



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

Date: July 10, 2012

Place: **Closed Session:** 5:30 p.m. West Wing Conference Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

**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 under the "Public Comments Related to Agenda Items" section. Anyone wishing to speak on 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** 5:30 p.m.  
**ROLL CALL**  
**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA**

**ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION**

## CLOSED SESSION ~ West Wing Conference Room

2. **CLOSED SESSION** 5:30-6 p.m.
  1. CONFERENCE WITH LEGAL COUNSEL –Potential Litigation  
Government Code Section 54956.9(b)  
  
Internal Discrimination Charge (2 cases)

This is the opportunity for the public to address the Board on any of these Closed Session 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)

## 2.1 PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS

### REGULAR MEETING AGENDA ~ Board Room

## 3. OPEN SESSION REGULAR MEETING

6 p.m.

### 3.1 Closed Session Report

## 3.2 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 June 12, 2012 regular Board meeting and the June 21 special Board meeting.

### 5.2 Agreement – NEOGOV

Approval of the agreement between Victor Valley Community College District and NEOGOV to improve hiring and recruitment processes at a savings. The period of this agreement is from July 11, 2012 through July 10, 2013. Fiscal Impact: \$18,000.00, budgeted item.

### 5.3 Independent Contractor Agreement – Stanley R. Conway

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Stanley R. Conway to provide an appeal process for parking citations. The period of this agreement is from July 1, 2012 through July 1, 2013. Fiscal Impact: Not to exceed \$600.00.

5.4 Agreement – COPSI

Approval of the agreement between Victor Valley Community College District and Credentials Order Processing Services, Inc. (COPSI) to provide a fully automated parking permit management system allowing students and other users with the option of requesting parking permits electronically. The period of this agreement is from July 11, 2012 through July 10, 2015. Fiscal Impact: None

5.5 Quarterly Financial Status Report (CCFS-311Q)

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

5.6 Agreement Renewal – San Bernardino County Superintendent of Schools (SBCSS)

Ratification of the agreement between Victor Valley Community College District and San Bernardino County Superintendent of Schools (SBCSS) to provide daily delivery and pick-up of the County's correspondence and materials. The District uses this service to deliver correspondence to the County and to other school districts within the County. Fiscal Impact: The period of this agreement is July 1, 2012 through June 30, 2013. Fiscal Impact: Not to exceed \$6,642.48, budgeted item.

5.7 Designation of Newspaper for 2012-2013 District Budget Public Hearing

Approval to designate the Victor Valley *Daily Press* as the newspaper in which to publish the proposed budget inspection dates September 4 through September 11, 2012, and public hearing date as September 11, 2012. Fiscal Impact: None

5.8 Agreement Renewal – Hesperia Unified School District

Ratification of the renewal agreement between Victor Valley Community College District and Hesperia Unified School District to lease six classroom spaces at Hesperia High School to hold college courses at this site. The period of this agreement is from August 1, 2012 through July 31, 2013. Fiscal Impact: \$15,300.00, budgeted item.

5.9 Agreement – Dolinka Group Redevelopment Consulting Services

Ratification of the agreement between Victor Valley Community College District and Dolinka Group Redevelopment Consulting Services to provide consulting services to analyze the RDA projects/contracts to identify revenue discrepancies from RDA to the District. The period of this agreement was approved by the Superintendent/President and valid through completion of the project(s) for 2012-2013. Fiscal Impact: \$63,500.00, RDA funds in Fund 71.

5.10 Amend Agreement – XAP Corporation

Ratification of the amended agreement between Victor Valley Community College District and XAP Corporation for the CCCApply suite for online application services for the period of July 1, 2012 through June 30, 2013. Fiscal Impact: \$11,714.00, budgeted item.

5.11 Agreement – Ferrilli Information Group

Ratification of the agreement between Victor Valley Community College District and Ferrilli Information Group to provide Datatel consulting services for several critical projects underway in office on instruction, student services, and other areas that require consulting services. The period of this agreement is from July 1, 2012 through June 30, 2013 (Item #S-13, on Campus Technology Project list) Fiscal Impact: \$56,000.00, budgeted item.

5.12 Agreement Renewal – ROC Software System, Inc.

Ratification of the renewal agreement between Victor Valley Community College District and ROC Software System, Inc. to continue using EasySpooler software. EasySpooler is an advanced print spooler that will help the staff spend less time managing printer and output issues, while improving reliability of VVC's entire output environment. Term: 9/1/12-8/31/13. Fiscal Impact: \$1,310.00, budgeted item.

