

MINUTES
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
Regular Meeting
Board Room – Administration Building
Victorville, California

January 11, 2005

5 p.m.

- CALL TO ORDER:** The Board of Trustees of Victor Valley Community College District met in Open Session on January 11, 2005, in the Board Room of the Administration Building. Board President, Mr. Joe Range, called the meeting to order at 5:05 pm.
- PLEDGE OF ALLEGIANCE:** Dr. Tom O'Neil, Dean, Academic Programs, Humanities & Social Science, led the audience in the Pledge of Allegiance to the flag.
- MEMBERS PRESENT:** Mr. Joe Range, President; Dennis Henderson, Vice President; Dr. Bettye Underhill, Clerk; and Dr. Dorothy Franke, Trustee. (ASB President and Student Trustee Eddie Miro arrived for Open Session at 5:35 p.m.)
- MEMBERS ABSENT:** Thomas M. Elder II, Trustee
- STAFF/GUESTS PRESENT:** Dr. Patricia A. Spencer, Mr. Jeff Cooper, Dr. Willard Lewallen, Dr. Tom O'Neil, Dr. Fay Freeman, Mr. Nick Parisi, Ms. Penelope Majeske, other staff, and members of the public.
- CLOSED SESSION** Mr. Range recessed the Open Session at 5:06 p.m., and the Board met in Closed Session from 5:06 p.m. to 6:03 p.m. to discuss the following:
- 1. CLOSED SESSION**
 - (a) Government Code Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL —
EXISTING LITIGATION: two (2) cases
Gloria Henderson vs. Victor Valley Community College,
Bettye Underhill, Nick Halisky, VCVVS 030263;
Nicholas Halisky and Cathleen Halisky vs. Victor Valley
Community College District, Dennis Henderson, et. al, VCVVS 026112;
 - (b) Government Code Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Bill Schmidt,
Willard Lewallen, Jeff Cooper, Thomas O'Neil;
Employee organizations: CSEA, CTA
 - (c) Government Code Section 54957:
DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE: two (2) cases

Break

6:03 p.m. to 6:10 p.m.

OPEN SESSION

The Board reconvened to Open Session at 6:10 p.m.

ACTION AS A RESULT
OF CLOSED SESSION

Mr. Range reported that there were no actions taken by the Board in Closed Session.

GOVERNING BOARD

It was MSC (Franke/Underhill, 4-0) to approve the minutes of the December 14, 2004, regular board meeting.

Mr. Range announced that persons may speak to agenda items if the Agenda Discussion Form has been completed.

AGENDA ADDITIONS,
REVISIONS:

Dr. Spencer reported that two agenda items had been amended:

5.d, Classified Bargaining Unit Appointments, Promotions,
and/or Transfers

and

5.f, Administrative/Management/Confidential Appointments

In addition, Dr. Spencer reported that a new agenda item arose after the posting of the agenda and an urgency exists. It is requested that the Board add Item 8.4, Out-of-State Travel, to the agenda.

It was MSC (Franke/Henderson, 4-0) to recognize that an urgency exists and to approve the addition of Item 8.4, Out-of-State Travel, to the January 11, 2005, agenda.

REPORTS:

Superintendent/President

Dr. Spencer was joined by Mr. Range in presenting a plaque to Dr. Dorothy Franke in appreciation for her support of Victor Valley College as President of the Board of Trustees from December 2003 through December 2004.

Dr. Spencer also reported that Trustee Thomas Elder II is recovering at home from a recent operation. She sent flowers to him from the college and the Board, and he was very appreciative.

In addition, Dr. Spencer reported that Victor Valley College is collaborating with Copper Mountain College and Taft University in an effort to secure a Title 5 grant. The grant would be used to prepare high school students to be more successful in college-level work.

Dr. Spencer thanked all those who worked on the Winter Session. It has been very successful.

She also offered another thank you to all of the people who worked on the accreditation report. The site team coordinator will be visiting the VVC campus later this month in advance of the actual accreditation team visit. She offered a thank you to Dr. Fay Freeman and to the vice presidents, the staff, managers, and the editing teams that worked on this project. Dr. Underhill also extended her appreciation for a job well done.

Instruction

Mr. Cooper reported that slightly more than 3,500 students registered for Winter Session. He added his thanks to the members of the staff for their tremendous support.

