
AGENDA

Victor Valley Community College District
Board of Trustees Special Meeting
Board Room, Administration Building
Victorville, California

This meeting is electronically recorded.

August 24, 2004

CALL TO ORDER

3 p.m.

PLEDGE OF ALLEGIANCE

ACTION

A. REVIEW OF THE APRIL 22-23, 2004, BOARD OF TRUSTEES' RETREAT

The Board of Trustees of Victor Valley Community College District will review the Board of Trustees' Retreat/Workshop held on April 22-23, 2004, to discuss integrated planning, the college's mission, goals, objectives, priorities, policies, procedures, programs, and construction plans.

1. CLOSED SESSION

5 p.m.

(a) Government Code Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL —

EXISTING LITIGATION: four (4) cases

Gloria Henderson vs. Victor Valley Community College,

Bettye Underhill, Nick Halisky, #VCVVS 030263;

Nicholas Halisky and Cathleen Halisky vs. Victor Valley

Community College District, Dennis Henderson, et. al,

VCVVS 026112;

CSEA vs. Victor Valley Community College District, VCV 018073

Laymon Jordan vs. Victor Valley Community College District, VCVVS 034629

(b) Government Code Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Bill Schmidt,

Willard Lewallen, Jeff Cooper, Thomas O'Neil, Becky Millen

Employee organizations: CSEA, CTA

(c) Government Code Section 54956.9(b):

CONFERENCE WITH LEGAL COUNSEL —

POTENTIAL LITIGATION — one (1) case

(d) Government Code Section 54957:

PUBLIC EMPLOYMENT: — PUBLIC EMPLOYEE

APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE

2. RECONVENE TO OPEN SESSION

6 p.m.

2.1 Action as a result of Closed Session

Consider action as a result of Closed Session

YES NO

3. GOVERNING BOARD

3.1 Announcement that persons may speak to agenda items if the Agenda Discussion Form has been completed.

Information

3.2 Agenda Additions/Revisions

YES NO

4. REPORTS

Information

4.1 Superintendent/President

4.2 Instruction

4.3 Student Services

4.4 Administrative Services

4.5 Foundation

4.6 Board of Trustees

4.7 Constituency Representatives

- a) ASB
- b) CCA
- c) CSEA
- d) Faculty Senate
- e) PTFU – AFT
- f) Management

4.8 Public Comments

This is the time for the general public to address the board. State law prohibits the board from addressing any issue not included on the agenda. Please limit comments to three minutes per individual and a total of 15 minutes per topic. Discussion of personnel matters is inappropriate for open session. The board is committed to protecting the privacy interests of district personnel. Should any member of the public wish to discuss a personnel matter, it must first be brought to the attention of the director of human resources. Speakers are

cautioned that under California law, no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

5. CONSENT AGENDA

Consider approval of the following consent items to be approved in one motion

YES NO

a. Temporary Contract, EMT Program Coordinator

Consider approval of the contract with Brian Hendrickson to provide services as coordinator for the EMT Program for the period of one semester, fall 2004, to be compensated in one lump sum of \$2,500.

b. Non-Classified Employees

Consider approval of the appointments as listed.

c. Temporary Academic

Consider approval of the temporary academic appointments as listed.

d. Administrative/Management/Confidential Appointments

Consider approval of the appointment of Mary Sypkens to the position of interim director of child development center, effective August 17, 2004.

e. Academic Ratification of Eminence Requests

Consider ratification of the eminence requests as listed.

f. Academic Ratification of Equivalency Requests

Consider ratification of the equivalencies as listed for Biology, Mathematics, and Speech.

g. Academic Appointments

Consider approval of the following appointments:

- (1) James Comer, history instructor, effective on or after 8/30/2004
- (2) Sharon Satchell, nursing instructor, effective on or after 8/30/04
- (3) Tom Turner, fire technology instructor, effective on or after 8/30/04
- (4) Andrew A. Hufford, biology instructor, effective on or after 8/30/04, pending completion of required documentation
- (5) David M. Gibbs, biology instructor, effective on or after 8/30/04, pending completion of required documentation

h. Classified Bargaining Unit Appointments, Promotions, and/or Transfers

Consider approval of the transfer of Chicpaul Becerra from office assistant, admissions and records, to office assistant, counseling, effective on or after August 25, 2004.

ACTION AGENDA

6. BOARD OF TRUSTEES

No action agenda items from the Board of Trustees.

7. SUPERINTENDENT/PRESIDENT

No action agenda items from the Superintendent/President.

8. INSTRUCTION

No action agenda items from Instruction.

9. STUDENT SERVICES

9.1 Agreement, MLS Technologies, Inc.

Consider approval of an agreement with MLS Technologies, Inc., for a maximum of \$44,625, to assist with database administration, systems analysis, and software application and programming related to the implementation of AccessVVC for the period August 19, 2004, through December 31, 2004. (Budgeted Item)

YES NO

10. ADMINISTRATIVE SERVICES

10.1 Emergency Service Contracts

Due to the recent water-damage cleanup, consider approval of emergency service contracts that will be presented as amendments to the agenda at the August 24, 2004, special meeting of the Board of Trustees.

YES NO

11. HUMAN RESOURCES

No action agenda items from Human Resources.

12. FOR INFORMATION ONLY

12.1 Budget Review

Dr. Louis Zellers, Interim Vice President, Administrative Services, will present a review of the proposed budget for Fiscal Year 2004-2005, based on the most current information from the state. Information will be distributed at the August 24, 2004, special meeting of the Board of Trustees.

12.2 Administrative/Management/Confidential Resignation

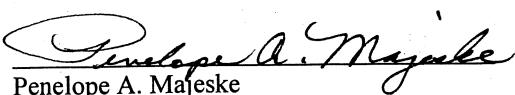
The following resignations are presented for the board's information:

- (a) Becky Millen, director of admissions and records, effective 9/3/04
- (b) Gisela Erne, director of child development center, effective 9/2/04

13. ADJOURNMENT

It is the intention of Victor Valley Community College District to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability, who requires a modification or accommodation in order to participate in the public meeting, to Jeffrey Holmes, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92392-5849, (760) 245-4271, Ext. 2596, from 7:30 a.m. to 5:22 p.m., Monday through Thursday, at least 48 hours prior to the meeting to make reasonable arrangements. Government Code Section 54954.2.

