

**Victor Valley Community College District
Regular Meeting of the Board of Trustees
Tuesday, December 12, 2023
Approved Minutes**

1. OPENING ITEMS**1.1 CALL TO ORDER**

The Governing Board of the Victor Valley Community College District met in the Board Room in Administrative Services building #10 on December 12, 2023. Board President Henderson called the meeting to order at 5:30 p.m.

1.2 ROLL CALL

Board President, Dennis Henderson
Board Vice President, Joseph W. Brady
Board Clerk, Sharon Pinkerton
Board Trustee, Brandon Wood
Board Trustee, Jennifer Tarpley
Student Trustee, Jennifer Weis
Superintendent/President Dr. Daniel Walden

1.3 PUBLIC COMMENT ANNOUNCEMENT: The complete written request to address the Board shall be submitted at the beginning of the open session portion of the meeting. Individuals may comment after being recognized by the Board President and before Board discussion of the particular item. (Board Policy 2350).

1.4 PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS

There were no public comments related to closed session items.

1.5 ANNOUNCEMENT OF, AND RECESS TO CLOSED SESSION

The Governing Board recessed to closed session in the Administration Building 10 West Wing Conference Room at 5:30 p.m.

2. CLOSED SESSSION

2.1 Conference with Labor Negotiators

3. RECONVENE OPEN/PUBLIC SESSION**3.1 CALL TO ORDER**

The Governing Board of the Victor Valley Community College District reconvened the meeting in the Administrative Services Building 10 Board Room on December 12, 2023. Board President Henderson reconvened the meeting at 6:00 p.m.

3.2 ROLL CALL

Board President, Dennis Henderson
Board Vice President, Joseph W. Brady
Board Clerk, Sharon Pinkerton
Board Trustee, Brandon Wood
Board Trustee, Jennifer Tarpley
Student Trustee, Jennifer Weis
Superintendent/President Dr. Daniel Walden

3.3 PLEDGE OF ALLEGIANCE TO THE FLAG

Todd Scott led the pledge.

3.4 CLOSED SESSION REPORT OUT

There was no action taken during closed session.

3.5 ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

There were no items deleted or corrected from the agenda.

3.6 Rotation of Officers - Election of Board President and Oath of Office

Motion by Brandon A Wood, second by Jennifer Tarpley to certify the election of Joseph W. Brady as Board President to serve through December 2024.

Past VVC Trustee John Pinkerton administered the Oath of Office for Joseph W. Brady for the position of Board President.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

3.7 Rotation of Officer - Election of Board Vice President and Oath of Office

Motion by Brandon A Wood, second by Dennis Henderson to certify the election of Sharon Pinkerton as Board Vice President to serve through December 2024.

Student Trustee Jennifer Weis administered the Oath of Office for Sharon Pinkerton for the position of Board Vice President.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

3.8 Rotation of Officer - Election of Board Clerk and Oath of Office

Motion by Jennifer Tarpley, second by Sharon Pinkerton to certify the election of Brandon Wood as Board Clerk to serve through December 2024.

Trustee Brandon Wood's daughter Kortney Walsh administered the Oath of Office for Brandon Wood for the position of Board Clerk.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

4. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: At this time, the Board of Trustees will listen to communication from the public on nonagendized items pertaining to college business. Each speaker is limited to one presentation per meeting on nonagendized 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 called to approach the microphone at the appropriate time to speak. 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)

4.1 PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

There were no public comments related to non-agenda items.

5. ELECTED OFFICIALS REPORT

5.1 Dawn Rowe - Third District County Supervisor

Trustee Brady introduced Third District County Supervisor Dawn Rowe, who explained the role of being a supervisor for the county, serving about 10,000 square miles. She primarily represents and serves the unincorporated areas. She is Chairman of the Board which she will hold for one more year before handing it off. Supervisor Rowe shared some information about the county and their workforce development team and their various partnerships with multiple community colleges.

- Watch the recording of this meeting for Supervisor Rowe's complete comments.

6. BOARD OF TRUSTEE GOALS

6.1 Board of Trustee Goals

Trustee Tarpley provided an update on the board's goals. She reported on the expansion of the Caring Campus program, giving the history of the initiative. A new participatory governance committee title Caring Campus Committee has been established and will work to the continued development of a campus wide culture of belonging and connectedness.

7. BOARD COMMUNICATION: At this time, the Board of Trustees will report on matters directly related to their functions as Board members (attendance at conferences, professional affiliations, and community involvement).

