHORITY REPRESENTATIVES

Action Taken:

It was M/S/P 7/0/0 (Lucas/Owens; Roll call: Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to adopt Resolution No. 19121001 designating Northern California Community Colleges Pool Workers’ Compensation Joint Power Authority (JPA) representatives.

Student Trustees: Two yes votes.

7.10 RESOLUTION NO. 19121002 AUTHORIZING DESIGNATION OF PROPERTY AND LIABILITY JOINT POWER AUTHORITY (JPA) REPRESENTATIVES
APPROVED MINUTES OF THE DECEMBER 10, 2019, BOARD OF TRUSTEES MEETING

Action Taken:
It was M/S/P 7/0/0 (Owens/Lucas; Roll call: Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to adopt Resolution No. 19121002 designating Bay Area Community College Joint Power Authority representatives.
Student Trustees: Two yes votes.

7.11 ADOPT RESOLUTION NO. 19121003 DETERMINING THAT THE WEST VALLEY COLLEGE LEARNING RESOURCE CENTER RENOVATION PROJECT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Action Taken:
It was M/S/P 7/0/0 (Kinman/Owens; Roll call: Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to adopt Resolution No. 19121003 determining that the West Valley College Learning Resource Center (LRC) Renovation project is categorically exempt from the California Environmental Quality Act (CEQA).
Student Trustees: Two yes votes.

8.0 BOARD (Items 8.1 and 8.2 below were discussed and voted upon earlier in the meeting, following the Approval of the Minutes, but are also included here for clarity’s sake.

8.1 GRANTING OF EMERITUS STATUS TO EDRALIN ‘ED’ MADULI, VICE CHANCELLOR OF ADMINISTRATIVE SERVICES

Action Taken:
It was M/S/P 7/0/0 (Owens/Fish; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to bestow the honorific of emeritus on Vice Chancellor of Administrative Services, Ed Maduli.
Student Trustees: Two yes votes.

8.2 RESOLUTION NO. 19121004 IN RECOGNITION OF THE EXTRAORDINARY LEADERSHIP, OUTSTANDING ACHIEVEMENTS, AND EXEMPLARY SERVICE OF VICE CHANCELLOR EDRALIN MADULI ON THE OCCASION OF HIS RETIREMENT FROM THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

Action Taken:
It was M/S/P 7/0/0 (Owens/Kinman; Roll call: Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve Resolution No. 19121004 in honor of Vice Chancellor Ed Maduli for his extraordinary leadership, outstanding achievements, and exemplary service to the West Valley-Mission Community College District.
Student Trustees: Two yes votes.

8.3 REVISION OF BOARD POLICY MANUAL – CHAPTERS 3 AND 7 – SECOND READING OF POLICY MANUAL REVISIONS BASED ON UPDATES FROM THE COMMUNITY COLLEGE LEAGUE OF CALIFORNIA (CCLC) MODEL POLICY MANUAL SERVICE

Action Taken:
It was M/S/P 7/0/0 (Owens/Kepner; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the Second Reading draft of revisions to Board Policy chapters 3 and 7. These drafts reflect changes of codification and language based on District-proposed changes and CCLC Model Policy Service recommended revisions.
Student Trustees: Two yes votes.

8.4 SECOND READING AND APPROVAL OF REVISED BOARD POLICY 1200: MISSION
APPROVED MINUTES OF THE DECEMBER 10, 2019, BOARD OF TRUSTEES MEETING

Action Taken: It was M/S/P 7/0/0 (Owens/Grey; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the revised Board Policy 1200, in order to incorporate the new mission statement for Mission College. The new mission statement was approved by the Board of Trustees on September 3, 2019, and this action incorporates it into the Board Policy.

Student Trustees: Two yes votes.

INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

9.1 ACADEMIC SENATE UPDATE

WVC Academic Senate President, Gretchen Ehlers, recognized the excellent work of the faculty and classified professionals in West Valley College’s academic support centers. (The Success Center, the Math Resource Center, the Writing Center, and the World Languages/ESL Center.

She also recognized Cheryl Miller, DESP Coordinator, out-going chair of the Curriculum Committee for the last 8.5 years, for making the work of the committee truly exceptional. She welcomed Paulette Boudreaux, English faculty member, into the role.

Ms. Ehlers closed by saying how much she has appreciated the work and support of Interim President Bullock.

Aram Shepherd, MC Academic Senate President, indicated that the Mission Senate shares West Valley’s concern regarding the need for guidance on accessibility as it relates to instructional material and content. They also want to do the right thing but are a little lost regarding how to approach it.

He discussed the Vision Resource Center created by the state chancellor’s office, an online learning and collaboration platform for all CCC professionals. The resources and professional development opportunities provided will support individuals and colleges in working toward the Vision for Success goals.

9.2 CLASSIFIED SENATE UPDATE

West Valley College Classified Senate President, Cheryl Massa, congratulated Trustees Fish and Kinman on their elections as Board President and Board Vice President, respectively. She, too, is appreciative of the professional development opportunities for classified staff made possible by the Vision Resource Center. Classified staff are collaborating with faculty to implement the ‘Caring Campus,’ which will be introduced at All College Day. She invited all present to the Senate’s holiday party.

Melissa Stewart provided an update regarding the Mission College Classified Senate. The College’s Thanksgiving Potluck was outstanding, as was the wonderful Hawaiian-themed holiday party in December. She discussed the ‘Mission Buddies’ program, whereby new classified staff members will be paired with existing members as a transition into the institution.

9.3 STUDENT SENATE UPDATE

Mission College Student Government President Reymundo Madera indicated that there was no report because the Senate had not met since the previous Board meeting.

Student Trustee Kian Lechner provided the West Valley College update. He thanked the library for providing extended hours, which is very helpful for students. He noted that the Senate has held its last meeting of the semester and is planning a workshop in January.

9.4 WEST VALLEY COLLEGE UPDATE

Charlie Bullock, interim College President, thanked the District Police Department and Chief Rolen for their excellent handling of a recent incident on campus. He discussed the College’s plans to make sure students are ready for finals, including the preparation of 1,000 snack bags to help keep energy up. He thanked the Board for its action on the ISER.

9.5 MISSION COLLEGE UPDATE
APPROVED MINUTES OF THE DECEMBER 10, 2019, BOARD OF TRUSTEES MEETING

Daniel Peck, College President, thanked Leandra Martin for being an excellent ambassador for the College at the state level. He thanked Liz Pelayo for organizing the recent Second Harvest Foodbank event, and thanked Chancellor Davis and Trustee Watanabe for volunteering. He noted that the College had its best turnout ever for this year’s excellent Kwanzaa event.

President Peck closed by congratulating Board President Fish and Vice President Kinman, and by thanking WVC Interim President Bullock for the collaboration and camaraderie.

9.6 ASSOCIATE VICE CHANCELLOR OF HUMAN RESOURCES REPORT

Associate Vice Chancellor Albert Moore congratulated Board President Fish and Vice President Kinman. He thanked the Board for its earlier actions on personnel matters. He discussed the recent retreat held as part of the Faculty Diversity Internship Program. Mr. Moore noted that the HR department will temporarily relocate to the North Walk portables while minor building upgrades take place and plans to be back in place in late January.

9.7 VICE CHANCELLOR’S REPORT

Vice Chancellor Ed Maduli thanked the Board for the privilege of working for the West Valley-Mission Community College District. Thanks to a dedicated, supportive Board and great administration, he leaves with the District in excellent fiscal shape. He expressed his appreciation for the opportunities provided him here.

9.8 CHANCELLOR’S REPORT

Chancellor Bradley Davis thanked Vice Chancellor Maduli for his outstanding service and leadership at the District and his legendary status in the state. He thanked Anne Kepner for leading the Board so ably over the past two years. Chancellor Davis thanked all faculty, staff, and students for their excellent work in 2019 and said he looks forward to an even more outstanding 2020.

9.9 STANDING COMMITTEE REPORT

Audit and Budget Oversight Committee – There was no report.

9.10 TRUSTEE COMMENTS

Trustee Jack Lucas reported that he had attended an informal meeting with Than Do, Tracey Ward, Mario Flores, and Melissa Stewart, four members of the Mission College Classified Senate. He expressed his thanks for their invitation to join them for a ‘meet and greet’ prior to the Chancellor’s Holiday Social.

West Valley College Student Trustee Kian Lechner thanked Chief of Police Chris Rolen for meeting with him regarding campus safety. Students appreciate knowing that campus safety is taken seriously and any incidents are handled quickly and efficiently.

Trustee Anne Kepner thanked outgoing Vice Chancellor Maduli for his outstanding service to the District. She wished everyone a happy holiday break.

Trustee Adrienne Grey said that the meeting notes of the CCCT meeting are available online. She noted that the recent League conference was fascinating. A very ‘real’ panel discussion regarding homelessness on campuses took place. Pam Luster is leading a task force on the issue.

Trustee Randi Kinman thanked Vice Chancellor Maduli for helping her read and understand budget documents. She said she also went to the excellent League conference where there was a wide-ranging number of topics discussed, including ever-changing student demographics, how to handle a rogue student trustee, bounty hunters on campus, and student housing.

Mission College Student Trustee Evelina Gromilina thanked Vice Chancellor Maduli for helping her understand the District’s budget. She noted that the ASG is putting together goals for adoption in January.

ADJOURNMENT
The meeting was adjourned at 9:25 p.m. (The annual Financing Corporation meeting began immediately following.)
APPENDIX A

Consent Agenda Items from the December 10, 2019, Meeting.

For the full text of each item and all attachments, please see the agenda for that meeting.

5.0 COLLEGE PROGRAMS AND SERVICES – Consent Agenda

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

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

5.3 APPROVAL OF MISSION COLLEGE DENMARK STUDY ABROAD TRIP
Recommendation: That the Board of Trustees authorize the approval of the Denmark Study Abroad Trip in the amount of up to $18,000 for the 10 students, one faculty, and one administrator traveling to Holstebro, Denmark in Spring 2020.

5.4 AGREEMENT BETWEEN WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT AND NEXTFLEX® TO ENTER INTO CONTRACT FOR ONE YEAR
Recommendation: That the Governing Board accept the $96,000 Agreement covering the fall 2020 and spring 2021 semesters to run ten iterations of FlexFactor®, a program that brings at least 200 to 300 high school students (minimum 20 students per iteration) to Mission College for a project-based learning experience that introduces the students to the college and its STEM and STEM-related programs.

6.0 HUMAN RESOURCES – Consent Agenda

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

I. Appointment(s)

Supervisors

a. Ogla Nova, Supervisor, Library Technical & Public Services, Supervisors Unit, Range 28 ($7,636.83-$10,235.67), Library Department, Mission College, 100% full-time, 12 months per year; effective January 7, 2020. Fund 110000-General Fund.

II. Interim Appointment(s)

Temporary Academic


III. Temporary Assignments

Classified

a. Analiza Dasalla, temporary increase for additional duties assigned, Program Specialist, WVMCEA Unit, Range 64 ($5,737.17-$7,550.00), Business/Communications, Mission College, 100% of full time, 12 months per year; effective December 1, 2018 through June 30, 2019 extend through June 30, 2020. Fund 591-Community Ed Fund.

7.0 BUSINESS AND FINANCE – Consent Agenda

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

7.2 KIS PROFESSIONAL SERVICES AGREEMENT TO SUPPORT ADMINISTRATIVE VIRTUAL DESKTOP INFRASTRUCTURE
Recommendation: That the Board of Trustees approve a Professional Services Agreement with Keep It Simple (KIS) to support administrative virtual desktop infrastructure for FY 2019-2020 in the amount of $102,870.
APPROVED MINUTES OF THE DECEMBER 10, 2019, BOARD OF TRUSTEES MEETING

7.3 PROJECT ASSIGNMENT AGREEMENT WITH ANDERSON BRULE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE SWING SPACE PROJECT AT MISSION COLLEGE
Recommendation: That the Board of Trustees approve the Project Assignment Agreement in the amount of $220,000 with Anderson Brule Architects for architectural and engineering services for the Swing Space project at Mission College.

7.4 PROJECT ASSIGNMENT AGREEMENT WITH K2A ARCHITECTURE FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE ELECTRIC VEHICLE CHARGING STATIONS PROJECT AT MISSION AND WEST VALLEY COLLEGES
Recommendation: That the Board of Trustees approve the Project Assignment Agreement in the amount of $268,478 with K2A Architecture for architectural and engineering services for the Electric Vehicle Charging Stations project at Mission and West Valley Colleges.

7.5 PROJECT ASSIGNMENT AMENDMENT WITH tBP ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE FRONT ENTRY LANDSCAPING PROJECT AT WEST VALLEY COLLEGE
Recommendation: That the Board of Trustees approve the Project Assignment Amendment in the amount of $116,600 $68,100 with tBP Architects for architectural and engineering services for the Front Entry Landscaping project at West Valley College.