I, Penelope Majeske, Executive Assistant to the Superintendent/President, do hereby certify that I caused to be posted the foregoing agenda on Thursday, August 19, 2004, at 3:00 p.m. pursuant to California Government Code §54954.2.



Penelope A. Majeske
Executive Assistant

HUMAN RESOURCES

AUGUST 24, 2004

TOPIC: TEMPORARY CONTRACT, EMT PROGRAM COORDINATOR

TO THE BOARD OF TRUSTEES:

Because the current status of the emergency medical technician course demands the attention of a temporary program coordinator, an agreement has been made with Brian Hendrickson to provide services as coordinator for the EMT Program.

Fiscal Impact: Budgeted

RECOMMENDATION:

It is recommended that the board approve the contract as listed.

REFERENCE FOR AGENDA: YES

Signed William Schmidt
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed John Spencer
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

VICTOR VALLEY COMMUNITY COLLEGE

Temporary Contract

The current status of the EMT (Emergency Medical Technician) course demands the attention of a temporary program coordinator. The person filling this position will be contracted for a period of one semester, to take place fall of 2004. A list of the following responsibilities shall include:

1. Due as of course start date August 31, 2004.
 - a. Meet with prior EMT staff (associate faculty/professional expert) to determine eligibility for employment.
 - b. Evaluate program faculty needs and hire staff to include:
 - i. Recruit
 - ii. Interview
 - iii. Background
 - iv. Offer employment
 - v. HR (Human Resources)
 - vi. BOT (Board of Trustees)
 - c. Review of and update if necessary curriculum (immediate)
 - i. Quizzes
 - ii. Exams
 - iii. Lectures
 - iv. Skills
 - v. Homework
 - vi. Syllabus
 - d. Start clinical/field externship overview and/or revision
 - i. New contracts
 - ii. Update old contracts to reflect Title 22 changes
2. Constant process of program Q/A and update throughout semester
 - a. Instructor monitoring/mentoring
 - b. Program review process beginnings
 - c. Skills equipment update and ordering
 - d. Meetings with ICEMA (Inland Counties Emergency Medical Agency)
3. Other duties as assigned

I, Brian Hendrickson, accept the responsibility and duties described above as temporary EMT Program coordinator. I understand that I will be compensated in one lump sum of \$2,500 to be dispersed on January 1, 2005. This contract will go into effect immediately following signatures of both parties and will end on December 17, 2004. This contract will be between Victor Valley Community College and Brian Hendrickson.

Jeff Cooper
Deputy Superintendent\Executive Vice President, Instruction
Victor Valley Community College

Date



Brian Hendrickson

8/10/04
Date

HUMAN RESOURCES

AUGUST 24, 2004

TOPIC: NON-CLASSIFIED EMPLOYEES

TO THE BOARD OF TRUSTEES:

The persons recommended for employment who are listed on the attached referenced sheets have been designated to perform specified job duties consistent with the provisions of Education Code § 88003.

Fiscal impact: Budgeted

RECOMMENDATION:

It is recommended that the board approve the appointments as listed.

REFERENCE FOR AGENDA: Yes

Signed William Lewin
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed Spencer
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____

NON-CLASSIFIED EMPLOYEES**August 24, 2004**

<u>NAME</u>	<u>REQUESTED DATES OF EMPLOYMENT</u>	<u>POSITION/DEPT</u>
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Student Workers Federal/State Work Study/Work Experience

Baker, John	08-11-04-12-31-04	SW-EOPS-Library
Colbert, Lanae N.	07-15-04-12-31-04	SW-FWS-Student Services
Padilla, Vanessa M.	07-13-04-12-31-04	SW-FWS-Bookstore
Soeder, Susan E.	07-15-04-12-31-04	SW-FWS-Tutor Off Campus

Student Workers

Abunaja, Maysaa	07-01-04-12-31-04	SW-Other-CDC
Ipac, Marky-Warren	08-25-04-12-23-04	SW-Other-Aux Services-
Ipac, Marky-Warren	08-25-04-12-23-04	SW-Other-PAC
Wah, Hoi Lai	08-30-04-12-17-04	SW-Tutor-Chemistry
Williams, Robert	08-30-04-12-17-04	SW-Tutor-CIT

Limited-Term Workers

Aguilar, Rudy	08-15-04-12-15-04	Asst Coach-Athletics
Araques, Rhiannon	05-23-03-05-23-03	Interpreter-Student Svcs
Araques, Rhiannon	05-21-04-05-21-04	Interpreter-Student Svcs
Austin, DuShawn	08-15-04-12-15-04	Asst Coach-Athletics
Bunn, Dale	08-15-04-12-15-04	Asst Coach-Athletics
Casarez, Paul	08-15-04-12-15-04	Asst Coach-Athletics
Gomez, Gloria	08-15-04-12-15-04	Asst Coach-Athletics
Holmes, Jeffrey	08-15-04-12-15-04	Asst Coach-Athletics
Keating, Catherine	08-16-04-10-31-04	Officer Worker-A&R Assist
Koester, Nicole	08-15-04-12-05-04	Asst Coach-Athletics
Marquez, John	08-15-04-12-15-04	Asst Coach-Athletics
McGhee, Bruce	08-30-04-12-15-04	Community Service-Fee Base
Morales, Valerie	08-16-04-10-31-04	Officer Worker-A&R Assist
Pendleton, Joseph	08-15-04-12-15-04	Asst Coach-Athletics
Roberts, Michelle D.	08-16-04-10-31-04	Officer Worker-A&R Assist
Walid, Jomaa	08-15-04-12-15-04	Asst Coach-Athletics
Wynn, Bridgette A.	09-13-04-12-13-04	Community Service-Fee Base
Young, Henry	08-15-04-03-15-05	Asst Coach-Athletics

Substitute

Cardoza, Maria	07-19-04-09-01-04	Sub-A&R Assist-A&R
Lanceta, Melissa	08-16-04-11-15-04	Sub-Bookstore Assistant