7.1 Individual Board of Trustees Reports

- Student Trustee Weis reported on the Study-a-Thon that was well attended with over 1000 people attending.
- Trustee Henderson reported he had a great Thanksgiving and is looking forward to a great Christmas. He wished everyone a great Christmas.
- Trustee Wood reported on being approached some time back by a group of court reporters regarding a shortage of employees for this work. They wanted VVC to set up a program, and tonight their equivalency will be voted on so they can teach this program. Trustee Wood asked the two individuals to come up and introduce themselves. Trustee Wood also attended the Art show and it was wonderful and attended the VVC annual holiday party.
- Trustee Tarpley reported she had the honor to judge the winter talent competition with Dr. Walden and Tim Isbell. She also went to the VVC holiday party and said it was very amazing.
- Trustee Pinkerton reported she attended the Fire Academy graduation, the Art Show, the basketball game and the dance performance. She wished everyone a Happy New Year and wonderful Christmas.
- Trustee Brady reported he spoke to Regina Brown's real estate class, and attended the CCLC conference at Indian Wells in November. He encouraged the use of social media to promote the college. He concluded his report stating he had a great lunch with Drs. Walden, Tarango, and Scott to discuss the plans for next years' Industry Sector meetings.

8. SUPERINTENDENT/PRESIDENT'S REPORT

8.1 ASB GOALS

ASB ended last year with 14 clubs and they now have 17 clubs chartered.

8.2 FACILITIES UPDATE

There is no facilities report this evening.

8.3 FOUNDATION

Kirsten Acosta, Foundation Executive Director and Amber Watson, Fiscal Services Supervisor reported on the Foundation audit. Kirsten stated that there are 2 board members who may sit on the Foundation board, so asked the trustees for volunteers. Volunteers from the Board: Trustee Brady and Jennifer Tarpley volunteered.

8.4 ANNUAL I.T. UPDATE

Dr. Walden reported that Interim CIO Steven Birmingham is no longer with the college, and introduced permanent CIO Jay Cohen. Mr. Cohen provided his background in the field followed by a presentation of the annual IT update, including areas of cyber security and integrated shared services.

8.5 PRESIDENT'S COMMENTS

Dr. Walden shared final comments, reporting on speaking at the CCLC conference during Keith Curry's breakout session about how this is a social media world and as a educational institution we must invest in people who can do that work. Dr. Walden said his takeaway was that the board should report out on how they are doing in their own social media. The board will be provided with VVC's social media hits and other stats at a future meeting. Dr. Walden concluded his report sharing information on VVC's FTES stats from the time of COVID to now.

Technology Break: 7:15pm
Reconvene: 7:25pm

9. 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)

9.1 ACADEMIC SENATE

No representation/no report.

9.2 AFT PART-TIME FACULTY UNITED

No representation/no report.

9.3 ASB

ASB President Weis reported there were two Rams Monthly publications this month: the December edition and Best of 2023 edition. She thanked everyone who contributed to the Lights of Love this year and stated the talent show went well, and thanked the judges.

9.4 CSEA

Audrey Vaughn thanked the Amenities committee for the work they did for the VVC annual holiday party. Ms. Vaughn spoke regarding a reported threat at the RPSTC. It was determined there was no threat at that time, however the staff was still worried. She explained their request for an additional officer stating the college needs more campus police and someone assigned to the safety center. She went on to state that although there has been a lot of hiring, there are still critical areas that need more employees, including custodians, IT staff and campus police. She completed her comments stating the college has more buildings, more students and more staff but are not filling these important positions to support the growth.

9.5 CTA

No representation/no report.

9.6 MANAGEMENT

Program Director Alyssa Sandello reported on behalf of the management team. She reported on the four new Student Engagement Centers that opened this fall. She shared the resources provided by the 4 centers:

School of Business, Law and Academic Resources.

School of Humanities Arts, and Social Sciences

School of Public Safety and Industrial Technology

School of Science, Technology, Engineering, and Math

10. CONSENT AGENDA: All matters listed under Consent Agenda are considered by the Board of Trustees to be routine and has been approved by the Superintendent/President (Board Policy #2430). 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. Public comment on Consent items from anyone completing a card will be heard prior to the Board's vote on the Consent Agenda

10.1 PUBLIC COMMENT ANNOUNCEMENT RELATED TO CONSENT AGENDA ITEMS

There were no public comments related to consent agenda items.

10.2 APPROVAL OF CONSENT AGENDA ITEMS

Resolution: To approve the consent agenda items in one vote.

Motion by Jennifer Tarpley, second by Dennis Henderson.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

10.3 Approval of Minutes - November 14, 2023 Regular Board of Trustees Meeting

Resolution: To approve the draft meeting minutes of the November 14, 2023 Regular Board of Trustees meeting as submitted.

