WEST VALLEY – MISSION COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES MEETING

AGENDA

MISSION COLLEGE

MARCH 17, 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

Tuesday, March 17, 2020
Regular Meeting

Mission College
3000 Mission College Blvd.
Santa Clara, CA

6:00 p.m. Public Session - Campus Center Room 217
6:01 Closed Session - Campus Center Room 217
7:00 Public Session - TAV 130

1. Meeting Opening

1.1 Call to Order

1.2 Roll Call

1.3 Oral Communication from the Public on the Closed Session Agenda

2. Closed Session

2.1 Adjourn to Closed Session - Two items: 1. 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. 2. COMPLAINTS OR CHARGES AGAINST A DISTRICT EMPLOYEE (Government code section 54957): One Matter

3. Opening Items

3.1 Reconvene Public Session

3.2 Pledge of Allegiance

3.3 Report of Closed Session Action

3.4 Approval of the Order of the Agenda

3.5 Approval of the Minutes of the February 18, 2020, Meeting

3.6 Presentations/Recognitions - Focus Topic: Facilities Planning and Bond Project Updates. Presenter: Javier Castruita

3.7 Oral Communication from the Public

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

4. Unfinished Business

5. Consent Agenda

5.1 Approval of Consent Agenda - Recommendation: That the Board of Trustees approve Consent Agenda items as Presented

5.2 FACULTY SECOND YEAR CONTRACT RENEWAL – MISSION COLLEGE - Recommendation: That the Board of Trustees approve faculty for second year contracts for the 2020-2021 academic year as outlined. Pg 24

5.3 FACULTY THIRD AND FOURTH YEAR CONTRACT RENEWAL – MISSION COLLEGE - Recommendation: That the Board of Trustees approve the faculty listed below for a third contract covering two academic years, 2020-2021 and 2021-2022. Pg 25

5.4 TENURE – MISSION COLLEGE - Recommendation: That the Board of Trustees grant tenure for faculty at Mission College as outlined. Pg 26

5.5 CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE - Recommendation: That the Board of Trustees approve the curriculum changes at Mission College as presented. Pg 27

5.6 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. Pg 54

5.7 APPROVE CONTRACT WITH AD AGE MARKETING FOR MISSION COLLEGE - Recommendation: That the Board of Trustees approve expenditures by Mission College of up to $175,000 per year to Ad Age for its marketing and brand awareness efforts. Pg 67

5.8 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES - Recommendation: That the Board of Trustees approve the listed items. Pg 68

5.9 CONSIDER APPROVAL OF 2020-2021 SABBATICAL LEAVE REQUESTS - Recommendation: That the Board of Trustees approve the proposed sabbatical leaves for the faculty members listed. Pg 70

5.10 REVIEW OF PURCHASE ORDER TRANSACTIONS - Recommendation: That the Board of Trustees review purchase order transactions. Pg 72

5.11 ACCEPT BASIC CONTRACT AS COMPLETE FOR BID CA05-1819, ROOFTOP UNIT REPLACEMENT AT THE ADMINISTRATION BUILDING AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees accept the basic construction contract with Environmental Systems, Inc. for the rooftop unit replacement project at the administration building at West Valley College as complete and authorize the District to file a Notice of Completion. Pg 77

5.12 PROJECT ASSIGNMENT AMENDMENT WITH GILBANE BUILDING COMPANY FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE PERFORMING ARTS CENTER PROJECT AT MISSION COLLEGE - Recommendation: That the Board of Trustees approve the project assignment amendment with Gilbane Building Company for design and construction management services in the amount of $1,892,010 for the Performing Arts Center project at Mission College. Pg 78

5.13 APPROVE CONTRACT INCREASE WITH ENVIRONMENTAL SYSTEMS, INC. - Recommendation: That the Board of Trustees ratify change order 3 for an increase of $65,206 to the contract with Environmental Systems, Inc. for the temporary HVAC system at Gilmore Center due to the geothermal emergency repair project at Mission College. Pg 80

5.14 RATIFY APPROVAL OF CONTRACT WITH ASPHALT SURFACING, INC. FOR EMERGENCY REPAIRS TO THE GEOTHERMAL SYSTEM AT MISSION COLLEGE - Recommendaiton: That the Board of Trustees ratify the bid received from Asphalt Surfacing, Inc. in the amount of $127,000 for the emergency repairs to the geothermal system at Mission College. Pg 81

5.15 RATIFY APPROVAL OF CONTRACT WITH ENVIRONMENTAL SYSTEMS, INC. FOR EMERGENCY REPAIRS TO THE GEOTHERMAL SYSTEM AT MISSION COLLEGE - That the Board of Trustees ratify the bid received from Environmental Systems, Inc. in the amount of $123,594 for the emergency repairs to the geothermal system at Mission College. Pg 82

6. College, Programs, and Services

6.1 NOMINATION OF DANIEL NIEMANN FOR COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARD - Recommendation: That the Board of Trustees endorse Daniel Niemann as the West Valley-Mission Community College District nominee for the Community College Classified Employee of the Year

award sponsored by the Board of Governors, State Chancellor's Office, and Foundation for the California Community Colleges. Pg 83

7. Human Resources

7.1 ADMINISTRATIVE APPOINTMENTS - 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 transactions. Pg 90

8. Business and Finance

8.1 RESOLUTION NO. 20031701 TO UPDATE AUTHORIZED BANK SIGNATURE FORMS - Recommendation: That the Board of Trustees adopt Resolution #20031701 to update District bank account signature forms. Pg 92

8.2 SECOND READING – ADOPTING BOARD POLICY 3910 - USE OF UNMANNED AIRCRAFT SYSTEMS - Recommendation: That the Board of Trustees conduct a second reading and approval of the board policy on use of Unmanned Aircraft Systems (UAS). Pg 94

9. Board

9.1 APPOINTMENT OF AN AD HOC COMMITTEE FOR VACANCIES ON THE CCCT BOARD - Board President Susan Fish will appoint an ad hoc committee to review candidate information for the current vacancies on the California Community Colleges Trustee (CCCT) Board and make recommendations to the Board of Trustees for its vote taking place at the April 7 meeting. Pg 96

10. Information Reports and Items for Future Board Consideration

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

10.2 Classified Senate Update (Cheryl Massa) (Krystal Dela Cruz)

10.3 Student Senate Update (Maia Delrooz) (Reymundo Madera)

10.4 West Valley College Update (Stephanie Kashima)

10.5 Mission College Update (Daniel Peck)

10.6 Chancellor's Report (Bradley Davis)

10.7 Trustee Comments

11. Continuation of Closed Session, If Necessary

12. Reconvene Public Session, If Necessary

12.1 Report of Closed Session Action

13. Meeting Closing

13.1 Adjournment

UNAPPROVED MINUTES

Regular Meeting (Tuesday, February 18, 2020)
Generated by Tracy Johnson on Wednesday, February 19, 2020

1. Call to Order - Public Session
The meeting was called to order at 7:10 PM

1.1 Roll Call
Members Present:
Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey
Student Trustees: Kian Lechner and Evelina Gromilina

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

2. Adjourn to Closed Session
There were two items:

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. Reconvene Public Session
3.1 Pledge of Allegiance

3.2 Report of Closed Session Action
In the matter of the complaints or charges against a district employee under Government Code Section 54957, Board President Susan Fish reported that no action was taken and the Board would continue its discussion to the next scheduled meeting on March 17, 2020.

3.3 Approval of the Order of the Agenda
Motion to approve agenda as presented.

Motion by Jack Lucas, second by Karl Watanabe.
Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey
Student Trustees' Advisory Votes: Ayes: Lechner, Gromilina

3.4 Approval of the 2.4.20 meeting minutes. Reprint of 12.20.19 and 1.21.20 Minutes.
Approve the 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 were attached as Appendix B.)

Motion by Jack Lucas, second by Robert Owens.
Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey
Student Trustees' Advisory Votes: Ayes: Lechner, Gromilina

3.5 Presentations/Recognitions
Educational and Student Services Presentation:
CSI Crime Lab Demo: From Crime Scene to Crime Lab
The Board of Trustees visited the Administration of Justice Department where Jeremiah Garrido and Renee Paquier presented a fascinating demonstration of a crime scene investigation.

3.6 Oral Communication from the Public
There was none.

3.7 Written Communication from the Public
There was none.

4. Unfinished Business
There was none.

Consent Agenda
Approval of Consent Agenda
Recommendation: Motion to Approve Consent Agenda Items

A discussion was held.

Motion by Robert Owens, second by Anne Kepner.
Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey
Student Trustees' Advisory Votes: Ayes: Lechner, Gromilina

Approved Consent Agenda items:
Action: 6.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES

Action: 7.1 RATIFICATION OF VENDOR WARRANTS

Action: 7.2 FINANCIAL STATEMENTS AND BUDGET ADJUSTMENTS

Action: 7.3 2019-20 CCFS 311 SECOND QUARTER FINANCIAL REPORT

Action: 7.4 APPROVE CONTRACT INCREASE WITH LEWIS AND TIBBITTS, INC.

Action: 7.5 RATIFY APPROVAL OF CONTRACT WITH GALEB PAVING, INC. FOR EMERGENCY REPAIRS TO THE GEOTHERMAL SYSTEM AT MISSION COLLEGE

Action: 7.6 CONTRACT INCREASE TO DLR GROUP, INC. FOR MULTI-PRIME DELIVERY METHOD OF THE ATHLETIC FIELD TURF RESTORATION PROJECT AT WEST VALLEY COLLEGE

Action: 7.7 CONTRACT INCREASE TO DLR GROUP, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE BASEBALL COMPLEX RENOVATION PROJECT AT WEST VALLEY COLLEGE

Action: 7.8 PROJECT ASSIGNMENT AMENDMENT WITH KITCHELL FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE BASEBALL COMPLEX RENOVATION PROJECT AT WEST VALLEY COLLEGE

Action: 7.9 PROJECT ASSIGNMENT AGREEMENT WITH WRNS STUDIOS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE LIBRARY RENOVATION PROJECT AT MISSION COLLEGE

Action: 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

Regular Order of the Agenda
5. College, Programs, and Services
There were no items.

6. 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.

Motion by Jack Lucas, second by Robert Owens.
Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey
Student Trustees' Advisory Votes: Ayes: Lechner, Gromilina

6.3 ELIMINATION OF ADMINISTRATIVE POSITION
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.

Motion by Robert Owens, second by Jack Lucas.
Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey
Student Trustees' Advisory Votes: Abstain: Lechner, Gromilina

7. Business and Finance
7.11 FIRST READING – ADOPTING BOARD POLICY 3910 - USE OF UNMANNED AIRCRAFT SYSTEMS
Recommendation: That the Board of Trustees approve the First Reading of Board Policy 3910 - Use of Unmanned Aircraft Systems

Motion by Randi Kinman, second by Anne Kepner.
Final Resolution: Motion Carries
Aye: Susan Fish, Randi Kinman, Robert Owens, Karl Watanabe, Jack Lucas, Anne Kepner, Adrienne Grey
Student Trustees' Advisory Votes: Ayes: Lechner, Gromilina

8. Board
There were no items.

9. Information Reports and Items for Future Board Consideration
9.1 Standing Committee Report - Audit and Budget Oversight Committee
Chair Owens indicated that the Committee had reviewed 7.2, Financial Statements and Budget Adjustments, and 7.3, Second Quarter 311 Report and recommended approval. He expressed concern that the Student Center Fee Fund, used to run the Campus Center, had virtually no funds due to low enrollment, and that budget reductions would have to be made.

9.2 Trustee Comments
There were none.

Adjournment
The meeting was adjourned at 7:50 p.m.

Tuesday, March 17, 2020
Regular Meeting

Mission College
3000 Mission College Blvd.
Santa Clara, CA

6:00 p.m. Public Session - Campus Center Room 217
6:01 Closed Session - Campus Center Room 217
7:00 Public Session - TAV 130

1. Meeting Opening

Subject	**1.1 Call to Order**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action

1. Meeting Opening

Subject	**1.2 Roll Call**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action

1. Meeting Opening

Subject **1.3 Oral Communication from the Public on the Closed Session Agenda**

Meeting Mar 17, 2020 - Regular Meeting

Access Public

Type Information

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

2. Closed Session

Subject **2.1 Adjourn to Closed Session**

Meeting Mar 17, 2020 - Regular Meeting

Access Public

Type Procedural

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. Opening Items

Subject	**3.1 Reconvene Public Session**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Procedural

3. Opening Items

Subject	**3.2 Pledge of Allegiance**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Procedural

3. Opening Items

Subject	**3.3 Report of Closed Session Action**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Information

3. Opening Items

Subject	**3.4 Approval of the Order of the Agenda**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action
Recommended Action	Motion to approve agenda as presented.

3. Opening Items

Subject	**3.5 Approval of the Minutes of the February 18, 2020, Meeting**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes of the February 18, 2020, meeting.

File Attachments
Unapproved Minutes of the February 18, 2020, Meeting.doc (35 KB)

3. Opening Items

Subject	**3.6 Presentations/Recognitions - Focus Topic: Facilities Planning and Bond Project Updates. Presenter: Javier Castruita**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Information, Recognition

Focus Topic: Facilities Planning and Bond Project Updates
Presenter: Javier Castruita

3. Opening Items

Subject **3.7 Oral Communication from the Public**

Meeting Mar 17, 2020 - Regular Meeting

Access Public

Type Information

GUIDELINES FOR PUBLIC PARTICIPATION IN BOARD OF TRUSTEES MEETINGS

We welcome comments from the public. The following instructions are intended as a guide for members of the public who wish to address the Board of Trustees. These guidelines are in the interest of giving the Board a fair opportunity to hear a diversity of viewpoints. If you wish to speak, you are respectfully asked to provide a completed form to the Board Clerk, but you are not required to do so. Please limit your comments to three (3) minutes. In fairness to those who wish to speak and as a courtesy to those who have come to listen, we request that you adhere to the following guidelines:

Oral Communications from the Public on Items Not on the Agenda
This portion of the meeting is reserved for persons desiring to address the Board on any matter not on the agenda. No action will be taken. When you make your comments, approach the podium. When the Board President recognizes you, please identify yourself and the topic you wish to discuss. Limit your comments to three (3) minutes. A total of 20 minutes is allowed for total public comment, unless waived by the Board.