NON-CLASSIFIED EMPLOYEES**August 24, 2004**

<u>NAME</u>	<u>REQUESTED DATES OF EMPLOYMENT</u>	<u>POSITION/DEPT</u>
Lopez, Jami	07-01-04-07-30-04	Sub-Office Asst-CDC
Parmer, Mary	08-16-04-11-15-04	Sub-Ticket Sales Assistant
Parmer, Mary	08-16-04-11-15-04	Sub-Bookstore Assistant
Pena, Edna	07-06-04-08-10-04	Sub-IA1-PE
Wright, Destiny	08-16-04-11-15-04	Sub-Bookstore Assistant
<u>Professional Expert</u>		
Coddington, Christi	08-30-04-12-31-04	Prof Exp-EMT-ALDH
Hanify, Ryan	09-10-04-12-15-04	Prof Exp-Fire Tech
Herrington, Darrell	09-10-04-12-15-04	Prof Exp-Fire Tech
Knott, Jeff	08-30-04-12-31-04	Prof Exp-EMT-ALDH
Lambert, Kelly	08-30-04-12-31-04	Prof Exp-EMT-ALDH
Lopez, Miguel	08-30-04-12-31-04	Prof Exp-EMT-ALDH
Lyons, James	09-10-04-12-18-04	Prof Exp-EMT-ALDH
Malloy, Craig	09-10-04-12-15-04	Prof Exp-Fire Tech
Martinez, Jose	08-31-04-12-31-04	Prof Exp-EMT-ALDH
Salgado, Jake	08-30-04-12-31-04	Prof Exp-EMT-ALDH
Sharp, Jennifer	08-30-04-12-31-04	Prof Exp-EMT-ALDH
Whipple, Andrew	08-30-04-12-31-04	Prof Exp-EMT-ALDH
<u>Volunteer</u>		
Boonyadit, Surapongse	08-12-04-06-30-05	Vol-Athletics
Ebright, Craig S.	09-01-04-06-30-05	Vol-Adult Literacy
Harris-Nichols, Mariana	08-25-04-06-30-05	Vol-PAC
Jones, Derrick	09-15-04-12-05-04	Vol-Athletics
Lounge, Joshua	08-15-04-06-10-05	Vol-Athletics

NON-CLASSIFIED EMPLOYEES**August 24, 2004****"PENDING VERIFICATION OF ENROLLMENT"**

<u>NAME</u>	REQUESTED DATES OF <u>EMPLOYMENT</u>	<u>POSITION/DEPT</u>
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Student Workers

Durham, Katherine	08-30-04-12-18-04	SW-Tutor-Chemistry
Leicht, Kendra	08-30-04-12-17-04	SW-Tutor-SI/T
Salgado, Rosemarie	07-01-04-12-31-04	SW-Other-CDC

HUMAN RESOURCES

AUGUST 24, 2004

TOPIC: TEMPORARY ACADEMIC
TO THE BOARD OF TRUSTEES:

The persons listed on the attached reference sheet have been designated to perform the duties indicated.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

It is recommended that the board approve the appointments as listed.

REFERENCE FOR AGENDA: YES Signed WILLIAM L. HIGHT
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed Spencer
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION

SECOND

Ayes Noes

INFORMATION ONLY

SUMMER 2004

The following assignments either began after the start of the summer term or reflect a change in the original assignment:

Cole, Menya	Special Assign: Foster Kinship Care Ed-Trainer
Keating, Catherine	Special Assign: Foster Kinship Care Ed-Trainer
Ricci, Melody	Special Assign: Program Coord for Desert Regional Consortia
Rutledge, Rita	Special Assign: Foster Kinship Care Ed-Trainer
Zamora, Ezquiel	Special Assign: Translation of ESL schedule into Spanish

FALL 2004

Allbee, Karen	Speech
Arnold, Jean	English
Atkisson, Brian	CIS
Ausmus, Kenny	Chemistry
Ayto, April	Special Assign: Reference Librarian
Bachofner, Carol	English
Badibanga, Maurice	Math
Bean, Pat	Clinical Nursing
Becker, Norm	Welding
Beltran, Edwin	Clinical Nursing
Boboye, Jackie	Special Assign: General Counseling
Bosworth, Brian	Art
Box, Jeff	PE
Bradbury, Michael	Athletics-women's soccer
Bradbury, Michael	Special Assign: Head Coach, Women's Varsity Soccer
Buckles, Brandall	Restaurant Management
Bunn, Dale	PE
Byrne, Andrew	Respiratory Therapy
Campbell, Linda	PE
Carey, Alisa	Respiratory Therapy
Castellano, Michael	CIT
Castro, Emma	Biology
Chastain, Anthony	Respiratory Therapy
Chou, Juanita	Special Assign: General Counseling
Chouehne, Irma	Clinical Nursing
Cleary, Linda	Clinical Nursing
Contreras, Fernando	Special Assign: General Counseling
Corelli, Matt	Allied Health-Paramedic
Culhno, Frank	Paramedic
Dudgeon, W. Thomas	Athletics-Prep for Intercoll Men's Basketball, Varsity Basketball
Dudgeon, W. Thomas	Special Assign: Head Coach-Men's Basketball
Elgin, Fran	Special Assign: Reference Librarian
Ereksen, Christa	Psychology
Fields, Ron	Admin of Justice

Garza-Laird, Marta	Spanish
Gaunder, Ed	Admin of Justice
Gersten, Liz	Special Assign: SI/Tutor Coordinator
Gildard, Allen	Theatre Arts
Grimes, Fontella	Special Assign: EOPS Counselor
Grossman, Walter	Physical Science
Haas, Mike	Admin of Justice
Hampton, Christopher	Special Assign: Head Coach, Men's Soccer
Hampton, Christopher	Athletics-men's soccer
Harris, Terry Lee	Theatre Arts
Hartmann, Dennis	Special Assign: Reference Librarian
Holstrom, Geoffrey	Math
Hoover, David	Special Assign: Head Coach, Varsity Football
Hoover, David	PE
James, Pam	Special Assign: General Counseling
Johns, Meredith	Speech
Kirk, Erin	Music
Norris, Windy	Speech
Kuai, Andy	Math
Marquez, John	PE
McCracken, Mike	Special Assign: General Counseling
McKinley, Kay	Clinical Nursing
Menser, Gary	Special Assign: Administer Welder Qualification Testing
Milroy, Marjorie	Speech/Theatre Arts
Modlin, Jerry	Paramedic
Morgan, Stephen	PE
Muchmore, Darin	Allied Health-Paramedic,EMS
Nagy, Bridgett	Clinical Nursing
Nguyen, Huan	Math
O'Neil, Thomas	Religious Studies
Oleson, Dave	Allied Health-Paramedic
Paine, John	PE
Peterson, Ute	Respiratory Therapy
Rahman, Mustafizur	Math
Rankin, Tim	Allied Health-EMT
Rankin, Tim	Paramedic
Richling, Josh	Allied Health-EMT
Richling, Josh	Paramedic
Riderer, Lucia	Math
Rupp, Mark	CIDG
Rustad, Stacia	Special Assign: Head Coach-Women's Basketball
Rustad, Stacia	Athletics-prep for/varsity women's basketball
Saarinen, Margaret	Music
Shaner, Keith	Automotive
Shrake, C. Allan	Physical Science

