WEST VALLEY – MISSION COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES
MEETING

AGENDA

VIA ZOOM: https://zoom.us/j/4087419000
TELEPHONE: DIAL 1 669 900 6833, MEETING ID 408-741-9000
Public Session begins at 7:00 PM

APRIL 7, 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.

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.

\[(A) = \text{Action} \quad (I) = \text{Information}\]
Due to the COVID-19 Virus and Shelter-in-Place mandate, Our meeting will be held remotely.

BY ZOOM CONFERENCE:
Remote Access by Computer:
Zoom: https://zoom.us/j/4087419000
Or Telephone:
Dial: 1 669 900 6833
Meeting ID: 408 741 9000
Closed session begins at 6:00 p.m., Public session begins at 7:00 p.m. Send communications from the public to: brenda.rogers@wvm.edu.

1. Meeting Opening

1.1 Roll Call

1.2 Oral Communication from the Public on 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. Public Employee Discipline/Dismissal/Release (California Government Code § 54957)

2.2 Reconvene Public Session

3. Opening Items

3.1 Pledge of Allegiance

3.2 Report of Closed Session Action

3.3 Approval of the Order of the Agenda

3.4 Approval of Minutes

3.5 Presentations/Recognition-ESSP: Facilities Planning and Bond Projects Updates, Presenter: Javier Castruita

3.6 Oral Communication from the Public

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

4. Unfinished Business

5. Consent Agenda

5.1 Approval of Consent Agenda - Recommendation: Motion to Approve Consent Agenda Items as Presented.

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

5.4 FACULTY CONTRACT RENEWAL – WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve faculty for second year contracts for the 2020-21 academic year as outlined below.

5.5 FACULTY CONTRACT RENEWAL – WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve faculty for third year contracts covering two academic years, 2020-2021 and 2021-2022.

5.6 APPROVAL OF CONTRACT WITH CONSTRUCTION INSPECTION SERVICES INC. FOR INSPECTOR OF RECORD SERVICES - Recommendation: That the Board of Trustees authorize the administration to enter into a contract with Construction Inspection Services Inc. in the amount of $194,000 for inspector of record services for the Athletic Field Upgrades–Softball Complex

5.7 APPROVAL OF BID CA05-1920 ATHLETIC FIELD UPGRADES - SOFTBALL COMPLEX, DEMO/SITWORK/CONCRETE PACKAGE AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Robert A. Bothman Construction in the amount of $6,065,000 and reject all other bids. The award of the contract is based on the base bid as follows.

5.8 APPROVAL OF BID CA07-1920 ATHLETIC FIELD UPGRADES-SOFTBALL COMPLEX, ELECTRICAL PACKAGE AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Bockman & Woody Electric Co. in the amount of $1,642,500 and reject all other bids.

5.9 APPROVAL OF BID CA08-1920 MT REPLACEMENT BUILDING AT MISSION COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Gonsalves & Stronck Construction Company Inc. in the amount of $30,260,000 and reject all other bids.

5.10 APPROVAL OF BID CA09-1920 ATHLETIC FIELD UPGRADES-SOFTBALL COMPLEX, ASTRO-TURF INSTALLATION PACKAGE AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Valley Precision Grading Inc. in the amount of $186,220 and reject all other bids.

5.11 APPROVAL OF BID CA10-1920 ATHLETIC FIELD UPGRADES-SOFTBALL COMPLEX, BLEACHERS PACKAGE AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Dant Clayton Corporation in the amount of $1,265,000 and reject all other bids.

5.12 APPROVAL OF BID CA11-1920 ATHLETIC FIELD UPGRADES-SOFTBALL COMPLEX, FENCING PACKAGE AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Golden Bay Fencing Plus Iron Works Inc. in the amount of $293,913 and reject all other bids.

5.13 APPROVAL OF BID CA12-1920 ATHLETIC FIELD UPGRADES-SOFTBALL COMPLEX, LANDSCAPE PACKAGE AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Suarez & Munoz Construction Inc. in the amount of $552,000 and reject all other bids.

5.14 APPROVE CONTRACT INCREASE WITH ENVIRONMENTAL SYSTEMS INC. - Recommendation: That the Board of Trustees ratify change order 1 for an increase of $42,750 to the contract with Environmental Systems Inc. for emergency repairs to the geothermal system at Mission College.

5.15 PROJECT ASSIGNMENT AMENDMENT WITH KITCHELL FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE LEARNING RESOURCE CENTER RENOVATION PROJECT AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the Project Assignment Amendment with Kitcchell for design and construction management services in the amount of $970,712 for the Learning Resource Center Renovation project at West Valley College.
5.16 SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO STATUS - This item is for informational purposes only.

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

5.18 APPROVAL TO PURCHASE TECHNOLOGY EQUIPMENT FROM TROXELL COMMUNICATION INC. FOR LABS AND CLASSROOMS AUDIO/VISUAL (AV) UPGRADE AT MISSION COLLEGE’S GILLMOR CENTER Recommendation: That the Board of Trustees authorize the acquisition of AV equipment from Troxell Communications Inc. in the amount not to exceed $119,207.

5.19 APPROVAL OF RENEWAL OF INTERNATIONAL STUDENT INSURANCE CARRIER FOR FY 20/21 - Recommendation: That the Board of Trustees authorize the administration to enter into an agreement with Relation in the amount up to $300,000 for international student health insurance for Mission College and West Valley College.

5.20 CITIZENS’ BOND OVERSIGHT COMMITTEE ANNUAL REPORT - Recommendation: That the Board of Trustees accept the 2019 Citizens’ Bond Oversight Committee (CBOC) Annual Report.

5.21 CONTRACT INCREASE TO ANDERSON BRULE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE LEARNING RESOURCE CENTER RENOVATION PROJECT AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the contract increase with Anderson Brule Architects in the amount of $1,294,283 for architectural and engineering services for the Learning Resource Center Renovation project at West Valley College.

5.22 APPROVAL OF UPDATED MEASURE C PROJECT PRIORITY LIST - Recommendation: That the Board of Trustees approve the updated and re-baseline of the Measure C project priority list.

5.23 RATIFY PURCHASE OF DELL ALL-IN-ONE COMPUTERS - Recommendation: That the Board of Trustees ratify the equipment purchase of 100 Dell OptiPlex 5270 All-in-One computers with a three-year equipment support warranty at a total cost of $94,287.04.

5.24 RATIFY PURCHASE OF MICROSOFT SURFACE GO COMPUTERS - Recommendation: That the Board of Trustees ratify the equipment purchase of 283 Microsoft Surface Go computers with a one-year equipment support warranty at a total cost of $186,559.49.

6. College, Programs, and Services

6.1 INCREASE IN STUDENT HEALTH FEES EFFECTIVE SUMMER 2020 - Recommendation: That the Board of Trustees approve an increase in student health fees from $17 to $18 for the summer and winter terms and an increase from $20 to $21 for the fall and spring semesters at both colleges.

7. Human Resources

7.1 TENURE – WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees grant tenure for faculty at West Valley College as outlined below.

7.2 CLASSIFIED ADMINISTRATIVE APPOINTMENT – ASSOCIATE VICE CHANCELLOR, HUMAN RESOURCES - Recommendation: That the Board of Trustees appoint Eric Ramones as Associate Vice Chancellor, Human Resources and approve the Agreement of Employment, 100% of full time, 12 months per year; effective May 4, 2020. The monthly salary for this position is $21,066.08. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis. The Associate Vice Chancellor shall be provided a monthly transportation allowance of $500.

8. Business and Finance

8.1 RESOLUTION NO. 20040702 AUTHORIZING THE CHANCELLOR TO TAKE ANY AND ALL NECESSARY ACTIONS TO PREPARE AND RESPOND EFFECTIVELY TO THE NOVEL CORONAVIRUS (COVID-19) - Recommendation: That the Board of Trustees approve Resolution No. 20040702 authorizing the chancellor to take any and all necessary actions to prepare and respond effectively to the novel coronavirus (COVID-19).

9. Board
9.1 CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD OF DIRECTORS ELECTION – 2020 -
Recommendation: That the Board of Trustees support the recommendations of the West Valley-Mission
CCD Board’s Ad Hoc Committee for vacancies on the CCCT Board; and further, that the Chancellor
forward the Board’s vote to the Community College League of California (CCLC) office by April 25, 2020.

9.2 CONTINUATION OF STUDENT TRUSTEES’ PRIVILEGES - Recommendation: That the Board of
Trustees continue to grant Student Trustees privileges as follows: to serve a term commencing June 1,
2020, to make and second motions, to cast advisory votes, and to receive compensation and health
benefits.

9.3 RESOLUTION NO. 20040701 PROCLAIMING MAY 17 – 23, 2020, AS CLASSIFIED SCHOOL EMPLOYEE
WEEK IN THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT - Recommendation: That the
Board of Trustees adopt Resolution No. 20040701 proclaiming May 17 – 23, 2020, as Classified School
Employee Week in the West Valley-Mission Community College District.

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) (Thanh Do)

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
1.1 Call to Order
The meeting was called to order at 6:10 PM

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

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

2.1 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

3.1 Reconvene Public Session
Public Session was reconvened at 7:05 PM.

3.2 Pledge of Allegiance

3.3 Report of Closed Session Action
President Fish reported, "In the matter of the complaints or charges against a district employee under government code section 54957, The Board affirms the administrative determination of the district following the internal investigation. The appeal is denied."

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

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: Ayes: Kian Lechner and Evelina Gromilina

3.5 Approval of the Minutes of the February 18, 2020, Meeting. Reprint of February 4, 2020, meeting minutes. Approve the minutes of the February 18, 2020. Board of Trustees Meeting. (Approved minutes of the February 4, 2020, are attached as Appendix A)

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: Ayes: Kian Lechner and Evelina Gromilina

3.6 Presentations/Recognitions
Focus Topic:
Facilities Planning and Bond Project Updates. Presenter: Javier Castruita
This presentation was postponed until the meeting on April 7, 2020.

3.7 Oral Communication from the Public
There was none. One written communication was received from WVMCEA, which was also emailed to the Board of Trustees.

3.8 Report of the Audit and Budget Oversight Committee (ABOC)
The Audit and Budget Oversight Committee did not meet in February, but they will meet in the coming months.

4. Unfinished Business
There was none

Consent Agenda

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

A discussion was held.

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

Approved Consent Agenda Items:
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.

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.

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

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.

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.

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.

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

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.

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

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.

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.

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.

5.14 RATIFY APPROVAL OF CONTRACT WITH ASPHALT SURFACING, INC. FOR EMERGENCY REPAIRS TO THE GEOTHERMAL SYSTEM AT MISSION COLLEGE - Recommendation: 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.

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.

Regular Order of the Agenda

6. College, Programs, and Services
6.1 NOMINATION OF DANIEL NIEMANN FOR COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARD

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: Ayes: Kian Lechner and Evelina Gromilina

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.

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

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.

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: Kian Lechner and Evelina Gromilina

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).

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

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.

Anne Kepner, Robert Owens, and Evelina Gromilina volunteered to serve on the ad hoc committee, with Anne Kepner serving as the chair of the committee.

10. Information Reports and Items for Future Board Consideration
10.1 Academic Senate Update (Aram Shepherd) (Gretchen Ehlers)
Mr. Shepherd recognized the busy week at Mission College with the successful accreditation team visit and the COVID-19 virus issues. He acknowledged the leadership of the Distance Education Committee Chair Heather Rothenberg and rest of DE committee as they guide all faculty through the transition to all online classes. He thanked Carla Breidenbach for her role as the curriculum committee chair who reacted quickly in this emergency situation. All the faculty are doing their best and working very hard to adapt and change to all online instruction while supporting our students. He looks forward to further guidance and direction as we navigate these tough times.

Ms. Ehlers thanked our faculty accreditation liaison officer, Dr. John Hannigan, and the classified accreditation liaison officer Ana Lobato for all their work in preparing for accreditation and making the visit a very successful week. She also thanked the Distance Education Committee, particularly their faculty leaders Janis Kea and Whitney Clay, and Dean Ray Gamba for their leadership as faculty move teaching online. Trainings have been offered every day. She also thanked all the faculty for the work they are doing to move their classes online and all our students for their patience as many of us try to navigate the online environment.

10.2 Classified Senate Update (Cheryl Massa) (Krystal Dela Cruz)
Ana Lobato, VP of WVC Classified Senate, thanked all classified and Faculty for their support and participation during the entire accreditation process.
Krisite De La Cruz thanked all the Mission College faculty, classified and administrators as we transition through this tough time with the virus. Senate elections were closing up, and the results will be announced at the next Board meeting. The Classified Senate meeting was held via zoom last Thursday.

10.3 Student Senate Update (Maia Delrooz) (Reymundo Madera)
Student Trustee Lechner reported for West Valley. This is a tough time for our students, with the clubs just getting going and the student government events all canceled. This is very difficult for many, and he asked for faculty understanding and patience, and acknowledged the growing pains some students have switching to online classes -please be accepting and tolerant as we move forward.

Student Trustee Gromilina reported that all student events are canceled for March and April. The student clubs are meeting on zoom and the student government is using Instagram and social media engagement to communicate with the student body without hosting events. Many students participated in the Accreditation team visits and met with the chair of the team. Travel abroad has been canceled due to the virus travel ban, and the students who spent their own money for visas, etc. would like reimbursement for the lost expenses.

10.4 West Valley College Update (Stephanie Kashima)
President Kashima thanked the Board for approving the hiring of our new administrators who will be important additions to West Valley's leadership team. She expressed her excitement about this nomination of Daniel Niemann for the Board of Governor's Classified Staff Award. She thanked Ana and John for their great efforts resulting in an excellent team visit. West Valley received four college recommendations and one district recommendation. She thanked Chancellor Davis for doing most of the groundwork prior to her assuming the president's role. The Distance Education Committee, Whitney Clay, Janis Kea who are an amazing team giving instructions to hundreds of faculty as they transition to online courses.

Student services will all be moving online starting tomorrow using Cranium Cafe software. Tomorrow 107 grocery bags of food will be distributed to students on campus to address food insecurities. Students sign up online and simply come get the food.

10.5 Mission College Update (Daniel Peck)
President Peck has been working remotely from Arizona, while they spend time with their new baby Benjamin. Mission experienced a very successful accreditation visit, the entire college was well prepared, and created a very friendly atmosphere for the team. He thanks ALO Myo Mint and Leandra Martin for their work over the past year. They received two recommendations, one on lack of disaggregated data and another on the lack of evaluations of classified professionals. Overall he is very proud of the outcome. They received two commendations 1) on their program revitalization process, and 2) their student focused culture as part of various programs. The Faculty Tenure celebration is on hold until the virus is over, and he read the list of honored faculty out loud. During the College's COVID-19 response, they are reviewing every aspect of service to students. A total of 233 courses have already been converted to online instruction of the 396 total to be converted-a gargantuan task lies ahead. Mission is partnering with Second Harvest Food Bank to distribute food to students. President Peck closed with a wish of happy Saint Patrick's Day.

10.6 Chancellor's Report (Bradley Davis)
Chancellor Davis thanked all participants in the ACCJC Visit and commented that less than ten quality improvement recommendations between two colleges is a great success. As the COVID-19 virus mitigation continues, he will keep the campus informed of changes so please monitor email for updates. He urged everyone to be empathetic, loving and proactive in the support of our students and employees. Faculty efforts have been heroic as the colleges transition to all online instruction, and staff have competently filled all the gaps in our student services.

10.7 Trustee Comments
Trustee Lucas reported that last month he attended the West Valley College Grand Opening Celebration for the Student Services Center. He commented that he enjoyed the festive celebration, complete with Lion Dancers, that officially opened the center.

Student Trustee Lechner said he was very proud that the college has handled the COVID-19 response and the students transition to online learning courses. He would like to know more about credit by exam for the existing courses moving online and distance education testing for out-of-the-area students as we evolve to more online instruction.

Trustee Grey congratulated the district faculty for converting to Distance Education so quickly and instituting the shut down for everyone's health and safety. In the Board of Governors meeting yesterday, State Chancellor Oakley said these precautions could go through the end of June and will hold the first of many planning discussions. CCLC will hold the first of many informational meetings and weekly updates online this Friday, March 20 at 9AM.

Student Trustee Gromilina reported on the successful food and housing security event on March 3rd. They had musical entertainment and community organization representatives on hand to inform students about resources available to them. About 300 people received food and Second Harvest did a cooking demo...
showing how to cook the food they provided. ASG plans to appeal to Student Services Council to do this again next semester. She liked the food bag program for students at WVC while in lockdown. She is part of the student trustee caucus, which would like to propose a bill, AB2910, so that student trustees at each district have their position be a paid position with full voting rights.

Trustee Kinman thanked Tracy Johnson for her years of service to the Board and district. Kudos to Faculty and staff-good reports to her from students. The accreditation process was a great success, and she thanked all involved. Trustee Kinman suggested having a special meeting to help the Board understand everything that is going on. The Board could hold a broad based discussion on what we are doing in support of our staff and faculty, and our priorities during the COVID-19 shut down. Thank you to all for your hard work.

President Fish said tonight’s meeting via Zoom is the perfect example of the new normal with COVID-19 precautions. Both accreditation visits were perfect examples of great collaboration.

13.1 Adjournment
The meeting was adjourned at 7:58 PM.
Due to the COVID-19 Virus and Shelter-in-Place mandate, our meeting will be held remotely.

BY ZOOM CONFERENCE:
Remote Access by Computer:
Zoom: https://zoom.us/j/4087419000
Or Telephone:
Dial: 1 669 900 6833
Meeting ID: 408 741 9000

1. Meeting Opening

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<tr>
<th>Subject</th>
<th>1.1 Roll Call</th>
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<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
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1. Meeting Opening

Subject  1.2 Oral Communication from the Public on Closed Session Agenda

Meeting  Apr 7, 2020 - Regular Meeting, Comments

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-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. Public Employee Discipline/Dismissal/Release (California Government Code § 54957)

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Private

Type Procedural

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. Public Employee Discipline/Dismissal/Release (California Government Code § 54957)
# 2. Closed Session

<table>
<thead>
<tr>
<th>Subject</th>
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<tr>
<td>Meeting</td>
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### 3. Opening Items

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<thead>
<tr>
<th>Subject</th>
<th>3.1 Pledge of Allegiance</th>
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</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
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### 3. Opening Items

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.2 Report of Closed Session Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
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<tr>
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### 3. Opening Items

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.3 Approval of the Order of the Agenda</th>
</tr>
</thead>
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<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
</tr>
<tr>
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</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Motion to approve agenda as presented.</td>
</tr>
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### 3. Opening Items

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.4 Approval of Minutes</th>
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<tbody>
<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
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<tr>
<td>Access</td>
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<tr>
<td>Type</td>
<td>Action, Minutes</td>
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<tr>
<td>Recommended Action</td>
<td>Approve the minutes as attached.</td>
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</table>
### 3. Opening Items

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.5 Presentations/Recognitions-ESSP: Facilities Planning and Bond Projects Updates, Presenter: Javier Castruita</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
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<tr>
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<tr>
<td>Type</td>
<td>Information, Recognition</td>
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</table>

**ESSP:** Facilities Planning and Bond Projects Updates, Presenter: Javier Castruita
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. 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

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.6 Oral Communication from the Public</th>
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<td>Access</td>
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</tr>
<tr>
<td>Type</td>
<td>Information</td>
</tr>
</tbody>
</table>

GUIDELINES FOR PUBLIC PARTICIPATION IN BOARD OF TRUSTEES MEETINGS

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## 3. Opening Items

<table>
<thead>
<tr>
<th>Subject</th>
<th>3.7 Report of the Audit and Budget Oversight Committee (ABOC)</th>
</tr>
</thead>
</table>

**Meeting** | Apr 7, 2020 - Regular Meeting, Comments |

**Access** | Public |

**Type** | Information |

**Prepared By:**

**Reviewed By:**

**Approved By:**

**Reference(s)**

**Background/Alternatives**

**Coordination**

**Follow-up/Outcome**
5. Consent Agenda

Subject 5.1 Approval of Consent Agenda - Recommendation: Motion to Approve Consent Agenda Items as Presented.

Meeting Apr 7, 2020 - Regular Meeting, Comments
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

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

#### Meeting

| Meeting | Apr 7, 2020 - Regular Meeting, Comments |

#### Access

| Access | Public |

#### Type

| Type | Action (Consent) |

#### Recommended Action

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

#### Prepared By

| Prepared By | LINPING YU, CARLA BREIDENBACH, AND LEANDRA MARTIN |

#### Reviewed By

| Reviewed By | DANIEL PECK |

#### Approved By

| Approved By | BRADLEY DAVIS |

#### Funding Source/Fiscal Impact

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

#### Reference(s)

Curriculum development and approval is an ongoing activity overseen by the Academic Senate, and its subordinate Curriculum Committee, and the Office of Instruction 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 Policies 4020 and 4025.

#### Background/Alternatives

As per district policy, the curriculum changes to programs and courses described herein have been considered and approved by the curriculum committee and the articulation officer. Each of the curriculum changes and the foregoing approvals has been further reviewed by the chief instructional officer, the college president, and the district chancellor. The office of instruction further certifies that the programs and courses described herein satisfy all applicable requirements of Title 5 and have also been submitted to the Associated Students Government of Mission College. Degrees developed in compliance with State-approved Transfer Model Curricula (TMC) pursuant to SB-1440 (Padilla, 2010) have already been approved by the District Chancellor acting as designee for the Board of Trustees, and are being presented here as information items.

#### Coordination

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

#### Follow-up/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

| Attach 5.2, MC Curriculum 04.07.2020.docx (120 KB) |

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*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.*
## Curriculum Summary

### New Course - Credit

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>FPT 200</td>
<td>FPT 302</td>
<td>FPT 304</td>
<td>WRK 300GW</td>
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<tr>
<td>FPT 301</td>
<td>FPT 303</td>
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<td>WRK 300FP</td>
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### New Course - Noncredit

None

### Credit Course Revision

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<tr>
<td>ART 078A</td>
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<td>HOC 026B</td>
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<td>HOC 003</td>
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<td>ART 078C</td>
<td>HOC 004</td>
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### Non-credit Course Revision

NCE 910A

### Administrative Change

None
**Prerequisites**

| ART 078B | HOC 019A | HOC 033B | HOC 046A |
| ART 078C | HOC 019B | HOC 033C | HOC 046B |
| ART 078D | HOC 019F | HOC 033D | HOC 047  |
| ART 085B | HOC 019G | HOC 034  | HOC 050  |
| ART 085C | HOC 022  | HOC 035A | HOC 051  |
| ART 085D | HOC 023A | HOC 035B | HOC 052  |
| ART 088B | HOC 023B | HOC 036A | HOC 053  |
| ART 088C | HOC 023C | HOC 036B | HOC 054  |
| ART 088D | HOC 024  | HOC 042  | HOC 060  |
| ESL 940PL| HOC 025A | HOC 043A | HOC 061  |
| FPT 200  | HOC 025B | HOC 043B | HOC 062  |
| FPT 065L | HOC 026A | HOC 043C | HOC 064  |
| FPT 302  | HOC 026B | HOC 043D |
| FPT 303  | HOC 027  | HOC 044  |
| FPT 304  | HOC 032  | HOC 045A |
| HOC 012  | HOC 033A | HOC 045B |

**Distance Education**

| BIO 012 | FPT 065L | FPT 304 | LSR 943 |
| BUS 021 | FPT 200  | GDS 039A| MUS 010 |
| COM 012 | FPT 301  | HOC 001 | MUS 016 |
| ESL 940PL| FPT 302 | HOC 006 | |
| FDR 050A| FPT 303  | LSR 942B| |

**Credit Course Deletion**

None

**New Program – Credit**

None

**New Program – Non-Credit**

None

**Program Revision - Credit**

Mathematics Associate in Science for Transfer (AS-T)

**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.

FIRE PROTECTION TECHNOLOGY

FPT 200 – Fire Fighter 1 Fire Academy
14.50 Unit(s)
Grade Options: Grade Only
Prerequisite: FPT 065, FPT 065C, FPT 065L, HOC 002, KIN 039B
Co-Requisite: KIN 039C or KIN 039D

This course provides the skills and knowledge needed for the entry level Professional and Volunteer Fire Fighter to perform his/her duties safely, effectively, and competently. The curriculum is based on the most current edition of NFPA 1001 Standard for Fire Fighter Professional Qualifications, the most current edition of NFPA 1051 Standard for Wildland Fire Fighter Professional Qualifications, and the most current edition of NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents. The seven overarching themes of the California State Fire Fighter I curriculum are: general knowledge germane to the profession, fire department communications, fire ground operations, rescue operations, preparedness and maintenance, wild land suppression activities, and hazardous materials/WMD.

Rationale FPT 200 – Fire Fighter 1 Fire Academy – 14.50 Unit(s)
This academy is required to become a Professional or Volunteer Firefighter and includes instruction on basic firefighting skills, laws and regulations affecting the fire service. Starting in 2013, State of California Fire Training requires that both Volunteer and Professional Fire Fighters complete a Fire Fighter 1 Academy. This has created an increase in demand. The course provides the student with knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue, basic fire prevention and fire investigation task and to use, inspect, and maintain firefighting and rescue equipment. This curriculum provides the minimum required training required by the State of California Fire Training in the field of fire technology as it relates to firefighters. Students may be assigned to work with a local fire department for a specified number of hours during this course.
FPT 301 – Fire Inspector 1A: Duties and Administration
1.50 Unit(s)
Grade Options: Grade Only

This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector I including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings.

Rationale FPT 301 – Fire Inspector 1A: Duties and Administration – 1.50 Unit(s)
This is one of four courses require to obtain a stackable Fire Inspector 1 Certification within the State Fire Training System. This certification is required to apply for Fire Inspector and Deputy Fire Marshal positions in the State of California. This is also one of the core courses required for students pursuing a Certificate of Achievement in Fire Prevention under the Fire Protection Technology Program.

FPT 302 – Fire Inspector 1B: Fire and Life Safety
1.50 Unit(s)
Grade Options: Grade Only
Prerequisite: FPT 301

This course provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a Fire Inspector I including building construction, occupancy classifications, occupancy load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures.

Rationale FPT 302 – Fire Inspector 1B: Fire and Life Safety – 1.50 Unit(s)
This is one of four courses require to obtain a stackable Fire Inspector 1 Certification within the State Fire Training System. This certification is required to apply for Fire Inspector and Deputy Fire Marshal positions in the State of California. This is also one of the core courses required for students pursuing a Certificate of Achievement in Fire Prevention under the Fire Protection Technology Program.
**FPT 303 – Fire Inspector 1C: Field Inspection**
1.50 Unit(s)
Grade Options: Grade Only
Prerequisite: FPT 302

This course provides students with a basic knowledge of the field inspection roles and responsibilities of a Fire Inspector I, including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

**Rationale FPT 303 – Fire Inspector 1C: Field Inspection – 1.50 Unit(s)**
This is one of four courses required to obtain a stackable Fire Inspector 1 Certification within the State Fire Training System. This certification is required to apply for Fire Inspector and Deputy Fire Marshal positions in the State of California. This is also one of the core courses required for students pursuing a Certificate of Achievement in Fire Prevention under the Fire Protection Technology Program.

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**FPT 304 – Fire Inspector 1D: Field Inspection CA**
1.00 Unit(s)
Grade Options: Grade Only
Prerequisite: FPT 303

This course provides students with a basic knowledge of a Fire Fighter I’s field inspection roles and responsibilities specific to California including tents, canopies, and temporary membrane structures; fireworks and explosives; and wildland urban interface environments.

**Rationale FPT 304 – Fire Inspector 1D: Field Inspection CA – 1.00 Unit(s)**
This is one of four courses require to obtain a stackable Fire Inspector 1 Certification within the State Fire Training System. This certification is required to apply for Fire Inspector and Deputy Fire Marshal positions in the State of California. This is also one of the core courses required for students pursuing a Certificate of Achievement in Fire Prevention under the Fire Protection Technology Program.
COOPERATIVE WORK EXPERIENCE

WRK 300FP – Occupational Work Experience for Fire Prevention Internship
3.00 – 4.50 Unit(s)
Grade Options: Grade Only
Prerequisite: FPT 055 or FPT 301

This Work Experience course is part of the Fire Prevention Internship Program and accompanies FPT 300A, 300B, 300C and 300D. Students must be admitted into the Fire Prevention Internship Program prior to enrolling in this course. According to CCR Title 5, section 55252, Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the student's educational or occupational goal. This course is designed for students working in a paid or unpaid job in the fire prevention and fire service industries. The course provides students with a structured program designed to teach them new soft and employability skills that assist them in advancing in their current position or securing a job in the future. The student is required to attend an orientation at the beginning of the course and complete a minimum of 75 hours for paid work or a minimum of 60 hours for unpaid work for each unit earned per semester. Students can earn a maximum of 8 units per term. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Only one Work Experience course may be taken per semester. Note: Students must be working in a job or volunteer position related to their major.

Rationale WRK 300FP – Occupational Work Experience for Fire Prevention Internship – 3.00 – 4.50 Unit(s)

This Work Experience course is part of the new Fire Prevention Internship Program and accompanies FPT 300A, 300B, 300C and 300D. The Fire Prevention Internship Program is a collaborative effort between Mission College and the Fire Departments serving the Santa Clara County and beyond. Participating in the Internship will give students the experience to obtain fire prevention knowledge in the field, gain practical experience for future employment, as well as allow the Fire Departments to evaluate the student as a potential candidate for future employment.

WRK 300GW – General Work Experience
1.00 – 4.00 Unit(s)
Grade Options: Pass/No Pass Option
General Work Experience provides an opportunity for students to earn college credit for on-the-job training in a paid or volunteer position. The student will be required to attend orientation at the beginning of the course and complete a minimum of 75 hours for paid work or a minimum of 60 hours for unpaid work for each unit earned per semester. Students may enroll in a maximum of 8 units of work experience per term, for a total maximum of 16 units of general work experience during their community college attendance. Note: Students must be working in a paid job or volunteer position prior to starting the course.

Rationale WRK 300GW – General Work Experience – 1.00 – 4.00 Unit(s)
The course replaces WRK 301-304 with one course with flexible unit options.

CREDIT COURSE REVISION

ART

ART 078A – Furniture Design and Woodworking: Introduction
3.00 Unit(s)
Grade Options: Pass/No Pass Option

ART 078A develops basic, introductory technical skills in furniture design, construction and finishing. The emphasis is on individual design and innovative use of materials in the construction.

Rationale ART 078A – Furniture Design and Woodworking: Introduction – 3.00 Unit(s)
The course was revised to update the text, align the course outline with other courses in the series, and adjust the lab hours from 3 to 4 hours to reflect current scheduling.

ART 078B – Furniture Design and Woodworking: Beginning
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 078A

ART 078B introduces beginning to low-intermediate techniques and design skills in furniture construction. The students develop individual and/or group projects under
the direction of the instructor, focusing on special aspects of furniture and woodworking.

**Rationale ART 078B – Furniture Design and Woodworking: Beginning – 3.00 Unit(s)**
The course was revised to update the textbook, align the course outline with those of the other courses in the series, and to adjust the lab hours from 3 to 4 to reflect current scheduling.

---

**ART 078C – Furniture Design and Woodworking: Intermediate**
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 078B

ART 078C is an intermediate-to-advanced level course in woodworking and furniture design which involves furniture construction techniques and equipment not covered in previous levels. Topics include advanced cabinetry techniques and complex joinery.

**Rationale ART 078C – Furniture Design and Woodworking: Intermediate – 3.00 Unit(s)**
The course has been revised to update the prerequisites and to adjust the lab hours from 3 to 4 to reflect current scheduling.

---

**ART 078D – Furniture Design and Woodworking: Advanced**
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 078C

ART 078D is an advanced course in woodworking and furniture design. Fourth in the series, this course allows students to work independently to continue to refine previously mastered design and technical skills, and to prepare for careers in the industry.

**Rationale ART 078D – Furniture Design and Woodworking: Advanced – 3.00 Unit(s)**
The course was revised to update the course outline, SLOs, and lab hours from 3 to 4 to reflect current scheduling.

---

**ART 085A – Sculpture: Introduction**
ART 085A is an introductory course in sculpture emphasizing individual expression. Subtractive, additive and fabrication techniques including modeling, casting and carving are covered. Utilizing clay, wood, plaster and metal in construction are covered as well.

**Rationale ART 085A – Sculpture: Introduction – 3.00 Unit(s)**
The course was revised to update content and to increase the lab hours to 4 to reflect current scheduling.

**ART 085B – Sculpture: Beginning**
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 085A

ART 085B builds on skills and concepts learned in ART 085A, and introduces new techniques. Students explore the development of a personal style of sculpture design.

**Rationale ART 085B – Sculpture: Beginning – 3.00 Unit(s)**
The course was revised to update the textbook and increase the lab hours from 3 to 4 hours to reflect current scheduling.

**ART 085C – Sculpture: Intermediate**
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 085B

ART 085C is an intermediate-level course in sculpture which provides students with an opportunity to build on previous experience and explore new techniques. ART 085C focuses on different aspects of course content with supervised participatory experience.

**Rationale ART 085C – Sculpture: Intermediate – 3.00 Unit(s)**
The course was revised to update the textbook, align the content with the other courses in the family, and to increase the lab hours from 3 to 4 hours to reflect current scheduling.
**ART 085D – Sculpture: Advanced**
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 085C

ART 085D is an advanced course that focuses on different aspects of sculpture providing students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.