7.6 RATIFY APPROVAL OF CONTRACT WITH ESI FOR EMERGENCY REPAIRS TO THE GEOTHERMAL SYSTEM AT MISSION COLLEGE
Recommendation: That the Board of Trustees ratify the bid received from Environmental Systems, Inc. in the amount of $96,000 for the emergency repairs to the geothermal system at Mission College.
1.0 CALL TO ORDER
The December 10, 2019, meeting of the West Valley-Mission Community College District Financing Corporation was called to order at 9:35 p.m. by President Anne Kepner.

1.1 ROLL CALL
Present: Trustees Susan Fish, Adrienne Grey, Anne Kepner, Randi Kinman, Jack Lucas, Bob Owens, and Karl Watanabe; and Chancellor Bradley Davis.

1.2 APPROVAL OF ORDER OF AGENDA
ACTION TAKEN:
It was M/S/P 7/0/0 (Grey/Owens) to approve the order of agenda as presented.

2.0 REGULAR ORDER OF THE AGENDA

2.1 APPOINTMENT OF NEW OFFICERS
ACTION TAKEN:
It was M/S/P 7/0/0 (Owens/Grey) to appoint Susan Fish (the current Board President) as the President of the Corporation, Randi Kinman (the current Board Vice President) as Vice President of the Corporation, and Chancellor Bradley Davis (the current Board Secretary) as Secretary/Treasurer of the Corporation.

2.2 PUBLIC COMMENTS
There were none.

2.3 OTHER BUSINESS
There was none.

ADJOURNMENT
The meeting adjourned at 9:36 p.m.
1.0 CALL TO ORDER - PUBLIC SESSION
Public session was called to order at 6:05 p.m.

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

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

2.0 ADJOURN TO CLOSED SESSION
The Board adjourned to Closed Session at 6:05 p.m. There were two agendized items:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957): Title: Chancellor
DIRECTION TO LABOR NEGOTIATORS (Government Code 54957.6)
Provide direction to Associate Vice Chancellor of Human Resources, Albert Moore, and Chancellor Bradley Davis, District-designated representatives, regarding negotiations with WVMFT/AFT Local 6554, WVMCEA, Teamsters, and POA and to Chancellor Bradley Davis regarding unrepresented groups.

3.0 RECONVENE PUBLIC SESSION
Public Session reconvened at 7:15 p.m.

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

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

3.3 APPROVAL OF THE ORDER OF THE AGENDA.
Action Taken:
It was M/S/P 7/0/0 (Owens/Lucas; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the order of the agenda with the following change: approval of the minutes for the December 10, 2019 Board meeting will be postponed due to staff illness until the February 4, 2020, meeting.
Student Trustees: Two yes votes.

3.4 APPROVAL OF THE MINUTES
The minutes of the December 10, 2019, Board of Trustees and Financing Corporation will be approved at the February 4, 2020, Board meeting.

3.5 PRESENTATIONS/RECOGNITIONS
Educational and Student Services Presentation: Census 2020
Mr. Ray Mueller from the Census Bureau presented a timeline for the start of the 2020 Census, which begins on April 1, 2020, with letters mailed to residents of the state notifying people of the many options for census participation. They will have an online version this time for residents to complete for each household. The census will be available in 59 different languages, with the online version in English and Spanish. It is important to count all residents because population guides revenue allocation from the state for items like Pell grants, road repair, hospitals, etc. He asked that we notify our students that they are hiring census takers, with the wage for our area being $30 per hour. He also asked the Board to consider passing a resolution in
APPROVED MINUTES OF THE JANUARY 21, 2020, BOARD OF TRUSTEES MEETING

support of the 2020 Census.

3.6 ORAL COMMUNICATIONS FROM THE PUBLIC
Jeanine Flores, Mission College Graphic Design faculty member, introduced her students and reported on a recent Silicon Valley Business Journal graphic design competition “Big Add Challenge”, where her students swept all the awards, including “Best Overall.” Other competing schools included San Jose State University, and Evergreen Valley College. The Mission College program will receive $25,000 in free advertising in the Journal. This is the third year they have competed and won “Best Overall.”

3.8 WRITTEN COMMUNICATIONS FROM THE PUBLIC – There were none.

4.0 UNFINISHED BUSINESS – There is none.

APPROVAL OF CONSENT AGENDA ACTION ITEMS
Action Taken:
It was M/S/P 7/0/0 (Owens/Kinman; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to approve the consent agenda.
Student Trustee: Two yes votes.
Consent Agenda Items are attached to these minutes as Appendix A.

REGULAR ORDER OF AGENDA

5.0 COLLEGE PROGRAMS AND SERVICES – There are no items

6.0 HUMAN RESOURCES

6.2 ACADEMIC ADMINISTRATIVE APPOINTMENT – PRESIDENT OF WEST VALLEY COLLEGE
Recommendation: that the Board of Trustee Appoint Ms. Stephanie Kashima as President of West Valley College and approve the Agreement of Employment, 100% of full time, 12 months per year; effective January 21, 2020. Then monthly salary for this position is $243,175.00. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis. The President shall be provided a monthly transportation allowance of $500.
Action Taken:
It was M/S/P 7/0/0 (Kepner/Lechner); Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to authorize the appointment of Ms. Stephanie Kashima as the President of West Valley College.
Student Trustee: Two yes votes.

6.3 CLASSIFIED ADMINISTRATIVE APPOINTMENT - ASSOCIATE VICE CHANCELLOR, INFORMATION & EDUCATIONAL TECHNOLOGY
Recommendation: That the Board of Trustees appoint Mr. Daniel Borges as Associate Vice Chancellor, Information & Educational Technology and approve the Agreement of Employment, 100% of full time, 12 months per year; effective February 3, 2020. The monthly salary for this position is $21,066.08. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-28,270 on an annual basis. The Associate Vice Chancellor shall be provided a monthly transportation allowance of $500.
Action Taken:
It was M/S/P 7/0/0 (Owens/Grey; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to authorize the appointment of Mr. Daniel Borges as the Associate Vice Chancellor of Information and Educational Technology.
Student Trustee: Two yes votes.

6.4 CLASSIFIED ADMINISTRATIVE APPOINTMENT – ASSOCIATE VICE CHANCELLOR, GOVERNMENT RELATIONS AND PUBLIC COMMUNICATION
Recommendation: That the Board of Trustees appoint Mr. Emmanuele Cappello as Associate Vice Chancellor,
APPROVED MINUTES OF THE JANUARY 21, 2020, BOARD OF TRUSTEES MEETING

Government Relations and Public Communications and approve the Agreement of Employment, 100% of full time, 12 months per year; effective February 3, 2020. The monthly salary for this position is $21,066.08. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-28,270 on an annual basis. The Associate Vice Chancellor shall be provided a monthly transportation allowance of $500.

Action Taken:
It was M/S/P 7/0/0 (Lechner/Owens; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to authorize the appointment of Mr. Emmanuele Cappello as the Associate Vice Chancellor of Government Relations and Public Communications.

Student Trustee: Two yes votes.

6.5 CLASSIFIED ADMINISTRATIVE APPOINTMENT – ASSOCIATE VICE CHANCELLOR, FINANCE & ADMINISTRATION

Recommendation: That the Board of Trustees appoint Ms. Ngoc Chim as Associate Vice Chancellor, Finance & Administration and approve the Agreement of Employment, 100% of full time, 12 months per year; effective February 3, 2020. The monthly salary for this position is $21,066.08. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-28,270 on an annual basis. The Associate Vice Chancellor shall be provided a monthly transportation allowance of $500.

Action Taken:
It was M/S/P 7/0/0 (Grey/Owens; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to authorize the appointment of Ms. Ngoc Chim as the Associate Vice Chancellor of Finance & Administration.

Student Trustee: Two yes votes.

7.0 BUSINESS AND FINANCE

7.11 ADOPT RESOLUTION NO. 20012101 DETERMINING THAT THE WEST VALLEY COLLEGE VISUAL ARTS BUILDING REPLACEMENT PROJECT IS CATEGORICALLY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Action Taken:
It was M/S/P 7/0/0 (Owens/Lucas; Passed via roll call vote; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to adopt Resolution No. 20012101approving the West Valley College Visual Arts Building Replacement Project as categorically exempt from the California Environmental Quality Act.

Student Trustee: Two yes votes.

8.0 BOARD

8.1 BOARD OF TRUSTEES NOMINATION OF A TRUSTEE TO RUN FOR MEMBERSHIP ON THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD WITHIN THE COMMUNITY COLLEGE LEAGUE OD CALIFORNIA (CCLC)
It was M/S/P 7/0/0 (Lucas/Owens; Ayes: Fish, Grey, Kepner, Kinman, Lucas, Owens, Watanabe; Nays: None) to nominate Trustee Adrienne Grey to run for membership on the CCCT within the CCLC.

Student Trustee: Two yes votes.

9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION

9.1 ACADEMIC SENATE UPDATE

WVC Academic Senate President, Gretchen Ehlers, congratulated Manny Cappello, Dan Borges and Ngoc Chim on their new appointments as Associate Vice Chancellors. She also congratulated Stephanie Kashima on her appointment as President of West Valley College, having worked with her on numerous projects and serving as mentor when Gretchen first became Academic Senate President.
APPROVED MINUTES OF THE JANUARY 21, 2020, BOARD OF TRUSTEES MEETING

West Valley is working on Pillars 2 & 3 focusing on “Enter the Path” and “Stay on the Path.” In December, a 10-session series was launched with a focus on the student experience. Dean Mae Conroy, Counselor Michael Byers and Classified Staff/Faculty Intern Shamiran Badal facilitated these. On January 22 and 23, Guided Pathways Coordinator, Rebecca Wong, and Dean of Science and Math, Laura Hyatt, will provide all day workshops for department chairs and counselors to create complete program maps for the students to follow.

Aram Shepherd, MC Academic Senate President, said the faculty were gearing up for implementing Guided Pathways trainings and will hold the first Senate meeting on February 6, 2020. They are preparing for the upcoming Accreditation visit in March and are creating the curriculum and student learning outcomes handbooks.

9.2 CLASSIFIED SENATE UPDATE

Albert Moore said that West Valley College Classified Senate will hold their annual retreat at Hakone Gardens tomorrow where both he and Brad will be guest speakers.

Krystal Dela Cruz reported that the Mission College Classified Senate held the “Deck the Doors” holiday decorating contest prior to winter break, with the Office of Instruction cat-themed door winning for the funniest and the office of career programs taking the prize for the most creative with a small world theme.

Mission College Classified Senate is holding meet and greet events for individual Board of Trustees and today met with Trustee Kinman so they can get to know the board members. President Peck and the vice presidents will have an upcoming town hall in February. The Senate is also working on a professional development calendar of events for spring 2020.

9.3 STUDENT SENATE UPDATE

Student Trustee Gromilina reported that Mission College Student Government had its Senate retreat and determined topics for their advocacy. They chose five main goals: 1) student worker wage increase, 2) open gym memberships, 3) sanitary products in the bathrooms for students, 4) free textbooks, and 5) diverse hours for the Health Center to serve day and evening students. They are reorganizing the food bank space in the Campus Center, and on April 15, Santa Clara Public Health will present on adverse childhood experience resiliency.

Student Trustee Lechner reported that West Valley College ASG was holding its annual student training days and the student senate had an open position on the executive board to fill. He congratulated all the new Associate Vice Chancellors and President Kashima on their new appointments.

9.4 WEST VALLEY COLLEGE UPDATE

President Kashima reported on the following activities at West Valley College:

- Holding a program mapping Guided Pathways, Pillar 1 workshop for faculty, giving our students more options for their pathways.
- All College Day will be this Friday, where Brad Phillips will present on the “Caring Campus” with small actions reaping large rewards on making the students feel more welcome.
- The Herlissa Hamp Student Equity Office will be dedicated on February 11, 2020.
- The new Student Services Center ribbon cutting and grand opening will be held February 19 at 4:00 p.m.

9.5 MISSION COLLEGE UPDATE

President Peck said that Mission College is:

- Submitting the final ISER accreditation report to ACCJC and are preparing for the site visit in March.
- Destination Registration was held last week in the evening with great response.
- Initiated a calling campaign to decrease the drop for non-payment rate by personally notifying the student of payment options.
- President Peck gave kudos to the student government for effective goal setting at their retreat.
- UCLA has recognized Mission as another member of their Transfer Alliance Program (TAP) honors program, coordinated by Yolanda Coleman.
9.6 ASSOCIATE VICE CHANCELLOR OF HUMAN RESOURCES REPORT
Mr. Moore welcomed Manny, Ngoc, Brenda and Stephanie into their new roles in College and District leadership. He is looking forward to presenting at the Classified Senate Retreat tomorrow.

9.7 ASSOCIATE VICE CHANCELLOR OF FINANCE AND ADMINISTRATION REPORT
Ms. Chim attended the State Budget meeting and will be giving the Board a Budget workshop at the February 4, 2020, meeting.

