



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

Date: June 12, 2007

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

**CALL TO ORDER/ROLL CALL:**

**3 p.m.**

The Board of Trustees of Victor Valley Community College District met in Open Session on June 12, 2007 in the Board Room of the Administration building. Mr. Range, Board President, called the meeting to order at 3 p.m.

**TRUSTEE ROLL CALL: Present:** Joe Range, Board President; Dennis Henderson, Vice President; Thomas M. Elder II, Trustee, Donald Nelson, Clerk, Dr. Bettye Underhill, Trustee

Heena Mehra arrived at 5:45 p.m.

Donald Nelson left at 5:35 p.m.

Dennis Henderson left at 6:09 p.m.

Dennis Henderson returned at 6:10 p.m.

Dennis Henderson left at 6:33 p.m.

**MANAGEMENT PRESENT:** Dr. Louis E. Zellers, Interim, Superintendent/President; Dr. Lewallen, Vice President, Student Services; Mr. Bruce Baron, Vice President Administrative Services; Dr. Marion Boenheim, Vice President, Human Resources, Dr. Marianne Tortorici, Deputy Superintendent/Executive Vice President, Instruction; Linda Jenson, General Counsel; and Annette McComas (Recorder)

**PLEDGE OF ALLEGIANCE:** Joe Range led the Pledge of Allegiance to the Flag.

**DELETIONS/CORRECTIONS TO AGENDA:** None

Mr. Range, Board President, announced the agenda items that the Board would consider in Closed Session.

**1. CLOSED SESSION**

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- (a) CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION under Government Code Section 54956.9(a):

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**BOARD OF TRUSTEES:** Tom Elder, Dennis Henderson, Donald Nelson, Joe Range, Bettye Underhill, ASB Member

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- (1) G. Henderson vs. Victor Valley Community College, San Bernardino County Superior Court Case No. VCVVS 030263
- (2) N. Halisky and C. Halisky vs. Victor Valley Community College District, San Bernardino County Superior Court Case No. VCVVS 026112
- (3) F. Freeman vs. Victor Valley Community College District, San Bernardino County Superior Court Case No. VCVVS 042951
- (4) McNack vs. Victor Valley Community College, EEOC Charge No. 480-2007-01155
- (5) Wilkett vs. VVCC, EEOCC Charge No. 550-2007-00976
- (6) AFT vs. VVC. PERB Case No. LA-CE-5071-E
- (b) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION under Government Code Section 54956.9 (b): 3 cases (3 discrimination cases)
- (c) CONFERENCE WITH LABOR NEGOTIATORS
  - (1) Employee organization CSEA  
  
District's representatives: Dr. Jean Malone, Dr. Marion Boenheim and Willie Davis Pringle
  - (2) Employee organization CTA  
  
District's representatives: Drs. Marion Boenheim, Willard Lewallen, Marianne Tortorici, and John Rude
  - (3) Employee organization: AFT/PTFU  
District's representative: Drs. Lori Kildal, Marianne Tortorici, Marion Boenheim
  - (4) Employee organization: Management  
District's representative: Dr. Jean Malone, Dr. Marianne Tortorici, Jeffrey Holmes, Robert Sewell, Sheri Nolan-Foster, Jaye Tashima
- (d) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
- (e) PUBLIC EMPLOYEE APPOINTMENT, Government Code Section 54957  
 Superintendent/President  
 Instructor, Physics  
 Bilingual Counselor  
 Associate Director, CDC  
 Project Activity Director  
 Vice President, Student Services
- (f) PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
 Executive Dean of Institutional Effectiveness  
 Project Activity Director, Title IV (Trio)  
 Director, Nursing

**PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS:** None

At 3:06 p.m., Board President, Joe Range recessed to closed session

**2. RECONVENE TO OPEN SESSION**

At 6 p.m., Board President, Joe Range reconvened the meeting in open session and announced that both Mr. Henderson and Mr. Nelson recently had surgery and thanked them for attending. Mr. Nelson was able to attend the Closed Session portion however, was not able to attend the Open Session. Mr. Henderson would stay as long as he was able to. Mr. Henderson thanked everyone for everyone's thoughts and prayers.

Mr. Range announced that there was one item to report out of Closed Session. The Board unanimously voted to approve a settlement agreement with AFT and Carol Bachofner for the sum of one class or \$3,456 for the PERB case LACE-5071-E.

**PUBLIC COMMENTS RELATED TO AGENDA ITEMS ONLY:** Victoria Hindes (4.2), Chris Percy (4.2), Arlene Greene (10.3), Neal Kelsey (10.3), Arlene Greene (11.2), Margaret Kagy (11.2), Sheri Foster (11.2), Linda Cera (11.2), Babette Dersham (11.3), Arlene Greene, (11.3), Babette Dersham (11.4), Arlene Greene (11.4), Arlene Greene (11.5), Arlene Green (11.6), Sheri Foster (11.6), Sheri Foster (11.6),

**3. GOVERNING BOARD**

Mr. Range thanked Dr. Zellers for his talent and experience that he provided to Victor Valley College. Ms. Mehra thanked Dr. Zellers for being part of Victor Valley College.