**Rationale ART 085D – Sculpture: Advanced – 3.00 Unit(s)**
The course was revised to update the textbook, align the course outline with the rest of the courses in the family, and increase the lab hours from 3 to 4 to reflect current scheduling.

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**ART 088A – Metal Sculpture Casting: Introduction**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

ART 088A is a basic course in metal sculpture casting. Students develop skills in lost wax and lost foam techniques with an emphasis on three-dimensional design.

**Rationale ART 088A – Metal Sculpture Casting: Introduction – 3.00 Unit(s)**
The course was revised to correct lab hours from 3 to 4 and to add a new textbook.

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**ART 088B – Metal Sculpture Casting: Beginning**
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 088A

This course is a study of the metal casting process which introduces new techniques and skill-building assignments, as well as development of a personal form.

**Rationale ART 088B – Metal Sculpture Casting: Beginning – 3.00 Unit(s)**
The course was revised to update the lab hours from 3 to 4 to reflect current scheduling and to align the course content with other courses in the family.
**ART 088C – Metal Sculpture Casting: Intermediate**
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 088B

ART 088C is an intermediate-level course that focuses on different aspects of metal sculpture casting. It provides students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.

**Rationale ART 088C – Metal Sculpture Casting: Intermediate – 3.00 Unit(s)**
The course was revised to increase the lab hours from 3 to 4 to reflect current scheduling and to align the course content with other courses in this family of courses.

**ART 088D – Metal Sculpture Casting: Advanced**
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: ART 088C

ART 088D is an advanced course that focuses on refining advanced techniques in different aspects of metal sculpture casting. It provides students with supervised participatory experience in which artistic skills are enhanced by repetition and practice.

**Rationale ART 088D – Metal Sculpture Casting: Advanced – 3.00 Unit(s)**
The course was revised to increase the lab hours from 3 to 4 to reflect current scheduling and to align the course content with the other courses in the family.

**BIOLOGICAL SCIENCES**

**BIO 012 – Emerging Infectious Diseases**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is an introduction to infectious diseases and the microbes that cause them. Recent outbreaks of human diseases are explored, as well as interrelationships between infectious disease agents, human biology, and the environment. Clinical approaches and surveillance methods to detect, investigate, and monitor emerging pathogens and bioterrorism agents are discussed.
Rationale BIO 012 – Emerging Infectious Diseases – 3.00 Unit(s)
The course was revised to update content and textbooks.

BUSINESS

BUS 021 – Introduction to Business Computing
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course introduces computer hardware, software and technology applications in business. Information systems and the strategies for managing them change quickly, but the principles that guide both remain timeless. These principles form the backbone of this comprehensive survey of the field, designed for a student’s first course in information technology. By presenting the details as well as the big picture, this course puts the lessons of managing information systems into an understandable context. The overall principle is that the right information, if it is delivered to the right person, in the right fashion, and at the right time, can improve and ensure organizational effectiveness and efficiency.

Rationale BUS 021 – Introduction to Business Computing – 3.00 Unit(s)
The course was revised to update the course description, DE Addendum, and course objectives.

COMMUNICATION STUDIES

COM 012 – Introduction to Intercultural Communication
3.00 Unit(s)
Grade Options: Grade Only

This is an introductory course examining the effects of culture on interpersonal communication. Students learn about overcoming barriers to intercultural communication such as ethnocentrism, prejudice, and lack of awareness. Emphasis is given to the influence of culture upon the interpretation of the communication act and to the skills that improve intercultural communication. This course satisfies Area C Humanities.

Rationale COM 012 – Introduction to Intercultural Communication – 3.00 Unit(s)
The course was revised to update SLOs, the textbook, and the DE addendum.
ENGLISH AS A SECOND LANGUAGE

ESL 940PL – Low Intermediate Pronunciation and Listening
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: Qualifying score on the ESL Placement Exam.

Low-Intermediate level students receive guidance and extensive practice on the most important aspects of American English pronunciation. These include fundamental sound-spelling patterns, important vowel and consonant contrasts, syllables, word stress, and key intonation patterns.

Rationale ESL 940PL – Low Intermediate Pronunciation and Listening – 3.00 Unit(s)
The course has been revised to update the title, course number, and the DE Addendum. This course is moving to the 940 level as the 930 level is becoming non-credit.

FOOD SERVICE & RESTAURANT MANAGEMENT

FDR 050A – Introduction to the Hospitality Industry
3.00 Unit(s)
Grade Options: Grade Only

This course is an overview of the structure and relationship of components within the hospitality and tourism industry with an emphasis on career opportunities, customer service, and cultural and economic trends. Students survey the economic and employment impact of food service, lodging, resorts, recreation, meetings and attractions, conventions, cruise, and travel-related businesses. Students are given information about the Mission College Hospitality Management Program.

Rationale FDR 050A – Introduction to the Hospitality Industry – 3.00 Unit(s)
The course has been revised to update the DE addendum, textbooks, and course content.

FIRE PROTECTION TECHNOLOGY

FPT 065L – Emergency Medical Technician Laboratory
1.50 Unit(s)
Grade Options: Pass/No Pass Option
Co-Requisite: FPT 065, FPT 065C
Prerequisite: HOC 002 or
Prerequisite: 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, and to add a DE Addendum.

GRAPHIC DESIGN & MULTIMEDIA

GDS 039A – 3D Animation and Modeling
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This is an introductory course in learning to create 3D animation. Students learn creative techniques using 3D modeling and animation software, including animation, modeling, rigging, lighting effects, and texture mapping. Students produce 3D animation projects. Students also analyze the historical and contemporary trends in computer animation films.

Rationale GDS 039A – 3D Animation and Modeling – 3.00 Unit(s)
The course was revised to update the course content, DE Addendum, and textbooks.

GDS 055A – Design Agency and Branding
3.00 Unit(s)
Grade Options: Pass/No Pass Option
This intermediate-level course is designed to increase the skills and abilities needed by students in the real-world environment of the design industry, with an emphasis on developing advertising campaigns and promoting brand awareness. The course includes project-based exploration of creative ideas in logo design, concept work, layout, advertising, and more. The students, with active faculty involvement and supervision, work on real-world projects responding to design needs of clients.

**Rationale GDS 055A – Design Agency and Branding – 3.00 Unit(s)**
The course was revised to update textbooks and course content.

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**HEALTH OCCUPATIONS**

**HOC 001 – Medical Terminology**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course provides techniques for medical word building and interpretation using basic word elements (root words, prefixes and suffixes) of Greek and Latin origin. Students learn anatomical, physiological, and pathological medical terminology, as well as diagnostic and therapeutic words, with an overview of each body system. Students demonstrate their ability to define, pronounce, and understand the meaning of medical terms through assignments such as analyzing medical records and creating a PowerPoint presentation.

**Rationale HOC 001 – Medical Terminology – 3.00 Unit(s)**
The course was revised to update course content, textbooks, disciplines, and the DE Addendum.

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**HOC 002 – Cardiopulmonary Resuscitation**
0.50 Unit(s)
Grade Options: Pass/No Pass Option

The course is designed to prepare the student to provide mouth-to-mouth rescue breathing and closed chest heart compression (Basic Life Support) to a victim of sudden death. This course is taught according to guidelines of the American Heart Association. AHA CPR/AED course completion cards are issued to students who successfully meet
course objectives. The student is required to read the textbook "BLS for Healthcare Providers" prior to attending class.

Rationale HOC 002 – Cardiopulmonary Resuscitation – 0.50 Unit(s)
The course was revised to update the textbooks, to change the discipline and to remove credit by exam.

HOC 003 – Emergency / Disaster Preparedness for Allied Health Professionals
0.50 Unit(s)
Grade Options: Pass/No Pass Option

The course is designed to assist allied health workers in assessing and developing plans for emergency and disaster situations in the home, community agency or clinical setting. Note: The student must purchase and read the textbook prior to the start of the class.

Rationale HOC 003 – Emergency/Disaster Preparedness for Allied Health Professionals – 0.50 Unit(s)
The course was revised to update the textbook and course description.

HOC 004 – First Aid and CPR
0.50 Unit(s)
Grade Options: Pass/No Pass Option

The American Heart Association (Heartsaver®) CPR/AED and First Aid course is a training program to prepare individuals to respond to life-threatening emergencies and to injuries and sudden illness that may arise in the workplace and in the community. This course covers CPR for adults, children and infants and the use of AEDs (automated external defibrillators), and has scenarios to facilitate discussion of appropriate care in first aid emergencies. Successful participants receive an American Heart Association Adult/Child/Infant CPR, AED and First-Aid certificate.

Rationale HOC 004 – First Aid and CPR – 0.50 Unit(s)
The course was revised to update the textbooks, to adjust the repeatability and disciplines, and to update the materials fee.

HOC 005 – Introduction to Community Health Worker
Learn the various roles, skills and function of Community Health Workers. This course introduces important core competencies for providing direct services, including, cultural humility, and scope of practice, ethics, client-centered coaching, care management, and home visiting.

**Rationale HOC 005 – Introduction to Community Health Worker – 3.00 Unit(s)**
The course was revised to adjust the discipline, to update the textbooks, and to remove credit by exam.

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**HOC 006 – Personal Health and Life Style**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is designed to provide the student with learning experiences that will lead to a better understanding of the concept of a healthy lifestyle. The emphasis is on changing unhealthy behaviors to healthy ones. Major topics covered in the class are: understanding behavior and change, relationships, cardiovascular health, fitness, nutrition and weight control, stress management, drug and alcohol abuse, reproductive issues, self-care and the use of the health care system.

**Rationale HOC 006 – Personal Health and Life Style – 3.00 Unit(s)**
The course was revised to update the TOP Code, textbooks, the DE addendum, and disciplines.

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**HOC 008 – Community Health Problems**
3.00 Unit(s)
Grade Options: Grade Only

This is an introductory community health course with a focus on community health problems and issues facing consumers today. Included are identified community health problems and agencies related to the elderly, maternal and child health, communicable disease, substance abuse, occupational safety, health and the environment. This course is required for students in the community health worker program and for persons working in residential care agencies.
Rationale HOC 008 – Community Health Problems – 3.00 Unit(s)
The course was revised to update the textbook and to change the Top Code and disciplines.

HOC 010 – Health Communication: Health Literacy, Health Coaching, and Motivational Interviewing
3.00 Unit(s)
Grade Options: Grade Only

Students will learn methods of communication in healthcare: health literacy, health coaching, group dynamics, and motivational interviewing. In addition, students will demonstrate an understanding of how one’s culture affects health behavior and will develop a client-informed plan.

Rationale HOC 010 – Health Communication: Health Literacy, Health Coaching, and Motivational Interviewing – 3.00 Unit(s)
The course was revised to update the TOP Code and course content.

HOC 012 – Community Health Worker Internship
3.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: HOC 005

This internship course provides students with an opportunity to learn in a work setting while obtaining practical experience in community health work. Students will contract for a minimum of 100 hours at an internship placement and participate in a weekly seminar to discuss their fieldwork and apply academic theory to practice.

Rationale HOC 012 – Community Health Worker Internship – 3.00 Unit(s)
The course was revised to update the discipline list and course content.

HOC 019A – Nursing Assistant Fundamentals
4.00 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 019B
This beginning course in nursing fundamentals gives the student a foundation in the basic scientific principles required to provide health care in a skilled nursing facility. Students who successfully complete this course, along with HOC 019B, are eligible to apply for the California Certified Nurse Assistant (CNA) examination.

**Rationale HOC 019A – Nursing Assistant Fundamentals – 4.00 Unit(s)**
The course was revised to update the textbooks, course objectives, and SLOs.

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**HOC 019B – Nursing Assistant Clinical Experience**
2.00 Unit(s)
Grade Options: Pass/No Pass Only
Co-Requisite: HOC 019A

This clinical practicum provides the student with experience in the application of basic patient care skills in a skilled nursing facility. Students who successfully complete this course, along with HOC 019A, are eligible to apply to take the National Nurse’s Aide Assessment Program (NNAAP) examination.

**Rationale HOC 019B – Nursing Assistant Clinical Experience – 2.00 Unit(s)**
The course was revised to update textbooks and course content.

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**HOC 019F – Home Health Aide Fundamentals**
1.50 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 019G

This course introduces the Certified Nurse Assistant (CNA) to the basic concepts of home care nursing. Students learn entry-level skills for employment as a home health aide. Successful completion of this course along with HOC 019G provides eligibility for a California Home Health Aide (HHA) certificate.

**Rationale HOC 019F – Home Health Aide Fundamentals – 1.50 Unit(s)**
The course was revised to update the disciplines, the textbook, and course content.

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**HOC 019G – Home Health Aide Clinical**
0.50 Unit(s)
Grade Options: Pass/No Pass Only
Co-Requisite: HOC 019F

This clinical practicum provides the student with experience in basic nursing skills in a skilled nursing facility/home setting. Students who successfully complete this course along with HOC 019F are eligible to apply for the California Home Health Aide Certificate.

Rationale HOC 019G – Home Health Aide Clinical – 0.50 Unit(s)
The course was revised to update the discipline and the textbooks.

HOC 020 – Introduction to Professional Health Care
0.50 Unit(s)
Grade Options: Pass/No Pass Only

This course helps acquaint incoming vocational nursing and psychiatric technician students with Mission College, available student services, and the Health Occupations career tracks. It covers college orientation and information regarding Health Occupations policies and procedures, study skills, assignments, time management, and career opportunities.

Rationale HOC 020 – Introduction to Professional Health Care – 0.50 Unit(s)
The course was revised to update limitations on enrollment and textbooks.

HOC 022 – Patient Nursing Care Fundamentals
1.50 Unit(s)
Grade Options: Grade Only

This is a foundation course in which beginning Health Occupations students gain knowledge of fundamental principles and techniques necessary to provide basic nursing care to patients. Ethical and legal responsibilities of the vocational nurse and psychiatric technician are explored. Students utilize the nursing process and therapeutic communication while gaining competence in performing basic nursing procedures and skills, including administration of medications and enemas; performing physical assessments of body systems; collecting and ensuring integrity of diagnostic specimens; insertion of nasogastric tube; enteral feedings; airway suctioning; tracheostomy care;
wound assessment and care, including application of dressings; as well as documentation of assessment findings, care provided and patient’s responses.

**Rationale HOC 022 – Patient Nursing Care Fundamentals – 1.50 Unit(s)**
The course was revised to update limitations on enrollment, co-requisites, and the textbooks.

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**HOC 023A – Beg. Medical-Surgical Nursing Theory**
2.50 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 022, HOC 023B, HOC 023C, HOC 024, HOC 025A, HOC 025B, HOC 026A, HOC 026B, HOC 027, HOC 028, PSY 012

This course focuses on beginning level nursing care and interventions for patients with diseases or disorders of particular body systems. The nursing process is used as a critical thinking tool in understanding diagnostics, assessing manifestations experienced by the patient, identifying and implementing evidence-based nursing interventions, and evaluating outcomes. Students identify the roles of vocational nurses and psychiatric technicians in collaborating with other health team members and planning therapeutic management of patients with conditions affecting the musculoskeletal, neurological, neurosensory and reproductive systems. Includes six hours of related pharmacology content.

**Rationale HOC 023A – Beg. Medical-Surgical Nursing Theory – 2.50 Unit(s)**
The course was revised to update textbooks and course content.

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**HOC 023B – Beg. Cognitive Disabilities – Mental Health Theory**
1.00 Unit(s)
Grade Options: Grade Only
Prerequisite: HOC 028
Co-Requisite: HOC 022, HOC 023A, HOC 023C, HOC 024, HOC 025A, HOC 025B, HOC 026A, HOC 026B, HOC 027

This beginning course is designed to present theoretical concepts of mental health disorders, legal and ethical principles, and approaches to assist the vocational nursing and psychiatric technician students to identify and understand therapeutic communication skills, psycho-pharmacological concepts and assessment skills in caring for persons with psychiatric disorders. Among these skills are objective and subjective
observations and data collection through assessment of strengths and abnormalities in function and behavior across the lifespan. Includes two hours of related pharmacology content.

**Rationale HOC 023B – Beg. Cognitive Disabilities – Mental Health Theory – 1.00 Unit(s)**
The course was revised to update textbooks, course content, prerequisites and co-requisites.

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**HOC 023C – Beg. Cognitive Disabilities – Developmental Disability Theory**
1.00 Unit(s)  
Grade Options: Grade Only  
Co-Requisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 025B, HOC 026B, HOC 027, PSY 012

This is a beginning course in which the causes of intellectual and developmental disorders are explored. Psychiatric Technician students learn to perform focused behavioral and functional assessments and plan behavioral modification interventions for enhancing quality of life within areas of interpersonal relations, social inclusion, physical well-being and personal development for clients with intelligence and developmental disorders. Includes two hours of related pharmacology content.

**Rationale HOC 023C – Beg. Cognitive Disabilities – Developmental Disability Theory – 1.00 Unit(s)**
The course was revised to update textbooks and course content.

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**HOC 024 – Pharmacology A**
1.00 Unit(s)  
Grade Options: Grade Only  
Prerequisite: HOC 028, PSY 012  
Co-Requisite: HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 025A, HOC 025B, HOC 026A, HOC 026B, HOC 027

This beginning course in pharmacology presents the vocational nursing and psychiatric technician student with the basic principles of pharmacology. The emphasis is on defining pharmacological agents, the use of reference books, and the nursing implications in pharmacological therapy. The course covers the uses of pharmacological agents, precautions for use, side effects, medication interactions, contraindications, and
patient teaching for safe and proper pharmacological agent use for patients with disorders of the musculoskeletal, neurological, neurosensory, and reproductive systems.

**Rationale HOC 024 – Pharmacology A – 1.00 Unit(s)**
The course was revised to update textbooks and course content and to remove credit by exam.

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**HOC 025A – Fundamentals Skills/Simulation Lab**
1.00 Unit(s)
Grade Options: Pass/No Pass Only
Co-Requisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 026A, HOC 027, HOC 028

This course allows the beginning vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with musculoskeletal, neurological, neurosensory, reproductive and mental health disorders in inpatient and outpatient settings.

**Rationale HOC 025A – Fundamentals Skills/Simulation Lab – 1.00 Unit(s)**
The course was revised to update textbooks and course content.

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**HOC 025B – Fundamentals Skills/Simulation Lab**
1.00 Unit(s)
Grade Options: Pass/No Pass Only
Prerequisite: PSY 012
Co-Requisite: HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 024, HOC 026B, HOC 027

This course allows the beginning psychiatric technician student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in
simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with musculoskeletal, neurological, neurosensory, reproductive and mental health disorders in inpatient and outpatient settings.

**Rationale HOC 025B – Fundamentals Skills/Simulation Lab – 1.00 Unit(s)**
The course was revised to update textbooks and course content.

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**HOC 026A – Beg. Clinical Practicum**
5.00 Unit(s)
Grade Options: Pass/No Pass Only
Prerequisite: HOC 028
Co-Requisite: HOC 022, HOC 023A, HOC 023B, HOC 024, HOC 025A, HOC 027

This foundation course provides the Vocational Nursing student clinical experiences during which they integrate standards of professional practice, theoretic principles of nursing, therapeutic communication, nursing process and basic nursing skills during supervised care to patients with acute or chronic medical-surgical concerns and mental illnesses.

**Rationale HOC 026A – Beg. Clinical Practicum – 5.00 Unit(s)**
The course was revised to update textbooks and course content.

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**HOC 026B – Beg. Clinical Practicum**
5.00 Unit(s)
Grade Options: Pass/No Pass Only
Co-Requisite: HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 024, HOC 025B, HOC 027, PSY 012

This is a foundation course which provides the beginning psychiatric technician student clinical experiences during which they integrate research-based standards of professional practice, theoretic principles of nursing science, therapeutic communication, nursing process and basic nursing skills during supervised care to patients/clients with acute or chronic medical-surgical concerns, intellectual, developmental and mental health disabilities and disorders throughout the lifespan.

**Rationale HOC 026B – Beg. Clinical Practicum – 5.00 Unit(s)**
The course was revised to update textbooks and course content.
HOC 027 – Nursing Process and Communication
2.00 Unit(s)
Grade Options: Grade Only
Prerequisite: HOC 028, PSY 012
Co-Requisite: HOC 022, HOC 023A, HOC 023B, HOC 023C, HOC 024, HOC 025A, HOC 025B, HOC 026A, HOC 026B

This course is designed to provide the beginning health care practitioner with an introduction to the framework of nursing process and basic communication concepts. Both are essential to development of problem-solving and critical thinking abilities as well as the formation of trusting interpersonal relationships necessary to meet individualized needs of the client, family, and community. Vocational nursing and psychiatric technician students participate in activities designed to integrate therapeutic communication through each step of the nursing process that facilitates active engagement of the patient and family in health care management while supporting effective, collaborative teamwork among interdisciplinary healthcare members.

Rationale HOC 027 – Nursing Process and Communication – 2.00 Unit(s)
The course was revised to update textbooks and course content.

HOC 028 – Care of the Geriatric Patient
1.00 Unit(s)
Grade Options: Grade Only

This course is designed to give the vocational nursing student an introduction to the care of the elderly client in both an institutional and a community setting. The focus is on viewing the last developmental stage of the adult as a normal progression of life, including the basic hierarchy of human needs. This stage is explored to prepare the vocational nurse for the adaptations associated with the aging process. This course is a required course that must be completed prior to students beginning the Health Occupations VN career track second semester. Non-Health Occupations students may enroll in this course as well.

Rationale HOC 028 – Care of the Geriatric Patient – 1.00 Unit(s)
The course was revised to update textbooks and course content.

HOC 032 – Care of Obstetrical and Neonatal Patients
2.00 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 033A, HOC 033B, HOC 034, HOC 035A, HOC 036A, NTR 015 or NTR 040

This course is designed to educate the vocational nursing student about their role in providing care as a member of the healthcare team in meeting the needs of patients during pregnancy, in labor and delivery, and during the postpartum periods. This course focuses on the intermediate level concepts of the nursing process as it relates to the child-bearing family, including the care of neonates. This course includes assessing, developing, implementing and evaluating a plan of care that respects the individual's cultural and ethnic child-bearing beliefs that have an impact on the mother and family. The course includes 3.5 hours of relevant pharmacology content.

Rationale HOC 032 – Care of Obstetrical and Neonatal Patients – 2.00 Unit(s)
The course was revised to update the textbooks, course objectives, and SLOs.

HOC 033A – Int. Medical/Surgical Nursing Theory
2.00 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 032, HOC 033B, HOC 033C, HOC 033D, HOC 034, HOC 035A, HOC 035B, HOC 036A, HOC 036B, NTR 015 or NTR 040, PSY 001

This course focuses on nursing care and interventions for patients with diseases or disorders of particular body systems. The nursing process is used as a critical thinking tool in understanding diagnostics, assessing manifestations experienced by the patient, identifying and implementing evidence-based nursing interventions, and evaluating outcomes. Students identify the roles of vocational nurses and psychiatric technicians in collaborating with other health team members and planning therapeutic management of patients with conditions affecting the respiratory, cardiac, vascular, and urinary systems. Includes six hours of related pharmacology content.

Rationale HOC 033A – Int. Medical/Surgical Nursing Theory – 2.00 Unit(s)
The course was revised to update textbooks and course content.

HOC 033B – Int. Project-Based Medical/Surgical Reasoning
1.50 Unit(s)
Grade Options: Grade Only
This course is designed to provide vocational nursing students opportunities to develop problem-solving and critical reasoning while practicing their professional roles as members of the health care team caring for patients with cardiac, vascular, respiratory, and urinary disorders. This is achieved through a variety of group activities and projects such as reviewing, analyzing, and formulating plans of care, concept mapping, case studies, research of evidence-based best practices, professional journal article critique, and patient teaching plans. The course includes 2.5 hours of relevant pharmacology content.

Rationale HOC 033B – Int. Project-Based Medical/Surgical Reasoning – 1.50 Unit(s)
The course was revised to update textbooks and course content.

HOC 033C – Int. Cognitive Disabilities – Mental Health Theory
2.50 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 033A, HOC 033D, HOC 034, HOC 035B, HOC 036B, PSY 001

This is an intermediate continuation course which is designed for psychiatric technician students to integrate previously learned theoretical mental health concepts with critical thinking as utilized in clinical practice. Students plan and evaluate therapeutic patient-centered goals and interventions considering cultural differences and the use of oral and written communication. These skills contribute to the establishment of the group process. Includes two hours of related pharmacology content.

Rationale HOC 033C – Int. Cognitive Disabilities – Mental Health Theory – 2.50 Unit(s)
The course was revised to update textbooks and course content.

HOC 033D – Int. Cognitive Disabilities – Devel. Disability Theory
2.50 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 033A, HOC 033C, HOC 034, HOC 035B, HOC 036B, PSY 001

This is an intermediate continuation course in which psychiatric technician students explore genetic causes of intellectual and developmental disorders and integrate
previously learned principles of cognitive and behavioral theory. They will explore planning and implementation interventions for enhancing quality of life through education and work by addressing social inclusion, interpersonal relations, personal development, self-determination and material well-being for the intellectually and developmentally disabled client. Includes two hours of related pharmacology content.

**Rationale HOC 033D – Int. Cognitive Disabilities – Devel. Disability Theory – 2.50 Unit(s)**
The course was revised to update textbooks and course content.

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**HOC 034 – Pharmacology B**
1.00 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 032, HOC 033A, HOC 033B, HOC 033C, HOC 033D, HOC 035A, HOC 035B, HOC 036A, HOC 036B, NTR 015 or NTR 040, PSY 001,

This is an intermediate continuation course in pharmacology that presents the basic principles of pharmacology to the vocational nursing and psychiatric technician student. The emphasis is on defining pharmacological agents and analyzing the nursing implications in pharmacological therapy. The course covers the uses of pharmacological agents, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agents use for patients with disorders of the cardiac, vascular, respiratory and urinary systems.

**Rationale HOC 034 – Pharmacology B – 1.00 Unit(s)**
The course was revised to update prerequisites, textbooks, course objectives, and course content.

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**HOC 035A – Int. Nursing Skills/Simulation Lab**
1.00 Unit(s)
Grade Options: Pass/No Pass Only
Co-Requisite: HOC 032, HOC 033A, HOC 033B, HOC 034, HOC 036A, NTR 015 or NTR 040

This course allows the intermediate vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills
through practice on manikins, return demonstration of skills, and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with respiratory, cardiac, vascular, and urinary disorders, and obstetrical and neonatal patients in inpatient and outpatient settings.

**Rationale HOC 035A – Int. Nursing Skills/Simulation Lab – 1.00 Unit(s)**
The course was revised to update textbooks and course objectives.

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**HOC 035B – Int. Skills/Simulation Lab**
1.00 Unit(s)
Grade Options: Pass/No Pass Only
Co-Requisite: HOC 033A, HOC 033C, HOC 033D, HOC 034, HOC 036B, PSY 001

This course allows the intermediate psychiatric technician student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins and providing return demonstration of skills and participation in simulated clinical scenarios. These scenarios are aimed to meet the needs of the medical-surgical and geriatric patients with respiratory, cardiac, vascular, urinary, and mental health disorders and developmental disabilities in inpatient and outpatient settings.

**Rationale HOC 035B – Int. Skills/Simulation Lab – 1.00 Unit(s)**
The course was revised to update textbooks, instructional materials, and course objectives.

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**HOC 036A – Int. Clinical Practicum**
5.00 Unit(s)
Grade Options: Pass/No Pass Only
Co-Requisite: HOC 032, HOC 033A, HOC 033B, HOC 034, HOC 035A, NTR 015 or NTR 040

This is an intermediate level experiential course which provides the vocational nursing student with clinical experiences during which they integrate standards of professional practice, theoretical principles of nursing, therapeutic communication, nursing process and basic nursing skills during supervised care to adult and neonatal clients with acute
or chronic medical-surgical/obstetrical concerns. Students spend approximately fifteen hours each week in inpatient and/or community health facilities.

**Rationale HOC 036A – Int. Clinical Practicum – 5.00 Unit(s)**
The course was revised to update textbooks, course content, limitations on enrollment, and SLOs.

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**HOC 036B – Int. Clinical Practicum**
5.00 Unit(s)
Grade Options: Pass/No Pass Only
Co-Requisite: HOC 033A, HOC 033C, HOC 033D, HOC 034, PSY 001

This is a continuation course which provides the intermediate psychiatric technician student with supervised clinical experiences during which they integrate research-based standards of professional practice, theoretic principles of nursing science, therapeutic communication, nursing process and basic nursing skills during supervised care to patients/clients with acute or chronic medical-surgical concerns, mental illnesses and developmental disabilities. The focus is on application of theoretical principles utilized to increase individual levels of functioning; observation, management, and documentation of behavioral problems; and utilizing interpersonal skills and therapeutic strategies for communication. The emphasis throughout is on the practical application of theoretical principles for clients with cognitive disabilities and acute or chronic medical-surgical disorders throughout the lifespan. Students spend approximately fifteen hours each week in community agencies.

**Rationale HOC 036B – Int. Clinical Practicum – 5.00 Unit(s)**
The course was revised to update disciplines, textbooks, and course content.

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**HOC 042 – Care of the Pediatric Patient**
2.00 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 043A, HOC 043B, HOC 044, HOC 045A, HOC 046A, HOC 047, PSY 012

This course is designed to give the vocational nursing student a working knowledge of the principles and skills necessary in the care of pediatric clients. The course focuses on advanced level concepts of the nursing process as it relates to the child and family, and includes client/family education, discharge planning, home care, and adaptations of
nursing care to both hospital and home, including 3.5 hours of relevant pharmacology content.

**Rationale HOC 042 – Care of the Pediatric Patient – 2.00 Unit(s)**
The course was revised to update textbooks and course content.

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**HOC 043A – Advanced Medical/Surgical Theory**
2.00 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 042, HOC 043B, HOC 043C, HOC 043D, HOC 044, HOC 045A, HOC 045B, HOC 046A, HOC 046B, HOC 047, NTR 015 or NTR 040, PSY 012

This course focuses on advanced level nursing care and interventions for clients with diseases or disorders of particular body systems. The nursing process is used as a critical thinking tool in understanding diagnostics, assessing manifestations experienced by the patient, identifying and implementing evidence-based nursing interventions, and evaluating outcomes. Students identify the roles of vocational nurses and psychiatric technicians in collaborating with other health team members and planning therapeutic management of patients with conditions affecting the gastrointestinal, integumentary, endocrine, and hematological systems. Includes six hours of related pharmacology content.

**Rationale HOC 043A – Advanced Medical/Surgical Theory – 2.00 Unit(s)**
The course was reviewed and textbooks were updated and the curriculum was reviewed.

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**HOC 043B – Advanced Project-Based Medical Surgical Reasoning**
1.50 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 042, HOC 043A, HOC 044, HOC 045A, HOC 046A, HOC 047, PSY 012

This course is designed to provide vocational nursing students opportunities to develop problem-solving and critical reasoning skills while practicing their professional roles as members of the health care team caring for patients with gastrointestinal, integumentary, endocrine, and hematological disorders. This is achieved through a variety of group activities and projects such as care planning, concept mapping, case studies, and research of evidence-based best practices, professional journal article
critique, and patient teaching plans. The course includes 2.5 hours of relevant pharmacology content.

Rationale HOC 043B – Advanced Project-Based Medical Surgical Reasoning – 1.50 Unit(s)
The course was revised to update textbooks and course content.

2.50 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 043A, HOC 043D, HOC 044, HOC 045B, HOC 046B, HOC 047, NTR 015 or NTR 040

This is an advanced continuation course designed for psychiatric technician students to focus on previously learned mental health concepts and skills which constitute critical thinking as utilized in clinical practice. Students develop, analyze and evaluate principles of mental health, therapeutic, patient-centered, comprehensive plans of care for vulnerable and diverse populations in community and acute care settings. It includes two hours of related pharmacology content.

Rationale HOC 043C – Adv. Cognitive Disabilities – Mental Health Theory – 2.50 Unit(s)
The course was revised to update textbooks and course content.

2.50 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 043A, HOC 043C, HOC 044, HOC 045B, HOC 046B, HOC 047, NTR 015 or NTR 040

This is an advanced course which focuses on integration of previous learning and skills which constitute critical thinking. It is designed to provide the psychiatric technician student with an understanding of the principles needed for the provision of comprehensive care for quality of life enhancement with a focus on self-determination, emotional well-being, social inclusion, rights, personal development, and physical well-being for mental healthcare and health promotion for the developmentally and intellectually disabled client. Students integrate their nursing knowledge with the principles of behavioral therapy and group communication process to plan care to a
unique population of individuals with a multitude of physical and intellectual challenges. Includes two hours of related pharmacology content.

The course was revised to update the disciplines, textbooks, and course content.

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**HOC 044 – Pharmacology C**  
1.00 Unit(s)  
Grade Options: Grade Only  
Co-Requisite: HOC 042, HOC 043A, HOC 043B, HOC 043C, HOC 043D, HOC 045A, HOC 045B, HOC 046A, HOC 046B, HOC 047, NTR 015 or NTR 040, PSY 012

This is a continuation course in pharmacology designed to assist the psychiatric technician and vocational nursing student with the principles of pharmacology. Emphasis is on defining pharmacological agents, classes, precautions for use, side effects, medication interactions, contraindications, and patient teaching for safe and proper pharmacological agents used for patients with disorders of the endocrine, hematologic, integumentary, and gastrointestinal systems and for pediatric clients.

