

Victor Valley Community College District REGULAR MEETING OF THE BOARD OF TRUSTEES MINUTES

Date: March 11, 2008

Place: Board Room, Victor Valley College
18422 Bear Valley Road, Victorville, CA 92395

CALL TO ORDER

5:30 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on March 11, 2008 in the Board Room of the Administration building. Mr. Nelson, Board President called the meeting to order at 5:30 p.m.

TRUSTEE ROLL CALL: Present: Donald Nelson, Board President; Angela Valles, Vice President; Joe Range, Trustee,

Absent: Dennis Henderson, Bettye Underhill and Heena Mehra

Bettye Underhill arrived at 5:32 p.m.

Dennis Henderson arrived at 5:53 p.m.

Absent: Heena Mehra

MANAGEMENT PRESENT: Dr. Robert Silverman, Superintendent/President, Bruce Baron, Vice President, Administrative Services, Marion Boenheim, Vice President, Human Resources, Marianne Tortorici, Deputy Superintendent/Executive Vice President, Instruction; and Annette McComas (Recorder)

PLEDGE OF ALLEGIANCE

Mr. Booth led the Pledge of Allegiance to the Flag.

Mr. Nelson, Board President, announced that the fiscal impact was corrected to read Title V instead of Career Pathways grant on item 5.40.

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

Mr. Nelson, Board President, announced the agenda item that the Board would consider in closed session.

1. CLOSED SESSION

- (a) Nancy Wilkett v. Victor Valley Community College District, consideration of appeal of administrative determination pursuant to State Chancellor's Office's regulations, Title 5, California Code of Regulations section 59338.

BOARD OF TRUSTEES: Dennis Henderson, Donald Nelson, Joe Range, Bettye Underhill, Angela Valles, ASB Member

PUBLIC COMMENTS ON CLOSED SESSION ITEMS: None

At: 5:32 p.m., Board President, Mr. Nelson recessed to closed session.

2. RECONVENE TO OPEN SESSION (Business Meeting)

At 6 p.m., Mr. Nelson reconvened the meeting in open session and announced that there was one motion to report out of closed session. It was voted unanimously 4-0, Henderson absent, in support of the administrative determination regarding Nancy Wilkett v. Victor Valley Community College District.

3. Closed Session Report

4. SUPERINTENDENT/PRESIDENT'S REPORT

(Accountability Reporting of the California Community Colleges – ARCC)

Dr. Silverman welcomed board member Angela Valles' daughter Alyssa to the meeting.

Dr. Silverman provided an update on the process of the accountability reporting of the California Community Colleges (AARC). This accountability report consists of a series of measures and comparisons. It measures how well we are doing and compares it to our peer colleges. A report from the Chancellor's office was distributed showing an attempt for some accountability measures.

Ms. Moran reported on the plans for the future and what collaborative efforts were underway in addressing the goals for improvement.

• **Faculty Senate**

Ms. Blanchard announced that agenda item 10.2, Budget Assumptions was reviewed by the Senate Budget Committee Chair, Peter Allan and would like to encourage the board to vote yes. Following numerous meetings and discussions regarding the Project Synergy, all of the departments, with the exception of one or two, are feeling comfortable with the reorganization. Dr. Silverman pointed out that this reorganization does address one of the accreditation recommendations. Ms. Blanchard provided an update on the SLO (Student Learning Outcomes) process involving the faculty.

5. CONSENT AGENDA

It was MSC (Underhill/Valles, 5-0) to approve the consent items in one motion with the fiscal impact corrected to read Title V instead of Career Pathways grant on item 5.40.

5.1 Approval of the minutes of the January 25, 2008 special Board meeting and February 12, 2008 regular Board meeting

5.2 Agreement Independent Contractor – Leonard Schaustal

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Leonard Schaustal to set up a class for F.A.A. approval for the aviation program. The period is from February 1, 2008 through March 30, 2008. Fiscal Impact: Not to exceed \$10,200.00

