
B O A R D  O F  T R U S T E E S
M E E T I N G

A G E N D A

W E S T  V A L L E Y  C O L L E G E

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B O A R D  O F  T R U S T E E S
Anne Kepner • President
Susan Fish • Vice President
Adrienne Grey
Randi Kinman
Jack Lucas
Robert Owens
Karl Watanabe
Kian Lechner • WVC Student Trustee

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

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

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

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

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

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

**ADJOURNMENT TIME**

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

**DOCUMENTS PROVIDED TO THE BOARD OF TRUSTEES**

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

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

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1.0 CALL TO ORDER – PUBLIC SESSION

1.1 ROLL CALL

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

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

3.0 RECONVENE PUBLIC SESSION

3.1 PLEDGE OF ALLEGIANCE

3.2 REPORT OF CLOSED SESSION ACTION

3.3 APPROVAL OF THE ORDER OF THE AGENDA (A)

3.4 APPROVAL OF THE MINUTES (A) 3
Approval of the minutes of the May 13, 14, 15, 16, and 17, 2019, Special Meetings, the June 4, 2019, Regular Meeting, and the June 20, 2019, Special Meeting

3.5 PRESENTATIONS/RECOGNITIONS
Oath of Office Ceremony for Mission College Student Trustee, Evelina Gromilina

Ms. Evelina Gromilina was elected by the Mission College student body to serve as the Mission College Student Trustee until May 31, 2020. Board President Anne Kepner will administer the Oath of Office to Ms. Gromilina and she will be seated as the College’s Student Trustee.
3.6 **ORAL COMMUNICATIONS FROM THE PUBLIC**
This portion of the meeting is reserved for persons desiring to address the Board on any matter not on the agenda. No action will be taken. Public comments on items on the agenda will be taken at the time the item is discussed by the Board.

3.7 **WRITTEN COMMUNICATIONS FROM THE PUBLIC**

4.0 **UNFINISHED BUSINESS** - There is none.

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

5.0 **COLLEGE PROGRAMS AND SERVICES** - Consent Agenda

5.1 **WEST VALLEY COLLEGE’S ACCEPTANCE OF A $306,500 GRANT AGREEMENT WITH THE CALIFORNIA VIRTUAL CAMPUS, THE ONLINE EDUCATION INITIATIVE AND THE FOOTHILL-DE ANZA CCD TO DEVELOP CTE DISTANCE EDUCATION CERTIFICATES.**
Recommendation: That the Board of Trustees authorize West Valley College to enter into an agreement with the Improving Online CTE Pathways grant program. This will provide $306,500 in funding from the California Virtual Campus (CVC), the Online Education Initiative (OEI) and the Foothill-De Anza Community College District to develop CTE programs and certificates that can be offered entirely online.

5.1 **WVC Grant**

5.2 **MISSION COLLEGE CURRICULUM**
Recommendation: That the Board of Trustees approve the Mission College Curriculum submissions.

5.2 **MC CURRICULUM**

6.0 **HUMAN RESOURCES** - Consent Agenda

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

**Appointment(s)**

**Academic**

- William Breder, Instructor, Mathematics, West Valley College, 100% of full time, 10 months per year; effective August 23, 2019. Fund 110-General Fund.
- Robert Schaffer, Instructor, Engineering, Mission College, 100% of full time, 10 months per year; effective August 23, 2019. Fund 110-General Fund.
- Maryam Fard, Counselor, Professional Studies, West Valley College, 100% of full time, 11 months per year; effective August 1, 2019. Fund 110-General Fund.
- Michael West, Counselor, Articulation, West Valley College, 100% of full time, 11 months per year; effective August 1, 2019. Fund 110-General Fund.
**Classified**

e. Sharon Storm, Administrative Assistant, WVMCEA Office, Technical & Business Unit, Range 63 ($5,608.67-$7,389.08), Academic Senate, West Valley College, 53.3% of full time, 10 months per year; effective August 19, 2019. Fund 110-General Fund.

f. Miguel Garcia, Custodian, WVMCEA Operations & Support Unit, Range 49 ($4,182.50-$5,458.17), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective July 29, 2019. Fund 110-General Fund.

g. Sherwin Glover, Custodian, WVMCEA Operations & Support Unit, Range 49 ($4,182.50-$5,458.17), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective July 29, 2019. Fund 110-General Fund.

h. Laura Sanders, Food Services Technician, WVMCEA Office, Technical & Business Unit, Range 49 ($4,165.17-$5,436.25), Child Development Center, West Valley College, 53.3% of full time, 12 months per year; effective July 29, 2019. Fund 330- Child Development Fund (0.50) and Fund 134-State Grants Fund (0.50).

i. Pamela Tomac, Facilities Project Analyst, WVMCEA Office, Technical & Business Unit, Range 73 ($6,999.00-$9,243.67), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective July 29, 2019. Fund 430-GO Bonds Capital Project Fund.

j. Nini Reyes-Bolinger, Facilities Project Analyst, WVMCEA Office, Technical & Business Unit, Range 73 ($6,999.00-$9,243.67), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective July 29, 2019. Fund 430-GO Bonds Capital Project Fund.

**Reclassification(s)**

**Classified**

a. Mario Flores, from Program Specialist, WVMCEA Unit, Range 64 ($5,737.17-$7,550.00), HSI-STEM, Mission College, 100% of full time, 12 months per year; to Program Analyst, WVMCEA Unit, Range 67 ($6,126.17-$8,074.42), HSI-STEM, Mission College, 100% of full time, 12 months per year. Effective February 20, 2019. Fund 120-Federal Grants Fund.

**6.1 Personnel Transactions**

**7.0 BUSINESS AND FINANCE – Consent Agenda**

**7.1 SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO STATUS (I)**

Recommendation: That the Board of Trustees review the Santa Clara County Treasury Investment Portfolio Status.

**7.1 Investment Update**

**7.2 APPROVAL OF STUDENT AND ATHLETIC INSURANCE CARRIER (A)**

That the Board of Trustees authorize the administration to enter into an agreement with Student Insurance Group effective August 1, 2019, thru July 31, 2020, in the amount of $123,739.00 for Student, Athletic and Catastrophic Insurance.

**7.2 Insurance renewal**

**7.3 APPROVAL OF CONTRACT RENEWAL FOR DISTRICT-WIDE CAFÉ SERVICES OPERATIONS TO KJ’S CAFÉ A LA CARTE, INC. (A)**

Recommendation: That the Board of Trustees approve the contract renewal for District-wide café services operations to KJ’s Café a la Carte, Inc. for five years.
7.3 KJ’s Cafe renewal

7.4 PROJECT MANAGEMENT SERVICES FOR ELLUCIAN BANNER
Recommendation: That the Board of Trustees approve a contract with Strata Information Group (SIG) for project management services for Ellucian Banner for an amount not to exceed $361,200, effective July 1, 2019 through June 30, 2020 (6 months full-time then half-time).

7.5 CONSULTING SERVICES FOR ELLUCIAN BANNER
Recommendation: That the Board of Trustees approve a contract with Strata Information Group (SIG) for consulting services for Ellucian Banner for an amount not to exceed $512,400, effective July 1, 2019 through June 30, 2020.

7.6 INTERIM CIO SERVICES FOR INFORMATION SYSTEMS
Recommendation: That the Board of Trustees approve a contract with Strata Information Group (SIG) for Interim Chief Information Officer (CIO) services for Information Systems for an amount not to exceed $218,400, effective July 1, 2019 through December 31, 2019.

7.7 AWARD OF RFP CA13-1819, DISTRICT-WIDE HEATING VENTILATION AND AIR CONDITIONING MAINTENANCE SERVICES
Recommendation: That the Board of Trustees authorize the administration to enter into a five-year agreement with ACCO Engineered Systems, Inc. in the amount of $1,231,147.70 for District-wide Heat Ventilation and Air Conditioning (HVAC) Maintenance Services.

7.8 APPROVAL OF RFP 02-1819 FOR DISTRICT-WIDE SNACK AND BEVERAGE VENDING SERVICES
Recommendation: That the Board of Trustees approve entering into Agreements for District-wide snack and beverage vending services with Bottling Group, LLC and Service Vending Systems, Inc.

REGULAR ORDER OF AGENDA

5.0 COLLEGE PROGRAMS AND SERVICES – There are none.

6.0 HUMAN RESOURCES

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

Appointment
Omar Murillo, Vice President, Student Services, Mission College, Range 30 ($13,680.83-$17,055.66/per month); effective July 24, 2019. 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.

6.2 Administrative Personnel Transactions

6.3 PUBLIC HEARING AND ADOPTION OF WVMFT INITIAL PROPOSALS TO THE DISTRICT IN REOPENER NEGOTIATIONS
Recommendation: That the Board of Trustees conduct a public hearing regarding WVMFT initial proposals to the District in reopeners negotiations and adopt the proposals.

6.3 Public Hearing and Adoption of WVMFT Initial Proposals to the District

6.4 PUBLIC HEARING AND ADOPTION OF DISTRICT INITIAL PROPOSALS TO WVMFT IN REOPENER NEGOTIATIONS
Recommendation: That the Board of Trustees conduct a public hearing regarding District initial proposals to the WVMFT in reopener negotiations and adopt the proposals.

6.4 Adoption of WVMCCD Init proposals to WVMFT

6.5 WEST VALLEY COLLEGE, INTERIM PRESIDENT, PROFESSIONAL SERVICES CONTRACT
Recommendation: That the Board of Trustees approve a contract with Dr. Charles C. Bullock for Interim President services, effective July 23, 2019, through no later than June 30, 2020, at a salary of $291,000 annually, with additional compensation paid for business related expenses of $6,000 on an annual basis. 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.