- 5.13 Agreement Renewal – Continuant, Inc.  
Ratification of the renewal agreement between Victor Valley Community College District and Continuant, Inc. to provide maintenance support for all campus Cisco SmartNet equipment i.e., network switches, routers, bridges, servers, phones and software applications. Fiscal Impact: \$50,175.84, budgeted item.
- 5.14 Agreement – Dell, Inc.  
Ratification of the agreement between Victor Valley Community College District and Dell, Inc. to purchase KACE 2000 Series equipment that allows for rapid distribution or upgraded or new workstations on the VVC network. (Item #IN-37, on the Campus Technology Projects list) Fiscal Impact: \$23,476.87, budgeted item.
- 5.15 Agreement – Dell, Inc.  
Ratification of the agreement between Victor Valley Community College District and Dell, Inc. to purchase KACE 1000 Services equipment that will allow for central inventory of hardware, software, and third party patch management; to include pro-support for software and hardware. (Item #IN-32, on the Campus Technology Projects list) Fiscal Impact: \$49,631.11, budgeted item.
- 5.16 Agreement Renewal – Active Data Exchange  
Ratification of the renewal agreement between Victor Valley Community College District and Active Data Exchange to provide a secure, campus-wide master calendaring system that connects to internally-used email and collaboration systems. Term: 9/1/12-8/31/13. Fiscal Impact: \$1,498.00, budgeted item.
- 5.17 Agreement– Vector Resources, Inc.  
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to purchase audio visual equipment and installation services to update VVCCD Board room with new recording and presentation equipment. This agreement falls under the two year contract for A/V services that was Board approved on 5/10/11. Fiscal Impact: \$39,175.06, Fund 71.
- 5.18 Agreement Renewal – D&G Flooring, Inc.  
Ratification of the renewal agreement between Victor Valley Community College District and D&G Flooring, Inc. for new carpet installation in the Board Room/Building 10. Fiscal Impact: \$4,750.22, budgeted item.
- 5.19 Agreement – Galaxy Moving Company, LLC  
Ratification of the agreement between Victor Valley Community College District and Galaxy Moving Company, LLC to provide equipment and labor to move furnishings and equipment from the Music Building to the Humanities Center Complex. Fiscal Impact: \$3,400.00 (Total project budget: \$3,800,000.00) – Local Bond Funded.
- 5.20 Deductive Change Order – Cooley Construction Inc. – Softball Field Relocation  
Ratification of the Deductive Change Order #001 with Cooley Construction, Inc. Fiscal Impact: \$1,293.00 – to the District
- 5.21 Agreement– RGP Planning and Development Services  
Ratification of the agreement between Victor Valley Community College District and RGP Planning and Development Services to update the District Program Environmental Impact Report. Fiscal Impact: \$6,500.00, Local Bond Funded.
- 5.22 Agreement – LDP Associates, Inc.  
Ratification of the agreement between Victor Valley Community College District and LDP Associates, Inc. to provide onsite service, preventive maintenance and remote monitoring for UPS system and batteries. Fiscal Impact: \$4,965.00, Fund 71.

5.23 Agreement – Merrell Johnson Companies

Ratification of the agreement between Victor Valley Community College District and Merrell Johnson Companies to provide a topographic survey for use in the Music Code Compliance and Renovation project. Fiscal Impact: \$1,990.00 (Total project budget: \$3,800,000.00) – Local Bond Funded.

5.24 Agreement – HITT Plumbing Co., Inc.

Ratification of the agreement between Victor Valley Community College District and HITT Plumbing Co., Inc. to install a liquid line propane regulator in the prop area at the Regional Public Safety Training Center. Fiscal Impact: \$1,992.57, Local Bond Funded.

5.25 Agreement – Alaska Petroleum Environmental Engineering, Inc.

Ratification of the agreement between Victor Valley Community College District and Alaska Petroleum Environmental Engineering, Inc. to conduct a subsurface investigation in an attempt to identify the location(s) of potential utilities. Fiscal Impact: \$8,100.00, Local Bond Funded.

5.26 Independent Contractor Agreement – Maria Elena Huizar

Approval of the Independent Contractor Agreement between Victor Valley Community College District and Maria Elena Huizar to provide parenting workshops to GEAR UP Program high schools. The service period is July 11, 2012 through December 20, 2012. Fiscal Impact: Not to exceed \$10,000.00 grant funded, GEAR UP.

5.27 Agreement – Quick Caption

Ratification of the agreement between Victor Valley Community College District and Quick Caption to provide real-time captioning for students who participate in Disabled Students Programs and Services (DSPS). The period of this agreement is June 18, 2012 through August 11, 2012. Fiscal Impact: Not to exceed \$3,700.00, budgeted item.

