



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

Date: April 10, 2012

Place: **Open Session:** 6 p.m. Board Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

Welcome to a meeting of the Victor Valley Community College Board of Trustees. If you wish to address the Board for any reason, please complete one of the cards on the table and give it to the Board Secretary **before** the meeting is called to order. Those requesting to speak on an agenda item will be called upon at the time the item is under consideration. Anyone wishing to speak to items not on the agenda will be called upon under the "Public Comments Not Related to Agenda Items" section. *Comments are limited to no more than three minutes per person.*

REGULAR MEETING AGENDA

Board Room

Board Room Victor Valley Community College

This meeting will be electronically recorded and web cast live at

<http://www.vvc.edu/offices/president/webcast.shtml>

AGENDA

1. CALL TO ORDER 6 p.m.
ROLL CALL
PLEDGE OF ALLEGIANCE
2. ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA
3. PUBLIC COMMENTS RELATED TO AGENDA ITEMS

This is the opportunity for the public to address the Board on any agenda items. Public comments are limited to three minutes per individual and a total of 15 minutes per topic. Speakers will be timed electronically, and all speakers will be required to address the Board from the lectern. Only those who have been recognized by the Board President will be permitted to speak. (Board Policy #2350)

4. SUPERINTENDENT/PRESIDENT'S REPORT
 - Academic Senate

5. CONSENT AGENDA

There will be no separate discussion on these items prior to the time the Board votes on them unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.

Approval of consent items.

YES ___ NO ___

5.1 Approval of the minutes of the March 13, 2012 regular Board meeting.

5.2 Independent Contractor Agreement – MKH Medical Electronics

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and MKH Medical Electronics for the maintenance, calibration and performance verification of therapy equipment in the athletic training room. The period of this agreement is March 15, 2012 through June 30, 2012. Fiscal Impact Not to exceed \$400.00

5.3 Clinical Facility Use Agreement – Knolls West Convalescent Hospital

Ratification of the agreement between Victor Valley Community College District and Knolls West Convalescent Hospital to provide clinical training facilities for students registered in the Health Sciences programs. The period of this agreement is from April 1, 2012 will continue until either party chooses to terminate the agreement. Fiscal Impact: None.

5.4 Renewal Agreement – Herff Jones, Inc.

Approval of the renewal agreement between Victor Valley Community College District and Herff Jones, Inc. for associate degree diplomas and certificate stock. Prices will be effective 2012-2014. Fiscal Impact: Approximately \$13,650 over three years, budgeted item.

5.5 Clinical Facility Use Renewal Agreement (Fifth Amendment) – Community Hospital of San Bernardino

Ratification of the renewal agreement between Victor Valley Community College District and Community Hospital of San Bernardino to provide clinical training facilities for students registered in the Health Sciences programs. The Fifth Amendment is through March 2, 2013 unless sooner terminated. Fiscal Impact: None.

5.6 Independent Contractor Agreement – Julie Slark

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Julie Slark to conduct Student Learning Outcomes workshops to faculty. The period of this agreement is February 24, 2012 through June 30, 2012. Fiscal Impact: Not to exceed \$5,000.00, budgeted item.

5.7 Agreements – Contract Education Services

Ratification of the Contract Education Service agreements listed that are being offered through the Contract Education Department. Fiscal Impact: \$1,250.00, **Income to the District.**

Vendor:	Estimated income to the District
Notary Public Seminars – Become a Notary in One Day	\$ 750.00
Notary Public Seminars – Renewing Notaries	\$ 500.00
Total:	\$ 1,250.00

