



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

Date: September 13, 2011

Place: **Workshop:** 5-5:45 p.m., Staff Lounge, Victor Valley Community College 18422 Bear Valley Road, Victorville, CA 92395
Closed Session: 5:45-6 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. 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

1. **CALL TO ORDER** 5 p.m.
ROLL CALL
PLEDGE OF ALLEGIANCE
ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

WORKSHOP Staff Lounge

2. **Budget Workshop (Staff Lounge)** 5-5:45 p.m.

CLOSED SESSION West Wing Conference Room

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)

3. **CLOSED SESSION** 5:45-6 p.m.

CONFERENCE WITH LABOR NEGOTIATIONS –Government Code Section 54957.6
District Representative: Fusako Yokotobi
Employee Organization: AFT Part-Time Faculty United

BOARD OF TRUSTEES: Dennis Henderson, Joe Range, Lorrie Denson, Michael Krause, Joseph W. Brady, ASB Member

3.1 RECESS TO CLOSED SESSION

4. OPEN SESSION REGULAR MEETING

6 p.m.

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)

4.1 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 August 9, 2011 regular Board meeting.

5.2 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None.

5.3 Revolving Cash Fund Increase
Approval to increase the Revolving Cash Fund. This increase is necessary to pay for athletic expenses, pre-paid expenses for employees who attend conferences, and other miscellaneous expenses that must be processed immediately. Fiscal Impact: \$20,000.00 from the General Fund.

5.4 Memorandum of Understanding – Excelsior Charter Schools
Ratification of the Memorandum of Understanding with Excelsior Charter Schools for the purpose of approving the use of Victor Valley College's athletic fields. The term of this agreement is from September 14, 2011 through June 30, 2012. Fiscal Impact: None.

5.5 Change Order – Air-Ex Air Conditioning, Inc. – Main Gymnasium H.V.A.C. Replacement
Ratification of the Change Order No. 01 from Air-Ex Air Conditioning, Inc. The Main Gymnasium H.V.A.C. Replacement project came in under budget by \$25,053.48 and will be deducted from the original contract amount. Fiscal Impact: \$25,053.48, **credit to the district.**

5.6 Award Contract – Portable Building Roof Repair
Approval to award the contract to Wiltshire Urethane Foam Company for roof repair for buildings 12B and 12C occupied by the County of San Bernardino's Head Start Child Care Program. Fiscal Impact: \$38,640.00, Fund 71.

5.7 Agreement – Hi Desert Alarm
Ratification of the agreement between Victor Valley Community College District and Hi Desert Alarm to install and provide monitoring of the alarm system for the Public Safety Training Center. Fiscal Impact: \$25,700.00, Local Bond Funded.

- 5.8 Additional Services Agreement – Frick, Frick & Jette Architects, Inc.
Ratification of the agreement between Victor Valley Community College District and Frick, Frick & Jette Architects, Inc. to provide additional architectural design and engineering services for a tear drop round-about at the main entrance of the campus on Jacaranda Road to enhance commuter safety and convenient access to the west side of campus. Fiscal Impact: \$36,700.00.
- 5.9 Amend Agreement – Merrell-Johnson Engineering, Inc.
Ratification of the agreement between Victor Valley Community College District and Merrell-Johnson Engineering, Inc. for laboratory and on-site testing services during the construction of the Eastside Public Safety Training Center. Fiscal Impact: Estimated at \$53,796.00, Local Bond Funded (This funding is within the original budget of \$31,536,982.00 for the Public Safety Training Center project.)
- 5.10 Agreement – American Fire Safety, Inc.
Ratification of the agreement between Victor Valley Community College District and American Fire Safety, Inc. to provide services for fire sprinkler repairs in 10 campus buildings. Fiscal Impact: \$29,822.00, Fund 71.
- 5.11 Agreement – D&G Flooring, Inc.
Ratification of the agreement between Victor Valley Community College District and D&G Flooring, Inc. to provide materials and labor to install the new carpet in the relocated Foundation Office in building 55. Fiscal Impact: \$3,949.18, Fund 71.
- 5.12 Agreement – PumpMan, Inc.
Ratification of the agreement between Victor Valley Community College District and PumpMan, Inc. to provide repair services for waste water lift pumps that service Buildings 90 through 94 on the lower campus. Fiscal Impact: \$1,399.00, Fund 71.
- 5.13 Agreement – Vector Resources, Inc.
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to purchase equipment to upgrade the existing Cisco Access Control Server (ACS). This upgrade will allow employees and students to access many related databases with one log-in entry; currently multiple logins are required. Fiscal Impact: \$9,414.12, Fund 71.
- 5.14 Agreement – Vector Resources, Inc.
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to purchase updated classroom instructional equipment for the main campus. Fiscal Impact: \$15,377.65, Fund 71.
- 5.15 Agreement – Active Data Exchange
Ratification of the agreement between Victor Valley Community College District and Active Data Exchange to purchase enterprise-level calendaring software for the college's master calendar. Fiscal Impact: \$10,128.00, budgeted item.
- 5.16 Agreements – Off Campus Locations
Ratification of the agreements between Victor Valley Community College District and the off-campus facilities listed to provide classroom space for the 2011-2012 academic year. Fiscal Impact: Not to exceed \$45,300.00 for the 2011-2012 academic year.
- 5.17 Revised Lease Agreement – Xerox Corporation
Ratification of the lease agreement between Victor Valley Community College District and Xerox Corporation which permits the replacement of a water damaged copier machine for a new upgraded model. Fiscal Impact: Projected \$502.51/month for 19 months, budgeted item.