10.4 Board Payment Report December 2023

Resolution: To accept the Board Payment Report as presented.

10.5 Agreement - TK Elevator Corporation

Resolution: To ratify and renew the annual agreement with Thyssenkrupp Elevator Corporation for maintenance and emergency services to the elevators and lifts on campus as needed. This is year five (5) of five (5) of this agreement.

10.6 Agreement - ChargePoint Inc.

Resolution: To ratify the Agreement with ChargePoint Inc. in the estimated amount of \$21,342.00.

10.7 Agreement - Ellucian Company LP

Resolution: To ratify the Agreement with Ellucian Company LP in the amount of \$47,144.00.

10.8 Agreement - California State University-San Bernardino

Resolution: To ratify the agreement with California State University-San Bernardino.

10.9 F.E.C. Electric, Inc.

Resolution: To ratify the agreement with F.E.C Electric Inc. in the estimated amount of \$11,765.00. The term of this agreement is November 15, 2023 - June 30, 2024.

10.10 Purchase Agreement - Oplin Group

Resolution: To ratify the purchase agreement with Oplin Group in the estimated amount of \$14,295.90.

10.11 Independent Contractor Agreement - Robert Fell

Resolution: To ratify the Independent Contractor Agreement with Robert Fell to provide maintenance and repair services for the Home Economics sewing machines for fiscal year 2023-2024. Term of this agreement is 07/01/2023 to 06/30/2024. Estimated fiscal impact: \$1,000.00.

10.12 Independent Contractor Agreement - Kay Williamsen

Resolution: To ratify the Independent Contractor Agreement with Kay Williamsen.

10.13 Independent Contractor Agreement - NAPFTDS

Resolution: To ratify the Independent Contractor Agreement with NAPFTDS to network with industry partners, share resources, and foster partnerships in the trucking industry for fiscal year 2023-2024 from 11/15/2023 to 06/30/2024. Estimated fiscal impact: \$375.00.

10.14 Independent Contractor Agreement - Donald Ferralotta

Resolution: To ratify the Independent Contractor Agreement for Donald Ferralotta to provide use of a water truck to level out the CDL Range. Estimated fiscal impact: \$0.00.

10.15 2024-2025 Increased Student Material Fees for FIRE Academy

Resolution: To ratify the increase in Student Material Fees for the FIRE Academy beginning in the 2024-2025 school year to cover actual cost of materials. No estimated fiscal impact as students will pay these fees to the Bursar's Office.

10.16 VVCFA Memorandum of Understanding- Cross-Listed Classes/Class Stacking

Resolution: To ratify the Memorandum of Understanding between the District and Victor Valley College Faculty Association (Association) for Cross-Listed Classes/Class Stacking.

10.17 AFT Part-Time Faculty- Memorandum of Understanding for All College Day

Resolution: To ratify the Memorandum of Understanding between the District and AFT Part-Time Faculty United Local 6286 for All College Day Stipend.

10.18 AFT Part-Time Faculty- Memorandum of Understanding for Cybersecurity & Sexual Harassment Training

Resolution: To ratify the Memorandum of Understanding between the District and AFT Part-Time Faculty United Local 6286 for Cybersecurity and Sexual Harassment Training.

10.19 AFT Part-Time Faculty Memorandum of Understanding- Office Hours

Resolution: To ratify the Memorandum of Understanding between the District and AFT Part-Time Faculty United Local 6286 for Office Hours.

11. ACTION AGENDA: The complete written request to address the Board shall be submitted at the beginning of the open session portion of the meeting. Individuals who want to comment on action items may do so after being recognized by the Board President and before Board discussion of the particular item during the meeting. 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 called upon at the appropriate time to speak. Only those who have been recognized by the Board President will be permitted to speak. (Board Policy #2350)

11.1 PUBLIC COMMENTS RELATED TO ACTION AGENDA ITEMS

There were no public comments related to action agenda items.