6.5 WVC Interim President

7.0 BUSINESS AND FINANCE

7.9 RESOLUTION NO. 19072301 TO ADOPT THE WEST VALLEY COLLEGE VASONA CREEK TRAIL PLAN PROJECT MITIGATED NEGATIVE DECLARATION, FOR WHICH AN INITIAL STUDY WAS PREPARED, ALL IN ACCORDANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND ADOPTING A RELATED MITIGATION AND MONITORING PROGRAM
Recommendation: That the Board of Trustees adopt Resolution No. 19072301 for the West Valley College Vasona Creek Trail Plan Project
Mitigated Negative Declaration, for which an initial study was prepared in accordance with the California Environmental Quality Act.

**7.9 Resolution - CEQA Vasona Creek**

Attach. 7.9 Resolution - CEQA Vasona Creek

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**8.0 BOARD**

**8.1 APPOINTMENT OF SECRETARY TO THE BOARD OF TRUSTEES**

Recommendation: That the Board of Trustees appoint Chancellor Bradley Davis as Secretary to the Board, to serve until the Board’s next organizational meeting.

**8.1 Appt. of Sec to BOT**

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**9.0 INFORMATION REPORTS AND ITEMS FOR FUTURE BOARD CONSIDERATION**

9.1 ACADEMIC SENATE UPDATE (Gretchen Ehlers) (Aram Shepherd) (I) Oral

9.2 CLASSIFIED SENATE UPDATE (Cheryl Massa) (Thanh Do) (I) Oral

9.3 STUDENT SENATE UPDATE (Maia Delrooz) (Reymundo Madera) (I) Oral

9.4 WEST VALLEY COLLEGE UPDATE (Charles Bullock) (I) Oral

9.5 MISSION COLLEGE UPDATE (Daniel Peck) (I) Oral

9.6 ASSOCIATE VICE CHANCELLOR OF HUMAN RESOURCES REPORT (Albert Moore) (I) Oral

9.7 VICE CHANCELLOR’S REPORT (Ed Maduli) (I) Oral

9.8 CHANCELLOR’S REPORT (Bradley Davis) (I) Oral

9.9 STANDING COMMITTEE REPORT

* Audit and Budget Oversight Committee

9.10 TRUSTEE COMMENTS (I) Oral

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**10.0 CONTINUATION OF CLOSED SESSION, IF NECESSARY**

**11.0 RECONVENE PUBLIC SESSION**

11.1 Report of Closed Session Action Oral

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**ADJOURNMENT**
MINUTES DISTRIBUTED AS A SEPARATE DOCUMENT
SUBJECT: WEST VALLEY COLLEGE’S ACCEPTANCE OF A $306,500 GRANT AGREEMENT WITH THE CALIFORNIA VIRTUAL CAMPUS, THE ONLINE EDUCATION INITIATIVE AND THE FOOTHILL-DE ANZA CCD TO DEVELOP CTE DISTANCE EDUCATION CERTIFICATES.

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees authorize West Valley College to enter into an agreement with the Improving Online CTE Pathways grant program. This will provide $306,500 in funding from the California Virtual Campus (CVC), the Online Education Initiative (OEI) and the Foothill-De Anza Community College District to develop CTE programs and certificates that can be offered entirely online.

Funding Source/Fiscal Impact
The Improving Online CTE Pathways grant program has been developed by the California Virtual Campus – Online Education Initiative (CVC-OEI) pursuant to the allocation of $35 million in one-time funding through the Budget Act of 2018 (SB840) and the trailer bill (SB843) and with direction from the Board of Governors and Chancellor’s Office of the California Community Colleges.

The California Virtual Campus-Online Education Initiative (CVC-OEI) Improving Online CTE Pathways grant program provides competitive grants to community college districts to develop online programs and courses that support either of the following:

1. Lead to short-term, industry-valued certificates or credentials, or programs.
2. Enable a student in a pathway developed by the California Online Community College to continue his or her education in a career pathway offered by an existing community college.
Grants may range in size from tens of thousands of dollars up to several hundred thousand dollars, however, they may not exceed $500,000 per college/district. Projects are to be implemented within the one-year funding timeframe. The grant will be administered by the Foothill-De Anza Community College District, serving as the fiscal agent for the CVC-OEI.

**Background/Alternatives**
The goals of Building Exemplary Courses for the Online Accounting Clerk Certificate at West Valley College are (1) to align the Accounting Clerk Certificate courses with the CVC- OEI Course Design Rubric and (2) increase access to these courses. In doing this, the project offers students a pathway to attaining the skills needed to obtain jobs that are in high-demand as identified by demand/supply analysis of the Bay region and the Silicon Valley sub-region. As the certificate involves five courses for a total of 16 units, a student would be able to complete the certificate within a one-year time frame.

Enrollment data of the six courses at West Valley College support the need for development and marketing of high-quality online courses in the Accounting Clerk Certificate program. In addition to enrollment data, labor market data indicate a significant undersupply of Accounting/Bookkeeping workers. As noted in "Accounting/Bookkeeping Occupations Labor Market Information Report, West Valley College" (a report prepared by the San Francisco Bay Center for Labor Market Research, March 2019), demand for workers with these skills in the Bay Region is 5,660 each year, as compared to 822 certificates/associate degrees awarded; thus, there is a gap of more than 4,800 annually in the Bay region. For the Silicon Valley sub-region, the gap remains substantial at more than 1,000 each year (1,337 annual openings vs. 253 certificates/associate degrees issued).

The undersupply of workers is supported by data on job postings. Between March 2018 and Feb. 2019, employers sought individuals for 11,841 positions in the Bay Region; yet over the past three years, only 822 associate degrees and certificates were awarded annually on average. Over the same periods, for the Silicon Valley sub-region, there were 2,725 job postings as compared to only 253 associate degrees and certificates.

Through this project, the College will develop a rigorous process for review that can be used with other CTE programs and courses offered throughout the College. Success of the project will continuously be monitored in the future using a pre/post...
quasi-experimental design of the five courses with data on enrollment, student retention, success rates and program completion.

**Coordination**
As the lead institution of the grant, the Foothill-De Anza Community College District will lead the project for all partners in the region. Dr. Raymond J. Gamba, Dean of Social Science and Distance Education and Brad Weisberg, Dean of Workforce Development will coordinate implementation and reporting of the financial and programmatic activities.

**Follow-up/Outcomes**
Upon Board of Trustees approval, the Dean of Workforce Development will move forward to execute the partnership agreement, establish the budget and develop reporting and internal control systems to ensure that activities, expenditures and outcomes are in line with the partnership agreement and requirements of the California Department of Education. The Dean of Social Science and Distance Education committee will work with faculty to execute the programmatic activities that are laid out in the purposed work plan.
SUBJECT: CONSIDER APPROVAL OF CURRICULUM CHANGES AT MISSION COLLEGE

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve the curriculum changes at Mission College as presented.

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

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

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

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

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

#### New Course - Credit
- BIO 014H
- KIN 079

#### New Course - Noncredit
- CAP 100
- NCE 920GW
- NCE 933
- CAP 101
- NCE 930EC
- NCE 934
- NCE 920EC
- NCE 931
- NCE 940EC
- NCE 920PL
- NCE 932

#### Credit Course Revision
- BIO 047
- COU 012A
- FRN 002
- COM 008
- COU 012C
- KIN 078
- COU 005
- COU 017
- LSR 950
- COU 007
- COU 023
- PSY 015
- COU 007H
- FRN 001
- TRN 101

#### Non-credit Course Revision
- NCE 010

#### Administrative Change
- None

#### Prerequisites
- BIO 047
- FRN 002
- PSY 015

#### Distance Education
- BIO 014H
- COU 012C
- NCE 920PL
- COM 008
- COU 017
- NCE 930EC
- COU 005
- COU 023
- NCE 931
- COU 007
- KIN 078
- NCE 932
- COU 007H
- NCE 920EC
- NCE 933
- COU 012A
- NCE 920GW

#### Credit Course Deletion
- BIO 041
- BIO 042
- BIO 043
New Program - Credit
None

New Program - NonCredit
Noncredit – ESL for Childcare Certificate of Competency
Noncredit – Beginning Computer Skills Certificate of Completion
Noncredit – High Beginning ESL
Noncredit – Low Beginning ESL

Program Revision - Credit
Biology AS-T
Psychology AA-T
Sociology AA-T
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.

BIOLOGICAL SCIENCES

**BIO 014H – Introductory Neuroscience - Honors**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This honors course is an introduction to the organization and functions of the nervous system. The physiology of the brain and senses are discussed. Emotions, sleep, language, attention, memory and a survey of nervous system disorders are explored.

**Rationale for BIO 014H – Introductory Neuroscience - Honors – 3.00 Unit(s)**
This proposal is an honors version of an active course in our department curriculum: BIO 014. BIO 014 has been a successful and popular course in the department for several semesters. Since the department is looking to expand its honors course offerings, we have decided that this would be a good course to offer in an honors form.

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KINESIOLOGY

**KIN 079 – Lifetime Fitness**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course serves as an introduction to fitness, wellness and lifestyle management. Topics covered include: theories of health and fitness, nutrition, weight management, and behavioral changes that promote a healthy lifestyle. Students participate in activities consisting of a variety of fitness tests and measurements to evaluate their fitness level and set goals related to their own personal development.