**Rationale HOC 044 – Pharmacology C – 1.00 Unit(s)**  
The course was revised to update the textbooks and course content.

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**HOC 045A – Advanced Skills/Simulation Lab**  
1.00 Unit(s)  
Grade Options: Pass/No Pass Only  
Co-Requisite: HOC 042, HOC 043A, HOC 043B, HOC 044, HOC 046A, HOC 047, PSY 012

This course allows the advanced vocational nursing student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with gastrointestinal, integumentary, endocrine, and hematological disorders and pediatric patients and their families in inpatient and outpatient settings.
The course was revised to change prerequisites and to update textbooks and course content.

**HOC 045B – Advanced Skills/Simulation Lab**  
1.00 Unit(s)  
Grade Options: Pass/No Pass Only  
Co-Requisite: HOC 043A, HOC 043C, HOC 043D, HOC 044, HOC 046B, HOC 047, NTR 015 or NTR 040

This course allows the advanced psychiatric technician student the opportunity to integrate the concepts of the nursing process, clinical reasoning, nursing theory, and nursing skills in a laboratory setting which simulates the clinical experience. Focus is placed on developing competence in performing basic nursing procedures and skills through practice on manikins, return demonstration of skills and participation in simulated clinical scenarios aimed to meet the needs of the medical-surgical and geriatric patients with gastrointestinal, integumentary, endocrine, and hematological disorders and mental health and developmental disability disorder patients and their families in inpatient and outpatient settings.

**Rationale HOC 045B – Advanced Skills/Simulation Lab – 1.00 Unit(s)**  
The course was revised to update textbooks, faculty disciplines, and course content.

**HOC 046A – Advanced Clinical Practicum**  
5.00 Unit(s)  
Grade Options: Pass/No Pass Only  
Co-Requisite: HOC 042, HOC 043A, HOC 043B, HOC 044, HOC 045A, HOC 047, PSY 012

This is an advanced level experiential course designed to give the student a working knowledge of the principles and skills necessary for providing nursing care in a variety of settings. Clinical experience is correlated with classroom learning and includes an emphasis on integrating the critical elements of nursing into the care of medical-surgical, geriatric and pediatric clients. Emphasis is placed on continued competence in critical thinking skills and in performing vocational nursing functions. The focus is on developing beginning leadership skills and transitioning from a student level to a novice level of practice.
Rationale HOC 046A – Advanced Clinical Practicum – 5.00 Unit(s)
The course was revised to update textbooks and course content.

HOC 046B – Advanced Clinical Practicum
5.00 Unit(s)
Grade Options: Pass/No Pass Only
Co-Requisite: HOC 043A, HOC 043C, HOC 043D, HOC 044, HOC 045B, HOC 047, NTR 015 or NTR 040

This continuation course provides the advanced psychiatric technician student with supervised clinical experiences with clients with developmental disabilities, psychiatric and medical-surgical disorders in a variety of community agencies. Emphasis is on the use of the nursing process and therapeutic communication techniques to identify and address the needs of fragile and vulnerable clients. Students plan and provide direct resident/client care, facilitate a variety of group activities, administer medications, and participate as collaborative members of the health care team.

Rationale HOC 046B – Advanced Clinical Practicum – 5.00 Unit(s)
The course was revised to update the textbooks, course content, and faculty disciplines.

HOC 047 – Leadership and Professional Practice
1.50 Unit(s)
Grade Options: Grade Only
Co-Requisite: HOC 042, HOC 043A, HOC 043B, HOC 043C, HOC 043D, HOC 044, HOC 045A, HOC 045B, HOC 046A, HOC 046B, NTR 015 or NTR 040, PSY 012

The focus of this course is to prepare the vocational nursing and psychiatric technician student for application for the licensure/NCLEX examination and the transition to entry level professional practice. Course content includes: securing and maintaining licensure; exploration of employment opportunities; interviewing techniques/strategies; legal, ethical and socio-cultural aspects of client care; the effect of current issues and trends on clinical practice; and the development of leadership roles.

Rationale HOC 047 – Leadership and Professional Practice – 1.50 Unit(s)
The course was revised to update textbooks and course content.

HOC 050 – Role Transition LVN to RN
2.00 Unit(s)  
Grade Options: Pass/No Pass Only  
Co-Requisite: HOC 050A

This course is designed to prepare the licensed vocational nurse for entry into an associate degree nursing (ADN) program. The course includes topics such as nursing process, role change, research skills, teaching-learning principles and development of the teaching role. The course content focuses on competencies expected of the graduate ADN such as critical thinking skills, review of medical-surgical nursing, pharmacology and medication calculations) to prepare the student for success in an ADN program. Students must achieve 75% overall in order to pass the course.

Rationale HOC 050 – Role Transition LVN to RN – 2.00 Unit(s)
The course was revised to update textbooks, the grading status to Pass/No Pass only, prerequisites, course objectives, and SLOs, and to add repeatability.

HOC 051 – Community Mental Health Nursing  
2.00 Unit(s)  
Grade Options: Grade Only  
Prerequisite: HOC 050, HOC 050A,  
Co-Requisite: HOC 052, HOC 053, HOC 054

This course is designed to present mental health principles to assist the RN nursing student in developing an increased understanding of human behavior in the areas of anxiety disorders, psychiatric disorders, chemical dependency, personality disorders, domestic violence and sexual assault issues. Instruction regarding the application of therapeutic communication skills, psychopharmacological concepts and mental status assessment skills is also emphasized with the discussion of the above issues. This course is designed to provide theoretical and clinical approaches in providing nursing care to individuals of varying ages, with complex health care needs in the community setting. Students must achieve 75% overall in order to pass the course.

Rationale HOC 051 – Community Mental Health Nursing – 2.00 Unit(s)
The course was revised to update course description, limitations on enrollment, course objectives, and SLOs.

HOC 052 – Intermediate Medical-Surgical Nursing Theory  
3.00 Unit(s)
Grade Options: Grade Only
Prerequisite: HOC 050, HOC 050A
Co-Prerequisite: HOC 051, HOC 053, HOC 054

This course provides the student with the opportunity to synthesize and correlate nursing knowledge and skills necessary in the provision of care to multiple patients who have complex, multi-system illnesses. The focus is for the students to learn to identify and anticipate patient needs and priorities, and evaluate outcomes of care. The nursing care of adult and geriatric clients with acute and chronic illnesses is addressed, in addition to integrating and practicing associated psycho-motor skills. Students must earn 75% or better overall in course assignments to earn a passing grade in this course.

Rationale HOC 052 – Intermediate Medical-Surgical Nursing Theory – 3.00 Unit(s)
The course was revised to update the course description, prerequisites, and limitations on enrollment, SLOs, textbooks, and course content.

HOC 053 – Introduction to Clinical Judgement
1.00 Unit(s)
Grade Options: Pass/No Pass Only
Prerequisite: HOC 050, HOC 050A
Co-Prerequisite: HOC 051, HOC 052, HOC 054

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

Rationale HOC 053 – Introduction to Clinical Judgement – 1.00 Unit(s)
The course was revised to update textbooks, prerequisites, the course title, and course content.

HOC 054 – Intermediate Clinical Practicum
4.00 Unit(s)
Grade Options: Pass/No Pass Only
Prerequisite: HOC 050, HOC 050A
Co-Requisite: HOC 051, HOC 052, HOC 053

This course provides the nursing student with directed clinical experiences in acute care hospitals and a variety of community healthcare agencies for adult and geriatric patients/clients. The nursing student provides comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical and mental health/psychiatric settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model.

Rationale HOC 054 – Intermediate Clinical Practicum – 4.00 Unit(s)
The course was revised to update the course title, course objectives, SLOs, and textbooks.

HOC 060 – Advanced Maternal-Child Nursing
2.00 Unit(s)
Grade Options: Grade Only
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 052, HOC 053, HOC 054
Co-Requisite: HOC 061, HOC 062, HOC 064

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

Rationale HOC 060 – Advanced Maternal-Child Nursing – 2.00 Unit(s)
The course was revised to update the textbooks and prerequisites.

HOC 061 – Advanced Medical-Surgical Nursing Theory
3.00 Unit(s)
Grade Options: Grade Only
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 052, HOC 053, HOC 054
Co-Requisite: HOC 060, HOC 062, HOC 064
This course focuses on advanced application of the nursing process in the care of critically ill adult and geriatric patients. The students have an opportunity to integrate and apply previously learned skills and knowledge from all areas of nursing practice. Content includes leadership theory and application, delegation, priorities, and time management.

**Rationale HOC 061 – Advanced Medical-Surgical Nursing Theory – 3.00 Unit(s)**
The course was revised to update the textbooks, prerequisites and co-requisites, and course content.

**HOC 062 – Leadership and Ethics**
1.00 Unit(s)
Grade Options: Grade Only
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 052, HOC 053, HOC 054
Co-Requisite: HOC 060, HOC 061, HOC 064

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

**Rationale HOC 062 – Leadership and Ethics – 1.00 Unit(s)**
The course was revised to update textbooks, prerequisites and co-requisites, and course content.

**HOC 064 – Advanced Clinical Practicum**
5.00 Unit(s)
Grade Options: Pass/No Pass Only
Prerequisite: HOC 050, HOC 050A, HOC 051, HOC 052, HOC 053, HOC 054
Co-Requisite: HOC 060, HOC 061, HOC 062

This course provides the nursing student with directed clinical experiences for maternal-child and pediatric patient/clients as well as adult and geriatric patients/clients in acute care hospitals and a variety of community healthcare agencies.
The nursing student provides comprehensive, holistic patient/client care and teaching to assist the individuals who have acute or chronic illness in the medical-surgical setting as well as provide maternal-child nursing care for patients in labor and delivery, mother-baby, and pediatrics settings to meet their health needs while incorporating the standards of professional practice and the Neuman Systems Model.

**Rationale HOC 064 – Advanced Clinical Practicum – 5.00 Unit(s)**
The course was revised to update the textbooks, course content, and prerequisites.

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**HOC 905 – Math for Health Occupations**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is an introduction to math calculations for health occupations students. It provides the learner with the opportunity to explore the math functions within the health field. Students become competent with performing accurate calculations for the delivery of medications.

**Rationale HOC 905 – Math for Health Occupations – 1.00 Unit(s)**
The course was revised to update textbooks and course content.

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**LEARNING SERVICES**

**LSR 942B – Learning Services Math Strategies**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is the second of a two-course sequence covering mathematical strategies for students with disabilities who have had difficulty mastering the basic concepts of decimals, ratios/proportions, percents, and other pre-algebraic concepts. Students are introduced to techniques that focus on developing compensatory strategies for visual processing, short-term memory, long-term memory, and auditory processing disabilities. Manipulative modules, supportive devices, computer software, websites, as well as drill and practice exercises are stressed in order to assist in the understanding and mastery of these basic concepts.

**Rationale LSR 942B – Learning Services Math Strategies – 3.00 Unit(s)**
The course was revised to update the faculty discipline and to add a DE Addendum.
**LSR 943 – Negotiating the College Web and Assistive Technology Environment**  
3.00 Unit(s)  
Grade Options: Pass/No Pass Option

This class is designed to introduce students with perceptual, physical, communication, or learning challenges to concepts and terminology relevant to navigating the course management system and using assistive technology suited to their specific challenges. Students who successfully complete the objectives of this course will possess basic skills necessary for negotiating the college course management system, and obtain functional knowledge of keyboarding and assistive technology options.

**Rationale LSR 943 – Negotiating the College Web and Assistive Technology Environment – 3.00 Unit(s)**  
The course was revised to update the course title (formerly Negotiating the College Web and Technology Environment), faculty discipline, and to add a DE Addendum.

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**MUSIC**

**MUS 005 – Fundamentals of Music Theory**  
3.00 Unit(s)  
Grade Options: Pass/No Pass Option

This is a course for students interested in learning music fundamentals as related to music reading, writing, listening, and performing. The study of music notation, rhythm and meter, tonality, scales, and basic harmony is included, as well as practice in rhythm performance, sight singing, and techniques of listening to music.

**Rationale MUS 005 – Fundamentals of Music Theory – 3.00 Unit(s)**  
The course was revised to update the TOP Code, to change the Master discipline to Music, and to revise the course description.

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**MUS 010 – Music Appreciation**  
3.00 Unit(s)  
Grade Options: Pass/No Pass Option

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

**Rationale MUS 010 – Music Appreciation – 3.00 Unit(s)**
The course was revised to update textbooks and course content.

**MUS 016 – Survey of Rock and Popular Music**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

The course examines the history of Rock and Roll music, from its roots in Africa and 1950's America through Punk Rock. Principal study is of the music, its styles and performance practices, its musician-composers, and the important social and musical forces influencing the development of Rock. Course includes analytical listening to music, as well as guided discussion.

**Rationale MUS 016 – Survey of Rock and Popular Music – 3.00 Unit(s)**
The course was revised to update the textbooks, the DE Addendum, SLOs, and course content.

**COOPERATIVE WORK EXPERIENCE**

**WRK 300HM – Occupational Work Experience for Hospitality Management**
1.00 - 5.00 Unit(s)
Grade Options: Pass/No Pass Option

According to Title 5 education code, section 55252, Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the student's educational or occupational goal. This course is designed for students working in a paid or unpaid job in the food service, hospitality and restaurant industries. The course provides students with a structured program designed to teach them new soft and employability skills that assist them in advancing in their current position or securing a job in the future. The student is required to attend an orientation at the beginning of the course and complete a minimum of 75 hours for paid work or a minimum of 60 hours for unpaid work for each unit earned per semester. Students can earn a maximum of 8 units per
Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Only one Work Experience course may be taken per semester. Note: Students must be working in a job or volunteer position related to their major.

**Rationale WRK 300HM – Occupational Work Experience for Hospitality Management – 1.00 - 5.00 Unit(s)**
The course was revised to update SLOs.

**WRK 300TN – Occupational Work Experience for the Transportation Industry**
1.00 - 8.00 Unit(s)
Grade Options: Pass/No Pass Option

According to Title 5 education code, section 55252, Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station related to the student’s educational or occupational goal. This course is designed for students working in the mass transit industry. The student is required to attend an orientation at the beginning of the course and complete a minimum of 75 hours for paid work or a minimum of 60 hours for unpaid work for each unit earned per semester. Students may earn a maximum of 16 units of occupational work experience during their community college attendance. Note: Students must be working in a job or volunteer position related to the mass transit industry.

**Rationale WRK 300TN – Occupational Work Experience for the Transportation Industry – 1.00 - 8.00 Unit(s)**
The course was revised to update disciplines and change the number of variable units from 1-4 to 1-8.

**NONCREDIT COURSE REVISION**

**NONCREDIT ENGLISH AS A SECOND LANGUAGE**

**NCE 910A – Foundations in ESL I**
Total: 64 Hours
Grade Options: Pass/No Pass, Satisfactory Progress
This noncredit course develops very basic level oral and written communication skills of Standard English. This course provides basic functional practice in reading, writing, listening, speaking, and grammar for very low beginning level ESL students. Oral communication tasks involve the comprehension and production of basic verbal instructions and requests, communication strategies, monologs, dialogues, pronunciation patterns, and vocabulary usage. Written communication tasks include completion of grammar exercises and in-class writing assignments of 50 words or less.

Rationale NCE 910A – Foundations in ESL I – 64 Hours
The course was revised to remove a co-requisite laboratory course, to add a satisfactory progress grade option, and to update textbooks.

PROGRAM REVISION - CREDIT

Mathematics Associate in Science for Transfer (AS-T)

The Associate in Science in Mathematics for Transfer (AS-T in Mathematics) is designed to provide a clear pathway to a CSU institution for students who plan to transfer and complete a CSU major or baccalaureate degree in Mathematics. California Community College students who are awarded an Associate in Arts in Mathematics for Transfer (AS-T in Mathematics) are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU institution or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or institutions. Mathematics is a multifaceted subject of great beauty and application. Mathematics courses provides the student with a universal language used to study quantities and relationships in all fields. Through the study of mathematics, the student develops the ability to think logically and abstractly, as well as developing the problem solving and computational skills necessary for success in any field of study.

Program Learning Outcomes:

- Solve mathematical problems using techniques appropriate to the course content and level of study.
- Solve applied problems using mathematical methods appropriate to the course content and the level of study.
- Apply technology to analyze and solve problems.
- Prepare students to transfer to an accredited 4-year college or university and succeed in upper division math courses to complete their Bachelor Degree in Mathematics.

**Career/Transfer Opportunities:** Career opportunities include the following: teaching, education, researcher, computer programming, and statistical analysis.

<table>
<thead>
<tr>
<th>Course / Course Block</th>
<th>Required Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Curriculum Courses (Required)</td>
<td>14</td>
</tr>
<tr>
<td>MAT 003A – Analytic Geometry and Calculus I</td>
<td>5</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>MAT 003AH – Analytic Geometry and Calculus I - Honors</td>
<td>5</td>
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<tr>
<td>AND</td>
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<tr>
<td>MAT 003B – Analytic Geometry and Calculus II</td>
<td>5</td>
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<td>AND</td>
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<tr>
<td>MAT 004A – Multivariable Calculus</td>
<td>4</td>
</tr>
<tr>
<td>List A: Select one (1) course from the following</td>
<td>4</td>
</tr>
<tr>
<td>MAT 004B – Differential Equations</td>
<td>4</td>
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<tr>
<td>OR</td>
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<tr>
<td>MAT 004C – Linear Algebra</td>
<td>4</td>
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<tr>
<td>List B: Select one (1) course not yet selected from List A or one of the following:</td>
<td>4</td>
</tr>
<tr>
<td>CIS 037A - Introduction to C Programming</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CIS 043 – Software Development with Java</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 010 – Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 010H – Elementary Statistics - Honors</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>MAT 019 – Discrete Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Units for Major** 22

**Total Units for Degree** 60
Rationale:
The program was revised to update the course list per the new TMC and to revise the PLOs.
5. Consent Agenda

Subject 5.3 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 Apr 7, 2020 - Regular Meeting, Comments
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

Funding Source/Fiscal Impact
The general fund is the major funding source for the cost of instruction, which pertains to the offering of approved courses. These costs are offset, to varying degrees, by apportionment received for credit-based instruction and other associated fees.

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

Background/Alternatives
As per district policy, the curriculum changes to programs and courses described herein have been considered and approved by the Curriculum Committee, the articulation officer, and the Academic Senate between February 24, 2020, and March 09, 2020. Each of the curriculum changes and the foregoing approvals has been further reviewed by the chief instructional officer, the college president, and the district chancellor. The office of instruction further certifies that the programs and courses described herein satisfy all applicable requirements of Title 5 and have also been submitted to the Associated Students Organization of 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
Attach 5.3, WVC Curriculum 04.07.2020.docx (135 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.
## SUMMARY OF WVC CURRICULUM CHANGES – 04/07/2020

### NEW CREDIT COURSES

NONE

### CREDIT COURSE REVISIONS

INTD060

### DISTANCE EDUCATION

NONE

### COURSE DEACTIVATIONS

NONE

### NEW NONCREDIT/CONTINUING EDUCATION COURSES

NONE

### NONCREDIT/CONTINUING EDUCATION COURSE REVISIONS

NONE

### REQUISITE APPROVALS

INTD060

### PROGRAM DEACTIVATIONS

Art, AA

### NEW CREDIT PROGRAMS

- Entertainment Design and Technology: Performance Technology, Level 1 (CERTIFICATE)
- Entertainment Design and Technology: Audiovisual Production, Level 1 (CERTIFICATE)
- Film, Television, and Electronic Media, AA-T
- Law, Public Policy and Society, AA-T
- Musical Theater: Music Focus (CERTIFICATE)
- Musical Theater: Theater Focus (CERTIFICATE)

### NEW NONCREDIT PROGRAMS

- Court Reporting (CERTIFICATE OF COMPLETION)
- Educational Captioning (CERTIFICATE OF COMPLETION)
- Proofreading (CERTIFICATE OF COMPLETION)
- Transcription and Office Support: Machine Learning (CERTIFICATE OF COMPLETION)
- Transcription and Office Support: Voice Writing (CERTIFICATE OF COMPLETION)

### PROGRAM REVISIONS

- Certified Personal Trainer (CERTIFICATE)
- Geography, AA-T
- Kinesiology, AA-T
- Nutrition and Dietetics, AS-T
- Political Science, AA-T
- Psychology, AA-T
- Social Justice Studies, AA-T
- Sociology, AA-T
- Studio Arts, AA-T
INTD060
Course Title: Commercial Design
Effective Term: Fall, 2020

Justification: Revision of this course meets Title 5 standards and was made to coordinate with the proposed program revision. Changes were made to the pre-requisites.

Units: 3
Lecture: 2
Laboratory: 1
Work Experience: 0

Grade Options: Letter Grade methods

Prerequisite: INTD 010 AND 020 AND 022 AND 028 AND 032 AND 065.
Co-requisite: NONE

Course Description: This course emphasizes the methods of planning and design for commercial interior spaces, including offices and public buildings. Finishes, furnishings, and interior detailing related to commercial projects are examined. Students have the opportunity to learn about and execute production of design documents and presentation drawings.
NEW CREDIT PROGRAMS

Entertainment Design and Technology: Performance Technology, Level 1 - Certificate of Achievement

The Entertainment Design & Technology: Performance Technology Level 1 Certificate of Achievement is a Career Technical Education certificate designed to train and prepare students to enter the technical theater and live performance sectors of the entertainment industry. Entertainment Design & Technology is a multi-disciplinary program featuring stackable certificates which cover photography, animation, commercial music and audio production, film and video making, technical theater, and entertainment entrepreneurship.

Upon successful completion of the requirements of this foundational course group the student will be able to:

• demonstrate collaboration and team-building skills
• evaluate and analyze the use of tools and painting techniques for the construction and rigging of a show
• demonstrate appropriate use and care of hand tools, major power tools and lighting instruments
• choose the correct rigging for the flying of people or scenery
• participate in the hanging, circuiting, focusing, and operation of theatrical lighting equipment
• compile a sound library and select the proper cues during a live performance.

Potential careers specific to these skills include but are not limited to: Rigger, Set & Exhibit Designer, Lighting Technician, and Theatrical Sound Engineer.

Proposal Term: Fall, 2020
Program Justification: The Cilker School of Art & Design has created a new Entertainment Design and Technology Program which combines Film/Video, Commercial Music, Photography, Animation, Technical Theater, and Entrepreneurship. It consists of three separate career tracks: Audiovisual Production, Performance Technology, and Entertainment Entrepreneurship, each with 2-3 stackable 16-17 unit certificates. The Entertainment Design & Technology: Performance Technology Level 1 Certificate of Achievement is the foundational certificate of the Performance Technology track.

Submission Rationale: New Program

Core Courses – 16 units
THEA002A - Introduction to Theatrical Design – 3 units
THEA018A - Introduction to Stage Lighting – 3 units
MUSC064 - Sound Design – 3 units
THEA045B – Stagecraft – 3 units
THEA021A - Practical Theater (Scene & Stage) I – 1 unit
THEA020A - Studio Theater Production Workshop: American Representational – 3 units
OR
THEA020B - Studio Theater Production Workshop: Modern/Contemporary – 3 units
OR
THEA020C - Studio Theater Production Workshop: Classical Greek & European – 3 units
OR
THEA020D - Studio Theater Workshop: Musical and Children's Theater – 3 units

Total Units: 16
Recommended Sequence:
Fall, Year 1: 4 units
THEA 002A, THEA 021A
Spring, Year 1: 6 units
THEA 018A, THEA 045B
Fall, Year 2: 6 units:
MUSC 064; THEA 020A or 020B or 020C or 020D
Entertainment Design and Technology: Audiovisual Production, Level 1 - Certificate of Achievement

The Entertainment Design & Technology AV Production Level 1 Certificate of Achievement is a Career Technical Education certificate designed to train and prepare students to enter the Audiovisual sector of the Entertainment industry. Entertainment Design & Technology is a multi-disciplinary program featuring stackable certificates which cover photography, animation, commercial music and audio production, film and video making, technical theatre, and entertainment entrepreneurship.

Upon successful completion of the requirements of this foundational course group the student will be able to:
• demonstrate the knowledge and skills necessary to write, plan and shoot videos
• record and produce sound effects, dialogue, and music
• operate and properly care for production equipment
• work professionally with others in a creative, project-based environment

Potential careers specific to these skills include but are not limited to: Audio and Video Equipment Technician, Recording Arts Technician, Photographic Assistant, Film/Video Producer or Director, Film/Video Production Worker, Media Production Specialist.

Proposal Term: Fall, 2020

Program Justification: The Cilker School of Art & Design has created a new Entertainment Design and Technology Program which combines Film/Video, Commercial Music, Photography, Animation, Technical Theatre, and Entrepreneurship. It consists of three separate career tracks: Audiovisual Production, Live Performance, and Entertainment Entrepreneurship, each with 2-3 stackable 16-17 unit certificates. The Entertainment Design & Technology AV Production Level 1 Certificate of Achievement is the foundational certificate of the Audiovisual Production track.

Submission Rationale: New Program

Core Courses: 17 Units
ARTS062A - Basic Photography – 3 units
MUSC065A - Recording Arts I – 3 units
MUSC065D - Recording Arts for Film, TV & Media: Live On-Location – 2 units
THEA004 - Digital Video Editing – 3 units
THEA005A - Introduction to Film/Video Production – 3 units
THEA019A - Visual Spectacle: Practical Effects and Motion Graphics for Cinema – 3 units

Total Units: 17

Recommended Sequence:

Fall, Year 1: 6 units
MUSC 065A, THEA 005A
Spring, Year 1: 6 units
ARTS 062A, THEA 004
Fall, Year 2: 5 units:
MUSC 065D, THEA 019A
**Film, Television, and Electronic Media, AA-T**

The Associate in Arts in Film, Television, and Electronic Media for Transfer is a 60 unit program which provides students the lower division coursework required for transfer to a four year institution for the major in Radio-Television-Film, Television-Film, Television, Video, Film, and Electronic Arts. Students who complete this program will be able to analyze cinema as a literary form and cinema as entertainment by comparing film genres and cinematic techniques; demonstrate both the technical and aesthetic aspects of film and digital cinema production and demonstrate knowledge of basic production techniques; prepare and develop a short treatment and screenplay for a narrative film; demonstrate an understanding of audio used in studio and on-location production for radio, television and film; create and edit a short film which requires the organization of a work schedule, an analysis of raw footage, and a digital editing plan; and demonstrate knowledge of Film/TV production best practices, professional behavior and accountability.

Students must complete the following requirements:

1. Completion of the units for the major with a grade of C or better
2. Completion of either the Intersegmental General Education Transfer Curriculum or California State University General Education-Breadth Requirement
3. Completion of a maximum of 60 units with a grade point average of 2.0 or better

**Proposal Term:** Fall, 2020  
**Program Justification:** This is a new transfer degree replacing our deactivated Film/Video Production AA and reflecting the newest changes in our curriculum. It also offers a NON-CTE option for students interested in our new Entertainment Design and Technology Program.

**Submission Rationale:** New Program

**Required Core – 6 units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA006A</td>
<td>Writing for Film and Television</td>
<td>3</td>
</tr>
<tr>
<td>THEA015</td>
<td>Introduction to Film Studies</td>
<td>3</td>
</tr>
</tbody>
</table>

**List A – 6 units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC065A</td>
<td>Recording Arts I</td>
<td>3</td>
</tr>
<tr>
<td>THEA005A</td>
<td>Introduction to Film/Video Production</td>
<td>3</td>
</tr>
</tbody>
</table>

**List B – 3 units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA005B</td>
<td>Film/Video Production II</td>
<td>3</td>
</tr>
</tbody>
</table>

**List C: Select One (3 units)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEA007A</td>
<td>Acting for Film and Television</td>
<td>3</td>
</tr>
<tr>
<td>THEA007B</td>
<td>Acting for Film and Television II</td>
<td>3</td>
</tr>
<tr>
<td>THEA014A</td>
<td>Survey of Film: Horror and Science Fiction</td>
<td>3</td>
</tr>
<tr>
<td>THEA014B</td>
<td>Survey of Film: Westerns and Musicals</td>
<td>3</td>
</tr>
<tr>
<td>THEA014C</td>
<td>Survey of Film: Gangster and Detective Films</td>
<td>3</td>
</tr>
<tr>
<td>THEA014D</td>
<td>Survey of Film: Superhero Cinema</td>
<td>3</td>
</tr>
<tr>
<td>THEA014E</td>
<td>Survey of Film: The Star Wars Trilogies</td>
<td>3</td>
</tr>
<tr>
<td>THEA019A</td>
<td>Visual Spectacle: Practical Effects and Motion Graphics for Cinema</td>
<td>3</td>
</tr>
</tbody>
</table>
THEA016 - American Cinema – 3 units
THEA004 - Digital Video Editing – 3 units

Total Major Units: 18
Total Program Units: 60

Recommended Sequence:

Fall, Year 1: 6 units
THEA 006A; THEA 015

Spring, Year 1: 6 units
THEA 005A; List C (Any Course)

Fall, Year 2: 3 units
MUSC 065A

Spring, Year 2: 3 units
THEA 005B
Law, Public Policy and Society, AA-T

The Associate in Arts in Law, Public Policy and Society for Transfer Degree (AA-T) is designed to provide a solid, multi-disciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor’s degree in Political Science, Public Policy, Law, Sociology, Economics, Criminal Justice, Criminology, Global Intelligence and National Security, International Relations, Philosophy, or similar major.

Students who complete the Associate in Arts in Law, Public Policy, and Society Transfer degree (AA-T in Law, Public Policy, and Society) will be able to analyze Political Science concepts and theories, evaluate diverse viewpoints related to the human experience, and articulate evidence-based arguments.

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.

Proposal Term: Fall, 2020

Program Justification: The Associate in Arts in Law, Public Policy, and Society for Transfer Degree (AA-T) is designed to provide a solid, multi-disciplinary lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor’s degree in Political Science, Public Policy, Law, Sociology, Economics, Criminal Justice, Criminology, Global Intelligence and National Security, International Relations, Philosophy, or similar major.

Submission Rationale: New Program

Required Core: 25 units
ADMJ001 - Introduction to Administration of Justice – 3 units
OR
ADMJ002 - Concepts of Criminal Law – 3 units
OR
ADMJ003 - Principles & Procedures of the Justice – 3 units
OR
BUSN028 - Business Law – 3 units

PHIL003 - Introduction to Ethics – 3 units

COMM004 - Small Group Discussion – 3 units
OR
COMM020 - Argumentation and Debate – 3 units
OR
COMM001 - Public Speaking – 3 units

ENGL001A - English Composition – 3 units

ENGL001C - Critical Thinking and Writing – 3 units
OR
ENGL001CH - Honors Critical Thinking and Writing – 3 units
OR
PHIL002 - Introduction to Logic – 3 units
MATH010 - Elementary Statistics – 4 units
OR
MATH010H - Honors Elementary Statistics – 4 units

HIST017A - United States History – 3 units
OR
HIST017B - United States History – 3 units
OR
HIST017BH - Honors United States History – 3 units

POLI001 - American Government – 3 units
OR
POLI001H - Honors American Government – 3 units

List A: Select up to Two Courses from Two of the areas listed below: (NOTE: courses must not have been used above): 6-7 units

Area 1: Administrative of Justice/Criminal Justice/Criminology
ADMJ001 - Introduction to Administration of Justice – 3 units
ADMJ002 - Concepts of Criminal Law – 3 units
ADMJ003 - Principles & Procedures of the Justice – 3 units
ADMJ004 - Legal Aspects of Evidence – 3 units
ADMJ008 - Juvenile Procedures – 3 units
ADMJ021 - Community Relations – 3 units
ADMJ100G - Introduction to Corrections – 3 units

Area 2: Business
BUSN028 - Business Law – 3 units

Area 3: Economics
ECON001A - Principles of Macroeconomics – 3 units
AND
ECON002A - Principles of Macroeconomics Lab – 1 unit
ECON001AH - Honors Principles of Macroeconomics – 3 units
AND
ECON002AH - Honors Principles of Macroeconomics Lab – 1 unit
ECON001B - Principles of Microeconomics – 3 units
AND
ECON002B - Principles of Microeconomics Lab – 1 unit
ECON001BH - Honors Principles of Microeconomics – 3 units
AND
ECON002BH - Honors Principles of Microeconomics Lab – 1 unit

Area 4: Political Science
POLI002 - Comparative Governments – 3 units
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI004</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>POLI003</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>POLI003H</td>
<td>Honors Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>SJST001</td>
<td>Introduction to Social Justice Studies</td>
<td>3</td>
</tr>
<tr>
<td>SOCI002</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>GEOG002</td>
<td>Introduction to Cultural Geography</td>
<td>3</td>
</tr>
<tr>
<td>SOCI020</td>
<td>Sociology of Race and Ethnicity</td>
<td>3</td>
</tr>
<tr>
<td>SOCI028</td>
<td>Sociology of Gender</td>
<td>3</td>
</tr>
<tr>
<td>ANTH003</td>
<td>Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH003H</td>
<td>Honors Introduction to Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>COUN005</td>
<td>College Success</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Major Units:</strong></td>
<td><strong>31-32</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total Program Units:</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**Recommended Sequence:**

**Fall, Year 1:** 10 units
- MATH 010 OR 010H;
- ENGL 001A;
- POLI 001 or 001H

**Spring, Year 1 (example area shown): 9 units**
- ADMJ 001 OR ADMJ 002 OR ADMJ 003 OR BUSN 028;
- Area 1: Administrative of Justice/Criminal Justice/Criminology (Any Course);
- ENGL 001C OR 001CH OR PHIL 002

**Fall, Year 2:** 6 units
- COMM004 OR 020 OR 001;
- HIST017A OR HIST017B OR 017BH

**Spring, Year 2 (example area shown): 6-7 units**
- Area 3: Economics (Any Course);
- PHIL003
Musical Theater: Music Focus, Certificate of Achievement

The Certificate of Achievement in Musical Theater with Music concentration is a 44-unit CTE program that will prepare students for careers in the musical theater industry. The purpose of the certificate is to prepare students to succeed in auditions for regional and national shows. Students must complete the program earning a grade of C or better in all required courses.