**4. SUPERINTENDENT/PRESIDENT'S REPORT**

4.1 Dr. Zellers thanked the Board of Trustees for the opportunity to serve Victor Valley College and deferred his report to Dr. Tortorici and her staff.

Dr. Tortorici congratulated Dr. Lewallen on his recent appointment as Superintendent/President of West Hills College.

Dr. Tortorici asked Dr. Kildal and the CDC task force to provide an update to resolve the current crisis regarding the Child Development Center. Dr. Kildal reported that the team narrowed down two possible options which were presented to the Board for information and consideration.

4.2 Deputy Superintendent/Executive Vice President/Instruction  
Marianne Tortorici

4.3 Vice President, Student Services  
Willard Lewallen

4.4 Vice President, Administrative Services  
No report

4.5 Vice President, Human Resources  
No report

**5. CONSENT AGENDA**

It was MSC (Elder/Underhill, 3-0, Henderson absent, Nelson absent) to approve the consent items in one motion.

5.1 Approval of the minutes of the May 8, 2007 regular Board meeting

5.2 Approval of the minutes of the May 16, 2007 special Board meeting

5.3 Ratification of the following contracts that were approved by Dr. Zellers, Interim Superintendent/President or his designee per Board Policy 2430. These contracts are available to the public in the Superintendent/President's office

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>Amount</b>	<b>Approved by Legal Counsel</b>
Bonavita Quinto MacCallum	Personal services agreement to develop and conduct culturally sensitive workshops	750.00	N/A
Contract Education Services	Contraction Education Service courses	40,400.00	N/A
Teknimedia Corporation	Extension agreement of established maintenance agreement	\$11,566.19	N/A
Sharon Schlegel	Participate in workshop to develop Bridge Program for 2007-08 (June 25-27, 2007)	\$1,200.00	N/A
Gale George	Participate in workshop to develop Bridge Program for 2007-08 (June 25-27, 2007)	\$1,200.00	N/A
Karen Myers	Participate in workshop to develop Bridge Program for 2007-08 (June 25-27, 2007)	\$1,200.00	N/A
Jill Henry	Participate in workshop to develop Bridge Program for 2007-08 (June 25-27, 2007)	\$1,200.00	N/A
Matt Huffine	Participate in workshop to develop Bridge Program for 2007-08 (June 25-27, 2007)	\$800.00	N/A
Donna Mullin	Participate in workshop to develop Bridge Program for 2007-08 (June 25-27, 2007)	\$800.00	N/A
Jayne Harrower	Participate in workshop to develop Bridge Program for 2007-08 (June 25-27, 2007)	\$800.00	N/A
Lorra Wells	Participate in workshop to develop Bridge Program for 2007-08 (June 25-27, 2007)	\$800.00	N/A

Aaron Gansky	Participate in workshop to develop Bridge Program for 2007-08 (June 25-27, 2007)	\$800.00	N/A
Jennifer Connor	Participate in workshop to develop Bridge Program for 2007-08 (June 25-27, 2007)	\$400.00	N/A
San Bernardino County Superintendent of Schools	Courier services	\$2,720.40	N/A

- 5.4 Authorized Agent to the Joint Powers Authorities  
Approval of Lael Willingham and Bruce Baron as the Victor Valley Community College representative and alternate to the SWACC-JPA and the PIPS-JPA for 2007-2008. Fiscal Impact: None
- 5.5 Authorized Signatory – Dr. Marion Boenheim  
Approval of the signature of Dr. Marion Boenheim as an authorized representative of the Board of Trustees. Fiscal Impact: None
- 5.6 Board of Trustees Payment Reports  
Approval of the Board of Trustees Payments reports.
- 5.7 Board of Trustees Budget Transfers  
Approval of the budget transfers.
- 5.8 Donations  
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$91,478.62.
- 5.9 Electronic Signature Key  
Approval of Bruce Baron, Mary Pringle and Lael Willingham as authorized signature key users for the period of July 1, 2007 through June 30, 2008. Fiscal Impact: None
- 5.10 Adopt Educational Master Plan  
Adoption of the final Educational Master Plan.
- 5.11 Authorized Signatory – Robert Silverman, Marianne Tortorici, Bruce Baron and Mary Pringle  
Approval of Robert M. Silverman, Marianne Tortorici, Bruce Baron and Mary Pringle to represent the Board of Trustees for the fiscal year 2007-2008.
- 5.12 Proposed New Board Policy 3420, Equal Employment Opportunity, First Reading  
Approval of new Board Policy 3420, Equal Employment Opportunity, is presented as a first reading.
- 5.13 Addendum – Weekend/Evening College Collaborative Agreement with St. Mary Regional Medical Center and Desert Valley Hospital  
Approval of the addendum to the agreement for the Weekend/Evening College Associate Nursing Degree Program for the academic year 2007-2008. Fiscal Impact: None to the District. \$15,790.10 per student per year for a total of \$884,245.60 combined for the two-year term from St. Mary Regional Medical Center and Desert Valley Hospital for a total of 30 student nursing scholarships.

