



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

Date: December 9, 2008

Place: Workshop 5-6 p.m.: Board Room Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

Regular Meeting 6 p.m.: Board Room Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

Bond Workshop ~ Design Build/Traditional Comparison

5-6 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on December 9, 2008 in the Board Room of the Administration building. Mr. Nelson, Board President called the meeting to order at 5:03 p.m.

Absent: Bettye Underhill, Christina Zambrano

Bettye Underhill arrived at 5:13 p.m.

Christina Zambrano arrived at 6 p.m.

Bob Silverman introduced Bill Pate, attorney with Stutz, Artiano, Shinoff, and Holtz, Jim Lents, Pomona Valley Hospital, and Steve Lantsberger Economic Development Director with the City of Hesperia all of whom have had extensive experience with Design Build.

Dr. Silverman presented the anticipated timelines for the Public Safety Training Center, Workforce Development Center, main campus refurbishment, bond sale and COP payoff. This presentation provided an overview on how the \$297M would be spent in the appropriate way. It is projected that the retirement of the college debt at \$55M would be around March 10th. The construction for the Public Safety Training Center at \$25M would begin in January 2009 and end in the year 2011. The creation of the Workforce Development Center at \$165M would begin July 2009 and should be completed by November 2013. The refurbishment of the campus at \$50M will begin April 2009 and completed by the end of 2012. Arrangements have been made for the staff and community for pre-bond sales.

Bill Pate with the law firm Stutz, Artiano, Schinoff, and Holtz presented various methods of contracting and design builds. The traditional method of design bid build follows a statutory design with little wiggle room. With design build it is not required to go with low bid proposal instead it can be selected by best value, price, functionality, etc. Design build is cost effective with no change orders with the contractor taking ownership of the design build.

Steve Lantsberger, Deputy Economic Development Director, City of Hesperia provided his successful experiences utilizing a hybrid of a Design Bid Build process (Program

Management "At Risk") on building the City Hall and the Library complex. The City of Hesperia are strong proponents of this method of delivery.

Jim Lents, Director of Project Management, Pomona Valley Hospital Medical Center reinforced the positive items that were previously suggested and encouraged consideration. He pointed out that going with design build ensures a fixed price early on in the project and reliability for any overruns. He feels that the design build methodology is the perfect fit for the projects that are being considered.

PLEDGE OF ALLEGIANCE

Mary Smithers from the Spring Valley Lake Lions club led the Pledge of Allegiance to the Flag.

1. ELECTION OF OFFICERS

A. Election of board officers

Board President, Don Nelson called for nominations for the office of President of the Board of Trustees.

It was MSC (Underhill/Valles, 4-1, Henderson, No) to nominate Joe Range as Board President.

Board President Don Nelson, declared Trustee Joe Range as Board President

Trustee Range assumed the Board Presidency. He then called for nominations for the office of Vice President of the Board of Trustees.

It was MSC (Range/Valles, 3-2) to nominate Trustee Valles for the office of Vice President.

It was MS (Nelson/Henderson, 2-3) to nominate Trustee Henderson for the office of Vice President.

Board President Joe Range declared Trustee Angela Valles as Vice President of the Board.

Board President Joe Range called for nominations for the office of Clerk of the Board of Trustees.

It was MSC (Nelson/Henderson, 5-0) to nominate Trustee Underhill for the office of Clerk of the Board of Trustees. The motion carried unanimously. Board President Range declared Trustee Underhill as Clerk of the Board of Trustees.

It was MS (Henderson/Underhill) to nominate Trustee Nelson as representative to the County Committee School District Organization.

It was motioned by Trustee Nelson to nominate Trustee Valles as representative to the County Committee School District Organization. Hearing no second Trustee Nelson withdrew his motion.

Board President Range declared Trustee Nelson as representative to the County Committee School District Organization.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: Board President, Mr. Range, announced agenda items 11.1 and 11.2 were deleted.

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION: Board President, Mr. Range, announced the agenda item that the Board would consider in closed session.