- 5.3 Sublease Agreement – Southern California Logistics Airport Authority
Approval of the sublease agreement between Southern California Logistics Airport Authority and Victor Valley Community College District to lease faculty space for the Aviation Maintenance Technology program from March 11, 2008 through March 11, 2009. Fiscal Impact: \$609.60 per month for twelve months is \$7,315.20 and an additional one-time deposit of \$609.60.
- 5.4 Full-Time Faculty Overload Pay for 2007-2008
Approval of the payment for full-time faculty overload pay for academic year 2007-2008 as listed. Fiscal Impact: \$45,662.00 to the District, \$14,432.00 to be reimbursed by Victor Valley Community College District Foundation.
- 5.5 Contract Education Services – Togo's
Ratification of the agreement between Togo's Restaurant and Victor Valley Community College District to obtain a food handlers certification card. The period of this agreement is January 29, 2008 through January 29, 2009. Fiscal Impact: \$300.00 to the District.
- 5.6 Contract Education Services – Valentini Pizza
Ratification of the agreement between Victor Valley Community College District and Valentini Pizza to obtain a food handlers certification card. The period is from January 17, 2008 through January 17, 2009. Fiscal Impact: \$300.00 to the District.
- 5.7 Contract Education Services – Mountain High Ski Resort
Ratification of the agreement between Victor Valley Community College District and Mountain High Ski Resort to obtain a food handlers certification card. The period of this agreement is from February 6, 2008 through February 6, 2009. Fiscal Impact: \$1,500.00 to the District.
- 5.8 Contract Education Services – American Legion Post #229
Ratification of the agreement between Victor Valley Community College District and American Legion Post #229 to obtain a food handlers certification card from February 2, 2008 through January 2, 2009. Fiscal Impact: \$500.00 to the District.
- 5.9 Contract Education Services – Panda Express
Ratification of the agreement between Victor Valley Community College District and Panda Express to obtain a food handlers certification card from January 31, 2008 through January 31, 2009. Fiscal Impact: \$200.00 to the District.
- 5.10 Contract Education Services – Hesperia Leisure League
Ratification of the agreement between Victor Valley Community College District and Hesperia Leisure League to obtain a food handlers certification card from February 6, 2008 through February 7, 2009. Fiscal Impact: \$900.00 to the District.
- 5.11 Contract Education Services – Casa Colina
Ratification of an agreement between Victor Valley Community College District and Casa Colina to obtain a food handlers certification card from February 22, 2008 through February 22, 2009. Fiscal Impact: \$350.00 to the District.

- 5.12 Contract Education Services – Giuseppe's
Ratification of an agreement between Victor Valley Community College District and Giuseppe's to obtain a food handlers certification card from February 14, 2008 through February 14, 2009. Fiscal Impact: \$350.00 to the District.
- 5.13 Agreement – Montclair Hospital Medical Center
Approval of the agreement between Victor Valley Community College District and Montclair Hospital Medical Center to provide clinical learning facilities that allow Allied Health, Nursing, and other health sciences programs to utilize medical facilities for student clinical learning rotations from January 1, 2008 through January 1, 2009. Fiscal Impact: None
- 5.14 Agreement (First Amendment) – Catholic Healthcare West
Approval of the first amendment to the Education Affiliation Agreement that was originally approved March 1, 2007 between Catholic Healthcare West and Victor Valley Community College District to provide clinical learning facilities that allow Allied Health, Nursing, and other health sciences programs to utilize medical facilities for student clinical learning rotations from March 1, 2008 through March 1, 2009. Fiscal Impact: None
- 5.15 Contract Education Services – Notary Public Seminars
Ratification of an agreement between Notary Public Seminars and Victor Valley Community College District to provide new or previously commissioned Notary Publics' with the education to assist to pass the new State examination, detect fraud, and become successful in a new career. Fiscal Impact: \$3,000.00 to the District.
- 5.16 Contract Education Services – Cold Stone Creamery
Ratification of an agreement between Victor Valley Community College District and Cold Stone Creamery to obtain a food handlers certification card from February 15, 2008 through February 15, 2009. Fiscal Impact: \$210.00 to the District.
- 5.17 Agreement (First Amendment) – Community Hospital of San Bernardino
Approval of the first amendment to the Education Affiliation Agreement that was originally approved March 1, 2007 between Community Hospital of San Bernardino and Victor Valley Community College District to provide clinical learning facilities that allow Allied Health, Nursing, and other health sciences programs to utilize medical facilities for student clinical learning rotations from March 1, 2008 through March 1, 2009. Fiscal Impact: None
- 5.18 Disposal of Surplus Electronic Equipment
Approval of an annual authorization to dispose of computers and other electronic components through a recycler. Fiscal Impact: The District currently receives an average of 5 cents per pound for the components that are recyclable. The money is returned to the general fund
- 5.19 Foundation Donations
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$55,365.29.
- 5.20 Board of Trustees Payments Reports
Approval of the Board of Trustees Payments Reports. Fiscal Impact: None