- 5.18 License Renewal – iParadigms, LLC
Renewal of the license between Victor Valley Community College District and iParadigms, LLC to access Turnitin.com. The license is from November 5, 2011 through November 4, 2014. Fiscal Impact: \$45,861.00 for 36-month service, budgeted item.
- 5.19 Curriculum Changes
Approval of the curriculum changes made on May 26 and June 9, 2011 that have been proposed by the instructional departments. Fiscal Impact: None.
- 5.20 Independent Contractor Agreement – John Tonyan
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and John Tonyan to provide piano tuning and servicing in the Music Department. The period of this agreement is from August 1, 2011 to June 30, 2012. Fiscal Impact: \$3,200.00, budgeted item.
- 5.21 Agreement – Contract Education Services
Ratification of the Contract Education Services agreement listed that are being offered through the Contract Education Department. Fiscal Impact: \$2,170.00, **income to the district.**

Vendor:	Estimated income to the District
Rounds, Miller and Associates – Self-Publishing, E-Publishing, and More	\$ 390.00
Rounds, Miller and Associates – Cash From Your Clutter	\$ 390.00
Rounds, Miller and Associates – Build Your Own Business Website for \$5 a Month	\$ 390.00
Such A Voice – You’re on the Air... How to really make in Voice-Overs!	\$ 300.00
Liberty Tax Service	\$ 700.00
Total:	\$ 2,170.00

- 5.22 Independent Contractor Agreement – Julianne Pehkonen
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Julianne Pehkonen to provide Perkins grant technical assistance and training workshops on topics such as core indicator measures and special populations. The period of this agreement is from August 1, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$15,000, budgeted item, grant funded, Perkins.
- 5.23 Independent Contractor Agreement – Maria Elena Huizar
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Maria Elena Huizar to provide parenting workshops to GEAR UP program high schools. The period of this agreement is from September 14, 2011 through December 16, 2011. Fiscal Impact: Not to exceed \$10,000.00, budgeted item, grant funded, GEAR UP.
- 5.24 Independent Contractor Agreement – Southern California Bone & Joint Clinic, Inc.
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Southern California Bone & Joint Clinic, Inc. to provide pre-participation medical screenings for athletics. The period if this agreement is from July 24, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$9,500.00, budgeted item.

- 5.25 Agreement – American Medical Reponse (AMR)
Ratification of the agreement between Victor Valley Community College District and American Medical Reponse (AMR) to provide medical standby services at athletic events. The period of the agreement is from September 10, 2011 through November 12, 2011. Fiscal Impact: \$1,500.00, budgeted item.
- 5.26 Agreement – Mike Brown Grandstands, Inc.
Ratification of the agreement between Victor Valley Community College District and Mike Brown Grandstands, Inc. to provide temporary rental of grandstand equipment for athletics. The period if this agreement is from August 29, 2011 through November 28, 2011. Fiscal Impact: \$12,638.00, budgeted item.
- 5.27 Agreement – Palmdale Regional Medical Center
Ratification of the agreement between Victor Valley Community College District and Palmdale Regional Medical Center to provide clinical learning facilities for Phlebotomy and related Health Sciences programs. The period of this agreement is from September 1, 2011 with no expiration date. Fiscal Impact: None.
- 5.28 Agreement – San Antonio Community Hospital
Ratification of the agreement between Victor Valley Community College District and San Antonio Community Hospital to provide clinical learning facilities for the Health Sciences programs. The period of this agreement is from July 26, 2011 through July 25, 2012. Fiscal Impact: None.
- 5.29 Agreement – California Department of Veterans Affairs
Ratification of the agreement between Victor Valley Community College District and California Department of Veterans Affairs I to provide clinical learning facilities for the Registered Nursing Program. The period of this agreement is from July 1, 2011 through July 20, 2014. Fiscal Impact: None.
- 5.30 Independent Contractor Agreement – Luis Pena
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Luis Pena to maintain and repair all of the weight room equipment as required by the District. The period of this agreement is from September 13, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$15,000.00, budgeted item.
- 5.31 Independent Contractor Agreement – Joanne Bodine
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Joanne Bodine for mediation services. The period of this agreement is from June 14, 2011 through August 31, 2011. Fiscal Impact: \$7,500.00, budgeted item.
- 5.32 Agreement – Madrid Consulting Group, LLC
Ratification of the agreement between Victor Valley Community College District and Madrid Consulting Group, LLC to conduct an environmental scan as part of the college's Educational Master Plan efforts. Fiscal Impact: \$20,000.00, budgeted item.