9.8 ASSOCIATE VICE CHANCELLOR OF FACILITIES DEVELOPMENT AND OPERATIONS
Mr. Castruita reported that on January 15, CBOC held their first meeting of the year and held elections with the following results:

- Shirley Cantu is the new President
- Brigit Espinosa is the new Vice President
- Christina Booth will continue as the CBOC Secretary.

The audit has been completed with no findings. He presented the CBOC Facilities Construction Program reports to the Board, which included the following:

- Measure C – Project Priority List and PPL re-base
- Measure C – Financial Reports Expenses by Phase for both West Valley and Mission Colleges.
- Measure W – Financial Reports Expenses by Phase for both West Valley and Mission Colleges.

9.9 CHANCELLOR’S REPORT
Chancellor Bradley Davis thanked everyone who contributed to the successful Board meeting, and those who contributed to putting the meeting agenda together. He congratulated Brenda Rogers on her appointment as Executive Assistant to the Board of Trustees and Chancellor, and Kevin Holland on his selection as the new President of WVMCEA.

Chancellor Davis closed by sharing his congratulations to Albert Moore, who will be retiring in May after 25 years of service to the District.

9.10 STANDING COMMITTEE REPORT
Audit and Budget Oversight Committee Chair Bob Owens reported that ABOC had not met since the last meeting and had nothing to report.

9.10 TRUSTEE COMMENTS
Trustee Jack Lucas commented that he had attended the West Valley College Classified Senate winter reception. He also enjoyed a tour with Veteran’s Specialist Melissa Ceresa of the newly expanded Veteran’s Resource Center at West Valley.

He announced that Silicon Valley Reads 2020 meets at DeAnza College for the kick-off event on January 23, 2020, and in recognition of the 100 anniversary of women’s suffrage, selected a theme for the year of ‘Women Making It Happen.’ He distributed their calendar of events for 2020.

Trustee Karl Watanabe attended the athlete bonding event with dodge ball and volleyball games. He is looking forward to playing in the men’s tennis team tournament next week. He reported that the women’s basketball team had three home games, at which they had three ACL injuries, leaving the team with only three active players. They recruited three more players and won 112-53 last week.

West Valley College Student Trustee Kian Lechner said he agrees that the student wage needs addressing to match at least the minimum wage. He also thanked Albert Moore for being the friendly face at each Board meeting to him as a new Student Trustee when he first started.

Trustee Randi Kinman suggested that the colleges place posters listing resources for women assault victims in the restrooms on both campuses. She reported that the Policy AdHoc committee reviewed and revised many of our board policies this year. She would like to collaborate with the San Jose - Evergreen CCD Board in outreach efforts to reverse the stigma of community colleges being seen as inferior to UCs and CSUs.
Trustee Adrienne Grey thanked the Board for its support in nominating her to the CCCT Board. This will be her last term.

ADJOURNMENT

The meeting was adjourned at 8:40 p.m.
APPROVED MINUTES OF THE JANUARY 21, 2020, BOARD OF TRUSTEES MEETING

APPENDIX A

Consent Agenda Items from the January 21, 2020, Meeting.

For the full text of each item and all attachments, please see the agenda for that meeting.

5.0 COLLEGE PROGRAMS AND SERVICES – Consent Agenda

5.1 APPROVAL OF MISSION COLLEGE ASSOCIATED STUDENT GOVERNMENT MEMBERS TO ATTEND AMERICAN STUDENT ASSOCIATION OF COMMUNITY COLLEGES NATIONAL STUDENT ADVISORY CONFERENCE

Recommendation: That the Board of Trustees approve four (4) student leaders and one (1) Associated Student Government (ASG) advisor to attend the American Student Association of Community Colleges (ASACC) National Student Advisory Conference in Washington, D.C. from March 14-18, 2020.

5.2 PEARSON VUE OPEN PURCHASE ORDER INCREASE

Recommendation: That the Board of Trustees approve the increase of an open purchase order #P2000583 to Pearson Vue from $80,000.00 to $200,000.00 on behalf of the Health Workforce Initiative (HWI) Northern Regional Testing Center (NRTC).

5.3 SELECTION OF A REPRESENTATIVE FROM WEST VALLEY COLLEGE TO SIT ON THE SOUTH BAY CONSORTIA FOR ADULT EDUCATION STEERING COMMITTEE

Recommendation: In accordance with the Adult Education Block Grant, it is the recommendation of the Chancellor that the Board of Trustees appoint Brad Weisberg from West Valley College as the representative to the Steering Committee of the South Bay Consortia for Adult Education (SBCAE) and Mae Conroy as alternate to that same committee.

5.4 AGREEMENT BETWEEN WEST VALLEY COLLEGE AND THE BAY AREA COMMUNITY COLLEGE CONSORTIUM TO ENTER INTO A CONTRACT FOR STRONG WORKFORCE FUNDING, YEAR THREE

It is recommended that the Board of Trustees accept the $896,395.00 Strong Workforce Program subgrant and authorize the Vice Chancellor of Administrative Services for the West Valley Mission Community College District to execute and make all necessary arrangements in relation to this grant agreement and any future amendments and augmentations on behalf of the College.

6.0 HUMAN RESOURCES – Consent Agenda

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

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

Appointment(s)

Academic

a. Amanda Kight, Instructor, Health Occupations/LVNRN Nursing, Mission College, 100% of full time, 11 months per year; effective January 24, 2020.

Classified

b. Jorge Murillo, Program Analyst, WVMCEA Unit, Range 67 ($6,126.17-$8,074.42), HSI-STEM, Mission College, 100% full-time, 12 months per year; effective February 3, 2020.

c. Ngoc-Tu Trinh, Office Coordinator, WVMCEA Unit, Range 59 ($5,149.08-$6,751.25), Child Development Center, Mission College, 100% full-time, 12 months per year; effective January 27, 2020.

d. Melissa Delos Reyes, Senior Student Records Advisor, WVMCEA Unit, Range 61 ($5,366.83-$7,057.00), Admissions & Records, Mission College, 100% full-time, 12 months per year; effective January 22, 2020.

e. Amanda Corcoran, Program Specialist, WVMCEA Unit, Range 64 ($5,737.17-$7,550.00), EOPS/CARE, Mission College, 100% full-time, 12 months per year; effective January 27, 2020.

f. Rosa Huynh, Administrative Specialist, WVMCEA Unit, Range 69 ($6,400.42-$8,454.17), Facilities Department, West Valley-Mission Community College District, 100% full-time, 12 months per year; effective January 27, 2020.

Confidential
APPROVED MINUTES OF THE JANUARY 21, 2020, BOARD OF TRUSTEES MEETING

g. Brenda Rogers, Executive Assistant to the Board/Chancellor, Confidential Unit, Range 54 ($7,647.33-$10,115.33), Office of the Chancellor, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective February 19, 2020.

Recall from 39-Month Re-employment List

a. Duy Nguyen, Program Assistant, WVMCEA Unit, Range 57 ($4,930.25-$6,467.67), VALOR Center, Mission College, 100% of full time, 12 months per year; effective January 22, 2020.

Administrative Re-assignment

a. Brad Weisberg, from Dean, Administrative Unit, Range 25 ($12,091.91-$15,074.75), Career Programs & Workforce Development, West Valley College, 100% of full time, 12 months per year; to Program Director II—Student Programs, Administrative Unit, Range 21 ($10,954.66-$13,656.91), Student Services, West Valley College, 100% of full time, 12 months per year.

7.0 BUSINESS AND FINANCE – Consent Agenda

7.1 SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO STATUS
Recommendation: That the Board of Trustees review the Santa Clara County Treasury Investment Portfolio Status.

7.2 INCREASE IN BID THRESHOLD
Recommendation: That the Board of Trustees review the annual adjustment of the bid threshold, per Public Contract Code Section 20651(d). Effective January 1, 2020, only those items exceeding $95,200 will necessitate a bidding process.

7.3 BUDGET CALENDAR
Recommendation: That the Board of Trustees review and adopt the 2020 budget calendar.

7.4 ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES UNDER GASB 74/75 CERBT STRATEGY 3
Recommendation: That the Board of Trustees accept the Actuarial Study of Retiree Health Liabilities under GASB 74/75.

7.5 RATIFY ELLUCIAN BANNER CORE SOFTWARE FOR FISCAL YEAR 2019/20
Recommendation: That the Board of Trustees ratify the amount for the Ellucian Banner Core Software for 2019-20 in the amount of $291,488.

7.6 TECHNICAL CONSULTING SERVICES FOR ELLUCIAN BANNER
Recommendation: That the Board of Trustees approve a contract with Strata Information Group (SIG) for technical consulting services for Ellucian Banner for an amount not to exceed $153,500, effective January 1, 2020 through June 30, 2020.

7.7 INTERIM CIO SERVICES FOR INFORMATION SYSTEMS
Recommendation: That the Board of Trustees approve a contract with Strata Information Group (SIG) for Interim Chief Information Officer (CIO) services from January 1, 2020, through February 2, 2020, and for transition services from February 3, 2020, through March 31, 2020, with an amount not to exceed $60,300.

7.8 APPROVE CONTRACT INCREASE WITH ABLE CONSTRUCTION GROUP, INC.
Recommendation: That the Board of Trustees ratify Change Order 3 for an increase of $35,400.28 to the contract with Able Construction Group, Inc. for additional excavation and shoring due to the Geothermal Leak Investigation at Mission College.

7.9 RATIFY APPROVAL OF CONTRACT WITH LEWIS AND TIBBITTS, INC. FOR EMERGENCY REPAIRS TO THE GEOTHERMAL SYSTEM AT MISSION COLLEGE
Recommendation: That the Board of Trustees ratify the bid received from Lewis and Tibbitts, Inc. in the amount of $125,000 for the emergency repairs to the geothermal system at Mission College.

7.10 PROJECT ASSIGNMENT AGREEMENT WITH K2A ARCHITECTURE FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE ELECTRIC VEHICLE CHARGING STATIONS PROJECT AT MISSION AND WEST VALLEY COLLEGES
Recommendation: That the Board of Trustees approve the Project Assignment Agreement in the amount of $536,956 with K2A Architecture for architectural and engineering services for the Electric Vehicle Charging Stations project at Mission and West Valley Colleges.
ITEM 6.1
FEBRUARY 18, 2020
ACTION ITEM
CONSENT AGENDA

PREPARED BY: SEAN MCGOWAN
REVIEWED BY: ALBERT M. MOORE
APPROVED BY: BRADLEY DAVIS

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

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

I. Appointment(s)

   Classified
   a. Ivan Rosas Ortega, Groundskeeper, WVMCEA Operations & Support Unit, Range 53 ($4,548.25-$5,945.67), Facilities Department, West Valley-Mission Community College District, 100% of full-time, 12 months per year; effective February 24, 2020. Position ID# DC2023. Fund 110-General Fund (0.80) and Fund 139-Parking Fund (0.20).
   b. Debora Randall, Office Assistant, WVMCEA Office, Business & Technical Services Unit, Range 50 ($4,243.92-$5,546.17), Student Health Services, West Valley College, 53.3% of full-time, 11 months per year; effective February 24, 2020. Position ID# WC1081. Fund 138-Health Services Fund.

   Confidential
   g. Gloria Gutierrez, Executive Assistant to the Chancellor, Confidential Unit, Range 50 ($6,992.00-$9,237.83), Office of the Chancellor, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective February 19, 2020. Position ID# DCF013. Fund 110-General Fund.

II. Interim Appointment(s)

   Temporary Academic
ITEM 7.1
FEBRUARY 18, 2020
ACTION ITEM
CONSENT AGENDA

PREPARED BY: KAY VAN KIRK
REVIEWED BY: NGOC CHIM
APPROVED BY: BRADLEY DAVIS

SUBJECT: RATIFICATION OF VENDOR WARRANTS

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees ratify vendor payments from October 1, 2019, through December 31, 2019; Banner warrant numbers 00322793-00323837 and 0002569-0002788** totaling $9,638,612.56.

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

Funding Source/Fiscal Impact
N/A

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

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

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

Follow-up/Outcome
No further action is required.
SUBJECT:  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, 2019, through December 31, 2019 (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 2019-20. Other budget adjustments are recommended to realign the budget with anticipated or actual expenditures or to make adjustments resulting from changes in revenue.

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

Background/Alternatives
A summary of all funds is presented on the following pages. It should be noted that the Adopted Budget includes current year allocations that were approved by the Board of Trustees on September 3, 2019. The Actual balances reported as of December 31, 2019, do not include any outstanding encumbrances.

Fund 110 - Unrestricted General Fund
The attached schedules indicate an increase of $5,022,715 in revenues and $2,900,623 in expenditures. The difference between the revenues and expenditures equates to $2,122,092 which will increase the fund balance. These changes are primarily due to the following:

Revenues
- $5,021,895 increase due to additional Residual Property Tax.
- $820 increase for WVC Instructional Materials Fees – Intercollegiate Athletics.

Expenditures
- $2,493,165 increase in budget for the refinancing of the Lease Revenue Bonds.
- $188,140 increase in budget for Faculty Travel and Conference.
- $115,628 increase in budget for Human Resources to support the cost of hourly employees and overtime.
- $102,870 increase for Professional Services Agreement with Keep It Simple (KIS) for VMware implementation.
- $820 budget was setup to offset the revenues from above.