Spiedel, Sandra	Clinical Nursing
Stanzione, Chuck	Admin of Justice
Stevens-Ouniche, Jamaila	ESL
Stevulak, Michael	CIS
Sullivan, Jacqueline	PE
Taylor, Thomas	Respiratory Therapy
Thomas, Jack	Admin of Justice
Thomas, Timothy	Biology
Toombs, Michael	Construction Technology
Truelove, Terry	Nursing
Tucker, John	PE
Vidana-Barda, Kevin	Special Assign: Head Coach, Men's/Women's Cross Country
Vidana-Barda, Kevin	Athletics-cross country
Villeneuve, Kathleen	Special Assign: Reference Librarian
Villoria, Donny	Paramedic
Walton, Debbie	Allied Health
Weathersby, Bonnie	Special Assign: General Counseling
Weathersby, Bonnie	Guidance
Wells, Robert	Admin of Justice
White, Christa	Special Assign: Head Coach-Women's Varsity Volleyball
White, Christa	Athletics-varsity volleyball
White, Stephanie	PE
Williams, Marianne	Special Assign: Reference Librarian
Wollan, Diane	Special Assign: General Counseling
Zamora, Ezequiel	Special Assign: Outreach advertising Spanish/Radio Mexico

HUMAN RESOURCES

AUGUST 24, 2004

TOPIC: ADMINISTRATIVE/MANAGEMENT/CONFIDENTIAL APPOINTMENTS

TO THE BOARD OF TRUSTEES:

The superintendent/president has approved the appointment of the following individual as detailed below. The district requests that the board approve this appointment.

Mary Sypkens, to the position of interim director of child development center, effective August 17, 2004.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

It is recommended that the board approve the appointment as listed.

REFERENCE FOR AGENDA: NO

Signed WILLIAM SCHMIDT
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed R. Spencer
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

HUMAN RESOURCES

AUGUST 24, 2004

TOPIC: ACADEMIC RATIFICATION OF EMINENCE REQUESTS

TO THE BOARD OF TRUSTEES:

The eminence designees listed on the attached reference have been approved by the appropriate department, division dean, and Academic Senate for the discipline indicated for a period of one calendar year from the date of approval.

Fiscal impact: None

RECOMMENDATION:

It is recommended that the board ratify the eminence requests as listed on the attachment.

REFERENCE FOR AGENDA: YES

Signed 
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed 
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____

EMINENCE APPROVAL REQUESTED

The following candidates were approved by the Eminence/Equivalency Committee for extension of eminence for one calendar year beginning fall semester 2004, pending completion of required documentation:

Margaret Saarinen	Music
Josh Richling	Allied Health-EMT

The following candidates were approved by the Eminence/Equivalency Committee for extension of eminence for one semester beginning fall semester 2004, pending completion of required documentation:

Timothy Thomas	Biology
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PETITION FOR EXTENSION OF EMINENCE

TO: Victor Valley College Equivalency/Eminence Committee

Fr: Thomas O'Neil

Re: Extension of Eminence Request for MARGARET SAARINEN - MUSIC

I certify that I have accessed the faculty pool and determined that none of the available applicants are suitable or competent to teach in the discipline(s) and or course(s) petitioned below.

Thomas O'Neil Dept Chair, Dean, or V.P. 8-3-04 Dept Chair, Dean, or V.P. Signature

Date

The Office of Human Resources verifies that an advertisement and/or recruitment effort has been attempted and subsequently failed to produce a candidate that meets the Minimum Qualifications as adopted by the California Community College Board of Governors.

KATHLEEN FARRAND
Human Resources-name (print)

Kathleen Farrand
Signature

Date

The above named candidate has been approved by the committee for extension of eminence for one calendar year beginning FALL 2004. I certify that the requirements for extension of eminence as listed below have been met.

- Attendance at New Faculty Orientation Workshop (First Extension)
- Completion of Instructional Skills Workshop (or completed at least 18 hours of "instructional skills" courses, seminars, conferences, etc) (First Extension)
- Completion of satisfactory faculty evaluation for each semester that consisted of student evaluations and a lecture observation (First and subsequent extensions)

Thomas O'Neil
(Name)

Thomas O'Neil 6-22-04
(Signature-Area Administrator) (Date)

EQUIVALENCY/EMINENCE COMMITTEE REVIEW/RECOMMENDATION

EXTENSION APPROVED EXTENSION DENIED DATE

NAME

SIGNATURE

DATE

MARIA Ruiz
Debra Bla

Maria Ruiz

8-2-04 approved

Debra Blanchard
Pres, Academic Senate

D.B.

8/3/04 ok

COMMENTS:

Board Date: 8/24/04

PETITION FOR EXTENSION OF EMINENCE

TO: Victor Valley College Equivalency/Eminence Committee

Fr: Tom Clark

Re: Extension of Eminence Request for JOSH RICHLING - EMT

I certify that I have accessed the faculty pool and determined that none of the available applicants are suitable or competent to teach in the discipline(s) and or course(s) petitioned below.

Tom Clark
Dept Chair, Dean, or V.P.

Tom Clark 6/24
Dept Chair, Dean, or V.P. Signature

Date

The Office of Human Resources verifies that an advertisement and/or recruitment effort has been attempted and subsequently failed to produce a candidate that meets the Minimum Qualifications as adopted by the California Community College Board of Governors.

Human Resources-name (print)

Signature

Date

The above named candidate has been approved by the committee for extension of eminence for one calendar year beginning FALL 2004 I certify that the requirements for extension of eminence as listed below have been met.