- 5.21 Agreement – Independent Contractor – Ronald J. Gordon
Ratification of the agreement with Ronald Gordon for presenting at the Bridge Program Conference that was held November 2, 2007. Fiscal Impact: \$2,250.00 funded by the Title V Independent Grant.
- 5.22 Board of Trustees Budget Transfer Request Report
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.23 Agreement – Galaxy Moving Company, LLC
Ratification of the agreement with Galaxy Moving Company, LLC to move boxes and/or furniture from various locations on campus into the Advanced Technology Center and Speech/Drama additional projects. Fiscal Impact: \$7,000.00 – Fund 71 expenditure, budgeted item.
- 5.24 Agreement – Apple Valley Communications
Ratification of the agreement with Apple Valley Communications to supply and install fire alarm systems into the Performing Arts Center, bring the old system up-to-date to meet new building standards. Fiscal Impact: \$5,578.51 – Fund 71 expenditure
- 5.25 Agreement – Gale/Jordan Associates, Inc.
Ratification of the agreement with Gale/Jordan Associates, Inc. to monitor the asbestos abatement process of the Auxiliary Gymnasium. Fiscal Impact: \$958.00 – Fund 71 expenditure (The work is tied to the Auxiliary Gymnasium Replacement project which is a State funded project and is 100% reimbursable.)
- 5.26 Agreement – Hi Desert Alarm & Fire Sprinklers
Ratification of the agreement with Hi Desert Alarm & Fire Sprinklers to supply and monitor fire alarm systems for the Advanced Technology Center and Speech/Drama Addition projects. Fiscal impact: \$970.00 + \$35.00 per month per building.
- 5.27 Agreements – Independent Contractor
Ratification of the Independent Contractor Agreements between Victor Valley Community College District and Nancy Noyer, Teresa Reuter, Michael Ray, Karen Greer, JoNell Larsen, and Johanna Black from February 7 through March 10, 2008. Fiscal Impact: \$3,420.00 funded by the CAHSEE grant.
- 5.28 Legal Fees
Approval of payment to Atkinson, Andelson, Loya, Ruud & Romo for legal services provided. Fiscal Impact: \$131.60, budgeted item.
- 5.29 Management New Position, Job Description – Risk Manager
Approval of the new job description and placement on the salary schedule. Fiscal Impact: \$5127-\$6548/month.
- 5.30 Academic First Year Contract Recommendations
Approval to enter into a contract for the following academic year with the first year contract employee Russell McCord. Fiscal Impact: Budgeted
- 5.31 Academic Second Year Contract Recommendations
Approval to enter into a contract for the following two academic years with the second year contract employees Dino Bozonelos, Jessica Gibbs, Greg Jones, Renate Longoria, Said Ngobi, David Olsen, Jeanine Speakman, and Michael Visser.

- 5.32 Academic Tenure Recommendations
Approval to employ probationary employees as tenured employees for all subsequent years for James Comer, David Gibbs, Tom Turner, and Brian Hendrickson.
- 5.33 Request for Leave Without Pay
Approval of Melody Ricci's request for leave without pay for an 80% unpaid leave of absence from March 28, 2008 through June 6, 2008. Fiscal Impact: Budgeted.
- 5.34 Outside Contractor Fee – Liebert Cassidy & Whitmore
Approval of the payment of an outside contractor fee for Liebert Cassidy & Whitmore. Fiscal Impact: \$2,300.00
- 5.35 Amended Agreement – Spencer/Hoskins Associates
Ratification of the amended agreement with Spencer/Hoskins for additional architectural and engineering services needed that were not in the original scope of work for the Speech/Drama Addition project. Fiscal Impact: \$23,555.00 – Fund 71 expenditure.
- 5.36 Increase Contract Amount – Koury Engineering
Approval to increase the contract with Koury Engineering for laboratory and on-site testing pertaining to the Advanced Technology Center and Speech/Drama Addition projects. Fiscal Impact: \$57,000.00 – Fund 71 expenditure.
- 5.37 Change Order – Embee Technologies
Ratification of the change order with Embee Technologies for additional infrastructure to support computer equipment and audio visual systems not in the original scope of work for the Speech/Drama Addition project. Fiscal Impact: \$17,933.82 – Fund 71 expenditure.
- 5.38 Change Order – Vance Corporation – Advanced Technology Center
Ratification of the change order with Vance Corporation to install a handicap ramp on the south side of the Jacaranda bus stop. Fiscal Impact: \$3,706.80 – Fund 71 expenditure.
- 5.39 Agreement – Independent Contractor – Connie Sloan
Ratification of the agreement with Connie Sloan for the facilitation of career development workshops and assessment from November 1, 2007 through December 20, 2007. Fiscal Impact: Career Pathways Grant budgeted item. Not to exceed \$816.00
- 5.40 Agreement – Independent Contractor – Merline Reid-Yancy
Approval of the agreement with Merline Reid-Yancy to provide culturally sensitive workshops to assist students achieve persona/academic success from March 17, 2008 through June 30, 2008. Fiscal Impact: Career Pathways Grant budgeted item. Not to exceed \$816.00
- 5.41 Agreements – Philip Wallace, Allisonne Crawford Airitam and Kelly Marostica-Smith
Ratification of the agreement with Philip Wallace, Allisonne Crawford Airitam and Kelly Marostica-Smith for the facilitation of career development workshops and assessment from January 2, 2008 through June 30, 2008. Fiscal Impact: Career Pathways Grant budgeted item. Not to exceed \$7,344.00