2. CLOSED SESSION

PUBLIC EMPLOYEE APPOINTMENT, Government Code Section 54957

Vice President, Administrative Services
Executive Dean of Technology and Information Resources

At 6:10 p.m. Board President, Mr. Range recessed to Closed Session.

3. RECONVENE TO OPEN SESSION

6:20 p.m.

At 6:25 p.m. Board President reconvened the meeting in open session

3.1 Closed Session Report No report

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman introduced and welcomed GH Javaheripour who has joined as the new Vice President, Administrative Services. The enrollment strategy that was previously discussed is working phenomenally well with every attempt being made to meet the 10,000 FTES mark. Instead of a regular board meeting in January, board retreat will be recommended in late January to meeting those involved in the Design Build contractor entities and to continue the Board's work on board development. For a second year in a row, the college received the CCLC Chancellor's Student Success for the K-16 Bridge Program.

- **Faculty Senate**
No report.

5. CONSENT AGENDA

It was MSC (Underhill/Nelson, 5-0) to approve the consent items in one motion

5.1 Approval of the minutes of the November 11, 2008 regular Board meeting

5.2 2009 Board Calendar

Approval of the proposed 2009 calendar of board meetings.

5.3 Resolution – Change in Trustee and Custodian for Governmental 457(b) Deferred Compensation Plan

Adoption of the resolution for change of Trustee, Custodian, and record keeper from Union Bank of California to Benefit Trust Company, effective January 1, 2009. Fiscal Impact: None

5.4 Agreement – JSC General Contractors, Inc.

Ratification of the agreement with JSC General Contractors, Inc. to remodel four of the lower portable classrooms. Fiscal Impact: \$14,602.00 – Fund 71 expenditure.

- 5.5 Agreement Renewal – Sysix Financial
Ratification of the lease agreement with Sysix Financial for the Hewlett Packard server equipment which runs the Datatel Colleague Student Information System. Fiscal Impact: \$24,710.00, budgeted item.
- 5.6 Agreement Renewal – Chancellor's Office of the California Community Colleges
Ratification of the agreement with the Chancellor's Office of the California Community Colleges for the Student-Right-To-Know-Reporting subscription. Fiscal Impact: \$3,900.00, budgeted item.
- 5.7 Board of Trustees Budget Transfers Request Report
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.8 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.9 Donations
Acceptance of donations as college property from the Victor Valley District Foundation for the period ending October 31, 2008. Fiscal Impact: 42,574.48 to the District.
- 5.10 Ratification of Academic Equivalency Requests – Katherine Page, Dance
Ratification of the equivalency for Katherine Page, Dance. Fiscal Impact: None
- 5.11 Renewal – Library Online Database Subscription
Approval of the renewal of an online database subscription purchased through the Community College Library Consortium for spring 2009. Fiscal Impact: Not to exceed \$10,457.00, budgeted item.
- 5.12 Agreement – Independent Contractor – Adele McClain
Ratification of the agreement between Victor Valley Community College District and Adele McClain to provide high school site coordination for the Title V CoOp-Bridge Program. The period of this agreement is from December 15, 2008 through May 1, 2009. Fiscal Impact: Not to exceed \$1,200.00 – Title V CoOp Bridge Program.
- 5.13 Agreement – Boston Reed College
Approval of an agreement between Victor Valley Community College District and Boston Reed College to provide a Pharmacy Technician course. Fiscal Impact: \$1,690.00 per student enrolled in Boston Reed College's Pharmacy Technician Program and \$300.00 per student income to the District.

5.14 Contract Education Services – Food Handlers Certification Card

Acceptance of income to the District for services rendered for Food Handlers Certification Cards as listed below. Fiscal Impact: \$4,200.00 to the District.

Vendor:	Income to the District
Archibald's Restaurant	\$ 300.00
El Paisano Mexican Restaurant	\$ 300.00
El Pollo Loco	\$ 300.00
Gus Jr.	\$ 300.00
King Ranch Market	\$ 300.00
Los Alazanes Mexican Food	\$ 300.00
Ricos Tacos and Burritos	\$ 300.00
Wood Stove Restaurant	\$2,100.00
Total:	\$4,200.00

5.15 Contract Education Services – Coast Traffic School

Approval of an agreement between Victor Valley Community College District and Coast Traffic School to conduct a course on concepts of traffic safety to court referral students. The period of this agreement is January 1, 2009 through June 30, 2009. Fiscal Impact: \$4,000.00 to the District.

