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June 8, 2004

CALL TO ORDER

5 p.m.

PLEDGE OF ALLEGIANCE

ACTION

1. CLOSED SESSION

- (a) Government Code Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL —
EXISTING LITIGATION: three (3) 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;
CSEA vs. Victor Valley Community College District, VCV 018073
- (b) Government Code Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Bill Schmidt, Jim Williams,
Willard Lewallen, Jeff Cooper, Thomas O'Neil, Becky Millen
Employee organizations: CSEA, CTA
- (c) Government Code Section 54956.9(b):
CONFERENCE WITH LEGAL COUNSEL —
POTENTIAL LITIGATION — two (2) cases
- (d) Government Code Section 54957:
PUBLIC EMPLOYMENT: Faculty
PUBLIC EMPLOYEE
APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE

2. RECONVENE TO OPEN SESSION **6 p.m.**

2.1 Action as a result of Closed Session

Consider action as a result of Closed Session YES ___ NO ___

3. GOVERNING BOARD

3.1 Consider approval of the minutes of the regular meeting May 11, 2004. YES ___ NO ___

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

3.3 Agenda Additions/Revisions YES ___ NO ___

4. REPORTS Information

4.1 Superintendent/President

4.2 Instruction

4.3 Student Services

4.4 Administrative Services

4.5 Foundation

4.6 Board of Trustees

4.7 Constituency Representatives

- a) ASB
- b) CCA
- c) CSEA
- d) Faculty Senate
- e) Management

4.8 Public Comments

This is the time for the general public to address the board. State law prohibits the board from addressing any issue not included on the agenda. Please limit comments to three minutes per individual and a total of 15 minutes per topic. Discussion of personnel matters is inappropriate for open session. The board is committed to protecting the

privacy interests of district personnel. Should any member of the public wish to discuss a personnel matter, it must first be brought to the attention of the director of human resources. Speakers are cautioned that under California law, no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

5. CONSENT AGENDA

Consider approval of the following consent items to be approved in one motion YES ___ NO ___

- a) Academic Appointments
Consider approval of the following academic appointments:
 - 1) Scott Jones to the position of instructor/coordinator, paramedics, effective on or after August 30, 2004.
 - 2) Brian Hendrickson to the position of instructor, paramedics, effective on or after August 30, 2004.

- b) Academic Resignations
Consider acceptance of the following academic resignations:
 - 1) Marjorie Milroy, speech instructor, has submitted her resignation effective May 22, 2004.
 - 2) Shirley Peterson, counselor, has submitted her resignation effective May 26, 2004.

- c) Temporary Academic
Consider temporary academic as listed

- d) Academic Ratification of Equivalency Requests
Consider ratification of the equivalencies as listed

- e) Academic Ratification of Eminence Requests
Consider ratification of eminence requests as listed

- f) Administrative/Management/Confidential Appointments
Consider approval of the following appointments:
 - 1) William Schmidt to the position of director of Human Resources, effective on or after June 9, 2004
 - 2) Sharon Groom from the position of Financial Aid specialist to the position of associate director, Financial Aid (BFAP), effective on or after June 9, 2004, pending completion of required documentation
 - 3) Charles C. Mitchell to the position of vice president of Administrative Services, effective July 1, 2004, pending completion of required documentation.

- g) Administrative/Management/Confidential Revised Position
Consider approval of the revised position description for Director of Facilities Construction and Contracts
- h) Classified Bargaining Unit Appointments/Promotions
Consider approval of the appointments/promotions as listed below:
- 1) Silvia Avila to the position of office assistant, bilingual (50%), Financial Aid (BFAP), effective on or after June 9, 2004.
 - 2) Pearl Bandringa, to the position of Accounting Technician II (BFAP), effective on or after June 9, 2004.
 - 3) Martha Mendez, to the position of office assistant, bilingual (50%), Financial Aid (BFAP), effective on or after June 9, 2004.
 - 4) Delia Snead from the position of Admissions and Records assistant (50%) to the position of Financial Aid Specialist, bilingual (BFAP), effective on or after June 9, 2004.
- i) Classified Resignation
Consider acceptance of classified resignations as follows:
- 1) Vito Melendez, grounds maintenance worker, effective September 15, 2004.
 - 2) Patti A. Williams, Learning Center specialist, effective June 30, 2004 (reflects a change in previous resignation date listed in the May 11, 2004, board agenda).
- j) Non-Classified Employees
Consider approval of the non-classified employee appointments as listed
- k) Classified Memorandums of Understanding
The district and the CSEA, Chapter 584, have reached agreement on the attached Memorandums of Understanding:
- 1) Adrienne Reynoso Stultz: voluntary decrease from 12 months to 11 months as listed.
 - 2) Christine Ostberg, Diana Sisk, Jonathan Cook, and Darrell Harriman: change of working hours for the four-day work week as listed.
 - 3) Babette Dershem: transfer from Instructional Assistant III in CIT to media services technician.