- 5.42 Academic Equivalency Requests – Barry J. Cherney (Aviation) and Rick LaFon (Automotive)
Ratification of the academic equivalency for Barry J. Cherney (Aviation) and Rick LaFon (Automotive) Fiscal Impact: None

10.1 ADMINISTRATIVE SERVICES

- 10.1 Bid Awards – Seismic Replacement Gymnasium
It was MSC (Valles/Underhill, 5-0) Fiscal Impact: \$4,998,214.00 Fund 71 expenditure (This work is tied to the Auxiliary Gymnasium Replacement project which is a State funded project and is partially reimbursable by the State.)

- 10.2 Acceptance of Proposed Budget Assumptions for Fiscal Year 2008-2009
It was MSC (Valles/Underhill, 5-0) to accept the Budget Assumptions needed as we begin the budget development process. However, there are issues that will impact the budget which we cannot anticipate at this moment there, please consider these assumptions a beginning point. As we develop the budget, we will be refining the assumptions in response to state funding changes and our own program review process.

11. HUMAN RESOURCES

- 11.1 CTA Agreement
It as MSC (Henderson/Underhill, 5-0) to approve the appendix G-2, Formative Administrative Performance Summary of Department Chair (Article 21H). Fiscal Impact: None

- 11.2 Approval of Contracts of Employment of Academic Administrators
It was MSC (Underhill/Range, 5-0) to approve contract of employment of academic administrators as listed. Fiscal Impact: Budgeted

- 11.3 AFT Agreement
It was MSC (Henderson/Range, 5-0) to approve the revised agreements concerning Article 13, Faculty Assignments, Article 4.10, Union Rights, Article 8.6 Catastrophic Leave, and Definition of Parity. Fiscal Impact: \$1,275.00 annually.

12. INFORMATION/DISCUSSION

- 12.1 Monthly Financial Reports
Submitted as an informational item.

- 12.2 Emeritus Status – Louis Shanin
Submitted as an informational item.

- 12.2 Accrediting Commission for Community & Junior Colleges (ACCJC) Progress Report
Submitted as an informational item.

13. REPORTS (3 minute limit per report)

The purpose of these reports is to inform the Board of Trustees regarding issues pertaining to those constituency groups.

- 13.1 Foundation
Ginger Ontiveros

13.2 Employee Groups

- a) CTA
Michael Smith

- b) CSEA
Jim Murray

- c) AFT Part-Time Faculty United
No report

14. TRUSTEE COMMENTS

Ms. Valles commended the staff for their efforts and hard work on the difficult budget process. She also pointed out that in the best interest of shared governance, communication organizational development she would like to see the constituency groups be given the opportunity to present to the board before any decisions are made. Mr. Henderson added that he agreed with Ms. Valles and thanked the staff for all of their efforts.


ASB

On behalf of the Associated Student Body, Mr. Greulich announced that Victor Valley Community College was honored for the second time as ASACC (American Students Association of Community Colleges) Campus of the Year.


15. Public Comments Related to Non-Agenda Items: None

16. Adjournment

It was MSC (Underhill/Valles, 5-0) to adjourn the meeting at 7:07 p.m. The motion carried unanimously.



Dennis Henderson, Clerk



Date Approved