5.8 Board of Trustees Payments Report

Approval Board of Trustees Payments Report. Fiscal Impact: None

5.9 Quarterly Financial Status Report (CCFS-311Q)

Approval of the Quarterly Financial Report (CCFS-311Q). Fiscal Impact: None

- 5.10 Change Order – Vector Resources, Inc.
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to include an additional Power over Ethernet (POE) switch needed for the Regional Public Safety Training Center. Fiscal Impact: \$3,265.37, Local Bond Funded.
- 5.11 Deductive Change Order No. 002 – Cooley Construction, Inc. Campus-Wide Roadway and Parking Lot Replacement
Ratification of the Deductive Change Order #002 with Cooley Construction, Inc. for campus-wide roadway and parking lot replacement. Fiscal Impact: \$13,699.90 **Income to the District.**
- 5.12 Agreement – Dewey Pest Control
Ratification of the agreement between Victor Valley Community College District and Dewey Pest Control to provide pest control services for the Regional Public Safety Training Center. Fiscal Impact: \$2,325.00, annually.
- 5.13 Agreement – Logic Domain
Ratification of agreement between Victor Valley Community College District and the Logic Domain to provide Capital Program/Project Management software for monitoring Bond JJ projects. The software provides capacity to monitor the ongoing projects' progress and budget. The software setup cost is \$3,000.00 per project plus \$600.00 annual maintenance fee per project for a term of three years. Fiscal Impact: \$9,000.00 one-time fee for three (3) projects and \$1,800.00 annual fee. Total \$10,800.00.
- 5.14 Agreement – Gale/Jordan Associates, Inc.
Ratification of the agreement between Victor Valley Community College District and Gale/Jordan Associates, Inc. to provide industrial hygiene and air monitoring services during the asbestos abatement of the Music Building. Fiscal Impact: Not to exceed \$31,700.00, Local Bond Funded.
- 5.15 Agreement – Campus Planning Group
Ratification of the agreement between Victor Valley Community College District and Campus Planning Group to work in conjunction with the Facilities Construction department to prepare and submit to the State Chancellor's office the District's 5-year Construction Plan, space inventory report, room use study and project proposals for the 2012-13 fiscal year. Fiscal Impact: \$30,000.00 plus reimbursable expenses not to exceed \$3,000.00, Fund 71 expenditure.
- 5.16 Curriculum Changes
Approval of the curriculum changes made on February 23, 2012, March 8, 2012, March 22, 2012 and March 29, 2012 that have been recommended by the College Curriculum Committee. Fiscal Impact: None
- 5.17 Independent Contractor Agreement – Philip Tamoush
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Philip Tamoush to provide arbitration services on April 30, 2012. Fiscal Impact: Total cost to be borne equally by the District and CESA. District portion: \$3,000.00, budgeted item.

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda YES ___ NO ___
- 6.2 Second Read – Revised Board Policy #2365 – Recording YES ___ NO ___
Approval of the revised Board Policy #2365 – Recording. Fiscal Impact:
None
- 6.3 Spring Valley Lake – Board of Directors Election YES ___ NO ___
Consider selecting four (4) candidates for the election of the Spring Valley
Lake Association’s Board of Directors. Fiscal Impact: None
- 6.4 Board Member Compensation – Michael Krause YES ___ NO ___
Approval to adopt the resolution excusing Trustee Michael Krause’s
absence from the February 7, 2012 regular meeting of the Board and
allowing him to be compensated for that meeting. Fiscal Impact:
\$200.00, budgeted item.
- 6.5 Board Member Compensation – Dennis Henderson YES ___ NO ___
Approval to adopt the resolution excusing Trustee Dennis Henderson’s
absence from the March 13, 2012 regular meeting of the Board and
allowing him to be compensated for that meeting. Fiscal Impact:
\$200.00, budgeted item.
- 10. ADMINISTRATIVE SERVICES**
- 10.1 Equipment Purchase – CAE Healthcare, Inc. YES ___ NO ___
Approval to of the equipment purchase with CAE Healthcare, Inc. to
supply training equipment for the Regional Public Safety Training Center.
Fiscal Impact: \$228,024.86, Local Bond Funded.
- 10.2 Sewer Fees YES ___ NO ___
Approval of the payment for the sewer permit to the Town of Apple Valley
for the Regional Public Safety Training Center. These fees are a
combination of fees from the Town of Apple Valley and pass through fees
to the Victor Valley Wastewater Reclamation Authority. Fiscal Impact:
\$157,913.90 – Local Bond Funded.
- 10.3 Agreement – NTD Architecture YES ___ NO ___
Approval of the agreement between Victor Valley Community College
District and NTD Architecture to provide architectural services in
connection with the Music Building Code Compliance and Renovation
Bond funded (Measure JJ) project. Fiscal Impact: \$189,500.00 +
reimbursable expenses not to exceed \$3,000 for a total fiscal impact not
to exceed \$192,500.00 – Local Bond Funded.
- 10.4 Bond: Establishment of New Fund YES ___ NO ___
Approval of the establishment of the *Bond Interest Redemption Fund (21)*.
The Bond Interest and Redemption Fund is the designated fund referred
to in Education Code Sections 15146, 15234, 15235, 15250, 15251, and
15253 and is used for the purpose of recording transactions related to the
receipt and expenditure of local revenues derived from the property tax
levied for the payment of the principal and interest on outstanding bonds
of the District. Fiscal Impact: None.