Information

- l) CTA Memorandum of Understanding Information
 The district and the faculty association have met and reached agreement on the attached Memorandums of Understanding:
 - 1) Department chairpersons: to extend the term of the present MOU for department chairpersons from July 1, 2004, through December 17, 2004, or until the MOU is renegotiated.
 - 2) Project facilitators for July 1, 2004, through June 30, 2005: Writing Center, Educational Master Plan, and Curriculum Committee Coordinator.

- m) Department Chairpersons for 2004-05
 Consider approval of instructors as department chairpersons for the 2004-05 academic year as listed

- n) Board of Trustees Budget Transfers and Payment Report
 Consider approval of budget transfers and payments as listed

- o) Monthly Financial Statements Information
 Receive monthly financial reports for the period ending April 30, 2004, as listed

- p) Agreements
 Consider ratification of agreements with vendors and/or consultants to perform the services for the district at the amounts specified during the Fiscal Year 2004-2005 as listed below:

Vendor/Consultant	Service	Amount
HP CarePack Services	HP Next Day Onsite Tech Response Services	\$ 605
Alan Barbish Audio Systems	Prof Sound/Video Services for Graduation	3,800
Smith, Cindra	Presenter/VVC Board of Trustees Retreat	1,000
PowerQuest	License data/hard drive configuration for PCs and servers 9/20/04 – 9/19/05	4,176
Jaguar(Borderware)	License/support firewall, SMTP mail host, domain names, DNS server, Network Address Translation 11/10/04 – 9/9/05	2,910
LANSolutions LLC	License for ESurity for Groupwise, virus scanning, blocking, anti-spam	2,150
SMTP	License Maintenance Gateway	1,330
Pacific Blue Micro	Backup software Blackboard & Netware Servers	2,523
	TOTAL	\$18,494

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Excused Absence of Trustee

Consider approval of a resolution, excusing the absence of Trustee Dennis Henderson from the reconvened special meeting of the board on April 23, 2004, due to illness.

YES ___ NO ___

7. SUPERINTENDENT/PRESIDENT

7.1 Proposed Board Policy 5052, Open Enrollment, Second Reading

Consider approval of Board Policy 5052, Open Enrollment, as listed

YES ___ NO ___

8. INSTRUCTION

8.1 Student Travel

Consider approval and expenses for two students (Michael Cashion and Jake Kangas) and one faculty advisor (Joe Cashion) to attend the SkillsUSA-VICA National Championships in Kansas City, Missouri, from June 17, 2004 through June 29, 2004. Total estimated costs are \$3,000. The VVC Foundation has identified \$1,500 in donation and the balance would be funded through additional donation or categorical funding.

YES ___ NO ___

8.2 Workforce Investment Act – Solicitation of Interest

Consider adoption of the attached resolution and authorize the submission of a Solicitation of Interest for Victor Valley College to be contracted by the County of San Bernardino Jobs and Employment Services Department for vocational training services. Victor Valley College will act as contractor in providing vocational training utilizing funds provided under the Workforce Investment Act (WIA) for the contract period July 1, 2004, through June 30, 2005. Fiscal Impact: none to the district.

YES ___ NO ___

9. STUDENT SERVICES

9.1 Agreement, XAP Corporation (for CCCApply)

Consider approval of the agreement with XAP Corporation for an online electronic admission application system (CCCApply). Fiscal Impact: None in the first 3 years. Fees are being fully covered for the first 3 years through a grant from the California Community College chancellor's office. Fees in years 4-6 will be partially covered through successive reductions. In year 7, the District will be responsible for operational expenses (currently about \$8,000).

YES ___ NO ___

9.2 Agreement, MLS Technologies

Consider approval of an agreement with MLS Technologies dba RecruitingEngine.com., an independent contractor, to assist with software application and programming related to the implementation of AccessVVC. The contract will be in effect from July 1, 2004, through December 31, 2004, in an amount not to exceed \$44,625 (budgeted item).