12. BOARD OF TRUSTEES - ACTION AGENDA**12.1 SEPARATE APPROVAL OF ITEMS PULLED FROM CONSENT AGENDA**

None

12.2 2024 CCCT Board Nominations

Motion by Jennifer Tarpley, second by Dennis Henderson to not to send any names forward.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

12.3 Second Read/Approval: Board Policy 3255 - Marketing Brand Standards and Printed Publications

Motion by Dennis Henderson, second by Jennifer Tarpley To adopt Board Policy 3255 - Marketing Brand Standards and Printed Publications.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

12.4 Second Read/Approval: Board Policy 5130 - Financial Aid

Motion by Dennis Henderson, second by Jennifer Tarpley To approve Board Policy 5130 - Financial Aid as part of the regular review and assessment of board policies as outlined in Accreditation Standard Standards IV.C.7.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

12.5 Second Read/Approval: Board Policy 5410 - Associated Students Elections

Motion by Dennis Henderson, second by Jennifer Tarpley To approve Board Policy 5410 - Associated Students Elections as part of the regular review and assessment of board policies as outlined in Accreditation Standard Standards IV.C.7.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

13. SUPERINTENDENT/PRESIDENT - ACTION AGENDA

13.1 Foundation Donations

Motion by Jennifer Tarpley, second by Dennis Henderson To accept the donations as District property.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

14. ADMINISTRATIVE SERVICES - ACTION AGENDA

14.1 CARES ACT - Employee Retention Tax Credit Program Services Agreement with CWDL

Motion by Jennifer Tarpley, second by Dennis Henderson to approve the agreement with CWDL for services related to preparing appropriate documentation for application for the Federal CARES Act Employee Retention Tax Credit (ERTC) program.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

15. HUMAN RESOURCES - ACTION AGENDA

15.1 Academic Equivalency- Glenora Melendez

Motion by Brandon A Wood, second by Jennifer Tarpley To approve the equivalency as listed.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

5.2 Academic Equivalency- Misty Morehouse

Motion by Jennifer Tarpley, second by Sharon Pinkerton To approve the equivalency as listed.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

15.3 Academic Equivalency- Raymond Velazquez

Motion by Jennifer Tarpley, second by Dennis Henderson To approve the equivalency as listed.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

15.4 Non-Classified Short-Term Employees

Motion by Jennifer Tarpley, second by Dennis Henderson To approve the appointment of non-classified short-term employees as listed.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

16. INSTRUCTION - ACTION AGENDA

16.1 Curriculum Changes

Motion by Jennifer Tarpley, second by Sharon Pinkerton To approve curriculum changes that were made at the November 09, 2023 and November 30, 2023 curriculum meetings and have been recommended by the College Curriculum Committee.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

16.2 Continued Funding Application Fiscal Year 2024-2025 California Department of Social Services (CDSS/CCTR)

Motion by Jennifer Tarpley, second by Dennis Henderson To approve the FY 2024-25 Continued Funding Application in order to comply with CDE-EESD funding requirements

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

16.3 Contract Ed: FCC Victorville - Solar and Recycling Programs 2023-2024

Motion by Jennifer Tarpley, second by Dennis Henderson To approve a service agreement with FCC Victorville to continue VVC Contract Education instruction of Credit & Not-For-Credit Solar and Waste Management courses for their incarcerated population. These courses will be offered through 10/31/2024.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

16.4 Independent Contractor Agreement - Municipal Emergency Services

Motion by Jennifer Tarpley, second by Sharon Pinkerton To ratify the Independent Contractor Agreement with Municipal Emergency Services in the estimated amount of \$180,154.89. The term of this agreement is November 27, 2023 to June 30, 2024.

Final Resolution: Motion Carries

Student Advisory Vote: Yea

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley

17. STUDENT SERVICES - ACTION AGENDA

No items.

18. INFORMATION/DISCUSSION

18.1 CCFS311Q - Quarterly Financial Status Report (Q1) ending September 30, 2023

18.2 Quarterly Financial Reports - 1st Quarter as of September 30, 2023

18.3 First Read: Board Policy 3500 - Campus Safety

18.4 First Read: Board Policy 3505 - Emergency Response Plan

18.5 First Read: Board Policy 3530 - Weapons on Campus

18.6 First Read: Board Policy 7230 - Classified Employees

18.7 First Read: Board Policy 7240 - Confidential Employees

18.8 First Read: Board Policy 7260 - Classified Supervisors and Managers

18.9 First Read: Board Policy 7360 - Discipline - Academic Employees

18.10 First Read: Board Policy 7365 - Discipline - Classified Employees

18.11 First Read to Delete Chapter 8 - Police Department Security and Safety (BPs 8000, 8010, & 8020)

19. ADJOURNMENT: 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 the 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 Monica Martinez, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92395-5849, (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.

19.1 Adjourn December 12, 2023 Board of Trustees Regular Meeting

There being no further action brought before the Governing Board, on a motion by Henderson and a second by Wood, the meeting was adjourned at 7:53pm.

Motion by Dennis Henderson, second by Brandon A Wood.

Final Resolution: Motion Carries

Yea: Dennis Henderson, Joseph W Brady, Sharon Pinkerton, Brandon A Wood, Jennifer Tarpley