- 5.14 Rescind – Board Delegated Authorized Signatories  
Approval to rescind all previous signatory authority for Drs. Louis E. Zellers and Willard Lewallen, effective July 1, 2007. Fiscal Impact: None
- 5.15 Agreement – Visiting Nurses Association  
Approval of the agreement between Visiting Nurses Association and Victor Valley Community College District to provide clinical learning locations for students from the Nursing Program beginning July 1, 2007. Fiscal Impact: None to the District.
- 5.16 Agreement – San Antonio Community Hospital  
Approval of the agreement between San Antonio Community Hospital and Victor Valley Community College District to provide clinical learning locations for students from the Nursing Program beginning July 1, 2007 through June 30, 2008. Fiscal Impact: None to the District.
- 5.17 Agreement – Victor Valley Community Hospital  
Approval of the agreement between Victor Valley Community Hospital and Victor Valley Community College District to provide clinical learning locations for students from the Nursing Program beginning July 1, 2007. Fiscal Impact: None to the District.
- 5.18 Agreement – Barstow Community Hospital  
Approval of the agreement between Barstow Community Hospital and Victor Valley Community College District to provide clinical learning locations for students from the Nursing Program beginning July 1, 2007 Fiscal Impact: None to the District.
- 5.19 Agreement – Desert Valley Hospital and Chino Valley Hospital  
Approval of the agreement between Desert Valley Hospital and Chino Valley Hospital and Victor Valley Community College District to provide clinical learning locations for students from the Nursing Program beginning July 1, 2007 Fiscal Impact: None to the District.
- 5.20 Agreement – Desert Knolls Convalescent Hospital  
Approval of the agreement between Desert Knolls Convalescent Hospital Community Hospital and Victor Valley Community College District to provide clinical learning locations for students from the Nursing Program beginning July 1, 2007 Fiscal Impact: None to the District.
- 5.21 Fire Technology Student Fees Increase  
Approval of the new fee scheduled for State Fire Marshall Certifications. Fiscal Impact: None to the District.
- 5.22 Agreement – Song-Brown Registered Nursing Education Special Program Funding Award  
Approval of the agreement with Song-Brown Registered Nursing Education Special Program Foundation Award for the Skills Lab Capacity Building Project from June 30, 2007 through May 30, 2009. This two year funding is provided for a Skills Lab Coordinator in the nursing department. Fiscal Impact: \$123,396.00 to the District. Funding is provided for a Skills Lab Coordinator.

- 5.23 Agreement – City of Redlands – Paramedic Programs  
Approval of the agreement between the city of Redlands and Victor Valley Community College for student participation in emergency medical technical paramedic programs. The agreement commences on June 5, 2007 and will remain in effect unless terminated by either party upon thirty (30) days written notice to the other party. Fiscal Impact: None to the District.
- 5.24 Grant-California High Exit Exam Preparation Program Fund Second Cycle Grant Number 06-0093-16  
Approval of the award grant from the Chancellor's office of California Community Colleges for the California High School Exit Exam Preparation program. Fiscal Impact: \$198,000.00 to the District. The District will receive 40% of the awarded funds within 60 days of a fully executed grant agreement. The remaining 60% based upon receipt of the final report and final expenditure report for the project.
- 5.25 Agreement – Plato Learning Inc.  
Approval to purchase software licenses and laptops that will be used for the Basic Skills Literacy Project Plan from 2006 through 2012. Fiscal Impact: None to the District (Funding provided by Verizon Grant \$110,633.39).

## **ACTION AGENDA**

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

#### **6.1 Separate approval of items pulled from consent agenda**

#### **6.2 Contract for Superintendent/President**

It was MSC (Elder/Underhill, 3-0, Nelson absent, Henderson, absent) to approve the contract for Superintendent/President at an annual salary of \$195,250 per year, beginning July 9, 2007 and ending June 30, 2010.

### **7. SUPERINTENDENT/PRESIDENT**

#### **7.1 Order of Election and Specifications for November 6, 2007**

It was MSC (Underhill/Elder, 3-0 Nelson absent, Henderson, absent) to approve the resolution ordering school district election for Governing Board members.