Students who complete the Certificate in Musical Theater, Music will be able to:

- Demonstrate acting, singing, and dancing proficiency suitable for a musical theater audition
- Perform standard musical theater repertoire, solo and ensemble, at a collegiate level
- Read music notation with a proficiency level suitable to learn new music quickly
- Apply musical theater, music, dance and acting terminology and language to critiques of musical theater performances
- Develop and demonstrate informed artistic choices in performance
- Analyze musical theater literature
- Demonstrate collaboration and team building skills
- Creatively solve problems

Careers in musical theater include:

- Singer, Actor, Dancer, Choreographer in Musical Theater
- Floor Shows (Hotels, casinos, clubs)
- Band Member (Vocalist)
- Broadway, Off-Broadway, Touring Shows: National, Regional, Local
- Studio Musician (Vocal TV jingles)
- Recording Artist
- Productions, Concerts and Recitals: performer
- Music Director (Musical Theater)
- Community musical theater music director
- Musical Theater Music Teacher: Community School; Parks & Rec Program

Proposal Term: Fall, 2020
Program Justification: Musical theater students from within our attendance area have been flocking to West Valley College and are only now beginning to take classes across the performing arts disciplines. We wish to create a program which will immediately guide those interested in a career in musical theater to the best sequence of classes based on their skills at entry.

Submission Rationale: New Program

Music Core: Theory & Musicianship: 12 units
MUSC003A - Music Theory Level 1 – 3 units
MUSC003B - Music Theory Level 2 – 3 units
MUSC020A - Musicianship Level 1 – 1 unit
MUSC020B - Musicianship Level 2 – 1 unit
MUSC070 - Music Business – 3 units
MUSC030A - Beginning Piano, Level 1 – 1 unit
MUSC030B - Beginning Piano, Level 2 – 1 unit
MUSC031A - Intermediate Piano Level 3 – 1 unit
MUSC031B - Intermediate Piano Level 4 – 1 unit

Music Core: Applied Voice Lessons. Complete four semesters of MUSC 039G. 4 units
MUSC039G - Applied Music: Voice – 1 unit

Music Core: Ensemble Performance. Complete three semesters of MUSC 042 and 1 semester of MUSC 044A or B or C or D.: 5 units
MUSC042 - Concert Choir – 1 unit
MUSC044A - Musical Theater & Opera Scenes: Comic Opera – 2 units
OR
MUSC044B - Musical Theater & Opera Scenes: Verismo Opera – 2 units
OR
MUSC044C - Musical Theater & Opera Scenes: Mid-20th Century Musicals – 2 units
OR
MUSC044D - Musical Theater & Opera Scenes: Modern Musicals – 2 units

Theater Core: Technique & Production: 18 units
THEA012 - Survey of Musical Theater – 3 units
THEA035A - Voice Production and Articulation – 3 units
THEA040A - Acting One – 3 units
THEA040B - Acting Two – 3 units
THEA070A - Mainstage Theater Production Workshop: American Representational – 3 units
THEA070D - Mainstage Theater Production Workshop: Musical and Children's Theater – 3 units

Dance Core: Complete 2 units of Ballet, 2 units of Tap, and 1 unit of Jazz or Modern. 5 units
DANCO01 - Ballet: Beginning Level 1 – 1 unit
DANCO02 - Ballet: Beginning Level 2 – 1 unit
DANCO03 - Ballet: Intermediate – 1 unit
DANCO04 - Ballet: Advanced Level 4 – 1 unit
DANCO31 - Tap for Musical Theatre: Beginning Level 1 – 1 unit
DANCO32 - Tap for Musical Theatre: Beginning Level 2 – 1 unit
DANCO33 - Tap for Musical Theatre: Intermediate – 1 unit
DANCO34 - Tap for Musical Theatre: Advanced – 1 unit
DANCO11 - Jazz Dance: Beginning Level 1 – 1 unit
DANCO12 - Jazz Dance: Beginning Level 2 – 1 unit
DANCO13 - Jazz Dance: Intermediate – 1 unit
DANCO14 - Jazz Dance: Advanced – 1 unit
DANCO21 - Modern Dance: Beginning Level 1 – 1 unit
DANCO22 - Modern Dance: Beginning Level 2 – 1 unit
DANCO23 - Modern Dance: Intermediate – 1 unit
DANCO24 - Modern Dance: Advanced – 1 unit

Total Certificate Units: 44

Recommended Sequence:

Fall, Semester 1: 11 units
MUSC 003A, MUSC 020A, MUSC 039G, MUSC 042;
MUSC 030A OR 030B OR 031A OR 031B;
THEA035A;
DANC 001 OR 002 OR 003

Spring, Semester 2: 13 units
MUSC 003B, MUSC 020B, MUSC 039G, MUSC 042, THEA 040A, THEA 070A;
DANC 002 OR 003 OR 004

Fall, Semester 3: 10 units
MUSC 039G, MUSC 070;
MUSC 044A OR 044B OR 044C OR 044D;
THEA 040B;
DANC 031 OR 032 OR 033

**Spring, Semester 4: 10 units**

MUSC 039G, MUSC 042, THEA 012, THEA 070D;
DANC 032 OR 033 OR 034;
DANC 011 OR 012 OR 013 OR 014 OR 021 OR 022 OR 023 OR 024
Musical Theater: Theater Focus, Certificate of Achievement

The Certificate of Achievement in Musical Theater with Theater focus is a 44-unit CTE program that will prepare students for careers in the musical theater industry. The purpose of the certificate is to prepare students to succeed in auditions for regional and national shows. Students must complete the program earning a grade of C or better in all required courses.

Students who complete the Certificate in Musical Theater, Theater will be able to:
• Demonstrate acting, singing, and dancing proficiency suitable for a musical theater audition;
• Perform standard musical theater repertoire, solo and ensemble, at a collegiate level;
• Read music notation with a proficiency level suitable to learn new music quickly;
• Apply musical theater, music, dance and acting terminology and language to critiques of musical theater performances;
• Develop and demonstrate informed artistic choices in performance;
• Analyze musical theater literature;
• Demonstrate collaboration and team building skills;
• Creatively solve problems

Careers in musical theater include:
• Musical Theater Actor, Singer, Dancer • Floor Shows (Hotels, casinos, clubs) • Band Member (Vocalist) • Broadway, Off-Broadway, Touring Shows: National, Regional, Local • Voice Over • Productions, Concerts: performer • Music Director (Musical Theater) • Community musical theater director • Musical Theater Teacher: Community School; Parks & Rec Program

Proposal Term: Fall, 2020
Program Justification: Students from within our attendance area have been flocking to West Valley College and are only now beginning to take classes across the performing arts disciplines. We wish to create a program which will immediately guide those interested in a career in musical theater to the best sequence of classes based on their skills at entry.

Submission Rationale: New Program

Theater: Technique and Production: 23 units
THEA011A - Script Analysis: Classical – 3 units
THEA012 - Survey of Musical Theater – 3 units
THEA021A - Practical Theater (Scene & Stage) I – 1 unit
THEA022A - Practical Theater (Costume & Makeup) I – 1 unit
THEA035A - Voice Production and Articulation – 3 units
THEA040A - Acting One – 3 units
THEA040B - Acting Two – 3 units
THEA070A - Mainstage Theater Production Workshop: American Representational – 3 units
THEA070D - Mainstage Theater Production Workshop: Musical and Children's Theater – 3 units

Music: Theory & Musicianship. Based on entry placement audition, take MUSC 003A or MUSC 005. Complete both MUSC 020A and 020B. Complete one piano class; placement based on entry audition. Complete MUSC 070: 9 units
MUSC003A - Music Theory Level 1 – 3 units
OR
MUSC005 - Fundamentals of Music – 3 units
MUSC020A - Musicianship Level 1 – 1 unit
AND
MUSC020B - Musicianship Level 2 - 1 unit

MUSC030A - Beginning Piano, Level 1 - 1 unit
OR
MUSC030B - Beginning Piano, Level 2 - 1 unit
OR
MUSC031A - Intermediate Piano Level 3 - 1 unit
OR
MUSC031B - Intermediate Piano Level 4 - 1 unit

MUSC070 - Music Business – 3 units

Music: Voice Instruction. Complete a total of four semesters of voice instruction: Take 2-3 semesters of class voice, MUSC 032A, 032B, 033A, 033B; placement based on program entry audition. Complete 1-2 semesters of MUSC 039G, based on Applied Music entry audition.: 4 units
MUSC032A - Beginning Voice, Level 1 – 1 unit
OR
MUSC032B - Beginning Voice, Level 2 – 1 unit
OR
MUSC033A - Intermediate Voice, Level 3 – 1 unit
OR
MUSC033B - Intermediate Voice, Level 4 – 1 unit

MUSC039G - Applied Music: Voice – 1 unit

Music: Ensemble. Complete 2 semesters of MUSC 042 concurrent with enrollment in MUSC 039G or beginning in the third semester of the program, whichever comes first: 2 units
MUSC042 - Concert Choir – 1 unit

Dance: Ballet, Tap, Jazz or Modern. Take two semesters each of Ballet and Tap. Take one additional semester of Jazz or Modern. Take one additional semester of any intermediate or advanced dance class listed. Placement in each genre will be based upon entry audition.: 6 units
DANC001 - Ballet: Beginning Level 1 – 1 unit
DANC002 - Ballet: Beginning Level 2 – 1 unit
DANC003 - Ballet: Intermediate – 1 unit
DANC004 - Ballet: Advanced Level 4 – 1 unit
DANC031 - Tap for Musical Theatre: Beginning Level 1 – 1 unit
DANC032 - Tap for Musical Theatre: Beginning Level 2 – 1 unit
DANC033 - Tap for Musical Theatre: Intermediate – 1 unit
DANC034 - Tap for Musical Theatre: Advanced – 1 unit
DANC011 - Jazz Dance: Beginning Level 1 – 1 unit
DANC012 - Jazz Dance: Beginning Level 2 – 1 unit
DANC013 - Jazz Dance: Intermediate – 1 unit
DANC014 - Jazz Dance: Advanced – 1 unit
DANC021 - Modern Dance: Beginning Level 1 – 1 unit
DANC022 - Modern Dance: Beginning Level 2 – 1 unit
DANC023 - Modern Dance: Intermediate – 1 unit
DANC024 - Modern Dance: Advanced – 1 unit

DANC003 - Ballet: Intermediate – 1 unit
DANC004 - Ballet: Advanced Level 4 – 1 unit
DANC013 - Jazz Dance: Intermediate – 1 unit
DANCO14 - Jazz Dance: Advanced – 1 unit
DANCO23 - Modern Dance: Intermediate – 1 unit
DANCO24 - Modern Dance: Advanced – 1 unit
DANCO33 - Tap for Musical Theatre: Intermediate – 1 unit
DANCO34 - Tap for Musical Theatre: Advanced – 1 unit

Total Certificate Units: 44

Recommended Sequence:

Fall, Semester 1: 12 units
THEA 035A, THEA 040A;
MUSC 030A OR 030B OR 031A OR 031B;
MUSC 032A OR 032B OR 033A;
MUSC 070;
DANC 001 OR 002 OR 003

Spring, Semester 2: 13 units
THEA 012, THEA 021A, THEA 040B, THEA 070A;
MUSC 032B OR 033A OR 033B;
DANC 002 OR 003 OR 004;
DANC 031 OR 032 OR 033

Fall, Semester 3: 11 units
THEA 011A;
MUSC 003A OR 005;
MUSC 020A;
MUSC 033A OR 033B OR 039G;
MUSC 042;
DANC 032 OR 033 OR 034;
DANC 011 OR 012 OR 013 OR 021 OR 022 OR 023

Spring, Semester 4: 8 units
THEA 022A, THEA0 70D;
MUSC 020B, MUSC 039G, MUSC 042;
Dance Core (Any Course)
NEW NONCREDIT PROGRAMS

Court Reporting, Certificate of Completion

This certificate is designed to provide relevant skills to individuals pursuing careers in court reporting in both courtroom and deposition settings, capturing and certifying the verbatim record of legal proceedings. Court reporters are officers of the court and reporters working in California must be licensed by the Court Reporters Board of California, Department of Consumer Affairs. The West Valley College Court Reporting program is recognized by the Court Reporters Board of California to qualify students to sit for the California Certified Shorthand Reporter's licensing examinations.

Upon completion of this certificate, students will be able to:

a. Write stenographically, for ten minutes, four-voice testimony at 200 words per minute with 97.5% accuracy as required to pass the skills examination for licensing.

b. Use standard English punctuation and grammar, medical and legal terminology, and apply technology as required to pass the written and skills examinations for licensing.

c. Produce accurate, properly formatted transcripts of actual court and deposition proceedings.

Careers specific to these skills include but are not limited to: Official Court Reporter, Deposition Court Reporter, Hearing Reporter, Freelance Reporter, and Convention Reporter.

Proposal Start: Fall, 2020

Program Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new certificates.

Submission Rationale: New Program

Required Courses: Students must pass and complete a minimum of 430 hours

NCCC020 - 200-220 WPM Speed Goal (190 hrs.)
OR
NCCC020M - 200-220 WPM: Multi-Voice Focus (112 hrs.)

NCCC038 - Court Reporting Codes and Procedures 1 (48 hrs.)
NCCC039 - Court Reporting Codes and Procedures 2 (48 hrs.)
NCCC042 - Certified Shorthand Reporter Exam Review (32 hrs.)

Total Certificate Hours: Minimum of 430 hours

Recommended Sequence:

Fall, Year 1
NCCC 020, NCCC 038

Spring, Year 1
NCCC 020M, NCCC 039, NCCC 042
Educational Captioning, Certificate of Completion

This certificate is designed to provide relevant skills to individuals pursuing careers in educational captioning. Educational captioners caption classroom lecture and discussion for hearing-impaired students enabling them to attend school and understand what is being discussed in class. With additional training and experience, educational captioners can expand their employment opportunities to include live broadcast captioning.

Upon completion of this certificate, students will be able to:

a. Stenographically or voice write the spoken word at 180 words per minute, for computer-aided software translation into English in real time and produce transcripts with 97.5 percent accuracy.
b. Explain correct captioning protocol for classroom and meeting environments.
c. Recognize and respond appropriately to ethical issues facing educational captioners.

Careers specific to these skills include but are not limited to: Educational Captioner (also known as CART Provider), Remote Educational Captioner/CART Provider, Meeting Captioner, and Offline Captioner.

Proposal Start: Fall, 2020

Program Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new certificates.

Submission Rationale: New Program

Required Courses: Students must pass and complete a minimum of 290 hours

NCCC016 - 160 WPM Speed Goal (190 hrs.)
OR
NCCC016M - 160 WPM: Multi-Voice Focus (112 hrs.)

NCCC027 - Computer-Aided Transcription 1 (32 hrs.)

NCCC018 - 180 WPM Speed Goal (112 hrs.)
OR
NCCC018M - 180 WPM: Multi-Voice Focus (190 hrs.)

NCCC034 - Medical Dictation (34 hrs.)

Total Certificate Hours: Minimum of 290 hours

Recommended Sequence:

Fall, Year 1:
NCCC 016 or 016M; NCCC 027

Spring, Year 1:
NCCC 018 or 018M; NCCC 034
Proofreading, Certificate of Completion

This certificate is designed to provide relevant skills to individuals pursuing careers proofreading verbatim transcripts of legal and other proceedings and general English text.

Upon completion of this certificate, students will be able to:

a. Identify errors in written text and apply correct punctuation, spelling, and formatting to correct or record omissions, errors, or inconsistencies found.

b. Define and explain traditional proofreading marks and relevant software proofreading functions, such as the “track changes” function in Microsoft Word.

c. Identify homonyms and apply correct spelling within context.

Potential careers specific to these skills include, but are not limited to: Proofreader for Court Reporters, Proofreader (general), Copy Marker, and Technical Writer* (*with additional training).

Proposal Start: Fall, 2020

Program Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new certificates.

Submission Rationale: New Program

Required Courses: Students must pass and complete a minimum of 298 hours

NCCC007 - Keyboarding and MS Word Basics (48 hrs.)

NCCC021 - Legal Terminology (50 hrs.)

NCCC024 - English Vocabulary for Court Reporting and Captioning (50 hrs.)

NCCC025 - Basic English for Court Reporting and Captioning (50 hrs.)

NCCC026 - Advanced English and Office Practices for Court Reporting and Captioning (50 hrs.)

NCCC033 - Medical Terminology (50 hrs.)

Total Certificate Hours: Minimum of 298 hours

Recommended Sequence:

Fall, Year 1:
NCCC 025, NCCC 033

Spring, Year 1:
NCCC 024, NCCC 026

Summer, Year 1:
NCCC 021, NCCC 007
Transcription and Office Support: Machine Writing, Certificate of Completion

This certificate is designed to provide relevant skills to individuals pursuing careers transcribing legal, medical, or general material, and/or providing office technology/office computer applications support. Transcribers, also known as transcriptionists, convert speech (either live or recorded) into written or electronic text documents. Transcription services are often provided for business, legal, or medical purposes. Transcribers may work from home, in hospitals or physicians’ offices, and in various business environments. After completing the certificate in Transcription and Office Support: Machine Writing, students will be able to:

• Demonstrate proficiency in industry-standard computer-aided software to produce accurate transcripts of legal, medical, and general audio-recorded material.
• Write legal, medical, and general subject matter, stenographically, at a minimum of 120 words per minute on a machine writer.
• Demonstrate proficiency in Microsoft Word to provide entry-level office support.
• Demonstrate recognition and correct spelling of legal and medical terminology and English vocabulary.

Potential jobs in this field include, but are not limited to: Legal Transcriptionist, Web Content Transcriptionist, Video Transcriptionist, General Transcriptionist, Medical Transcriptionist, and Office Support Assistant.

Proposal Start: Fall, 2020
Program Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new certificates.
Submission Rationale: New Program

Required Courses: Students must pass and complete a minimum of 304 hours
NCCC008 - 80-100 WPM Speed Goal (190 hrs.)
OR
NCCC008M - 80-100 WPM: Multi-Voice Focus (112 hrs.)

NCCC007 - Keyboarding and MS Word Basics (48 hrs.)

NCCC012 - 120-140 WPM Speed Goal (190 hrs.)
OR
NCCC012M - 120-140 WPM: Multi-Voice Focus (112 hrs.)

NCCC028 - Computer-Aided Transcription 2 (32 hrs.)

Total Certificate Hours: Minimum of 304 hours

Recommended Sequence:

Fall, Year 1:
NCCC 008 or 008M; NCCC 007

Spring, Year 1:
NCCC 012 or 012M; NCCC 028
Transcription and Office Support: Voice Writing, Certificate of Completion

This certificate is designed to provide relevant skills to individuals pursuing careers transcribing legal, medical, or general material, and/or providing office technology/office computer applications support. Transcribers, also known as transcriptionists, convert speech (either live or recorded) into written or electronic text documents. Transcription services are often provided for business, legal, or medical purposes. Transcribers may work from home, in hospitals or physicians' offices, and in various business environments. After completing the certificate in Transcription and Office Support: Machine Writing, students will be able to:

- Demonstrate proficiency in industry-standard computer-aided software to produce accurate transcripts of legal, medical, and general audio-recorded material.
- Write legal, medical, and general subject matter, using a voice silencer, at a minimum of 120 words per minute.
- Demonstrate proficiency in Microsoft Word to provide entry-level office support.
- Demonstrate recognition and correct spelling of legal and medical terminology and English vocabulary.

Potential jobs in this field include, but are not limited to: Legal Transcriptionist, Web Content Transcriptionist, Video Transcriptionist, General Transcriptionist, Medical Transcriptionist, and Office Support Assistant.

Proposal Start: Fall, 2020
Proposal Justification: The Court Reporting and Related Technologies program is being converted from a credit program to a short-term vocational noncredit program requiring the creation of new certificates.
Submission Rationale: New Program

Required Courses: Students must pass and complete a minimum of 288 hours

NCCC005 - Voice Writing Theory (48 hrs.)
NCCC004 - CAT Software Basics (16 hrs.)
NCCC027 - Computer-Aided Transcription 1 (32 hrs.)
NCCC012 - 120-140 WPM Speed Goal (190 hrs.)
OR
NCCC012M - 120-140 WPM: Multi-Voice Focus (112 hrs.)
NCCC028 - Computer-Aided Transcription 2 (32 hrs.)
NCCC007 - Keyboarding and MS Word Basics (48 hrs.)

Total Certificate Hours: Minimum of 288 hours

Recommended Sequence:

Fall, Year 1:
NCC 004, NCC 005, NCC 007
Spring, Year 1:
NCC 027; NCC 012 or 012M
Summer, Year 1:
NCC 028
Certified Personal Trainer, Certificate of Achievement

The Certified Personal Trainer Certificate program is designed to provide students with the theoretical knowledge and practical skills necessary to be successful in the field of personal training. In addition, this certificate will prepare students to sit for the National Association of Sport’s Medicine Personal Training examination. With the completion of this certificate, students will be able to demonstrate knowledge of personal training as a profession, and the skills, techniques, and industry standards required to become a personal trainer.

Sales and entrepreneurial opportunities are also available in the fitness, health and wellness industry. After completing this 12 unit certificate program, students will be prepared for employment in this growing field as a personal trainer. The Certified Personal Trainer Certificate of Achievement requires the successful completion of a total of 12 units. This program provides Career Technical Education (CTE) opportunities in Personal Training. Students are presented the essentials to personal fitness training. Students are introduced to the human movement system, the Optimum Performance Training (OPT) model and other domains of exercise science, assessment, exercise technique and training instruction, program design, considerations in nutrition, client relations and behavioral coaching, professional development, practice, and responsibility. Upon successful completion of this program, students are prepared to complete the National Academy of Sports Medicine Certified Personal Trainer Examination. Successful completion of the NASM CPT exam and the West Valley College Certificate of Achievement provides students the opportunity for employment in the fitness industry as a Certified Personal Trainer. Employment opportunities include working at commercial fitness clubs, personal training studios, and entrepreneurial business owner or manager.

Proposal Start: Fall, 2020
Program Justification: Certificate Program Mandatory for CTE Program.

We are eliminating the following elective courses: KINS 11.01 Yoga KINS 4.30 Functional Fitness KINS 4.31 Core Training KINS 4.32 Boot Camp KINS 4.33 Cardio Cross Training KINS 6.07 Kickboxing KINS 7.26 Studio Cycling

We are adding the following electives: HSCI 004 First Aid and CPR/AED HSCI 005 Responding to Emergencies HTCH 004 Structure and Function of Human Body KINS 4.21 Fitness, Weight Training 3 KINS 11.06 Pilates Reformer & Mat Instructor Training KINT 030 Introduction to Kinesiology KINT 038A Introduction to Sports Medicine NUTR 015 Human Nutrition

The second rule was renamed from "Kinesiology Activity courses" to "Elective Courses" and a minimum of 3 units. The subject codes were also updated to the current 4-character format.

Submission Rational: Change courses or rules; Change Program Sequence

Required Core Courses: 9 units

KINT042 - Principles of Strength Training and Conditioning – 3 units

KINT070 - Principles of Exercise Prescription and Program Design - 3 units

KINS4.15 - Practical Experience in Personal Training – 1 unit

KINS4.16 - Fitness Weight Training – 1 unit

KINS4.19 - Fitness Appraisal – 1 unit

Elective Courses: Complete a minimum of 3 units from the following

KINS4.20 - Fitness, Weight Training II- 1 unit
HSCI004 - First Aid and CPR/AED - 0.5 unit
HSCI005 - Responding to Emergencies: Comprehensive First Aid/CPR/AED - 2 units
HTCH004 - Structure and Function of the Human Body – 3 units
KINS4.12 - Fitness-Stretch and Flex – 1 unit
KINS4.21 - Fitness Weight Training 3 – 1 unit
KINS11.06 - Pilates Reformer and Mat Instructor Training - 3 units
KINT030 - Introduction to Kinesiology – 3 units
KINT038A - Introduction to Sports Medicine - 3 units
NUTR015 - Human Nutrition - 3 units

**Total Certificate Units:** 12

**Recommended Sequence:**

**Fall, Year 1:** 6 units
KINS 4.16, KINS 4.19, KINT 042, Elective Courses (Any Course)

**Spring, Year 1:** 6 units
KINS 4.15, KINT 070, Elective Courses (Any Course)
Geography, AA-T

The Associate in Arts in Geography for Transfer degree (AA-T in Geography) is a 60 unit program which provides students the lower division coursework required for transfer to a CSU institution for the major in Geography. Students who complete the Associate in Arts in Geography for Transfer degree (AA-T in Geography) will be able to analyze the controls, distribution, and classification of world climates; compare and contrast different types of landforms; and analyze spatially related problems related to current/recent geopolitical events. 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.

Proposal Term: Fall, 2020
Program Justification: This transfer degree is being revised as part of the required revision every five years.

GEOG 006 was moved from List A to the core courses; GIST 016A was added to List A; ANTH 002, ANTH 003H, HIST 017A, HIST 017B, HIST 017BH and MATH 010H were added as additional options for List B. The units for List B changed from 6-8 to 7-8. The subject codes were also updated to the current 4-character format.

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

Required Core: 6 units
GEOG001 - Intro Physical Geography – 3 units
GEOG002 - Introduction to Cultural Geography – 3 units
OR GEOG006 - World Regional Geography – 3 units

List A Courses: 6 units
GIST016A - Introduction to Geospatial Technology – 3 units
PSCI020 - Weather and Climate – 3 units

List B Courses (select 2 courses or anything from Required Core not used): 6 to 8 units
ANTH002 - Introduction to Archaeology – 3 units
ANTH003 - Introduction to Cultural Anthropology - 3 units
OR ANTH003H - Honors Introduction to Cultural Anthropology - 3 units
GEOL001A - Physical Geology - 4 units
OR GEOL001AH - Honors Physical Geology - 4 units
HIST017A - United States History - 3 units
HIST017B - United States History - 3 units
OR HIST017BH - Honors United States History - 3 units
MATH010 - Elementary Statistics - 4 units
OR
MATH010H - Honors Elementary Statistics - 4 units

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

Recommended Sequence:

Fall, Year 1: 3 units
GEOG 002 OR GEOG 006

Spring, Year 1: 3 units
GEOG 001

Fall, Year 2: 6-7 units
List A (Any Course) AND List B (Any Course)

Spring, Year 2: 6-7 units
List B (Any Course) AND List A (Any Course)
The Associate in Arts in Kinesiology for Transfer degree (AA-T in Kinesiology) is a 60 unit program which provides students the lower division coursework required for transfer to a CSU institution for the major in Kinesiology or Exercise Science. Students who complete the Associate in Arts in Kinesiology for Transfer degree (AA-T in Kinesiology) will be able to demonstrate proficiency in human movement as it applies to sports, dance and aquatics, combatives, fitness, health and nutrition and analyze the meaning of optimal health as it applies to our nation’s population.

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.

**Proposal Start:** Fall, 2020

**Program Justification:** This program is revised to meet Title 5 standards.

New courses were added to the degree, including Dance courses, as well as KINS 2.02, 6.01, 6.03, 6.07, 6.08, 6.10, 4.05, 4.12, 4.13, 4.14, 4.16, 4.20, 4.24, 4.25, 4.28, 4.29, 4.30, 4.31, 4.32, 4.33, 4.35, 11.09, 11.04, 11.03, 11.02, 7.26, 7.24, 7.27, 12.20, 12.22, 8.04, 8.05, 8.06 and 8.18 and BIOL 011. The subject codes were also updated to the current 4-character format.

**Submission Rationale:** Change courses or rules; Change to Program Narrative

**Required Core Courses:** 13 units

- KINT030 - Introduction to Kinesiology – 3 units
- BIOL047 - Human Anatomy – 5 units
- BIOL048 - Human Physiology – 5 units

**Required Core: Movement Based Courses:** 3-5 units; (minimum 3). Select a maximum of one (1) course from any three (3) of the following areas for a minimum of three units.

**Aquatics**
- KINS2.04 - Swimming-Beginning – 1 unit
- KINS2.05 - Swimming-Intermediate – 1 unit
- KINS2.06 - Swimming-Advanced – 1 unit
- KINS2.07 - Master's Swimming – 1 unit
- KINS2.02 - Lifeguard Training – 1 unit

**Combatives**
- KINS6.02 - Karate-Beginning – 1 unit
- KINS6.03 - Self-Defense – 1 unit
- KINS6.06 - Karate - Intermediate – 1 unit
- KINS6.07 - Kickboxing – 1 unit
- KINS6.08 - Boxing – 1 unit
- KINS6.10 - Karate - Advanced – 1 unit
- KINS6.01 - MMA - Mixed Martial Arts – 1 unit

**Dance**
- DANCO002 - Ballet: Beginning Level 2 – 1 unit
- DANCO003 - Ballet: Intermediate – 1 unit
- DANCO12 - Jazz Dance: Beginning Level 2 – 1 unit
<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Level</th>
<th>Units</th>
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<tbody>
<tr>
<td>DANCO13</td>
<td>Jazz Dance: Intermediate</td>
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<tr>
<td>DANCO22</td>
<td>Modern Dance: Beginning Level 2</td>
<td>1 unit</td>
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</tr>
<tr>
<td>DANCO23</td>
<td>Modern Dance: Intermediate</td>
<td>1 unit</td>
<td></td>
</tr>
<tr>
<td>DANCO41</td>
<td>Ballroom and Latin Dance: Beginning</td>
<td>1 unit</td>
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<tr>
<td>DANCO42</td>
<td>Ballroom and Latin Dance: Intermediate</td>
<td>1 unit</td>
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<tr>
<td>DANCO51A</td>
<td>World Dance: Flamenco of Spain, Beginning</td>
<td>1 unit</td>
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<tr>
<td>DANCO01</td>
<td>Ballet: Beginning Level 1</td>
<td>1 unit</td>
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<tr>
<td>DANCO51B</td>
<td>World Dance: Flamenco of Spain, Intermediate</td>
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<tr>
<td>DANCO11</td>
<td>Jazz Dance: Beginning Level 1</td>
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<tr>
<td>DANCO21</td>
<td>Modern Dance: Beginning Level 1</td>
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**Fitness**

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<th>Code</th>
<th>Course Name</th>
<th>Level</th>
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<tbody>
<tr>
<td>KINS4.03</td>
<td>Fitness Aerobics</td>
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<td>KINS4.13</td>
<td>Fitness Walking</td>
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<tr>
<td>KINS4.14</td>
<td>Fitness, Water Exercise</td>
<td>1 unit</td>
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<td>KINS4.16</td>
<td>Fitness Weight Training</td>
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<td>KINS4.24</td>
<td>Total Fitness for Men</td>
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<td>KINS4.29</td>
<td>Body Sculpting</td>
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<td>KINS11.01</td>
<td>Yoga for Health</td>
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<tr>
<td>KINS11.08</td>
<td>Pilates Mat Workout</td>
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<td>KINS11.09</td>
<td>Intermediate Pilates Mat Workout</td>
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<td>KINS11.04</td>
<td>Advanced Yoga</td>
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<td>KINS11.03</td>
<td>Gentle Restorative Exercise</td>
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<td>KINS4.35</td>
<td>Trail Running</td>
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<td>KINS4.33</td>
<td>Cardio Cross Training</td>
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<td>Boot Camp</td>
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<td>KINS4.31</td>
<td>Core Training</td>
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<td>KINS4.30</td>
<td>Functional Fitness</td>
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<td>KINS4.20</td>
<td>Fitness, Weight Training II</td>
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<td>KINS4.05</td>
<td>Fitness - Aqua Aerobics</td>
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<td>KINS4.28</td>
<td>Fitness Jogging</td>
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<td>KINS4.25</td>
<td>Total Fitness for Women</td>
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<tr>
<td>KINS4.12</td>
<td>Fitness-Stretch and Flex</td>
<td>1 unit</td>
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**Individual Sports**

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<th>Level</th>
<th>Units</th>
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<tr>
<td>KINS7.02</td>
<td>Badminton-Beginning</td>
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<tr>
<td>KINS7.03</td>
<td>Badminton-Intermediate</td>
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<tr>
<td>KINS7.10</td>
<td>Golf-Beginning</td>
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</tr>
<tr>
<td>KINS7.11</td>
<td>Golf-Intermediate</td>
<td>1 unit</td>
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</tr>
<tr>
<td>KINS7.12</td>
<td>Golf-Advanced</td>
<td>1 unit</td>
<td></td>
</tr>
<tr>
<td>KINS7.18</td>
<td>Beginning Tennis</td>
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<td></td>
</tr>
<tr>
<td>KINS7.20</td>
<td>Intermediate Tennis</td>
<td>1 unit</td>
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</tr>
<tr>
<td>KINS7.21</td>
<td>Advanced Tennis</td>
<td>1 unit</td>
<td></td>
</tr>
<tr>
<td>KINS7.23</td>
<td>Scuba Diving</td>
<td>2 units</td>
<td></td>
</tr>
<tr>
<td>KINS7.26</td>
<td>Studio Cycling</td>
<td>1 unit</td>
<td></td>
</tr>
<tr>
<td>KINS7.24</td>
<td>Scuba Diving-Advanced</td>
<td>2 units</td>
<td></td>
</tr>
<tr>
<td>KINS7.27</td>
<td>Studio Cycling Advanced</td>
<td>1 unit</td>
<td></td>
</tr>
<tr>
<td>KINS12.20</td>
<td>Open Water Diver</td>
<td>1.5 units</td>
<td></td>
</tr>
<tr>
<td>KINS12.22</td>
<td>Advanced Marine Diver</td>
<td>1.5 units</td>
<td></td>
</tr>
</tbody>
</table>

**Team Sports**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Level</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINS8.03</td>
<td>Baseball/Softball-Advanced</td>
<td>1 unit</td>
<td></td>
</tr>
<tr>
<td>KINS8.04</td>
<td>Beginning Basketball</td>
<td>1 unit</td>
<td></td>
</tr>
<tr>
<td>KINS8.05</td>
<td>Intermediate Basketball</td>
<td>1 unit</td>
<td></td>
</tr>
</tbody>
</table>
KINS8.06 - Advanced Basketball – 1 unit
KINS8.08 - Soccer-Beginning – 1 unit
KINS8.09 - Soccer-Advanced – 1 unit
KINS8.10 - Soccer-Intermediate – 1 unit
KINS8.12 - Baseball/Softball-Beginning – 1 unit
KINS8.13 - Baseball/Softball-Intermediate – 1 unit
KINS8.15 - Volleyball-Beginning Skills – 1 unit
KINS8.16 - Volleyball-Intermediate Skills – 1 unit
KINS8.17 - Volleyball-Advanced Skills – 1 unit
KINS8.18 - Beach Volleyball – 1 unit

List A (select two): 8-10 units
MATH010 - Elementary Statistics – 4 units
OR
MATH010H - Honors Elementary Statistics - 4 units

CHEM030A - Fundamentals of Chemistry - 4 units

CHEM001A - General Chemistry - 5 units

PHYS002A - General Physics- Mechanics - 5 units

PHYS004A - Engineering Physics-Mechanics - 5 units

BIOL011 - Human Biology - 4 units

Total Major Units: 24 - 28
Total Program Units: 60

Recommended Sequence:

Fall or Winter, Year 1: 3 units
KINT 030

Fall, Year 1: 5 units
BIOL 047

Spring, Year 1: 9-10 units
BIOL 048; List A (Any Course)

Fall, Year 2: 4-5 units
List A (Any Course)

Spring, Year 2: 3 – 5 units
Individual Sports (Any Course) OR Combatives (Any Course) OR Aquatics (Any Course) OR Team Sports (Any Course) OR Fitness (Any Course) OR Dance (Any Course)
Nutrition and Dietetics, AS-T

The Associate in Science in Nutrition and Dietetics for Transfer degree (AS-T in Nutrition and Science) is a 60 unit program which provides students the lower division coursework required for transfer to a CSU institution for the major in Nutrition And Dietetics for the goal of a career path in the field of Nutrition and Dietetics. Students who complete the Associate in Science in Nutrition and Dietetics for Transfer degree (AS-T in Nutrition and Dietetics) will be able to:

1) identify the role of nutrients and healthy food preparation for optimal health and well being;
2) clearly communicate nutrition concepts in oral and written formats;
3) use critical thinking to analyze and interpret information from various media sources and draw scientifically-based conclusions;
4) select appropriate foods for a healthy diet and disease risk reduction;
5) apply knowledge of the physical and biological sciences to the function of nutrients in metabolic processes;
6) apply knowledge of social, physical and biological science to address human nutrition issues;
7) utilize research outcomes and statistics to interpret a nutrition issue.