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

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

3. Opening Items

Subject	**3.8 Report of the Audit and Budget Oversight Committee (ABOC)**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Information

5. Consent Agenda

Subject	**5.1 Approval of Consent Agenda - Recommendation: That the Board of Trustees approve Consent Agenda items as Presented**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	Motion to Approve Consent Agenda Items as Presented.

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

5. Consent Agenda

Subject **5.2 FACULTY SECOND YEAR CONTRACT RENEWAL – MISSION COLLEGE - Recommendation: That the Board of Trustees approve faculty for second year contracts for the 2020-2021 academic year as outlined.**

Meeting Mar 17, 2020 - Regular Meeting

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees approve faculty for second year contracts for the 2020-2021 academic year as outlined.

Prepared By: Leandra Martin
Reviewed By:Daniel Peck
Approved By: Bradley Davis

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

Background/Alternatives
The following faculty have completed their first contract and are recommended to receive a second contract for the 2020-2021 academic year.

Name	Discipline	Hire Date
Judith Dyer	Health Occupations	01/25/2019
Javier Huerta	English	08/24/2019
Willy Kwong	Child Development	08/24/2019
Robert Schaffer	Engineering	08/23/2019

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

Follow-up/Outcome
Additional one-year contracts will be processed following Board approval and the tenure appraisal team will continue to evaluate the faculty members' performance in the upcoming terms.

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

5. Consent Agenda

Subject	**5.3 FACULTY THIRD AND FOURTH YEAR CONTRACT RENEWAL – MISSION COLLEGE - Recommendation: That the Board of Trustees approve the faculty listed below for a third contract covering two academic years, 2020-2021 and 2021-2022.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees approve the faculty listed below for a third contract covering two academic years, 2020-2021 and 2021-2022.

Prepared By: Leandra Martin

Reviewed By:Daniel Peck

Approved By: Bradley Davis

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

Background/Alternatives
The following faculty have completed their second contract and are recommended to receive their third contract for the 2020-2021 and 2021-2022 academic years.

Name	Discipline	Hire Date
Pooi See Chan	Biological Sciences	01/26/2018
Kaitlin Ferguson	Kinesiology	08/24/2018
Jeanine Flores	Graphic Design	08/24/2018
Natalie Seer	Child Development	08/24/2018
Guy Shani	Biological Sciences	08/24/2018

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

Follow-up/Outcome
Contracts will be processed following Board approval and the tenure appraisal teams will continue to evaluate the faculty members' performance in the upcoming terms.

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

5. Consent Agenda

Subject	**5.4 TENURE – MISSION COLLEGE - Recommendation: That the Board of Trustees grant tenure for faculty at Mission College as outlined.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees grant tenure for faculty at Mission College as outlined.

Prepared By: Leandra Martin

Reviewed By: Daniel Peck

Approved By: Bradley Davis

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

Education Code §87608.5 codifies the process for contract (i.e., tenure-track) employees concluding the second year of their four-year tenure process. The negotiated contract for Association of College Educators, Article 24B.7 specifies the process where tenure-track employees, who have been granted tenure at a community college or four-year institution prior to being hired by the college, may be granted tenure concluding on the second year of the tenure process.

Background/Alternatives
Effective for the 2020-2021 Academic year, the employees listed below will acquire regular (tenure) status at Mission College.

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

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

Follow-up/Outcome
Employment status changes will be made effective with the 2020-2021 academic year.

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

5. Consent Agenda

Subject	**5.5 CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE - Recommendation: That the Board of Trustees approve the curriculum changes at Mission College as presented.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees approve the curriculum changes at Mission College as presented.

Prepared By: Lingping Yu, Carla Breidenbach, and Leandra Martin

Reviewed By: Daniel Peck

Approved By: Bradley Davis

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

Background/Alternatives
As per District policy, the curriculum changes to programs and courses described herein have been considered and recommended by the Curriculum Committee and the Articulation Officer. Each of the curriculum changes has been further reviewed and approved by the Chief Instructional Officer, the College President, and the District Chancellor. The Office of Instruction further certifies that the programs and courses described herein satisfy all applicable requirements of Title 5 and have also been submitted to the Associated Students Government of Mission College. Degrees developed in compliance with State-approved Transfer Model Curricula (TMC) pursuant to SB-1440 (Padilla, 2010) have already been approved by the District Chancellor acting as designee for the Board of Trustees, and are being presented here as information items.

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

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

File Attachments
5.5 MC Curriculum Item 20200317.docx (107 KB)

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

MISSION COLLEGE

Curriculum Summary

New Course - Credit

BUS 011	GDS 072	KIN 023C	KIN 050C
CIS 034	GDS 076	KIN 040D	MAT 010X

New Course - Noncredit

NCE 930FD	NCH 001CW	NCH 003CW	
NCE 940FD	NCH 002CW		

Credit Course Revision

ACC 052	BUS 104	FPT 056	GDS 064
ART 065A	CIS 039	FPT 057	GDS 067
ART 065B	CIS 045	FPT 060	GDS 068
ART 065C	CIS 047	FPT 061	GDS 085
ART 065D	CIS 055	FPT 065	INS 949
ART 067A	CIS 056	FPT 065C	KIN 094
ART 067B	FPT 051	FPT 065L	PSY 015
ART 067C	FPT 052	FPT 180	PSY 015H
ART 067D	FPT 053	GDS 060	
BUS 056A	FPT 054	GDS 062	
BUS 084	FPT 055	GDS 063	

Non-credit Course Revision

None

Administrative Change

None

Prerequisites

ACC 052	ART 067C	FPT 180	PSY 015H
ART 065B	ART 067D	MAT 010X	
ART 065C	FPT 065	NCH 002CW	
ART 065D	FPT 065C	NCH 003CW	
ART 067B	FPT 065L	PSY 015	

Distance Education

ACC 052	BUS 056A	BUS 084	BUS 104

BUS 011	FPT 052	FPT 065	GDS 067
CIS 034	FPT 053	FPT 065C	GDS 068
CIS 039	FPT 054	FPT 065L	GDS 072
CIS 045	FPT 055	FPT 180	GDS 076
CIS 047	FPT 056	GDS 060	INS 949
CIS 055	FPT 057	GDS 062	NCE 930FD
CIS 056	FPT 060	GDS 063	NCE 940FD
FPT 051	FPT 061	GDS 064	

Credit Course Deletion
ENG 905

New Program – Credit
None

New Program – Non-Credit
None

Program Revision - Credit
None

Program Deletion
None

NEW COURSES – CREDIT (Content review completed)

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

BUSINESS

BUS 011 – International Business Law

3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course introduces the legal environment of international business, explains the basic principles of international business law and challenges students to consider legal implications of any international business strategy or transaction.

Rationale for BUS 011 – International Business Law – 3.00 Unit(s)
One of the drivers of California's economy has been its high technology and information services industries and international trade. UC and CSU have built International Business (IB) programs over the years. Our surrounding competitors such as Foothill-De Anza and San Mateo Community Colleges currently offer 2-3 IB related courses per quarter. MC only has one entry level course, "Global Business." We want to strengthen our IB programs by offering this new class.

CIS 034 – Intermediate Robotics and Embedded System Design

4.00 Unit(s)
Grade Options: Pass/No Pass Option

This is an intermediate course in Robotics and embedded systems. This course covers Raspberry PI and Python programs to control the robot camera, get sensor information and send control signals to the robot. It covers remote communication using Zigbee, graphical LCD, locating robot using GPS, interfacing I2C and SPI devices. Robot Operating System (ROS) and artificial intelligence applied to robots is introduced.

Rationale for CIS 034 – Intermediate Robotics and Embedded System Design – 4.00 Unit(s)
This course was created to allow more choices in robotics classes for students to elect while completing their program of study.

GRAPHIC DESIGN & MULTIMEDIA

GDS 072 – Digital Imaging and User Interface Design

3.00 Unit(s)
Grade Options: Pass/No Pass Option

In this course, students apply design principles to the creation of digital product designs using industry standard software. Students design interfaces and other assets used in User Interface Design and User Experience Design.

Rationale GDS 072 – Digital Imaging and User Interface Design – 3.00 Unit(s)
There is inadequate time in our current course offerings dedicated to User Interface Design Principles and the current tools used in UI Design. This course will instruct students in using industry standard tools to create compelling User Interface Designs.

GDS 076 – Emerging Trends in Interaction Design

3.00 Unit(s)
Grade Options: Pass/No Pass Option

In this course, students will apply interaction design principles to the design and prototyping of emerging technologies in mobile, wearable, voice activated and smart appliances. Students will explore trends and best practice for interaction and interface design for emerging technology.

Rationale GDS 076 – Emerging Trends in Interaction Design – 3.00 Unit(s)
This course will be part of a forthcoming certificate in User Experience Design.

KINESIOLOGY

KIN 023C – Archery - Intermediate

1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is designed to improve the shooting technique, targeting systems, and knowledge of the intermediate Archery student. Archery requires repetition and feedback to refine and master these skills. Intermediate students will continue to develop their archery skills by shooting longer distances and using various targeting strategies.

Rationale KIN 023C – Archery - Intermediate – 1.00 Unit(s)
The intermediate level is needed to complete the third level of the Archery course family. Archery is popular and many students have completed the A and B levels.

KIN 040D – Modern Dance - Advanced
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is the study and practice of the varied theories, styles, and techniques of the modern dance idiom at an advanced level.

Rationale KIN 040D – Modern Dance - Advanced – 1.00 Unit(s)
This course is the advanced level course corresponding to the modern dance family, and completes the levels offered in this area of study. This course will be included as an option in our KIN-AAT degree.

KIN 050C – Tai Chi - Intermediate
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course reviews the fundamentals and health enhancing aspects of Tai Chi at an intermediate level including Pushing Hands exercises and various Qi Gong exercises.

Rationale KIN 050C – Tai Chi - Intermediate – 1.00 Unit(s)
This is the intermediate level of Tai Chi to accommodate student need for a higher level course in the martial art form. This will be included as an option in the Kinesiology AA-T degree.

MATHEMATICS

MAT 010X – Elementary Statistics with Additional Support
6.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: MAT 000C or MAT 000CM or High School Algebra II, or equivalent

Students study and demonstrate knowledge and understanding of descriptive and inferential statistics including data analysis, correlation and linear regression,

probability, probability distributions, and assorted hypothesis testing. Particular emphasis is placed on applications. Current technology is used. Areas of support will include review of arithmetic and algebra topics that underlie statistical procedures and concepts, hands-on activities that promote a deeper understanding of statistical ideas, and study skills that promote success in statistics.

Rationale MAT 010X – Elementary Statistics with Additional Support – 6.00 Unit(s)
This course will replace MAT010 with MAT910X concurrent enrollment courses. It simplifies the process for a student to sign up for Statistics with Support, and will help our schedule to be clearer and more student friendly. This course is a logistical change to help students and those who advise them to find the class that meets the students' needs more easily.

NEW COURSE - NONCREDIT

NONCREDIT ENGLISH AS A SECOND LANGUAGE

NCE 930FD – English for Food Preparation
Total Hours of Instruction: 72
Grade Options: Pass/No Pass, Satisfactory Progress

This high-beginning ESL course develops oral and written communication skills within the context of food preparation and kitchen safety. Students study and practice vocabulary for communicating about food preparation at work and at home. Students learn about American workplace culture and explore opportunities in food-related fields.

Rationale for NCE 930FD – English for Food Preparation
This course is the first required course in the noncredit English for Careers in Food Service CDCP certificate.

NCE 940FD – English for Food Service
Total Hours of Instruction: 72
Grade Options: Pass/No Pass, Satisfactory Progress

This noncredit low-intermediate level ESL course develops oral and written communication skills in English within the context of food service industry. Students study and practice vocabulary for communicating about ordering and serving food. Students learn about American customer service culture and explore opportunities in

food-related fields.

Rationale for NCE 940FD – English for Food Service
This course is the second required course in the noncredit English for Careers in Food Service CDCP certificate.

NONCREDIT COMMUNITY HEALTH WORKER

NCH 001CW – Introduction to Community Health Work

Total Hours of Instruction: 54
Grade Options: Pass/No Pass Only

This is the first of a three-course sequence leading to the Community Health Worker Certificate of Completion. This course introduces students to the role of the Community Health Worker, the types of client and agencies with whom the Community Health Worker works on a daily basis, and the basic concepts of public health practice.

Rationale for NCH 001CW – Introduction to Community Health Work
Increased demand for Community Health Workers in community-based and health care settings. This program provides students with health education, care management, and client advocacy in both community-based and health care setting. CHWs serve as a two-way bridge between communities and key health and social resources. They play a vital role in reducing health inequalities among underserved communities by reducing barriers to access in a culturally appropriate way.

NCH 002CW – Introduction to Chronic Disease Management

Total Hours of Instruction: 54
Grade Options: Pass/No Pass Only
Prerequisite: NCH 001CW

This course addresses chronic health conditions (also referred to as chronic illness or chronic disease), the leading cause of illness and death in the United States. Community Health Workers (CHW) often work closely with clients who live with chronic conditions. Topics include basic information about the types of chronic conditions and techniques for their management.

Rationale for NCH 002CW – Introduction to Chronic Disease Management
Increased demand for Community Health Workers in community-based and health care

settings. The U.S. Centers for Disease Control and Prevention (CDC) has highlighted the important role that CHWs can play in the management of chronic disease (CDC, 2014).

NCH 003CW – Externship for Community Health Worker
Total Hours of Instruction: 54
Grade Options: Pass/No Pass Only
Co-Requisite: NCH 002CW or
Prerequisite: NCH 002CW

This externship will give students an experiential learning opportunity to enhance their academic and professional skill sets. Students will learn and understand the duties of a Community Health Worker in a professional setting, and contract for a minimum of 54 hours at an externship placement. Students must complete the first course, NCH 001CW. The next course NCH 002CW can be taken with NCH 003CW externship. (Note: Any student can take both NCH 001CW and NCH 002CW in one semester or summer, then take the NCH 003CW Externship next semester.)