- 10.5 Student Financial Aid Trust Fund: Establishment of New Fund YES ___ NO ___
Approval of the establishment of the *Student Financial Aid Trust Fund (74)*. The Student Financial Aid Trust Fund (74) is the designated fund referred to in Education Code Section 84030 and is used to account for the deposit and direct payment of government-funded student financial aid. Fiscal Impact: None.
- 10.6 GIC: Establishment of New Fund, Close Current Fund YES ___ NO ___
Approval of the establishment of the *Special Revenue Fund (39)* and the closure of the *Debt Service Fund (29)*. The *Special Revenue Fund* is the fund most appropriate in which to deposit the principal and interest received from the Guaranteed Investment Contract (GIC) per Education Code Section 84030. Such deposits are used to meet board designated purposes within each fiscal year. The funds from the Guaranteed Investment contract (GIC) currently reside in Fund 29, which is a *Debt Service Fund*. It is recommended that we transfer the funds from Fund 29 into the new Fund 39 and close Fund 29 as soon as all cash is transferred. Fiscal Impact: None
- 10.7 Award Contract – Field Improvements YES ___ NO ___
Approval to award the contract to R.I.C. Construction to upgrade the existing football field, including installation of new lighting, re-crowning of the field, electrical and sound system installation and purchase of bleachers. Fiscal Impact: \$745,500.00, budgeted item. A portion of the work related to the Field Improvement project will be reimbursed by Excelsior Education Center as presented in the Facility Use Agreement.
- 11. HUMAN RESOURCES**
- 11.1 Revised Job Description - Sign Language Interpreter I and Sign Language Interpreter II YES ___ NO ___
Approval of the revised classified job description of Sign Language Interpreter I and Sign Language Interpreter II, effective April 11, 2012. Fiscal Impact: None
- 11.2 Reduce Classified Manager Resolution – Director, Child Development Center YES ___ NO ___
Approval to adopt the resolution to reduce classified manager for lack of funds and authorize and direct the Vice President, Human Resources to give notice of reduction to employee in the classification listed. Fiscal Impact: Reduction in Categorical funds.
- 11.3 New Management Position and Job Description, Technical Operations Manager YES ___ NO ___
Approval of the new management position and job description of Technical Operations Manager, effective April 11, 2012. Fiscal Impact: Range 17 of the Management Salary Schedule, \$6,588-\$8,428 monthly plus benefits, budgeted.

12. INFORMATION/DISCUSSION

12.1 Monthly Financial Reports
Submitted as an information 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

13.2 Employee Groups

- a) CTA
- b) CSEA
- c) AFT Part-Time Faculty United

14. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

At this time, the Board of Trustees will listen to communication from the public on non-agendized items pertaining to college business. Each speaker is limited to one presentation per meeting on non-agendized matters. Public comments are limited to three minutes per individual and a total of 15 minutes per topic. Speakers will be timed electronically, and all speakers will be required to address the Board from the lectern. Only those who have been recognized by the Board President will be permitted to speak. State law prohibits the Board from addressing any issues not included on the agenda. (Board Policy #2350)

15. BOARD REPORTS

At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.

16. ADJOURNMENT

YES___ NO___

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 Fusako Yokotobi, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92395-5850, (760) 245-4271, Ext. 2455, from 8:30 a.m. to 5:00 p.m., Monday through Friday, at least 48 hours prior to the meeting to make reasonable arrangements. Government Code Section 54954.2.