### **8. INSTRUCTION**

No items

### **10. ADMINISTRATIVE SERVICES**

#### **10.1 Draw Down Funds from the Guaranteed Investment Contract**

It was MSC (Elder/Underhill, 3-0 Nelson absent, Henderson, absent) to withdraw \$11,200,000.00 from the Guaranteed Investment Contract to complete the construction of the Speech/Drama Addition and the Adaptive Physical Education projects. Fiscal Impact: The necessity to complete our construction projects, which is not possible without using the Guaranteed Invest Contract funds as planned.

#### **10.2 Changes to Parking Fees**

It was MSC (Elder/Underhill, 3-0 Nelson absent, Henderson, absent) to approve to discontinue the \$10.00 parking permit discount for ASB members, and also to approve the increase in daily parking permit fees from \$1.50 to \$2.00, so that the campus police budget does not operate at a deficit. Based on current estimates, this would yield an additional \$79,000 in revenue to the District.

**10.3 2007-2008 Tentative Budget**

It was MSC (Underhill/Elder, 3-0 Nelson absent, Henderson, absent) to approve the tentative General Operating Budget for 2007-2008. Fiscal Impact: None

**11. HUMAN RESOURCES**

**11.1 Approval of Contracts of Employment of Academic Administrators**

It was MSC (Elder/Underhill, 3-0 Nelson absent, Henderson, absent) to approve the contracts of employment of Executive Dean of Institutional Effectiveness, Project Activity Director, Title IV (Trio) and Director, Nursing.

**11.2 Management: Revised Job Descriptions, Reclassifications**

It was MSC (Underhill/Elder, 3-0 Nelson absent, Henderson, absent) to approve the revised job descriptions and salary placements for Senior Human Resources Analyst, Director, Payroll and Benefits, Director, Maintenance and Operations and Chief, Campus Police, effective July 1, 2007. Fiscal Impact: \$1,890

Approval of the reclassification of Coordinator, Human Resources. Fiscal Impact: \$257

Approval of the placement of all Vice Presidents on Range 22, effective July 1, 2007. Fiscal Impact: \$1165.60

Approval of a 5% increase to the Vice President of Instruction for Deputy Superintendent/Executive Vice President duties (Range 22). Fiscal Impact: \$597.25

Approval to drop Step A Range 22 of the management salary and add an additional step at the end of this range Effective July 1, 2007; and July 1, 2008. Fiscal Impact: N/A

Approval of 5% additional salary to the Executive Assistant to the Superintendent/President and Board of Trustees (Range 14) effective July 1, 2007, Fiscal Impact: \$278.70

**11.3 PULLED Classified New Position, Instructional Media Services Technical Specialist**

It was MS (Elder/Underhill) to approve the new classified position of Instructional Media Services

Technical Specialist Range 11 of the classified salary schedule and the job description. Fiscal Impact: Budgeted.

Mr. Elder, who made the original, and Dr. Underhill who made the second motion, modified the motion to pull the item. The motion approved unanimously, (3-0 Nelson absent, Henderson absent)

**11.4 PULLED Classified New Position, Instructional Media Services Coordinator**

It was MSC (Underhill/Elder, 3-0 Nelson absent, Henderson, absent) to pull the item of the new classified position of Instructional Media Services Coordinator at Range 13 of the classified salary schedule and the job description. Fiscal Impact: Budgeted.

**11.5 Faculty Salary Schedule**

It was MSC (Underhill/Elder, 3-0 Nelson absent, Henderson, absent) to approve the 2007-2008 salary schedule for faculty effective fall semester. Fiscal Impact: Budgeted

**11.6 Management Meet and Confer**

It was MSC (Underhill/Elder, 3-0 Nelson absent, Henderson, absent) to approve the management team's proposal as listed. Fiscal Impact: Budgeted



**12. INFORMATION/DISCUSSION**

**12.1 Monthly Financial Reports**

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 Governmental Relations**

Bill Greulich

**13.2 Foundation**

Kirk Riding

**13.3 Shared Governance**

a) ASB

Heena Mehra

b) Faculty Senate

No report

**13.4 Employee Groups**

a) CCA

No report

c) CSEA

Arlene Greene

d) AFT Part-Time Faculty United

Neal Kelsey

e) Management

Robert Sewell


**14. TRUSTEE COMMENTS**

Bettye Underhill, Heena Mehra, and Joe Range

**PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:** The following individuals made comments with respect to non-agendized items: Arlene Greene, Margaret Kagy, Dave Chip, Neal Kelsey, and Sue Gonzales.

**15. ADJOURNMENT**

It was MSC (Elder/Underhill, 3-0 Nelson absent, Henderson, absent) to adjourn the meeting at 8:03 p.m. The motion carried unanimously.

  
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Joe Range, President

7-10-07  
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Date Approved