YES ___ NO ___

9.3 Agreement, Strata Information Group

Consider approval of an agreement with Strata Information Group, an independent consulting firm, to assist with systems analysis, training, and general project management support related to the implementation of AccessVVC. The contract would be in effect from July 1, 2004, through December 31, 2004, in an amount not to exceed \$75,600 (budgeted item).

YES ___ NO ___

9.4 Agreement, John Cade

Consider approval of the agreement with John Cade, an independent contractor, to assist with software application and programming related to the implementation of AccessVVC. The contract would be in effective from July 1, 2004, through December 31, 2004, for a maximum of \$24,000 (budgeted item).

YES ___ NO ___

9.5 Agreements, Third-Party Vendors for AccessVVC (Datatel Colleague Software)

Consider approval of the third-party agreements, that are integrated with and necessary for the operation of AccessVVC (Datatel Colleague software), for a total of \$23,643.75, budgeted for Fiscal Year 2004-2005, as listed below:

YES ___ NO ___

Ecommerce Level 3	\$6,900.00
SecuritySmith – Annual License & Maintenance	\$2,750.00
Safari – Tier 3	\$4,600.00
Unidata maintenance	<u>\$9,393.75</u>
Total	\$23,643.75

10. ADMINISTRATIVE SERVICES

10.1 Public Hearing and Appeal Period

Pursuant to the California Environmental Quality Act of 1970, the Victor Valley Community College has determined that the new Speech/Drama Addition to the Performing Arts Center project will not have a significant negative effect upon the environment. An appeal period was established for the period May 1, 2004, through June 1, 2004.

Board hold public hearing, close the appeal period, and direct the district to file a Notice of Negative Declaration with the State Clearinghouse for the Office of Planning and Research for the Speech/Drama Addition Project.

YES ___ NO ___

10.2 2004-2005 Tentative General Fund Budget

Consider approval of the Tentative General Fund Operating Budget for Fiscal Year 2004-2005.

YES ___ NO ___

10.3 Agreement Extension – Boise Cascade

Consider approval of the extension of the agreement with Boise Cascade for office supplies for Fiscal Year 2004-2005 in an amount not to exceed \$60,000 .

YES ___ NO ___

10.4 Agreement – Police Patrol and Response Services

Consider approval of an agreement with Excelsior Education Center for the District to provide police patrol services to the Excelsior Education Center for the Fiscal Year 2004-2005; Excelsior Education Center will reimburse the District \$1,000 per month.

YES ___ NO ___

10.5 Agreement – Community College League of California

Consider approval of the renewal agreement with the Community College League of California for the Community College Library Consortium for Fiscal Year 2004-2005 in a total amount not to exceed \$18,057.73 (budgeted item).

YES ___ NO ___

10.6 Agreement – Frick, Frick & Jette Architects, Inc.
Architectural Drawings, Automotive Building Restrooms

Consider approval of the agreement with Frick, Frick & Jette Architects, Inc. to provide architectural drawings for the abatement and reconstruction of the Automotive Building restrooms in an amount not to exceed \$22,700 (reimbursed by the Chancellor’s Office through the Hazardous Substances program).

YES ___ NO ___

10.7 Agreement – Frick, Frick & Jette Architects, Inc.
Architectural Drawings, Liberal Arts Building

Consider approval of the agreement with Frick, Frick & Jette Architects, Inc. to provide architectural drawings for the abatement and reconstruction of the Liberal Arts Building for an amount not to exceed \$30,000 (reimbursed by the Chancellor’s Office through the Hazardous Substances program).

YES ___ NO ___

10.8 Agreement – Periwinkle Entertainment Productions

Consider approval of the agreement with Periwinkle Entertainment Productions for two stage productions of “An Evening of Comedy & Magic” at the Performing Arts Center for a total amount of \$9,000 (offset by revenues from VVC Presents).

YES ___ NO ___

10.9 Change Order – Robert R. Yeghoian Company, Inc.
Hillside Stabilization and Erosion Control Project

Consider approval of Change Order #1 to the agreement with Robert R. Yeghoian Company, Inc. for the Hillside Stabilization and Erosion Control project in the amount of \$14,800.00 (50% reimbursed by Chancellor’s office).

