

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

July 13, 2004

4 p.m.

**CALL TO ORDER:** The Board of Trustees of Victor Valley Community College District met in regular session on July 13, 2004, in the Board Room of the Administration Building. President Dorothy Franke called the meeting to order at 4:07 p.m.

**PLEDGE OF ALLEGIANCE:** Dr. Tom O’Neil, Dean of Academic Programs, Humanities and Social Sciences, led the audience in the Pledge of Allegiance to the flag.

**MEMBERS PRESENT:** Dr. Dorothy Franke, President; Dennis Henderson, Vice President; Joe Range, Clerk; Thomas M. Elder, Trustee; Dr. Bettye Underhill, Trustee. (Daniel Lee, ASB Representative, arrived for open session at 5:58 p.m.)

**MEMBERS ABSENT:** None

**STAFF/GUESTS PRESENT:** Dr. Patricia A. Spencer, Dr. Willard Lewallen, Dr. Tom O’Neil, Dr. Henry Yong, Penelope Majeske, other staff, and members of the public.

**CLOSED SESSION** Dr. Franke adjourned the open session at 4:08 p.m., and the Board met in closed session from 4:08 p.m. to 5:58 p.m. to discuss the following:

- (a) Government Code Section 54956.9:  
CONFERENCE WITH LEGAL COUNSEL —  
EXISTING LITIGATION: four (4) 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  
Laymon Jordan vs. Victor Valley Community College District,  
#VCVVS 034629

- (b) Government Code Section 54957.6:  
CONFERENCE WITH LABOR NEGOTIATORS  
Agency designated representatives Willard Lewallen, 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: PUBLIC EMPLOYEE  
APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE
- (e) Ed Code Section 72122:  
STUDENT DISCIPLINE: EXPULSION  
(Case No. 2003/2004-001)

Break 5:58 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 None

GOVERNING BOARD It was MSC (Underhill/Elder, 5-0) to approve the minutes of the June 8, 2004, regular board meeting and the minutes of the June 22, 2004, special board meeting.

AGENDA ADDITIONS, REVISIONS REPORTS: None

Superintendent/President Dr. Spencer reported that summer school is going well. She complimented the staff members who worked on implementing the new AccessVVC online registration system. Dr. Spencer also announced the sad news of the sudden passing of Joe Ann Sooter, who worked for many years in the library. Also, Dr. Spencer noted that the July 8 issue of the *Daily Press* gave a beautiful tribute to one of Victor Valley College's students, Jennifer Alarcon-Ajmal, who graduated in May from the nursing program. Jennifer lost her life in a tragic automobile accident.

Instruction No report.

Student Services	Dr. Lewallen reported that the school passed some milestones in the new registration process, registering over 4,000 students. Just last week, Student Services launched their Web-based application process, which soon will be expanded to include many other services, including the ability for students to pay fees online.
Foundation	Diana O'Malley introduced herself as this year's new President of the Foundation Board. She reported that the Foundation has set its goals, including: enhancing community involvement, strengthening the board, and increasing fund-raising efforts. The Foundation is also hoping to further evaluate and strengthen its relationship with the college. On July 22, 2004, the Foundation will be holding a mini-retreat to redefine its role to ensure better results. January 29 has been set for the Hall of Fame event to present the Distinguished Service Award; nominations are due by September 15, 2004.
Administrative Services	No report.
Board of Trustees	Dr. Franke was pleased to report that the new transit center was dedicated Monday morning at a grand opening and ribbon cutting ceremony.
ASB	Daniel Lee reported that every ASB Council position has been filled, and the ASB workshop is scheduled for July 23-25. The ASB Council is already making plans for the first week of fall semester and is looking forward to a very successful year.
CCA	No report.
CSEA	No report.
Faculty Senate	No report.
PTFU – AFT	Dr. Kevin Burne said he has been a part-time instructor for 50 years. He pointed out that community colleges need part-time faculty more than ever before. PTFU–AFT represents a wide range of instructors and is looking forward to working with the VVC staff and administration. Adjunct faculty member Chris Turner echoed Dr. Burne's thoughts.
Management	Robert Sewell said he, too, was saddened by the passing of Joe Ann Sooter and the loss of nursing school graduate Jennifer Alarcon-Ajmal. Daniel Lee pointed out that the ASB Council is planning memorial fund-raising events to assist the family members. Mr. Sewell also announced that on July 28, two

student scholarships will be awarded at the Scholarship Ceremony in the Performing Arts Center at 2:30 p.m.

