



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

Date: December 13, 2011

Place: **Open Session:** 5 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**
2. **ELECTION OF OFFICERS AND COUNTY REPRESENTATIVE**
  - A. Rotation of board officers as follows:
    - President – Joe Range
    - Vice President – Lorrie Denson
    - Clerk – Michael Krause
  - B. Selection of Representative to the County Committee on School District Organization
3. **OPEN SESSION REGULAR MEETING**

### 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 November 8, 2011 regular Board meeting.
- 5.2 Academic Equivalency Request – Donald Holland  
Approval of the equivalency for Donald Holland, Journalism. Fiscal Impact: None
- 5.3 Academic Equivalency Request – Donald Dombrowski, Jr.  
Approval of the equivalency for Donald Dombrowski, Jr., Aviation. Fiscal Impact: None
- 5.4 Agreements – Image Source  
Ratification of the agreement between Victor Valley Community College District and Image Source to purchase a Xerox machine and maintenance agreement for the aviation program located at the SCLA School of Aviation Technology. Fiscal Impact: \$6,463.92, budgeted item, Perkins Grant funded.
- 5.5 Contract Amendment – Motion Picture Vehicle Services  
Ratification to amend the contract originally approved on October 11, 2011 between Victor Valley Community College District and Motion Picture Vehicle Services, to reflect the correct billing amount. Fiscal Impact: \$1,053.00, budgeted item, Perkins Grant Funded.
- 5.6 Contract – Pacific Floor Company  
Ratification of the agreement between Victor Valley Community College District and Pacific Floor Company to recoat the gymnasium floor which is done on an annual basis. The work will be completed by June 30, 2012. Fiscal Impact: \$6,487.00, budgeted item.
- 5.7 Out of Country Travel - Asia  
Approval of the out-of-country travel to East Timor, Asia. The travel is required of students who are registered in Biology 98 "International Natural History", during the 2012 winter session from January 18, 2012 through February 10, 2012. Fiscal Impact: Contracted salary for the class.
- 5.8 Board of Trustees Payments Reports  
Approval of the Board of Trustees Payments Reports. Fiscal Impact: None.
- 5.9 Annual Financial and Budget Report (CCFS-311)  
Acceptance of the Annual Financial and Budget Report (CCFS-311). Fiscal Impact: None
- 5.10 Agreement Renewal – Affiliated Computer Services, Inc.  
Ratification of the annual agreement between Victor Valley Community College District and Affiliated Computer Services, Inc. to provide 1098-T reporting requirements for Tax Year 2011. Fiscal Impact: Not to exceed \$25,000.00 budgeted item.
- 5.11 Authorized Signatory – Marie Vidana -Barda  
Approval of the signature of Marie Vidana-Barda to present the Board in the named matters for fiscal year 2011-2012 per Education Code 72282. Fiscal Impact: N/A
- 5.12 Authorized Electronic Signature Key Users  
Approval of the signature of Marie Vidana-Barda as an authorized electronic key user for the period of July 1, 2011 through June 30, 2012. Fiscal Impact: None