The purpose of the Nutrition and Dietetics major is to provide students with education and training in the area of nutritional sciences or dietetics, and to prepare for transfer. This major provides the opportunity for students to begin their career path in the field of Nutrition and Dietetics.

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.

Proposal Start: Fall, 2020
Program Justification: This program is being revised to meet Title 5 standards.

Changes made include updates to courses to reflect the current 4-character subject codes. BIOL 011H has been deactivated and was removed from List B courses. PSYC 012, BIOL 047, BIOL 048, CHEM 012Am MATH 010/010H have been added options on List B. The ECON co-requisites labs were also added.

Submission Rationale: Change courses or rules

Required Core Courses: 21 units
NUTR015 - Human Nutrition – 3 units
PSYC001 - General Psychology – 3 units
CHEM001A - General Chemistry – 5 units
CHEM001B - General Chemistry – 5 units
BIOL045 – Microbiology – 5 units

List A: Select a Minimum of One Course: 4 – 5 units
CHEM012A - Organic Chemistry - 5 units
BIOL047 - Human Anatomy - 5 units
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL048</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>MATH010</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH010H</td>
<td>Honors Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

**List B: Select One Course: 3-6 units**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL041</td>
<td>Principles of Animal Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL042</td>
<td>Principles of Plant Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL043</td>
<td>Principles of Cell Biology</td>
<td>5</td>
</tr>
<tr>
<td>BIOL047</td>
<td>Human Anatomy</td>
<td>5</td>
</tr>
<tr>
<td>BIOL048</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>CHEM012A</td>
<td>Organic Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>ECON001A</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON001AH</td>
<td>Honors Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON001B</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON001BH</td>
<td>Honors Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MATH001</td>
<td>Pre-Calculus Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MATH002</td>
<td>Pre-Calculus Algebra and Trigonometry</td>
<td>6</td>
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<tr>
<td>PHYS002A</td>
<td>General Physics – Mechanics</td>
<td>5</td>
</tr>
<tr>
<td>PHYS002B</td>
<td>General Physics – Electricity and Magnetism</td>
<td>5</td>
</tr>
<tr>
<td>SOCI001</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC012</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>MATH010</td>
<td>Elementary Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MATH010H</td>
<td>Honors Elementary Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Major Units:** 28-32  
**Total Program Units:** 60
Recommended Sequence:

Fall, Year 1: 11 units
CHEM 001A; NUTR 015; PSYC 001
Spring, Year 1: 10 units
BIOL045; CHEM001B
Fall, Year 2: 4-5 units
List A (Any Course)
Spring, Year 2: 3-6 units
List B (Any Course)
Political Science, AA-T

The Associate in Arts in Political Science for Transfer degree (AA-T in Political Science) 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 Political Science, International Relations, Social and Behavioral Sciences, or Government. Students completing the Associate in Arts in Political Science for Transfer degree (AA-T in Political Science) will be able to describe the structure and functions of American government; explain the ideas of the great political thinkers and how those ideas apply to our democracy and to our world today; identify the institutions, players and processes in American national and state governments; analyze the exercise of power in governmental institutions; analyze how public policy is formulated, legislated, implemented and evaluated within our democratic framework; compare the U.S. political system to others in the world; and describe the political relations among nations and the transnational relations practiced by people, organizations, and institutions across national boundaries. 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.

Proposal Start: Fall 2020

Program Justification: The Political Science program is revising this degree to meet Title 5 standards.

Courses listed to List B include ANTH 002, SOCI 028, HIST 017BH, HIST 017, HIST 017A, HIST 016, HIST 014, HIST 012, GEOG 006, SOCI 045, SOCI 020, SOCI 002 and the ECON Co-requisite labs. The units for List B changed from 6-7 to 6-8 units. The subject codes were also updated to the current 4-character format.

Submission Rationale: Change Program Sequence; Change courses or rules

Required Core Courses: 3 units
POLI001 - American Government – 3 units
 **OR**
POLI001H - Honors American Government – 3 units

List A (Select three): 9-10 units
POLI002 - Comparative Governments – 3 units
POLI004 - International Relations – 3 units
POLI003 - Introduction to Political Science – 3 units
 **OR**
POLI003H - Honors Introduction to Political Science – 3 units
MATH010 - Elementary Statistics – 4 units
 **OR**
MATH010H - Honors Elementary Statistics – 4 units

List B: Select two from below or any List A course not already used: 6 – 8 units
ADMJ001 - Introduction to Administration of Justice - 3
ANTH002 - Introduction to Archaeology – 3 units
GEOG002 - Intro Cultural Geography – 3 units
PSYC001 - General Psychology – 3 units

SOCI001 - Introduction to Sociology - 3 units

WGQ5001 - Introduction to Women's Studies - 4 units

SOCI028 - Sociology of Gender – 3 units

HIST017B - United States History – 3 units
OR
HIST017BH - Honors United States History - 3 units

HIST017A - United States History – 3 units

HIST016 - Mexican-American History – 3 units

HIST014 - History of the Native North Americans - 3 units

HIST012 - African American History – 3 units

GEOG006 - World Regional Geography – 3 units

SOCI045 - Sociology of Human Sexuality - 3 units

SOCI020 - Sociology of Race and Ethnicity – 3 units

SOCI002 - Social Problems – 3 units

ECON001A - Principles of Macroeconomics – 3 units
AND
ECON002A - Principles of Macroeconomics Lab - 1 unit

ECON001B - Principles of Microeconomics - 3 units
AND
ECON002B - Principles of Microeconomics Lab - 1 unit

ECON001BH - Honors Principles of Microeconomics - 3 units
AND
ECON002BH - Honors Principles of Microeconomics Lab – 1 unit

ECON001AH - Honors Principles of Macroeconomics - 3 units
AND
ECON002AH - Honors Principles of Macroeconomics Lab – 1 unit

Total Major Units: 18-21
Total Program Units: 60

Recommended Sequence:

Fall, Year 1 (example courses listed): 3 units
POLI 001 or 001H

Spring, Year 1: 3-4 units
List A (Any Course)

Fall, Year 2: 6-7 units
List A (Any Course); List A (Any Course) OR List B (Any Course)
Spring, Year 2: 6-7 units
List A (Any Courses); List B (Any Course) OR List A (Any Course)
Psychology, AA-T

The Associate in Arts in Psychology for Transfer is a 60 unit program which provides lower division education to students planning to transfer to a local CSU with a similar major and major in Psychology.

Students completing the program will be able to apply the scientific method and critical thinking skills to formulate valid hypotheses, operationally define constructs, and evaluate claims; analyze data by selecting the appropriate methods, accurately evaluate and interpret the results, and communicate the results including the proper use of tables and graphs; describe the major concepts, theoretical findings, and historical trends in psychology; explain how psychosocial factors influence behavior and attitudes, and recognize the complexity of sociocultural and international diversity; describe the anatomy and function of the major components of the nervous system, and the physiological basis of neuronal communication, including how drugs, stress, nutrition, interpersonal attraction, and other exogenous factors affect the function of the individual; and specify how psychological principles are applied to real-life situations in business, industry, child-rearing, and social interaction.

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.

Proposal Start: Fall, 2020

Program Justification:
The program was revised to include a suggested program sequence for Psychology majors. Changes were made to the program description to match PCAH requirements. MATH 010H and PSYC 002H were added as options in Required Core. The subject codes were also updated to the current 4-character format.

Submission Rationale: Change Program Sequence; Change to Program Narrative; Change to Cover Info

Required Core Courses: 11 units
PSYC001 - General Psychology – 3 units

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

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

List A: 3 or 4 units
BIOL010 - Introduction to Biology - 3 units
AND
BIOL010L - Introduction to Biology Lab – 1 unit

BIOL011 - Human Biology - 4 units

PSYC007 - Physiological Psychology - 3

List B: 3 or 4 units from below or from List A not already used
PSYC012 - Human Growth and Development - 3 units
List C: 3 or 4 units from below or from list A and B not already used
PSYC009 - Psychology of Women: A Multicultural Perspective - 3 units
PSYC017 - Introduction to Social Psychology - 3 units
PSYC025 - Introduction to Abnormal Psychology - 3 units
PSYC030 - Psychology of Addiction and Substance Abuse - 3 units

Total Major Units: 20-22
Total Program Units: 60

Recommended Sequence:

Fall, Year 1: 7 units
PSYC 001; MATH 010 OR 010H
Spring, Year 1: 6 units
List C (Any Course); List A (Any Course)
Fall, Year 2: 4 units
PSYC 002 OR 002H
Spring, Year 2: 3 units
List B (Any Course)
Social Justice Studies, AA-T

The Associate in Arts in Social Justice Studies for Transfer degree (AA-T) is a 60 unit program which provides students with a pathway for turning their passion for change, human rights, and the ideals of justice into an interdisciplinary focus area of study for transfer. The program gives students choices in their coursework, so that each individual can focus on the issues or areas that most appeal to them within the framework of social justice coursework that includes themes of race, ethnicity, socioeconomic class, sex identity, culture and diversity, gender, and sexuality. This interdisciplinary program will prepare students for a workplace and world where awareness of inequality, microaggressions as well as systemic marginalization and discrimination, and a capacity to understand and address social responsibility, have become globally interconnected. The Social Justice Studies for Transfer degree (AA-T) provides students the lower division coursework required for transfer to a CSU institution for the major in a variety of interdisciplinary or traditional disciplines, such as Ethnic Studies, Women and Gender Studies, Justice Studies, Sociology, English, Humanities, Philosophy, History, Anthropology, Psychology, Art, or Political Science. Students completing the Associate in Arts in Social Justice Studies for Transfer degree (AA-T) will be able to

a) research theories on socialization and acculturation that inform identity and group affiliations, in various historical eras and global communities;

b) recognize, from various disciplinary perspectives, intersecting systems of oppression, the dynamics of power and privilege, and prejudice and discrimination;

c) engage in reading, discussing, and writing about theories and practices of social change, resistance and empowerment, social progress movements, and activism;

d) analyze specific manifestations of oppression such as regionalism, colorism, ableism, classism, ethnocentrism, heterosexism, racism, sexism, and the systems, dynamics, and interpersonal as well as institutional power structures that keep these oppressions in place;

e) examine social, cultural, and historical contexts for movements such as civil, women's, disability, and LGBTQ rights as well as movements for several specific marginalized communities and peoples of color;

f) study social justice strategies such as dialogue across differences, alliance building, collaboration, and advocacy.

Social Justice Studies emerged out of historical and ongoing social progress movements such as the Labor, Civil Rights, Disability Rights, LGBTQ, and Women’s Liberation movements. Students explore interconnected systems of discrimination and oppression, including institutional, relational, cultural, and socioeconomic racism, sexism, ableism, classism, heterosexism, and cisgenderism. Social Justice scholarship locates intersectional identities of race, class, sex, ability, gender, sexuality, religion, culture, and nation, to explore inequities and identify systems of oppression and advantage that exist as a result of marginalization, cultural supremacy/insensitivity, and/or violence. The goal of the program is not to engender a singular approach to social justice issues but rather to present students with a dynamic academic framework for thinking creatively and pragmatically about contemporary social issues.

Areas of scholarship that inform social justice include education; anthropology; race and ethnic studies; cognitive, developmental and social psychology; gay, lesbian bisexual, transgender and queer studies; history; literature; Queer Theory; Judaic and Middle Eastern studies; sociology, and women, gender, and sexuality studies.

The Social Justice Studies transfer degree offers students the opportunity to prepare for rewarding work, such as with government agencies, colleges and universities, consulting firms, research institutes, corporations, domestic and international non-governmental or community or environmental organizations, human rights organizations, the United Nations, and international development organizations, or in journalism, writing, or social work.

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.
Proposal Start: Fall, 2020

Program Justification:
This transfer degree is being revised as part of the required revision. Subject codes were updated for some courses, and the new SJST course was added to the program. Deactivated course, RUSS 001A, was removed. The program description was slightly edited and PSLOs separated.

Submission Rationale: Change to courses or rules; Change to Cover Info; Change PLO’s

Required Core Courses: Complete a minimum of 9 units.

- SOCIO20 - Sociology of Race and Ethnicity – 3 units
  OR
- SJST001 - Introduction to Social Justice Studies – 3 units

- WQGS001 - Introduction to Women's Studies – 4 units
  OR
- WQGS003 - Introduction to Gender and Queer Studies – 3 units
  OR
- SOCI028 - Sociology of Gender – 3 units

Any required core course from above not already used or one of the following:

- ARTS001J - Survey of Non-Western Art: Africa, Oceania, and Indigenous North America - 3 units
- ARTSO07 - The Art of Asia - 3 units
- ENGL012 - African American Literature - 3 units
- ENGL018 - Asian American Literature - 3 units
- FRNC001A - Beginning French - 5 units
- HIST005B - World History From 1500 - 3 units
- HUMN001B - Human Values in and from the Arts - the Renaissance to the Modern Age - 3 units
- JPNS001A - Beginning Japanese - 5 units
- PHIL001 - Introduction to Philosophy - 3 units
- PSYC001 - General Psychology - 3 units
- SOCI001 - Introduction to Sociology - 3 units
- SPAN001A - Beginning Spanish - 5 units
- WQGS001 - Introduction to Women's Studies – 4 units

LIST A: Select three courses from at least two of the following areas (9 units)

**Area 1: History or Government**
- HIST012 - African American History - 3 units
- HIST014 - History of the Native North Americans - 3 units
- HIST016 - Mexican-American History - 3 units

**Area 2: Arts and Humanities**
ARTS007 - The Art of Asia - 3 units
ARTS010 - American Art: A Multicultural Approach - 3 units
ARTS013 - African-American Art History - 3 units
ARTS014 - Women in Art History - 3 units
WGQS002 - Women in the Arts: Multicultural Perspectives - 3 units
WGQS003 - Introduction to Gender and Queer Studies - 3 units
WGQS004A - Women in World Cultures - 3 units

Area 3: Social Science
ANTH003 - Introduction to Cultural Anthropology - 3 units
OR
ANTH003H - Honors Introduction to Cultural Anthropology - 3 units
ECON001A - Principles of Macroeconomics - 3 units
AND
ECON002A - Principles of Macroeconomics Lab – 1 unit
ECON001AH - Honors Principles of Macroeconomics - 3 units
AND
ECON002AH - Honors Principles of Macroeconomics Lab – 1 unit
ECON001B - Principles of Microeconomics - 3 units
AND
ECON002B - Principles of Microeconomics Lab – 1 unit
ECON001BH - Honors Principles of Microeconomics - 3 units
AND
ECON002BH - Honors Principles of Microeconomics Lab – 1 unit
GEOG002 - Introduction to Cultural Geography - 3 units
POLI003 - Introduction to Political Science - 3 units
SOCI028 - Sociology of Gender - 3 units

Area 4: Quantitative Reasoning and Research Methods
MATH010 - Elementary Statistics – 4 units
OR
MATH010H - Honors Elementary Statistics – 4 units
PSYC002 - Experimental Psychophysiology – 4 units
OR
PSYC002H - Honors Experimental Psychophysiology – 4 units

Area 5: Major Preparation
ARTS001J - Survey of Non-Western Art: Africa, Oceania, and Indigenous North America - 3 units
ARTS007 - The Art of Asia - 3 units
ENGL012 - African American Literature - 3 units
ENGL018 - Asian American Literature - 3 units
FRNC001A - Beginning French - 5 units
HIST005B - World History from 1500 - 3 units
HUMN001B - Human Values in and from the Arts - the Renaissance to the Modern Age - 3 units
JPNS001A - Beginning Japanese - 5 units
PHIL001 - Introduction to Philosophy - 5 units
PSYC001 - General Psychology – 3 units
SOCI001 - Introduction to Sociology – 3 units
SPAN001A - Beginning Spanish - 5 units
WGQS001 - Introduction to Women's Studies – 4 units

**Total Major Units:** 18-26
**Total Program Units:** 60

**Recommended Sequence:**

**Fall, Year 1:** 7 units
- SOCI 028; WGQS 001

**Spring, Year 1:** 6 units
- SJST 001; SOCI 020

**Fall, Year 2 (example course listed):** 3 units
- WGQS 003

**Spring, Year 2 (example course listed):** 6 units
- ARTS 001J; ENGL 012
Sociology, AA-T

The Associate in Arts in Sociology for Transfer is a 60 unit program which provides lower division education to students planning to transfer to a CSU and major in Sociology. Students completing the program will be able to analyze the major dimensions of the diversity of human social experiences using scientific discourse, identify and distinguish various major theoretical perspectives within sociology and how these differ from other social science disciplines, and evaluate social science research methodologies and apply empirical research to human behavior.

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

Proposal Term: Fall, 2020

Program Justification: This program is being revised to meet Title 5 standards. Courses added to the AA-T. The program report was updated to clearly match the TMC. Changes include: The required core courses are now 10 units, List A is 6 units and List B is 3 units. SOCI 002, MATH 010 and MATH 010H are now in Required Core. SOCI 003, SOCI 020, SOCI 028 and SOCI 040 are in List A. List B now includes SOCI 045. The subject codes were also updated to the current 4-character format.

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

Required Core Courses: 10 units
SOCI001 - Introduction to Sociology – 3 units
SOCI002 - Social Problems – 3 units
MATH010 - Elementary Statistics – 4 units
OR
MATH010H - Honors Elementary Statistics – 4 units

List A Any two of the following courses: 6 units
SOCI003 - Social Psychology: A Sociological Perspective – 3 units
SOCI020 - Sociology of Race and Ethnicity – 3 units
SOCI040 - Marriage and Family Sociology – 3 units
SOCI028 - Sociology of Gender – 3 units

List B Any 1 of the following courses or any course not used above: 3 units
SOCI045 - Sociology of Human Sexuality – 3 units

Total Major Units: 19
Total Program Units: 60

Recommended Sequence:

Fall, Year 1 (example course listed): 6 units
SOCI 001;
SOCI 003 OR 020 OR 040

**Spring, Year 1: 7 units**
SOCI 002;
MATH 010 OR 010H

**Fall, Year 2: 3 units**
SOCI 003 OR 020 OR 028 OR 040

**Spring, Year 2: 3 units**
SOCI 028 OR 045 OR 003 OR 020 OR 040
Studio Arts, AA-T

The Associate in Arts in Studio Arts for Transfer degree (AA-T in Studio Arts) is designed to provide lower division education to students planning to transfer to a CSU institution in pursuit of a baccalaureate degree in Art, Visual and Public Art or Visual and Performing Arts.

Students completing the Associate in Arts in Studio Arts for Transfer degree (AA-T in Studio Arts) will be able to examine and evaluate artwork in terms of strengths and goals; create drawings that demonstrate proportion, value, volume, composition, chiaroscuro and perspective and techniques of pencil, ink and charcoal application; and create an art project that uses the elements of design point, line, plane, value, and other design principles of organization.

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.

Proposal Start: Fall, 2020
Program Justification:
This program is being updated to reflect updated course subject codes. Changes include minor updates, including changes to courses. Additional course options were added to List B (ARTS 065A, ARTS 067A, ARTS 085A). The rule for List B was edited to show a range of 9-10 units, previously was just 9 units. ARTS 001AH and 001BH were added as an options for Required Core
Submission Rationale: Change courses or rules

Required Core Courses: 12 units
ARTS001B - Survey of Western Art II - 3 units
OR
ARTS001BH - Honors Survey of Western Art II - 3 units

ARTS033A - Two-Dimensional Design - 3 units

ARTS081 - 3-Dimensional Design - 3 units

ARTS031A - Beginning Drawing - 3 units

List A (select one): 3 units
ARTS001A - Survey of Western Art I - 3 units
OR
ARTS001AH - Honors Survey of Western Art I - 3 units

ARTS007 - The Art of Asia - 3 units

ARTS001J - Survey of Non-Western Art: Africa, Oceania, and Indigenous North America - 3 units

ARTS001E - Design in Society - 3 units
List B: Select 3 (Curricular Areas): 9 units

ARTS035A - Beginning Life Drawing - 3 units
ARTS031B - Expressive Drawing - 3 units
ARTS049A - Beginning Painting - 3 units
ARTS065A - Ceramics-Handbuilding - 3 units
ARTS067A - Ceramics-Potter's Wheel - 3 units
ARTS085A - Sculpture - 3 units
ARTS055 - Introduction to Computer Arts - 3 units
ARTS062A - Basic Photography - 3 units
ARTS033C - Color Design - 3 units
ARTS049B - Intermediate Painting - 3 units
ARTS057A - Animation I – 4 units
ARTS065B - Ceramics-Handbuilding II - 3 units
ARTS067B - Ceramics-Potter's Wheel - 3 units
ARTS085B - Sculpture - 3 units

Total Major Units: 24-25
Total Program Units: 60

Recommended Sequence:

Fall, Year 1: 6 units
ARTS 001B; ARTS 031A
Spring, Year 1: 3 units
ARTS 033A
Fall, Year 2: 3 units
ARTS 081
Spring, Year 2: 3 units
List A (Any Course)
Fall & Spring, Year 2: 9 units
List B (Any Course); List B (Any Course); List B (Any Course)
<table>
<thead>
<tr>
<th>PROGRAM DEACTIVATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Art, AA</strong> - In reviewing courses, transfer requirements, and Vision for Success goals, the department believes a Certificate for portfolio development coupled with an ADT (rather than a AA) most effectively supports students in achieving transfer and professional goals.</td>
</tr>
</tbody>
</table>
5. Consent Agenda

Subject 5.4 FACULTY CONTRACT RENEWAL – WEST VALLEY COLLEGE -
Recommendation: That the Board of Trustees approve faculty for second
year contracts for the 2020-21 academic year as outlined below.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended That the Board of Trustees approve faculty for second year contracts for the 2020-21 academic year as outlined below.

Prepared By: SONIA MCVEY

Reviewed By: STEPHANIE KASHIMA AND ALBERT M. MOORE

Approved By: BRADLEY DAVIS

Funding Source/Fiscal Impacts
Funds are budgeted in accordance with the West Valley-Mission Federation of Teachers AFT 6554 contract provisions. No additional fiscal impact is associated with this item.

Reference(s)
Education Code Sections 87608 and 87608.5 codify the process for contract (i.e., tenure-track) employees concluding their first and second-year contracts. This is also in accordance with the terms included in the negotiated contract for West Valley-Mission Federation of Teachers, AFT 6554, 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Rachel</td>
<td>Biology</td>
<td>8/23/2019</td>
</tr>
<tr>
<td>Breder, William</td>
<td>Math</td>
<td>8/23/2019</td>
</tr>
<tr>
<td>Cardamone, Andrew</td>
<td>Athletic Counselor</td>
<td>8/1/2019</td>
</tr>
<tr>
<td>Dahl, Scott</td>
<td>Theater</td>
<td>8/23/2019</td>
</tr>
<tr>
<td>Dotson, Laurie</td>
<td>Child Studies</td>
<td>8/24/2019</td>
</tr>
<tr>
<td>Fard, Maryam</td>
<td>Professional Studies Counselor</td>
<td>8/1/2019</td>
</tr>
<tr>
<td>Gonzalez, Jesus</td>
<td>Math</td>
<td>8/23/2019</td>
</tr>
<tr>
<td>Keh, Jennifer</td>
<td>Social Science Counselor</td>
<td>8/1/2019</td>
</tr>
<tr>
<td>Stevenson, Christina</td>
<td>English</td>
<td>8/23/2019</td>
</tr>
<tr>
<td>Vargas, Erika</td>
<td>Kinesiology</td>
<td>1/25/2019</td>
</tr>
<tr>
<td>West, Michael</td>
<td>Articulation Counselor</td>
<td>8/1/2019</td>
</tr>
<tr>
<td>Yoshikawa, Danny</td>
<td>Kinesiology</td>
<td>8/23/2019</td>
</tr>
</tbody>
</table>

Coordination
The Tenure Appraisal Teams, Provost and VP of Academic Affairs and the College President recommend the above action.

Follow-up/Outcome
Additional one-year contracts will be processed following Board approval and the tenure appraisal teams will continue to evaluate the instructors’ 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 5.5 FACULTY CONTRACT RENEWAL – WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve faculty for third year contracts covering two academic years, 2020-2021 and 2021-2022.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees approve faculty for third year contracts covering two academic years, 2020-2021 and 2021-2022.

Prepared By: SONIA MCVEY

Reviewed By: STEPHANIE KASHIMA AND ALBERT M. MOORE

Approved By: BRADLEY DAVIS

Funding Source/Fiscal Impact
Funds are budgeted in accordance with the West Valley-Mission Federation of Teachers AFT 6554 contract provisions. No additional fiscal impact is associated with this item.

Reference(s)
Education Code 87609 (a-b) codifies the process for contract (i.e., tenure-track) employees concluding the final two years of their four-year tenure process. This is also in accordance with the terms included in the negotiated contract for West Valley-Mission Federation of Teachers AFT 6554, Article 24B.

Background/Alternatives
The following faculty have completed their second contract and are recommended to receive their third contract for the 2020-21 and 2021-2022 academic years.

<table>
<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Hire Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chen, SerKuang</td>
<td>Math</td>
<td>8/24/2018</td>
</tr>
<tr>
<td>Davis, Troy</td>
<td>Music</td>
<td>8/24/2018</td>
</tr>
<tr>
<td>Fenstermacher, Dan</td>
<td>Photography</td>
<td>8/24/2018</td>
</tr>
<tr>
<td>Kardevani, Hashem</td>
<td>Economics</td>
<td>1/26/2018</td>
</tr>
<tr>
<td>Liu, Takyiu</td>
<td>Computer Science</td>
<td>8/24/2018</td>
</tr>
<tr>
<td>Llantero, Erika</td>
<td>Counseling - DESP</td>
<td>1/02/2018</td>
</tr>
<tr>
<td>McFarland, Heidi</td>
<td>Park Management</td>
<td>8/24/2018</td>
</tr>
<tr>
<td>Ng, Terry</td>
<td>Chemistry</td>
<td>8/24/2018</td>
</tr>
<tr>
<td>Plunkett, Laura</td>
<td>Math</td>
<td>8/24/2018</td>
</tr>
</tbody>
</table>

Coordination
The Tenure Appraisal Teams, Provost and VP of Academic Affairs and the College President recommend the above action.

Follow-up/Outcome
Additional contracts will be processed following Board approval and the tenure appraisal teams will continue to evaluate the instructors’ 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  5.6 APPROVAL OF CONTRACT WITH CONSTRUCTION INSPECTION SERVICES INC. FOR INSPECTOR OF RECORD SERVICES -
Recommendation: That the Board of Trustees authorize the administration to enter into a contract with Construction Inspection Services Inc. in the amount of $194,000 for inspector of record services for the Athletic Field Upgrades – Softball Complex

Meeting  Apr 7, 2020 - Regular Meeting, Comments

Access  Public

Type  Action (Consent)

Recommended Action  That the Board of Trustees authorize the administration to enter into a contract with Construction Inspection Services Inc. in the amount of $194,000 for inspector of record services for the Athletic Field Upgrades – Softball Complex project at West Valley College.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
The funding for this project comes from Measure C, line item WV-14 of the West Valley College project priority list.

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

Title 24 — Administrative regulations requires that a Division of the State Architect (DSA)-approved and qualified inspector of record be hired for school construction projects. Construction Inspection Services Inc. meets the Title 24 requirements and qualifications.

Background/Alternatives
A Request for Qualifications, #01-1920, was advertised and solicited from DSA- certified inspector of record (IOR) firms. Two proposals were submitted on October 11, 2019, at 11:00 AM via the District’s PlanetBids portal.

Coordination
This project includes the work of the associate vice chancellor of facilities development and operation, the director of construction, and the executive director of general services.

Follow-up/Outcome
Upon Board approval, an agreement will be issued to Construction Inspection Services Inc. in the amount of $194,000 for DSA inspector of record services on the Athletic Field Upgrades – Softball Complex project at West Valley College.

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

5.7 APPROVAL OF BID CA05-1920 ATHLETIC FIELD UPGRADES - SOFTBALL COMPLEX, DEMO/SITEWORK/CONCRETE PACKAGE AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Robert A. Bothman Construction in the amount of $6,065,000 and reject all other bids. The award of the contract is based on the base bid as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Allowance</th>
<th>Alternates</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA Bothman Constr.</td>
<td>$5,990,000</td>
<td>$65,000</td>
<td>$10,000</td>
<td>$6,065,000</td>
</tr>
</tbody>
</table>

The District received one other bid:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Allowance</th>
<th>Alternates</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>McGuire &amp; Hester</td>
<td>$8,893,550</td>
<td>$65,000</td>
<td>$278,200</td>
<td>$9,236,750</td>
</tr>
</tbody>
</table>

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

### Funding Source/Fiscal Impact

The funding for this project comes from Measure C, line item WV-14 of the West Valley College project priority list.

### Reference(s)

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

### Background/Alternatives

A notice to bidders was advertised and bids were solicited from twenty-one (21) contractors. Two (2) companies attended the pre-bid meeting. Two bids were received. Bids were submitted through PlanetBids on March 12, 2020, 11:00 AM.

This project will install the Athletic Field Upgrades–Softball Complex Demo/Sitework/Concrete package at West Valley College.

### Coordination

This project includes the work of the associate vice chancellor of facilities development and operations, the director of construction, and the executive director of general services.

### Follow-up/Outcome

Upon Board approval, a contract will be issued to Robert A. Bothman Construction in the amount of $6,065,000 for the Athletic Field Upgrades–Softball Complex Demo/Sitework/Concrete package at West Valley College.