5.16 Agreement – Independent Contractor – Quick Caption, Inc

Approval of the purchase of additional services from Quick Caption, Inc. to provide real time captioning services in the classroom for deaf and hard of hearing students. Fiscal Impact: Not to exceed \$49,500.00 – DSPS funding.

5.17 Increase Contract Amount – CHJ Incorporated

Ratification of the increase to the original contract amount with CHJ Incorporated for testing services needed to complete the project for the Adapted PE Center. Fiscal Impact: \$15,000.00 – Fund 71 expenditure. (This project is partially State funded and a portion of this may be reimbursable through the State. Any portion that is not reimbursable has been previously budgeted.)

5.18 Agreement Independent Contractor – Patrick Nuse

Approval of an Independent Contractor Agreement between Victor Valley Community College District and Patrick Nuse to produce an online new student orientation video . Fiscal Impact: Not to exceed \$12,630.00 – Matriculation and Title V Funding

5.19 Agreement – L.A. Records Management, Incorporated

Ratification of the agreement between L.A. Records Management, Incorporated and Victor Valley Community College District to store academic records. Fiscal Impact: Not to exceed \$3,000.00

5.20 Application Hosting Agreement – Comevo LLC

Approval of the agreement between Comevo LLC and Victor Valley Community College district to provide an online loan workshop. Fiscal Impact: \$6,100.00 – funded by Board Financial Assistance Program (BFAP).

- 5.21 Agreement – NG Web Solutions, LLC
Approval of an agreement between NG Web Solutions and Victor Valley Community College to access and use in its own business operations certain proprietary software of G Web Solutions. Fiscal Impact: \$4,000.00 – funded by Board Financial Assistance program (BFAP).
- 5.22 Agreement – Financial Aid TV
Approval of a license agreement between Financial aid TV and Victor Valley Community College District to access and use an online educational resource published by College Media Solutions. Fiscal Impact: \$5,000.00 - funded by Board Financial Assistance program (BFAP).
- 5.23 Agreement – Cubit Engineering Incorporated
Ratification of the agreement with Cubit Engineering Incorporated for surveying services to assist the district in negotiating a fair price for the Westside land purchase. Fiscal Impact: \$2,800.00 – locally bond funded.
- 5.24 Agreement - Kunzman Associates
Ratification of the agreement with Kunzman Associates for engineering services to complete a traffic impact analysis study for the college. Fiscal Impact: \$19,000.00 - locally bond funded.
- 5.25 Agreement – Thompson Appraisals, Inc.
Ratification of the agreement with Thompson Appraisals, Inc. to complete an appraisal on the 60 acres of land the college is considering purchasing for the Workforce Development Center, a voter approved local bond project. Fiscal Impact: \$3,500.00 – locally bond funded.

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda

7. SUPERINTENDENT/PRESIDENT

- 7.1 Second Reading – Board Policy #8000 – Police Department
It was MSC (Nelson/Underhill, 5-0) to approve of the Board Policy #8000 – Police Department.
- 7.2 Second Reading – Board Policy #8010 – Weapons on Campus
It was MSC (Nelson/Henderson, 5-0) to approve the Board Policy #8010 – Weapons on Campus. Suggested change were added which included the permit to carry a concealed weapon upon notification to the Chief of Police.
- 7.3 Second Reading – Board Policy #8020 – Campus Disaster Preparedness & Safety/Emergency Plan
It was MSC (Henderson/Valles, 5-0) to approve of the Board Policy #8020 – Campus Disaster Preparedness & Safety/Emergency Plan