**Rationale for KIN 079 – Lifetime Fitness – 3.00 Unit(s)**
This course serves as a foundation for our students who are interested in improving their overall fitness level and utilizing our fitness facilities.
NEW COURSE - NONCREDIT

NONCREDIT COMPUTER APPLICATIONS

CAP 100 – Learning the Keyboard Noncredit
Total Hours of Instruction: 54
Grade Options: Satisfactory Progress

This noncredit course is designed for anyone who wants to learn the “touch” system of keyboarding on the computer. Proper techniques of keyboarding are emphasized to develop speed and accuracy.

Rationale for CAP 100 – Learning the Keyboard Noncredit
This course is part of a noncredit certificate that provides a career pathway for ESL and adult education students who want to develop their workplace skills.

CAP 101 – Computers Simplified for Beginning Learners Noncredit
Total Hours of Instruction: 18
Grade Options: Satisfactory Progress

This noncredit course takes students through the basics of using a computer to perform essential tasks for workforce and academic survival. Highlights of the course include: operating system basics, applications software, e-mail basics, computer peripherals, and Internet basics.

Rationale for CAP 101 – Computers Simplified for Beginning Learners Noncredit
This noncredit course provides essential basic computer skills for beginning computer users to use in the workplace and academic environments.

NONCREDIT ENGLISH AS A SECOND LANGUAGE

NCE 920EC – Noncredit ESL for Child Care: Introduction
Total Hours of Instruction: 32
Grade Options: Pass/No Pass, Satisfactory Progress
This beginning level course develops oral and written communication skills in English within the context of child care and parenting. Students develop listening, speaking, reading and writing skills for communicating about a child’s day-to-day care, needs, and interests.

**Rationale for NCE 920EC – Noncredit ESL for Child Care: Introduction**
This course is the first required course in the noncredit English for Child Care CDCP certificate.

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**NCE 920PL – Beginning Pronunciation and Listening**
Total Hours of Instruction: 54  
Grade Options: Pass/No Pass, Satisfactory Progress

Beginning level students develop and practice basic aspects of American English pronunciation in order to speak more clearly, confidently, and accurately.

**Rationale for NCE 920PL – Beginning Pronunciation and Listening**
This pronunciation course is included in the Noncredit Beginning ESL Certificate of Competency.

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**NCE 920GW – Beginning Grammar and Writing**
Total Hours of Instruction: 54  
Grade Options: Pass/No Pass, Satisfactory Progress

This course is for beginning-level ESL students with minimal knowledge of English grammar and writing conventions. The course is designed to provide an introduction to English grammar and opportunities to practice basic sentence-level writing skills.

**Rationale for NCE 920GW – Beginning Grammar and Writing**
Students in the NCE beginning level need a focused grammar course to help them develop the skills necessary to succeed at the beginning level and to enter the high-beginning level noncredit ESL courses.
**NCE 930EC – Noncredit ESL for Child Care: Health and Safety**

Total Hours of Instruction: 72  
Grade Options: Pass/No Pass, Satisfactory Progress

This high-beginning level course develops oral and written communication skills in English within the context of childcare and parenting. Students develop listening, speaking, reading and writing skills for communicating about a child's health and safety.

**Rationale for NCE 930EC – Noncredit ESL for Child Care: Health and Safety**

This is the second required class for the noncredit English for Child Care CDCP certificate.

---

**NCE 931 – High Beginning ESL Listening and Speaking**

Total Hours of Instruction: 72  
Grade Options: Pass/No Pass, Satisfactory Progress

This is the first course in a noncredit certificate program in High Beginning ESL. Students develop listening skills necessary for comprehension of vocabulary, sentences, and short lectures on academic and day-to-day topics. Students also develop pronunciation and speaking skills necessary for clearly expressing themselves.

**Rationale for NCE 931 – High Beginning ESL Listening and Speaking**

The ESL Department is revising the core curriculum that was formerly at the 930 level in the credit program in response to AB 705 and enrollment patterns. We are changing this course from credit to noncredit.

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**NCE 932 – High Beginning Grammar and Writing**

Total Hours of Instruction: 72  
Grade Options: Pass/No Pass, Satisfactory Progress

This is the second course in a noncredit certificate program in High Beginning ESL. Students develop basic writing and grammar skills of standard written English. Students also practice and write simple and compound sentences using correct word forms, word order, articles, prepositions, spelling, and punctuation within their written compositions.

**Rationale for NCE 932 – High Beginning Grammar and Writing**
This course is part of a program that prepares students for the transition to the credit ESL program. Students receive the foundation for the topics covered in ESL 940GW (Low-Intermediate Grammar and Writing).

NCE 933 – High Beginning Reading and Vocabulary
Total Hours of Instruction: 72
Grade Options: Pass/No Pass, Satisfactory Progress

This is the third course in a noncredit certificate program in High Beginning ESL. In this course, students develop reading and vocabulary skills necessary for comprehension of simplified articles and stories in English.

Rationale for NCE 933 – High Beginning Reading and Vocabulary
This course is the third class in the new noncredit ESL High-Beginning level CDCP certificate. This course focuses on reading and vocabulary skills.

NCE 934 – Bridge to ESL College Success
Total Hours of Instruction: 32
Grade Options: Pass/No Pass, Satisfactory Progress

This is the fourth course in the series of noncredit courses that make up the certificate in High Beginning ESL. Students develop their English language skills as they acquire successful strategies for the credit-level ESL program and other academic college classes.

Rationale for NCE 934 – Bridge to ESL College Success
This is the fourth course in a noncredit certificate program in High Beginning ESL. Students develop English language skills and academic strategies that will help them to be successful in the credit-level ESL program and other college classes.

NCE 940EC – Noncredit ESL for Child Care: Ages and Stages
Total Hours of Instruction: 64
Grade Options: Pass/No Pass, Satisfactory Progress

This low-intermediate level course develops oral and written communication skills in English within the context of childcare and parenting. Students develop listening,
speaking, reading and writing skills for communicating with and about infants, toddlers, preschoolers, and school-age children.

**Rationale for NCE 940EC – Noncredit ESL for Child Care: Ages and Stages**
This is the third required class for the new noncredit English for Child Care CDCP certificate.

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**CREDIT COURSE REVISION**

**BIOLOGICAL SCIENCES**

**BIO 047 – Human Anatomy**
5.00 Unit(s)
Grade Options: Grade Only
Prerequisite: BIO 010 AND BIO 010L OR
Prerequisite: BIO 011 OR
Prerequisite: BIO 022 OR
Prerequisite: BIO 001A OR
Prerequisite: BIO 001AH

This course is an in-depth study of the microscopic and gross anatomical structure of the human body, including some corresponding pathology. It is designed to meet the prerequisite for programs in nursing, physical therapy, kinesiology, occupational therapy, etc. Laboratory work includes: examination of models, histological specimens, and animal specimens.

**Rationale for BIO 047 – Human Anatomy – 5.00 Unit(s)**
Prerequisites were updated to include BIO 001A/001AH, and the course was removed from the list of courses approved for distance education.

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**COMMUNICATION STUDIES**

**COM 008 – Interpersonal Communication**
3.00 Unit(s)
Grade Options: Pass/No Pass Option
This course involves practical communication skills useful for communicating in one's personal life as well as in working relationships. Course content emphasizes communication skills and theory important in improving interpersonal relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication and conflict resolution.

**Rationale for COM 008 – Interpersonal Communication – 3.00 Unit(s)**
This course is due for revision, so textbook options were updated. Course Objectives have been updated to match the C-ID COs. SLOs have also been revised to more accurately reflect the scope of course content and place an emphasis on culture. In addition, we are proposing a DE (Online) option for this course to support our move toward Guided Pathways and offering an AA-T in Communication Studies that can be completed online.

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**COUNSELING**

**COU 005 – Strategies for Success**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This is a comprehensive course that integrates critical and creative thinking proficiency, personal growth and values, and academic study strategies. This survey course includes a study of the following topics: role of education in life, college systems, effective learning strategies, academic survival, career information, awareness of personal development and techniques of interpersonal communication. Emphasis is on the attainment of life-long success in academic, professional and personal development.

**Rationale for COU 005 – Strategies for Success – 3.00 Unit(s)**
This course was revised to update the Student Learning Outcomes, Distance Education addendum and textbooks along with some minor updates on the course content.

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**COU 007 – University Transfer Planning**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course provides in-depth information and assistance with the transfer process to
four-year colleges/universities. It is designed to enable students to actively participate in planning their educational and career goals by providing information about the process and requirements for transferring from a community college to a university. Lower division major and general education requirements, college/university selection, admission procedures, competitive selection criteria, application deadlines, financial aid and scholarship information are covered. Use of college catalogs, printed directories and the Internet are necessary to complete assignments.

**Rationale for COU 007 – University Transfer Planning – 1.00 Unit(s)**
This course was revised to update the student learning outcomes, Distance Education addendum, and the textbooks.

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**COU 007H – University Transfer Planning - Honors**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This honors course provides in-depth information and assistance with the transfer process to four-year colleges/universities. Lower division major and general education requirements, college/university selection, admission procedures, state-wide transfer policies, application deadlines, financial aid and scholarship information are covered. Students have the opportunity to broaden their perspectives by examining the changes in the education policies and regulations that impact society and may influence their transfer planning and admission to a university. Use of college catalogs, printed directories and the Internet are necessary to complete assignments. Students cannot get credit for both COU 007 and COU 007H. Enrollment in the Honors Transfer Project is required.

**Rationale for COU 007H – University Transfer Planning – Honors – 1.00 Unit(s)**
This course was revised to update the Student Learning Outcomes, Distance Education addendum, and the textbooks.

