



# Victor Valley Community College District Board of Trustees Regular Meeting

## Minutes

Board Room, Victor Valley College  
18422 Bear Valley Road, Victorville, California

May 9, 2006

4 p.m.

**CALL TO ORDER:** The Board of Trustees of Victor Valley Community College District met in Open Session on May 9 2006, in the Board Room of the Administration Building. Mr. Range, Board President, called the meeting to order at 4 p.m.

**MEMBERS PRESENT:** Mr. Range, Board President; Mr. Dennis Henderson, Vice President; Dr. Bettye Underhill, Trustee, Thomas M. Elder, II, Trustee, Kimberlee Kelly ASB President and Student Trustee

**MEMBERS ABSENT:** Mr. Donald Nelson, Clerk

**MANAGEMENT PRESENT:** Dr. Spencer, Superintendent/President Mr. Baron, Vice President, Administrative Services, Dr. Schmidt, Director Human Resources Dr. Lewallen, Vice President, Student Services, Dr. Kildal, Dean, Academic Programs, and Annette McComas (Recorder)

**PLEDGE OF ALLEGIANCE:** Tom Elder led the audience in the Pledge of Allegiance to the flag.

Mr. Range announced that the Board would be recessing to Closed Session to consider the following items:

First, conference with legal counsel for existing litigation under sub-section (a) of Section 54966.9 of the *Government Code* for the following six cases:

- (1) Gloria Henderson vs. Victor Valley Community College, Bettye Underhill, Nick Halisky, VCVVS 030263
- (2) Nicholas Halisky and Cathleen Halisky vs. Victor Valley Community College District, Dennis Henderson, et. al, VCVVS 026112
- (3) Carissa M. Warren, Gaye L. Giarmo, and Karen E. Salazar v. Victor Valley Community College District, Larry Boucher and Does 1 through 100, VCVVS 027382

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

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- (4) Lynn Puckett vs. Victor Valley Community College District, Ron Krimper, Nick Halisky, Bettye Underhill, Dennis Henderson, Maxine Moore, and Does 1-1000; VCVVS 037295
- (5) Lynn Puckett vs. Victor Valley Community College District, Ron Krimper, Nick Halisky, Bettye Underhill, Dennis Henderson, Maxine Moore, and Does 1-1000; VCVVS 036483
- (6) Victor Valley Community College District vs. Nicholas Louis Halisky, Lynn Puckett, and Does 1 through 100, VCVVS 036483

Second, conference with labor negotiators (Government Code Section 54957.6) Agency designated representatives: Bill Schmidt, Willard Lewallen, Richard Prystowsky, Willie Davis Pringle, John Rude, Bruce Baron. Employee organizations: CSEA, CTA, AFT-PTFU

Third, discipline/dismissal/release of a public employee (Government Code Section 54957)

Fourth, conference with legal counsel for anticipated litigation under sub-section "b" of Section 54956.9 of the *Government Code*. Two cases. There is significant exposure to litigation against Victor Valley College based upon the following existing facts and circumstances.

- (1) A claim filed by Gerald Olin and Estella Olin dated July 18, 2005.
- (2) A claim filed by Fay Freeman, dated April 20, 2006.

Copies of these claims are available through the President's office.

Mr. Range asked the public if there were any Closed Session items that they wished to address. Hearing no comment, the Board recessed to Closed Session at 4:14 p.m.

Mr. Range recessed the Open Session at 4:14 p.m. and the Board met in Closed Session from 4:14 p.m. to 7:25 p.m. to discuss the items listed above.

**2. RECONVENE TO OPEN SESSION** **6 p.m.**  
 2.1 Closed Session Report

Mr. Range reported that in the matter of the claim presented by Fay Freeman, on or about April 20, 2006, it was MSC (Elder/Underhill, 3-1, Henderson, No, Nelson absent) to reject the timely portion of the claim and return the untimely portion as late.