*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

5.8 APPROVAL OF BID CA07-1920 ATHLETIC FIELD UPGRADES-SOFTBALL COMPLEX, ELECTRICAL PACKAGE AT WEST VALLEY COLLEGE -
Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Bockmon & Woody Electric Co. in the amount of $1,642,500 and reject all other bids.

Meeting

Apr 7, 2020 - Regular Meeting, Comments

Access

Public

Type

Action (Consent)

Recommended Action

That the Board of Trustees approve the lowest responsive and responsible bid received from Bockmon & Woody Electric Co. in the amount of $1,642,500 and reject all other bids. The award of the contract is based on the base bid plus allowance and alternates as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Allowance</th>
<th>Alternates</th>
<th>Total Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>B&amp;W Electric Co., Inc.</td>
<td>$1,590,000</td>
<td>$45,000</td>
<td>$7,500</td>
<td>$1,642,500</td>
</tr>
<tr>
<td>General Lighting Serv.</td>
<td>$2,207,579</td>
<td>$45,000</td>
<td>$35,000</td>
<td>$1,642,500</td>
</tr>
<tr>
<td>* InterMountain Electric</td>
<td>$1,939,636</td>
<td>$45,000</td>
<td>$12,480</td>
<td>$1,997,116</td>
</tr>
</tbody>
</table>

The District received two other bids:

* Rejected as non-responsive.

Prepared By:  Javier Castruita

Reviewed By:  Bradley Davis

Approved By:  Bradley Davis

Funding Source/Fiscal Impact

The funding for this project comes from Measure C, line item WV-14 of the West Valley College project priority list.

Reference(s)

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

Background/Alternatives

A notice to bidders was advertised and bids were solicited from twenty-one (21) contractors. Two (2) companies attended the pre-bid meeting. Three bids were received. Bids were submitted through PlanetBids on March 12, 2020, 11:00 AM.

This project will install the Athletic Field Upgrades–Softball Complex electrical package at West Valley College.

Coordination

This project includes the work of the associate vice chancellor of facilities development and operation, the director of construction, and the executive director of general services.

Follow-up/Outcome

Upon Board approval, a contract will be issued to Bockmon & Woody Electric Co. in the amount of $1,642,500 for the Athletic Field Upgrades–Softball Complex electrical package at West Valley College.

*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 APPROVAL OF BID CA08-1920 MT REPLACEMENT BUILDING AT MISSION COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Gonsalves & Stronck Construction Company Inc. in the amount of $30,260,000 and reject all other bids.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees approve the lowest responsive and responsible bid received from Gonsalves & Stronck Construction Company Inc. in the amount of $30,260,000 and reject all other bids. The award of the contract is based on the Base Bid as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Total Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gonsalves &amp; Stronck Construction Company Inc.</td>
<td>30,260,000</td>
<td>30,260,000</td>
</tr>
</tbody>
</table>

The District received one other responsive bid:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Total Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodan Builders Inc.</td>
<td>33,745,000</td>
<td>33,745,000</td>
</tr>
</tbody>
</table>

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
The funding for this project comes from Measure C, line item MC-5 of the Mission College Project Priority List.

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

Background/Alternatives
A Notice to Bidders was advertised and bids were solicited from fifty-four (54) contractors. Four (4) companies attended the pre-bid meetings. Two (2) bids were received. Bids were submitted through PlanetBids on March 16, 2020, 11:00 AM.

This project will replace the MT portable classroom buildings that were installed in 1979 and 1999. The new building will be a 38,700 square foot, two story building. The new building will consolidate multidiscipline lecture classrooms, computer and electronic laboratories, and office spaces for faculty and staff currently housed in the portable classrooms. The new building will utilize modern construction materials to achieve LEED gold certification for greater energy efficiency.

Coordination
This project includes the work of the associate vice chancellor of facilities development and operation, the director of construction, and the executive director of general services.

Follow-up/Outcome
Upon Board approval, a contract will be issued to Gonsalves & Stronck Construction Company Inc. in the amount of $30,260,000 for the MT Replacement Building at Mission College.

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 APPROVAL OF BID CA09-1920 ATHLETIC FIELD UPGRADES-SOFTBALL COMPLEX, ASTRO-TURF INSTALLATION PACKAGE AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Valley Precision Grading Inc. in the amount of $186,220 and reject all other bids.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees approve the lowest responsive and responsible bid received from Valley Precision Grading Inc. in the amount of $186,220 and reject all other bids. The award of the contract is based on the base bid plus allowance and alternates as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Allowance</th>
<th>Alternates</th>
<th>Total Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valley Precision Gr., Inc.</td>
<td>$176,220</td>
<td>$10,000</td>
<td>$0</td>
<td>$186,220</td>
</tr>
<tr>
<td><em>AstroTurf Corp.</em></td>
<td>$184,800</td>
<td>$10,000</td>
<td>$0</td>
<td>$194,800</td>
</tr>
</tbody>
</table>

The District received one other bid:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Allowance</th>
<th>Alternates</th>
<th>Total Award</th>
</tr>
</thead>
</table>
| *Rejected as non-responsive.*

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

Funding Source/Fiscal Impact
The funding for this project comes from Measure C, line item MC-5 of the Mission College Project Priority List.

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

Background/Alternatives
A Notice to Bidders was advertised and bids were solicited from twenty-one (21) contractors. Two (2) companies attended the pre-bid meeting. Two bids were received. Bids were submitted through PlanetBids on March 12, 2020, 11:00 AM.

This project will install the Athletic Field Upgrades–Softball Complex astro-turf installation package at West Valley College.

Coordination
This project includes the work of the associate vice chancellor of facilities development and operations, the director of construction, and the executive director of general services.

Follow-up/Outcome
Upon Board approval, a contract will be issued to Valley Precision Grading Inc. in the amount of $186,220 for the Athletic Field Upgrades–Softball Complex astro-turf installation package at West Valley College.

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  5.11 APPROVAL OF BID CA10-1920 ATHLETIC FIELD UPGRADES- SOFTBALL COMPLEX, BLEACHERS PACKAGE AT WEST VALLEY COLLEGE -
Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Dant Clayton Corporation in the amount of $1,265,000 and reject all other bids.

Meeting  Apr 7, 2020 - Regular Meeting, Comments

Access  Public

Type  Action (Consent)

Recommended Action  That the Board of Trustees approve the lowest responsive and responsible bid received from Dant Clayton Corporation in the amount of $1,265,000 and reject all other bids. The award of the contract is based on the base bid plus allowance and alternates as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Allowance</th>
<th>Alternates</th>
<th>Total Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dant Clayton Corp.</td>
<td>$1,250,000</td>
<td>$15,000</td>
<td>$0</td>
<td>$1,265,000</td>
</tr>
</tbody>
</table>

The District received no other bids.

Prepared By:  Javier Castruita

Reviewed By:  Bradley Davis

Approved By:  Bradley Davis

Funding Source/Fiscal Impact
The funding for this project comes from Measure C, line item WV-14 of the West Valley College project priority list.

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

Background/Alternatives
A Notice to Bidders was advertised and bids were solicited from twenty-one (21) contractors. Two (2) companies attended the pre-bid meeting. One bid was received. Bids were submitted through PlanetBids on March 12, 2020, 11:00 AM.

This project will install the Athletic Field Upgrades–Softball Complex bleachers package at West Valley College.

Coordination
This project includes the work of the associate vice chancellor of facilities development and operations, the director of construction, and the executive director of general services.

Follow-up/Outcome
Upon Board approval, a contract will be issued to Dant Clayton Corporation in the amount of $1,265,000 for the Athletic Field Upgrades–Softball Complex bleachers package at West Valley College.

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 APPROVAL OF BID CA11-1920 ATHLETIC FIELD UPGRADES- SOFTBALL COMPLEX, FENCING PACKAGE AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Golden Bay Fencing Plus Iron Works Inc. in the amount of $293,913 and reject all other bids.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees approve the lowest responsive and responsible bid received from Golden Bay Fencing Plus Iron Works Inc. in the amount of $293,913 and reject all other bids. The award of the contract is based on the base bid plus allowance and alternates as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Allowance</th>
<th>Alternates</th>
<th>Total Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golden Bay Fence Plus</td>
<td>$283,913</td>
<td>$10,000</td>
<td>$0</td>
<td>$293,913</td>
</tr>
<tr>
<td>Iron Works, Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The District received one other bid:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Allowance</th>
<th>Alternates</th>
<th>Total Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crusader Fencing Co.</td>
<td>$552,996</td>
<td>$10,000</td>
<td>$0</td>
<td>$562,996</td>
</tr>
</tbody>
</table>

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
The funding for this project comes from Measure C, line item WV-14 of the West Valley College project priority list.

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

Background/Alternatives
A Notice to Bidders was advertised and bids were solicited from twenty-one (21) contractors. Two (2) companies attended the pre-bid meeting. Two bids were received. Bids were submitted through PlanetBids on March 12, 2020, 11:00 AM.

This project will install the Athletic Field Upgrades–Softball Complex fencing package at West Valley College.

Coordination
This project includes the work of the associate vice chancellor of facilities development and operation, the director of construction, and the executive director of general services.

Follow-up/Outcome
Upon Board approval, a contract will be issued to Golden Bay Fence Plus Iron Works Inc. in the amount of $293,913 for the Athletic Field Upgrades–Softball Complex fencing package at West Valley College.

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 APPROVAL OF BID CA12-1920 ATHLETIC FIELD UPGRADES- SOFTBALL COMPLEX, LANDSCAPE PACKAGE AT WEST VALLEY COLLEGE -
Recommendation: That the Board of Trustees approve the lowest responsive and responsible bid received from Suarez & Munoz Construction Inc. in the amount of $552,000 and reject all other bids.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees approve the lowest responsive and responsible bid received from Suarez & Munoz Construction Inc. in the amount of $552,000 and reject all other bids. The award of the contract is based on the base bid plus allowance and alternates as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
<th>Allowance</th>
<th>Alternates</th>
<th>Total Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suarez &amp; Munoz Constr.</td>
<td>$462,000</td>
<td>$25,000</td>
<td>$65,000</td>
<td>$552,000</td>
</tr>
<tr>
<td>The District</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marina Landscape, Inc.</td>
<td>$643,400</td>
<td>$25,000</td>
<td>$55,500</td>
<td>$723,900</td>
</tr>
<tr>
<td>*Green Growth Ind., Inc.</td>
<td>$603,895</td>
<td>$25,000</td>
<td>$0</td>
<td>$628,895</td>
</tr>
</tbody>
</table>

*Rejected as non-responsive.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact The funding for this project comes from Measure C, line item WV-14 of the West Valley College project priority list.

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

Background/Alternatives A Notice to Bidders was advertised and bids were solicited from twenty-one (21) contractors. Two (2) companies attended the pre-bid meeting. Three bids were received. Bids were submitted through PlanetBids on March 12, 2020, 11:00 AM.

This project will install the Athletic Field Upgrades–Softball Complex landscape package at West Valley College.

Coordination This project includes the work of the associate vice chancellor of facilities development and operations, the director of construction, and the executive director of general services.

Follow-up/Outcome Upon Board approval, a contract will be issued to Suarez & Munoz Construction Inc. in the amount of $552,000 for the Athletic Field Upgrades–Softball Complex landscape package at West Valley College.

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 APPROVE CONTRACT INCREASE WITH ENVIRONMENTAL SYSTEMS INC. - Recommendation: That the Board of Trustees ratify change order 1 for an increase of $42,750 to the contract with Environmental Systems Inc. for emergency repairs to the geothermal system at Mission College.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees ratify change order 1 for an increase of $42,750 to the contract with Environmental Systems Inc. for emergency repairs to the geothermal system at Mission College.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

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

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

Background/Alternatives
On March 17, 2020, the Board approved the contract with Environmental Systems Inc. in the amount of $123,594 for reconnection of the geothermal system to the building, startup, and commissioning of the system due to the geothermal well system leaks at Mission College. This change order includes leak repairs to the 12-inch main return pipe which were discovered during the reconnection process. Work includes excavating to expose the pipe for repairs, backfill and compaction.

Change Order No. 1: Provide additional trench excavation to expose two 12-inch main pipes for repairs.
Add: 42,750

The total of change order 1 is $42,750, which will increase the contract to $166,344.

Coordination
The associate vice chancellor of facilities development and operations, and the 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 5.15 PROJECT ASSIGNMENT AMENDMENT WITH KITCHELL FOR DESIGN AND CONSTRUCTION MANAGEMENT SERVICES FOR THE LEARNING RESOURCE CENTER RENOVATION PROJECT AT WEST VALLEY COLLEGE -
Recommnadtion: That the Board of Trustees approve the Project Assignment Amendment with Kitchell for design and construction management services in the amount of $970,712 for the Learning Resource Center Renovation project at West Valley College.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees approve the Project Assignment Amendment with Kitchell for design and construction management services in the amount of $970,712 for the Learning Resource Center Renovation project at West Valley College.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
The funding for this project comes from Measure C, line item WV-9, and Measure W, line item WV-2, of the West Valley College Project Priority List, and State Capital Outlay funds.

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

Background/Alternatives
On September 3, 2019, the Board of Trustees approved the project assignment agreement with Kitchell in the amount of $2,377,725 for design management and construction management services for the Learning Resource Center Renovation project at West Valley College. This amendment is to adjust the fees based on the new approved construction budget of $44,645,830. The fee is based on the construction budget and the negotiated fee percentage for design management and construction management as follows.

<table>
<thead>
<tr>
<th>Project and Fee Description</th>
<th>Construction Budget</th>
<th>Fee %</th>
<th>Contract Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>WVC LRC Renovation Project</td>
<td>$44,645,830</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design &amp; Construction Management Fee</td>
<td></td>
<td>7.5%</td>
<td>$3,348,437</td>
</tr>
<tr>
<td>Less Original Contract Amount</td>
<td></td>
<td></td>
<td>$2,377,725</td>
</tr>
<tr>
<td>Contract Amendment</td>
<td></td>
<td></td>
<td>$970,712</td>
</tr>
<tr>
<td>New Contract Amount</td>
<td></td>
<td></td>
<td>$3,348,437</td>
</tr>
</tbody>
</table>

This project will renovate the Learning Resource Center (LRC) originally constructed in 1972. The LRC has 59,134 square feet and supports various programs and services, including the digital media center, TV/recording studio, writing center, library, tutorial/assessment center and DESP. The renovation project will improve functional adjacencies, promote sharing of resources, and upgrade technology and building systems. The LRC Renovation project has received state funding and authorization to proceed with the working drawing phase.
Coordination
The associate vice chancellor of facilities development and operations, and the director of construction reviewed and worked on this project assignment amendment.

Follow-up/Outcome
Upon Board approval, a project assignment amendment will be executed with Kitchell.

*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 | 5.16 SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO STATUS  
| - This item is for informational purposes only. |
| Meeting | Apr 7, 2020 - Regular Meeting, Comments |
| Access | Public |
| Type | Action (Consent) |
| Recommended Action | This item is for informational purposes only. |
| Prepared By | Christina Booth |
| Reviewed By | Ngoc Chim |
| Approved By | Bradley Davis |

**Funding Source/Fiscal Impact**

N/A

**Reference(s)**

Investments are governed by Board Policy 6320.

**Background/Alternatives**

The District’s funds are invested with the County Treasury. The report can be found on the Board of Trustees website under the "Documents" link.

**Coordination**

N/A

**Follow-up/Outcome**

No further action is required.

**File Attachments**

- December 2019 Quarterly Investment Rpt -Schools and Special Districts.pdf (2,644 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.*
5. Consent Agenda

Subject  5.17 REVIEW OF PURCHASE ORDER TRANSACTIONS - This is an information item only.

Meeting  Apr 7, 2020 - Regular Meeting, Comments

Access  Public

Type  Action (Consent)

Recommended Action  This is an information item only.

Prepared By: Mina Hernandez

Reviewed By: Ngoc Chim

Approved By: Bradley Davis

Funding Source/Fiscal Impact
There is no fiscal impact associated with this item.

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 January 2020 thru February 2020. 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 administrative services.

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

File Attachments
Attach. 7.2 2020 Jan Feb PO Report - Final.xlsx (17 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.
<table>
<thead>
<tr>
<th>PO Number</th>
<th>PO Date</th>
<th>PO Amount</th>
<th>Vendor</th>
<th>Description</th>
<th>BoT Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2001981</td>
<td>2/19/2020</td>
<td>$21,340.00</td>
<td>Educational Student Tours</td>
<td>Student and faculty accomodations during HBCU tour</td>
<td></td>
</tr>
<tr>
<td>P2001726</td>
<td>1/15/2020</td>
<td>$68,985.00</td>
<td>eLumen Inc.</td>
<td>Core Curriculum SAAS Student engagement and eportfolio annual renewal</td>
<td></td>
</tr>
<tr>
<td>P2001997</td>
<td>2/20/2020</td>
<td>$14,249.77</td>
<td>Crestline Specialties Inc.</td>
<td>Student Equity Supplies</td>
<td></td>
</tr>
<tr>
<td>P2002033</td>
<td>2/25/2020</td>
<td>$31,716.72</td>
<td>Relation Insurance Services</td>
<td>International Student Insurance</td>
<td>4/21/2019</td>
</tr>
<tr>
<td>P2001843</td>
<td>1/29/2020</td>
<td>$13,500.00</td>
<td>Silicon Valley Creates</td>
<td>Fashion Program Sponsorship Contract</td>
<td></td>
</tr>
<tr>
<td>P2001909</td>
<td>2/10/2020</td>
<td>$59,580.00</td>
<td>Mark Cavagnero Associates</td>
<td>Production of drawings for digital fabrication</td>
<td></td>
</tr>
<tr>
<td>P2001642</td>
<td>1/7/2020</td>
<td>$11,701.81</td>
<td>Athletics Unlimited</td>
<td>Baseball supplies for Athletics dept.</td>
<td></td>
</tr>
<tr>
<td>P2001643</td>
<td>1/7/2020</td>
<td>$16,610.00</td>
<td>Athletics Unlimited</td>
<td>Mens soccer supplies for Athletics dept.</td>
<td></td>
</tr>
<tr>
<td>P2001774</td>
<td>1/21/2020</td>
<td>$10,682.00</td>
<td>Myers &amp; Briggs Foundation</td>
<td>MBTI Interpretive Report</td>
<td></td>
</tr>
<tr>
<td>P2002019</td>
<td>2/24/2020</td>
<td>$35,000.00</td>
<td>Community Solutions for Children, Families, and Individuals</td>
<td>Title IV-E training for social workers</td>
<td></td>
</tr>
<tr>
<td>P2001808</td>
<td>1/24/2020</td>
<td>$14,052.00</td>
<td>KIS</td>
<td>Academic Vmware and 3 year support - IS</td>
<td></td>
</tr>
<tr>
<td>P2001811</td>
<td>1/24/2020</td>
<td>$40,090.20</td>
<td>KIS</td>
<td>Dell drive and Dell hotplug drive - IS</td>
<td></td>
</tr>
<tr>
<td>P2002007</td>
<td>2/21/2020</td>
<td>$12,312.00</td>
<td>KIS</td>
<td>Nimble NAS 3 year Maintenance Renewal - IS</td>
<td></td>
</tr>
<tr>
<td>P2001753</td>
<td>1/23/2020</td>
<td>$70,000.00</td>
<td>Balance.point Strategic Services</td>
<td>Open PO for VTA Joint Workforce</td>
<td></td>
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<tr>
<td>P2001753</td>
<td>1/23/2020</td>
<td>$60,000.00</td>
<td>Sacramento City College</td>
<td>MOU-Courseware for each cohort of the State of California Civil Service IT Apprenticeship program</td>
<td></td>
</tr>
<tr>
<td>P2001949</td>
<td>2/13/2020</td>
<td>$20,000.00</td>
<td>Sugimura Finney Architects</td>
<td>Architect for MC Student Pantry Store</td>
<td></td>
</tr>
<tr>
<td>P2001733</td>
<td>1/23/2020</td>
<td>$96,000.00</td>
<td>Nextflex Learning Programs</td>
<td>Open PO, 10 FlexFactor iterations an 10 Learn and Earn Internships - UCCA</td>
<td>12/10/2019</td>
</tr>
<tr>
<td>P2001782</td>
<td>1/22/2020</td>
<td>$50,000.00</td>
<td>Graphic Affect</td>
<td>EOPS supplies</td>
<td></td>
</tr>
<tr>
<td>P2001799</td>
<td>1/24/2020</td>
<td>$200,000.00</td>
<td>Relation Insurance Services</td>
<td>International student health insurance</td>
<td>4/2/2019</td>
</tr>
<tr>
<td>P2001863</td>
<td>1/31/2020</td>
<td>$31,918.44</td>
<td>Stevens Creek Toyota</td>
<td>Police Dept. - Toyota Tacoma</td>
<td></td>
</tr>
<tr>
<td>P2001664</td>
<td>1/15/2020</td>
<td>$102,870.00</td>
<td>KIS</td>
<td>Professional Service Support Agreement</td>
<td>12/10/2019</td>
</tr>
<tr>
<td>P2001779</td>
<td>1/21/2020</td>
<td>$15,359.92</td>
<td>DLT Solutions LLC</td>
<td>Computer educational maintenance renewal</td>
<td></td>
</tr>
<tr>
<td>P2001758</td>
<td>1/17/2020</td>
<td>$13,137.00</td>
<td>Vikhar</td>
<td>Open PO for Gas for District Services</td>
<td></td>
</tr>
<tr>
<td>Project ID</td>
<td>Start Date</td>
<td>Amount</td>
<td>Company Name</td>
<td>Work Description</td>
<td>Location</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
<td>------------</td>
<td>-------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>P2001982</td>
<td>2/20/2020</td>
<td>$27,800.00</td>
<td>Ninyo &amp; Moore Geotechnical and Environmental Sciences Consultants</td>
<td>Meas W - WVC Outdoor PE Facilities Upgrades- Geotechnical</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001660</td>
<td>1/9/2020</td>
<td>$46,005.00</td>
<td>K2A Architecture + Interiors</td>
<td>Meas W - WVC Modular Removal Site Restoration- Architectural</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001932</td>
<td>1/21/2020</td>
<td>$58,000.00</td>
<td>Interface Engineering Inc.</td>
<td>Meas C - WVC Learning Resource Center- Engineering</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001776</td>
<td>1/23/2020</td>
<td>$25,000.00</td>
<td>KRJ Design Group Inc.</td>
<td>Meas C - WVC Swing Space for moving LRC - Design</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2002031</td>
<td>2/25/2020</td>
<td>$72,000.00</td>
<td>Construction Testing Services</td>
<td>Meas C - WVC Athletic Field Turf Restoration</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001838</td>
<td>1/27/2020</td>
<td>$14,021.12</td>
<td>Acco Engineered Systems</td>
<td>WVC - Remove and replace tandem compressor - IS</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001866</td>
<td>2/19/2020</td>
<td>$13,603.40</td>
<td>Acco Engineered Systems</td>
<td>WVC - Compressor replacement - Campus Center</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001882</td>
<td>1/30/2020</td>
<td>$18,675.00</td>
<td>Environmental Systems Inc.</td>
<td>WVC - HVAC controls replacement - Fine Arts &amp; Music Bldg.</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001855</td>
<td>2/13/2020</td>
<td>$13,685.00</td>
<td>Environmental Systems Inc.</td>
<td>WVC - Theater Repairs for Cooling Tower</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001667</td>
<td>1/9/2020</td>
<td>$10,930.00</td>
<td>Mosaic Associates</td>
<td>Meas W - MC Biological Survey and Support for Burrowing Owl Habitat</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001715</td>
<td>1/14/2020</td>
<td>$10,529.00</td>
<td>Construction Testing Services</td>
<td>Meas W - MC Outdoor PE Facilities, Special Testing &amp; Inspection Lab Services</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001898</td>
<td>2/5/2020</td>
<td>$751,212.00</td>
<td>FieldTurf USA Inc.</td>
<td>Meas W - MC Baseball Field Turf Replacement</td>
<td>11/12/2019</td>
</tr>
<tr>
<td>P2001952</td>
<td>2/13/2020</td>
<td>$25,000.00</td>
<td>Gilbane Building Company</td>
<td>Meas W - MC Design Mgmt. Services for Outdoor Kinesiology Master Plan</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001712</td>
<td>1/14/2020</td>
<td>$29,800.00</td>
<td>Dovetail Decision Consultants Inc.</td>
<td>Meas W - MC Swing Space CDC Renovation, Planning and FF&amp;E Coordination Services</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001767</td>
<td>1/21/2020</td>
<td>$220,000.00</td>
<td>Anderson Brule Architects Inc.</td>
<td>Meas W - MC Swing Space CDC - Architect and Engineering</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001839</td>
<td>1/27/2020</td>
<td>$82,500.00</td>
<td>Gilbane Building Company</td>
<td>Meas W - MC Swing Space CDC - Design and Construction</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001964</td>
<td>2/13/2020</td>
<td>$18,000.00</td>
<td>Pfeiffer Electric</td>
<td>MC - Emergency Conduit Repairs</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001837</td>
<td>1/27/2020</td>
<td>$58,475.00</td>
<td>Emsnetdesign WP</td>
<td>Meas C - WVC &amp; MC Bond Projects</td>
<td>UCCA</td>
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<tr>
<td>P2002008</td>
<td>2/21/2020</td>
<td>$278,900.00</td>
<td>Galeb Paving Inc.</td>
<td>MC - Emergency Repairs - Geothermal System</td>
<td>2/18/2020</td>
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<tr>
<td>P2002029</td>
<td>2/25/2020</td>
<td>$127,000.00</td>
<td>Asphalt Surfacing Inc.</td>
<td>MC - Geothermal Asphalt &amp; Concrete Repair</td>
<td>UCCA</td>
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<tr>
<td>P2001970</td>
<td>2/18/2020</td>
<td>$14,801.61</td>
<td>Jones-Campbell Co. Inc.</td>
<td>WVC - Board Room NXTwall Installation</td>
<td>UCCA</td>
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<tr>
<td>P2001985</td>
<td>2/18/2020</td>
<td>$15,000.00</td>
<td>Asphalt Surfacing Inc.</td>
<td>WVC - Crane Asphalt Paving Repair</td>
<td>UCCA</td>
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<tr>
<td>P2001889</td>
<td>2/5/2020</td>
<td>$18,500.00</td>
<td>Pfeiffer Electric</td>
<td>Meas C - DS Safety Lighting Facilities Parking/Bldg.</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001852</td>
<td>1/30/2020</td>
<td>$90,000.00</td>
<td>Kitchell/CEM Inc.</td>
<td>Meas W - WVC Energy Project - Solar System</td>
<td>UCCA</td>
</tr>
<tr>
<td>P2001864</td>
<td>2/3/2020</td>
<td>$268,478.00</td>
<td>K2A Architecture + Interiors</td>
<td>Meas W - WVC EV Charging Stations</td>
<td>12/10/2019</td>
</tr>
<tr>
<td>P2001713</td>
<td>1/14/2020</td>
<td>$17,465.00</td>
<td>Sandis Civil Engineers Surveyors Planners</td>
<td>Meas W - MC Civil Engineering Service</td>
<td>UCCA</td>
</tr>
<tr>
<td>ID</td>
<td>Date</td>
<td>Amount</td>
<td>Contractor</td>
<td>Description</td>
<td>Date</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td>-------------</td>
<td>------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>--------</td>
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<tr>
<td>P2001816</td>
<td>1/24/2020</td>
<td>$88,000.00</td>
<td>Gilbane Building Company</td>
<td>Meas W - MC EV Charging Stations</td>
<td></td>
</tr>
<tr>
<td>P2001846</td>
<td>1/29/2020</td>
<td>$64,600.00</td>
<td>Ninyo &amp; Moore Geotechnical and Environmental Sciences Consultants</td>
<td>Meas W - MC Solar Panel</td>
<td></td>
</tr>
<tr>
<td>P2001893</td>
<td>2/5/2020</td>
<td>$90,000.00</td>
<td>Gilbane Building Company</td>
<td>Meas W - MC Energy Project - Design and Construction</td>
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</tr>
<tr>
<td>P2001769</td>
<td>1/21/2020</td>
<td>$34,595.00</td>
<td>HPLE Inc.</td>
<td>Meas W - WVC Vasona Creek Enhancement Project</td>
<td></td>
</tr>
<tr>
<td>P2001805</td>
<td>1/23/2020</td>
<td>$51,800.00</td>
<td>Interface Engineering Inc.</td>
<td>Meas W - WVC &amp; MC Utility and Electrical Upgrades</td>
<td>UCCA</td>
</tr>
</tbody>
</table>
5. Consent Agenda

Subject  5.18 APPROVAL TO PURCHASE TECHNOLOGY EQUIPMENT FROM TROXELL COMMUNICATION INC. FOR LABS AND CLASSROOMS AUDIO/VISUAL (AV) UPGRADE AT MISSION COLLEGE’S GILLMOR CENTER
Recommendation: That the Board of Trustees authorize the acquisition of AV equipment from Troxell Communications Inc. in the amount not to exceed $119,207.

Meeting  Apr 7, 2020 - Regular Meeting, Comments
Access  Public
Type  Action (Consent)

Recommended  That the Board of Trustees authorize the acquisition of AV equipment from Troxell Communications Inc. in the amount not to exceed $119,207.

Prepared By: Dat Nguyen, Danny Nguyen and Mina Hernandez
Reviewed By: Ngoc Chim
Approved By: Bradley Davis

Funding Source/Fiscal Impact
The funding for this purchase is from Mission College’s General Fund, Land Corporation and Instructional Grant Fund.

Reference(s)
Public Contract Code Section 20652 allows the District to piggyback contracts that have been competitively bid. This equipment purchase will be made pursuant to PEPPM contract 528300CA (Troxell Code for Order Entry: PA14S). This contract is valid through April 30, 2020.

Background/Alternatives
This acquisition of technology equipment is for labs and classrooms AV upgrade in Mission College’s Gillmor Center.

Coordination
The Purchasing Supervisor, Executive Director of General Services, and Vice President of Administrative Services have reviewed this purchase.

Follow-up/Outcome
Upon Board approval, a purchase order will be issued to Troxell Communications Inc.

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 5.19 APPROVAL OF RENEWAL OF INTERNATIONAL STUDENT INSURANCE CARRIER FOR FY 20/21 - Recommendation: That the Board of Trustees authorize the administration to enter into an agreement with Relation in the amount up to $300,000 for international student health insurance for Mission College and West Valley College.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended

Action That the Board of Trustees authorize the administration to enter into an agreement with Relation in the amount up to $300,000 for international student health insurance for Mission College and West Valley College.

Prepared By: Mina Hernandez

Reviewed By: Ngoc Chim

Approved By: Bradley Davis

Funding Source/Fiscal Impact

The funding for this agreement comes from mandatory fees collected from international students for health insurance. The fees will include a $6.00 administrative fee to cover the cost of managing this program.

Reference(s)

Government Code Section 53060 “Special Services and Advice” states: “The legislative body of any public or municipal corporation or District may contract with and employ any persons for the furnishings to the corporation or district special services and advice in financial, economic, accounting engineering, legal or administrative matters if such persons are specially trained and experienced and competent to perform the special services required.”

Providing insurance coverage for international students is considered a best practice by NAFSA: Association of International Educators. Most international students do not have alternative health insurance and otherwise face high costs for healthcare. Mission College has been offering mandatory insurance for international students since 2009 and West Valley College since 2019.

Background/Alternatives

This is the fifth year the District has contracted with Relation (previously known as Ascension) to act as its insurance broker for international student insurance. The insurance rate with Relation for the 2019-20 fiscal year was $98 (with the administrative cost) per month per student. For FY 2020-21, the cost per month per student will be $101.00, which includes the $6.00 administration fee.

The plan from Relation will remain with Aetna. International Student Protection will provide international students the following:

- Plan Maximum of $500,000 per accident or sickness
- $100 deductible
- Prescription drugs covered at 100%
- Coinsurance of 100% in network, 100% out of network
- $0 copay for doctor visits
- $0 copay for Urgent care visits
- $250 copay for ER visits (waived if admitted)
- Mental Health coverage
- Emergency evacuation/repatriation covered at 100%
- Acupuncture covered at 100%
- Annual women’s screening and breast exam
- Utilization of Aetna network
In regard to student experience working with Relation, no complaints and issues have been filed in the International Student Center at either college. The insurance orientations for new students conducted by Relation have provided students with a better idea on how the insurance works in the United States and the benefits that are associated with it.

Coordination
The District executive director of general services, Mission College’s vice president of student services and director of international programs and West Valley College’s vice president of administrative services, interim dean of student services and international student counselor have reviewed the proposal.

Follow-up/Outcome
Upon Board approval, a one-year renewal agreement in the amount up to $300,000 will be executed with Relation. Prior to the end of the agreement year, the coordinating parties will review student experience and claims to determine future requests for renewal.

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 5.20 CITIZENS’ BOND OVERSIGHT COMMITTEE ANNUAL REPORT - Recommendation: That the Board of Trustees accept the 2019 Citizens’ Bond Oversight Committee (CBOC) Annual Report.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees accept the 2019 Citizens’ Bond Oversight Committee (CBOC) Annual Report.

Prepared By: Christina Booth

Reviewed By: Javier Castruita

Approved By: Bradley Davis

Funding Source/Fiscal Impact
There is no fiscal impact associated with this item.