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**COU 012A – Careers & Life Styles**
1.00 Unit(s)
Grade Options: Pass/No Pass Option
This course assists students in exploring individual interests through the use of a variety of career assessments. The focus is on career, personal and educational awareness as they relate to the process of career choice and major selection. Students identify personal interests, values, abilities and skills and use self-assessment instruments to help them identify career options.

**Rationale for COU 012A – Careers & Life Styles – 1.00 Unit(s)**
This course was revised to update the Student Learning Outcomes, Distance Education addendum, and the textbooks.

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**COU 012C – Careers & Life Styles**
1.00 Unit(s)
Grade Options: Pass/No Pass Option

This course assists students in the area of job search skills. Students learn to market themselves using resume writing and interview skills, and to identify different types of skills and how they relate to job requirements. Occupational trends are examined. This course may also be offered via distance learning.

**Rationale for COU 012C – Careers & Life Styles – 1.00 Unit(s)**
This course was revised to update the Student Learning Outcomes and textbooks.

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**COU 017 – Transfer Success and Life Transitions**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

Through the context of transferring from a community college to a university, this course introduces students to appropriate life skills that can help them achieve greater success in their educational, personal, and professional lives. The course is designed specifically for students interested in successfully navigating the process of transferring to a college or university. Topics include: self-awareness; goal setting; motivation; learning styles; critical thinking; decision making; degree options; university systems and transfer programs; education planning; time management and procrastination; money management and financial aid; effective communication; unique transitional considerations for transfer students; and maintaining a healthy lifestyle.
Rationale for COU 017 – Transfer Success and Life Transitions – 3.00 Unit(s)
The course was revised to include a Distance Education addendum and to update the textbooks.

COU 023 – Becoming a Master Student-Athlete
2.00 Unit(s)
Grade Options: Pass/No Pass Option

In this course, student-athletes learn tools for success to be applied in the classroom and in their sport. This survey course includes a study of the following topics: the role of education in life, college systems, learning strategies, academic survival, career information, and awareness of personal development and techniques of interpersonal communication. In addition, students learn how to balance academics and athletics, and how to prepare for a bright future.

Rationale for COU 023 – Becoming a Master Student-Athlete – 2.00 Unit(s)
The course was revised to include a Distance Education addendum and to update the textbooks and Methods of Evaluation.

FRENCH

FRN 001 – First Semester French (Elementary Level)
5.00 Unit(s)
Grade Options: Pass/No Pass Option

Students acquire the basic skills for communication in French: listening, speaking, reading, and writing. Students are also exposed to a general overview of Francophone civilization and culture.

Rationale for FRN 001 – First Semester French (Elementary Level) – 5.00 Unit(s)
We are eliminating French 001L as a co-requisite to French 001.

FRN 002 – Second Semester French (Elementary Level)
5.00 Unit(s)
Grade Options: Pass/No Pass Option
Prerequisite: FRN 001 OR two years high-school French or equivalent with a grade of “C” or better.

FRN 002 is a continuation of FRN 001. The student continues to develop basic skills for communication in French: listening, speaking, reading, and writing. The student is exposed to a general overview of francophone civilization and culture.

**Rationale for FRN 002 – Second Semester French (Elementary Level) – 5.00 Unit(s)**
The Department is removing the co-requisite FRN 002L from this course.

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**KINESIOLOGY**

**KIN 078 – Introduction to Kinesiology**
3.00 Unit(s)
Grade Options: Pass/No Pass Option

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in physical education and kinesiology (motor learning/control, motor development, biomechanics, exercise physiology, social psychological foundations, and sport nutrition) will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

**Rationale for KIN 078 – Introduction to Kinesiology – 3.00 Unit(s)**
The course was revised to include a Distance Education addendum and to update the textbooks.

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**LEARNING SERVICES**

**LSR 950 – Assistive Technology Lab**
1.00 Unit(s)
Grade Options: Pass/No Pass Option, Satisfactory Progress

The course is designed to give students with varied physical abilities and challenges an opportunity to practice basic skills and strategy techniques presented in special or
mainstream classes. Emphasis will be on using assistive technology, software programs in the areas of reading, spelling, writing, mathematics and cognitive memory to overcome or compensate for the students’ areas of weakness.

**Rationale for LSR 950 – Assistive Technology Lab – 1.00 Unit(s)**
The course was reviewed for content and student learning outcomes as part of a routine, mandatory revision for accreditation. No changes were made to content or outcomes.

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**PSYCHOLOGY**

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

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

**Rationale for PSY 015 – Introduction to Research Methods – 3.00 Unit(s)**
This course was revised to update prerequisites.

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**TRANSPORTATION**

**TRN 101 – Foundations of Public Service for Transit Workers**
2.00 Unit(s)
Grade Options: Pass/No Pass Option

Students are introduced to public transit agencies and the personal and interpersonal skills needed in serving the public. This course prepares students for entry-level positions in transportation operations. Topics include communication, customer service, and promotional opportunities. Per California Code of Regulations, this course is limited to students admitted to the Coach Operator Apprenticeship Program or the Public Transit Leadership Certificate program.

Rationale for TRN 101 – Foundations of Public Service for Transit Workers – 2.00 Unit(s)
This course was revised to update the Student Learning Outcomes.

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NONCREDIT COURSE REVISION

NONCREDIT ENGLISH AS A SECOND LANGUAGE

NCE 010 – English for Citizenship
Total Hours of Instruction: 48
Grade Options: Pass/No Pass, Satisfactory Progress

In this course, students develop the English speaking, listening, and literacy skills necessary to pass an oral and written U.S. citizenship exam. Topics include a general survey of U.S. history, government, and civics, including culture, institutions, and ideals.

Rationale for NCE 010 – English for Citizenship
This course was revised to change NCI 10 to NCE 10 and to rename the course "ESL for Citizenship." The grade options have also been changed to include satisfactory progress. The course content remains the same. This course was always designed for non-native English speakers, so this revision was done to clarify the course purpose for students. The NCI designation and title of "U.S. Citizenship Preparation" was confusing in that it did not indicate the ESL nature of the course.

______________________________________________

CREDIT COURSE DELETION
BIOLOGICAL SCIENCES

BIO 041 – Animal Biology
5.00 Unit(s)

Rationale for BIO 041 – Animal Biology – 5.00 Unit(s)
This course is no longer being offered.

BIO 042 – Plant Biology
5.00 Unit(s)

Rationale for BIO 042 – Plant Biology – 5.00 Unit(s)
This course is no longer being offered.

BIO 043 – Cell & Molecular Biology
5.00 Unit(s)

Rationale for BIO 043 – Cell & Molecular Biology – 5.00 Unit(s)
This course is no longer being offered.

BIO 081H – Honors Seminar
1.00 Unit(s)

Rationale for BIO 081H – Honors Seminar – 1.00 Unit(s)
This course is no longer being offered.

CHINESE

CHI 050A – Conversational Chinese/Mandarin
3.00 Unit(s)
Rationale for CHI 050A – Conversational Chinese/Mandarin - 3.00 Unit(s)
This course is no longer being offered.

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CHI 050B – Conversational Chinese/Mandarin
3.00 Unit(s)

Rationale for CHI 050B – Conversational Chinese/Mandarin - 3.00 Unit(s)
This course is no longer being offered.

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NEW PROGRAMS - NONCREDIT

Certificate of Competency in English for Child Care

This program in English for Child Care equips students with essential English language skills they need in order to communicate at the low-intermediate level with and about children. This includes listening, speaking, reading, and writing skills as well as parenting and child care skills.

Program Learning Outcome:
- Students will respond adequately to spoken language appropriate for mid-beginning to intermediate level learners and use common concrete vocabulary to speak about and understand topics related to young children and their care.
- Students will read dialogs, stories, and articles suitable for the level and will write simple sentences and paragraphs using vocabulary common in this context.

Career/Transfer Opportunities
A familiarity with spoken and written English at the low-intermediate level is required in order to improve employability or to enter into English for Child Development courses.

Program Requirements:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Required Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core</td>
<td></td>
</tr>
<tr>
<td>NCE 920EC - Noncredit ESL for Child Care: Introduction</td>
<td>32</td>
</tr>
</tbody>
</table>
NCE 930EC - Noncredit ESL for Child Care: Health and Safety  64
NCE 940EC - Noncredit ESL for Child Care: Ages and Stages  64

Total Hours          160

Rationale:
This noncredit CDCP certificate prepares adult English learners for listening, speaking, reading, and writing within the context of children and their care.

Certificate of Completion in Beginning Computer Skills

This noncredit CDCP program teaches students basic computer skills needed for today's workforce. This includes touch keyboarding, searching the Internet, using application software and sending emails.

Program Learning Outcome:
Using touch keyboarding, students will use application software and the Internet to search a subject, create a document, and send an email.

Career/Transfer Opportunities
Students who complete this program will be able to carry out simple computer operations required of many entry-level jobs in business and technology.

Program Requirements:

Required Courses        Required Hours
CAP 100 - Learning the Keyboard - Noncredit        72
CAP 101 – Computers Simplified for Beginning Learners - Noncredit  72

Total Hours          144

Rationale:
This noncredit CDCP program serves the needs of entry-level workers and beginning computer users by providing them with basic computer skills.

Certificate of Competency in High Beginning ESL
The High-Beginning English as a Second Language Program equips students with listening, speaking, reading, writing, and study skills for success in the first level of the college’s credit ESL program.

**Program Learning Outcome**

Students will demonstrate the listening, speaking, reading, writing, and study skills necessary for success in the 940-level credit ESL program.