Mr. Cooper also reported that the Biology department scheduled a combined lecture-lab class (Biology 98–International Natural History, and Biology 250A–Tropical Field Biology) for the current Winter Session. The class was scheduled to take place in Malaysia with a departure date of January 26, 2005. The class was assigned to Dr. Hinrich Kaiser and Professor Pam McKay. It was to appear as a Board agenda item tonight for consideration; however, the Administration has cancelled the class because of the potential for risk and liability that may result from students and faculty being in the region of the December 26 earthquake and ensuing tsunamis. Therefore, the item was pulled from the agenda.

Student Services

Dr. Lewallen announced that during the holidays, in coordination with the Domestic Violence Shelter on the High Desert, Student Services raised approximately \$300 which benefited two families. Over the span of the last six years, they have raised over \$2,500. In addition, the college is held accountable when students default on their student loans. VVC received an achievement award from EdFund for holding the default rate down. Dr. Lewallen also shared with the Board the college's outreach efforts. The advertising on the billboard next to the I-15 freeway is also shown at movie theaters. The college also advertises educational opportunities through radio, and Dr. Lewallen played one of the college's radio advertisements for the Board and the audience. He thanked Public Information Officer Bill Greulich for arranging the production of the radio ads at no cost to the college. Mr. Greulich added that the college's newspaper advertisement received a good response and was successful in recruiting several new adjunct faculty.

Administrative Services	No report.
Foundation	Ginger Ontiveros extended apologies from Diana O'Malley, who could not attend this evening's meeting. Ms. Ontiveros reported that she will be traveling to Pasadena this week to learn some of the fund-raising strategies used by other colleges. Tom Miller will be the guest speaker at the January 20 President's Circle luncheon. The Alumni Hall of Fame and Distinguished Service Awards Ceremony will be held on January 29, and the 2005 Alumni Hall of Fame inductee will be David Proulx, a Commissioner for the Superior Court of the County of San Bernardino, Victorville District. Ms. Ontiveros also announced that the Foundation recently received a grant from the Wellness Foundation. In addition, the Foundation has identified Florence White as the new fund-raiser and grant writer.
Board of Trustees	Board President Range thanked the Board for electing him to this position. He hopes to work with the Board to clear existing legal litigation. 2005 will be a difficult financial year; we will have to work together. Our greatest responsibilities are our students and their access for education, to meet the needs of the community, and to make VVC the best it can be.
CCA	No report.
CSEA	No report.
Faculty Senate	No report.
AFT Part-Time Faculty United	No report.
Management	Robert Sewell reported that the Akashikita High School Green Marching Band from Japan raised \$395, which will be donated to Mojave Desert Conservation District to plant trees.
Public Comments	None.

5. CONSENT AGENDA

It was MSC (Underhill/Franke, 4-0) to approve Consent items 5.a, 5.b, 5.c, amended item 5.d, 5.e, amended item 5.f, 5.g, and 5.h.

- a. Board of Trustees Payment Report
Consider approval of the payments as listed (see Exhibit 5.1).

- b. Budget Calendar
Consider approval of the proposed budget calendar for 2005-2006, which lists timelines for the budget development process.
- c. Curriculum Changes
Consider approval of the curriculum changes that were approved by the College Curriculum Committee on December 9, 2004.

Amended Item 5.d

- d. Classified Bargaining Unit Appointments, Promotions, and/or Transfers
 - (1) Consider approval of the appointment of the following individual:
Robert Lee, Senior Systems Analyst, effective on or after 01/12/05.
 - (2) ~~Recruitment for Senior Programmer/Software Developer is currently underway. A recommendation for appointment will be brought to the January 11, 2005, Board meeting as an amendment.~~

The superintendent/president has approved the appointment of the following individual and requests board approval:

A. Cam-Quynh Tran-Quang, Senior Programmer/Software Developer, effective on or after January 12, 2005.

- e. Non-Classified Employees
Consider approval of the non-classified employee appointments as listed.

Amended Item 5.f

- f. Administrative/Management/Confidential Appointments
 - (1) ~~Recruitment for the position of interim dean of Student Services is currently underway. Recommendations for appointment will be brought to the January 11 Board meeting as an amendment.~~

The superintendent/president has approved the appointment of the following individual and requests board approval:

Richard Porter, interim dean, Student Services, effective date on or after January 12, 2005.

- (2) ~~Recruitment for Director of Facilities Construction is currently underway. Recommendations for appointment will be brought to the January 11 Board meeting as an amendment.~~

- g. Temporary Academic
Consider approval of the temporary academic appointments as listed.
- h. Academic Ratification of Equivalency Requests
Consider ratification of the equivalencies as listed.