Rationale for NCH 003CW – Externship for Community Health Worker
This course offers students an opportunity to learn in a professional work setting while obtaining practical experience in community health work. Students will contract for a minimum of 54 hours at an externship placement.

CREDIT COURSE REVISION

ACCOUNTING

ACC 052 – Payroll and Business Tax Accounting
3.00 Unit(s)
Grade Options: Grade Only
Prerequisite: ACC 001A

This course offers a thorough study of payroll preparation, payroll taxes, sales and use taxes, and property taxes. Basic payroll procedures used in business are stressed. Various manual and automated methods of payroll preparation are presented.

Rationale ACC 052 – Payroll and Business Tax Accounting – 3.00 Unit(s)
This course has been revised for update content and textbooks, add audit option, and to add the DE addendum to eLumen.

ART

ART 065A – Ceramics - Handbuilding: Introduction

3.00 Unit(s)
Grade Options: Pass/No Pass Option

ART 065A is an introductory course in ceramic hand-building techniques. Students learn the physical properties of clay and other ceramics materials, ceramic decorative techniques, 2-dimensional and 3-dimensional design, and use this knowledge to express themselves creatively.

Rationale ART 065A – Ceramics - Handbuilding: Introduction – 3.00 Unit(s)
This course has been revised to correct the lab hours from 54 to 72 to match current scheduling/load arrangement and to update the textbooks and learning outcomes.

ART 065B – Ceramics - Handbuilding: Beginning

3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 065A

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

Rationale ART 065B – Ceramics - Handbuilding: Beginning – 3.00 Unit(s)
This course was revised to correct the lab hours from 3 to 4 hours and to update the textbook, course outline, and learning outcomes.

ART 065C – Ceramics - Handbuilding: Intermediate

3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 065B

ART 065C is an intermediate-to-advanced course in handbuilding ceramics that focuses on different aspects of ceramics providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.

Rationale ART 065C – Ceramics - Handbuilding: Intermediate – 3.00 Unit(s)
This course was revised to increase the number of lab hours from 3 to 4 to reflect current scheduling, and to update the textbook and outcomes.

ART 065D – Ceramics - Handbuilding: Advanced
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 065C

ART 065D is an advanced course in handbuilding ceramics that focuses on developing mastery in different aspects of ceramics, providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.

Rationale ART 065D – Ceramics - Handbuilding: Advanced – 3.00 Unit(s)
This course was revised to update lab hours from 3 to 4 and to update the textbook and course content.

ART 067A – Ceramics – Potter's Wheel: Introduction
3.00 Unit(s)
Grade Options: Pass/No Pass Option

ART 067A is an entry-level course that introduces students to those basic skills and techniques of the potter's wheel needed to create a variety of ceramic forms. Instruction includes clay and glaze formulation, construction, and stacking and firing of ceramic kilns. Students develop aesthetic awareness of three-dimensional design.

Rationale ART 067A – Ceramics – Potter's Wheel: Introduction – 3.00 Unit(s)
This course was revised to correct the number of lab hours from 3 to 4 and to update the textbook and course outline.

ART 067B – Ceramics – Potter's Wheel: Beginning
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 067A

ART 067B is a beginning-level course in working on the potter's wheel. The course is

directed toward: refinement of skills on the potter's wheel, production throwing techniques, advanced kiln firing techniques, clay compositions, thrown sculpture, and combining hand and wheel techniques. Focus is on developing a personal design style.

Rationale ART 067B – Ceramics – Potter's Wheel: Beginning – 3.00 Unit(s)
This course was revised to update the lab hours from 3 to 4 to reflect current scheduling and to update the textbook.

ART 067C – Ceramics – Potter's Wheel: Intermediate
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 067B

ART 067C focuses on building intermediate-level technical skills in working with the potter's wheel.

Rationale ART 067C – Ceramics – Potter's Wheel: Intermediate – 3.00 Unit(s)
This course was revised to update the laboratory hours from 3 to 4 to reflect current scheduling and to update the textbook.

ART 067D – Ceramics – Potter's Wheel: Advanced
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 067C

ART 067D is an advanced course in using the Potter's Wheel that focuses on developing advanced skills in building specialized clay bodies for a variety of glaze firing, specialized glazes for specific glaze characteristics, and specific artistic styles.

Rationale ART 067D – Ceramics – Potter's Wheel: Advanced – 3.00 Unit(s)
This course was revised to update the lab hours from 3 to 4 to reflect current scheduling and to update the textbook.

BUSINESS

BUS 056A – Marketing Principles
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course gives students an overall understanding of marketing functions and the role of marketing in society. The course covers the fundamentals of marketing, including product planning and development, buyer behavior, pricing strategies, marketing channels, and methods of marketing research.

Rationale BUS 056A – Marketing Principles – 3.00 Unit(s)
The course was revised to update methods of instruction, the DE addendum, assignments, textbook and SLO's.

BUS 084 – Internet Marketing
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course introduces students to Internet marketing techniques and tools and examines how advanced technologies affect marketing functions. Consideration is given to the development of an organization's marketing plan and strategies in this dynamic environment. The course provides students with the opportunity to conceptualize and document an internet marketing plan based on ones' professional goals.

Rationale BUS 084 – Internet Marketing – 3.00 Unit(s)
This course was revised to update the textbook, the DE Addendum, and course content.

BUS 104 – Project Risk Management
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is designed for personnel who will make project-related decisions in the presence of undefined conditions. Students will understand how to handle change and risk and how they can be mitigated. Also, in this course, students will learn and apply proactive approaches to threats and opportunities based on an understanding of the risk management process.

Rationale BUS 104 – Project Risk Management – 3.00 Unit(s)
This course was revised to update the DE addendum.

COMPUTER INFORMATION SYSTEMS

CIS 039 – Introduction to Computer Systems and Assembly Language

4.00 Unit(s)
Grade Options: Pass/No Pass Option

This course introduces computer architecture and assembly language programming. Students learn instruction sets, assembly language programming, and data representation and manipulation, the memory layout and hierarchy, linking and loading, interrupts, pointers, function calls, argument passing, and basic gate-level digital logic design.

Rationale CIS 039 – Introduction to Computer Systems and Assembly Language – 4.00 Unit(s)
This course was revised to update content and textbooks, and to increase the units from 3 to 4 to accommodate more lab time for students.

CIS 045 – Linux Essentials I

4.00 Unit(s)
Grade Options: Pass/No Pass Option

This is an introductory course in the Linux operating system. Students learn the basics of Linux commands and utilities, including files, editors and scripting. This course covers the Unix Bash language scripting including variables, expressions, control structure, files, subroutines, and the "awk" and "sed" commands.

Rationale CIS 045 – Linux Essentials I – 4.00 Unit(s)
This course has been revised to increase the number of units from 3 to 4 due to increase the amount of laboratory time from 0.5 to 1 unit, to update content and textbooks, and to add the DE addendum to eLumen.

CIS 047 – Linux System Administration

4.00 Unit(s)
Grade Options: Pass/No Pass Option

This is a course in Linux system administration. Students learn hands-on skills for Linux administration, including system initialization, file system management, user and services administration and network configuration. It covers file systems, file sharing, mail server, LDAP, DNS, fire wall, web server and network security.

Rationale CIS 047 – Linux System Administration – 4.00 Unit(s)
The course was revised to update the course title (formerly Linux System Administration I), SLOs, DE Addendum and course content.

CIS 055 – Database Management Systems I
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is the first of two courses that covers the current, classical database systems, database design, and architecture. Entity-relationship and enhanced entity models. Relational model, normalization techniques, emerging standard of SQL query language, XML, embedded, and dynamic SQL. Introduces students to widely used database systems such as Oracle, Microsoft SQL server, and MySQL. Students will work in groups to implement and design a commercial database application project.

Rationale CIS 055 – Database Management Systems I – 3.00 Unit(s)
The course has been revised to revise the DE addendum, update textbooks, course title (formerly Introduction to Database and SQL), SLOs and content. The number of lab units was raised from 0.5 to 2.5.

CIS 056 – Database Management Systems II
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is the second of two courses that covers database management and SQL programing, stored procedures, functions, packages, and database triggers, relational database systems, object-oriented data model, database trends, web database topics, architectures, introduction to interface languages. Students will work in groups to implement a commercial database application project.

Rationale CIS 056 – Database Management Systems II – 3.00 Unit(s)
The course was revised to update the DE addendum, textbooks, SLOs, course title (formerly Database Programming and Management), and course content. The number of lab units changed from 0.5 to 2.5 units.

FIRE PROTECTION TECHNOLOGY

FPT 051 – Fire Protection Organization
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course provides a general introduction to the field of Fire Protection, including: career opportunities; philosophy and history of fire protection; the organization and function of fire protection services; and a basic introduction to the chemistry and physics of fire and fire control techniques including fire-ground hazards, strategy, and tactics.

Rationale FPT 051 – Fire Protection Organization – 3.00 Unit(s)
The course was revised to update the textbook, SLOs, course content, methods of instruction and evaluation, to remove credit by exam, and to add a DE Addendum. This revision ensures that the instructional materials conform to the minimum standards required by the updated State Fire Training and FESHE Curriculum. This is one of the five core courses required for students pursuing an AS Degree in Fire Protection Technology as specified by the State Board of Fire services and approved by the Chancellor's Office for California Community Colleges.

FPT 052 – Fire Behavior and Combustion
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course focuses on the theory and fundamentals of how and why fires start and spread, including an in-depth study of fire chemistry, fire behavior and physics, and fundamentals of fire control methods, including fire characteristics of materials and compounds and the use of extinguishing agents and fire control techniques.

Rationale FPT 052 – Fire Behavior and Combustion – 3.00 Unit(s)
The course was revised to update the textbook, course content, methods of instruction and evaluation, SLOs, to remove credit by exam, and to add a DE Addendum.

FPT 053 – Fire Protection Systems
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course focuses on fire protection systems including: utilization of portable fire

extinguishing equipment including inspection and maintenance procedures; fundamentals of design and operation of various types of sprinkler systems; fundamentals of design and operation of special hazard protection systems and associated fire detection and signaling systems; water supply requirements for standpipe, sprinkler and other fire protection systems.

Rationale FPT 053 – Fire Protection Systems – 3.00 Unit(s)
The course was revised to update the textbook, methods of evaluation and instruction, course content, and to add a DE Addendum.

FPT 054 – Building Construction for Fire Protection
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course provides instruction regarding the theory and fundamentals of building construction: laws, regulations and standards; the Uniform Building Code requirements for fire safety in buildings; classification of buildings by occupancy; elements of building construction and design; and fire protection requirements for buildings, special occupancy areas and open areas.

Rationale FPT 054 – Building Construction for Fire Protection – 3.00 Unit(s)
The course was revised to update textbooks, methods of instruction and evaluation, course content, and to add a DE Addendum.

FPT 055 – Fire Prevention Technology
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course provides instruction on the following: organization and function of fire prevention; fire and life safety inspections; utilization of the Uniform Fire Code and related standards in determining requirements for fire safety; surveying and mapping procedures; recognition of fire and life hazards; engineering and enforcing a solution of a fire hazard; public education aspects of fire prevention; and firefighters' responsibility in determining the cause of fire.

Rationale FPT 055 – Fire Prevention Technology – 3.00 Unit(s)
The course was revised to update the textbook, methods of instruction and evaluation, course content, and to add a DE Addendum.

FPT 056 – Hazardous Materials Technology
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course provides an in-depth study of materials presenting special problems in firefighting operations, including the identification of hazardous materials and the handling procedures utilized for emergencies, and enables first responders to recognize a hazardous materials incident and implement actions to protect themselves, the public, the environment and nearby property while responding in a defensive fashion. Students may obtain a First Responder Operations Certification from California Specialized Training Institute (CSTI) or State Fire Training. Additional costs will be assessed for certification.

Rationale FPT 056 – Hazardous Materials Technology – 3.00 Unit(s)
The course was revised to update the textbooks, SLOs, methods of instruction and evaluation, course content, to remove credit by exam, and to add a DE Addendum.

FPT 057 – Rescue Practices
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is designed to prepare the student to evaluate basic rescue situations and establish a plan of action to safely eliminate the hazard and/or remove the victim(s) taking proper precautions for possible injuries.

Rationale FPT 057 – Rescue Practices – 3.00 Unit(s)
The course was revised to update the textbook, SLOs, methods of instruction and evaluation, course content, to add a DE Addendum, and to raise the number of lab hours.

FPT 060 – Wildland Fire Suppression
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course focuses on the organizational skills necessary for Wildland Fire Suppression. The course is designed to provide the Student with the basic knowledge and skills needed prior to emergency response and preparation for the 2019 Firefighter 1 Requirement for Wildland Fire Suppression. Certifications to be announced and

optional are; S190 Intro to Wildland Fire Behavior, and S130 Firefighter Training; additional costs will be assessed for certifications. The minimum safety equipment required for the field evolutions consists of an OSHA-approved helmet with chin strap, # 44 impact goggles, and leather gloves.

Rationale FPT 060 – Wildland Fire Suppression – 3.00 Unit(s)
The course was revised to update the textbook, SLOs, methods of instruction and evaluation, course content, adjust lab and lecture time, and to add a DE Addendum.

FPT 061 – Structural Fire Suppression
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course provides instruction in: manipulative skill and technical training in the identification and operation of fire service tools and equipment; the tying and employment of fire service knots and hitches; identification, actuation and employment of portable fire service extinguishers; donning and testing of protective breathing apparatus; basic hose evolutions; laying of multiple lines; operating hose lines above and below street level; fire service ladder evolutions; and basic salvage and overhaul techniques.

Rationale FPT 061 – Structural Fire Suppression – 3.00 Unit(s)
The course was revised to update the textbook, methods of instruction and evaluation, course content, adjust lab and lecture time, and to add a DE Addendum.

FPT 065 – Emergency Medical Technician Theory
6.00 Unit(s)
Grade Options: Grade Only
Co-Requisite: FPT 065C and FPT 065L
Prerequisite: HOC 002 or American Heart Association BLS for the Healthcare Provider or equivalent.

This EMT training program is designed to prepare individuals to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system. This course meets all the theory requirements for certification as an Emergency Medical Technician-I as specified in the regulations approved by the State of California Emergency Medical Services Authority in July 2017. Students must also successfully complete FPT 065L and

FPT 065C concurrently with FPT 065 to be eligible for certification.