Public Comments None

**5. CONSENT AGENDA**

**It was MSC (Elder/Underhill, 5-0) to approve the following items (5.a through 5.k) on the consent agenda:**

- a. Curriculum Changes  
Consider approval of the curriculum changes that were approved by the College Curriculum Committee on May 13, 2004, as listed (see Exhibit 5.a).
- b. Board of Trustees Budget Transfers and Payment Report  
Consider approval of the budget transfers and payments as listed (see Exhibit 5.b).
- c. 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
Air-Ex	Air fan multizone replacement, air-cooled chiller	\$2,800.00
Computerland	Photoshop MLP 2-yr renewal Maint. Agmt.	1,664.00
Foundation for California Community Colleges	License Agreement – Blackboard, July 2004 – June 2005	4,375.00
Indentix	Live Scan Maint. Agreement for applicant fingerprint system	4,815.38
Maclizio, Karen	Financial Aid systems support	2,500.00
McGregor, Todd	Financial Aid systems support	2,500.00
Pacific Blue Micro	Site Maintenance (24x7) for Atlas 550, July 2004 – July 2005	1,610.00
San Bernardino County	Hazard Mitigation Plan Partnership; and Visual Risk Technologies, MitigationPlan.com	3,000.00
<b>TOTAL</b>		<b>\$23,264.38</b>

- d. Donation of Sculptures  
Consider acceptance of the donation of ten pieces of sculpture by artist Simi Dabha from Copper Mountain Community College to be used for campus beautification purposes.
- e. Non-Classified Employees  
Consider approval of the appointments as listed (see Exhibit 5.e).
- f. Classified Bargaining Unit Appointments/Promotions  
Consider approval of the promotion of Michelle Messer to Maintenance, Operations, and Facilities Construction Clerical Technician (Range 14.5) from Administrative Secretary II (Range 13.5) effective on or after July 1, 2004.

- g. Classified Revised Position  
Consider approval of the revised position description for the position of maintenance, operations, and facilities clerical technician.
- h. Temporary Academic  
Consider approval of the temporary academic appointments as listed.
- i. Administrative/Management/Confidential Appointments  
Consider approval of the appointment of Dr. Louis E. Zellers to the position of interim vice president of administrative services, effective July 14, 2004.
- j. Agreement – Search Services  
Consider approval of an agreement with Community College Search Services (CCSS) to find an interim vice president of administrative services. (Fiscal impact: \$1,040/month, budgeted.)
- k. Administrative/Management/Confidential Payment of Accrued Vacation Days  
Consider approval of payments for accrued vacation hours for the following classified/administrative management employees:
  - (1) Sharon E. Williams, Director of Facilities, Construction, and Contracts, not to exceed 81.02 days, \$29,308.18
  - (2) Thomas C. Clark, Dean, Vocational Education, not to exceed 43.43 days, \$18,458.19
  - (3) James E. Williams, Vice President of Administrative Services, not to exceed 41.63 days, \$20,021.12
  - (4) John C. Howard, Internal Auditor, not to exceed 42.32 days, \$15,040.96

## **ACTION AGENDA**

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

There were no action agenda items from the Board of Trustees.

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

#### **7.1 Memorandum of Understanding with the California Partnership for Achieving Student Success (Cal-PASS)**

It was MSC (Henderson/Underhill, 5-0) to approve the Memorandum of Understanding agreement with the California Partnership for Achieving Student Success (Cal-PASS) dated July 1, 2004, effective July 13, 2004, through July 31, 2010, to participate in academic data sharing activities among secondary and postsecondary institutions.

## 8. INSTRUCTION

### 8.1 Agreement, Barstow Fire Department Clinical Facilities

It was MSC (Henderson/Underhill, 5-0) to approve the agreement with Barstow Fire Department to provide education facilities for clinical practice for the period July 13, 2004, until July 1, 2009.

### 8.2 Agreement for Personal Services

It was MSC (Elder/Range, 5-0) to approve the agreement for Personal Services with George Perrin, doing business as Time Optics Co., to provide repairs on instructional media equipment as needed for the 2004-2005 Fiscal Year for an amount not to exceed \$11,000.