**Career/Transfer Opportunities**

With the ability to speak and write English at the high-beginning level, students can improve their employability, enter the Mission College credit ESL courses, and explore pathways to higher education.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCE 931 - High Beginning ESL Listening and Speaking</td>
<td>72</td>
</tr>
<tr>
<td>NCE 932 - High Beginning Grammar and Writing</td>
<td>72</td>
</tr>
<tr>
<td>NCE 933 - High Beginning Reading and Vocabulary</td>
<td>72</td>
</tr>
<tr>
<td>NCE 934 - Bridge to ESL College Success</td>
<td>32</td>
</tr>
</tbody>
</table>

Total Hours: 248

**Rationale**

The High-Beginning English as a Second Language Program of Study provides students with a foundation in the listening, speaking, reading, and writing skills necessary for success in credit ESL courses.

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**Certificate of Competency in Low Beginning ESL**

The program in Low-Beginning ESL offers students the opportunity to gain the English language skills they need for basic communication at home, school, and work. This includes listening, speaking, pronunciation, reading, grammar, writing skills. This program prepares students to enter ESL courses at the high beginning level.

**Program Learning Outcome**
Students will demonstrate the reading, vocabulary, grammar, writing, listening, and speaking skills necessary to succeed in the beginning level ESL courses.

**Career/Transfer Opportunities:**
A familiarity with spoken and written English at the beginning level is required in order to improve employability or to succeed in ESL courses at the beginning level.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Required Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCE 910A - Foundations in ESL I</td>
<td>64</td>
</tr>
<tr>
<td>NCE 910B - Foundations in ESL II</td>
<td>64</td>
</tr>
<tr>
<td>Total Hours</td>
<td>128</td>
</tr>
</tbody>
</table>

**Rationale**
This program was created to align with the new noncredit ESL 930 level program. There will now be three noncredit ESL certificate programs: Low-Beginning, Beginning, and High-Beginning.

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**PROGRAM REVISION - CREDIT**

**Associate in Science in Biology for Transfer**

The Associate in Science in Biology for Transfer (AS-T in Biology) 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 Sociology. California Community College students who are awarded an Associate in Science in Biology for Transfer (AS-T in Biology) 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.

The Associate in Science in Biology for Transfer (AS-T in Biology) is designed to prepare students who successfully complete the coursework outlined below. Through intensive training in organismal, molecular, and environmental biology, students will develop the ability to think critically and abstractly, as well as acquire the problem-solving and laboratory skills necessary for success in any field of biological science. Students completing this program will have a solid foundation in basic biology, evolutionary
theory, and the scientific method, as well as strong preparation in the supporting fields of mathematics, chemistry, and physics.

**Program Learning Outcomes:**
Students will apply the scientific method to investigate biological questions by collecting and quantitatively analyzing data. Students will identify and apply the central concepts, hypotheses, and theories that comprise the major areas of the biological sciences, including cell and organism structure and function. Students will explain the genetic or evolutionary connections between biological structures and their function, and between organisms and their environment.

**Career/Transfer Opportunities:**
Students who successfully complete this degree will be prepared for a seamless transfer to a CSU to pursue a Bachelor's degree in Biology. Through intensive training in organismal, molecular, and environmental biology, students will develop the ability to think critically and abstractly, as well as acquire the problem-solving and laboratory skills necessary for success in any field of biological science. Students completing this program will have a solid foundation in basic biology, evolutionary theory, and the scientific method, as well as strong preparation in the supporting fields of mathematics, chemistry, and physics.

**Required Courses**

<table>
<thead>
<tr>
<th>Core Curriculum - Complete all courses list (10 units)</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 001A - General Biology: Cells</td>
<td>5</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>BIO 001AH - General Biology: Cells - Honors</td>
<td>5</td>
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<tr>
<td>AND</td>
<td></td>
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<tr>
<td>BIO 001B - General Biology: Organisms</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List A - Complete all courses listed (24-25 units)</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 001A - General Chemistry</td>
<td>5</td>
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<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHM 001AH - General Chemistry I - Honors</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>CHM 001B - General Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>CHM 001BH - General Chemistry II - Honors</td>
<td>5</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>MAT 003A - Analytic Geometry and Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
</tbody>
</table>
MAT 003AH - Analytic Geometry and Calculus I - Honors 5
AND
PHY 002A - General Physics - Mechanics and Thermodynamics 5
OR
PHY 004A - Engineering Physics-Mechanics 5
AND
PHY 002B - General Physics - Electricity, Magnetism and Optics 5
OR
PHY 004B - Engineering Physics-Electricity and Magnetism 4

List B - Complete listed course (3 units) 3
PSY 001 - General Psychology 3
OR
PSY 001H - General Psychology - Honors 3

Total Units for the major 37 - 38
Total Units for the degree 60

**Rationale:**
This program was revised to add BIO 001AH – Cell & Molecular Biology Honors, to the list of core course requirements.

**Associate in Arts in Psychology for Transfer (AA-T in Psychology)**

The Associate in Arts in Psychology for Transfer (AA-T in Psychology) 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 Psychology. California Community College students who are awarded an Associate in Arts in Psychology for Transfer degree (AA-T in Psychology) 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.

Psychology concerns itself with the study of human and animal behavior. This program provides students training in both pure science and the practical application of science to matters of everyday life. The Associate in Arts in Psychology for Transfer (AA-T in Psychology) is designed for students who seek to learn to examine psychological processes from multiple perspectives and to apply psychological principles and methods
to personal and social issues in ways that promote self-understanding, personal
development, and effective interpersonal relationships as members of a diverse society.
Students who complete the Associate in Arts in Psychology for Transfer (AA-T in
Psychology) meet the lower-division requirements for transfer to a four-year program of
study in Psychology.

Program Learning Outcomes:
- Students will design and demonstrate an exercise showing how psychosocial
  factors influence behavior.
- Students will explain the effects of genetic and environmental factors on
  personality and behavior.
- Students will describe how an appreciation of cultural relativity and human
  diversity might enrich the understanding of psychology.
- Students will identify research models and relate the findings of research to life
  situations.
- Students will develop critical thinking exemplified in their uses of psychological
  techniques in analyzing, comparing and contrasting human behavior.

Career/Transfer Opportunities:
The Associate in Arts in Psychology for Transfer (AA-T in Psychology) encourages
students to pursue professions with a psychological concentration and forwards the
critical understanding of persons, the processes by which they develop, and the effects of
cultural, social, and environmental factors on behavior.

Core Curriculum Courses Required (9-11 units)                                      Units
MAT 010H - Elementary Statistics - Honors                                          4
OR
MAT 010 - Elementary Statistics                                                    4
OR
MAT 009 - Integrated Statistics II                                                 5
OR
SOC 016 - Introduction to Statistics in Social and Behavioral Sciences            3
AND
PSY 001 - General Psychology                                                        3
OR
PSY 001H - General Psychology - Honors                                             3
AND
PSY 015 - Introduction to Research Methods                                         3
OR
List A: Select one (1) course from the following (3-4 units)
BIO 010 - Introduction to Biology 3
OR
BIO 011 - Human Biology 4
OR
PSY 007 - Biological Psychology 3

List B: Select one (1) course from the following or any List A course not used above. (3 units)
PSY012 - Human Growth and Development 3

List C: Select one (1) course from the following including any course not already selected from List A or List B (3 units)
PSY 010 - Social Psychology 3
OR
PSY 025 - Introduction to Abnormal Psychology 3
OR
PSY 030 - Psychology of Addiction and Substance Abuse 3
OR
PSY 045 - Introduction to Human Sexuality 3
OR
SOC 045 - Human Sexuality 3

Total Units for the major: 18 - 21
Total Units for the degree: 60

Rationale:
The program was revised to add SOC 016 to the Core Degree Requirements.

Associate in Arts in Sociology for Transfer (AA-T in Sociology)

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) 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 Sociology. California Community College students who are awarded an Associate in Arts in Sociology for Transfer (AA-T in Sociology) 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.

The Associate in Arts in Sociology for Transfer (AA-T in Sociology) provides a foundation for understanding many aspects of the social sciences, and assists students in comprehending other behavioral sciences. The required courses offer a basic understanding of how people relate to one another, the types of relationships people form, and various aspects and difficulties of such relationships.

Program Learning Outcomes:
- Students will utilize the basic principles of sociology to analyze the behavior of people functioning in social groups
- Students will compare and contrast group dynamics in formal and informal social groups
- Students will explain formal and informal rules of social behavior.
- Students will relate social customs and social interactions within specific groups to analysis of how global perspectives affect United States Society.

Career/Transfer Opportunities:
Career opportunities include the following: sociologist, social worker, instructor, foster care worker, probation officer, urban planner, demography analyst, employment counselor, advocate for endangered children, advocate for disabled adults, and advocate for disadvantaged elderly.

<table>
<thead>
<tr>
<th>Course / Course Block</th>
<th>Required Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Curriculum Courses Required (9 units)</strong></td>
<td></td>
</tr>
<tr>
<td>SOC 001 - Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SOC 001H - Introduction to Sociology - Honors</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>SOC 002 - Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>SOC 002H - Social Problems - Honors</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>MAT 009 - Integrated Statistics II</td>
<td>5</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
</tbody>
</table>
MAT 010 - Elementary Statistics        4
OR
MAT 010H - Elementary Statistics - Honors        4
OR
SOC 016 - Introduction to Statistics in Social and Behavioral Sciences        3

List A: Select two courses (6 units). Includes any REQUIRED CORE course not already used.
PSY 010 - Social Psychology        3
OR
SOC 021 - Minorities in the United States        3
OR
SOC 040 - Marriage and Family        3
OR
SOC 047 - Sociology of Criminology        3

List B: Select one course (3 units). Includes any course not already used above.