**3. GOVERNING BOARD**

3.1 It was MSC (Underhill/Elder, 4-0, Nelson absent) to approve the minutes of the April 25, 2006, regular Board.

3.2 Announcement that persons may speak to agenda items if the Agenda Discussion Form has been completed.

Mr. Range announced that he had received 16 public comment requests and that those individuals would be called upon at the time the agenda item is presented.

3.3 Agenda Additions/Revisions

Dr. Spencer announced that items 5.b 5.f, 5.g, 5.u, and 10.6 had additional information and that items 5.s and 11.3 were pulled.

4. **REPORTS**

The following reports were given: by Dr. Spencer, Dr. Kildal, Dr. Lewallen, Mr. Baron, Dr. Schmidt, Mrs. Ontiveros, Dr. Underhill, Ms. Kelly, and Mrs. Greene

4.1 Superintendent/President (Dr. Spencer)

4.2 Instruction (Dr. Kildal)

4.3 Student Services (Dr. Lewallen)

4.4 Administrative Services (Dr. Baron)

4.5 Human Resources (Dr. Schmidt)

4.6 Governmental Relations (None)

4.7 Foundation (Mrs. Ontiveros)

4.8 Board of Trustees (None)

4.9 Constituency Representatives

- a) ASB (Ms. Kelly)
- b) CCA (None)
- c) CSEA (Mrs. Greene)
- d) Faculty Senate (None)
- e) AFT Part-Time Faculty United (None)
- f) Management (None)

4.10 Public Comments

The following individuals made comments and spoke with respect to the noted agenda items, Margaret West (3.1, 6.1, 10.3, 11.3), Neal Kelsey (4.10, 5.b 10.3), Julie Tremblay (4.10), Arlene Greene (10.3, 11.1), Lori Osborne (12.1), Diane Burkhard (12.1), and Bonafacio Solis (12.1)

## 5. CONSENT AGENDA

Approval of the following consent items to be approved in one motion. It was MSC (Elder/Underhill, 4-0, Nelson absent) to approve the amended consent items in one motion, item 5.s was pulled.

- a. Full-Time Academic Personnel/Summer 2006  
Approval of teaching and non-teaching staff for assignments as listed for the summer of 2006. Fiscal Impact: Budgeted
- b. Temporary Academic  
Approval of the appointments as listed. Fiscal impact: Budgeted
- c. Academic Ratification of Equivalency Requests  
Ratification of the equivalencies as listed. Fiscal Impact: Budgeted
- d. Academic Extra Duty Days  
Approval of the extra duty day assignments for the 2006-2007 academic year (July 1, 2006 through June 30, 2007) for the individuals listed. Fiscal Impact: Budgeted
- e. Academic Appointments.  
Approval of the appointments as listed Fiscal Impact: Budgeted.
- f. Classified Bargaining Unit Appointments, Promotions, Transfers, and/or Reassignments  
Approval of the transfers/appointments as listed Fiscal Impact: Budgeted.
- g. Non-Classified Employees  
Approval of the appointments as listed Fiscal impact: Budgeted.
- h. Administrative/Management/Confidential Appointments  
Approval of the appointment as listed. Fiscal Impact: Budgeted
- i. Agreement – Contract Education Services  
Approval of the agreements for Contract Education Services. Fiscal Impact \$75,970.00 to the District.

VENDOR	COURSE	COURSE DATES	TENTATIVE AMOUNT RECEIVED
Terry S. Rowan, Inc.	How to Start your Own Medical Insurance Billing Service from Home	1/28/06-1/29/06	\$ 1,560.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing I	1/28/06-1/29/06	\$ 4,450.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing II	1/28/06-1/29/06	\$ 3,600.00
Terry S. Rowan, Inc.	Computerized Medical Insurance	1/28/06-1/29/06	\$ 2,000.00