Attendance at New Faculty Orientation Workshop (First Extension)

Completion of Instructional Skills Workshop (or completed at least 18 hours of "instructional skills" courses, seminars, conferences, etc) (First Extension)

Completion of satisfactory faculty evaluation for each semester that consisted of student evaluations and a lecture observation. (First and subsequent extensions)

Tom Clark
(Name)

Tom Clark
(Signature-Area Administrator)

6/24
(Date)

EQUIVALENCY/EMINENCE COMMITTEE REVIEW/RECOMMENDATION

EXTENSION APPROVED EXTENSION DENIED DATE

NAME

SIGNATURE

DATE

MARIA E Ruiz

Maria Ruiz

8-2-04 is ISW in lieu of is approved

Debra Blanchard
Pres, Academic Senate

DB

8/15/04 ab

COMMENTS:

Board Date: 8/24/04

PETITION FOR EXTENSION OF EMINENCE

TO: Victor Valley College Equivalency/Eminence Committee

Fr: Henry YONG

Re: Extension of Eminence Request for Timothy Thomas

I certify that I have accessed the faculty pool and determined that none of the available applicants are suitable or competent to teach in the discipline(s) and or course(s) petitioned below.

Dept Chair, Dean, or V.P.

Dept Chair, Dean, or V.P. Signature

Date

The Office of Human Resources verifies that an advertisement and/or recruitment effort has been attempted and subsequently failed to produce a candidate that meets the Minimum Qualifications as adopted by the California Community College Board of Governors.

KATHLEEN FARAND
Human Resources-name (print)

Kathleen Farand
Signature

8-9-04
Date

The above named candidate has been approved by the committee for extension of eminence for one
Semester calendar year beginning Fall 2004. I certify that the requirements for extension of eminence as
listed below have been met: will be met during the Fall 2004 semester.
(See Attached)

Attendance at New Faculty Orientation Workshop (First Extension)

Completion of Instructional Skills Workshop (or completed at least 18 hours of
"instructional skills" courses, seminars, conferences, etc) (First Extension)

Completion of satisfactory faculty evaluation for each semester that consisted of student
evaluations and a lecture observation. (First and subsequent extensions)

Henry C. V. YONG
(Name) Henry YONG
(Signature-Area Administrator)

8/9/04
(Date)

EQUIVALENCY/EMINENCE COMMITTEE REVIEW/RECOMMENDATION

EXTENSION APPROVED EXTENSION DENIED DATE

NAME

SIGNATURE

DATE

Pres, Academic Senate

COMMENTS:

Approved by Debra Blanchard via email
on 8-9-04 - See attached (y)

Board Date: 8-24-04

HUMAN RESOURCES

AUGUST 24, 2004

TOPIC: ACADEMIC RATIFICATION OF EQUIVALENCY REQUESTS

TO THE BOARD OF TRUSTEES:

The equivalencies listed on the attached reference have been approved by the appropriate department, division dean, and Academic Senate for the discipline indicated. Henceforth, the equivalencies will apply to each candidate for said discipline.

Fiscal impact: none

RECOMMENDATION:

It is recommended that the board ratify the equivalencies as listed on the attachment.

REFERENCE FOR AGENDA: YES

Signed WILLIAM L. SPENCER
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed W. Spencer
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

SUBJECT	EQUIVALENCY
BIOLOGY	Meets equivalent qualifications of Item 9A of the equivalency policy: medical degree with over 60 units of graduate level course work in anatomy, physiology, microbiology, biochemistry, and 5 years teaching experience at community college level is equivalent to a master's degree in biology.
	Meets equivalent qualifications of Item 9D of the equivalency policy: B.A. in biology, master's of public health, and DVM degree including over 20 units of graduate level course work in biology, and 5 years of teaching experience is equivalent to a master's degree in biology.
MATHEMATICS	Meets equivalent qualifications of Item 9A of the equivalency policy: B.S. geology, M.S. geophysics and Ph.D. geophysics, and 4 years teaching experience in physics is equivalent to a master's degree in mathematics.
	Meets equivalent qualifications of Item 9A of the equivalency policy: B.S. physics plus 32 semester units graduate level course work in math and 7 years of teaching experience is equivalent to a master's degree in mathematics.
SPEECH	Meets equivalent qualifications of Item 9C of the equivalency policy: B.A. communication, M.A. in education (community college counseling emphasis), 30 semester units of grad level course work in communication (master's program), and 1 year teaching experience and 2 community college internships is equivalent to a master's degree in communication.

HUMAN RESOURCES

AUGUST 24, 2004

TOPIC: ACADEMIC APPOINTMENTS

TO THE BOARD OF TRUSTEES:

The selection process has been completed in accordance with district hiring procedures, and the superintendent/president has approved the appointments of the following individuals as detailed below. The district requests that the board approve these appointments:

- 1) James Comer, history instructor, effective on or after August 30, 2004
- 2) Sharon Satchell, nursing instructor, effective on or after August 30, 2004
- 3) Tom Turner, fire technology instructor, effective on or after August 30, 2004
- 4) Andrew A. Hufford, biology instructor, effective on or after August 30, 2004, pending completion of required documentation
- 5) David M. Gibbs, biology instructor, effective on or after August 30, 2004, pending completion of required documentation

Fiscal Impact: Budgeted

RECOMMENDATION:

It is recommended that the board approve the appointments as listed.

REFERENCE FOR AGENDA: NO

Signed William S. Spencer
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed William S. Spencer
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____

HUMAN RESOURCES

AUGUST 24, 2004

TOPIC: CLASSIFIED BARGAINING UNIT APPOINTMENTS, PROMOTIONS, AND/OR TRANSFERS

TO: THE BOARD OF TRUSTEES

The superintendent/president has approved the transfer of the following individual as detailed below. The district requests that the board approve this transfer:

- 1) Chicpaul Becerra, from office assistant, admissions and records, to office assistant, counseling, effective on or after August 25, 2004.

Fiscal Impact: Budgeted Item

RECOMMENDATION:

It is recommended that the board approve the transfer as listed.