ANT 003 - Introduction to Cultural Anthropology        3
OR
ECN 001A - Principles of Macroeconomics        4
OR
POL 001 - American Government        3
OR
POL 001H - American Government - Honors        3
OR
PSY 001 - General Psychology        3
OR
PSY 001H - General Psychology - Honors        3
OR
SOC 045 - Human Sexuality        3

Total Units for the major        18 – 19
Total Units for the degree        60

Rationale:
The program was revised to add SOC 016 to the degree list.
ITEM 6.1
JULY 23, 2019
ACTION ITEM
CONSENT AGENDA

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

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

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

I. Appointment(s)

Academic

a. William Breder, Instructor, Mathematics, West Valley College, 100% of full time, 10 months per year; effective August 23, 2019. Position ID# WF0058. Fund 110-General Fund.

b. Robert Schaffer, Instructor, Engineering, Mission College, 100% of full time, 10 months per year; effective August 23, 2019. Position ID# MF0048. Fund 110-General Fund.

c. Maryam Fard, Counselor, Professional Studies, West Valley College, 100% of full time, 11 months per year; effective August 1, 2019. Position ID# WFN039. Fund 110-General Fund.

d. Michael West, Counselor, Articulation, West Valley College, 100% of full time, 11 months per year; effective August 1, 2019. Position ID# WFN007. Fund 110-General Fund.

Classified

e. Sharon Storm, Administrative Assistant, WVMCEA Office, Technical & Business Unit, Range 63 ($5,608.67-$7,389.08), Academic Senate, West Valley College, 53.3% of full time, 10 months per year; effective August 19, 2019. Position ID# WC1103. Fund 110-General Fund.
f. Miguel Garcia, Custodian, WVMCEA Operations & Support Unit, Range 49 ($4,182.50-$5,458.17), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective July 29, 2019. Position ID# DC2052. Fund 110-General Fund.

g. Sherwin Glover, Custodian, WVMCEA Operations & Support Unit, Range 49 ($4,182.50-$5,458.17), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective July 29, 2019. Position ID# DC2022. Fund 110-General Fund.

h. Laura Sanders, Food Services Technician, WVMCEA Office, Technical & Business Unit, Range 49 ($4,165.17- $5,436.25), Child Development Center, West Valley College, 53.3% of full time, 12 months per year; effective July 29, 2019. Position ID# WC1105. Fund 330-Child Development Fund (0.50) and Fund 134-State Grants Fund (0.50).

i. Pamela Tomac, Facilities Project Analyst, WVMCEA Office, Technical & Business Unit, Range 73 ($6,999.00-$9,243.67), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective July 29, 2019. Position ID# DC1004. Fund 430-GO Bonds Capital Project Fund.

j. Nini Reyes-Bolinger, Facilities Project Analyst, WVMCEA Office, Technical & Business Unit, Range 73 ($6,999.00-$9,243.67), Facilities, West Valley-Mission Community College District, 100% of full time, 12 months per year; effective July 29, 2019. Position ID# DC1029. Fund 430-GO Bonds Capital Project Fund.

II. Reclassification(s)

Classified

a. Mario Flores, from Program Specialist, WVMCEA Unit, Range 64 ($5,737.17-$7,550.00), HSI-STEM, Mission College, 100% of full time, 12 months per year; to Program Analyst, WVMCEA Unit, Range 67 ($6,126.17-$8,074.42), HSI-STEM, Mission College, 100% of full time, 12 months per year. Position ID# MC1099. Effective February 20, 2019. Fund 120-Federal Grants Fund.
ITEM 7.1
JULY 23, 2019
INFORMATION ITEM
CONSENT AGENDA

PREPARED BY: ED MADULI

APPROVED BY: BRADLEY DAVIS

SUBJECT: SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO STATUS

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees review the Santa Clara County Treasury Investment Portfolio Status.

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.
SUBJECT: APPROVAL OF STUDENT AND ATHLETIC INSURANCE CARRIER

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees authorize the administration to enter into an agreement with Student Insurance Group effective August 1, 2019 thru July 31, 2020 in the amount of $123,739.00 for Student, Athletic and Catastrophic Insurance.

Funding Source/Fiscal Impact
The funding for this agreement comes from the General Fund and from fees collected from students for health insurance.

Reference(s)
Education Code 32221 states that Districts’ shall provide insurance coverage for student athletes.

Background/Alternatives
This is the sixth year the District has contracted with Student Insurance Group for student, athletic and catastrophic insurance. Rates are based on past history of claims experience and have shown a steady decrease since FY 13/14 when the annual fee was $179,589. The coverage includes:

- $25,000 Accident Medical Expense – athletes
- $50,000 Accident Medical Expense - students
- $500 Emergency Illness Benefit
- $2,000 Dental Maximum
- $2,000 Rental Durable Medical Equipment
- $25,000 Expanded Medical/Intercollegiate Athletes
- $10,000 Accidental Death & Dismemberment
- Catastrophic Coverage for Class I Sports - Soccer
- Per Accident Deductibles:
  - $100/Students
  - $100/Class I Athletes
$100/Class II Athletes
- Co-Insurance Percentage 100% for PPO/ 50% Non-PPO
- Loss of Life $10,000
  - Dismemberment (single $1,000/double $5,000)

Coordination
The Executive Director of General Services and the Vice Presidents of Administrative Services have reviewed the agreement and agree with the recommendation.

Follow-up/Outcome
Upon Board approval, a one-year agreement in the amount of $123,739.00 will be executed with Student Insurance Group. Next year, after reevaluating the District’s claims experience, a renewal will be brought to the Board for approval.
SUBJECT: APPROVAL OF CONTRACT RENEWAL FOR DISTRICT-WIDE CAFÉ SERVICES OPERATIONS TO KJ’S CAFÉ A LA CARTE, INC.

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve the contract renewal for District-wide café services operations to KJ’s Café a la Carte, Inc. for five years.

Funding Source/Fiscal Impact
The revenue generated from this contract supports each College’s Campus Center.

Reference(s)
The District competitively bid this service in fiscal year 2012 – 2013 and a contract was awarded by the Board of Trustees to KJ’s Café a la Carte, Inc. on June 17, 2013. Last June, the Board granted the Colleges’ request to a one year extension to avoid disruption of services to students, faculty and staff during facility upgrades at Mission College’s Student Engagement Center Commons and West Valley College’s upgrade of older equipment and modernization.

Background/Alternatives
The District’s colleges has been very satisfied with the services provided by KJ’s Café a la Carte, Inc. over the course of its successful contract award in 2013. Under Education Code Section 81644, continuing contracts for services may be set for five-year periods. Surveys were conducted at both Colleges and shared with all students, faculty and staff in the spring of 2019 to assess overall satisfaction with KJ’s Café a la Carte, Inc. 142 responses were received at Mission College and 283 responded at West Valley College. Results were very positive. Below is an overview of the response percentages based on each question:

<table>
<thead>
<tr>
<th>Rate of Speed of Service from Order to Checkout:</th>
<th>Mission College</th>
<th>West Valley College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>90</td>
<td>189</td>
</tr>
<tr>
<td>Good</td>
<td>44</td>
<td>72</td>
</tr>
<tr>
<td>Fair</td>
<td>8</td>
<td>19</td>
</tr>
<tr>
<td>Poor</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>
Friendliness and Helpfulness of Service Staff:

<table>
<thead>
<tr>
<th></th>
<th>Mission College</th>
<th>West Valley College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>91</td>
<td>208</td>
</tr>
<tr>
<td>Good</td>
<td>42</td>
<td>54</td>
</tr>
<tr>
<td>Fair</td>
<td>6</td>
<td>17</td>
</tr>
<tr>
<td>Poor</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Cleanliness:

<table>
<thead>
<tr>
<th></th>
<th>Mission College</th>
<th>West Valley College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>94</td>
<td>194</td>
</tr>
<tr>
<td>Good</td>
<td>44</td>
<td>80</td>
</tr>
<tr>
<td>Fair</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Poor</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Value of Pricing:

<table>
<thead>
<tr>
<th></th>
<th>Mission College</th>
<th>West Valley College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>29</td>
<td>96</td>
</tr>
<tr>
<td>Good</td>
<td>59</td>
<td>97</td>
</tr>
<tr>
<td>Fair</td>
<td>42</td>
<td>72</td>
</tr>
<tr>
<td>Poor</td>
<td>12</td>
<td>18</td>
</tr>
</tbody>
</table>

Over Experience:

<table>
<thead>
<tr>
<th></th>
<th>Mission College</th>
<th>West Valley College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>63</td>
<td>158</td>
</tr>
<tr>
<td>Good</td>
<td>65</td>
<td>105</td>
</tr>
<tr>
<td>Fair</td>
<td>14</td>
<td>17</td>
</tr>
<tr>
<td>Poor</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

Describe Relationship with College:

<table>
<thead>
<tr>
<th></th>
<th>Mission College</th>
<th>West Valley College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>74</td>
<td>186</td>
</tr>
<tr>
<td>Faculty</td>
<td>26</td>
<td>38</td>
</tr>
<tr>
<td>Staff</td>
<td>42</td>
<td>54</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

In addition to the questions asked above, subjective questions were asked about frequency of visits, locations visited and favorite items. Lastly, the surveys provided respondents the ability to share comments. Comments received will be shared with the KJ’s Café a la Carte, Inc. to provide improvements to overall service.

Coordination
The Vice President of Administrative Services for Mission College and West Valley College, and the Executive Director of General Services worked on the development of the survey and will collaborate on executing a new five-year agreement with KJ’s Café a la Carte, Inc.