	<b>Billing</b>		
Terry S. Rowan, Inc.	How to Start your Own Medical Insurance Billing Service from Home	3/25/06-3/26/06	\$ 1,560.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing I	3/25/06-3/26/06	\$ 4,450.00
Terry S. Rowan, Inc.	Beginning Medical Ins. . .Billing II	3/25/06-3/26/06	\$ 3,600.00
Terry S. Rowan, Inc.	Computerized Medical Insurance Billing	3/25/06-3/26/06	\$ 2,000.00
Terry S. Rowan, Inc.	How to Start your Own Medical Insurance Billing Service from Home	6/17/06-6/18/06	\$ 2,600.00
Terry S. Rowan, Inc.	Beginning Medical Insurance Billing I	6/17/06-6/18/06	\$ 4,450.00
Terry S. Rowan, Inc.	Beginning Medical Ins. Billing II	6/17/06-6/18/06	\$ 3,600.00
Terry S. Rowan, Inc.	Computerized Medical Insurance Billing	6/17/06-6/18/06	\$ 2,000.00
Terry S. Rowan, Inc.	Medical Front Office-A Home Study Course - Online	6/17/06-6/18/06	\$ 1,750.00
Terry S. Rowan, Inc.	Medical Transcription	6/17/06-6/18/06	\$ 1,750.00
Learn CPR 4 Life	American Heart Association Healthcare Provider CPR	2/2706-5/15/06	\$ 4,800.00
Learn CPR 4 Life	American Heart Association Heartsaver First Aid	2/2706-5/15/06	\$ 3,000.00
Learn CPR 4 Life	American Heart Association Healthcare Provider CPR	6/12/06-8/14/06	\$ 3,000.00
California School of Notary Public, Inc.	Become a California State Notary Public	2/13/06-6/10/06	\$ 700.00
California State Notary Public	Notary Public Workshop	3/18/06-5/21/06	\$ 3,000.00
California State Notary Public	Certified Loan Signing Agent	3/18/06-5/21/06	\$ 2,000.00
California School of Notary Public	Become a California State Notary Public-Online	6/19/06-8/11/06	\$ 700.00
California State Notary Public	Notary Public Workshop	6/24/06	\$ 3,000.00
California State Notary Public	Notary Public Workshop	8/5/06	\$ 3,000.00
California State Notary Public	Certified Loan Signing Agent	7/8/06	\$ 1,200.00
California State Notary Public	Notary Public Workshop	7/22/06	\$ 3,000.00
California State Notary Public	Certified Loan Signing Agent	7/23/06	\$ 2,000.00
Standing Room Only Productions, Inc.	Youth/Teen Performing Arts Workshop	6/20/06-6/23/06	\$ 1,000.00
Marshall Reddick Seminars, Inc.	Fabulous Locations to Invest, Live, Work, Play, & Have a Second Home for Great Wealth	6/24/06	\$ 1,200.00
Lord & Payne, Inc.	Down & Dirty Anger Management and Ways we Cope	6/26/06	\$ 1,000.00
Executive One	How to Form a Non-Profit Organization	7/6/06-8/5/06	\$ 2,000.00
Executive One	The Fundamentals of Grant Writing	7/13/06-8/19/06	\$ 2,000.00
		TOTAL	\$75,970.00

- j. Department Chairpersons' Pay for 2005-06  
Approval of payment for department chairpersons for the 2006-06 academic year. Fiscal Impact: Budgeted Item
- k. Board of Trustees Transfers and Payments Reports  
Approval of the Board of Trustees transfers and payment reports.
- l. Change Order – NESDOOR – ADA Complaint Door Project  
Approval of the change Order #1 with NESDOOR. Fiscal Impact: \$500.00 (100% reimbursable through Community Development Block Grant)
- m. Agreements  
Approval of the agreements as listed. Fiscal Impact: \$3,107.25