Fund 12x & 13x – Restricted General Fund (Grants)
The attached schedules indicates an increase of $158,309 in revenues and expenditures. These changes are primarily due to the following:

Revenues
- $81,057 increase for MC 4th quarter lottery apportionment adjustments.
- $61,377 increase for MC Health Workforce Initiative.
- $15,000 increase for MC Silicon Valley Engineering Tech Pathways (SVETP) Extension.
- $875 increase for MC Federal Student Aid Administration.

Expenditures
- Offsetting expenditures for revenues listed above.
Fund 138 – Health Services Fund
The attached schedules indicate an increase in revenues and expenditures of $7,884 for WVC Medi-Cal Administrative Activities (MAA) Program.

Fund 292 – Lease Revenue Bonds Debt Service Fund
The attached schedules indicate a decrease of $55,052 in revenue. The decrease is a result of eliminating the transfer in from the Campus Center. The District refinanced a portion of the Lease Revenue Bonds in December; therefore, the Campus Center is no longer required to contribute to the debt payment.

Fund 330 – Child Development Fund
The attached schedules indicate an increase in revenues and expenditures of $10,400 for the WVC Child Development Consortium Program.

Fund 410 – Capital Projects Fund
The attached schedules indicate an increase of $1,644,798 in revenues and $586,866 in expenditures. The difference between the revenues and expenditures equates to $1,057,932 which will increase the fund balance. These changes are primarily due to the following:

Revenues
- $1,205,000 increase in RDA Pass Through.
- $273,574 increase for MC Gillmor Geothermal insurance claim - additional testing & excavation.
- $88,615 increase for WVC Planetarium Dome insurance claim - Panel Replacement.
- $77,609 increase for WVC Planetarium for the Avidex Extron Equipment - Foundation reimbursement.

Expenditures
- $439,798 budget was setup to offset the revenues from above.
- $66,848 increase for purchases of two Ford Transit Vans.
- $56,220 increase for IT Infrastructure needs - Trivad Inc.
- $17,000 increase for overtime hours.
- $7,000 increase for Azure AD Connect Support & Power Configuration – Computer Land.

Fund 591 – Community Ed Workforce and Economic Development Fund
The attached schedules indicate an increase of $24,162 in revenues and $943,735 in expenditures. The difference of $919,573 came from fund balance. These changes are primarily due to the following:
Revenues
- $24,162 increase for WVC International Students Processing Fees.

Expenditures
- $919,573 increase from fund balance for operating expense.
- $24,162 budget was setup to offset the revenues from above.

Fund 597 – Enterprise Fund
The attached schedules indicate an increase of $95,884 in revenues and $80,731 in expenditures. The difference of $15,153 will be added to fund balance. These changes are primarily due to the following:

Revenues
- $57,682 increase for WVC Fund 597004 (Intercollegiate Athletic) from Fund 597003 and 597000.
- $30,000 increase for WVC Fund 597000 (College Admin Services) from Fund 597003.
- $3,049 increase for WVC Career Program – Career Fair.
- $2,392 increase for WVC Printing Services.
- $2,368 increase for WVC Café Vending Publication Sales.
- $393 increase for WVC Student Book fund.

Expenditures
- $65,314 transfer from WVC Fund 597003 (Facility Rental) to Fund 597004 and 597000 offsetting revenues above.
- $15,417 budget was setup to offset the revenues from above.

Fund 711 – Associated Student Trust Fund
The attached schedules indicate an increase in revenues and expenditures of $119,447 for WVC Associated Student Government (ASG) fees.

Fund 731 – Student Body Center Fee Fund
The attached schedules indicate a decrease in revenues and in expenditures of $55,052 for WVC Campus Center due to refinancing of the Lease Revenue bond. The Campus Center fund is no longer responsible for the payment of the debt.

Fund 751/752 – Scholarship Fund
The attached schedules indicate an increase of $8,463 in revenues and expenditures. These changes are primarily due to the following:

Revenues
- $7,963 increase for MC Miscellaneous Scholarship.
- $500 increase for MC Land Corp. Foundation Endowment Fund.
Expenditures
  o Offsetting expenditures for revenues listed above.

Fund 791 – OPEB Trust Fund
The attached schedules indicate an increase in revenue of $1,760,885 for interest and investment gain during the Second Quarter.

Coordination
The Associate Vice Chancellor of Finance and Administration 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.
### Fund 110 - Unrestricted General Fund

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>Adopted Budget</td>
<td>1st Qtr. Working Budget</td>
<td>2nd Qtr. Working Budget</td>
<td>Actual as of 12/31/19</td>
<td>% of Actual</td>
<td>Difference 1st Qtr to 2nd Qtr Budget Adjust.</td>
</tr>
<tr>
<td>810 Federal</td>
<td>$ 5,387</td>
<td>$ 5,387</td>
<td>$ 5,387</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>860 State</td>
<td>9,218,392</td>
<td>9,218,392</td>
<td>9,196,722</td>
<td>2,443,968</td>
<td>26.57%</td>
<td>(21,670)</td>
</tr>
<tr>
<td>880 Local</td>
<td>155,212,876</td>
<td>155,216,589</td>
<td>160,260,974</td>
<td>75,612,842</td>
<td>47.18%</td>
<td>5,044,385</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>17,312</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 164,436,655</td>
<td>$ 164,440,368</td>
<td>$ 169,463,083</td>
<td>$ 78,074,123</td>
<td>46.07%</td>
<td>5,022,715</td>
</tr>
</tbody>
</table>

| **Expenditures**    | Adopted Budget | 1st Qtr. Working Budget | 2nd Qtr. Working Budget | Actual as of 12/31/19 | % of Actual | Difference 1st Qtr to 2nd Qtr Budget Adjust. |
| Academic Salaries   | $ 51,895,843 | $ 51,941,841 | $ 55,044,285 | $ 29,449,705 | 53.50%  | 3,102,444 |
| Non-Instructional Salaries | $ 25,452,112 | $ 25,455,794 | $ 25,725,299 | $ 11,873,485 | 46.15%  | 269,505 |
| Employee Benefits   | $ 31,984,340 | $ 32,089,752 | $ 32,713,220 | $ 13,588,159 | 41.54%  | 125,501 |
| Supplies / Materials | $ 886,675 | $ 875,413 | $ 948,831 | $ 314,725 | 33.17%  | (8,319) |
| Operating Expenses  | $ 12,510,816 | $ 12,546,754 | $ 12,672,255 | $ 5,758,354 | 45.44%  | -       |
| Capital Outlay      | $ 302,882 | $ 303,997 | $ 295,678 | $ 83,454 | 28.22%  | -       |
| Other Student Aid/Other Outgo | $ 20,209,229 | $ 20,209,229 | $ 22,702,394 | $ 22,534,183 | 99.26%  | 2,493,165 |
| Transfers Out       | $ 18,709,307 | $ 18,709,307 | $ 18,709,307 | $ 10,165,592 | 54.33%  | -       |
| Contingency Holding | $ 4,679,425 | $ 4,531,427 | $ 752,868 | - | 0.00%  | (3,778,559) |
| **Total Expenditures** | $ 166,630,629 | $ 166,663,514 | $ 169,564,137 | $ 93,767,659 | 55.30%  | 2,900,623 |

**Net Change to Fund Balance**

- $ (2,193,974) for Fund 110

**Beginning Fund Balance**

- $ 55,355,442 for Fund 110

**Estimated Ending Fund Balance**

- $ 53,161,468 for Fund 110

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

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>2nd Qtr. Working Budget</th>
<th>Actual as of 12/31/19</th>
<th>% of Actual</th>
<th>Difference 1st Qtr to 2nd Qtr Budget Adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$ 7,556,212</td>
<td>$ 7,556,178</td>
<td>$ 7,557,053</td>
<td>$ 1,604,758</td>
<td>21.24%</td>
<td>$ 875</td>
</tr>
<tr>
<td>860 State</td>
<td>$ 22,577,075</td>
<td>$ 22,577,108</td>
<td>$ 22,734,542</td>
<td>$ 15,195,280</td>
<td>66.84%</td>
<td>157,434</td>
</tr>
<tr>
<td>880 Local</td>
<td>$ 4,398,507</td>
<td>$ 4,398,507</td>
<td>$ 4,398,507</td>
<td>$ 1,896,615</td>
<td>43.12%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>$ 33,045</td>
<td>$ 33,045</td>
<td>$ 33,045</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 34,564,839</td>
<td>$ 34,564,838</td>
<td>$ 34,723,147</td>
<td>$ 18,696,653</td>
<td>53.84%</td>
<td>$ 158,309</td>
</tr>
</tbody>
</table>

| **Expenditures**    |                |                         |                         |                        |            |                                               |
| Academic Salaries   | $ 4,382,602   | $ 4,472,123             | $ 4,680,799             | $ 2,059,930            | 44.01%     | $ 208,676                                    |
| Non-Instructional Salaries | $ 7,422,093 | $ 7,473,337 | $ 7,573,884 | $ 3,172,341 | 41.89% | 100,547                                     |
| Employee Benefits   | $ 3,745,409   | $ 3,704,282             | $ 3,805,627             | $ 1,707,929            | 44.88%     | 101,345                                      |
| Supplies / Materials | $ 2,651,832 | $ 2,513,019 | $ 2,594,443 | $ 567,500 | 21.87% | 81,424                                      |
| Operating Expenses  | $ 2,136,396   | $ 2,154,683             | $ 2,138,354             | $ 522,741              | 24.45%     | (16,329)                                    |
| Transfers Out       | $ 48,532      | $ 48,756                | $ 54,291                | $ 29,598               | 54.52%     | 5,535                                        |
| Other Student Aid   | $ 3,123,206   | $ 3,101,117             | $ 3,063,757             | $ 1,271,070            | 41.49%     | (37,360)                                    |
| Contingency Holding | $ 30,000      | $ 30,000                | $ 30,000                | -                      | 0.00%      | -                                             |
| **Total Expenditures** | $ 34,950,478 | $ 34,958,900           | $ 35,117,209            | $ 11,020,507           | 31.38%     | $ 158,309                                    |

**Net Change to Fund Balance**

- $ (385,639) for Fund 12x & 13x

**Beginning Fund Balance**

- $ 396,484 for Fund 12x & 13x

**Estimated Ending Fund Balance**

- $ 10,845 for Fund 12x & 13x

---

West Valley-Mission Community College
Second Quarter Financial Statements
FY 2019-2020

Attachment 7.2
West Valley-Mission Community College  
Second Quarter Financial Statements  
FY 2019-2020

### Fund 137 - Other Restricted General Fund (Eco Pass)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adopted Budget</td>
<td>1st Qtr. Working Budget</td>
<td>2nd Qtr. Working Budget</td>
<td>Actual as of 12/31/19</td>
<td>% of Actual 2nd Qtr. Working Budget (D/C)</td>
<td>Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$</td>
</tr>
<tr>
<td>860 State</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>163,213</td>
<td>163,213</td>
<td>163,213</td>
<td>138,018</td>
<td>84.56%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>1,068</td>
<td>53.40%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 165,213</td>
<td>$ 165,213</td>
<td>$ 165,213</td>
<td>$ 139,086</td>
<td>84.19%</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>13,204</td>
<td>13,204</td>
<td>13,204</td>
<td>10,340</td>
<td>78.31%</td>
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<tr>
<td>300 Employee Benefits</td>
<td>1,313</td>
<td>1,313</td>
<td>1,313</td>
<td>688</td>
<td>52.36%</td>
<td>-</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,400</td>
<td>0.00%</td>
<td>-</td>
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<tr>
<td>500 Operating Expenses</td>
<td>150,696</td>
<td>150,696</td>
<td>150,696</td>
<td>75,366</td>
<td>50.01%</td>
<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>760 Other Student Aid</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 165,213</td>
<td>$ 165,213</td>
<td>$ 165,213</td>
<td>$ 91,794</td>
<td>55.56%</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>$ 47,292</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>$ 47,292</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>$ 47,292</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Fund 138 - Health Services Fund