- 7.4 Resolution 08-01 – Certification of all Proceedings to the Board of Supervisors of Los Angeles County and San Bernardino County for the November 4, 2008 General Obligation Bond Election
It was MSC (Nelson/Henderson, 5-0) to adopt the resolution certifying to the Board of Supervisors of Los Angeles County and San Bernardino County all proceedings for the November 4, 2008 General Obligation Bond Election
- 7.5 Resolution 08-02 – Intention to Issue Tax-Exempt General Obligation bonds
It was MSC (Henderson/Nelson, 5-0) to adopt of the resolution regarding the intention to issue tax-exempt general obligation bonds.
- 7.6 Resolution 08-03 – for Design to Build
It was MSC (Henderson/Nelson, 5-0) to adopt the resolution authorizing the request for design-build of the Victor Valley College Public Safety Training Center Project.
- 7.7 Resolution 08-04 – appointing membership of Bond Oversight Committee
It was MSC (Henderson/Underhill, 5-0) to adopt the resolution appointing membership of the Bond Oversight Committee.
- 7.8 Resolution 08-05 – Reimbursement of College Expenses from Bond Revenues
It was MSC (Underhill/Nelson, 5-0) to adopt the resolution authorizing reimbursement of college expenses from bond revenues.
- 7.9 Resolution 08-06 – Site Ground Lease Agreement
It was MSC (Underhill/Nelson, 5-0) to change the fiscal impact to the District to reflect **\$63,423.36** instead of **\$68,423.36** and adopt the resolution authorizing the District to execute the 40 year Site Ground Lease Agreement by and between the District and Victor Valley Union High School District/Excelsior Education Center for school purposes as authorized by the Charter Agreement between Victor Valley Union High School District/Excelsior Education Center and in accordance with California Education Code Sections 81430 to 81432. Fiscal Impact: ~~\$68,423.36~~ \$63,423.26 yearly to the district with an annual 3% increase.

11. HUMAN RESOURCES

- 11.1 DELETED Classified Updated Job Description, Reclassification, Lead Network Manager
Approval of the updated job description and revised salary placement for the position of Lead Network Manager, effective December 10, 2008. Fiscal Impact: \$447 per month.
- 11.2 DELETED Classified Updated Job Description, Reclassification, Lead, Applications Service Desk
Approval of the updated job description and revised salary placement for the position of Lead, Applications Service Desk, effective December 10, 2008. Fiscal Impact: \$506 per month.

11.3 Management Appointment, Executive Dean of Technology and Information Resources

It was MSC (Henderson/Underhill, 5-0) to approve the appointment of Frank Smith, Executive Dean of Technology and Information Resources beginning on or after December 10, 2008. Fiscal Impact: Range 20 on the Management Salary Schedule, \$11,272/month plus benefits.

12. INFORMATION/DISCUSSION

12.1 Monthly Financial Reports

Submitted as an informational item.

12.2 Distinguished Service – Robert H. Richey, Jr.

Submitted as an informational item.

12.3 Student Services Plan – Matriculation, Student Equity and Student Services Categorical Programs Self-Study

Submitted as an informational item.

12.4 RFP for Design Build

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 Foundation

Ginger Ontiveros reported on:

The Alumni Hall of Fame and Distinguished Service Award celebration will be held February 7, 2009. Recipients of awards that will be recognized are Suzanne Klein, Willie Pringle, Chico Garza and Cal K-12 Construction.

13.2 Employee Groups

a) CTA

No report

b) CSEA

Jim Murray - no report

a) AFT Part-Time Faculty United

Carol Scissel

14. TRUSTEE COMMENTS

• ASB

Christina Zambrano reported on:

The Measure JJ party and an upcoming high school leadership conference.

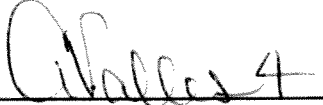
Dennis Henderson, Angela Valles, Bettye Underhill, and Don Nelson wished everyone a happy holiday. Joe Range thanked everyone for their help with the bond and wished everyone a happy holiday. Don Nelson commented on the nursing pinning ceremony that he recently attended.

15. Public Comments Related to Non-Agenda Items

The following individuals made a comment with respect to non-agenized items: Margaret Kagy,

16. ADJOURNMENT

It was MSC (Nelson/Underhill, 5-0) to adjourn the meeting at 7:07 p.m.



Bettye Underhill, Clerk

2-10-09

Date Approved