Vendor/Consultant	Service	Amount
R Y Rodriguez Inc	Annual Vapor Recovery Inspection for unleaded fuel dispenser required by MDAQMD	\$323.25
Evisions	Annual license/support fee for Forms Fusion, payable second year of purchase and every year thereafter. Includes web-based phone/email support on program functionality, up to 5 one year web-based training sessions, free program upgrades, and on-line access to stock form templates (including 1099, 1098, W-2). Valid Nov. 2005 to Oct. 2006	\$2,784.00

- n. Agreements  
Ratification of the agreement as listed. Fiscal Impact: Budgeted Item, \$465.60 Title V Grant
- o. Out-of-State Student Travel  
Approval of out-of-state travel and gas expenses for faculty and students to attend the field study fieldtrip at Great Basin National Park in Nevada, from May 26-28, 2006. Fiscal Impact: Gas expenses for college vehicles. Students and staff are responsible for all other travel expenses.
- p. Student/Staff Travel  
Approval travel for staff and students attending the campus tour at CSUSB/UC-Riverside. Fiscal Impact: Budgeted Item. Not to exceed \$200.
- q. Out-of-State Travel – Victoria Hinds  
Approval of the out-of-state travel for Dr. Victoria Hinds to travel to Washington, DC to participate in the U.S. Department of Agriculture-Hispanic Serving Institutions Fellows Program, June 26-30, 2006.
- r. Out-of-State Travel – Starla Underwood  
Approval of the out-of-state travel for Starla Underwood to attend the 2006 WAVES Conference held July 9-13, 2006 in Tulsa, OK. Fiscal Impact: Budgeted Item.

- s. **PULLED Out-of-State Travel – Gina Janisko and Robbie Richards**  
Approval of out-of-state travel for Gina Janisko and Robbie Richards to travel to Buffalo, NY to attend the 2006 Buffalo RPO/NAVPA Certifying Officials Conference June 5-8, 2006. Fiscal Impact: Budgeted Item. Not to exceed \$2761.32.
- t. **Out-of-State Travel – Sharon Groom**  
Approval of out-of-state travel for Sharon Groom to travel to Seattle, WA to attend the annual National Association of Student Financial Aid Administrators (NASFAA) Conference July 5-8, 2006. Fiscal Impact: Budgeted Item: Not to exceed \$2,043.50.
- u. **Out of State Travel – Willard Lewallen, Pat Spencer, Bruce Baron, Victoria Hindes, Joe Range, Bettye Underhill**  
Approval out-of-state for Willard Lewallen, Pat Spencer, Bruce Baron, Victoria Hindes, Joe Range and Bettye Underhill to travel to Henderson, NV to participate at the Victor Valley College District Foundation 2006 Board Retreat, May 12-13, 2006.

## **ACTION AGENDA**

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

#### **6.1 Board of Trustees' Retreat**

It was MSC (Underhill/Elder, 4-0, Nelson absent) to approve the alternate dates of either August 23 and 24 or August 30 and 31 for the Board of Trustees retreat as well as the proposed itinerary.

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

No Items

### **8. INSTRUCTION**

#### **8.1 Agreement – Community College Library Consortium**

It was MSC (Henderson/Underhill, 4-0, Nelson absent) to approve the renewal with the Community College League of California for the Community College Library Consortium for July 1, 2006 through June 30, 2007.

#### **8.2 Agreement – TANF-CDC Grant**

It was MSC (Henderson/Elder, 4-0, Nelson absent) to approve the renewal agreement with the Foundation for California Community Colleges to receive the grant award of \$80,085 for the 2006-2008 Temporary Assistance for Needy Families-Child Development Centers (TANF-CDC) Project. Fiscal Impact: \$80,085 to the District.

#### **8.3 Weekend/Evening College Collaborative Agreement – Desert Valley Hospital**

It was MSC (Henderson/Underhill, 4-0, Nelson absent) to approve the agreement with Desert Valley Hospital to provide scholarships to ten Associate Degree Nursing Program students. Fiscal Impact: None to the District: \$15,790.10 per student per year for a total of \$315,802.00 for the two-year term from DVH for ten student nursing scholarships.