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>2nd Qtr. Working Budget</th>
<th>Actual as of 12/31/19</th>
<th>% of Actual 2nd Qtr. Working Budget (D/C)</th>
<th>Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$ 84,823</td>
<td>$ 84,823</td>
<td>$ 92,707</td>
<td>$ 92,707</td>
<td>100.00%</td>
<td>$ 7,884</td>
</tr>
<tr>
<td>860 State</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>704,500</td>
<td>704,500</td>
<td>704,500</td>
<td>616,270</td>
<td>87.48%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>403,500</td>
<td>403,500</td>
<td>403,500</td>
<td>400,000</td>
<td>99.13%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 1,192,823</td>
<td>$ 1,192,823</td>
<td>$ 1,200,707</td>
<td>$ 1,108,978</td>
<td>92.36%</td>
<td>$ 7,884</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$ 298,279</td>
<td>$ 298,279</td>
<td>$ 306,713</td>
<td>$ 81,952</td>
<td>26.72%</td>
<td>$ 8,434</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>463,091</td>
<td>463,091</td>
<td>463,091</td>
<td>207,070</td>
<td>44.71%</td>
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<td>300 Employee Benefits</td>
<td>267,858</td>
<td>267,858</td>
<td>267,858</td>
<td>94,262</td>
<td>35.19%</td>
<td>-</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>22,504</td>
<td>42,504</td>
<td>49,791</td>
<td>4,086</td>
<td>8.21%</td>
<td>7,287</td>
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<tr>
<td>500 Operating Expenses</td>
<td>141,091</td>
<td>121,091</td>
<td>113,254</td>
<td>9,240</td>
<td>8.16%</td>
<td>(7,837)</td>
</tr>
<tr>
<td>730 Transfers Out</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>760 Other Student Aid</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 1,192,823</td>
<td>$ 1,192,823</td>
<td>$ 1,200,707</td>
<td>$ 396,611</td>
<td>33.03%</td>
<td>$ 7,884</td>
</tr>
<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>$ 712,366</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$ 582,414</td>
<td>$ 582,414</td>
<td>$ 582,414</td>
<td>$ 582,414</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ 582,414</td>
<td>$ 582,414</td>
<td>$ 582,414</td>
<td>$ 1,294,780</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
West Valley-Mission Community College  
Second Quarter Financial Statements  
FY 2019-2020  

**Fund 139 - Parking Fund**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B Working Budget</th>
<th>C Working Budget</th>
<th>D Actual as of 12/31/19</th>
<th>E % of Actual Working Budget</th>
<th>F Difference 1st Qtr to 2nd Qtr Budget Adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>1,665,000</td>
<td>1,665,000</td>
<td>1,665,000</td>
<td>721,322</td>
<td>43.32%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,665,000</td>
<td>1,665,000</td>
<td>1,665,000</td>
<td>721,322</td>
<td>43.32%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>1,115,558</td>
<td>1,114,658</td>
<td>1,113,291</td>
<td>505,843</td>
<td>45.44%</td>
<td>(1,367)</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>467,160</td>
<td>468,060</td>
<td>469,427</td>
<td>216,610</td>
<td>46.14%</td>
<td>1,367</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>24,500</td>
<td>24,500</td>
<td>24,500</td>
<td>2,854</td>
<td>11.65%</td>
<td>-</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
<td>233,054</td>
<td>233,054</td>
<td>233,054</td>
<td>97,920</td>
<td>42.02%</td>
<td>-</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
<td>35,000</td>
<td>35,000</td>
<td>35,000</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>760 Other Student Aid</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>1,875,272</td>
<td>1,875,272</td>
<td>1,875,272</td>
<td>823,226</td>
<td>43.90%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>(210,272)</td>
<td>(210,272)</td>
<td>(210,272)</td>
<td>(101,904)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>1,133,331</td>
<td>1,133,331</td>
<td>1,133,331</td>
<td>1,133,331</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>923,059</td>
<td>923,059</td>
<td>923,059</td>
<td>1,031,427</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B Working Budget</th>
<th>C Working Budget</th>
<th>D Actual as of 12/31/19</th>
<th>E % of Actual Working Budget</th>
<th>F Difference 1st Qtr to 2nd Qtr Budget Adjust.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>- $</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>41,623,488</td>
<td>41,623,488</td>
<td>41,623,488</td>
<td>2,659,758</td>
<td>6.44%</td>
<td>-</td>
</tr>
<tr>
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<td>- $</td>
<td>- $</td>
<td>- $</td>
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<td>37,812,603</td>
<td>37,812,603</td>
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<tr>
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<td>-</td>
<td>0.00%</td>
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<td><strong>Total Expenditures</strong></td>
<td>37,812,603</td>
<td>37,812,603</td>
<td>37,812,603</td>
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<td><strong>Net Change to Fund Balance</strong></td>
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West Valley-Mission Community College  
Second Quarter Financial Statements  
FY 2019-2020

Fund 291 - Retiree Health Benefit Fund

<table>
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<th>1st Qtr. Working Budget</th>
<th>2nd Qtr. Working Budget</th>
<th>Actual as of 12/31/19</th>
<th>% of Actual 2nd Qtr. Working Budget (D/C)</th>
<th>Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)</th>
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<tr>
<td>810 Federal</td>
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</tr>
<tr>
<td>880 Local</td>
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<td>-</td>
<td>-</td>
<td>0.00%</td>
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</tr>
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<td>898 Transfers In</td>
<td>$ 5,212,736</td>
<td>$ 5,212,736</td>
<td>$ 5,212,736</td>
<td>$ 2,606,368</td>
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<td>$ 5,212,736</td>
<td>$ 5,212,736</td>
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<tr>
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<td>$ 64,000</td>
<td>$ 64,000</td>
<td>$ 29,032</td>
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<td>0.00%</td>
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<tr>
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<td>0.00%</td>
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<tr>
<td>730 Transfers Out</td>
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<td>-</td>
<td>-</td>
<td>0.00%</td>
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<td>$ 5,212,736</td>
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Fund 292 - Lease Revenue Bonds Debt Service Fund

<table>
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<th>1st Qtr. Working Budget</th>
<th>2nd Qtr. Working Budget</th>
<th>Actual as of 12/31/19</th>
<th>% of Actual 2nd Qtr. Working Budget (D/C)</th>
<th>Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)</th>
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<tr>
<td>Revenues</td>
<td></td>
<td></td>
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<tr>
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<td>$ 843,063</td>
<td>$ 843,063</td>
<td>$ 843,063</td>
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<td>-</td>
<td>0.00%</td>
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<tr>
<td>880 Local</td>
<td>$ 90,400</td>
<td>$ 90,400</td>
<td>$ 90,400</td>
<td>$ 51,536</td>
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<td>$ 5,172,417</td>
<td>$ 5,117,365</td>
<td>$ 3,242,146</td>
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<td>$ 6,105,880</td>
<td>$ 6,105,880</td>
<td>$ 6,050,828</td>
<td>$ 4,065,369</td>
<td>67.19%</td>
<td>(55,052)</td>
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<tr>
<td>Expenditures</td>
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<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$ -</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>$ 8,270,640</td>
<td>$ 8,270,640</td>
<td>$ 8,270,640</td>
<td>$ 3,358,690</td>
<td>40.61%</td>
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</tr>
<tr>
<td>400 Supplies / Materials</td>
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<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
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<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>600 Capital Outlay</td>
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<td>-</td>
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<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>710 Debt Services</td>
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<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$ 8,270,640</td>
<td>$ 8,270,640</td>
<td>$ 8,270,640</td>
<td>$ 3,358,690</td>
<td>40.61%</td>
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<tr>
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<td>$ (2,164,760)</td>
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West Valley-Mission Community College  
Second Quarter Financial Statements  
FY 2019-2020

**Fund 330 - Child Development Fund**

<table>
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<tr>
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<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
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<td></td>
<td>Adopted Budget</td>
<td>1st Qtr. Working Budget</td>
<td>2nd Qtr. Working Budget</td>
<td>Actual as of 12/31/19</td>
<td>% of Actual</td>
<td>Difference 1st Qtr to 2nd Qtr Budget Adjust.</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
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</tr>
<tr>
<td>810 Federal</td>
<td>$41,500</td>
<td>$41,500</td>
<td>$41,500</td>
<td>$20,234</td>
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<tr>
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<td>$444,691</td>
<td>$455,091</td>
<td>$226,464</td>
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<td>$1,890,000</td>
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<td><strong>Expenditures</strong></td>
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<td></td>
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<tr>
<td>100 Academic Salaries</td>
<td>$41,500</td>
<td>$41,500</td>
<td>$41,500</td>
<td>$20,234</td>
<td>48.76%</td>
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<tr>
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<td>$1,890,000</td>
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<tr>
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<td>$500</td>
<td>$500</td>
<td>$500</td>
<td>-</td>
<td>0.00%</td>
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<tr>
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<td>760 Other Student Aid</td>
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**Fund 410 - Capital Projects Fund**

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<th>2nd Qtr. Working Budget</th>
<th>Actual as of 12/31/19</th>
<th>% of Actual</th>
<th>Difference 1st Qtr to 2nd Qtr Budget Adjust.</th>
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<tbody>
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<td><strong>Revenues</strong></td>
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</tr>
<tr>
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</tr>
<tr>
<td>898 Transfers In</td>
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<tr>
<td>100 Academic Salaries</td>
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<td>27.47%</td>
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</tr>
<tr>
<td>730 Transfers Out</td>
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<td></td>
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West Valley-Mission Community College  
Second Quarter Financial Statements  
FY 2019-2020

### Fund 430 - General Obligation Bonds Construction Fund

<table>
<thead>
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<th></th>
<th>A (Adopted Budget)</th>
<th>B (1st Qtr. Working Budget)</th>
<th>C (2nd Qtr. Working Budget)</th>
<th>D (Actual as of 12/31/19)</th>
<th>E (% of Actual 2nd Qtr. Working Budget)</th>
<th>F (Difference 1st Qtr to 2nd Qtr Budget Adjust.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$ -</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>886 Interest</td>
<td>4,049,467</td>
<td>4,049,467</td>
<td>4,049,467</td>
<td>1,528,995</td>
<td>37.76%</td>
<td>-</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 4,049,467</td>
<td>$ 4,049,467</td>
<td>$ 4,049,467</td>
<td>$ 1,528,995</td>
<td>37.76%</td>
<td>$ -</td>
</tr>
</tbody>
</table>

| **Expenditures**     |                    |                            |                             |                            |                                       |                                               |
| 100 Academic Salaries| $ -                | -                          | -                           | -                          | 0.00%                                 | $ -                                           |
| 200 Non-Instructional Salaries | 1,269,463 | 1,269,463 | 1,269,463 | 605,809 | 47.72% | - |
| 300 Employee Benefits | 511,232 | 511,232 | 511,953 | 234,621 | 45.83% | 721 |
| 400 Supplies / Materials | - | - | - | 0.00% | - | - |
| 500 Operating Expenses | 8,096,402 | 8,096,402 | 8,095,681 | 5,987 | 0.07% | (721) |
| 600 Capital Outlay    | 259,086,774        | 259,086,774                | 259,086,774                 | 7,434,211                  | 2.87%                                 | -                                             |
| 710 Bond Administrative Fees | 5,000 | 5,000 | 5,000 | 3,039 | 60.77% | - |
| 730 Transfers Out     | -                  | -                          | -                           | -                          | 0.00%                                 | -                                             |
| **Total Expenditures**| $ 268,968,871      | $ 268,968,871              | $ 268,968,871               | $ 8,283,667                | 3.08%                                 | -                                             |

| **Net Change to Fund Balance** | $ (264,919,404) | $ (264,919,404) | $ (264,919,404) | $ (6,754,671) | $ - |

| **Beginning Fund Balance** | $ 264,919,404 | $ 264,919,404 | $ 264,919,404 | $ 264,919,404 | - |

| **Estimated Ending Fund Balance** | $ - | $ - | $ - | $ 258,164,733 |

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

<table>
<thead>
<tr>
<th></th>
<th>A (Adopted Budget)</th>
<th>B (1st Qtr. Working Budget)</th>
<th>C (2nd Qtr. Working Budget)</th>
<th>D (Actual as of 12/31/19)</th>
<th>E (% of Actual 2nd Qtr. Working Budget)</th>
<th>F (Difference 1st Qtr to 2nd Qtr Budget Adjust.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$ -</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
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<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>2,787,300</td>
<td>2,801,252</td>
<td>2,825,414</td>
<td>1,207,057</td>
<td>42.72%</td>
<td>24,162</td>
</tr>
<tr>
<td>886 Transfers In</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 2,787,300</td>
<td>$ 2,801,252</td>
<td>$ 2,825,414</td>
<td>$ 1,207,057</td>
<td>42.72%</td>
<td>24,162</td>
</tr>
</tbody>
</table>

| **Expenditures**     |                    |                            |                             |                            |                                       |                                               |
| 100 Academic Salaries| $ 80,633            | $ 80,633                   | $ 103,933                   | $ 39,189                   | 37.71%                                | $ 23,300                                      |
| 200 Non-Instructional Salaries | 1,639,561 | 1,639,561 | 1,639,561 | 888,244 | 54.18% | - |
| 300 Employee Benefits | 388,444 | 388,444 | 415,182 | 230,876 | 55.61% | 26,738 |
| 400 Supplies / Materials | 117,568 | 117,568 | 118,887 | 20,187 | 17.01% | 1,099 |
| 500 Operating Expenses | 953,738 | 867,690 | 1,770,352 | 302,947 | 17.11% | 802,662 |
| 600 Capital Outlay    | 5,000             | 5,000                      | 90,200                      | -                          | 0.00%                                 | 85,200                                        |
| 730 Transfers Out     | 5,500             | 5,500                      | 10,236                      | 5,804                      | 56.70%                                | 4,736                                         |
| 760 Other Student Aid | 9,000             | 9,000                      | 9,000                       | 3,666                      | 40.73%                                | -                                             |
| **Total Expenditures**| $ 3,199,444        | $ 3,213,396                | $ 4,157,131                 | $ 1,490,913                | 35.86%                                | $ 943,735                                     |

| **Net Change to Fund Balance** | $ (412,144) | $ (412,144) | $ (1,331,717) | $ (283,856) | $ (919,573) |

| **Beginning Fund Balance** | $ 2,243,713 | $ 2,243,713 | $ 2,243,713 | $ 2,243,713 | - |

| **Estimated Ending Fund Balance** | $ 1,831,569 | $ 1,831,569 | $ 911,996 | $ 1,959,857 | - |
## Fund 597 - Entrepreneurial Fund