REFERENCE FOR AGENDA: NO

Signed William Lach Hirt
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed DeJouenre
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY _____

STUDENT SERVICES

AUGUST 24, 2004

TOPIC: AGREEMENT, MLS TECHNOLOGIES

TO THE SUPERINTENDENT/PRESIDENT:

We currently have two technical positions (Senior Systems Analyst and Senior Programmer) in recruitment to support the implementation and operational needs of AccessVVC (Datatel Colleague) and the MIS Department. While these positions are in recruitment, the district desires to enter into an agreement with MLS Technologies, an independent contractor, to assist with database administration, systems analysis, and software application and programming related to the implementation of AccessVVC. The contract will be in effect from August 19, 2004 through December 31, 2004.

Fiscal Impact: Budgeted item, not to exceed \$44,625.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with MLS Technologies, Inc., an independent contractor, for a maximum of \$44,625.

REFERENCE FOR AGENDA: YES

Signed: 
Vice President, Student Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: 
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ____ Noes ____

INFORMATION ONLY _____



© Copyright 1990, 2002, NACCB. All Rights Reserved.

Use of all or part of this agreement by anyone who is not a member in good standing of NACCB is strictly prohibited.

This Agreement is entered into by and between MLS Technologies, Inc. DBA RecruitingEngine.com ("MLS"), a California Corporation, with offices at 12265 Scripps Poway Parkway, Poway, CA 92064 and Victor Valley Community College ("CLIENT") with offices at 18422 Bear Valley Rd., Victorville, CA 92392 and made effective as of the 19th day of August 2004.

MLS is in the business of providing technical personnel ("Consultant(s)") and CLIENT desires to retain the services of Consultant(s). In consideration of the covenants and agreements contained herein, MLS and CLIENT agree as follows:

1. SCOPE OF SERVICES

For any Consultant(s) who will be providing services to the CLIENT pursuant to this Agreement, MLS will issue and CLIENT will execute a Technical Service Order ("TSO") in the form attached to this Agreement as Appendix A. Such TSO will incorporate the terms and conditions of this Agreement and any additional terms to which MLS and CLIENT may choose to agree.

2. TIME RECORDS AND FEES

CLIENT shall promptly review for approval each week the time records and authorized expenses of Consultant(s). CLIENT's approval of such time records and expenses as evidenced by its signature thereon shall constitute acceptance of the work performed by Consultant(s) and CLIENT's agreement to pay MLS as stated herein. Acceptance by CLIENT shall not be unreasonably withheld and any refusal to accept shall be noted on the time record for the relevant week, with a written explanation of the reasons that the work was not acceptable. Failure to so note such refusal shall constitute acceptance.

3. BILLING AND PAYMENT

MLS will submit weekly invoices to the CLIENT for services provided by Consultant(s). These invoices will detail all charges applicable to Consultant(s) and in accordance with the rate(s) and terms of the TSO. CLIENT will pay MLS the total sum set forth in each invoice "Due Upon Receipt", unless otherwise specified in the TSO. Any late invoicing by MLS shall not affect the obligation of the CLIENT to pay for the services covered by that invoice. All past due accounts will be assessed interest at the maximum rate allowable by state and/or federal law. Additionally, CLIENT warrants that it is able and willing to pay for the services of the Consultant(s) providing services under this Agreement.

4. CONSULTANT(S) NOT EMPLOYEES OF CLIENT

MLS and CLIENT agree that for purposes of FICA, FUTA, income tax withholding, as well as for purposes of any benefit or retirement plan maintained by CLIENT for its own employees, the Consultant(s) supplying services under this Agreement are not employees of CLIENT.

5. TERM OF AGREEMENT

This Agreement shall remain in effect until terminated by either party by giving 15 business days prior written notice to the other party. However, MLS or CLIENT may terminate such services immediately upon notice to the other party for cause or when termination is due to matters completely beyond the control of MLS or CLIENT. If any Consultant(s) providing services under this Agreement has terminated the relationship with MLS, and whether or not such termination is in violation of such Consultant(s)'s agreement with MLS, MLS shall notify CLIENT of such termination. The CLIENT will pay MLS for all work performed

and authorized expenses incurred under the applicable TSO up to and including the effective date of termination.

6. SUBSTITUTION OR REPLACEMENT OF TECHNICAL PERSONNEL

The work to be performed by the Consultant(s) providing services under this Agreement shall be set out by CLIENT and stated in the TSO. Because CLIENT has the opportunity to interview all Consultant(s) located by MLS prior to their commencement of any services for CLIENT, MLS shall have no liability to CLIENT if such personnel are determined by CLIENT not to meet its requirements and CLIENT shall not be relieved of making payments to MLS for the services provided by such personnel up to the time that they are terminated in accordance with this Agreement. However, if the services of any personnel providing services under this Agreement are terminated and CLIENT requests substitute personnel MLS hereby agrees, upon written request, to make reasonable efforts to replace the Consultant(s) with another of similar qualifications. In the event MLS is unable to locate a suitable replacement, the CLIENT may terminate the TSO.

7. NON-SOLICITATION AND NON-RECRUITMENT

During the period covered by any TSO and extensions thereof pursuant to this Agreement, or when CLIENT is provided with the name of any Consultant(s) but determines not to use the services of such personnel so that no TSO is written covering that personnel, and for one (1) year thereafter, CLIENT will not directly or indirectly, other than through MLS, solicit for hire, contract with, or engage or receive the services of, any Consultant(s) located by MLS for CLIENT, without first receiving written consent from the other party, except as specified in the TSO. Such request may be granted in the sole discretion of MLS and only if the CLIENT's account is in good standing. If CLIENT has not negotiated a right to hire Consultant as indicated by the terms described above and in accordance with the TSO, CLIENT understands that if it does directly retain, employ, or contract with MLS Consultant in violation of these provisions, CLIENT will immediately pay MLS its standard fee for direct placement services of 30% of the Consultant's expected annual earnings.

8. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

MLS, its employees, or consultants understand and agree to keep confidential all CLIENT information so designated by the CLIENT. Any and all products, whether in final production or draft, which result from any work performed by any Consultant(s) providing services under this Agreement shall be deemed to be works for hire and all rights, title and interest, including any copyright, patent rights and all other intellectual property rights, shall belong exclusively to CLIENT unless some other arrangements have been agreed to by both parties or by CLIENT and such Consultant(s), as appropriate, in writing. Further, MLS agrees to provide assistance reasonably required to obtain and perfect its rights pursuant to this paragraph.