- 8.4 Weekend/Evening College Collaborative Agreement – St. Mary Medical Center  
It was MSC (Underhill, Henderson, 4-0, Nelson absent) following discussion the motion approved unanimously to approve the agreement with St. Mary Medical Center to provide scholarships to ten Associate Degree Nursing Program students. Fiscal Impact: None to the District: \$15,790.10 per student per year for a total of \$315,802.00 for the two-year term from SMMC for ten student nursing scholarships.
9. **STUDENT SERVICES**  
No items
10. **ADMINISTRATIVE SERVICES**
- 10.1 RFP – Award – External Audit Services  
It was MSC (Underhill/Elder, 4-0, Nelson absent) to approve the amended item. Fiscal Impact: Fund 01, budgeted item.
- 10.2 San Bernardino County Superintendent of Schools – School Construction Fast Track Program  
It was MSC (Henderson/Underhill, 4-0, Nelson absent) to approve the resolution authorizing the participation in the Fast Track Program for state-funded construction projects. Fiscal Impact: This service is provided to districts at no cost.
- 10.3 Agreement – Pacific Blue Micro  
It was MSC (Elder/Underhill, 3-1, Henderson, No, Nelson absent) to approve the service agreement with Pacific Blue Micro to provide consulting services for the Technical Services Department. Fiscal Impact: Estimated amount not to exceed \$20,000.00.
- 10.4 Bid Awards – Printing of Class Schedules  
It was MSC (Underhill/Elder, 4-0 Nelson absent) to approve the bid award to the designated vendor G.W. Reed Printing as listed on the attachment. Fiscal Impact: Budgeted item estimate not to exceed \$114,650.00
- 10.5 Agreement – Hydrologue, Inc.  
It was MSC (Underhill/Elder, 4-0, Nelson absent) to approve the agreement with Hydrologue, Inc. for the services as indicated on the agreement. Fiscal Impact: Total fiscal impact not to exceed \$6,700.00
- 10.6 Bid Awards – Speech/Drama Project  
It was MSC (Elder/Underhill, 4-0, Nelson absent) to award the bid to the designated company and/or contractor as listed on the amended. Fiscal impact: Fund 71 reimbursable expenditure.
- 10.7 Donations  
It was MSC (Underhill/Henderson, 4-0, Nelson absent) to accept the donations as college property.



**11. HUMAN RESOURCES**

**11.1 Classified Additional Position**

It was MSC (Elder/Underhill, 3-1, Henderson, No, Nelson absent) to approve the addition of the Administrative Secretary II to serve in the Maintenance department. Fiscal Impact: Budgeted item.

**11.2 Public Hearing for District Initial Negotiations Proposal for CSEA Contract**

It was MSC (Henderson/Elder, 4-0, Nelson absent) to open a public hearing on the district's initial proposal to CSEA as listed. The public hearing was opened. Being there were no public comments, the board president hereby declared the hearing closed.

**11.3 PULLED Agreement – Burke, Williams and Sorensen, LLP**

Consider ratification of the agreement with Burke, Williams & Sorensen, LLP for legal consulting services as indicated in the agreement.

**12. FOR INFORMATION ONLY**

**12.1 Administrative/Management/Confidential Resignation - Cathleen Halisky, Mary Marble**  
Provided as an informational item.

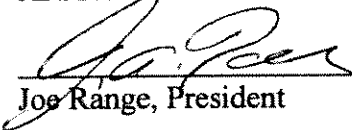
**12.2 Monthly Financial Reports**

Provided as an informational item.

**13. ADJOURNMENT**

The meeting was adjourned at 9:35 p.m.

APPROVED:

  
\_\_\_\_\_  
Joe Range, President

Respectfully submitted,  
Patricia A. Spencer, Ph.D.  
Secretary

  
\_\_\_\_\_  
Donald Nelson, Clerk

6-27-06  
\_\_\_\_\_  
Date Approved

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