- 5.13 Agreement – Vector Resources, Inc.  
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to purchase software for LAN Management Solution (LMS) to support the campus infrastructure (Item #IN-12, on the Campus Technology Project list). Fiscal Impact: \$12,098.62, budgeted item.
- 5.14 Agreement - Sirsidynix  
Ratification of the agreement between Victor Valley Community College District and Sirsidynix to migrate the Integrated Library Systems (ILS) to an alternative database (Item #S-6 on the Campus Technology Project list). Fiscal Impact: \$9,580.00, budgeted item.
- 5.15 Amend Agreement – System Maintenance Services, Inc.  
Ratification of the agreement between Victor Valley Community College District and System Maintenance Services, Inc. to support critical infrastructure and network hardware. This amendment is to record the change order made to the original agreement in February 15, 2009, currently in year 2 of 5 (Item #IN-15 on the Campus Technology Project list). Fiscal Impact: \$10,608.00, budgeted item.
- 5.16 Change Order – Vector Resources, Inc.  
Ratification of the Change Order #1 between Victor Valley Community College District and Vector Resources, Inc. The agreement was originally approved at the October 11, 2011 Board of Trustees meeting. This change order is necessary to complete installation of the connectivity between Central Plant and the campus fiber backbone (Item #IN-18 on the Campus Technology Project List). Fiscal Impact: \$1,134.53, **Local Bond Funded.**
- 5.17 Agreement – Namescape  
Ratification of the agreement between Victor Valley Community College District and Namescape to increase the licenses from 800 to 1600. Namescape is providing a prorated credit on the original 800 licenses to create a new agreement for a total of 1600 email licenses. The original agreement was approved by the Board of Trustees on March 8, 2011. This application was purchased as part of the Microsoft migration to support ease of management, maintenance and self-services of faculty and staff accounts (Item # IN-14 on the Campus Technology Project list). Fiscal Impact: \$7,937.00, budgeted item.
- 5.18 Agreement – New Horizons  
Ratification of the agreement between Victor Valley Community College District and New Horizons to purchase a six month extension to train employees on using Microsoft Outlook (Item # IN-13 on the Campus Technology Project list). Fiscal Impact: \$6,900.00, budgeted item.
- 5.19 Agreement – Frick, Frick & Jette Architects, Inc.  
Ratification of the agreement between Victor Valley Community College District and Frick, Frick & Jette Architects, Inc. to provide architectural design and engineering for stadium lighting installation and field improvements of the campus football field. Fiscal Impact: 11% of construction cost, or approximately \$55,176.00 based on projected costs. This expenditure will be reimbursed by Excelsior Education Center as presented in the Facility Use Agreement.
- 5.20 Agreement – Image Source  
Ratification of the agreement between Victor Valley Community College District and Image Source to purchase two (2) Xerox WC 4250XF machines for the Regional Public Safety Training Center. Fiscal Impact: \$12,927.85, **Local Bond Funded.**

- 5.21 Agreement – Trane Building Services  
Ratification of the agreement between Victor Valley Community College District and Trane Building Services to provide repair services for both of the 750 ton chillers located in the Central Plant building. One unit is losing oil from the crankcase and the other has an excessive purge fault. Fiscal Impact: \$4,889.86, Fund 71.
- 5.22 Agreement – Medrano's Asphalt Paving Co.  
Ratification of the agreement between Victor Valley Community College District and Medrano's Asphalt Paving Co. to perform repairs to Fish Hatchery Road. Fiscal Impact: \$918.00, budgeted item.
- 5.23 Agreement – P A Thompson Engineering Co., Inc.  
Ratification of the agreement between Victor Valley Community College District and P A Thompson Engineering Co., Inc. to provide labor and materials to inspect, test, and repair six emergency Talk-a-Phones located around the campus. Fiscal Impact: \$8,553.00, Fund 71.
- 5.24 Curriculum Changes  
Approval of the curriculum changes made on October 13, 27 and November 23, 2011 that have been recommended by the College Curriculum Committee Fiscal Impact: None
- 5.25 Increase of Fiscal Amount – Out of Country Travel - Asia  
Ratification to increase the fiscal amount of the out of country travel to East Timor, Asia that that originally approved on June 14, 2011 to cover additional incurred expenses. Fiscal Impact: \$3,700.00
- 5.26 Agreement – Community College Search Services (CCSS)  
Ratification of the agreement between Victor Valley Community College District and Community College Search Services (CCSS) to provide consulting services related to the Director of MIS position while incumbent is on an unpaid leave of absence. Agreement is effective November 30, 2011 and ending no later than June 30, 2012. Fiscal Impact: None due to salary savings.
- 5.27 2012-2013 Academic Calendar  
Approval of the 2012-2013 academic calendar as presented. Fiscal Impact: None

## **ACTION AGENDA**

### **6. BOARD OF TRUSTEES**

- 6.1 Separate approval of items pulled from consent agenda YES \_\_\_ NO \_\_\_
- 6.2 2012 Board Calendar YES \_\_\_ NO \_\_\_  
Approval of the proposed 2011 calendar of Board meetings.
8. **Instruction**
- 8.1 Agreement – Federal Bureau of Prisons YES \_\_\_ NO \_\_\_  
Approval of the agreement between Victor Valley Community College District and the Federal Bureau of Prisons to offer courses and training at the Federal Correctional Center (FCC) Victorville, CA taught by the Construction & Manufacturing Technology Program. Prison Grant funded in a five (5) year period, in the amount of \$444,938.00. Fiscal Impact: **Income to the District.**