Follow-up/Outcome
Upon Board approval, a five year agreement will be issued to KJ’s Café a la Carte, Inc.
SUBJECT: PROJECT MANAGEMENT SERVICES FOR ELLUCIAN BANNER

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve a contract with Strata Information Group (SIG) for project management services for Ellucian Banner for an amount not to exceed $361,200, effective July 1, 2019 through June 30, 2020 (6 months full-time then half-time).

Funding Source/Fiscal Impact
This contract will be funded from the General Fund and Community Support Fund.

Reference(s)
This item will assure that the District successfully implements all deliverables identified in the developed Ellucian Banner project plan. Government Code Section 53060 allows the District to contract for special services and advice.

Background/Alternatives
SIG will be responsible for managing all activities as they relate to the implementation of the Ellucian Banner Project. This agreement will focus on the following implementations:
- Assist with the adoption of the CALB changes to Banner 9 Student
- Assist with the implementation of various Banner 9 Self-Service modules, including: Student Registration, Web Time Entry, Student Profile, Employee Profile, Purchasing Requisition
- Assist with the ongoing Degree Works implementation
- Assist with the ongoing adoption of the Banner Document Management system
- Assist technical team with conversion/migration of legacy Colleague data
- Work with various campus departments to review current use of Banner 9

Coordination
This contract has been reviewed by the Vice Chancellor of Administrative Services and the Executive Director of General Services.

Follow-up/Outcome
Upon Board approval, a contract will be issued to SIG in the amount of $361,200 for project management services.
SUBJECT: CONSULTING SERVICES FOR ELLUCIAN BANNER

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve a contract with Strata Information Group (SIG) for consulting services for Ellucian Banner for an amount not to exceed $512,400, effective July 1, 2019, through June 30, 2020.

Funding Source/Fiscal Impact
This contract will be funded from the General Fund and Community Support Fund.

Reference(s)
This item will assure that the District successfully implements all deliverables identified in the developed Ellucian Banner project plan. Government Code Section 53060 allows the District to contract for special services and advice.

Background/Alternatives
SIG will be responsible for managing all activities as they relate to the implementation of the Ellucian Banner Project.

• Banner Student consulting
• Banner Financial Aid consulting
• Banner Accounts Receivable consulting
• Banner Document Management (BDM) consulting
• Degree Works consulting
• Banner technical consulting
• Technical assistance with migration and conversion of legacy Colleague data

Coordination
This contract has been reviewed by the Vice Chancellor of Administrative Services and the Executive Director of General Services.

Follow-up/Outcome
Upon Board approval, a contract will be issued to SIG in the amount of $512,400 for project management services.
SUBJECT: INTERIM CIO SERVICES FOR INFORMATION SYSTEMS

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve a contract with Strata Information Group (SIG) for Interim Chief Information Officer (CIO) services for Information Systems for an amount not to exceed $218,400, effective July 1, 2019 through December 31, 2019.

Funding Source/Fiscal Impact
This contract will be funded from the General Fund and Community Support Fund.

Reference(s)
This item will assure that the District successfully implements all deliverables identified in the developed Ellucian Banner project plan. Government Code Section 53060 allows the District to contract for special services and advice.

Background/Alternatives
SIG will provide an Interim CIO to provide leadership to plan, organize, direct and review the activities and operations of the Information Systems Division and to coordinate assigned activities with other divisions and outside agencies. Other specific responsibilities include:

- Coordinate division activities with those of other divisions, departments and/or outside agencies
- Provide staff assistance to the Chancellor and Vice Chancellor
- Direct, oversee, and assign work activities, projects, programs, monitor workflow, review and evaluate work products, methods and procedures
- Ensure the integrity, reliability and security of the District’s technology systems
- Supervise and participate in the development and administration of the IS systems budget
- Act as management liaison to the Administration of each College and their staff to collaborate on District-wide technology solutions and initiatives
Coordination
This contract has been reviewed by the Vice Chancellor of Administrative Services and
the Executive Director of General Services.

Follow-up/Outcome
Upon Board approval, a contract will be issued to SIG in the amount of $218,400 for
interim CIO services.
SUBJECT: AWARD OF RFP CA13-1819, DISTRICT-WIDE HEATING VENTILATION AND AIR CONDITIONING MAINTENANCE SERVICES

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees authorize the administration to enter into a five-year agreement with ACCO Engineered Systems, Inc. in the amount of $1,231,147.70 for District-wide Heat Ventilation and Air Conditioning (HVAC) Maintenance Services.

The award of the contract is based on the five year total lump sum bid as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO Engineered Systems, Inc.</td>
<td>$1,231,145.70</td>
</tr>
</tbody>
</table>

The District received four other bid proposals:

- Environmental Systems, Inc. of Northern California $1,243,410.00
- All Temperature Service Air Conditioning, Inc. $1,350,960.00
- Air Systems, Inc. $1,434,109.00
- Matrix HG, Inc. $1,655,005.00

Funding Source/Fiscal Impact
The funding for this project is through the District’s General Fund Fixed Costs.

Reference(s)
This item is associated with the District’s Facilities Maintenance Department.

Background/Alternatives
RFP #CA13-1819 was advertised on May 31, 2019, to eighteen contractors. Five contractors submitted electronic proposals by the June 17, 2019, deadline via the District’s PlanetBids bid management portal. The fee for this Agreement will be renegotiated annually to account for new equipment installation or elimination of equipment due to modernization.
Coordination
This project includes work of the Executive Director of Facilities Maintenance, Operation, and Construction; the Executive Director of General Services; and the College Facilities Directors.

Follow-up/Outcome
Upon Board approval, an agreement will be executed with ACCO Engineered Systems, Inc. in the amount of $1,231,147.70.
SUBJECT: APPROVAL OF RFP 02-1819 FOR DISTRICT-WIDE SNACK AND BEVERAGE VENDING SERVICES

CHANCELLOR'S RECOMMENDATION:
That the Board of Trustees approve entering into Agreements for District-wide snack and beverage vending services with Bottling Group, LLC and Service Vending Systems, Inc.

Funding Source/Fiscal Impact
The revenue generated from this contract supports each College’s Campus Center.

Reference(s)
Per Public Contract Code Section 20651, the District competitively bid contract services to meet the California Code for bid process requirements.

Background/Alternatives
The District’s vending contracts have been outdated and expired since 2008. Canteen San Jose has been the primary vendor whose commission rates per college ranged between 10-12%. The District sought proposals for RFP 02-1819 from qualified and responsible vendors to provide district-wide snack and beverage vending services for its two colleges. RFP 02-1819 was sent to 13 vending companies; two proposals were received and both were found to be responsive:

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Commission</th>
<th>Contributions of $2,500 per College in Goods and/or Merchandise</th>
<th>Other Monetary Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottling Group, LLC (beverage only)</td>
<td>30%</td>
<td>Yes</td>
<td>$2,000 Educational Grant to be used where the need is greatest</td>
</tr>
<tr>
<td>Service Vending Systems, Inc. (snack and beverage)</td>
<td>18%</td>
<td>Yes</td>
<td>None</td>
</tr>
</tbody>
</table>
Coordination
Both proposals were reviewed and approved by the District’s Executive Director of General Services and the colleges’ Vice Presidents of Administrative Services.

Follow-up/Outcome
Upon Board approval, Agreements will be entered into with Bottling Group, LLC and Service Vending Systems, Inc.
ITEM 6.2
JULY 23, 2019
ACTION ITEM

PREPARED BY: RYAN NG
REVIEWED BY: ALBERT M. MOORE
APPROVED BY: BRADLEY DAVIS

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

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

I. Appointment(s)

a. Omar Murillo, Vice President, Student Services, Mission College, Range 30 ($13,680.83-$17,055.66/per month); effective July 24, 2019. Compensation paid in the form of fringe benefits shall be limited per the coverage selected ranging from $11,741-$28,270 on an annual basis.

Full Explanation of Transaction

I. Appointment(s)

a. Omar Murillo, Vice President, Student Services, Administrative Unit, Range 30 ($13,680.83-$17,055.66/per month), Student Services, Mission College, 100% of full time, 12 months per year; effective July 24, 2019. Position ID# MAD019. Fund 110-General Fund (0.90) and Fund-731-Student Body Center Fee MC (0.10). 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.
SUBJECT: PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF THE WEST VALLEY-MISSION FEDERATION OF TEACHERS (WVMFT)/AFT 6554 INITIAL PROPOSALS FOR REOPENER NEGOTIATIONS WITH THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT

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

Funding Source/Fiscal Impact
N/A

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

Background/Alternatives
WVMFT proposals to the District were presented to the public at the June 4, 2019, Board Meeting.

Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed, and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer. The public’s opportunity to express itself is during the public comment period preceding the Board’s consideration of this item at the July 23, 2019, Board Meeting.
Coordination
After the public has had the opportunity to express itself, the public school employer shall, at a meeting that is open to the public, adopt its initial proposal. The Board is, therefore, requested to adopt the initial proposals so that negotiations may take place.

Follow-up/Outcome
No further action is necessary. Reopener negotiations will proceed.
SUBJECT: PUBLIC OPPORTUNITY FOR COMMENT AND ADOPTION OF THE WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT INITIAL PROPOSALS FOR REOPENER NEGOTIATIONS TO THE WEST VALLEY-MISSION FEDERATION OF TEACHERS (WVMFT)/AFT 6554

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

Funding Source/Fiscal Impact
N/A

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

Background/Alternatives
District proposals to the WVMFT were presented to the public at the June 4, 2019, Board Meeting.