Rationale FPT 065 – Emergency Medical Technician Theory – 6.00 Unit(s)
The course was revised to update the course description, course title (formerly Emergency Medical Technician 1 Theory), course content, methods of instruction and evaluation, other instructional materials, the prerequisites, and to add a DE Addendum.

FPT 065C – Emergency Medical Technician Clinical Experience
0.50 Unit(s)
Grade Options: Pass/No Pass Option
Co-Requisite: FPT 065 and FPT 065L
Prerequisite: HOC 002 or American Heart Association BLS for the Healthcare Provider or equivalent.

The purpose of this EMT training course is to prepare individuals to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transfer within an organized EMS system. This course meets all the clinical requirements for certification as an Emergency Medical Technician as specified in the regulations approved by the State of California Emergency Medical Services Authority in July 2017. This course allows the student to experience "hands-on" skills while caring for patients under the supervision of a preceptor. The student needs to show proof of a current Tuberculosis (TB) skin test.

Rationale FPT 065C – Emergency Medical Technician Clinical Experience – 0.50 Unit(s)
The course was revised to update the course description, course title (formerly Emergency Medical Technician 1), course content, methods of instruction and evaluation, the prerequisites, and to add a DE Addendum.

FPT 065L – Emergency Medical Technician Laboratory
1.50 Unit(s)
Grade Options: Pass/No Pass Option
Co-Requisite: FPT 065 and FPT 065C
Prerequisite: HOC 002 or American Heart Association BLS for the Healthcare Provider or equivalent.

The purpose of this EM training course is to prepare individuals to render pre-hospital basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transfer within an organized EMS system. This course meets all the skills-laboratory requirements at the mandated instructor: student ratio of 1:10 for

certification as an Emergency Medical Technician I as specified in the regulations approved by the State of California Emergency Medical Services Authority in July 2017. Students must successfully complete concurrently FPT 065 and FPT 065C to be eligible for certification.

Rationale FPT 065L – Emergency Medical Technician Laboratory – 1.50 Unit(s)
The course was revised to update the course description, prerequisites, course content, methods of instruction and evaluation, and to add a DE Addendum.

FPT 180 – Emergency Medical Technician – I Refresher Course
2.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: HOC 002 or American Heart Association BLS for the Healthcare Provider or equivalent.

The purpose of this EMT Refresher Course is to review topics to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transfer within an organized EMS system. This course meets all the refresher course requirements for recertification as an Emergency Medical Technician as specified in the regulations approved by the State of California Emergency Medical Services Authority in July 2017.

Rationale FPT 180 – Emergency Medical Technician – I Refresher Course – 2.00 Unit(s)
The course was revised to update the SLOs, course description, prerequisites, course content, methods of instruction and evaluation, and to add a DE Addendum.

GRAPHIC DESIGN & MULTIMEDIA

GDS 060 – Page Layout
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This introductory level course in page layout and design uses Adobe InDesign software. Students assemble a variety of pieces such as booklets, brochures, magazines, newspapers, newsletters, and other communication materials. Emphasis is on learning techniques used by graphics professionals to create full-color pieces integrating text, photos, and illustrations.

Rationale GDS 060 – Page Layout – 3.00 Unit(s)

The course was revised to change the course title (formerly GDS063 InDesign), to update the course description, textbooks and to revise course content and DE addendum.

GDS 062 – Digital Illustration with Adobe Illustrator
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This is a beginning digital illustration course for graphic designers, illustrators and artists. Students learn how to create original illustrations and designs using Adobe Illustrator. Basic art principles are explored.

Rationale GDS 062 – Digital Illustration with Adobe Illustrator – 3.00 Unit(s)
The course was revised to update textbook, distance addendum language, course title (formerly Introduction to Adobe Illustrator), and SLOs and to change the TOP Code.

GDS 063 – Typography
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This is a course for graphic designers on the study and demonstration of letterforms and typography. Practical design projects examine the interaction of form and message, with emphasis on fundamental theory, i.e., elements, principles, and attributes of typographical design. Students may create work for inclusion in a portfolio. This course requires both non-digital attention to hands-on craftsmanship and basic knowledge of Adobe CC software.

Rationale GDS 063 – Typography – 3.00 Unit(s)
The course was revised to update the course title (formerly Intro to Adobe InDesign), textbooks, course description, SLOs, course content to outlines and DE Addendum. The TOP code was also changed.

GDS 064 – Introduction to Adobe Photoshop
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This is a beginning digital imaging course for graphic designers, artists, and photographers. Students learn how to create original artwork, refine photographs and

manipulate digital imagery using Adobe Photoshop. Basic design principles are explored.

Rationale GDS 064 – Introduction to Adobe Photoshop – 3.00 Unit(s)
The course was revised to update the textbooks, course content, and Distance Addendum. The TOP Code was also changed.

GDS 067 – Graphic Design II
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This mid-level design course will develop the students' confidence and competence in form and concept for visual communication. Projects emphasize the creation of professional level pieces using industry standard techniques and best practices. This course assumes competency in Adobe Photoshop, Illustrator, and InDesign.

Rationale GDS 067 – Graphic Design II – 3.00 Unit(s)
The course was revised to update the course title (formerly Advanced Adobe InDesign), course description, SLOs, course content, and to update textbooks. The TOP Code was also changed.

GDS 068 – Portfolio Production Studio
3.00 Unit(s)
Grade Options: Pass/No Pass Option

In this course students create original portfolio content necessary for graduation and for procuring employment. Students develop and showcase their individual design/illustration approach, demonstrated via intermediate to advanced-level creative projects. Visual communication principles, processes and methodology are explored in lecture and in lab. Previous experience with Adobe Photoshop and Adobe Illustrator is advised.

Rationale GDS 068 – Portfolio Production Studio – 3.00 Unit(s)
This course was revised to update the course title (formerly Advanced Adobe Photoshop), description and content and to change the TOP code.

GDS 085 – Professional Portfolio and Design Career Preparation
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This capstone course focuses on assembling a professional portfolio, as well as preparing for work as a freelance designer. The course includes portfolio development using projects created in prior art and design classes, self-promotional and interviewing techniques, and the process of working as an independent contractor. The students also interact with professionals in the field of design across multiple disciplines.

Rationale GDS 085 – Professional Portfolio and Design Career Preparation – 3.00 Unit(s)
This course was revised to increase units from two to three, to update course description, textbooks, and methods of instruction and evaluation.

INTERDISCIPLINARY STUDIES

INS 949 – College Study Skills
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is designed to help students analyze their study skills needs and to help students learn and apply needed study skills techniques. Techniques and strategies to be explored may include time management, preparation for examinations, textbook study strategies, and using campus support systems effectively. Science, Math and Statistics disciplines require the interpretation of technical texts and the ability to clearly communicate these complex concepts to others verbally and in writing. In this course, there is a strong focus on helping Science and Math students to read academic texts for greater understanding. The emphasis is on metacognition and mastering and applying the skills needed in order to facilitate successful studying and independent learning.

Rationale INS 949 – College Study Skills – 1.00 Unit(s)
The course was updated to revise the course description, the DE addendum, course content, and to add a Basic Skills designation.

KINESIOLOGY

KIN 094 – Tennis – Intercollegiate Training
2.00 Unit(s)

Grade Options: Pass/No Pass Option

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

Rationale KIN 094 – Tennis – Intercollegiate Training – 2.00 Unit(s)
A revision of this is course is needed to align the unit value with the other sport intercollegiate training courses. An increase of 1 unit is needed.

PSYCHOLOGY

PSY 015 – Introduction to Research Methods
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: MAT 010, PSY 001 or
Prerequisite: MAT 010H, PSY 001 or
Prerequisite: MAT 009, PSY 001 or
Prerequisite: SOC 016, PSY 001 or
Prerequisite: MAT 010, PSY 001H or
Prerequisite: MAT 010H, PSY 001H or
Prerequisite: MAT 009, PSY 001H or
Prerequisite: SOC 016, PSY 001H

This course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology are examined through a review of research in a variety of sub-disciplines of psychology.

Rationale PSY 015 – Introduction to Research Methods – 3.00 Unit(s)
This course was revised to update textbooks and course content.

PSY 015H – Introduction to Research Methods - Honors
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: MAT 010, PSY 001 or
Prerequisite: MAT 010H, PSY 001 or
Prerequisite: MAT 009, PSY 001 or

Prerequisite: SOC 016, PSY 001 or
Prerequisite: MAT 010, PSY 001H or
Prerequisite: MAT 010H, PSY 001H or
Prerequisite: MAT 009, PSY 001H or
Prerequisite: SOC 016, PSY 001H

This honors course surveys various psychological research methods with an emphasis on research design, experimental procedures, descriptive methods, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology are examined through a review of research in a variety of sub-disciplines of psychology. Students cannot get credit for both PSY015 and PSY015H. Enrollment in the Honors Program is required.

Rationale PSY 015H – Introduction to Research Methods - Honors – 3.00 Unit(s)
The course was revised to update the course description, GE, textbooks, SLOs and course content.

CREDIT COURSE DELETION

ENGLISH

ENG 905 – English Fundamentals
3.00 Unit(s)

Rationale for ENG 905 – English Fundamentals – 3.00 Unit(s)
ENG 905 is no longer being offered. The Department has created 905AC as a replacement to ENG 905.

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5. Consent Agenda

Subject	**5.6 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.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees approve the curriculum changes at West Valley College as presented.

Prepared By: Paulette Boudreaux, Chris Dyer, Luis Portillo and Doonu Barife

Reviewed By: Stephanie Kashima

Approved By: Bradley Davis

Reference(s)
Curriculum development and approval is an ongoing activity overseen by the Academic Senate, and its subordinate Curriculum Committee, and the Office of Instruction. It is integrated into the West Valley College Program Review process. It is emphasized in many sections of Standard II of the Accreditation Standards of the Accrediting Commission for Community and Junior Colleges. Likewise, it is regulated through Title 5 and WVMCCD District Policies 4020 and 4025.

Background/Alternatives
As per District policy, the curriculum changes to programs and courses described herein have been considered and recommended by the Curriculum Committee, the Articulation Officer, and the Academic Senate between February 03, 2020, and February 10, 2020. Each of the curriculum changes has been further reviewed and approved by the Chief Instructional Officer, the College President, and the District Chancellor. The Office of Instruction further certifies that the programs and courses described herein satisfy all applicable requirements of Title 5 and have also been submitted to the Associated Students Organization of West Valley College.

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

Follow-up/Outcome
Following Board approval of the curriculum changes, updates to catalogs and class schedules will be made, and campus marketing communication will reflect the changes, as appropriate.

File Attachments
5.6 WVC Curriculum Item 20200317.docx (49 KB)

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

WEST VALLEY COLLEGE

SUMMARY OF CURRICULUM CHANGES – 03/17/2020

NEW CREDIT COURSES
NONE

CREDIT COURSE REVISIONS
HTCH001
HTCH005
HTCH064

REQUISITE APPROVALS

DISTANCE EDUCATION
HTCH005

COURSE DEACTIVATIONS
NCCC043
NCCC044

NEW NONCREDIT/CONTINUING EDUCATION COURSES
NCCA242

NONCREDIT/CONTINUING EDUCATION COURSE REVISIONS

PROGRAM DEACTIVATIONS

NEW PROGRAMS

PROGRAM REVISIONS
Anthropology, AA-T
English, AA-T
Mathematics, AS-T
Public Health Science, AS-T

CREDIT COURSE REVISIONS

HTCH001
Course Title: Introduction to Health Care
Effective Term: Fall, 2020

Justification: This course is being revised to meet Title 5 standards, updates include changes to the textbooks, assignments, description, and methods of evaluation. Also, required CTE course revision.

Units: 1
Lecture: 1
Laboratory: 0
Work Experience: 0

Grade Options: Letter Grade methods; Pass/No Pass

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course is a survey of the health care delivery system and the development of health care ancillary fields. It is recommended that students take this during their first semester in the Health Care Technologies Department.

HTCH005
Course Title: Basic Medical Terminology
Effective Term: Fall, 2020

Justification: This is a mandatory two-year revision for a Career Education course.

Units: 3
Lecture: 3
Laboratory: 0
Work Experience: 0

Grade Options: Letter Grade methods; Pass/No Pass

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course provides a basic understanding of word parts, including root words, prefixes and suffixes, and how they are combined to form medical terms. Emphasis is on how medical

terms relate to the major organ systems in the body, and related medical specialties and pathologies with intensive practice in vocabulary building, pronunciation and usage.

HTCH064
Course Title: ECG and Orthopedic Technology
Effective Term: Fall, 2020

Justification: This is a mandatory two-year revision for a CTE program course. The title of the course and SAM code were changed. The advisories were also removed from the course.

Units: 2.5
Lecture: 1.5
Laboratory: 1
Work Experience: 0

Grade Options: Letter Grade methods; Pass/No Pass

Prerequisite: NONE
Co-requisite: NONE

Course Description: This course covers the didactic and practical skills necessary to perform 12-lead electrocardiograms (ECGs) and provide care for orthopedic patients in acute and clinical settings. In addition, this course introduces medical office first aid procedures and basic physical therapy modalities.

NEW NONCREDIT/CONTINUING EDUCATION COURSES

NCCA242
Course Title: Beginning Microsoft Word Documents
Effective Term: Fall, 2020

Justification: This is a basic business/office skills course that provides students the opportunity to develop skills that will improve their employability.

Units: 0 (16-18 Hours of Instruction)
Lecture: 0
Laboratory: 0
Work Experience: 0

Grade Options: Satisfactory Progress

Prerequisite: NONE
Co-requisite: NONE

Course Description: The software program MS Word is introduced in this course. Students have the opportunity to learn the syntax and structure of the software and basic operating procedures. Specific topics to be included are: an overview of function key commands, cursor movement, basic input and

editing procedures, file handling, line and page format features, basic file management, and simple document formatting.

COURSE DEACTIVATION

1. NCCC043 – This course is being deactivated until noncredit externships can be developed.
2. NCCC044 – This course is being deactivated until noncredit externships can be developed.