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>2nd Qtr. Working Budget</th>
<th>Actual as of 12/31/19</th>
<th>% of Actual 2nd Qtr. Working Budget (D/C)</th>
<th>Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)</th>
<th>Differences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>591 Federal</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>1,331,300</td>
<td>1,331,234</td>
<td>1,361,804</td>
<td>773,126</td>
<td>56.77%</td>
<td>30,570</td>
<td>30,570</td>
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</table>
| 898 Transfers In | 90,000         | 90,224                  | 155,538                 | 78,522                | 50.48%                                   | 65,314                                         | 65,314    
| **Total Revenues** | $ 1,421,300    | $ 1,421,458             | $ 1,517,342             | $ 851,647             | 56.13%                                   | $ 95,884                                       | 95,884    |
| **Expenditures** |                |                         |                         |                       |                                          |                                                |           |
| 100 Academic Salaries | $ 116,417       | $ 116,417               | $ 118,419               | $ 48,435              | 40.90%                                   | $ 2,002                                        | 2,002    |
| 200 Non-Instructional Salaries | 571,801         | 571,929                 | 574,929                 | 265,220               | 46.13%                                   | $ 3,000                                        | 3,000    |
| 300 Employee Benefits | 170,861         | 170,733                 | 172,061                 | 86,966                | 50.54%                                   | $ 1,328                                        | 1,328    |
| 400 Supplies / Materials | 252,092         | 264,250                 | 266,291                 | 37,171                | 13.85%                                   | 4,041                                          | 4,041    |
| 500 Operating Expenses | 990,791         | 978,791                 | 918,216                 | 232,832               | 25.36%                                   | (60,575)                                       | (60,575) |
| 600 Capital Outlay  | 322,238         | 322,238                 | 382,765                 | 22,230                | 5.81%                                    | 60,527                                         | 60,527   |
| 730 Transfers Out  | -              | -                       | 70,408                  | 70,408                | 100.00%                                  | 70,408                                         | -         |
| 760 Other Student Aid | -              | -                       | -                       | -                     | 0.00%                                    | -                                               | -         |
| **Total Expenditures** | $ 2,424,200    | $ 2,424,358             | $ 2,505,089             | $ 763,261             | 30.47%                                   | $ 80,731                                       | 80,731    |
| **Net Change to Fund Balance** | $ (1,002,900)     | $ (1,002,900)           | $ (987,747)             | $ 88,386              | 30.47%                                   | $ 80,731                                       | 80,731    |
| **Estimated Ending Fund Balance** | $ 944,084       | $ 944,084               | $ 959,237               | $ 2,035,370           | 20.05%                                   | $ 80,731                                       | 80,731    |

## Fund 711 - Associated Students Trust Fund

<table>
<thead>
<tr>
<th></th>
<th>Adopted Budget</th>
<th>1st Qtr. Working Budget</th>
<th>2nd Qtr. Working Budget</th>
<th>Actual as of 12/31/19</th>
<th>% of Actual 2nd Qtr. Working Budget (D/C)</th>
<th>Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)</th>
<th>Differences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>810 Federal</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>860 State</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>880 Local</td>
<td>127,500</td>
<td>127,500</td>
<td>199,147</td>
<td>162,223</td>
<td>81.46%</td>
<td>71,647</td>
<td>71,647</td>
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<td>47,800</td>
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<td>100.00%</td>
<td>47,800</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$ 127,500</td>
<td>$ 127,500</td>
<td>$ 246,947</td>
<td>$ 210,023</td>
<td>85.05%</td>
<td>$ 119,447</td>
<td>119,447</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Academic Salaries</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>400 Supplies / Materials</td>
<td>27,500</td>
<td>27,500</td>
<td>28,516</td>
<td>10,574</td>
<td>37.08%</td>
<td>1,016</td>
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<tr>
<td>500 Operating Expenses</td>
<td>99,000</td>
<td>99,000</td>
<td>169,431</td>
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<tr>
<td>600 Capital Outlay</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>730 Transfers Out</td>
<td>-</td>
<td>-</td>
<td>48,000</td>
<td>47,800</td>
<td>99.58%</td>
<td>48,000</td>
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<tr>
<td>760 Other Student Aid</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$ 127,500</td>
<td>$ 127,500</td>
<td>$ 246,947</td>
<td>$ 114,724</td>
<td>46.46%</td>
<td>$ 119,447</td>
<td>119,447</td>
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<tr>
<td><strong>Net Change to Fund Balance</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 95,299</td>
<td>46.46%</td>
<td>$ 119,447</td>
<td>119,447</td>
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<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>$ 443,523</td>
<td>$ 443,523</td>
<td>$ 443,523</td>
<td>$ 443,523</td>
<td>46.46%</td>
<td>$ 119,447</td>
<td>119,447</td>
</tr>
<tr>
<td><strong>Estimated Ending Fund Balance</strong></td>
<td>$ 443,523</td>
<td>$ 443,523</td>
<td>$ 443,523</td>
<td>$ 538,822</td>
<td>46.46%</td>
<td>$ 119,447</td>
<td>119,447</td>
</tr>
</tbody>
</table>
### Fund 722 - Student Representative Fee Trust Fund

| A | Adopted Budget | B | 1st Qtr. Working Budget | C | 2nd Qtr. Working Budget | D | Actual as of 12/31/19 | E | % of Actual 2nd Qtr. Working Budget | F | Difference 1st Qtr to 2nd Qtr Budget Adjust. |
|---|---|---|---|---|---|---|---|---|---|---|
| Revenues | | | | | | | | | | |
| 810 Federal | $ | - | $ | - | $ | - | - | 0.00% | $ | - |
| 860 State | - | - | - | - | - | - | - | 0.00% | - | - |
| 880 Local | 15,000 | 15,000 | 15,000 | 11,020 | - | 73.47% | - | - | - | - |
| 898 Transfers In | - | - | - | - | - | - | - | 0.00% | - | - |
| Total Revenues | $15,000 | $15,000 | $15,000 | $11,020 | - | 73.47% | $ | - | - | - |
| Expenditures | | | | | | | | | | |
| 100 Academic Salaries | $ | - | $ | - | $ | - | - | 0.00% | $ | - |
| 200 Non-Instructional Salaries | - | - | - | - | - | - | - | 0.00% | - | - |
| 300 Employee Benefits | - | - | - | - | - | - | - | 0.00% | - | - |
| 400 Supplies / Materials | 16,004 | 16,004 | 16,004 | - | - | 0.00% | - | - | - | - |
| 500 Operating Expenses | 25,000 | 25,000 | 25,000 | 17,530 | - | 70.12% | - | - | - | - |
| 600 Capital Outlay | 10,000 | 10,000 | 10,000 | - | - | 0.00% | - | - | - | - |
| 730 Transfers Out | - | - | - | - | - | - | - | 0.00% | - | - |
| 760 Other Student Aid | - | - | - | - | - | - | - | 0.00% | - | - |
| Total Expenditures | $51,004 | $51,004 | $51,004 | $17,530 | - | 34.37% | $ | - | - | - |
| Net Change to Fund Balance | $ (36,004) | $ (36,004) | $ (36,004) | $ (6,510) | - | - | $ | - | - | - |
| Beginning Fund Balance | $36,004 | $36,004 | $36,004 | $36,004 | $ | - | $ | - | - | - |
| Estimated Ending Fund Balance | $ - | $ - | $ - | $29,494 | $ | - | $ | - | - | - |

### Fund 731 - Student Body Center Fee Fund

<table>
<thead>
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<th>A</th>
<th>Adopted Budget</th>
<th>B</th>
<th>1st Qtr. Working Budget</th>
<th>C</th>
<th>2nd Qtr. Working Budget</th>
<th>D</th>
<th>Actual as of 12/31/19</th>
<th>E</th>
<th>% of Actual 2nd Qtr. Working Budget</th>
<th>F</th>
<th>Difference 1st Qtr to 2nd Qtr Budget Adjust.</th>
</tr>
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<tbody>
<tr>
<td>Revenues</td>
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<tr>
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<td>0.00%</td>
<td>$</td>
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<tr>
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<td>-</td>
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<td>-</td>
<td>0.00%</td>
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<tr>
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<td>580,500</td>
<td>580,500</td>
<td>525,448</td>
<td>327,279</td>
<td>-</td>
<td>62.29%</td>
<td>(55,052)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
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<td>-</td>
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</tr>
<tr>
<td>Total Revenues</td>
<td>$580,500</td>
<td>$580,500</td>
<td>$525,448</td>
<td>$327,279</td>
<td>62.29%</td>
<td>-</td>
<td>(55,052)</td>
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<td></td>
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<tr>
<td>Expenditures</td>
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<td>348,618</td>
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<td>68.57%</td>
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<td>130,249</td>
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<td>6,793</td>
<td>6,793</td>
<td>7,293</td>
<td>4,768</td>
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<td>65.38%</td>
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<td>25,000</td>
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<td>-</td>
<td>11.97%</td>
<td>(500)</td>
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<tr>
<td>600 Capital Outlay</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
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</tr>
<tr>
<td>730 Transfers Out</td>
<td>110,105</td>
<td>110,105</td>
<td>55,053</td>
<td>55,052</td>
<td>-</td>
<td>100.00%</td>
<td>(55,052)</td>
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<td></td>
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</tr>
<tr>
<td>760 Other Student Aid</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
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<tr>
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<tr>
<td>Net Change to Fund Balance</td>
<td>$ (306,773)</td>
<td>$ (306,773)</td>
<td>$ (306,773)</td>
<td>$ (114,266)</td>
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<td>$</td>
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<td>$306,773</td>
<td>$306,773</td>
<td>$306,773</td>
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<td>$</td>
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West Valley-Mission Community College
Second Quarter Financial Statements
FY 2019-2020

**Fund 741 - Student Financial Aid Trust Fund**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<td>Adopted Budget</td>
<td>1st Qtr. Working Budget</td>
<td>2nd Qtr. Working Budget</td>
<td>Actual as of 12/31/19</td>
<td>% of Actual 2nd Qtr. Working Budget</td>
<td>Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)</td>
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<tr>
<td><strong>Revenues</strong></td>
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</tr>
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<tr>
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<td>$4,673,084</td>
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<td>0.00%</td>
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</tr>
<tr>
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<td>400 Supplies / Materials</td>
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<tr>
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<td>600 Capital Outlay</td>
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<tr>
<td>730 Transfers Out</td>
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<td>33,045</td>
<td>33,045</td>
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<tr>
<td>760 Other Student Aid</td>
<td>10,556,366</td>
<td>10,556,366</td>
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**Fund 751/752 - Scholarship Fund**

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<th>2nd Qtr. Working Budget</th>
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<th>% of Actual 2nd Qtr. Working Budget</th>
<th>Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)</th>
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<tr>
<td>810 Federal</td>
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<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>$-</td>
</tr>
<tr>
<td>860 State</td>
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<td>-</td>
<td>0.00%</td>
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<tr>
<td>880 Local</td>
<td>412,800</td>
<td>483,847</td>
<td>492,310</td>
<td>492,301</td>
<td>100.00%</td>
<td>8,463</td>
</tr>
<tr>
<td>898 Transfers In</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$412,800</td>
<td>$483,847</td>
<td>$492,310</td>
<td>$492,301</td>
<td>100.00%</td>
<td>8,463</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
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</tr>
<tr>
<td>100 Academic Salaries</td>
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<td>-</td>
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<tr>
<td>730 Transfers Out</td>
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<td>-</td>
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<td>404,249</td>
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<td><strong>Beginning Fund Balance</strong></td>
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West Valley-Mission Community College
Second Quarter Financial Statements
FY 2019-2020