Reference(s)
The Annual Report of the CBOC is required by law as stipulated in the language of Proposition 39-governed Measure C and Measure W, which were passed by the voters on June 5, 2012 and November 6, 2018, respectively.

Background/Alternatives
On November 7, 2000, Proposition 39 (The Smaller Classes, Safer Schools & Financial Accountability Act) was approved by the voters, which allowed for a 55% majority vote for college districts to secure bonding for repair and upgrade of various campus structures and to support existing and new programs that are required of the district as part of its commitment to providing a college education at the community level.

Coordination
This report was prepared, reviewed and approved by the CBOC at its March 11, 2020 meeting. Committee members during this reporting period were:

Shirley Cantu (Taxpayer Organization)
Paul Cavagnolo (Community-at-Large)
Karen DiLullo (Business Organization)
Brigit Espinosa (Community-at-Large)
Michael Foulkes (District/College Support Organization)
Bill Hult (Senior Organization)
Christian Wise (WVC Student Representative)
Evelina Gromilina (MC Student Representative)

Follow-up/Outcome
Upon ratification by the Board, the CBOC Annual Report will be posted on the District’s Web site and made available to the public in a manner that is consistent with current District Policy.

File Attachments
2019 CBOC ANNUAL REPORT.pdf (210 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.
The Annual Report of the Citizens’ Bond Oversight Committee (CBOC) is required by law in the language of Measure C, which was passed by the voters on June 5, 2012, and by Measure W, which was passed by voters on November 6, 2018, both by at least 55% of the votes cast.

On November 7, 2000, Proposition 39 (The Smaller Classes, Safer Schools & Financial Accountability Act) was approved by the voters, which allowed for a 55% majority vote for college districts to secure bonding for repair and upgrade of various campus structures and to support existing and new programs that are required of the District as part of its commitment to provide a college education at the community level.

Among the restrictions of Proposition 39, in addition to oversight by an appointed citizens’ committee, is precluded prohibition against the use of bond monies for administrator salaries and expenses, among other things. The oversight committee must include representation from a bona fide taxpayers’ association (1), a business organization (1), and a senior citizens’ organization (1). Also included are representatives of the campus student body (1), a District/College Support Organization (1), and the Community-at-large (2). No District employees or vendors are allowed to serve on the CBOC. CBOC members’ terms are two years, and they may re-apply for a second two-year term with approval of the Board of Trustees of the District.

Committee Members

With the passage of Measure W, the Measure C committee by-laws were amended and restated to include oversight of Measure W. The 2019 amended and restated by-laws were approved by the Board of Trustees at its February 5, 2019 meeting. As a result of the amended by-laws, members who had previously served on the Measure C Committee shall be permitted to serve on the expanded Committee and, if appointed by the Board, are entitled to serve new three (3) consecutive two (2) year terms from the date of their appointment. All but one existing committee member agreed to serve under the new by-laws and are entitled to serve three consecutive two year terms. The re-appointment of existing members to the expanded Measure C & Measure W CBOC was approved by the Board at its April 2, 2019 meeting (Item 7.6).

To provide proper staggering of terms and continuation of experienced committee members, the following members will serve initial two year terms, effective April 2019 – April 2021:

- Shirley Cantu (Taxpayer Organization)
- Michael Foulkes (District/College Support Organization)
- Brigit Espinosa (Community-at-large)

The remaining members will serve initial one-year terms, which will begin in March 2020, which is when their current term expires.
Paul Cavagnolo (Community-at-large)
Karen DiLullo (Business Organization)

In April 2019, the committee appointed two new members whose initial term will be April 2019 –
April 2021:
   Bill Hult (Senior Organization)
   Christian Wise (Student Organization – WVC)*
   Evelina Gromilina (Student Organization – MC)*

*Two student representatives, one from each college, may be appointed to the committee, but only
one will have voting rights at any given meeting, preferably the representative from the college
where the meeting is taking place. Approved May 20, 2014, item 7.7

The CBOC is governed by the Brown Act of 1971 (The Open Meetings Act) and all meeting
agendas are published and publicly placed at least 72 hours prior to any scheduled meeting where
official business is to be transacted. The general public is invited to attend all meetings. There are
no closed sessions of the CBOC.

ANNUAL REPORT
Concluding its fifteenth year, the CBOC continued with its program of oversight and review of
Measure C & Measure W expenditures. The compliance to Measure C & W priorities and
procedures by the District Staff and the CBOC were validated by the recent audit performed by
Cossolias, Wilson, Dominguez, and Leavitt, CPA’s, which was presented to the CBOC on January
15, 2020. The auditors conducted Measure C & W Performance Audits to measure compliance
with Proposition 39 and concluded that the District expended funds only for the specific projects
approved by the voters. A separate Financial Audit was conducted and concluded that the Financial
Statements of Measure C & W Funds accurately present its financial status.

Through regular meetings and a variety of reports that the CBOC helped draft, the oversight
process was timely and consistent.

MEASURE C FUNDING

Sale of General Obligation Bonds

In June 2012, Measure C, a $350 million General Obligation bond measure, was approved by the
voters. On August 21, 2012, the District issued the first series of bonds in the aggregate principal
amount of $100 million. The bond rating from Moody’s was Aa2. In February 2015, the second
series of bonds were issued in an aggregate principle of $150 million. The bond rating from
Moody’s and Standard & Poor’s was AAA. Given the higher bond rating, the District refunded at
a lower interest rate about $28 million in bonds that had been issued previously as part of Measure
H. This provided a savings of $6.6 million to the taxpayers. The third issuance in the amount of
$100 million, was sold in September 2017.
Measure C – January 2019 through December 2019

Construction continues. Several projects are active and two have been completed under Measure C for this reporting period.

A summary of the projects by project phase follows:

Planning Phase
- None

Preliminary Design Phase
- WVC – Learning Resource Center Renovation
  This project is funded by State Capital Outlay, Measure C and Measure W local bond funds. Anderson Brule Architects was board approved on September 17, 2019. The District has received a commitment for $19,993,000 in State funding for this project. Preliminary plans are on track for submittal to the State Chancellors Office for review and approval on January 21, 2020.

Working Drawings and DSA Approval Phase
- WVC – Fine Arts Replacement Building
  TLCD Architects was selected by the college for this project. Construction documents were submitted to DSA on December 16, 2019. Anticipated Construction Start late Summer/Fall 2020.

Bidding Phase
- MC – Business and Technology Building (formerly called MT Replacement)
  Lionakis Architects was selected by the College for this Project. The District has received a commitment for $10,821,000 in State funding. The Project is currently out to bid. District will receive final bids on March 10, 2020 at 10am.

- WVC – Athletic Turf Restoration - Softball Field Upgrades
  DLR Group architects was selected by the college for this project. The project is currently out to bid for multi-prime project delivery. The District will receive final bids on March 12, 2020. Anticipated construction start late Spring 2020.

Construction Phase
- MC – Main Building Demolition and Grading (Interdisciplinary Plaza)
  WRNS Studio architects was selected by the College for this Project. The Project is currently under construction and is estimated to be completed in Fall 2020.

- WVC – Planetarium Project
This project is partially funded by Measure C and donor financing. The building project is complete. The complex star projector and full audio visual system integration is underway to be completed early Spring 2020.

Completed Projects

- WVC – Planetarium Building
- WVC – Student Services Center- Building and Audio Visual Packages

MEASURE W FUNDING

Sale of General Obligation Bonds

In November 2018, Measure W, a $698 million General Obligation bond measure, was approved by the voters. In March 2019, the District will make its rating presentation and anticipates a AAA rating. The District issued the first series of bonds in April 2019 in the aggregate principal amount of $150 million.

Measure W – January 2019 through December 2019

Planning Phase

- MC – Library Renovation
  WRNS Studios was selected as the architect by the College for this Project. Estimated completion for the Planning phase is Summer 2020.

- MC – New Performing Arts Center
  Statement of Interest (SOI) will be submitted to the District’s Architects Pool in March 2020. This project has a good potential for receiving State Funding approval in July 2020.

- WVC - Fine Arts and Music Replacement Building
  Master planning project was completed in 2018. This project will be funded by Measure W. Architect selection will start in late Summer/Fall 2020.

- WVC – Modular Classroom removal and Site Restoration
  This project is in preliminary planning for the removal of the old Health and EOPS modular buildings. Demolition is anticipated for late summer 2020.

- WVC – Outdoor Physical Education Facilities Upgrades – Baseball complex
  DLR Architects was selected by the College for this project and board approved on October 1, 2019. The Schematic Design and preliminary cost estimates were completed in December 2019.
Preliminary Design Phase

- **MC – Swing Space for Child Development Center**
  Anderson Brule Architects was selected as the architect by the College for this Project. Estimated completion for the Preliminary Design phase is Spring 2020.

- **MC – Child Development Center Renovation**
  Anderson Brule Architects was selected as the architect by the College for this Project. Estimated completion for the Preliminary Design phase is Spring 2020.

- **MC – Solar Panels – Parking Lot A**
  SunPower was selected as the solar provider by the District for this Project. Estimated completion for the Preliminary Design phase is Summer 2020.

- **MC – Outdoor Kinesiology Master Plan**
  K2A Architects was selected as the architect by the College for this Project. Estimated completion for the Preliminary Design phase is Spring 2020.

- **WVC – Learning Resource Center Renovation**
  This project is funded by State Capital Outlay, Measure C and Measure W local bond funds. Anderson Brule Architects was selected by the college and board approved on September 17, 2019. The District has received a commitment for $19,993,000 in State funding for this project. Preliminary plans are on track for submittal to the State Chancellors Office for review and approval on January 21, 2020.

- **WVC – Solar Panels – Parking Lot 2**
  SunPower was selected as the solar provider by the District for this Project. Estimated completion of the plans for submittal to DSA is Spring 2020.

- **DS – Vasona Creek Improvements at West Valley College**
  Preliminary plans are underway for the construction of the Vasona Creek Trail. This project is funded by grants and Measure W.

- **DS – Administration Building at WVC**
  Lionakis was selected by the District for this project. Planning efforts are on hold pending review and evaluation of the District Services project priority list.

- **DS – Alternative Energy Projects at Mission and West Valley Colleges**
  Electric Vehicle Charging Plans are well underway. K2A was selected as the Architect for this District Project. This project is funded partially by Measure W augmented by grant funding. Installation of these charging stations at both campuses is targeted for completion in late 2020.

Working Drawings and DSA Approval Phase

- **MC – Electrical Vehicle Chargers**
K2A Architects was selected as the architect by the District for this Project. Estimated completion for the Working Drawings phase is Spring 2020.

- DS WVC – Solar Panels – Parking Lot 1 and 7
  SunPower was selected as the solar provider by the District for this Project. This project was submitted to DSA for approval in October of 2019. Anticipated Construction Start for Parking Lot 7 is April 2020, Lot 1 anticipated start in October 2020.

- DS WVC – ADA Barrier Removal
  Plans are underway for the addition of ADA parking at the West Valley Theater drop off and additional ADA parking between LA/SS and the Library/LRC buildings. This is to replace ADA parking removed with the planned construction of the Fine Arts Building and the Solar Project in Lot 7.

Construction Phase

- MC – Baseball Field Turf Replacement (BTR)
  K2A Architects was selected as the architect by the College for this Project. Final lowest responsive bid was accepted in Winter 2019. Estimated construction start date is Summer 2020.

FINANCIALS

The CBOC reviewed the process that it and the bond staff use to measure the performance level of reporting expenditures and to review the accuracy of the financial presentations. The CBOC uses established procedures as its guide to review and report the staff’s methods of reporting bond expenditures.

FINDINGS

The goal of the CBOC was to review its actions to assure that the expenditure of funds were consistent with the requirements of Measures C & W and to prepare a statement to be included in the Annual Report of the CBOC for presentation to the Board of Trustees.

The CBOC finds that appropriate procedures to approve and report any and all movements of monies from contingency, and between delineated projects, are in place. Reports to identify time frames and critical path points are produced and reviewed at all CBOC meetings.

Those reports that allow for CBOC oversight of bond money expenditures are listed as follows:

A. MEASURE C, MEASURE W AND CAPITAL OUTLAY PROGRAM PROJECT PROGRESS REPORTS:
   Pre-Design Phase, Preliminary Design Phase, Working Drawings Phase, Bid and Award Phase, Construction Phase, and Construction Projects Completed.

B. UPDATE ON MEASURE C AND MEASURE W EXPENSES BY PROJECT PHASE.
   West Valley Projects, Mission College Projects, Central Services Projects.
C. UPDATE ON MEASURE C AND MEASURE W EXPENSES FOR ALL PROJECTS.
D. MEASURE C AND MEASURE W VENDOR CONTRACTS WITH EXPENDITURES PER PROJECT.
E. MEASURE C AND MEASURE W PROGRAM MASTER SCHEDULE

The CBOC finds that the District’s provision of information to the committee, appropriate staffing to update said reports, and prompt response to CBOC requests results in accurate information and allows the CBOC to provide positive oversight of the expenditure of public monies. The CBOC meets quarterly, as per the by-laws, due to the established, consistent, and thorough reporting regimen.

The CBOC thanks the Measure C & W staff members for their commitment to being prompt and factual, and for maintaining high standards of transparency. The CBOC is also grateful for the skilled administrative support provided by District staff during the past year.

Respectfully Submitted:

Shirley Cantu, Chair

Attachments:
1. Annual CBOC Update on Measure C Bond Program; Expenditures through December 31, 2019, based on the August 6, 2019, Measure C Project Priority List
2. Annual CBOC Update on Measure W Bond Program; Expenditures through December 31, 2019, based on the January 22, 2019 Measure W Project Priority List.
### ANNUAL CBOC UPDATE ON MEASURE C BOND PROGRAM

Based on Aug 6, 2019 Project Priority List

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Description</th>
<th>All Funds</th>
<th>Capital Funds</th>
<th>Measure C Funds</th>
<th>Bond Funds</th>
<th>Bond Funds Expended</th>
<th>Bond Balance</th>
<th>% Spent</th>
</tr>
</thead>
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<tr>
<td>1</td>
<td>Total Construction Projects</td>
<td>$417,229,738</td>
<td>$67,229,738</td>
<td>$350,000,000</td>
<td>$245,138,296</td>
<td>$104,861,704</td>
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<td>2</td>
<td>West Valley College Projects</td>
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<td>$54,033,296</td>
<td>$157,700,000</td>
<td>$97,252,686</td>
<td>$60,447,314</td>
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<tr>
<td>3</td>
<td>Program Contingency</td>
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<td>-</td>
<td>$2,332,040</td>
<td>-</td>
<td>$2,332,040</td>
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<tr>
<td>4</td>
<td>Operation Expenses</td>
<td>$765,412</td>
<td>-</td>
<td>$765,412</td>
<td>$743,878</td>
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<tr>
<td>5</td>
<td>Swing Space for Building Projects</td>
<td>$3,030,971</td>
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<td>$3,030,971</td>
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<td>6</td>
<td>Applied Arts and Science Renovation</td>
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<td>$15,336,143</td>
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<tr>
<td>7</td>
<td>Student Services Center</td>
<td>$39,894,514</td>
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<td>$39,894,514</td>
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<td>8</td>
<td>Business Division &amp; Admin Justice Renovation</td>
<td>$21,797,705</td>
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<td>$21,797,705</td>
<td>$21,797,705</td>
<td>-</td>
<td>100%</td>
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<tr>
<td>9</td>
<td>Planetarium - New Building</td>
<td>$10,043,172</td>
<td>$2,818,153</td>
<td>$7,225,019</td>
<td>$7,028,568</td>
<td>$196,451</td>
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<td>10</td>
<td>Fine Arts Replacement Building</td>
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<td>$21,664,000</td>
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<td>$20,551,162</td>
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<td>11</td>
<td>Hum-Fine Arts Bldg Renovation</td>
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<td>$454,223</td>
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<td>-</td>
<td>100%</td>
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<tr>
<td>12</td>
<td>Learning Resource Center Reconstruction</td>
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<td>$34,984,000</td>
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<td>$1,630,867</td>
<td>$18,774,225</td>
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<tr>
<td>13</td>
<td>PE Department Building Renovation - Phase 1</td>
<td>$845,617</td>
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<td>$845,617</td>
<td>$845,617</td>
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<td>14</td>
<td>Technology System Refresh Projects</td>
<td>$1,350,000</td>
<td>-</td>
<td>$1,350,000</td>
<td>$1,347,265</td>
<td>$2,735</td>
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<tr>
<td>15</td>
<td>Vasona Creek Restoration and Green Belt Improvements</td>
<td>$2,395,000</td>
<td>$895,000</td>
<td>$1,500,000</td>
<td>$1,500,000</td>
<td>-</td>
<td>100%</td>
<td></td>
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<tr>
<td>16</td>
<td>Parking Lot &amp; Campus Walkway Resurface/Replacement</td>
<td>$1,882,416</td>
<td>-</td>
<td>$1,882,416</td>
<td>$1,882,416</td>
<td>-</td>
<td>100%</td>
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<tr>
<td>17</td>
<td>Athletic Field Turf Restoration - Phase 1</td>
<td>$19,367,000</td>
<td>-</td>
<td>$19,367,000</td>
<td>$2,076,160</td>
<td>$17,290,840</td>
<td>11%</td>
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<tr>
<td>18</td>
<td>Total West Valley College</td>
<td>$211,733,296</td>
<td>$54,033,296</td>
<td>$157,700,000</td>
<td>$97,252,686</td>
<td>$60,447,314</td>
<td>62%</td>
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<tr>
<td>19</td>
<td>West Valley Bond Funds Unallocated</td>
<td>$-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
</tbody>
</table>
## ANNUAL CBOC UPDATE ON MEASURE C BOND PROGRAM

Based on Aug 6, 2019 Project Priority List

### Expenditures through Dec 31, 2019

#### All Funds

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Description</th>
<th>Total Project Budget</th>
<th>State/Others</th>
<th>Bond Funds</th>
<th>Bond Funds Expended</th>
<th>Bond Balance</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Mission College Projects</td>
<td>Mission College Projects</td>
<td>$168,521,000</td>
<td>$10,821,000</td>
<td>$157,700,000</td>
<td>$14,161,318</td>
<td>$43,538,682</td>
<td>72%</td>
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<td>21 Program Contingency</td>
<td>Program Contingency</td>
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<td>$4,284,768</td>
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<td>$4,284,768</td>
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<tr>
<td>22 Operational Expenses</td>
<td>Operational Expenses</td>
<td>$765,412</td>
<td>-</td>
<td>$765,412</td>
<td>$731,195</td>
<td>$34,217</td>
<td>96%</td>
</tr>
<tr>
<td>23 Wellness and Human Performance Addition</td>
<td>Wellness and Human Performance Addition</td>
<td>$10,477,142</td>
<td>-</td>
<td>$10,477,142</td>
<td>$10,477,142</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>24 Mission College Main Building Replacement Phase II</td>
<td>Mission College Main Building Replacement Phase II</td>
<td>$87,260,634</td>
<td>-</td>
<td>$87,260,634</td>
<td>$87,260,634</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td>25 Main Building Demo and Plaza Landscape</td>
<td>Main Building Demo and Plaza Landscape</td>
<td>$30,122,526</td>
<td>-</td>
<td>$30,122,526</td>
<td>$12,694,448</td>
<td>$17,428,078</td>
<td>42%</td>
</tr>
<tr>
<td>26 Technology Enhanced Building</td>
<td>Technology Enhanced Building</td>
<td>$34,095,400</td>
<td>$10,821,000</td>
<td>$23,274,400</td>
<td>$1,482,781</td>
<td>$21,791,619</td>
<td>6%</td>
</tr>
<tr>
<td>27 Performing Arts Building</td>
<td>Performing Arts Building</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>28 Technology System Refresh Projects</td>
<td>Technology System Refresh Projects</td>
<td>$1,515,118</td>
<td>-</td>
<td>$1,515,118</td>
<td>$1,515,118</td>
<td>-</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total Mission College</strong></td>
<td><strong>Total Mission College</strong></td>
<td>$168,521,000</td>
<td>$10,821,000</td>
<td>$157,700,000</td>
<td>$14,161,318</td>
<td>$43,538,682</td>
<td>72%</td>
</tr>
<tr>
<td>30 Mission Bond Funds Unallocated</td>
<td>Mission Bond Funds Unallocated</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>31 District Services Projects</td>
<td>District Services Projects</td>
<td>$36,975,442</td>
<td>$2,375,442</td>
<td>$34,600,000</td>
<td>$33,724,292</td>
<td>$875,708</td>
<td>97%</td>
</tr>
<tr>
<td>32 Program Contingency</td>
<td>Program Contingency</td>
<td>$313,167</td>
<td>-</td>
<td>$313,167</td>
<td>-</td>
<td>$313,167</td>
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<tr>
<td>33 Operational Expenses</td>
<td>Operational Expenses</td>
<td>$236,626</td>
<td>-</td>
<td>$236,626</td>
<td>$235,329</td>
<td>$1,297</td>
<td>99%</td>
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<tr>
<td>34 District Facilities Building Replacement</td>
<td>District Facilities Building Replacement</td>
<td>$22,250,000</td>
<td>-</td>
<td>$22,250,000</td>
<td>$21,939,786</td>
<td>$310,214</td>
<td>99%</td>
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<tr>
<td>36 Underground MPOE Replacement Structure</td>
<td>Underground MPOE Replacement Structure</td>
<td>$2,610,207</td>
<td>-</td>
<td>$2,610,207</td>
<td>$2,610,207</td>
<td>-</td>
<td>100%</td>
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<tr>
<td>37 HVAC and Lighting Energy Retrofit Projects</td>
<td>HVAC and Lighting Energy Retrofit Projects</td>
<td>$5,415,122</td>
<td>$2,375,442</td>
<td>$3,039,680</td>
<td>$3,039,680</td>
<td>-</td>
<td>100%</td>
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<tr>
<td>38 Security, Safety and Monitoring</td>
<td>Security, Safety and Monitoring</td>
<td>$2,079,896</td>
<td>-</td>
<td>$2,079,896</td>
<td>$2,009,232</td>
<td>$70,664</td>
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<tr>
<td>39 Energy Management System Replacement</td>
<td>Energy Management System Replacement</td>
<td>$961,610</td>
<td>-</td>
<td>$961,610</td>
<td>$781,244</td>
<td>$180,366</td>
<td>81%</td>
</tr>
<tr>
<td><strong>Total District Services</strong></td>
<td><strong>Total District Services</strong></td>
<td>$36,975,442</td>
<td>$2,375,442</td>
<td>$34,600,000</td>
<td>$33,724,292</td>
<td>$875,708</td>
<td>97%</td>
</tr>
<tr>
<td>41 District Services Bond Funds Unallocated</td>
<td>District Services Bond Funds Unallocated</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</table>

### Measure C Bond Summary

<table>
<thead>
<tr>
<th>Bond Funds Sold to Date</th>
<th>Bond Funds Revenue</th>
<th>Bond Funds Expended</th>
<th>Bond Funds Revenue Balance</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 Series A Bond funds issued in August 2012</td>
<td>$100,000,000</td>
<td>$350,000,000</td>
<td>$245,138,296</td>
<td>$104,861,704</td>
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<tr>
<td>43 Series B Bond funds issued in February 2015</td>
<td>$150,000,000</td>
<td>$100,000,000</td>
<td>$100,000,000</td>
<td>-</td>
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<tr>
<td>44 Series C Bond funds issued in October 2017</td>
<td>$100,000,000</td>
<td>$100,000,000</td>
<td>$100,000,000</td>
<td>-</td>
</tr>
<tr>
<td>Project Number</td>
<td>Description</td>
<td>All Funds Total Project Budget</td>
<td>Capital Funds State/Others</td>
<td>Measure W Funds Bond Funds</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>1</td>
<td><strong>Measure W Bond &amp; Capital Funds</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Total Construction Projects</td>
<td>$736,781,212</td>
<td>$38,781,212</td>
<td>$698,000,000</td>
</tr>
<tr>
<td>2</td>
<td><strong>Mission College Projects</strong></td>
<td>$264,500,000</td>
<td>-$</td>
<td>$264,500,000</td>
</tr>
<tr>
<td>3</td>
<td>Program Contingency</td>
<td>$26,450,000</td>
<td>-$</td>
<td>$26,450,000</td>
</tr>
<tr>
<td>4</td>
<td>Performing Arts Center - New Construction</td>
<td>$46,015,200</td>
<td>-$</td>
<td>$46,015,200</td>
</tr>
<tr>
<td>5</td>
<td>CDC Building Renovation</td>
<td>$6,793,200</td>
<td>-$</td>
<td>$6,793,200</td>
</tr>
<tr>
<td>6</td>
<td>STEM Center - New Construction</td>
<td>$72,244,800</td>
<td>-$</td>
<td>$72,244,800</td>
</tr>
<tr>
<td>7</td>
<td>Outdoor Physical Educational Facilities Upgrades</td>
<td>$19,758,600</td>
<td>-$</td>
<td>$19,758,600</td>
</tr>
<tr>
<td>8</td>
<td>Library Renovation</td>
<td>$18,523,800</td>
<td>-$</td>
<td>$18,523,800</td>
</tr>
<tr>
<td>9</td>
<td>College Storage and Recycling Facilities</td>
<td>$5,191,200</td>
<td>-$</td>
<td>$5,191,200</td>
</tr>
<tr>
<td>10</td>
<td>Modular Classroom Removal and Site Restoration</td>
<td>$3,704,400</td>
<td>-$</td>
<td>$3,704,400</td>
</tr>
<tr>
<td>11</td>
<td>Student Campus Center Renovation</td>
<td>$19,229,400</td>
<td>-$</td>
<td>$19,229,400</td>
</tr>
<tr>
<td>12</td>
<td>Science Building Renovation - Repurpose</td>
<td>$19,837,800</td>
<td>-$</td>
<td>$19,837,800</td>
</tr>
<tr>
<td>13</td>
<td>TAV Building Renovation</td>
<td>$3,902,400</td>
<td>-$</td>
<td>$3,902,400</td>
</tr>
<tr>
<td>14</td>
<td>Swing Space for Renovation Projects</td>
<td>$4,321,800</td>
<td>-$</td>
<td>$4,321,800</td>
</tr>
<tr>
<td>15</td>
<td>Signage &amp; Wayfinding Master Plan and Implementation</td>
<td>$2,469,600</td>
<td>-$</td>
<td>$2,469,600</td>
</tr>
<tr>
<td>16</td>
<td>Campus Wide Landscaping Restoration and Gateway Additions</td>
<td>$9,880,200</td>
<td>-$</td>
<td>$9,880,200</td>
</tr>
<tr>
<td>17</td>
<td>Outdoor Classroom and Performance Space Additions</td>
<td>$3,088,800</td>
<td>-$</td>
<td>$3,088,800</td>
</tr>
<tr>
<td>18</td>
<td>General Education Facilities Augmentation and Upgrades</td>
<td>$3,088,800</td>
<td>-$</td>
<td>$3,088,800</td>
</tr>
<tr>
<td>19</td>
<td><strong>Total Mission College</strong></td>
<td>$264,500,000</td>
<td>-$</td>
<td>$264,500,000</td>
</tr>
<tr>
<td>20</td>
<td>Mission Bond Funds Unallocated</td>
<td>-$</td>
<td>-$</td>
<td>-$</td>
</tr>
</tbody>
</table>
## Expenditures through Dec 31, 2019

### ANNUAL CBOC UPDATE ON MEASURE W BOND PROGRAM

Based on Jan 22, 2019 Project Priority List

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Description</th>
<th>All Funds</th>
<th>Capital Funds</th>
<th>Measure W Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total Project Budget</td>
<td>State/Others</td>
<td>Bond Funds</td>
</tr>
<tr>
<td>21</td>
<td>West Valley College Projects</td>
<td>$303,281,212</td>
<td>$38,781,212</td>
<td>$264,500,000</td>
</tr>
<tr>
<td>22</td>
<td>Program Contingency</td>
<td>$26,450,000</td>
<td>$0</td>
<td>$26,450,000</td>
</tr>
<tr>
<td>23</td>
<td>Learning Resource Renovation</td>
<td>$53,772,212</td>
<td>$38,781,212</td>
<td>$14,991,000</td>
</tr>
<tr>
<td>24</td>
<td>Fine Arts and Music Replacement Building - New Construction</td>
<td>$23,602,700</td>
<td>$0</td>
<td>$23,602,700</td>
</tr>
<tr>
<td>25</td>
<td>Theater Renovation and Expansion</td>
<td>$29,729,200</td>
<td>$0</td>
<td>$29,729,200</td>
</tr>
<tr>
<td>26</td>
<td>Black Box Theater - New Construction</td>
<td>$5,481,800</td>
<td>$0</td>
<td>$5,481,800</td>
</tr>
<tr>
<td>27</td>
<td>PE/Wellness Center - New Construction</td>
<td>$74,379,400</td>
<td>$0</td>
<td>$74,379,400</td>
</tr>
<tr>
<td>28</td>
<td>PE/Gym Buildings Renovation</td>
<td>$17,636,300</td>
<td>$0</td>
<td>$17,636,300</td>
</tr>
<tr>
<td>29</td>
<td>STEM Classroom Expansion and Upgrades</td>
<td>$12,228,200</td>
<td>$0</td>
<td>$12,228,200</td>
</tr>
<tr>
<td>30</td>
<td>Outdoor PE Facilities Upgrades</td>
<td>$24,081,300</td>
<td>$0</td>
<td>$24,081,300</td>
</tr>
<tr>
<td>31</td>
<td>Campus Wide Landscape Restoration and Gateway Additions</td>
<td>$11,343,100</td>
<td>$0</td>
<td>$11,343,100</td>
</tr>
<tr>
<td>32</td>
<td>Modular Classroom Removal and Site Restoration</td>
<td>$1,265,100</td>
<td>$0</td>
<td>$1,265,100</td>
</tr>
<tr>
<td>33</td>
<td>Campus Center Upgrades</td>
<td>$1,265,100</td>
<td>$0</td>
<td>$1,265,100</td>
</tr>
<tr>
<td>34</td>
<td>Guirlandi Demo and Site Restoration</td>
<td>$1,921,200</td>
<td>$0</td>
<td>$1,921,200</td>
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<tr>
<td>35</td>
<td>Signage and Wayfinding Master Plan and Implementation</td>
<td>$1,377,400</td>
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<td>$1,377,400</td>
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<tr>
<td>36</td>
<td>General Education Facility Augmentations</td>
<td>$3,326,700</td>
<td>$0</td>
<td>$3,326,700</td>
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<tr>
<td>37</td>
<td>Administration Building Renovation - Repurpose</td>
<td>$5,156,200</td>
<td>$0</td>
<td>$5,156,200</td>
</tr>
<tr>
<td>38</td>
<td>Swing Space for Building Projects</td>
<td>$2,252,800</td>
<td>$0</td>
<td>$2,252,800</td>
</tr>
<tr>
<td>39</td>
<td>CDC Renovation</td>
<td>$4,029,500</td>
<td>$0</td>
<td>$4,029,500</td>
</tr>
<tr>
<td>40</td>
<td>Outdoor Classroom and Performance Space Addition</td>
<td>$2,108,600</td>
<td>$0</td>
<td>$2,108,600</td>
</tr>
<tr>
<td>41</td>
<td>Pathway and Bridge Upgrades</td>
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<td>$0</td>
<td>$1,874,400</td>
</tr>
<tr>
<td>42</td>
<td>Total West Valley College</td>
<td>$303,281,212</td>
<td>$38,781,212</td>
<td>$264,500,000</td>
</tr>
<tr>
<td>43</td>
<td>West Valley Bond Funds Unallocated</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tbody>
</table>
## Expenditures through Dec 31, 2019

**ANNUAL CBOC UPDATE ON MEASURE W BOND PROGRAM**

**Based on Jan 22, 2019 Project Priority List**

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Description</th>
<th>All Funds</th>
<th>Capital Funds</th>
<th>Measure W Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Project Budget</td>
<td>State/Others</td>
<td>Bond Funds</td>
<td>Bond Funds Expended</td>
</tr>
<tr>
<td>44</td>
<td>District Services Projects</td>
<td>$169,000,000</td>
<td>-</td>
<td>$169,000,000</td>
</tr>
<tr>
<td>45</td>
<td>Program Contingency</td>
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<td>-</td>
<td>$16,900,000</td>
</tr>
<tr>
<td>46</td>
<td>Program Management</td>
<td>$10,800,000</td>
<td>-</td>
<td>$10,800,000</td>
</tr>
<tr>
<td>47</td>
<td>District Services Building at WV - New Construction</td>
<td>$22,023,900</td>
<td>-</td>
<td>$22,023,900</td>
</tr>
<tr>
<td>48</td>
<td>Alternative Energy Projects at WV &amp; MC</td>
<td>$27,720,000</td>
<td>-</td>
<td>$27,720,000</td>
</tr>
<tr>
<td>49</td>
<td>Police Building and Yard at WV</td>
<td>$6,348,600</td>
<td>-</td>
<td>$6,348,600</td>
</tr>
<tr>
<td>50</td>
<td>ADA Barrier Removal at MC &amp; WV</td>
<td>$3,915,000</td>
<td>-</td>
<td>$3,915,000</td>
</tr>
<tr>
<td>51</td>
<td>Vasona Creek Improvements</td>
<td>$1,957,500</td>
<td>-</td>
<td>$1,957,500</td>
</tr>
<tr>
<td>52</td>
<td>Security, Safety and Monitoring at MC &amp; WV</td>
<td>$3,870,000</td>
<td>-</td>
<td>$3,870,000</td>
</tr>
<tr>
<td>53</td>
<td>Utility and Electrical Upgrades for Buildings at MC &amp; WV</td>
<td>$13,050,000</td>
<td>-</td>
<td>$13,050,000</td>
</tr>
<tr>
<td>54</td>
<td>Underground Water and Sewer Line Upgrades at MC &amp; WV</td>
<td>$15,165,000</td>
<td>-</td>
<td>$15,165,000</td>
</tr>
<tr>
<td>55</td>
<td>Storm Water Master Plan and Implementation</td>
<td>$6,525,000</td>
<td>-</td>
<td>$6,525,000</td>
</tr>
<tr>
<td>56</td>
<td>Fire Alarm Upgrades at MC &amp; WV</td>
<td>$3,262,500</td>
<td>-</td>
<td>$3,262,500</td>
</tr>
<tr>
<td>57</td>
<td>HVAC and Lighting Energy Retrofit Projects</td>
<td>$9,000,000</td>
<td>-</td>
<td>$9,000,000</td>
</tr>
<tr>
<td>58</td>
<td>Information Systems Server and Infrastructure Upgrades</td>
<td>$8,482,500</td>
<td>-</td>
<td>$8,482,500</td>
</tr>
<tr>
<td>59</td>
<td>Parking Lots, Roads and Sidewalk Replacement at MC &amp; WV</td>
<td>$16,065,000</td>
<td>-</td>
<td>$16,065,000</td>
</tr>
<tr>
<td>60</td>
<td>Police Parking and Storage Facilities at MC</td>
<td>$3,915,000</td>
<td>-</td>
<td>$3,915,000</td>
</tr>
<tr>
<td>61</td>
<td>Total District Services</td>
<td>$169,000,000</td>
<td>-</td>
<td>$169,000,000</td>
</tr>
<tr>
<td>62</td>
<td>District Services Bond Funds Unallocated</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Measure W Bond Summary

<table>
<thead>
<tr>
<th>Bond Funds Sold to Date</th>
<th>Bond Funds Revenue</th>
<th>Bond Funds Expended</th>
<th>Bond Funds Revenue Balance</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>63 Series A Bond funds issued in April 2019</td>
<td>$150,000,000</td>
<td>$150,000,000</td>
<td>$2,812,835</td>
<td>$147,187,165</td>
</tr>
</tbody>
</table>
5. Consent Agenda

Subject 5.21 CONTRACT INCREASE TO ANDERSON BRULE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE LEARNING RESOURCE CENTER RENOVATION PROJECT AT WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees approve the contract increase with Anderson Brule Architects in the amount of $1,294,283 for architectural and engineering services for the Learning Resource Center Renovation project at West Valley College.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended That the Board of Trustees approve the contract increase with Anderson Brule Architects in the amount of $1,294,283 for architectural and engineering services for the Learning Resource Center Renovation project at West Valley College.