5.28 Curriculum Changes

Approval of the curriculum changes made on April 26, 2012 and May 10, 2012 that have been recommended by the College Curriculum Committee. Fiscal Impact: None

5.29 Property Loan Agreement – American Museum of Aviation

Approval of the property loan agreement between Victor Valley Community College District and American Museum of Aviation for the loan of a Boeing 727 Passenger Airplane for use in the SCLA School of Aviation Technology. Fiscal Impact: None

5.30 Agreement – Certified Background, Inc.

Approval of the agreement between Victor Valley Community College District and Certified Background, Inc. to perform background checks on phlebotomy students. The service period is effective upon approval and remains in effect until such time either party submits a termination of agreement. Fiscal Impact: \$1,500.00, District funds.

5.31 Independent Contractor Agreement – Catherine Feher-Elston

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Catherine Feher-Elston to provide community education classes. The service period of this agreement is July 1, 2012 through June 30, 2013. Fiscal Impact: \$8,000.00 **income to the District.**

5.32 Independent Contractor Agreement – Marshall E. Reddick

Approval of the Independent Contractor Agreement between Victor Valley Community College District and Marshall E. Reddick to conduct community education courses. The service period for these agreements is July 1, 2012 through June 30, 2013. Fiscal Impact: \$10,000.00, **income to the District.**

5.33 Agreement – Tomco Traffic School

Ratification of the agreement between Victor Valley Community College District and Tomco Traffic School to provide driver's education training. The service period of this agreement is June 13, 2012 and will remain in effect until such time either party submits a termination of agreement. Fiscal Impact: \$13,000, **income to the District.**

5.34 Academic Equivalency Request – Arthur Akins – Administration of Justice

Approval of the academic equivalency request for Arthur Akins – Administration of Justice. Fiscal Impact: None

5.35 Academic Equivalency Request – Henry Richards - Photography

Approval of the academic equivalency request for Henry Richards - Photography Fiscal Impact: None

5.36 Increase Contract Amount Independent Contractor Agreement – Louis M. Zigman, Esq.

Ratification to increase the Independent Contractor Agreement amount with Louis M. Zigman, Esq. for an additional \$247.12 for arbitration services. This contract was originally approved on February 14, 2012 for up to \$2,000.00. Fiscal Impact: \$247.12 including expenses, budgeted item.

5.37 Notice of Completion – Vector Resources, Inc.

Ratification of the Notice of Completion for Vector Resources, Inc. for work completed at the Regional Public Safety Training Center. Fiscal Impact: None

**ACTION AGENDA**

**6. BOARD OF TRUSTEES**

6.1 Separate approval of items pulled from consent agenda

YES \_\_\_ NO \_\_\_

6.2 Election Questionnaire

It is recommended that the board discuss the questionnaire submitted by the County of Los Angeles and take appropriate action by selecting the number of words permitted on the Candidate Statements and determine payment method of election costs for each candidate. Fiscal Impact: None

YES \_\_\_ NO \_\_\_

6.3 Order of Election and Specifications for November 2, 2010

Adoption of the Resolution #12-06 ordering school district election for Governing Board Members whose terms expire December 7, 2012. Fiscal Impact: None

YES \_\_\_ NO \_\_\_

6.4 Resolution #12-07 Board of Trustees Direction

Approval of Resolution #12-07 that would authorize and direct the Superintendent/President of Victor Valley Community College to establish a policy goal of balancing the District's budget by Fiscal Year 2015-2016 in accordance with Title 5 of the California Code of Regulations. Fiscal Impact: None

YES \_\_\_ NO \_\_\_

**10. ADMINISTRATIVE SERVICES**

10.1 Five-Year Facilities Construction Plan

Approval of the Five-Year Facilities Construction Plan as presented to the Chancellor's Office. Fiscal Impact: None

YES \_\_\_ NO \_\_\_

10.2 Statewide Association of Community Colleges

Approval to renew the contract with Statewide Association of Community Colleges to provide liability and property insurance coverage for Victor Valley College during fiscal year 2012-2013. Fiscal Impact: \$360,305.00, budgeted item.

YES \_\_\_ NO \_\_\_

**11. HUMAN RESOURCES**

**11.1 CTA Agreement**

YES \_\_\_ NO \_\_\_

Approval of the ratified Article 21, Departments, Article 22, Safety and Security Committee and Clarification of Emeritus Status. Fiscal Impact: None.

**11.2 Layoff Resolution #12-08 – Classified**

YES \_\_\_ NO \_\_\_

Approval of the Resolution #12-08 to layoff for lack of funds and authorize and direct the Vice President, Human Resources to give notice of layoff to employees in the classifications listed. Fiscal Impact: None, grant funded program.

**11.3 Agreement – CSEA**

YES \_\_\_ NO \_\_\_

Approval of the ratified Article #5, Hours and Overtime, and Article #9, Health and Welfare Benefits. Fiscal Impact: None

**12. INFORMATION/DISCUSSION**

**12.1 Monthly Financial Reports**

Submitted as an information item.

**12.2 Sunshine Items with the District and CTA**

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 COMMUNICATION**

*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.