### Fund 791 - OPEB Trust Fund

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<th>A Adopted Budget</th>
<th>B Working Budget</th>
<th>C 2nd Qtr. Working Budget</th>
<th>D Actual as of 12/31/19</th>
<th>E % of Actual Working Budget</th>
<th>F Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)</th>
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<tr>
<td><strong>Revenues</strong></td>
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<tr>
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</tr>
<tr>
<td>880 Local</td>
<td>1,000,000</td>
<td>1,692,317</td>
<td>3,453,202</td>
<td>3,453,202</td>
<td>100.00%</td>
<td>1,760,885</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$1,000,000</td>
<td>$1,692,317</td>
<td>$3,453,202</td>
<td>$3,453,202</td>
<td>100.00%</td>
<td>$1,760,885</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
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<tr>
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</tr>
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<td>-</td>
<td>0.00%</td>
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<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>500 Operating Expenses</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
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</tr>
<tr>
<td>600 Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>710 Other Outgo</td>
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<td>50,000</td>
<td>50,000</td>
<td>31,906</td>
<td>63.81%</td>
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</tr>
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<td>730 Transfer Out</td>
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<td>-</td>
<td>0.00%</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$31,906</td>
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### Fund 792 - Pension Stabilization Fund

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<th>C 2nd Qtr. Working Budget</th>
<th>D Actual as of 12/31/19</th>
<th>E % of Actual Working Budget</th>
<th>F Difference 1st Qtr to 2nd Qtr Budget Adjust. (C-B)</th>
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</thead>
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</tr>
<tr>
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<td>1,472,130</td>
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<td><strong>Total Revenues</strong></td>
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<td>$2,944,259</td>
<td>$2,944,259</td>
<td>$1,472,130</td>
<td>50.00%</td>
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<tr>
<td><strong>Expenditures</strong></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>100 Academic Salaries</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>200 Non-Instructional Salaries</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>300 Employee Benefits</td>
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<td>-</td>
<td>0.00%</td>
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<td>0.00%</td>
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<td>0.00%</td>
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<td>0.00%</td>
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</tr>
<tr>
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<td>72.11%</td>
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</tr>
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<td>730 Transfer Out</td>
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<td>0.00%</td>
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<td>-</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>$25,000</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$18,027</td>
<td>72.11%</td>
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<td><strong>Net Change to Fund Balance</strong></td>
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<td><strong>Estimated Ending Fund Balance</strong></td>
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<td>$16,890,704</td>
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</tbody>
</table>
SUBJECT: 2019-20 CCFS 311 SECOND QUARTER FINANCIAL REPORT

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees accept the 2019-20 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 $56.4 million will be allocated to the estimated 5% reserve of $8.3 million, the assigned fund balance of $5.7 million for banked leave liability, a projected $36.4 million in community support fund reserve, and an estimated $5.0 million (3%) in contingency reserve. The remaining $1.0 million is committed to prepaids, student transcript/material fees, faculty travel and conference, and future board elections.

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

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

The report is set up in seven sections:
Section I. Unrestricted General Fund Revenue, Expenditure, and Fund Balance (Comparison of Actuals for three prior years)
Section II. Annualized Attendance FTES
Section III. Total General Fund Cash Balance (Unrestricted and Restricted)
Section IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance (Comparison of Adopted Budget, Working Budget to Actuals)

Section V. Employee Contract Settlements

Section VI. Significant District fiscal events that impact the current quarter

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

A copy of the CCFS-311Q for the Unrestricted General Fund is presented on the following pages. It should be noted that Section I, columns 1 through 3, shows the actuals for prior fiscal years. Column 4 shows the projected actuals for July 1, 2019 through June 30, 2020.

Significant Events
The ending cash balance reported in the Santa Clara County Treasury as of December 31, 2019, is $69.7 million as noted in Section III, Column 4. The District has a very healthy cash flow as it is receiving the majority of its revenues from local property taxes and enrollment fees. The District will continue to monitor cash flow on a monthly basis to ensure fiscal stability.

Section IV, Column 1 is the Final Budget for FY 19-20, which was approved by the Board of Trustees on September 3, 2019. Annual Current Budget, Column 2, is the adjusted budget which includes the 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, 2019.

Section V reports that the District did not settle any employee contracts during the second quarter.

Section VI and VII of the CCFS-311Q reports that the District does not have any fiscal problems related to the FY 19-20 Budget or known fiscal impacts for FY 20-21 at this point in time.

Coordination
This report was prepared by the Associate Vice Chancellor of Finance and Administration and reviewed by the Chancellor.

Follow-up/Outcome
Upon Board approval, the Associate Vice Chancellor of Finance and Administration will forward the CCFS-311Q to the State Chancellor’s Office.
## Unrestricted General Fund Revenue, Expenditure and Fund Balance:

### A. Revenues:
- **A.1** Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)  
  - 2016-17: 134,759,102
  - 2017-18: 140,177,864
  - 2018-19: 151,455,206
  - Projected: 170,582,265

### B. Expenditures:
- **B.1** Unrestricted General Fund Expenditures (Objects 1000-6000)  
  - 2016-17: 99,598,802
  - 2017-18: 109,811,392
  - 2018-19: 124,275,950
  - Projected: 128,152,436

### C. Revenues Over(Under) Expenditures (A.1 + A.2) - B.1)
- 2016-17: 13,399,999
- 2017-18: 9,019,915
- 2018-19: -4,968,348
- Projected: 1,018,128

### D. Fund Balance, Beginning
- 2016-17: 39,172,198
- 2017-18: 51,303,875
- 2018-19: 60,323,790
- Projected: 55,355,442

### E. Adjusted Fund Balance, Beginning
- 2016-17: -1,268,322
- 2017-18: 0
- 2018-19: 0
- Projected: 0

### F. Fund Balance, Ending
- 2016-17: 51,303,875
- 2017-18: 60,323,790
- 2018-19: 55,355,442
- Projected: 56,373,570

### F.1 Percentage of GF Fund Balance to GF Expenditures (E. / B.1)
- 2016-17: 42.2%
- 2017-18: 46%
- 2018-19: 35.4%
- Projected: 33.2%

### Annualized Attendance FTES:
- This data is being captured in CCFS-320 and is no longer required here.

### Total General Fund Cash Balance (Unrestricted and Restricted)

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>As of the specified quarter ended for each fiscal year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2016-17</td>
</tr>
<tr>
<td>H.1</td>
<td>Cash, excluding borrowed funds</td>
<td>76,079,978</td>
</tr>
<tr>
<td>H.2</td>
<td>Cash, borrowed funds only</td>
<td>0</td>
</tr>
<tr>
<td>H.3</td>
<td>Total Cash (H.1 + H.2)</td>
<td>76,903,632</td>
</tr>
</tbody>
</table>

### Unrestricted General Fund Revenue, Expenditure and Fund Balance:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.1</td>
<td>Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)</td>
<td>164,436,655</td>
<td>169,463,083</td>
<td>78,074,123</td>
<td>46.1%</td>
</tr>
<tr>
<td>I.2</td>
<td>Other Financing Sources (Object 8900)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>I.3</td>
<td>Total Unrestricted Revenue (I.1 + I.2)</td>
<td>164,436,655</td>
<td>169,463,083</td>
<td>78,074,123</td>
<td>46.1%</td>
</tr>
</tbody>
</table>

### Expenditures:

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Adopted Budget (Col. 1)</th>
<th>Annual Current Budget (Col. 2)</th>
<th>Year-to-Date Actuals (Col. 3)</th>
<th>Percentage (Col. 3/Col. 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>J.1</td>
<td>Unrestricted General Fund Expenditures (Objects 1000-6000)</td>
<td>127,712,093</td>
<td>128,152,436</td>
<td>61,067,884</td>
<td>47.7%</td>
</tr>
<tr>
<td>J.2</td>
<td>Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)</td>
<td>21,860,364</td>
<td>21,380,944</td>
<td>32,167,417</td>
<td>41,411,701</td>
</tr>
<tr>
<td>J.3</td>
<td>Total Unrestricted Expenditures (J.1 + J.2)</td>
<td>121,572,457</td>
<td>131,192,336</td>
<td>93,235,301</td>
<td>55.3%</td>
</tr>
</tbody>
</table>

### Revenues Over(Under) Expenditures (I.3 - J.3)
- 2016-17: -2,193,974
- 2017-18: -101,054
- 2018-19: -15,693,536

### Fund Balance, Beginning
- 2016-17: 55,355,442
- 2017-18: 55,355,442
- 2018-19: 55,355,442

### Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)
- 2016-17: 31.9%
- 2017-18: 32.6%

### Has the district settled any employee contracts during this quarter? NO
a. SALARIES:

<table>
<thead>
<tr>
<th></th>
<th>Year 1:</th>
<th>Year 2:</th>
<th>Year 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. BENEFITS:

<table>
<thead>
<tr>
<th></th>
<th>Year 1:</th>
<th>Year 2:</th>
<th>Year 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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.

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.)?  

    No

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

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

    This year? No
    Next year? No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)
SUBJECT: APPROVE CONTRACT INCREASE WITH LEWIS AND TIBBITTS, INC.

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees ratify Change Order 1 for an increase of $22,154.78 and Change Order 2 for an increase of $15,000 to the contract with Lewis and Tibbitts, Inc. for additional excavation and shoring due to the Geothermal Leak Investigation at Mission College.

Funding Source/Fiscal Impact
The funding will come from an insurance claim that was filed with the District’s insurance carrier.

Reference(s)
Pursuant to Administrative Procedure 6340, the Vice Chancellor of Administrative Services declared this matter as an emergency.

Background/Alternatives
On January 21, 2020, the District issued a contract to Lewis and Tibbitts, Inc. in the amount of $125,000 for excavation and shoring of the open trench for the geothermal wells system at Mission College. This change order will continue the excavation and shoring of the open trench to keep it safe during repairs and reconnection of the geothermal system.

Ratification of Change Order No. 1 & No. 2.
These change orders will continue the excavation and shoring of the geothermal system.
Add: $37,154.78
A summary of all change orders to date is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract</td>
<td>$125,000</td>
<td>100%</td>
</tr>
<tr>
<td>Change Order No. 1</td>
<td>$22,154.78</td>
<td>17.7%</td>
</tr>
<tr>
<td>Change Order No. 2</td>
<td>$15,000</td>
<td>12.0%</td>
</tr>
<tr>
<td>Total Change Orders</td>
<td>$37,154.78</td>
<td>29.7%</td>
</tr>
<tr>
<td>Adjusted Contract Amount</td>
<td>$162,154.78</td>
<td></td>
</tr>
</tbody>
</table>

**Coordination**

The Associate Vice Chancellor of Facilities Development and Operations, and the Executive Director of General Services reviewed and worked on this proposal.

**Follow-up/Outcome**

Upon Board approval, an amended agreement will be executed for the change order.
ITEM 7.5
FEBRUARY 18, 2020
ACTION ITEM
CONSENT AGENDA

PREPARED BY: JAVIER CASTRUITA

REVIEWS BY: BRADLEY DAVIS

APPROVED BY: BRADLEY DAVIS

SUBJECT: RATIFY APPROVAL OF CONTRACT WITH GALEB PAVING, INC. FOR EMERGENCY REPAIRS TO THE GEOTHERMAL SYSTEM AT MISSION COLLEGE

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees ratify the bid received from Galeb Paving, Inc. in the amount of $278,900 for emergency repairs to the geothermal system at Mission College. The award of the contract is based on bids received as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Emergency Repairs</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galeb Paving, Inc.</td>
<td>$278,900</td>
<td>$278,900</td>
</tr>
</tbody>
</table>

The District received one other bid as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Emergency Repairs</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lewis and Tibbitts, Inc.</td>
<td>$296,000</td>
<td>$296,000</td>
</tr>
</tbody>
</table>

Funding Source/Fiscal Impact
The funding will come from an insurance claim that was filed with the District’s insurance carrier.

Reference(s)
Pursuant to Administrative Procedure 6340, the Vice Chancellor of Administrative Services declared this matter as an emergency.

Background/Alternatives
On May 7, 2019, the Board approved Resolution No. 19050701 authorizing approval of change orders for the Mission College Geothermal Leak Inspection Project. This resolution delegates to the District’s Vice Chancellor of Administrative Services, or his/her designee, authority to execute the Pending Change Order and all other associated agreements or documents for the additional work described in the Pending Change Order and to otherwise fulfill the intent of the resolution. After testing 110 horizontal lines/bores of the geothermal system, three lines did not pass the pressure tests. The engineer’s calculations show that the system can operate properly without these three
lines and is recommending abandoning these three lines and putting the system back in operation.

This contract will off-haul and dispose of all spoils and asphalt debris from the site. Work will also include backfilling and compaction of the existing trench to prepare for asphalt paving per the original specifications.

Coordination
The Associate Vice Chancellor of Facilities Development and Operations, and Executive Director of General Services reviewed and worked on this item.

Follow-up/Outcome
Upon Board approval, purchase orders will be issued to Galeb Paving, Inc. for the repairs.
SUBJECT: CONTRACT INCREASE TO DLR GROUP, INC. FOR MULTI-PRIME DELIVERY METHOD OF THE ATHLETIC FIELD TURF RESTORATION PROJECT AT WEST VALLEY COLLEGE

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the contract increase in the amount of $270,000 with DLR Group, Inc. for multi-prime delivery method of the Athletic Field Turf Restoration project at West Valley College.

Funding Source/Fiscal Impact
This project is funded through the Measure C Bond Program, item WV-14 of the West Valley College Project Priority List.