CLIENT may request the Consultant(s) covered by this Agreement to execute a separate agreement not to disclose the CLIENT's Confidential information. CLIENT shall not request of the Consultant(s) providing services under this Agreement any information regarding the rate(s) and other terms of remuneration agreed to between MLS and such Consultant(s), nor shall CLIENT induce such Consultant(s) to provide such information, nor shall CLIENT disclose or permit to be disclosed to such personnel, directly or through another party, any information regarding the rate(s) or other terms of remuneration agreed to between CLIENT and MLS.

9. INDEMNIFICATION, LIABILITY AND FORCE MAJEURE

CLIENT agrees to indemnify and hold harmless MLS, its officers, directors, employees, consultants from and against any and all liability to third parties for bodily injury, death, or physical damage to tangible property to the extent caused by the negligent errors, acts or omissions of CLIENT.

MLS agrees to indemnify and hold harmless CLIENT, its officers, directors, employees, consultants and agents from and against any and all liability to third parties for bodily injury, death, or physical damage to tangible property to the extent caused by the negligent errors, acts or omissions of MLS's Consultant.

In no event shall MLS be liable to CLIENT for damages to any property or person or for indemnification in an amount greater than the amount paid by CLIENT in connection with the performance of such services by

such personnel whose actions or omissions are the basis for such damages or indemnification; provided, however, that MLS shall not be liable for any damages whatsoever caused by any acts or omissions beyond its control or not due to its fault, or for any special or consequential damages, loss of profits or revenues, interest, penalties or fines; and provided further, that if CLIENT requests or directs that MLS perform an act or omit the performance of an act, and if MLS performs or omits the performance of such act as directed or requested, or if CLIENT approves, affirms or ratifies the performance or omission of any act of MLS, then notwithstanding anything in any section of this Agreement, CLIENT shall have no claim against MLS for liability or indemnification in connection with such act or omission to act.

Neither party shall be liable for delay in performance or failure to fulfill its responsibilities under this Agreement when such delay or failure is caused by acts of God, natural catastrophe, acts of governmental agencies, or similar causes beyond the control of such party. Should either party be unable to perform and obligation when due for reasons set forth above, such party shall immediately notify the other party.

10. ASSIGNMENT AND BINDING EFFECT

Neither this Agreement nor any interest hereunder may be assigned or otherwise transferred by either party to third parties other than affiliates of either party without the prior written consent of the other party which shall not be unreasonably withheld. This Agreement shall be binding upon and inure to the benefit of the heirs, successors, assigns, and delegates of the parties hereto.

11. NOTICES

All notices and other communications authorized or required by the provisions of this Agreement, unless otherwise specified in this Agreement, shall be in writing and shall be effective when delivered personally (including by Federal Express, Express Mail, or similar courier service) or following deposit of the same into the United States mail, certified mail, return receipt requested, first class postage prepaid, addressed to such party at the address set forth on page one (1) of this Agreement. Either party may designate, in writing, a different address by notice to the other given in accordance herewith.

12. SEVERABILITY

If any term or provision of this Agreement shall be found to be illegal or otherwise unenforceable, the same shall not invalidate the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary by the adjudication to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

13. COMPLETE AGREEMENT AND AMENDMENT

This Agreement and any written TSOs executed hereunder contain the entire agreement between that parties hereto with respect to the matters covered herein. CLIENT acknowledges that it is entering into this Agreement solely on the basis of the agreements and representations contained herein. This Agreement shall not be modified in any way except in writing signed by both parties and stating expressly that it constitutes a modification of this Agreement.

14. LAW AND DISPUTES

This Agreement shall be governed by the laws of State Of California. All claims against either party to this Agreement shall be brought by the other party no later than one (1) year after such claims have arisen (except for claims for non-payment for services, which may be brought within two (2) years after the last date of services for which payment is sought). Except as stated below in this section, any controversy or claim, whether such claim arises in contract, tort, or otherwise, including, but not limited to, claims for employment discrimination (whether under Title VII of the Civil Rights Act of 1964, as amended from time to time, the Age Discrimination in Employment Act, or state and local laws), arising out of or relating to this Agreement, or the breach thereof, or the commercial or economic relationship of the parties hereto, shall be submitted to arbitration in accordance the rules of the American Arbitration Association then obtaining as modified hereby. Any award resulting from arbitration authorized by this Agreement shall be binding and conclusive upon all parties. Notwithstanding the obligation to pursue other claims through arbitration, a party may file with a court claims for injunctive relief to prevent or limit the disclosure of confidential information protected under this

Agreement and claims for injunctive relief to prevent the hiring or similar retention of Consultant(s) by the CLIENT other than through MLS in cases where MLS has not consented to such hiring or retention. Any lawsuits or agreed arbitrations (or award enforcement proceedings) pertaining to this Agreement or the services provided hereunder shall be brought in the federal or state courts in State of California.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed agents as of the date first written above. Each party represents and warrants that the person signing the Agreement on its behalf is duly authorized by all necessary corporate or other appropriate action to execute this Agreement.

MLS Technologies, Inc.:

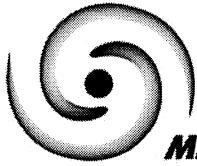
By: _____

Stephen Fazen
President

Victor Valley Community College:

By: _____

Willard C. Lewallen
Vice President, Student Services



MLS Technologies, Inc.

TECHNICAL SERVICE ORDER

CLIENT: Victor Valley Community College
18422 Bear Valley Rd.
Victorville, CA 92392

In accordance with the Consulting Services Agreement entered into on the 19th day of August 2004 and signed by CLIENT first mentioned above and MLS Technologies, Inc. DBA RecruitingEngine.com, it is agreed as follows:

1. This Technical Service Order (TSO) incorporates by reference all of the terms and conditions of the Consulting Services Agreement.
2. Unless otherwise specified in writing the service shall be performed at CLIENT location specified above.
3. The services to be performed under this TSO shall be in accordance with the following additional terms and conditions:

CONSULTANT NAME: Andrew L. Arruza **CONTRACT #:** 1234

SERVICES DESCRIPTION: Database administration, systems analysis, programming (Datatel Colleague)

START DATE: Thursday, August 19, 2004

ESTIMATED DURATION: 4-5 months (Not to exceed \$44,625 or December 31, 2004)

STANDARD BILL RATE: \$75.00 per hour **OVERTIME BILL RATE* (IF APPLICABLE):** \$NA

EXPENSES: Victor Valley Community College will pay for pre-authorized business expenses as indicated by client's signature on Consultant's time record or other signed reporting form.