- 8.2 Direct Student Loan Program Suspension YES \_\_\_ NO \_\_\_  
Approval to suspend participation in the Direct Student Loan Program effective July 1, 2012. Fiscal Impact: None directly. Indirectly, remaining in this program will risk all future federal aid for VVC students. Pell grants in the amount of \$21,184,906.00 were disbursed to 6,243 students in 2010-2011.
- 8.3 MOU with Victor Valley College Foundation YES \_\_\_ NO \_\_\_  
Approval of the Memorandum of Understanding with the Victor Valley College Foundation to expand resource development activities for the benefit of the District. Fiscal Impact: None (any funds required to support the expansion will be offset by new revenue.)
- 10. ADMINISTRATIVE SERVICES**
- 10.1 Amend Resolution – Keenan & Associates: Futuris Public Entity Investment Trust Program YES \_\_\_ NO \_\_\_  
Approval of the amendment to the resolution with Keenan & Associates Futuris Public Entity Investment Trust Program and appoint the Payroll Manager to serve on the Board of Authority. Fiscal Impact: None. Fees will be paid directly from the trust.
- 10.2 Change Order – Highland Partnership, Inc. – Regional Public Safety Center YES \_\_\_ NO \_\_\_  
Approval of Change Order #003 with Highland Partnership, Inc. to change the vapor propane design to liquid propane design and installation to the various propane fired props at the Regional Public Safety Training Center. Fiscal Impact: \$25,000.00, **Local Bond Funded.**
- 10.3 Vehicle Purchase – Coalinga Motors, Inc. YES \_\_\_ NO \_\_\_  
Approval of the agreement between Victor Valley Community College District and Coalinga Motors, Inc. to purchase four (4) vehicles for the Campus Police Department by piggybacking off of the current State-wide contract #1-11-23-10 with Coalinga Motors, Inc. Fiscal Impact: \$92,886.59 (\$20,008.07, from Fund 71; \$72,878.52, budgeted item).
- 10.4 Facility Use Agreement – Excelsior Charter School YES \_\_\_ NO \_\_\_  
Approval of the agreement between Victor Valley Community College District and Excelsior Charter School for the purpose of coordination of scheduling for the joint usage of facilities to provide better utilization of athletic facilities while avoiding duplication of facilities. Excelsior will pay Use Fees and agrees to improve the existing stadium property in compliance with approved plans. Fiscal Impact: **Income to the District:**  
1) Capital improvement investment of \$450,000.00  
2) Annual use fee of \$56,917.00  
3) Initial annual maintenance fees of \$16,500.00 plus 3% annual increase.
- 10.5 Agreement – CollegeNET, Inc. YES \_\_\_ NO \_\_\_  
Approval of the agreement between Victor Valley Community College District and CollegeNET, Inc. to purchase the Schedule 25 software system allowing VVC to schedule all classroom and other facilities on campus (Item #I-4 on the Campus Technology Project List). Fiscal Impact: \$106,010.10, Fund 71.

10.6 Agreement – S&L International, Inc. YES \_\_\_ NO \_\_\_  
Approval of the agreement between Victor Valley Community College District and S&L International, Inc. to purchase Blue Coat Packet Shaper and three (3) years of support. Bandwidth Management device allows for the prioritization of network usage and allows for instructional activities to get the priority use of network resources when the network is under high demand (Item #IN-2 on the Campus Technology Project List). Fiscal Impact: \$72,223.54, Fund 71.

10.7 Foundation Donations – July – September 2011 YES \_\_\_ NO \_\_\_  
Acceptance of donations as college property from the Victor Valley College District Foundation. The Foundation has made expenditures from cash contributions to specific college programs in the amount of \$65,302.81 and transferred \$328,733.85 in student scholarships for a total cash contribution of \$394,036.66 The Foundation also received and is transferring ownership of in-kind (non-cash) gifts valued at \$7,679.90. Total contributions from the Foundation for July-September 2011 are \$401,716.56. Fiscal Impact: \$401,716.56 to the District.

10.8 Resolution #11-07 – Board of Trustees Compensation YES \_\_\_ NO \_\_\_  
Approval of a resolution that would authorize compliance with District Board Policy. Fiscal Impact: Varies by FTES.

**11. HUMAN RESOURCES**

11.1 Public Hearing for the District and CTA Joint Initial Proposals for Contract Reopeners YES \_\_\_ NO \_\_\_  
a) The Board president hereby declares the hearing open  
b) The public may now comment on the initial proposal  
c) The Board president hereby declares the hearing closed

**12. INFORMATION**

12.1 FY 2012-13 Continued Funding Application  
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