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 CCCT Board Election – 2005

It was MSC (Henderson/Franke, 4-0) to nominate Dennis Henderson as a candidate for the 2005 California Community College (CCCT) election for a member of the CCCT Board of Trustees.

7. SUPERINTENDENT/PRESIDENT

7.1 Second Reading: Proposed Board Policy No. 7103, Ethics Statement for Employees

It was MSC (Henderson/Franke, 4-0) to accept for second reading and adopt the proposed Board Policy No. 7103, Ethics Statement for Employees.

8. INSTRUCTION

8.1 Out-of-State Student Travel

It was MSC (Franke/Underhill, 4-0) to approve the out-of-state travel and expenses for Ed Heaberlin, John Rude, and the travel for 13 students (as listed) to attend the Kennedy Center/American College Theatre Festival in Phoenix, Arizona, February 7-13, 2005. Fiscal Impact: Approximately \$6,700 will be needed. Funds will be coming from ASB, Theatre Club Account, fund-raisers, Faculty Association, District Theatre Account, and the Victor Valley College Foundation.

8.2 MOU, U.S. Borax, Inc.

It was MSC (Henderson/Underhill, 4-0) to approve the Memorandum of Understanding between the Victor Valley College Agriculture and Natural Resources department and U.S. Borax, Inc. for the period of January 12, 2005, through December 31, 2007. Fiscal Impact: U.S. Borax, Inc. will provide funding to the Agriculture and Natural Resources department in the amount of \$20,000 per year for each of the three years. *Dr. Spencer acknowledged Neville Slade's fine work in developing the college's partnership with U.S. Borax.*

8.3 Institutional Self-Study for Reaffirmation of Accreditation 2005

It was MSC (Franke/Underhill, 4-0) to approve the Institutional Self-Study in Support of Reaffirmation of Accreditation for 2005. *Mr. Range thanked Dr. Freeman for her coordination work and all of the staff who worked on this report.*

8.4 Out-of-State Travel

Consider approval of out-of-state travel for Josie Fennessey and Julie Tremblay to attend the CPE/ETFG conference in Las Vegas, Nevada, on January 19-21, 2005. Fiscal Impact: None; CSEA to fund all travel costs.

It was MSC (Henderson/Underhill, 4-0) to approve the out-of-state travel for Josie Fennessey and Julie Tremblay to attend the CPE/ETFG conference in Las Vegas, Nevada, on January 19-21, 2005.

9. STUDENT SERVICES

No items.

10. ADMINISTRATIVE SERVICES

No items.

11. HUMAN RESOURCES

11.1 Administrative/Management/Confidential – New Position

It was MSC (Franke/Underhill, 4-0) to approve the new classified management position and job description for Director of Technical Services. Fiscal Impact: Budgeted.

11.2 Administrative/Management/Confidential Payment of Accrued Vacation Days

It was MSC (Underhill/Franke, 4-0) to approve potential accrued vacation hours for Leonard Crawford, Dean of Student Services, not to exceed 34.8 days, \$14,790.

12. FOR INFORMATION ONLY

12.1 Monthly Financial Statements

Financial reports were presented for the period ending November 30, 2004, for the General Fund (01), Capital Outlay Projects Fund (71), Child Development Center Fund (72), Student Center Fee Fund (73), Health Trust Fund (75), Insurance Trust Fund (78), Bookstore, Auxiliary Services, and the ASB Fund.

12.2 Classified Resignation

Kyle Rotte, Network Manager, has submitted his resignation effective January 7, 2005. Per Board policy 7350, the resignation has been accepted by the superintendent/president.

12.3 Administrative/Management/Confidential Resignation

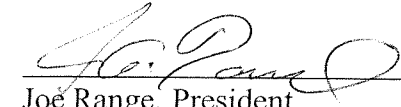
Dr. Leonard Crawford, dean of Student Services, submitted his resignation effective December 21, 2004, and the Board received his resignation at its December 14, 2004, Board meeting. Dr. Crawford has since requested that his last day of work be revised to January 3, 2005.

13. ADJOURNMENT

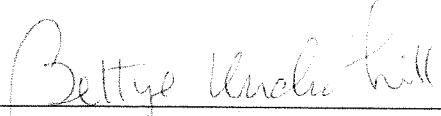
The meeting was adjourned at 7:07 p.m.

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

APPROVED:



Joe Range, President



Bettye Underhill, Ph.D., Clerk

02-08-2005
Date Approved