PAYMENT TERMS: Due Upon Receipt

OTHER TERMS: In accordance with Section 7 of the Consulting Services Agreement, CLIENT understands that if it does directly retain, employ, or contract with MLS Consultant in violation of these provisions, CLIENT will immediately pay MLS its standard fee for direct placement services of 30% of the Consultant's expected annual earnings.

MLS Technologies, Inc.:

By: _____
Stephen Fazen
President

Victor Valley Community College:

By: _____
Willard C. Lewallen
Vice President, Student Services

* If overtime bill rate is indicated, overtime premium pay for Consultant is required by California law. If it is necessary for Consultant to work overtime hours, Client must authorize any hours in excess of eight hours in a single workday or forty hours in a single workweek as indicated by the client's signature on the weekly time sheet. A "second tier" of overtime premium pay for Consultant is required for any hours in excess of 12 in a single work day or in excess of 8 hours on the 7th consecutive day of work in a week.

ADMINISTRATIVE SERVICES

AUGUST 24, 2004

TOPIC: 2004-2005 BUDGET REVIEW

TO THE SUPERINTENDENT/PRESIDENT:

Dr. Louis Zellers, Interim Vice President, Administrative Services, will present a review of the proposed budget for Fiscal Year 2004-2005, based on the most current information from the State. Budgetary information will be distributed at the August 24, 2004, Special Meeting.

RECOMMENDATION:

No action

REFERENCE FOR AGENDA: YES

Signed: Louis E. Zellers
Vice President, Administrative Services

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION:

Signed: D. Spencer
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

INFORMATION ONLY X

HUMAN RESOURCES

AUGUST 24, 2004

TOPIC: ADMINISTRATIVE/MANAGEMENT/CONFIDENTIAL RESIGNATION

TO THE BOARD OF TRUSTEES:

Becky Millen, director of admissions and records, has submitted her resignation effective September 3, 2004. Per board policy 7350, the resignation has been accepted by the superintendent/president.

Gisela Erne, director of child development center, has submitted her resignation, effective September 2, 2004. Per board policy 7350. the resignation has been accepted by the superintendent/president.

RECOMMENDATION:

The resignation listed above is included in the agenda for the board's information.

REFERENCE FOR AGENDA: YES

Signed WILLIAM M. SPENCER
Director of Human Resources

TRANSMITTED TO THE BOARD WITH A FAVORABLE RECOMMENDATION.

Signed WILLIAM M. SPENCER
Superintendent/President

ACTION TAKEN BY THE BOARD:

MOTION _____

SECOND _____

Ayes ___ Noes ___

INFORMATION ONLY X



VICTOR VALLEY COLLEGE

18422 Bear Valley Road
Victorville, CA 92392-5849
(760) 245-4271
www.vvc.edu

August 10, 2004

Willard C. Lewallen, Ph.D.
Vice President Student Services

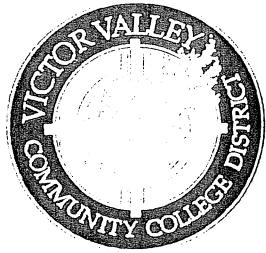
I am tendering my resignation. My last working day will be September 3, 2004.
It has been a pleasure working with you.

Sincerely,

A handwritten signature in black ink that reads "Becky L. Millen".

Becky L. Millen
Director Admissions and Records

C: William Schmidt, Ph.D.
Director Human Resources



August 10, 2004

VICTOR VALLEY COLLEGE

18422 Bear Valley Road
Victorville, CA 92392-5849
(760) 245-4271, extension 2544
spencerp@vvc.edu

Ms. Becky L. Millen
Victor Valley College
18422 Bear Valley Road
Victorville, Ca 92392

PATRICIA A. SPENCER, Ph.D.
Superintendent/President

Dear Ms. Millen:

Your letter of resignation submitted from your position as director of admissions and records was received by the district today. Per Board policy, your resignation has been accepted and will be effective September 3, 2004, as requested. Your letter of resignation will be presented to the Board of Trustees on August 24, 2004.

We also want to recognize and thank you for the 5 years of service you provided Victor Valley College. You have our deepest appreciation for your contributions and sincerest best wishes.

You will be receiving correspondence from the Office of Human Resources regarding your COBRA rights and retirement benefits, if applicable. If you have any questions, please contact the Human Resources Office at 245-4271, extension 2486.

Sincerely,

A handwritten signature in black ink that reads "Spencer". The signature is fluid and cursive, with the "S" and "p" being particularly prominent.

Patricia A. Spencer, Ph.D.
Superintendent/President

PAS/lc

Gisela G. Erne
P. O. Box 1475
Wrightwood, California 92397
(760) 249-4233

August 12, 2004

Dr. William Schmidt, Director Human Resources
Victor Valley College
18422 Bear Valley Road,
Victorville, California 92395

Dear Bill,

I hereby give notice of my resignation effective September 1, 2004.

I would like to thank you for the experience of having worked for Victor Valley College as the Director, Child Development Center.

Sincerely,



Gisela G. Erne



August 12 2004

VICTOR VALLEY COLLEGE

18422 Bear Valley Road
Victorville, CA 92392-5849
(760) 245-4271, extension 2544
spencer@vvc.edu

PATRICIA A. SPENCER, Ph.D.
Superintendent/President

Ms. Gisela Erne
Victor Valley College
18422 Bear Valley Road
Victorville, Ca 92392

Dear Ms. Erne:

Your letter of resignation from your position as director of child development center was received by the district today. Per Board policy, your resignation has been accepted and will be effective September 2, 2004, as requested. Your letter of resignation will be presented to the Board of Trustees on August 24, 2004.

We also want to recognize and thank you for the 4 years of service you provided Victor Valley College. You have our deepest appreciation for your contributions and sincerest best wishes.

You will be receiving correspondence from the Office of Human Resources regarding your COBRA rights and retirement benefits, if applicable. If you have any questions, please contact the Human Resources Office at 245-4271, extension 2486.

Sincerely,

A handwritten signature in black ink that reads "Spencer".

Patricia A. Spencer, Ph.D.
Superintendent/President

PAS/kf