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda YES ___ NO ___
- 6.2 Second Reading – Revised Board Policy #2715 Code of Ethics/Standards of Practice. YES ___ NO ___
Approval of the revised Board Policy #2715 Code of Ethics/Standards of Practice. Fiscal Impact: None.

9 Instruction and Student Services

- 9.1 Agreement – Professional Personnel Leasing PPL YES ___ NO ___
Approval of the agreement between Victor Valley Community College District and Professional Personnel Leasing (PPL) to provide assistance and support for the College's response to the ACCJC Accreditation report. Fiscal Impact: Not to exceed \$126,360.00, budgeted item.

10 Administrative Services

- 10.1 Public Hearing and Adoption of the 2011-2012 Budget
a) The Board president hereby declares the hearing open.
b) The public may now comment on the 2011-12 budget.
c) The board president hereby declares the hearing closed.

Adoption of the 2011-2012 budget as presented YES ___ NO ___
Fiscal Impact: None – formally establishes budget.

- 10.2 Recalculation of Annual Gann Appropriation Limit YES ___ NO ___
Approval of the annual Gann appropriation limit report for fiscal year 2011-2012 in the amount of \$101,492,587.00 Fiscal Impact: None.

- 10.3 Agreement – Vector Resources, Inc. YES ___ NO ___
Approval of the agreement between Victor Valley Community College District and Vector Resources, Inc. for the installation of new American Power Conversion (APC) and Uninterrupted Power Supplies (UPS) for all network closets across campus. Fiscal Impact: \$70,235.33, Fund 71.

- 10.4 Award Contract – Softball Field Relocation YES ___ NO ___
Approval to award the contract to Cooley Construction to relocate the existing softball field, reconstructing it to N.C.A.A. specifications an complying with Title IX guidelines of the Civil Rights Act of 1964 for gender equality. Fiscal Impact: \$203,804.00, Fund 71.

- 10.5 Agreement – Granicus (Video Recording Equipment) YES ___ NO ___
Approval of the agreement between Victor Valley Community College District and Granicus to purchase video recording equipment for the VVC Board room. The equipment will be used to broadcast and record monthly Board meetings via video streaming and made available to the public. Fiscal Impact: \$28,275.00 for start-up costs and streaming costs; thereafter \$16,500.00 annually for streaming, budgeted items.

11. HUMAN RESOURCES

- 11.1 Extension - Classified Request for Leave of Absence – Babette Dershem YES ___ NO ___
Approval of an extension of unpaid leave of absence for Babette Dershem effective September 14, 2011 though March 14, 2012. Fiscal Impact: None.

- 11.2 New Management Position and Job Description – Public Relations and Marketing Coordinator YES ___ NO ___
Approval of the new management position and job description of Public Relations and Marketing Coordinator, effective September 14, 2011. Fiscal Impact: Range 14 of the Management Salary schedule, \$4,792 - \$6,118, monthly plus benefits, budgeted item.

11.3 Layoff Resolution Classified – Office Assistant

YES ___ NO ___

Adoption of the Resolution to reduce workload and layoff for lack of funds and authorize and direct the Vice President, Human Resources to give notice of layoff to employees in the classification listed. Fiscal Impact: None, grant funded program.

12. **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.

12.1 Foundation

12.2 Employee Groups

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

13. **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)

14. **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.

15. **SUPERINTENDENT/PRESIDENT'S SUMMARY REPORT**

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.