PROGRAM REVISIONS

Anthropology, AA-T

The Associate in Arts in Anthropology for Transfer Degree (AA-T in Anthropology) is a 60-unit program, which is designed to provide lower-division education to students planning to transfer to a CSU institution in pursuit of a baccalaureate degree in Anthropology. Students who complete this program will be able to apply scientific methodologies, including descriptive, quantitative, or qualitative; and demonstrate a holistic perspective on cultural, environmental, and/or biological systems that address cultural values, change, and interactions.

Students must complete the following ADT requirements:

• 60 semester or 90 quarter CSU-transferable units
• the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
• a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
• obtainment of a minimum grade point average (GPA) of 2.0.
• earn a grade of C or better in all courses required for the major or area of emphasis

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

Proposal Term: Fall, 2020
Program Justification: This program is being updated to reflect updated course subject codes. Changes include minor updates to the program description and changes to courses.

ANTH 004 was moved to List A from List C. List A's requirement was reduced from 4 units to 3 units minimum. BIOL 010 and 010L were removed from List A. Additional course options were added to List B (BIOL 047, PSYC 002 or 002H, GEOL 012). Additional course options were added to List C (COMM 012, PHIL 004, SOCI 001 and 020.) Overall minimum major units decreased to 19 units from 20.

Submission Rationale: Change courses or rules; Change Program Sequence; Change to Program Narrative; Change to Cover Info

Required Core Courses: 9 units

ANTH003 - Introduction to Cultural Anthropology – 3 units
OR
ANTH003H - Honors Introduction to Cultural Anthropology – 3 units

ANTH001 - Introduction to Physical Anthropology – 3 units
ANTH002 - Introduction to Archaeology – 3 units

List A: Select one: 3 units minimum. 3-4 units

MATH010 - Elementary Statistics – 4 units
OR
MATH010H - Honors Elementary Statistics – 4 units

ANTH004 - Intro to Linguistic Anthropology – 3 units

List B: Select one or any list A course not already used. 4 – 5 units

BIOL047 - Human Anatomy – 5 units

PSYC002 - Experimental Psychophysiology – 4 units
OR
PSYC002H - Honors Experimental Psychophysiology – 4 units

GEOL001A - Physical Geology – 4 units
OR
GEOL001AH - Honors Physical Geology – 4 units

GEOL012 - Earth Science with Lab – 4 units

List C: Select one or any List A or List B course not already used. 3 – 4 units

ANTH055 - Anthropology of Magic, Witchcraft, and Religion – 3 units
COMM012 - Intercultural Communication – 3 units
GEOG002 - Introduction to Cultural Geography – 3 units
PHIL004 - Comparative Religions – 3 units
SOCI001 - Introduction to Sociology – 3 units
SOCI020 - Sociology of Race and Ethnicity – 3 units

Total Major Units: 19 – 22
Total Program Units: 60

<u>Recommended Sequence:</u>

Fall, Year 1: 6-7 units
ANTH 003 or 003H AND Any Course from List A
Spring, Year 1: 7-8 units

ANTH 002 AND Any Course from List B
Fall, Year 2: 3 units
ANTH 001
Spring, Year 2: 3 units
Any Course from List C

English, AA-T

The Associate in Arts in English for Transfer degree (AA-T) is a 60-unit program, which provides students the lower division coursework required for transfer to a CSU institution for the major in English, Literature, or Creative Writing. Students completing the Associate in Arts in English for Transfer degree (AA-T) will be able to write focused, organized, well-developed essays that support clear thesis statements and demonstrate competence in standard English grammar and usage; analyze and evaluate academic essays and literature; formulate and communicate in writing positions on diverse issues; and write research papers that demonstrate the effective evaluation, integration, and MLA documentation of sources.

Students must complete the following requirements:

- 60 semester or 90 quarter CSU-transferable units
- the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
- a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
- obtainment of a minimum grade point average (GPA) of 2.0.
- earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College**.**

Proposal Term: Fall, 2020
Program Justification: This program is being revised to meet Title 5 standards, courses were added to the electives list.
Submission Rationale: Change Program Sequence; Change courses or rules

Required Core Courses: Select two: 6 units

ENGL001C - Critical Thinking and Writing – 3 units
or
ENGL001CH - Honors Critical Thinking and Writing – 3 units

ENGL001B - Critical Thinking Through Literature – 3 units

List A: Select two: 6 units

ENGL005A - Survey of English Literature – 3 units

ENGL005B - Survey of English Literature 2 – 3 units
ENGL007A - American Literature 1 – 3 units
ENGL007B - American Literature 2 – 3 units

ENGL006A - World Literature – 3 units
or
ENGL006AH - Honors World Literature – 3 units

ENGL006B - World Literature 2 – 3 units
or
ENGL006BH - Honors World Literature 2 – 3 units

List B: Select one from below or any List A course not already used. 3 units

ENGL018 - Asian American Literature – 3 units
ENGL071 - Writing Fiction – 3 units
ENGL072 - Writing Poetry – 3 units
ENGL070 - Creative Writing – 3 units
ENGL010 - Children's Literature – 3 units
ENGL012 - African American Literature – 3 units

ENGL043 - Classical Mythology – 3 units
or
ENGL043H - Honors Classical Mythology – 3 units

ENGL044 - The Bible As Literature – 3 units

ENGL046 - Contemporary American Multi-Cultural Literature – 3 units
or
ENGL046H - Honors Contemporary American Multi-Cultural Literature – 3 units

ENGL047 - Introduction to Poetry – 3 units

ENGL048 - Introduction to Shakespeare – 3 units
or
ENGL048H - Honors Introduction to Shakespeare – 3 units

ENGL049 - Modern Fiction – 3 units
or
ENGL049H - Honors Modern Fiction – 3 units

ENGL041 - Literature and Film – 3 units

List C: Select one from below or any List A or B course not already used. 3 – 5 units

BUSN078 - Business Communication – 3 units

FRNC001A - Beginning French – 5 units
FRNC001B - Beginning French – 5 units
FRNC002A - Intermediate French – 5 unit
FRNC002B - Intermediate French – 5 units
FRNC003A - Advanced French Oral and Written Composition – 5 units
FRNC003B - Advanced French Oral and Written Composition – 5 units
GERM001A - Beginning German – 5 units
GERM001B - Beginning German – 5 units
HUMN001A - Human Values in and from the Arts - the Ancient World to the Early Renaissance – 3 units
HUMN001B - Human Values in and from the Arts - the Renaissance to the Modern Age – 3 units
ITAL001A - Beginning Italian – 5 units
ITAL001B - Beginning Italian – 5 units
ITAL002A - Intermediate Italian – 5 units
ITAL002B - Intermediate Italian – 5 units
JPNS001A - Beginning Japanese – 5 units
JPNS001B - Beginning Japanese – 5 units
SPAN001A - Beginning Spanish – 5 units
SPAN001B - Beginning Spanish – 5 units
SPAN002A - Intermediate Spanish – 5 units
SPAN002B - Intermediate Spanish – 5 units
SPAN003A - Advanced Spanish Oral and Written Composition – 5 units
SPAN003B - Advanced Spanish Oral and Written Composition – 5 units
ENGL013 – U.S. Latino Literature – 3 units
ANTH004 - Intro to Linguistic Anthropology – 3 units
THEA010 - Introduction to Theater – 3 units

Total Major Units: 18 - 20
Total Program Units: 60

Recommended Sequence:

Fall, Year 1 (example courses listed): 6 units
ENGL001A AND ENGL005A or ENGL006A or ENGL006AH or ENGL007A
Spring, Year 1 (example courses listed): 6 units
Required Core Course AND ENGL005B or ENGL006B or ENGL006BH or ENGL007B
Fall, Year 2: 3-5 units
Required Core Course AND Any Course from List C or Any Course from List B
Spring, Year 2: 3-5 units
Any Course from List C or Any Course from List B

Mathematics, AS-T

The Associate in Science in Mathematics for Transfer degree (AS-T in Mathematics) is a 60-unit program is designed to provide lower division education to students planning to transfer to a CSU institution in pursuit of a baccalaureate degree in Mathematics. Students completing the program will be able to solve problems using mathematical symbols, operations, and techniques appropriate to the course content and level of study; apply appropriate technology including calculators and computers to the solution of mathematical problems; demonstrate computational, estimation, and problem-solving skills; construct mathematical models of physical problems, draw conclusions from these models, and communicate their conclusions; formulate and test mathematical conjectures; and adapt general mathematical techniques to course-specific problems.

Students must complete the following requirements:

• 60 semester or 90 quarter CSU-transferable units
• the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
• a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
• obtainment of a minimum grade point average (GPA) of 2.0.
• earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

Proposal Term: Fall, 2020
Program Justification: The Mathematics Department is revising this degree to meet current Title 5 standards.

Required Core Courses: 15 units

MATH003A - Calculus and Analytic Geometry – 5 units
MATH003B - Calculus and Analytical Geometry – 5 units
MATH004A - Intermediate Calculus – 5 units

List A: Select one to two: 4-8 units

MATH004B - Differential Equations – 4 units
MATH004C - Linear Algebra – 4 units

List B: One course if only one course was chosen from List A: 4-5 units

MATH019 - Discrete Mathematics – 4 units
MATH010 - Elementary Statistics – 4 units
MATH010H - Honors Elementary Statistics – 4 units
PHYS004A - Engineering Physics-Mechanics – 5 units

Total Major Units: 23-24
Total Program Units: 60

Recommended Sequence:

Fall, Year 1: 5 units
MATH 003A
Spring, Year 1: 5 units
MATH 003B
Fall, Year 2 (example courses listed): 9 units
MATH004A, MATH 004B or MATH 004C
Spring, Year 2 (example courses listed): 4 units
MATH 019

Public Health Science, AS-T

Public Health is a dynamic field that provides career opportunities in a wide variety of settings including federal, state, and local health agencies, community health departments, healthcare organizations, hospitals, allied health providers, HMO's, research organizations, crisis agencies, educational institutions, and many other areas.

The Public Health Science for Transfer degree (AS-T in Public Health Science) is designed to prepare students for related programs at the bachelor's degree level and provides comprehensive preparation for upper-division work in health-related majors. Students will be able to apply a multidimensional approach to health that incorporates the study of social, behavioral, and physiological sciences. Additionally, the degree provides an introduction to various career pathways within this field.

Public Health Science includes the science of protecting and improving the health of people and their communities. It bridges the gap between scientific discoveries and the application of research in the community to improve the quality of life. The degree is interdisciplinary in nature and students will gain an understanding of the biopsychosocial basis for health and healthy populations. Public health professionals work to track disease outbreaks, reduce health disparities, advocate for healthcare equity and accessibility, and shed light on why some of us are more likely to suffer from poor health than others. Public health professionals also work to prevent problems from happening or recurring through implementing educational programs, recommending policies, administering services and conducting research.

The Associate in Science in Public Health Science for Transfer degree (AS-T in Public Health Science) is a 60-unit program which provides students the lower division coursework required for transfer to a CSU institution for the major in Health Science, Health Science with Health Education option, Health Science with Public Health option, Health Science with Community Health option, Health Science with Health Promotion and Disease Prevention, Health Education, Public Health, Public Health Promotion, Kinesiology with Health Education, Kinesiology with Health Science option, Kinesiology with Health and Wellness Promotion, Kinesiology with Health Promotion and Disease Prevention, Collaborative Health and Human Services with Community Health option, and majors in related fields in pursuit of a baccalaureate degree.

After successful completion of this program students will be able to:

• Apply a multidimensional approach to health that incorporates the study of social, behavioral, and physiological sciences. • Identify, compare and contrast the factors that contribute to public health disparities.
• Identify risk factors for disease and disability.
• Critically evaluate popular and scientific literature and other media for its significance and impact on individual and public health. Students must complete the following requirements:
• 60 semester or 90 quarter CSU-transferable units
• the California State University-General Education-Breadth pattern (CSU GE-Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern.
• a minimum of 18 semester or 27 quarter units in the major or area of emphasis as determined by the community college district.
• obtainment of a minimum grade point average (GPA) of 2.0.
• earn a grade of C or better in all courses required for the major or area of emphasis.

Students are not required to complete the information competency requirements, PE requirements or cultural diversity requirements found in other degrees at the College.

Proposal Term: Fall, 2020
Program Justification: This revision is being submitted to update the chemistry course options for students completing this AD-T. West Valley College has now obtained the C-ID CHEM 101 for the CHEM 002 course, which was not available last year. This revision provides students with two options for meeting the Chemistry core requirement - CHEM 002 or CHEM 1A. The language of the second rule was updated; the core courses were updated from 32 units to a range of 31-32 units. An additional option (BIOL 045) for List A was also added; changing the units from 3 to a range of 3-5. Total major units changed from 35 to a range of 34-37.
Submission Rationale: Change courses or rules

Core Courses: **31 – 32 units**
HSCI008 - Contemporary Health – 3 units
HSCI014 - Concepts of Public Health and Society – 3 units
BIOL010 - Introduction to Biology – 3 units
BIOL010L - Introduction to Biology Lab – 1 unit
BIOL047 - Human Anatomy – 5 units
BIOL048 - Human Physiology – 5 units
PSYC001 - General Psychology – 3 units

MATH010 - Elementary Statistics – 4 units
OR
MATH010H - Honors Elementary Statistics – 4 units

CHEM002 - Introductory Chemistry – 4 units
OR
CHEM001A - General Chemistry – 5 units

List A: Select one: **3 – 5 units**
HSCI010 - Human Sexuality – 3 units

NUTR015 - Human Nutrition – 3 units
BIOL045 – Microbiology – 5 units
Total Major Units: 34-37
Total Program Units: 60

Recommended Sequence:

Fall, Year 1: 11 units
BIOL010, BIOL010L, HSCI008, MATH010 or 010H
Spring, Year 1: 10-11 units
HSCI014, PSYC001, CHEM001A or CHEM002
Fall, Year 2: 8-10 units
BIOL047, Any Course from List A
Spring, Year 2: 5 units
BIOL048

5. Consent Agenda

Subject	**5.7 APPROVE CONTRACT WITH AD AGE MARKETING FOR MISSION COLLEGE - Recommendation: That the Board of Trustees approve expenditures by Mission College of up to $175,000 per year to Ad Age for its marketing and brand awareness efforts.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action
Recommended Action	That the Board of Trustees approve expenditures by Mission College of up to $175,000 per year to Ad Age for its marketing and brand awareness efforts.