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

Background/Alternatives
On December 12, 2017, the Board of Trustees approved the contract with DLR Group, Inc. in the amount of $1,383,400 for architectural and engineering services for the Athletic Field Turf Restoration project at West Valley College. This contract increase is for additional services of construction administration and post-construction close-out using the multi-prime construction delivery method.

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

<table>
<thead>
<tr>
<th>Project and Fee Description</th>
<th>Fee</th>
<th>Contract Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>WVC Athletic Field Turf Restoration Project</td>
<td></td>
<td>$1,383,400</td>
</tr>
<tr>
<td>Basic Services and Specialty Consultants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Services</td>
<td>$60,750</td>
<td></td>
</tr>
<tr>
<td>Contract Increase for Multi-Prime Delivery</td>
<td>$270,000</td>
<td></td>
</tr>
<tr>
<td>New Contract Amount</td>
<td></td>
<td>$1,714,150</td>
</tr>
</tbody>
</table>
This project consists of renovation of the Softball Field Complex. Work includes, but is not limited to, new synthetic athletic turf, new practice infield, fencing, landscaping, home and visitor dugouts, improved spectator seating and press box, men’s and women’s restrooms, team building, improved batting cages and complete redevelopment of the site utilities and associated accessibility upgrades to meet current code.

Coordination
The Associate Vice Chancellor of Facilities Development and Operations, Director of Construction, and Gilbane Building Company worked together on developing this item.

Follow-up/Outcome
Upon Board approval, a fee increase will be executed for DLR Group, Inc. in the amount of $270,000.
SUBJECT: CONTRACT INCREASE TO DLR GROUP, INC. FOR
ARCHITECTURAL AND ENGINEERING SERVICES FOR THE
BASEBALL COMPLEX RENOVATION PROJECT AT WEST VALLEY
COLLEGE

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the contract increase in the amount of $1,080,500
with DLR Group, Inc. for architectural and engineering services for the Baseball
Complex Renovation project at West Valley College.

Funding Source/Fiscal Impact
This project is funded by the Measure W Bond Program, item WV-9 of the West Valley
College Project Priority List.

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

Background/Alternatives
On October 1, 2019, the Board of Trustees approved the contract with DLR Group, Inc.
in the amount of $1,450,000 for the Baseball Complex Renovation project at West Valley
College. Following the completion of the programing and schematic design phases, a
new construction budget was established at $25,305,000. Based on 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 contract for this project will be increased as follows:

<table>
<thead>
<tr>
<th>Project and Fee Description</th>
<th>Construction Budget</th>
<th>Fee %</th>
<th>Contract Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>WVC Baseball Complex Renovation Project</td>
<td>$25,305,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Services and Specialty Consultants</td>
<td></td>
<td>10%</td>
<td>$2,530,500</td>
</tr>
<tr>
<td>Less Original Contract Amount</td>
<td></td>
<td></td>
<td>$1,450,000</td>
</tr>
<tr>
<td>Contract Increase Amount</td>
<td></td>
<td></td>
<td>$1,080,500</td>
</tr>
<tr>
<td>New Contract Amount</td>
<td></td>
<td></td>
<td>$2,530,500</td>
</tr>
</tbody>
</table>

This project consists of renovation of the Baseball Field Complex. Work includes, but is not limited to, new synthetic athletic turf, new practice infield, fencing, landscaping, home and visitor dugouts, spectator seating, press box, men’s and women’s restrooms, team building, batting cages and complete redevelopment of the site utilities and associated accessibility upgrades to meet current code.

**Coordination**

The Associate Vice Chancellor of Facilities Development and Operations, Director of Construction, and Kitchell worked together on developing this item.

**Follow-up/Outcome**

Upon Board approval, a fee increase will be executed for DLR Group, Inc. in the amount of $1,080,500.
SUBJECT: PROJECT ASSIGNMENT AMENDMENT WITH KITCHELL FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE BASEBALL COMPLEX RENOVATION PROJECT AT WEST VALLEY COLLEGE

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve the Project Assignment Amendment with Kitchell for Design and Construction Management Services in the amount of $729,338 for the Baseball Complex Renovation project at West Valley College.

Funding Source/Fiscal Impact
This project will be funded by Measure W bond program, item WV-9 of the West Valley College Project Priority List.

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

Background/Alternatives
On October 1, 2019, the Board of Trustees approved the Project Assignment Agreement with Kitchell in the amount of $978,750 for Design Management/Construction Management for the Baseball Complex Renovation project at West Valley College. This amendment is to adjust the fees based on the new approved construction budget of $25,305,000. The fee is based on the construction budget and the negotiated fee percentage for Design Management and Construction Management as follows.
<table>
<thead>
<tr>
<th>Project and Fee Description</th>
<th>Construction Budget</th>
<th>Fee %</th>
<th>Contract Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>WVC Baseball Complex Renovation Project</td>
<td>$25,305,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design &amp; Construction Management Fee</td>
<td></td>
<td>6.75%</td>
<td>$1,708,088</td>
</tr>
<tr>
<td>Less Existing Contract Amount</td>
<td></td>
<td></td>
<td>$978,750</td>
</tr>
<tr>
<td>Contract Amendment</td>
<td></td>
<td></td>
<td>$729,338</td>
</tr>
<tr>
<td>New Contract Amount</td>
<td></td>
<td></td>
<td>$1,708,088</td>
</tr>
</tbody>
</table>

This project consists of renovation of the Baseball Field Complex. Work includes, but is not limited to, new synthetic athletic turf, new practice infield, fencing, landscaping, home and visitor dugouts, spectator seating, press box, men’s and women’s restrooms, team building, batting cages and complete redevelopment of the site utilities and associated accessibility upgrades to meet current code.

The fees for the above project include the following:

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

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

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

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

Bidding – All Basic Services set forth in the Agreement

Construction – All Basic Services set forth in the Agreement

Post-Construction – All Basic Services set forth in the Agreement
Coordination
The Associate Vice Chancellor of Facilities Development and Operations, and the Director of Construction reviewed and worked on this Project Assignment Amendment.

Follow-up/Outcome
Upon Board approval, a Project Assignment Amendment will be executed with Kitchell.
SUBJECT: PROJECT ASSIGNMENT AGREEMENT WITH WRNS STUDIOS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE LIBRARY RENOVATION PROJECT AT MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve the Project Assignment Agreement in the amount of $272,000 with WRNS Studios for architectural and engineering services for the Library Renovation project at Mission College.

Funding Source/Fiscal Impact
This project is funded by the Measure W Bond Program, item MC-6 of the Mission College Project Priority List.

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

Background/Alternatives
On April 4, 2017, the Board of Trustees approved the new pool of eight architects. These eight firms were asked to submit their Statement of Qualifications for the Library Renovation project at Mission College. Four firms submitted their Statement of Qualifications. These four firms were scheduled to be interviewed on January 29, 2020, by a committee composed of Mission College administrators, faculty and staff; and facilities staff.

The interview committee selected WRNS Studio based on its qualifications and experience.

Under this contract, the architect will provide pre-design services, including development of an architectural program, conceptual design documents, and budget cost estimating for the Library Renovation project at Mission College. Once the pre-design services are
complete, the facilities staff will submit final architectural contract to the Board for approval.

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

Pre-Design Services: $272,000

Coordination
The Associate Vice Chancellor of Facilities Development and Operations, and Director of Construction worked together in developing this Project Assignment Agreement.

Follow-up/Outcome
Upon Board approval, a Project Assignment Agreement will be executed for WRNS Studios in the amount of $272,000.
SUBJECT: APPROVE A CONSULTING SERVICE CONTRACT WITH CATALYST CONSULTING GROUP, INC. FOR ENGINEERING SERVICES FOR THE SECURITY, SAFETY AND MONITORING PROJECT AT MISSION AND WEST VALLEY COLLEGES

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve a consulting service contract in the amount of $148,180 with Catalyst Consulting Group, Inc. for engineering services for the Security, Safety and Monitoring project at Mission and West Valley Colleges.

Funding Source/Fiscal Impact
This project is funded by the Measure W Bond Program, item DS-8 of the District Services Project Priority List.

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

Background/Alternatives
In 2007, Catalyst Consulting Group, Inc. developed an initial Security Master Plan. A committee of District and College administrators and staff interviewed Catalyst and decided to continue with Catalyst to develop a new district-wide Security Master Plan. Work will include, but not be limited to, assessing, evaluating and developing new standards for access control and alarm monitoring systems (ACAMS); digital video surveillance systems (DVSS); emergency communication systems; active shooter detection and response; lighting surveys and upgrade standards; and key control and management.

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

Security Master Plan Development: $148,180
Coordination
The Associate Vice Chancellor of Facilities Development and Operations, and the District Police Chief worked together in developing this service contract.

Follow-up/Outcome
Upon Board approval, a service contract will be executed for Catalyst Consulting Group, Inc. in the amount of $148,180.
SUBJECT: PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF THE TEAMSTERS LOCAL 856 (SUPERVISORS UNIT) INITIAL PROPOSALS TO THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees hear public comment on the proposals, close the public comment period, and adopt the proposals.

Funding Source/Fiscal Impact
N/A

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

Background/Alternatives
Teamsters proposals to the District were presented to the public at the February 4, 2020, Board Meeting.

Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed, and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer. The public’s opportunity to express itself is during the public comment period preceding the Board’s consideration of this item at the February 18, 2020, Board Meeting.

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

Follow-up/Outcome
No further action is necessary. Reopener negotiations will proceed.
SUBJECT: ELIMINATION OF ADMINISTRATIVE POSITION

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve the issuance of a contract termination notice to Sean Pepin, Director, Student Development, effective August 19, 2020.

Funding Source/Fiscal Impact
Due to a lack of funds, this position will be eliminated in order for the District to operate within budgeted revenue for General, Categorical and Grant funded programs.

References
Education Code Section 72411, Section IV of the Administrative Handbook and the Administrative Contract.

Background/Alternatives
West Valley College has informed Human Resources that there is insufficient funding to support continued maintenance of this position due to a decline in student enrollment. The Director, Student Development position is 100% funded through the Student Body Center Fee.

<table>
<thead>
<tr>
<th>Title/Assignment</th>
<th>Position ID</th>
<th>College</th>
<th>FTE</th>
<th>Disposition</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Student</td>
<td>WAD018</td>
<td>WVC</td>
<td>1.0</td>
<td>Eliminate</td>
<td>731000 (Student Body</td>
</tr>
<tr>
<td>Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Center Fee)</td>
</tr>
</tbody>
</table>

Coordination
Human Resources Staff will present a written notice to the Administrator at least six months in advance of the expiration of the contract. Mr. Pepin’s contract will end effective August 19, 2020.

Follow-up/Outcome
Final notice of non-renewal will be issued to the Director in writing on February 19, 2020.
SUBJECT: FIRST READING – ADOPTING BOARD POLICY 3910 - USE OF UNMANNED AIRCRAFT SYSTEMS

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees conduct a first reading of the board policy on use of Unmanned Aircraft Systems (UAS).

Funding Source/Fiscal Impact
None.

Reference(s)
The District does not have a board policy and procedure regarding UAS. It is the intent for the District to ensure that it has internal controls established for proper approval of UAS requests from internal and external parties to mitigate potential risk and protection of privacy.

Background/Alternatives
West Valley College has an active Unmanned Aircraft Systems Technology Plan led by Faculty members Chris Cruz and Benjamin Mendelsohn.

Coordination
BP/AP 3910 were reviewed and approved by the District’s Police Chief, Executive Director of General Services, Mission College’s Academic Senate and West Valley College’s Academic Senate. The final drafts of BP/AP 3910 were presented for review and approval by the District Services Council on December 4, 2019, and by District Council on January 13, 2020, and January 27, 2020, (first and second readings).

Follow-up/Outcomes
Following Board approval of the Board Policy, the District will ensure that it has internal controls established for proper approval of UAS requests from internal and external parties to mitigate potential risk and protection of privacy.
BP 3910 USE OF UNMANNED AIRCRAFT SYSTEMS

References:
Federal Aviation Administration Modernization & Reform Act of 2012
Federal Aviation Administration Small UAS Rule, 14 CFR §107 (Part 107)
California Civil Code §1708.8
Special Authority for Certain Unmanned Systems (49 USC §44807)

The District recognizes that the use of Unmanned Aerial Systems (UAS), commonly referred to as Drones, offer opportunities for teaching and research. The District further recognizes that the operation of UAS and Model Aircraft on District property may threaten the privacy and safety of its students, employees, and visitors; may cause damage to District Property; and, may disturb the educational goals of the District and Colleges.

Operation of a UAS is regulated by the United States Federal Aviation Administration (FAA), and by federal, state and local laws. UAS regulation at federal, state and local levels is emerging and multi-faceted. The District Chancellor shall establish procedures for the operation of UAS on or above District property involving public safety, and by employees and students in connection with educational and College activities.

Date Approved: March 17, 2020
Approved at District Services Council: 12/4/19