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
The funding for this project comes from Measure C, line item WV-9, and Measure W, line item WV-2, of the West Valley College Project Priority List, and State Capital Outlay funds.

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

Background/Alternatives
On September 17, 2019, the Board of Trustees approved the contract with Anderson Brule Architects in the amount of $3,804,300 for the Learning Resource Center Renovation project at West Valley College. Based on the completion of the programing and schematic design phases, a new construction budget was established at $44,645,830. Based on the Architectural Services Agreement, reconciliation of the architect’s contract price will be based on the final construction budget approved by the District.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Construction Budget</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Services:</td>
<td>$44,645,830 @ 11.4%</td>
<td>$5,098,583</td>
</tr>
<tr>
<td>Less Original Contract Amount:</td>
<td>$3,804,300</td>
<td></td>
</tr>
<tr>
<td>Contract Increase Amount:</td>
<td>$1,294,283</td>
<td></td>
</tr>
<tr>
<td><strong>New Contract Amount:</strong></td>
<td><strong>$5,098,583</strong></td>
<td></td>
</tr>
</tbody>
</table>

This project will renovate the Learning Resource Center (LRC) originally constructed in 1972. The LRC has 59,134 square feet and supports various programs and service, including the digital media center, TV/recording studio, writing center, library, tutorial/assessment center and DESP. The renovation project will improve functional adjacencies, promote sharing of resources, and upgrade technology and building systems. The LRC Renovation project has received state funding and authorization to proceed with the preliminary design phase.

Coordination
The associate vice chancellor of facilities development and operations, director of construction, and Kitchell worked together on developing this item.

Follow-up/Outcome
Upon Board approval, a fee increase will be executed for Anderson Brule Architects in the amount of $1,294,283.
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: 5.22 APPROVAL OF UPDATED MEASURE C PROJECT PRIORITY LIST -
Recommendation: That the Board of Trustees approve the updated and
re-baseline of the Measure C project priority list.

Meeting: Apr 7, 2020 - Regular Meeting, Comments

Access: Public

Type: Action (Consent)

Recommended Action: That the Board of Trustees approve the updated and re-baseline of the Measure C project priority list (attached).

Prepared By: Javier Castruita

Reviewed By: Bradley Davis

Approved By: Bradley Davis

Funding Source/Fiscal Impact
Funding for these projects is derived from Measure C.

Reference(s)
This item is associated with the implementation of the WVC and MC facilities master plans, the WVMCCD 5-year Construction Plan, and Measure C bond program.

Background/Alternatives
On January 15, 2013, the Board of Trustees approved the Measure C project priority list. Since then, program and budgets for active projects have been re-based. The updated project list reflects the most current cost for active projects as follows:

District Services:
There were no budget changes made to the district services projects.

Mission College:
Budget changes were made to one project as follows:

1. MC-05 Business & Technology Building (MT Replacement Building). The budget for this project will be increased by $4,284,768 to cover the recent bid received plus a change order allowance. The new budget for this project will be $38,617,168. The increase will be made by transferring funds from the Mission College project priority list as follows:

   MC- 01 Program Contingency: $4,284,768

West Valley College:
There were no budget changes made to the West Valley College projects.

Coordination
The associate vice chancellor of facilities planning and operations, and the director of facilities construction have worked with the college administration in preparing this report.

Follow-up/Outcome
Upon Board approval, the Measure C project priority list will be implemented to allow the administration to move forward on approved projects.

File Attachments
Measure C Project Priority List R20_4.7.2020.pdf (22 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.
<table>
<thead>
<tr>
<th>Number</th>
<th>Project Description</th>
<th>Total Project Budget</th>
<th>Measure H &amp; W Funding</th>
<th>Other Funding Sources</th>
<th>Measure C Funding/Balance</th>
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<tbody>
<tr>
<td>DS-1</td>
<td>Program Contingency</td>
<td>$549,793.00</td>
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<td>DS-2</td>
<td>District Facilities Building Replacement</td>
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<td>DS-3</td>
<td>Datatel Infrastructure Project</td>
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<td>DS-4</td>
<td>Underground MPOE Replacement Structure</td>
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<td>DS-5</td>
<td>HVAC and Lighting Energy Retrofit Projects</td>
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<td>DS-6</td>
<td>Security, Safety and Monitoring</td>
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<td>Energy Management System Replacement</td>
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<td>DS-8</td>
<td>Accessibility/ADA Projects</td>
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<td>MC-1</td>
<td>Program Contingency</td>
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<td>MC-2</td>
<td>Wellness and Human Performance Addition</td>
<td>$10,477,142.00</td>
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<td>MC-3</td>
<td>Main Building Replacement, Phase II</td>
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<td>MC-4</td>
<td>Main Building Demo and Plaza Landscape</td>
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<td>Business &amp; Technology Building</td>
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<td>MC-6</td>
<td>Performing Arts Building</td>
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<td>MC-7</td>
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<td>MC-8</td>
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<td>MC-9</td>
<td>Pedestrian/Vehicular/Wayfinding Modifications</td>
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<td>MC-12</td>
<td>Library Materials</td>
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<td>Planetarium - New Building</td>
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<td>WV-7</td>
<td>Fine Arts Replacement Building</td>
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Grand Totals: $528,941,919.00
5. Consent Agenda

Subject  5.23 RATIFY PURCHASE OF DELL ALL-IN-ONE COMPUTERS -
Recommendation: That the Board of Trustees ratify the equipment
purchase of 100 Dell OptiPlex 5270 All-in-One computers with a three-
year equipment support warranty at a total cost of $94,287.04.

Meeting  Apr 7, 2020 - Regular Meeting, Comments

Access  Public

Type  Action (Consent)

Recommended  That the Board of Trustees ratify the equipment purchase of 100 Dell OptiPlex
5270 All-in-One computers with a three-year equipment support warranty at a
total cost of $94,287.04.

Prepared By:  DAN BORGES & NGOC CHIM

Approved By:  BRADLEY DAVIS

Funding Source/Fiscal Impact
The Dell equipment purchase will be funded using Land Corporation Funds allocated to District Information Systems.

Reference(s)
At the March 24, 2020, Land Corporation meeting, the Land Corporation approved the reallocation of unspent FY 19/20
low priority capital improvement project monies in order to fund technology needs for students, faculty and staff, to
better equip them for the transition to on-line courses and remote access requirements as a result of the COVID-19
Pandemic and the resulting county, state, and federal shelter in-place orders.

Background/Alternatives
The goal of this agenda item is to purchase computers to support employees working from home as they observe the
California state shelter-in-place order. This purchase will consist of 100 Dell OptiPlex 5270 All-in-One computers for
employees to allow them the ability to connect remotely to District resources. Computer specifications include: 8GB
Ram, 256 SSD Storage, Wi-Fi Dual Band, Bluetooth 5.0, Camera Front 2.0 MP with Array Microphone, Dell Wired
Keyboard & Mouse.

Coordination
This purchase has been reviewed by the Associate Vice Chancellor of Information and Educational Technology, and the
Associate Vice Chancellor of Finance and Administration.

Follow-up/Outcome
Upon Board ratification, a Purchase Order will be issued to Dell Computer Company for the purchase of Dell OptiPlex
5270 All-in-One computers. The expected delivery for this equipment is sometime during the week of April 6; deployment of the equipment will take place immediately following receipt.

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 5.24 RATIFY PURCHASE OF MICROSOFT SURFACE GO COMPUTERS - Recommendation: That the Board of Trustees ratify the equipment purchase of 283 Microsoft Surface Go computers with a one-year equipment support warranty at a total cost of $186,559.49.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended That the Board of Trustees ratify the equipment purchase of 283 Microsoft Surface Go computers with a one-year equipment support warranty at a total cost of $186,559.49.

Prepared By: DAN BORGES AND NGOC CHIM

Approved By: BRADLEY DAVIS

Funding Source/Fiscal Impact
The Microsoft equipment purchase will be funded using Land Corporation Funds allocated to District Information Systems.

Reference(s)
At the March 24, 2020, Land Corporation meeting, the Land Corporation approved the reallocation of unspent FY 19/20 low priority capital improvement project monies in order to fund technology needs for students, faculty and staff, to better equip them for the transition to on-line courses and remote access requirements as a result of the COVID-19 Pandemic and the resulting county, state, and federal shelter-in-place orders.

Background/Alternatives
The goal of this agenda item is to purchase laptop computers to support students in the new online class format working from off campus as they observe the California state shelter-in-place order. This purchase will consist of 283 Microsoft Surface Go computers to be deployed to students to allow them the ability to connect remotely to District resources for on-line courses. Computer specifications include: 8GB Ram, 128 SSD Storage, Wi-Fi, Bluetooth 4.1, USB-C, microSD port, Camera Front 5.0 MP & Rear 8.0 MP.

Coordination
This purchase has been reviewed by the Associate Vice Chancellor of Information and Educational Technology and the Associate Vice Chancellor of Finance and Administration.

Follow-up/Outcome
Upon Board ratification, a purchase order will be issued to Microsoft company for the purchase of Surface Go computers. The expected delivery for this equipment is sometime during the week of April 6; deployment of the equipment will take place immediately following receipt.

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 INCREASE IN STUDENT HEALTH FEES EFFECTIVE SUMMER 2020 - Recommendation: That the Board of Trustees approve an increase in student health fees from $17 to $18 for the summer and winter terms and an increase from $20 to $21 for the fall and spring semesters at both colleges.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action (Consent)

Recommended Action That the Board of Trustees approve an increase in student health fees from $17 to $18 for the summer and winter terms and an increase from $20 to $21 for the fall and spring semesters at both colleges.

Prepared By: OMAR MURILLO & DEBRA GRIFFITH

Reviewed By: NGOC CHIM

Approved By: BRADLEY DAVIS

Funding Source/Fiscal Impact
Upon Board approval, the health fees for WVMCCD will follow the 2020-2021 fiscal year maximum fees recommended by the California Community College Chancellor's Office (CCCCO). The additional revenue generated from this fee will be used to support the health services operations at both colleges. All health fees collected shall be deposited into the health services fund. These fees shall only be expended to provide student health services as specified in regulations adopted by the Board of Governors.

Reference(s)
Education Code sections 76355, 76360, and 76361 authorize the governing board of a community college district to charge health, parking services, and transportation services fees and increase those fees by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce.

Background/Alternatives
Education Code 76355 allows the governing board of a district to require community college students to pay a fee for health supervision and services, including direct or indirect medical and hospitalization services, or the operation of a student health center or centers, or both. The district may increase this fee by the same percentage increase as the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever that calculation produces an increase of one dollar ($1) above the existing fee, the fee may be increased by one dollar ($1). All fees collected pursuant to this section shall be deposited in the fund of the district designated by the California Community Colleges Budget and Accounting Manual. These fees shall be expended only to provide health services as specified in regulations adopted by the board of governors. The governing board shall adopt rules and regulations following the criteria within the regulations that exempt the students from any fee.

A table of maximum semester, summer, and intersession fees for health, parking, and transportation services is posted on the California Community Colleges web site under college finance and facilities planning, and student fees. The fees proposed in this board item agree with the posted table. The last health fee increase was permitted in spring 2017 and was implemented in fall 2017. Notification of the request herein was issued by the California Community Colleges on February 10, 2019, with the earliest effective date to be summer 2019.

Coordination
The health center fee is collected through the admissions process within student services at both colleges, coordinated by the vice presidents of student services. A financial control for the fee is managed within the offices of administrative services for both colleges and by the district finance office.

Follow-up/Outcome
Upon approval, West Valley and Mission Colleges will work directly with the district finance office in order to update the fees table prior to the opening of the summer 2020 and fall 2020 registration periods that begin on April 14, 2020. In addition, students will be notified of the increase prior to registering for those terms and appropriate updates will be made to the website, course schedule, and course catalog.

*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.*
7. Human Resources

Subject 7.1 TENURE – WEST VALLEY COLLEGE - Recommendation: That the Board of Trustees grant tenure for faculty at West Valley College as outlined below.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action

Recommended Action That the Board of Trustees grant tenure for faculty at West Valley College as outlined below:

Prepared By: SONIA MCVEY

Reviewed By: STEPHANIE KASHIMA AND ALBERT M. MOORE

Approved By: BRADLEY DAVIS

Funding Source/Fiscal Impact
Funds are budgeted in accordance with the West Valley-Mission Federation of Teachers AFT 6554 contract provisions. No additional fiscal impact is associated with this item.

Reference(s)
Education Code §87609(a-b) codifies the process for contract (i.e., tenure-track) employees concluding the final year of their four-year tenure process. This is also in accordance with the terms included in the negotiated contract for West Valley-Mission Federation of Teachers AFT 6554, Article 24B.

Background/Alternatives
Effective for the 2020-21 academic year, the employees listed below will acquire regular (tenure) status at West Valley College.

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<thead>
<tr>
<th>Name</th>
<th>Discipline</th>
<th>Hire Date</th>
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<tbody>
<tr>
<td>Bucher, Joe</td>
<td>Counseling - Puente</td>
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<tr>
<td>Galindo-Piatt, Victoria</td>
<td>Kinesiology - Softball</td>
<td>8/23/2016</td>
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<td>Ikeda, Hideo</td>
<td>Counseling - FYE</td>
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<td>Jaurequi, Jessica</td>
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<tr>
<td>Jones, Cathy</td>
<td>English</td>
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Coordination
The Tenure Review Teams, Provost and VP of Academic Affairs and the 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.
7. Human Resources

Subject 7.2 CLASSIFIED ADMINISTRATIVE APPOINTMENT – ASSOCIATE VICE CHANCELLOR, HUMAN RESOURCES - Recommendation: That the Board of Trustees appoint Eric Ramones as Associate Vice Chancellor, Human Resources and approve the Agreement of Employment, 100% of full time, 12 months per year; effective May 4, 2020. The monthly salary for this position is $21,066.08. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis. The Associate Vice Chancellor shall be provided a monthly transportation allowance of $500.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action

Recommended Action That the Board of Trustees appoint Eric Ramones as Associate Vice Chancellor, Human Resources and approve the Agreement of Employment, 100% of full time, 12 months per year; effective May 4, 2020. The monthly salary for this position is $21,066.08. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis. The Associate Vice Chancellor shall be provided a monthly transportation allowance of $500.

Prepared By: SEAN MCGOWAN

Reviewed By: ALBERT M. MOORE

Approved By: BRADLEY DAVIS

Funding Source/Fiscal Impact On-going funding for this position is budgeted in the General Fund. Position ID# DAD003.

Reference(s) N/A

Background/Alternatives Dr. Ramones currently serves as Associate Vice President, Human Resources and Labor Relations for the Gavilan Joint Community College District, in Gilroy, California. He has served in this leadership role for the past nine years.

Prior to Gavilan College, Dr. Ramones served the community of San Jose for six years as the Human Resources Manager and Internal Affairs Officer of the San Jose Fire Department. Since 2010, he has also taught as an adjunct lecturer in the Master’s in Public Administration program at San Jose State University.

Dr. Ramones holds a bachelor of arts in sociology with a psychology minor from Loyola Marymount University, a master of public administration from San Jose State University, and a doctor of education in organizational leadership, from Brandman University.

Coordination Human Resources will prepare Dr. Ramones' contract under the direction of the Chancellor.

Follow-up/Outcome No Further Action required.
8. Business and Finance

Subject 8.1 RESOLUTION NO. 20040702 AUTHORIZING THE CHANCELLOR TO TAKE ANY AND ALL NECESSARY ACTIONS TO PREPARE AND RESPOND EFFECTIVELY TO THE NOVEL CORONAVIRUS (COVID-19) -
Recommenation: That the Board of Trustees approve Resolution No. 20040702 authorizing the chancellor to take any and all necessary actions to prepare and respond effectively to the novel coronavirus (COVID-19).

Meeting Apr 7, 2020 - Regular Meeting, Comments
Access Public
Type Action
Recommended That the Board of Trustees approve Resolution No. 20040702 authorizing the chancellor to take any and all necessary actions to prepare and respond effectively to the novel coronavirus (COVID-19).

Prepared By: MINA HERNANDEZ
Reviewed By: NGOC CHIM
Approved By: BRADLEY DAVIS

Reference(s)
Section 120230 of the Health and Safety Code states, "No instructor, teacher, pupil, or child who resides where any contagious, infectious, or communicable disease exists or has recently existed, that is subject to strict isolation or quarantine of contacts, shall be permitted by any superintendent, principal, or teacher of any college, seminary, or public or private school to attend the college, seminary, or school, except by the written permission of the health officer;"

Section 1102 of the Public Contract Code defines "emergency" to mean a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services," and section 21060.3 of the Public Resources Code and California Environmental Quality Act Guidelines 14 CCR section 15269(c) defines "emergency" to mean "a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. 'Emergency' includes such occurrences as fire, flood, earthquake, or other soil or geological movements, as well as such occurrences as riot, accident, or sabotage."

Under California Public Contract Code Section 20654, in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of the college to permit the continuance of existing college classes, or to avoid danger to life or property, the board may, by unanimous vote, with the approval of the county superintendent of schools, do the following: make a contract in writing or otherwise on behalf the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids; and, notwithstanding Section 20655, authorize the use of day labor or force account for the purpose.

Background/Alternatives
On March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of COVID-19. On March 9, 2020, the Santa Clara County Board of Supervisors and the Department of Public Health declared a local and public health emergency as part of broader preparedness efforts related to COVID-19. On March 13, 2020, President Donald Trump declared a national emergency to combat the ongoing global pandemic.

Coordination
This item was coordinated by the District Finance Office in collaboration with the Chancellor.

Follow-up/Outcome
Upon Board approval, the resolution shall authorize the Chancellor and/or his designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at the District sites, including, but not limited to: the relocation of students and staff, continued daily student transportation,
provision of alternative educational program options, directing staff to serve as disaster service workers pursuant to Government Code 3100, and/or make alterations, repairs or improvements to school property.
RESOLUTION NO. 20040702

THE BOARD OF TRUSTEES OF THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT AUTHORIZING THE CHANCELLOR TO TAKE ANY AND ALL NECESSARY ACTIONS TO PREPARE AND RESPOND EFFECTIVELY TO THE NOVEL CORONAVIRUS (COVID-19)

April 7, 2020

WHEREAS, as of March 30, 2020, the California Department of Public Health reports that in California there are 6,197 positive cases and 129 deaths reported of novel coronavirus (COVID-19), more than 800 which are in Santa Clara County, and officials expect the number of cases to increase; and

WHEREAS, on March 13, 2020, President Donald Trump declared a national emergency to combat the ongoing global pandemic of COVID-19; and

WHEREAS, on March 9, 2020, the Santa Clara County Board of Supervisors and the Department of Public Health declared a local and public health emergency as part of broader preparedness efforts related to COVID-19; and

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of COVID-19; and

WHEREAS, numerous public and private agencies are taking immediate, proactive steps to prepare for and contain the spread of COVID-19; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, it is imperative to prepare for and implement measures to respond to the potential spread of COVID-19; and

WHEREAS, it is imperative to have the tools to ensure the health and safety of students, staff, and families on our campuses; and

WHEREAS, it is imperative to have the tools to ensure student learning continues if student education needs to be conducted from alternate locations or virtual learning environments; and

WHEREAS, the protection of the health and safety and preservation of the lives and property of the people of the State from the effects of natural emergencies such as COVID-19 which may result in conditions of disaster or in extreme peril to life, property, and resources is of paramount State importance requiring the responsible efforts of public and private agencies and individual citizens, and all public employees required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law under Government Code 3100; and
WHEREAS, Section 120230 of the Health and Safety Code states, “No instructor, teacher, pupil, or child who resides where any contagious, infectious, or communicable disease exists or has recently existed, that is subject to strict isolation or quarantine of contacts, shall be permitted by any superintendent, principal, or teacher of any college, seminary, or public or private school to attend the college, seminary, or school, except by the written permission of the health officer;” and

WHEREAS, Section 1102 of the Public Contract Code defines “emergency” to mean a “sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services,” and section 21060.3 of the Public Resources Code and California Environmental Quality Act Guidelines 14 CCR section 15269(c) defines “emergency” to mean “a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. ‘Emergency’ includes such occurrences as fire, flood, earthquake, or other soil or geological movements, as well as such occurrences as riot, accident, or sabotage.”

WHEREAS, under California Public Contract Code Section 20654, in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of the college to permit the continuance of existing college classes, or to avoid danger to life or property, the board may, by unanimous vote, with the approval of the county superintendent of schools, do the following: make a contract in writing or otherwise on behalf the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids; and, notwithstanding Section 20655, authorize the use of day labor or force account for the purpose; and

NOW, THEREFORE BE IT RESOLVED, That the Board of Trustees of the West Valley-Mission Community College District:

(1) Determines that the circumstances described in the Resolution herein constitute an emergency condition;

(2) By unanimous vote pursuant to section 20654 of the Public Contract Code and subject to approval by the county superintendent of schools, authorizes the execution of contracts without advertising or inviting bids; and, notwithstanding section 20114, authorizes the flexibility of maintenance & operations, notwithstanding section 20655, to respond to the emergency conditions at District Sites; and

(3) Authorize the Chancellor and/or his designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at the District Sites, including, but not limited to: the relocation of students and staff, continued daily student transportation, provision of alternative educational program options, directing staff to serve as disaster service workers pursuant to Government Code 3100, and/or make alterations, repairs or improvements to school property.
PASSED AND ADOPTED by the Board of Trustees of the West Valley-Mission Community College District on the 7th Day of April, 2020, by the following vote:

AYES:

NOES:

ABSENT: _________

ABSTENTIONS:

STATE OF CALIFORNIA
COUNTY OF SANTA CLARA

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
9. Board

Subject 9.1 CALIFORNIA COMMUNITY COLLEGE TRUSTEES (CCCT) BOARD OF DIRECTORS ELECTION – 2020 - Recommendation: That the Board of Trustees support the recommendations of the West Valley-Mission CCD Board’s Ad Hoc Committee for vacancies on the CCCT Board; and further, that the Chancellor forward the Board’s vote to the Community College League of California (CCLC) office by April 25, 2020.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action

Recommended That the Board of Trustees support the recommendations of the West Valley-Mission CCD Board’s Ad Hoc Committee for vacancies on the CCCT Board; and further, that the Chancellor forward the Board’s vote to the Community College League of California (CCLC) office by April 25, 2020.

Prepared By: BRENDA ROGERS

Reviewed By: ANNE KEPNER, ROBERT OWENS AND EVELINA GROMILINA

Approved By: BRADLEY DAVIS

Funding Source/Fiscal Impact Not applicable.

Reference(s)
Pursuant to the governing policies of the CCCT Board of the CCLC, election of members to the CCCT Board takes place between March 10 and April 25. There are nine (9) seats up for reelection on the CCCT Board this year. The board of each member community college district of the CCLC shall have one vote for each vacancy on the CCCT Board. Attached is a list of the candidates for the vacancies.

Background/Alternatives
The Board’s Ad Hoc Committee for vacancies on the CCCT Board, composed of Trustees Robert Owens and Anne Kepner and Student Trustee Evelina Gromilina, reviewed and discussed campaign materials from the candidates. The Ad Hoc Committee recommends that the Board of Trustees cast its votes for the following candidate(s):

1. Adrienne Grey, West Valley-Mission CCD*
2. Andra Hoffman, Los Angeles CCD*
3. Pam Haynes, Los Rios CCD*
4. Suzanne Chan, Ohlone CCD
5. Cindi Reiss, Peralta CCD
6. Marisa Perez, Cerritos CCD*
7. Larry Kennedy, Ventura County CCD*
8. Barry Snell, Santa Monica CCD
9. Loren Steck, Monterey Peninsula CCD*

Incumbent*

Coordination
The Ad Hoc Committee recommends that the Board of Trustees endorse its recommended candidate(s).

Follow-up/Outcome
The Chancellor’s office will forward the vote of the Board to the CCLC office.

File Attachments
Attach 9.1, CCCT 2020 BOARD BALLOT 04.07.2020.docx (27 KB)
Subject 9.2 CONTINUATION OF STUDENT TRUSTEES’ PRIVILEGES -
Recommendation: That the Board of Trustees continue to grant Student
Trustees privileges as follows: to serve a term commencing June 1, 2020,
to make and second motions, to cast advisory votes, and to receive
compensation and health benefits.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action

Recommended That the Board of Trustees continue to grant Student Trustees privileges as
Action follows:
a. to serve a term commencing June 1, 2020,
b. to make and second motions,
c. to cast advisory votes, and
d. to receive compensation and health benefits.

Prepared By: BRENDA ROGERS

Approved By: BRADLEY DAVIS

Funding Source/Fiscal Impact
There is no additional fiscal impact to the District.

Reference(s)
Education Code 72023.5 provides each local governing board the discretion to grant certain privileges to the Student
Trustees. Board Policy 2015 addresses West Valley-Mission Community College District Student Trustees.

Background/Alternatives
Education Code 72023.5 and Board Policy 2015 provide that Student Trustee privileges must be approved for
continuation on a year-to-year basis prior to May 15.

Coordination
Not applicable.

Follow-up/Outcome
Upon Board approval, the District’s Student Trustees will continue to be granted the privileges above for the next year.
9. Board

Subject 9.3 RESOLUTION NO. 20040701 PROCLAIMING MAY 17 – 23, 2020, AS CLASSIFIED SCHOOL EMPLOYEE WEEK IN THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT - Recommendation: That the Board of Trustees adopt Resolution No. 20040701 proclaiming May 17 – 23, 2020, as Classified School Employee Week in the West Valley-Mission Community College District.

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Action

Recommended That the Board of Trustees adopt Resolution No. 20040701 proclaiming May 17 – 23, 2020, as Classified School Employee Week in the West Valley-Mission Community College District.

Prepared By: BRENDA ROGERS

Approved By: BRADLEY DAVIS

Funding Source/Fiscal Impact
There is no cost for the adoption of this resolution.

Reference(s)
In 1986, the California State Legislature declared the third full week of May as California Classified School Employee Week in order to acknowledge classified staff contributions in the education of the students of California. Schools and districts statewide take this opportunity to recognize the work of their classified professionals.

Background/Alternatives
The dedicated and committed classified professionals of the West Valley-Mission Community College District are especially deserving of this recognition. Classified staff provide valuable and vital services to the colleges and the students of the district by contributing to the positive instructional environment, providing for the successful operation of the district, ensuring the welfare and safety of the District’s students, contributing to the governance of the district and colleges, and striving for excellence in all areas of the educational community.

West Valley-Mission Community College District classified staff members have many jobs, but only one goal: the success of the students they serve.

Coordination
The Chancellor, the College Presidents, and the Classified Senate Presidents reviewed this proposal.

File Attachments
Attch 9.3, Resolution No 20040701.docx (26 KB)
Resolution No. 20040701
Proclaiming May 17 – 23, 2020, as Classified Professional Week in the West Valley-Mission Community College District

WHEREAS, Classified professionals of the West Valley-Mission Community College District provide valuable services to its Colleges and students; and

WHEREAS, Classified professionals contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, Classified professionals play a vital role in providing for the successful operation of the District and ensuring the welfare and safety of the District’s students; and

WHEREAS, Classified professionals make invaluable contributions to the governance of the District and Colleges; and

WHEREAS, Classified professionals have consistently demonstrated their commitment to the District during periods of financial difficulty; and

WHEREAS, Classified professionals strive for excellence in all areas relative to the educational community; and

WHEREAS, West Valley-Mission Community College District Classified Professionals have many jobs, but only one goal: the success of the students they serve.

THEREFORE BE IT RESOLVED, That the West Valley-Mission Community College District Board of Trustees hereby recognizes and enthusiastically honors the contributions of its Classified professionals to quality education in the State of California and in the West Valley-Mission Community College District, and declares the week of May 17 – 23, 2020, to be Classified Professional Week in the West Valley-Mission Community College District.

PASSED AND ADOPTED, This 7th day of April, 2020, by the West Valley-Mission Community College District Board of Trustees.

AYES:
NOES:
ABSTENTIONS:
ABSENT:

__________________________
President, Board of Trustees

__________________________
Secretary, Board of Trustees
## 10. Information Reports and Items for Future Board Consideration

<table>
<thead>
<tr>
<th>Subject</th>
<th>10.1 Academic Senate Update (Aram Shepherd) (Gretchen Ehlers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
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<td>Type</td>
<td>Information</td>
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</tbody>
</table>
10. Information Reports and Items for Future Board Consideration

Subject 10.2 Classified Senate Update (Cheryl Massa) (Thanh Do)

Meeting Apr 7, 2020 - Regular Meeting, Comments

Access Public

Type Information
## 10. Information Reports and Items for Future Board Consideration

**Subject** | 10.3 Student Senate Update (Maia Delrooz) (Reymundo Madera)
---|---
**Meeting** | Apr 7, 2020 - Regular Meeting, Comments
**Access** | Public
**Type** | Information, Procedural
### 10. Information Reports and Items for Future Board Consideration

<table>
<thead>
<tr>
<th>Subject</th>
<th>10.4 West Valley College Update (Stephanie Kashima)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
</tr>
<tr>
<td>Type</td>
<td>Information</td>
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<tr>
<td><strong>Subject</strong></td>
<td><strong>10.5 Mission College Update (Daniel Peck)</strong></td>
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<td><strong>Meeting</strong></td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
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### 10. Information Reports and Items for Future Board Consideration

<table>
<thead>
<tr>
<th>Subject</th>
<th>10.6 Chancellor's Report (Bradley Davis)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
</tr>
<tr>
<td>Access</td>
<td>Public</td>
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<td>Type</td>
<td>Information</td>
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### 10. Information Reports and Items for Future Board Consideration

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<thead>
<tr>
<th>Subject</th>
<th>10.7 Trustee Comments</th>
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<tbody>
<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
</tr>
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<td>Access</td>
<td>Public</td>
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<tr>
<td>Type</td>
<td>Information</td>
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## 12. Reconvene Public Session, If Necessary

<table>
<thead>
<tr>
<th>Subject</th>
<th>12.1 Report of Closed Session Action</th>
</tr>
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<tbody>
<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
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<td>Access</td>
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</tbody>
</table>
### 13. Meeting Closing

<table>
<thead>
<tr>
<th>Subject</th>
<th>13.1 Adjournment</th>
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<tbody>
<tr>
<td>Meeting</td>
<td>Apr 7, 2020 - Regular Meeting, Comments</td>
</tr>
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<td>Procedural</td>
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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**

5.1 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: 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

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.