Prepared By: Niall Adler

Reviewed By: Daniel Peck

Approved By: Bradley Davis

Reference(s)
N/A

Background/Alternatives
Ad Age, as a third-party marketing agency, conducts ad placements on behalf of Mission College, which results in a savings of 25 percent per year compared to the costs, which would occur if Mission College Marketing were to buy each ad placement individually. Working with Ad Age also reduces the labor hours for the Marketing Office, which would come from buying individual ads. Ad Age provides data and consulting guidance on choosing specific locations in the market to purchase advertising—including outside advertising, radio, television, print, social media, and in non-English language press. Ad Age receives a commission of 15 percent for the provided services.

Ad Age has been working with Mission College for the previous five years and has over 20 years of experience in the realm of media buying for companies and multiple colleges. Working with Ad Age, Mission College has increased its advertising placement, based on marketing data, through radio, television and outside advertising, such as bus ads and locations in malls and movie theaters. Mission has further expanded to ads in alternate language press, partially supported by the Federal AANAPISI and HSI grants.

Coordination
The Marketing Office consults with the President's Office, the executive team, deans, and individual departments to choose initiatives regarding advertising. Ad Age's consultation refines these placements to meet targeted audiences.

Follow-up/Outcome
Upon adoption, Ad Age will be contracted to continue marketing placement services on behalf of Mission College.

5. Consent Agenda

Subject	**5.8 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES - Recommendation: That the Board of Trustees approve the listed items.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees approve the listed items.

Prepared By: Sean McGowan

Reviewed By: Albert M.Moore

Approved By: Bradley Davis

I. **Appointment(s)**

Classified

a. Lea Scalici, Instructional Technician—Chemistry, WVMCEA Office, Business & Technical Services Unit, Range 56 ($4,826.08-$6,322.92), Chemistry department, West Valley College, 53.3% of full-time, 11 months per year; effective March 23, 2020. Position ID# WC1056. Fund 110-General Fund.

II. **Transfer(s)**

Classified

a. Arturo Cervantes Sanchez, from Custodian, WVMCEA Operations & Support Unit, Range 49 ($4,182.50-$5,458.17), Facilities, assigned to Mission College, 100% of full time, 12 months per year to Custodian, WVMCEA Operations & Support Unit, Range 49 ($4,182.50-$5,458.17), Facilities, assigned to Mission College, 100% of full time, 12 months per year; effective March 18, 2020. From Position ID# DC2006 to Position ID# DC2016. Fund 110-General Fund.

III. **Reclassification(s)**

a. Christina Chu, from Senior Systems Analyst, Supervisors Unit, Range 42 ($10,073.58-13,507.17), Information Systems, West Valley-Mission Community College District, 100% of full time, 12 months per year; to Senior Information Technology Analyst, WVMCEA Unit, Range 94 ($11,348.25-$14,296.75), Information Systems, West Valley-Mission Community College District, 100% of full time, 12 months per year. Position ID# DSV004 to DC1046. Effective July 1, 2017. Fund 110-General Fund.
b. Yi (Howard) Liu, from UNIX Systems Administrator, Supervisors Unit, Range 38 ($9,306.17-$12,474.58), Information Systems, West Valley-Mission Community College District, 100% of full time, 12 months per year; to Senior Information Technology Analyst, WVMCEA Unit, Range 94 ($11,348.25-$14,296.75), Information Systems, West Valley-Mission Community College District, 100% of full time, 12 months per year. Position ID# DSV005 to DC1047. Effective July 1, 2017. Fund 110-General Fund.

IV. **2019-2020 WVMCEA Employees Salary Schedule Revision**

a. Approve salary schedule revision pursuant to Classification and Compensation Study Results for the Information Technology Analyst classification from Range 82 to Range 90, due to the movement of Teamsters Unit members to the WVMCEA Unit. The incumbents that will be subsequently impacted by the classification range change are:

- Charles Clemons, Information Technology Analyst
- Gary Cloman, Information Technology Analyst
- Aileen DeGuzman, Information Technology Analyst
- Thanhhuong Do, Information Technology Analyst
- John Hritz, Information Technology Analyst
- Patrick (Ryan) Kapowich, Information Technology Analyst

- Phat (Patrick) Ly, Information Technology Analyst
- Steven Miller, Information Technology Analyst
- Robert (Ken) Oda, Information Technology Analyst
- Sarah Randle, Information Technology Analyst
- James Robertson, Information Technology Analyst
- Jeremy Sias, Information Technology Analyst
- Lucy Trinh, Information Technology Analyst
- Randall Wu, Information Technology Analyst

V. **2019-2020 WVMCEA Employees Salary Schedule Revision**

a. Approve salary schedule revision pursuant to Classification and Compensation Study Results for the Senior Information Technology Analyst classification from Range 84 to Range 94, due to the movement of Teamsters Unit members to the WVMCEA Unit. The other incumbents that will be subsequently impacted by the classification range change are:

- Dat Nguyen, Senior Information Technology Analyst
- Daniel Niemann, Senior Information Technology Analyst

VI. **Administrative Re-assignment**

a. Kevin Bui, from Custodian, WVMCEA Operations & Support Unit, Range 49 ($4,182.50-$5,458.17), Facilities, assigned to West Valley College, 100% of full time, 12 months per year to Custodian, WVMCEA Operations & Support Unit, Range 49 ($4,182.50-$5,458.17), Facilities, assigned to Mission College, 100% of full time, 12 months per year; effective February 18, 2020. From Position ID# DC2040 to Position ID# DC2045. Fund 110-General Fund.

VII. **Partial Health Care Leave(s)**

a. Nang Lyo, Senior Child Development Specialist, WVMCEA Unit, Range 53 ($4,534.42 - $5,915.42), CDC, Mission College, 100% of full time, 12 months per year, Partial Health Care Leave; effective January 27, 2020, through March 24, 2020. Position ID# MC1040. Fund 330000 – Child Development General Fund.

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

5. Consent Agenda

Subject	**5.9 CONSIDER APPROVAL OF 2020-2021 SABBATICAL LEAVE REQUESTS - Recommendation: That the Board of Trustees approve the proposed sabbatical leaves for the faculty members listed.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees approve the proposed sabbatical leaves for the faculty members listed.

Prepared By: Cheryl Massa

Reviewed By:Albert M. Moore

Approved By: Bradley Davis

Reference(s)
West Valley-Mission Federation of Teachers/American Federation of Teachers, Local 6554 (WVMFT) Contract, Article 38; Accrediting Commission for Community and Junior Colleges, Standard III.A; Board Policy (BP) 7110 – Delegation of Authority; and Administrative Procedures (AP) 7341-Sabbaticals.

Background/Alternatives
In accordance with the District's contract with WVMFT, faculty members may apply for either a one term of sabbatical leave at full pay or two terms at half pay **or two terms on full salary**. Each year, the District shall provide funding for eleven (11) semesters of sabbatical leaves (in addition to any unused leaves carried forward from previous years). The Sabbatical Leave Committee, which is composed of faculty and administrators, has reviewed the three (3) sabbatical leave applications received. The committee has submitted a list of recommendations to the Chancellor.

Board Policy (BP) 7110 – Delegation of Authority, delegates the authority to perform personnel actions such as sabbaticals. The WVMFT contract, however, stipulates in section 40.8.3 and 40.8.6 that the Board of Trustees is “solely” responsible for final decisions and “shall take action” on the applications. Until such time as the incongruity can be resolved with the bargaining unit, Human Resources will continue to forward sabbatical leave approvals to the Board for action.

The following faculty members have been recommended to receive Sabbatical Leaves:

Name	College	Department	Semester	Synopsis
Ashley Faris	MC	Chemistry	Fall 2020	To develop a lab manual for the CHM 001B (General Chemistry II) course. Research current experiments being published and investigate experiments being used at other institutions.
Louis De La Rosa	WVC	Music & Dance	Spring 2021	Develop faculty handbook specific to complex and vibrant music and dance program. Research collegiate and university practices. Revise current music technology program.
Michelle Speck	MC	Library	Fall 2020 & Spring 2021	Study theory and research in order to learn how to identify, evaluate, and implement digital services and emerging technologies that will help develop library services and impact student learning.

Coordination

The Sabbatical Leave Committee has reviewed the applications and forwarded its recommendations to the Chancellor. The Chancellor has approved the above candidates for Sabbatical Leaves as indicated.

Follow-up/Outcome

A report will be prepared by each faculty member granted a sabbatical leave. The written compliance report shall be filed with the Sabbatical Leave Committee by the fifth Friday of the semester of a member's return to duty. The Sabbatical Leave committee will review each report to ensure that all sabbatical leave expectations are achieved.

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

5. Consent Agenda

Subject	**5.10 REVIEW OF PURCHASE ORDER TRANSACTIONS - Recommendation: That the Board of Trustees review purchase order transactions.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees review purchase order transactions.

Prepared By: Mina Hernandez

Reviewed By: Ngoc Chim

Approved By: Bradley Davis

Reference(s)
Education Code Section 81656 states that the governing board of a community college district must review the purchases of the district. District policy section BP6330 states that purchase orders are subject to Board review every sixty (60) days.

Background/Alternatives
Attached are the purchase orders issued that are in excess of $10,000 from November 2019 thru December 2019. Purchase orders under $10,000 are available to be reviewed in the office of the Executive Director of General Services. A report of purchase orders in excess of $10,000 is being provided so that larger expenditure items are separately identified for review by the Board of Trustees. Items appearing on the attached list will have, in some cases, been presented to the Board prior to issuance of a contract that was subsequently converted into a purchase order for payment purposes.

Coordination
The Executive Director of General Services has reviewed this list with the Associate Vice Chancellor of Finance and Administration.

Follow-up/Outcome
A bi-monthly information report will be generated for Board review.

File Attachments
Attach. 5.9 2019 Nov Dec PO Report.pdf (107 KB)

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

PO Number	PO Date	PO Amount	Vendor	Description	BoT Approval if necessary
West Valley College					
P2001394	11/13/2019	$10,000.00	Saratoga Area Senior Coordinating Council	Branding/Advertising/Public Relations	
P2001444	11/20/2019	$50,000.00	Folger Graphics	Printing Class Schedule	
P2001603	12/18/2019	$45,363.75	Konica Minolta Business Solutions	Replacement Wide Format Printer - Printer Shop	
P2001576	12/13/2019	$15,775.00	Pfeiffer Electric	WVC Kitchen - electrical line installation	UCCA
P2001584	12/17/2019	$25,290.19	Bruker Scientific LLC	Chemistry Dept. FT-IR Spectrometer equipment & software	
P2001574	12/13/2019	$46,597.95	CCLC/CCCAA	Electronic database renewal - Library	
P2001476	12/3/2019	$15,783.22	Community Products LLC	CDC Playroom equipment	
P2001594	12/16/2019	$20,000.00	Goyer, Mary K.	Non-violent communications trainings-SPS Dept	
P2001607	12/19/2019	$35,000.00	Lux Bus America Co.	Athletic team travel, Spring 2020	
P2001382	11/12/2019	$13,370.31	Athletics Unlimited	Baseball apparel	
P2001515	12/4/2019	$13,435.44	Athletics Unlimited	Softball supplies/equipment	
P2001556	12/17/2019	$51,480.00	Serrato, Erick	Contracted to align Contract Ed & Workforce Development	
P2001495	12/3/2019	$20,000.00	AdTaxi	Email marketing for HHD CTE Programs	
P2001494	12/3/2019	$11,189.55	Inbody	WVC PE - Body composition analyzer	
P2001493	12/3/2019	$11,932.35	MFAC LLC	Athletic training supplies	
Mission College					
P2001553	12/13/2019	$76,568.70	Dell Computer	Computers for Labs & Classrooms	
P2001486	12/3/2019	$174,481.00	Joint Apprenticeship & Training Committe	Apprenticeship grant - plumbing/pipefitting industry - training	8/6/2019
P2001508	12/4/2019	$60,927.30	CCLC/CCCAA	Electronic database renewal - Library	
P2001552	12/10/2019	$10,000.00	Midwest Library Service	Library books/materials	
P2001496	12/3/2019	$38,375.00	Allied Path Consulting LLC	Contracts to provide specialized coaching for SEA Program (Equity) members	
District					
P2001427	11/19/2019	$19,595.25	Trivad Inc.	Checkpoint (firewall) application & support/maintenance	
P2001425	11/19/2019	$10,824.00	Trivad Inc.	Cisco router & equipment	
P2001462	11/22/2019	$12,128.00	Ellucian	Financial Aid needs analysis	