YES ___ NO ___

10.10 Notice of Completion – Robert R. Yeghoian Company, Inc.

Consider acceptance of the work of Robert R. Yeghoian Company, Inc. for the hillside stabilization and erosion control project and direct the district to file the Notice of Completion.

YES ___ NO ___

10.11 Change Order – Hi Desert Construction
Bus Turnout Project

Consider approval of Change Order #1 in the amount of \$2,253.00 to the agreement with Hi Desert Construction for the Bus Turnout project.

YES ___ NO ___

10.12 Authorization to Proceed Without Bid
Energy Management System Controls, Academic Commons

Consider acceptance of the proposal of NOVA Facility Management Systems, Inc. in the amount of \$35,000 to install NOVA energy management controls in the Academic Commons as provided in the decision made by county counsel. Fiscal impact: \$35,000 reimbursed 50% by the Chancellor's Office through the Scheduled Maintenance Program.

YES ___ NO ___

10.13 Foundation for California Community Colleges (FCCC)
Furniture Purchasing Agreements

Consider approval of a resolution to purchase furniture products and services under the terms and conditions of the FCCC contract #CA0918B through Krueger International, Inc. (KI) as the vendor; the contract term is June 20, 2003, through June 20, 2006.

YES ___ NO ___

10.14 Notice of Categorical Exemption

Consider ratification of the findings of the district that pursuant to the California Environmental Quality Act of 1970, the district has determined that replacement of the existing Auxiliary Gymnasium will not have a significant effect on the environment and is therefore exempt from the provisions of CEQA.

YES ___ NO ___

10.15 Designation of Newspapers for 2004-05 District Budget Public Hearing

Consider designation of the following newspapers in which to publish the proposed budget inspection dates: *Lucerne Valley Leader*, *Mountaineer Progress*, *San Bernardino Sun*, *Valley Wide Newspapers* (*Hesperia Resorter* and *Apple Valley News*), and *Victor Valley Daily Press*.

YES ___ NO ___

10.16 Electronic Signature Key

Consider approval of Charles C. Mitchell, Mary B. Pringle, and Lael C. Willingham as authorized electronic signature key users for the period July 1, 2004, through June 30, 2005, for the commercial order and transfer of expenditures programs.

YES ___ NO ___

10.17 Authorized Signatory

Consider approval (effective July 1, 2004) of the signature of the Director of Human Resources, William Schmidt, to represent the board in the following-named cases for Fiscal Year 2004-2005 per Education Code 72282:

- All certificated contracts
- All classified contracts
- Notices of employment
- Payroll revolving cash fund
- Workers compensation claims

And consider approval (effective July 1, 2004) of the signature of Vice President of Administrative Services, Charles C. Mitchell, to be acknowledged as authorized representative of the Board of Trustees to execute the following documents and represent the board in the following-named cases:

- All contracts and agreements
- All resolutions and applications
- All receipts and disbursements
- All County Treasurer Reports
- Notices of Employment
- Batch Payments
- Budget Transfers
- Certify/Attest Board Action
- Revolving Cash Fund
- Workers Compensation Claims
- Employee Expense Claims
- Payroll Prelists
- Purchase Orders
- Payroll Revolving Cash Fund

YES ___ NO ___

11. HUMAN RESOURCES

11.1 Agreement, College Medical Services

Consider approval of the agreements for the period July 1, 2004, through June 30, 2005, with Joseph M. Ho, M.D., Inc., and Desert Valley Medical Group for medical services as listed

YES ___ NO ___

11.2 CTA Agreement

Consider ratification of the agreements between the district and the faculty association (CTA) as listed.

YES ___ NO ___

11.3 Classified Resolution of Intention to Layoff

Consider adoption of the resolution of intention to layoff for lack of funds be adopted. Effective July 26, 2004, one classified position, Instructional Assistant III, Teacher Learning Center, shall be eliminated for lack of funds.

YES ___ NO ___

12. ADJOURNMENT

Any person with a disability may request this agenda be made available in an appropriate alternative format to facilitate participation in the public meeting. Requests should be directed to the Office of the Superintendent/President, Victor Valley Community College District, 18422 Bear Valley Road, Victorville, CA, or by telephone (760) 245-4271, ext. 2543, from 8:30 a.m. to 5 p.m., at least 72 business hours prior to the meeting. Government Code Section 54954.2.