### 8.3 Agreement, Child Development Services GPKR-3442

It was MSC (Henderson/Underhill, 5-0) to adopt a resolution to approve the California Department of Education Local Agreement for Child Development Services for Fiscal Year 2004-2005, Contract #GPKR-3442. (The maximum to be paid to the district under this agreement is \$1,822.)

### 8.4 Agreement, Child Development Services FCTR-4102

It was MSC (Underhill, Elder, 5-0) to adopt a resolution to approve the California Department of Education Local Agreement for Child Development Services #FCTR-4102 for Fiscal Year 2004-2005. (The maximum to be paid to the district under this agreement is \$157,901.)

### 8.5 Agreement, Child Development Services GCTR-4316

It was MSC (Henderson/Underhill, 5-0) to adopt a resolution to approve the California Department of Education Local Agreement for Child Development Services for Fiscal Year 2004-2005, contract #GCTR-4316. (The maximum to be paid to the district under this agreement is \$460,687.)

### 8.6 Child Development Student Teaching Agreement #04/05-0076

It was MSC (Underhill/Elder, 5-0) to approve an agreement with the Office of the San Bernardino County Superintendent of Schools to provide teaching experience for students enrolled in the Victor Valley College Child Development Program at various State Preschool Program sites for the term of July 1, 2004, through and including June 30, 2007.

### 8.7 MOU, Workforce Investment Act ERC Agency Partners

It was MSC (Range/Henderson, 5-0) to approve a Memorandum of Understanding agreement with the Victor Valley College CalWORKs Office for the operation of an Employment Resource Center.

8.8 Agreements, Clinical Facilities

It was MSC (Range/Henderson, 5-0) to approve agreements (to provide education facilities for clinical practice for the benefit of Victor Valley College students) with the following clinical sites:

Adelanto School District	Community Hospice of Victor Valley
Omer Ahmed, MD	Knolls West Convalescent Care
Apple Valley Care Center	San Antonio Community Hospital
Dr. Brar	Visiting Nurses Association, Barstow
Ram Kamath, MD	Cheung S. Wan, MD
William Rivera, MD	

8.9 2004-2005 Study Abroad Consortium Guidelines

It was MSC (Underhill/Elder, 5-0) to approve the 2004-2005 Southern California Foothills Consortium Guidelines.

8.10 Amendments to Agreements with Kaiser Foundation Hospitals

It was MSC (Henderson/Underhill, 5-0) to approve (a) the Business Associate Amendment to the Agreement with Kaiser Foundation Hospitals for Clinical Programs and (b) to approve the Fourth Amendment to the Agreement (with Kaiser Foundation Hospitals) for Clinical Programs.

8.11 Theatre Festival Travel Expenses

It was MSC (Range/Underhill, 5-0) to approve payment of \$2,461 to the Victor Valley College District Foundation, Inc., for invoice #082401-413. Fifteen Victor Valley College students and faculty attended the Kennedy Center/American College Theatre Festival at CSUSB from February 9-24, 2004. Participation allowed the students the opportunity to perform before a large audience, compete for scholarships, and be critiqued by nationally known professionals.

**9. STUDENT SERVICES**

9.1 Student Discipline Expulsion Recommendation,

Case No. 2003/2004-001

Dr. Franke pointed out that the board met in closed session to discuss this confidential issue. It was MSC (Elder/Range, 5-0) to approve the permanent expulsion of the student identified in Case No. 2003/2004-001.

9.2 Agreement (Amended), San Bernardino County Superintendent of Schools

It was MSC (Henderson/Underhill, 5-0) to approve Amendment #1 to Agreement #03/04-0045 with San Bernardino County Superintendent of Schools for information services for the 2004-2005 academic year. (Budgeted item: \$197,606 for 2004-05.)

9.3 Agreement, Strata Information Group (Amended)

It was MSC (Elder/Underhill, 5-0) to approve the amended agreement with Strata Information Group to amend the 2004-05 statement of work with Strata Information Group to include day-to-day management, coordination, and supervision as the Interim Director of MIS. There is no change to the dollar amount of the agreement. (Budgeted item, not to exceed \$75,600 for fiscal year 2004-2005.)

9.4 Student Support Services Program Grant

It was MSC (Range/Henderson, 5-0) to approve the grant award of \$260,181 from the U.S. Department of Education for the Student Support Services Program for the period of September 1, 2004, through August 31, 2005.