PO Number	PO Date	PO Amount	Vendor	Description	BoT Approval if necessary
P2001461	11/22/2019	$119,071.00	Ellucian	Oracle System Licensing	11/12/2019
P2001464	11/22/2019	$35,959.00	Ellucian	HR SmartBen interface & maintnance	
P2001490	12/3/2019	$11,810.00	Computerland Silicon Valley		
P2001579	12/17/2019	$32,806.00	Ellucian	Core Software for FY 19/20	
P2001581	12/17/2019	$253,362.00	Ellucian	Core Software for FY 19/20	9/4/2018
P2001583	12/17/2019	$36,740.00	Ellucian	eCRM Software Licensing for FY 19/20	
P2001426	12/17/2019	$25,800.00	Trivad Inc.	On-site Technical assistance for Splunk (software) Prof. Svcs	
P2001591	12/16/2019	$34,588.22	Mission Valley Truck Sales Inc.	Purchase of Utility Van	
P2001592	12/16/2019	$32,259.81	Mission Valley Truck Sales Inc.	Purchase of Utility Van	
P2001566	12/16/2019	$20,000.00	Sugimura Finney Architects	DSA Closeout for MC SFA Project	
Construction					
P2001585	12/17/2019	$52,500.00	HPLE Inc.	Meas W - District Services-Development of District Standards - Multiple Projects	
P2001349	11/7/2019	$14,925.00	EnviroScience Inc.	Meas W - WVC Modular Removal & Site restoration - Testing/Inspection	
P2001395	11/14/2019	$13,100.00	Carroll Engineering Inc.	Meas W - WVC Modular Removal & Site restoration - Topographic Survey	
P2001413	11/19/2019	$18,600.00	Cleary Consultants Inc.	Meas C - WVC LRC - Geologic Hazard Investigation	
P2001368	11/12/2019	$29,300.00	Eichler Associates Inc.	Meas C - WVC FA - Comissioning Services (Eng)	
P2001405	11/15/2019	$10,300.00	Sign Knowledge	Meas C - WVC SSC -Purchase of Monuments sign	
P2001406	11/15/2019	$33,875.03	Sign Knowledge	Meas C - WVC SSC - Install Monuments sign	
P2001390	11/18/2019	$21,500.00	Pfeiffer Electric	Meas C - WVC Planetarium - Misc Electrical work	UCCA
P2001502	12/3/2019	$71,899.39	Avidex Industries LLC	WVC Planetarium Equipment	UCCA
P2001393	11/15/2019	$10,786.10	Weatherproofing Technologies	WVC Campus roof cleaning	
P2001588	12/17/2019	$16,460.00	Diamond Fence Company	WVC Fences at Track area and Parking Lot 6	
P2001201	11/4/2019	$55,000.00	Able Construction Group Inc.	WVC Emergency Water repair	
P2001537	12/10/2019	$13,286.00	Acumen Construction Management Inc.	State Schedule Maintenance - CM Services	
P2001596	12/18/2019	$39,600.00	Asphalt Surfacing Inc.	WVC - Asphalt paving and striping	
P2001439	11/21/2019	$14,774.98	Olympus Group	Silicone Edged Graphic Banners	
P2001509	12/4/2019	$37,877.51	Thomas Swan Sign Company Inc.	WVC SSC Signage	

PO Number	PO Date	PO Amount	Vendor	Description	BoT Approval if necessary
P2001500	12/4/2019	$20,377.55	SignElements	WVC SSC Wayfinding	
P2001550	12/10/2019	$18,545.00	Sign Knowledge	WVC SSC Signage & Wayfinding Installation	
P2001414	12/6/2019	$36,279.00	Matrix HG Inc.	WVC Basketball Gym Furnace Replacement	UCCA
P2001446	11/21/2019	$16,748.00	Matrix HG Inc.	WVC IS Bldg. Replace & Install three Pumps	UCCA
P2001375	11/12/2019	$23,297.61	Opening Technologies	WVC Door repair - campus-wide	UCCA
P2001613	12/19/2019	$88,614.78	BHM Construction Inc.	WVC Planetarium-Replace Projection Dome Panel	
P2001373	11/12/2019	$66,750.00	Dovetail Decision Consultants Inc.	Meas W MC CDC - FF&E Planning & Coordination	
P2001504	12/4/2019	$250,000.00	Gilbane Building Company	Meas W - MC Outdoor PE Fac upgrade - CM	9/3/2019
P2001507	12/4/2019	$2,896,000.00	Robert A. Bothman Inc.	Meas W - MC Outdoor PE Fac upgrade - Baseball Fieldturf replace project Bid CA 04-1920	11/12/2019
P2001527	12/18/2019	$32,419.00	KGInspection	Meas W - MC Outdoor PE Facility upgrade - IOR	
P2001499	12/4/2019	$957,150.00	Gilbane Building Company	Meas W - MC Library Renovation project - CM	11/12/2019
P2001577	12/17/2019	$11,245.00	Sandis Civil Engineers Surveyors Planners	Meas W - MC Swing Space Reno - Topo Survey	
P2001614	12/19/2019	$39,247.13	Tri-Technic Inc.	MC LOTTO & Temp Power (Overnight Lighting)	
P2001533	12/16/2019	$31,650.00	Dovetail Decision Consultants Inc.	Meas W - MC MB Demo & Landscape project -Ext. Furniture Coordination	
P2001498	12/16/2019	$42,500.00	Cleary Consultants Inc.	Meas W - MC MB Demo & Landscape project -Geotech Eng-Soil Screening Study	
P2001597	12/18/2019	$16,500.00	Asphalt Surfacing Inc.	MC Asphalt Paving	
P2001453	11/22/2019	$24,453.72	Escon Builders	MC CDC Sandbox removal	
P2001595	12/17/2019	$57,138.61	Miracle Playsystems Inc.	MC CDC Playground -Rubber surfacing Play area	
P2001440	11/22/2019	$96,000.00	Environmental Systems Inc.	MC Gillmor Bldg. Geo Field Piping reconnect	UCCA
P2001575	12/13/2019	$125,000.00	Lewis and Tibbitts Inc.	MC-Excavation & backfill for 1000' trench	UCCA
P2001541	12/10/2019	$15,560.25	Sign Knowledge	WVC Signage & installation	
P2001396	11/14/2019	$22,550.00	Chrisp Company	Meas C DS WVC - Facilities parking restriping	
P2001431	11/19/2019	$55,970.00	TLCD Architecture	Meas W DS ADA Barrier removal- Architect-Accessible Parking Improvements	
P2001451	11/21/2019	$50,000.00	Sally Swanson Architects Inc.	Meas W DS ADA Barrier removal-Architect-Access Compliance Consulting	
P2001503	12/4/2019	$37,560.00	TLCD Architecture	Meas W DS Utility/Electrical bldg WVC-architectural services	

PO Number	PO Date	PO Amount	Vendor	Description	BoT Approval if necessary
P2001448	11/21/2019	$12,690.00	K2A Architecture + Interiors	Meas W DS Underground Water & Sewer upgrades MC-architectural services	

5. Consent Agenda

Subject	**5.11 ACCEPT BASIC CONTRACT AS COMPLETE FOR BID CA05-1819, ROOFTOP UNIT REPLACEMENT AT THE ADMINISTRATION BUILDING AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees accept the basic construction contract with Environmental Systems, Inc. for the rooftop unit replacement project at the administration building at West Valley College as complete and authorize the District to file a Notice of Completion.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees accept the basic construction contract with Environmental Systems, Inc. for the rooftop unit replacement project at the administration building at West Valley College as complete and authorize the District to file a Notice of Completion.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

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 Project Priority List.

Background/Alternatives
The scope included replacement of the roof top heating, ventilating and air conditioning units of the administration building at West Valley College.

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

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

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

5. Consent Agenda

Subject	**5.12 PROJECT ASSIGNMENT AMENDMENT WITH GILBANE BUILDING COMPANY FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE PERFORMING ARTS CENTER PROJECT AT MISSION COLLEGE - Recommendation: That the Board of Trustees approve the project assignment amendment with Gilbane Building Company for design and construction management services in the amount of $1,892,010 for the Performing Arts Center project at Mission College.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees approve the project assignment amendment with Gilbane Building Company for design and construction management services in the amount of $1,892,010 for the Performing Arts Center project at Mission College.

Prepared By: Javier Castruita
Reviewed By: Bradley Davis
Approved By: Bradley Davis

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

Background/Alternatives
On August 6, 2019, the Board of Trustees approved the master agreement with Gilbane Building Comp for on-going design management/construction management services. The table below details the pro assignment amendment (PAA) contract price for the Performing Arts Center project at Mission Colle The fee is based on the construction budget and the negotiated fee percentage for design managem and construction management.

Project and Fee Description	Construction Budget	Fee %	Contract Price
MC Performing Arts Center	$31,553,500	6.0%	
Design Management Fee		1.6%	$510,843
Construction Management Fee		4.4%	$1,381,167
Total Contract Price		**6.0%**	**$1,892,010**

This project will build a new 35,000 square foot performing arts center to promote a complete cam concept. The new performing arts center will seat a maximum of 400 persons and will include spe amenities such as a stage, lighting, acoustics and classrooms for music and dance. The project inclu site work and landscaping.

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

- Constructability review at completion of preliminary plans
- Review of others' construction cost estimates of preliminary plans
- 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
- 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 cirector of Construction reviewed and worked on this PAA.

Follow-up/Outcome
Upon Board approval, a PAA will be executed with Gilbane Building Company.

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

5. Consent Agenda

Subject	**5.13 APPROVE CONTRACT INCREASE WITH ENVIRONMENTAL SYSTEMS, INC. - Recommendation: That the Board of Trustees ratify change order 3 for an increase of $65,206 to the contract with Environmental Systems, Inc. for the temporary HVAC system at Gilmore Center due to the geothermal emergency repair project at Mission College.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees ratify change order 3 for an increase of $65,206 to the contract with Environmental Systems, Inc. for the temporary HVAC system at Gilmore Center due to the geothermal emergency repair project at Mission College.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Reference(s)
Pursuant to Administrative Procedure 6340, the vice chancellor of administrative services declared this matter as an emergency.

Background/Alternatives
On August 6, 2019, the Board approved the contract increase with Environmental Systems, Inc., in the amount of $340,961 for installation and rental of a temporary heating, ventilation and air conditioning system at the Gilmore Center due to the geothermal well system leaks at Mission College. This change order will extend the equipment rental time period for another three months ending on March 31, 2020.

Change Order 3: Extend the equipment rental time period for another three months ending on March 31, 2020. Add: $65,206

The total of Change Order 3 is $65,206, which will increase the contract to $406,167.

A summary of all change orders to date follows:

Original Contract	$ 166,698.00
Change Order No. 1	$ 13,295.00
Change Order No. 2	$ 160,968.00
Change Order No. 3	$ 65,206.00
Total Change Orders	$ 239,469.00

Adjusted Contract Amount: $ 406,167.00

Coordination
The associate vice chancellor of facilities development and operations and executive director of general services reviewed this proposal.

Follow-up/Outcome
Upon Board approval, an amended agreement will be executed for the change order.

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

5. Consent Agenda

Subject	**5.14 RATIFY APPROVAL OF CONTRACT WITH ASPHALT SURFACING, INC. FOR EMERGENCY REPAIRS TO THE GEOTHERMAL SYSTEM AT MISSION COLLEGE - Recommendaiton: That the Board of Trustees ratify the bid received from Asphalt Surfacing, Inc. in the amount of $127,000 for the emergency repairs to the geothermal system at Mission College.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees ratify the bid received from Asphalt Surfacing, Inc. in the amount of $127,000 for the emergency repairs to the geothermal system at Mission College.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

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 emergency repair 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. This contract will pave all concrete and asphalt surfaces removed during excavation of the geothermal trench. Work also includes re-stripping the parking lot stalls.

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 ratification, purchase orders will be issued to Asphalt Surfacing, Inc. for the repairs.

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

5. Consent Agenda

Subject	**5.15 RATIFY APPROVAL OF CONTRACT WITH ENVIRONMENTAL SYSTEMS, INC. FOR EMERGENCY REPAIRS TO THE GEOTHERMAL SYSTEM AT MISSION COLLEGE - That the Board of Trustees ratify the bid received from Environmental Systems, Inc. in the amount of $123,594 for the emergency repairs to the geothermal system at Mission College.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees ratify the bid received from Environmental Systems, Inc. in the amount of $123,594 for the emergency repairs to the geothermal system at Mission College.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

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 emergency repair 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. This contract will include flushing and cleaning out of the repaired geothermal system, piping modifications for removal of the existing temporary HVAC system, reconnection of the geothermal system to the building HVAC piping, and startup of the geothermal system with commissioning of the building management system. Work will include monitoring the building temperatures and making necessary adjustments to get the system fully operational.

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 ratification, purchase orders will be issued to Environmental System, Inc. for the repairs.

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

6. College, Programs, and Services

Subject	**6.1 NOMINATION OF DANIEL NIEMANN FOR COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARD - Recommendation: That the Board of Trustees endorse Daniel Niemann as the West Valley-Mission Community College District nominee for the Community College Classified Employee of the Year award sponsored by the Board of Governors, State Chancellor's Office, and Foundation for the California Community Colleges.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action
Recommended Action	That the Board of Trustees endorse Daniel Niemann as the West Valley-Mission Community College District nominee for the Community College Classified Employee of the Year award sponsored by the Board of Governors, State Chancellor's Office, and Foundation for the California Community Colleges.

Prepared By: Patrick Fenton

Reviewed By: Stephanie Kashima

Approved By: Bradley Davis

Reference(s)
Annually, the Board of Governors, State Chancellor's Office, and Foundation for the California Community Colleges solicit nominations for the Community College Classified Employee of the Year awards. The purpose of this award is to recognize outstanding employees throughout the California community college system. Only one nominee may be submitted per district. Up to six awards are presented and the recipients are recognized at the May meeting of the Board of Governors. More information on this award may be obtained at the following link to the California Community Colleges Chancellor's Office website: http://www.cccco.edu.

Background/Alternatives
Nominees are evaluated on their commitment to (1) Commitment to fundamental principles of the California Community College mission and the mission of the local college district (2) Commitment to high standards of job performance and professionalism demonstrated by the following:

- Motivated and interested in the job
- Demonstrates high skills, competence, and knowledge on the job
- Plays a leadership role in employee/management collaboration
- Promotes collaboration within the work environment
- Is committed to high standards of performance
- Exemplifies professionalism at all times
- Steps up to cooperatively work through problems

The call for nominations for this award was sent to Chief Executive Officers across the California Community Colleges in January 2020. West Valley College, Mission College and Administrative Services leaders have agreed on an internal process whereby the District's nominee will alternate annually between the two Colleges and Administrative Services. Each College or Administrative Services may consider the West Valley-Mission Community College District employees for nomination during its triennial cycle.

Coordination
Coordination occurred through consultation at West Valley College between the President, President's Cabinet, and the Classified Senate President. The nomination form, which was completed by the Vice President Pat Fenton, documents his merits and numerous contributions and is briefly summarized here. As a measure of Daniel's knowledge, the title on his business card reads "binary savant", placed there by his manager to reflect his vast abilities in the technical world. Whether writing code to support web pages, directing AV control systems, implementing Virtual Desktop infrastructure for students and administrative use, or reading complex line drawings to install state-of-the-art audio-visual equipment, Daniel seems to have an endless ability to perform. His design concepts for web pages fostered a revolutionary approach for web content management, which earned him recognition from OmniUpdate. His ability to understand complex systems is constantly in demand as a contributor to the many construction and renovation projects underway throughout the district.