Meeting and negotiating shall not take place on any proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed, and the public has the opportunity to express itself regarding the proposal at a meeting of the public school employer. The public’s opportunity to express itself is during the public comment period preceding the Board’s consideration of this item at the July 23, 2019, Board Meeting.
Coordination
After the public has had the opportunity to express itself, the public school employer shall, at a meeting that is open to the public, adopt its initial proposal. The Board is, therefore, requested to adopt the initial proposals so that negotiations may take place.

Follow-up/Outcome
No further action is necessary. Reopener negotiations will proceed.
ITEM 6.5
JULY 23, 2019
ACTION ITEM

PREPARED BY: ROSE SCHULTZ

REVIEWED BY: ALBERT M. MOORE

APPROVED BY: BRADLEY J. DAVIS

SUBJECT: INTERIM PRESIDENT, WEST VALLEY COLLEGE, PROFESSIONAL SERVICES CONTRACT

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees approve a contract with Dr. Charles C. Bullock for Interim President services, effective July 23, 2019, through no later than June 30, 2020, at a salary of $291,000 annually, with additional compensation paid for business related expenses of $6,000 on an annual basis. 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.

Funding Source/Fiscal Impact
This contract will be funded from the General Fund.

Reference(s)
This item will assure that the College has executive leadership during the period of the recruitment and selection of a permanent president. Government Code Section 53060 allows the District to contract for special services and advice. California Code of Regulations, Title 5, §53021, Recruitment, governs use of interim appointments.

Background/Alternatives
The Chancellor would like to begin and complete a search for a permanent West Valley College President in as timely a way as possible. The contract with Dr. Bullock will allow the District to conclude its relationship upon the hiring of the permanent executive or June 30, 2020, whichever is earlier. Dr. Bullock will fulfill the role of President. He will serve as an executive officer and provide leadership to the college’s faculty, classified staff, and administrators in the areas of instruction, student services, and general administration; he will ensure student success by strategically aligning resources of the College with District and campus values and priorities; promote and develop partnerships, cooperative functions, and effective relationships with community business leaders, related organizations, and others involved in educational services and vocational
training; and provide highly responsible and complex administrative support to the Chancellor.

Coordination
This contract has been reviewed by the Chancellor, Associate Vice Chancellor of Human Resources, and District counsel.

Follow-up/Outcome
Upon Board approval, a contract will be signed with Dr. Bullock for service as Interim President.
SUBJECT: RESOLUTION NO. 19072301 TO ADOPT THE WEST VALLEY COLLEGE VASONA CREEK TRAIL PLAN PROJECT MITIGATED NEGATIVE DECLARATION, FOR WHICH AN INITIAL STUDY WAS PREPARED, ALL IN ACCORDANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND ADOPTING A RELATED MITIGATION AND MONITORING PROGRAM

CHANCELLOR’S RECOMMENDATION:
That the Board of Trustees adopt Resolution No. 19072301 for the West Valley College Vasona Creek Trail Plan Project Mitigated Negative Declaration, for which an initial study was prepared in accordance with the California Environmental Quality Act.

Funding Source/Fiscal Impact
The funding for this project is from line item DS-07 of the Measure W Project Priority List, and $392,500 in grants from the Santa Clara Valley Water District.

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 Project Priority List.

Background/Alternatives
The District and West Valley College have been awarded several grants from the Santa Clara Valley Water District to modify and upgrade the Vasona Creek at West Valley College and to construct a Trail System following the Vasona Creek riparian corridor. By adopting this resolution, the District and College will implement this project in accordance with the Mitigation and Monitoring Plan.

The Mitigated Negative Declaration for this project was submitted to the State Clearinghouse, to selected state agencies, and published in the San Jose Post – Record for review as required by law. Several comments have been received.
Coordination
The resolution was reviewed by the Executive Director of Facilities Maintenance, Operation, and Construction and the Vice Chancellor of Administrative Service.

Follow-up/Outcome
Upon Board approval, the West Valley College Vasona Creek Trail Plan Project will be implemented in accordance with the Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program.
RESOLUTION NO. 19072301

RESOLUTION OF THE BOARD OF TRUSTEES OF THE WEST VALLEY - MISSION COMMUNITY COLLEGE DISTRICT ADOPTING THE THE WEST VALLEY COLLEGE VASONA CREEK TRAIL PLAN PROJECT MITIGATED NEGATIVE DECLARATION, FOR WHICH AN INITIAL STUDY WAS PREPARED, ALL IN ACCORDANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT, AND ADOPTING A RELATED MITIGATION MONITORING AND REPORTING PROGRAM

WHEREAS, prior to the adoption of this Resolution, the Facilities Director of the West Valley-Mission Community College District prepared an Initial Study and approved for circulation a Mitigated Negative Declaration for the West Valley College Vasona Creek Trail Plan Project, all in accordance with the requirements of the California Environmental Quality Act of 1970, together with state and local guidelines implementing said Act, all as amended to date (collectively, “CEQA”); and

WHEREAS, the proposed project would develop new segments of trail totaling 2,845 feet in length, increasing the trail to a total length of 6,911 feet; and that the new trail elements would include both ADA and non-ADA compliant facilities to ensure comprehensive access, extending along the entire length of the creek on the campus, to educational and recreational resources offered by the College to students, employees, and the community at large; and

WHEREAS, the Initial Study/Mitigated Negative Declaration concluded that implementation of the Project could result in a number of significant effects on the environment and identified mitigation measures that would reduce the significant effects to a less-than-significant level; and

WHEREAS, in connection with the approval of a project involving the preparation of an initial study/mitigated negative declaration that identifies one or more significant environmental effects, CEQA requires the decision-making body of the lead agency to incorporate feasible mitigation measures that would reduce those significant environment effects to a less-than-significant level; and

WHEREAS, whenever a lead agency approves a project requiring the implementation of measures to mitigate or avoid significant effects on the environment, CEQA also requires a lead agency to adopt a mitigation monitoring and reporting program to ensure compliance with the mitigation measures during project implementation and such a mitigation monitoring and reporting program has been prepared for the Project for consideration by the decision maker of the West Valley-Mission Community College District as lead agency for the Project (the “Mitigation Monitoring and Reporting Program” or “MMRP”); and

WHEREAS, the West Valley-Mission Community College District is the lead agency on the Project, and the Board of Trustees is the decision-making body for the proposed approval to construct the Project; and
WHEREAS, the Board of Trustees has reviewed and considered the Initial Study/Mitigated Negative Declaration and related Mitigation Monitoring and Reporting Program for the Project and intends to take actions on the Project in compliance with CEQA; and

WHEREAS, the Initial Study/Mitigated Negative Declaration and related Mitigation Monitoring and Reporting Program for the Project are, by this reference, incorporated into this Resolution as if fully set forth herein.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the West Valley - Mission Community College District as follows:

THAT THE BOARD OF TRUSTEES does hereby make the following findings: (1) it has independently reviewed and analyzed the Initial Study/Mitigated Negative Declaration and other information in the record and has considered the information contained therein, prior to acting upon or approving the Project; (2) the Initial Study/Mitigated Negative Declaration prepared for the Project has been completed in compliance with CEQA; and (3) the Initial Study/Mitigated Negative Declaration represents the independent judgment and analysis of the District as lead agency for the Project. The Board of Trustees designates the Director of Facilities at the Director’s Office at 14000 Fruitvale Avenue, Saratoga, California 95070, as the custodian of documents and records of proceedings on which this decision is based.

THAT THE BOARD OF TRUSTEES does hereby adopt the Mitigated Negative Declaration and adopt the related Mitigation Monitoring and Reporting Program prepared for the Project. The Initial Study/Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program are: (1) on file in the Office of the Director of Facilities, located at 14000 Fruitvale Avenue, Saratoga, California 95070 and (2) available for inspection by any interested person.

APPROVED AND ADOPTED by the Board of Trustees of the West Valley - Mission Community College District this 23rd day of July, 2019, by the following vote on roll call:

AYES:

NOES:

ABSTAIN:

ABSENT:

___________________________________
President, Board of Trustees

ATTEST:

___________________________________
Secretary, Board of Trustees
SUBJECT: APPOINTMENT OF SECRETARY TO THE BOARD OF TRUSTEES

RECOMMENDATION:
That the Board of Trustees appoint Chancellor Bradley Davis as Secretary to the Board, to serve until the Board’s next organizational meeting.

Funding Source/Fiscal Impact
Not applicable.

Reference(s)
Board Policies 2210 (Officers) and 2305 (Annual Organizational Meeting)
Education Code Sections 72000 and 72000(c) (2) (A)

Background/Alternatives
According to BP 2210, the Chancellor shall serve as the Secretary to the Board. At the annual organizational meeting held each December, the Board appoints the Chancellor as Secretary.

The major duties and responsibilities of the Secretary to the Board include:
• Notifying members of the Board of all meetings.
• Preparing agendas and attending all Board meetings.
• Recording the minutes of Board meetings and transmitting copies to each member of the Board before each ensuing regular meeting.
• Certifying or attesting to Board actions, as required, and executing official papers.
• Conducting correspondence on behalf of the Board in response to communications received by the Board or in pursuance of Board actions.
• Having charge of and safeguarding all records, proceedings, and documents of the Board.
• Filing and posting copies of the quarterly financial report as required by law.

Coordination
The Chancellor Patrick Schmitt, appointed as Secretary for 2019, has retired. It is necessary for the Board to formally appoint the new Chancellor as its Secretary.

Follow-up/Outcome
Chancellor Davis will serve as Secretary to the Board for the remainder of the year.