Daniel has also served his fellow classified employees of the District as an officer of the local WVMCEA union, helping to represent their interests. Understanding the importance of collaboration, Daniel works to engage fellow classified employees in the many projects underway, from accreditation, to workflow, to implementation of software and well beyond. Daniel is often called upon to be a member and contributor for committees and projects. Daniel has served as Vice President for the classified union for West Valley-Mission Community College, helping to represent fellow staff members in district negotiations and related activities. This was especially important during a district reclassification study and related salary study.

As a member of the Chancellor's Office Accessibility Center IT Accessibility Group and with his own knowledge of accessibility requirements through his personal accessibility issues, Daniel's expertise in this area helped to shape a district Accessibility Committee that was formed to set standards and review acquisition of systems and materials to ensure compliance with the many regulations. As a Chancellor's Office Accessibility Center IT Accessibility Group member, Daniel both provided that group with insight and brought from it a higher knowledge for WVM district's approach to ADA compliance. For West Valley College's accreditation, during both the 2014 and 2020 efforts, Daniel has been responsible for posting all evidence, making certain that the evidence and documents are accessible or providing alternatives for accessibility.

Follow-up/Outcome
Following endorsement of this nominee by the Board, the nomination packet will be submitted to the Chancellor's Office by the March 27, 2020 deadline.

File Attachments
2020-classified-employee-awards-nomination-form Daniel Nieman.pdf (116 KB)

CALIFORNIA COMMUNITY COLLEGES CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The Classified Employee of the Year Awards honor community college classified employees who demonstrate the highest level of commitment to the *Vision for Success,* professionalism and California Community Colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. Each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office postmarked by **March 27, 2020**. Award winners are selected by representatives from the California Community Colleges Board of Governors, Consultation Council and the Chancellor's Office. Recipients will be announced and honored at the May 19, 2020 Board of Governors meeting in Sacramento, California. Classified employees with a minimum service of 5 years as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: *the Vision for Success;* the California Community Colleges mission; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond their local institution.

Nominee's Name Daniel Niemann **Date** January 31, 2020

Web and Digital Media Producer, Sr Info Tech Analyst

Job Title of Nominee

2010 El Camino Real, PMB 727, Santa Clara, CA 95050 1 408 741-2578

Nominee Address, City, Zip Code Telephone

West Valley - Mission Community College District

Community College District

14000 Fruitvale Avenue Saratoga, CA 95070

Address, City, Zip Code

Bradley Davis, Chancellor; Stephanie Kashima, President 408-741-2011

Name of District Chancellor/College President Telephone

Disqualification warning: It is the responsibility of the nominator to initiate this nomination form and see that all pages are COMPLETELY filled ut, on the CORRECT form, and NO alterations have occurred.

Signature Required.

	408 741 2056	J Patrick Fenton
Signature of Nominator with Contact	Telephone Number	(Print Name)

14000 Fruitvale Avenue, Saratoga, CA 95070

Mailing Address, City, Zip Code

INITIAL NOMINATIONS MUST BE SUBMITTED TO THE LOCAL BOARD OF TRUSTEES FOR REVIEW AND ENDORSEMENT.

Name of Nominee Daniel Niemann

6 **Years of service** with the district ***NOTE:** employees with a minimum 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award.

1. Describe how the nominee demonstrates a commitment to the *Vision for Success,* the California Community Colleges mission, and the mission of the local community college district?

"Always design and decide with the student in mind" is one of the seven core commitments the community college system makes to support its Vision for Success. Daniel Niemann, in his role of Web and Digital Media Producer, infuses his work with this ethic, going far beyond the basics in every task to ensure students enjoy full access to the supportive environment required for them to achieve success.

Daniel's putative role at West Valley College in Saratoga, CA, is to manage the college's web site and the related digital media assets for the college. In that role, Daniel excels to the point that he received a "Customer of the Year" recognition from OmniUpdate, the college's web content management system, for co-developing with OmniUpdate a revolutionary web template for content publishing. But his contributions to both his college and the district range far beyond that role.

With a standing ovation at the announcement, Daniel received the college's "Oak Tree Award" as "Classified Employee of the Year" in January, 2020. Daniel's skills and knowledge provide critical support for audio-visual systems, music production

2. Describe the nominees' commitment to high standards of job performance and ways the classified employee exemplifies professionalism. Factors to be considered may include: competence and knowledge on the job; leadership role in employee/management collaboration; promotes collaboration within the work environment; commitment to high standards of performance and professionalism.

As a measure of Daniel's knowledge, the title on his business card reads: " Binary Savant", placed there by his manager to reflect his vast abilities in the technical world. Whether writing code to support web pages, direct A/V control systems, implement Virtual Desktop Infrastructure for students and administrative use, or reading complex line drawings to install state-of-the-art audio visual equipment, Daniel seems to have an endless ability to perform. His design concepts for web pages fostered a revolutionary approach for web content management, which earned his recognition from OmniUpdate. His ability to understand complex systems is constantly in demand as a contributor to the many construction and renovation projects underway throughout the district.

Daniel has also served his fellow classified employees of the District as an officer of the local WVMCEA union, helping to represent their interests. Understanding the importance of collaboration, Daniel works to engage fellow classified employees in the many projects underway, from accreditation, to workflow, to implementation of software, and well beyond. Daniel is often called upon to be a member and contributor for committees and projects.

3. Provide examples of how the nominee demonstrates a commitment to serving the institution through participation in college, professional and/or community activities. Examples may include: involvement in college and/or district activities; efforts to organize others within the work environment; promotion of open communication among work groups.

Daniel has served as Vice President for the classified union for West Valley-Mission Community College, helping to represent fellow staff members in district negotiations and related activities. This was especially important during a district reclassification study and related salary study.

As a member of the Chancellor's Office Accessibility Center IT Accessibility Group and with his own knowledge of accessibility requirements through his personal accessibility issues, Daniel's expertise in this area helped to shape a district Accessibility Committee that was formed to set standards and review acquisition of systems and materials to ensure compliance with the many regulations. As a Chancellor's Office Accessibility Center IT Accessibility Group member, Daniel both provided that group with insight and brought from it higher knowledge for WVM district's approach to ADA compliance.

For West Valley College's accreditation, during both the 2014 and 2020 efforts, Daniel has been responsible for posting all evidence, making certain that the evidence and documents are accessible or providing alternatives for accessibility, and for

4. **Describe the nominees' commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities.** Provide evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations. Include acts of service above and beyond the call of duty.

Daniel contributes his knowledge,skills, and personal time through assisting community music and show events, developing non-profit web presence, and working on projects for Santa Clara University.

5. Briefly provide any additional reason(s) this nominee should be selected as a 2020 Classified Employee of the Year.

Daniel is a unique and uniquely talented individual. Technically gifted in a wide variety of digital systems, programming, music production and editing, video production, accessibility standards, construction, ... He is a reservoir of knowledge who tirelessly gives of himself. Daniel was a student at West Valley College before being an employee, an Apple student ambassador, a part-time A/V and computer lab technician, who finally became a most valuable full-time employee, par excellence. We can think of no other person who so deserves the recognition.

EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT POSTMARKED BY MARCH 27, 2020 TO:

California Community Colleges Chancellor's Office
Attn: Classified Employee Awards Program/BOG
1102 Q Street, 4th Floor
Sacramento, California 95811-6549

* Note: The signature below certifies that the nominee has been endorsed by the local Board of Trustees

Susan Fish, President

Signature of Board of Trustees President (Print Name)

West Valley-Mission Community College District

Name of Community College District

7. Human Resources

Subject	**7.1 ADMINISTRATIVE APPOINTMENTS - 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 transactions.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action
Recommended Action	That the Board of Trustees, per Government Code section 54953(c)(3) and prior to taking final action, orally report a summary of all recommendations for final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of administrators, as defined in subdivision (d) of Section 3511.1, during the open meeting. Subsequent to the report, that the Board approve the transactions.

Prepared By: Sean McGowan

Reviewed By Albert M. Moore

Approved By: Bradley Davis

I. **Appointment(s)**

a. Stacy Gleixner, Vice President, Instruction (Working Title: Provost), West Valley College, Range 30 ($13,680.83-$17,055.66/per month); effective April 20, 2020. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.
b. Eric Grabiel, Program Director I, Noncredit Programs (Working Title: Director of the School for Continuing Education), West Valley College, Range 15 ($9,446.16-$11,776.41/per month); effective April 13, 2020. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.

II. **Temporary Assignment(s)**

a. James Kerbey, temporary 7% increase for additional duties assigned, West Valley-Mission Community College District, Range 11 ($8,557.75-$10,668.92/per month); effective February 10, 2020, through June 30, 2020. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.
b. Brian Miller, temporary 7% increase for additional duties assigned, Mission Community College, Range 25 ($12,091.92-$15,074.75/per month); effective February 10, 2020, through June 30, 2020. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.

Full Explanation of Transactions

I. **Appointment(s)**

a. Stacy Gleixner, Vice President, Instruction (Working Title: Provost), Administrative Unit, Range 30 ($13,680.83-$17,055.66/per month), Office of Instruction, West Valley College, 100% of full time, 12 months per year; effective April 20, 2020. Position ID# WAD005. 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.
b. Eric Grabiel, Program Director I, Noncredit Programs (Working Title: Director of the School for Continuing Education), Administrative Unit, Range 15 ($9,446.16-$11,776.41/per month), Noncredit Programs, West Valley College, 100% of full time, 12 months per year; effective April 13, 2020. Position ID# WAD026. 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.

II. **Temporary Assignment(s)**

a. James Kerbey, temporary 7% increase for additional duties assigned, Manager, Parking and Traffic Operations, Administrative Unit, Range 11 ($8,557.75-$10,668.92/per month), Parking Services, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective February 10, 2020, through June 30, 2020; Position ID# DAD017. Fund 139-Parking Fund. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.
Rationale: Manage the facilities security program, including review of access controls, security alarms, security surveillance systems and services, manage assigned technical support staff and vendors, and coordinate the development of related plans, designs, reports, and standards for area.

b. Brian Miller, temporary 7% increase for additional duties assigned, Dean, Administrative Unit, Range 25 ($12,091.92-$15,074.75/per month), Library Studies and Language Arts, Mission College, 100% of full time, 12 months per year; effective February 10, 2020, through June 30, 2020; Position ID# MAD006. Fund 110-General Fund. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis. Rationale: Oversee the Nursing and Health Occupations division including supervising hiring committees and managing the budget, course offerings, and faculty and staff personnel.

8. Business and Finance

Subject	**8.1 RESOLUTION NO. 20031701 TO UPDATE AUTHORIZED BANK SIGNATURE FORMS - Recommendation: That the Board of Trustees adopt Resolution #20031701 to update District bank account signature forms.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action
Recommended Action	That the Board of Trustees adopt Resolution #20031701 to update District bank account signature forms.

Prepared By: Susan Hutton

Reviewed By: Ngoc Chim

Approved By: Bradley Davis

Reference(s)
California Education Code Section 85232 requires that each order drawn on the funds of a community college district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name. No person other than an officer or employee of the district shall be authorized to sign orders.

Background/Alternatives
A Board resolution shall be on file in the District Finance Office listing the persons authorized to sign orders to draw upon district funds, including a signature form bearing the authorized signatures. District bank information, including signature forms, will be updated to reflect authorized signers.

Coordination
This item was coordinated by the District Finance Office.

Follow-up/Outcome
Upon ratification, District bank information and accounts will be updated and a copy of resolution #20031701 and the completed signature forms will be on file in the District Finance Office.

File Attachments
Attach. 8.7 Bank sign. card and resolution.pdf (58 KB)

RESOLUTION NO. 20031701

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

Update District Bank Account Signature Forms

WHEREAS, Education Code Section 85230 provides that money shall be paid from the funds of any community college district for the payment of the expenses of the district; and

WHEREAS, Education Code Section 85232 requires that each order drawn on the funds of a community college district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the West Valley-Mission Community College District authorizes and empowers any of the following to sign any and all orders in the name of said District drawn on the funds of said District effective March 18, 2020:

Bradley J. Davis
Ngoc Chim
Daniel Peck
Stephanie Kashima

PASSED AND ADOPTED by the Board of Trustees of the West Valley-Mission Community College District this 17th day of March, 2020, by the following vote:

AYES: MEMBERS:_____

NOES: MEMBERS:_____

ABSENT: MEMBERS:_____

ABSTENTIONS: MEMBERS:_____

This is to certify that this is a true and correct copy of the resolution as adopted and approved at a regular meeting of the Board of Trustees of the West Valley-Mission Community College District.

_____
President, Board of Trustees

ATTEST:

_____
Secretary, Board of Trustees

8. Business and Finance

Subject	**8.2 SECOND READING – ADOPTING BOARD POLICY 3910 - USE OF UNMANNED AIRCRAFT SYSTEMS - Recommendation: That the Board of Trustees conduct a second reading and approval of the board policy on use of Unmanned Aircraft Systems (UAS).**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action (Consent)
Recommended Action	That the Board of Trustees conduct a second reading and approval of the board policy on use of Unmanned Aircraft Systems (UAS).

Prepared By: Chris Cruz, Benjamin Mendelsohn and Mina Hernandez

Reviewed By: Ngoc Chim

Approved By: Bradley Davis

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). The Board of Trustees conducted a first reading of this policy on February 18, 2020.

Follow-up/Outcome
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.

File Attachments
Attach. 8.2 BP 3910 Use of Unmanned Aircraft Systems.docx (19 KB)

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

WVMCCD Board Policy **BP 3910**

General Institution

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:
Approved at District Services Council: 12/4/19

9. Board

Subject	**9.1 APPOINTMENT OF AN AD HOC COMMITTEE FOR VACANCIES ON THE CCCT BOARD - Board President Susan Fish will appoint an ad hoc committee to review candidate information for the current vacancies on the California Community Colleges Trustee (CCCT) Board and make recommendations to the Board of Trustees for its vote taking place at the April 7 meeting.**
Meeting	Mar 17, 2020 - Regular Meeting
Access	Public
Type	Action
Recommended Action	Board President Susan Fish will appoint an ad hoc committee to review candidate information for the current vacancies on the California Community Colleges Trustee (CCCT) Board and make recommendations to the Board of Trustees for its vote taking place at the April 7 meeting.