## 10. ADMINISTRATIVE SERVICES

10.1 Board Delegated Authority – Signatories

Trustee Range pointed out that the attached Certification of Board Minutes form listed *Board Delegation – Blanket Contract Authorization* for the subject matter; however, he additionally noted that this form also states “No contract approved pursuant to this delegation shall be valid until such approval has been ratified by the governing board of the school district.” It was MSC (Elder/Underhill, 5-0) to approve signatory authority for Dr. Louis E. Zellers, effective July 14, 2004, and to rescind all previous signatory authority for Dr. James E. Williams, effective July 1, 2004.

10.2 Agreement – Pallotta Installations

It was MSC (Underhill/Elder, 5-0) to approve the agreement with Pallotta Installations for assembly and installation of furniture, not to exceed \$6,000 for the term of the contract, July 1, 2004, through June 30, 2005.

10.3 Agreement – Novell Academic

It was MSC (Elder/Underhill, 5-0) to approve the renewal of the annual software agreement with Novell Academic for the period of July 8, 2004 through June 7, 2005 to provide support for district-wide network operating systems (1,600 ALA site licenses) at a cost of \$105,200.

10.4 Agreement – Computerland of Silicon Valley

It was MSC (Underhill/Range, 5-0) to accept the quotation (number 49406-1, dated June 2, 2004, sales order 49406) for software maintenance services from Computerland of Silicon Valley for Norton/Symantec Antivirus (1,500 NAV desktop/server licenses; June 28, 2004 through July 28, 2005, for \$7,500).

10.5 Agreement – Beard/Provencher & Associates, Inc.

It was MSC (Range/Henderson, 5-0) to approve the agreement with Beard/Provencher & Associates, Inc. for the design of preliminary plans and hydraulic calculations for a fire sprinkler system in the existing Performing Arts Center and the Speech/Drama Addition. (Fund 71 expenditure \$12,300 fully reimbursed by the Chancellor’s Office through Capital Outlay.)

10.6 Agreement – Pacific Blue Micro

It was MSC (Underhill/Elder, 5-0) to approve the agreement with Pacific Blue Micro to provide SmartNet Software Systems maintenance, support, upgrades, and hardware replacement from June 2004 through July 2005 at a cost of \$35,730.

10.7 Surplus Property Donation

It was MSC (Range/Underhill, 5-0) to approve declaring the attached list of computer equipment surplus property and direct the district to dispose of said items in accordance with California Education Code 81452 through charitable donations to The Church of Jesus Christ of Latter-day Saints and Greentree East Elementary School.

10.8 Proposal – Novacoast, Inc.

It was MSC (Underhill/Elder, 5-0) to approve acceptance of the proposal dated April 21, 2004 to assist district IT staff submitted by Novacoast, Inc. for Novell Zenworks Rapid Deployment, which includes assessment and design, solution development and pre-implementation, implementation, and staff training. (Budgeted item, not to exceed \$27,100.)

10.9 Recalculation of Gann Appropriation Limit

Dr. Spencer pointed out that if the college were fully funded, VVC would receive over \$61 million. Following a brief discussion, it was MSC (Underhill/Range, 5-0) to approve the Gann appropriation limit for 2004-2005 in the amount of \$32,170,178. (Pursuant to Government Code Section 7908, all districts must recalculate their annual appropriation limit.)

10.10 Change Order – Robert R. Yeghoian Company, Inc.

It was MSC (Range/Henderson, 5-0) to approve the change order (Change Order No. 2) to the contract with Robert R. Yeghoian Company, Inc. for additional hydro-seeding in the Hillside Stabilization and Erosion Control project in the amount of \$1,500. (Fund 71 expenditure, 50% reimbursable through the Scheduled Maintenance program with the Chancellor's Office.)

10.11 Agreement – John Callaham

It was MSC (Underhill, Elder, 5-0) to approve ratification of an agreement with John Callaham (dba Callaham Hardwood Floors) for annual refinishing of the gymnasium floors for an amount not to exceed \$7,200 (budgeted item).

**11. HUMAN RESOURCES**

11.1 Work-Related Intra-District Travel and Expenses

Trustee Range noted that these stipends were not part of the contracts for the listed positions and they should be approved. It was MSC (Elder/Underhill, 5-0) to approve the payment of stipends (budgeted item) for use of personal vehicles to conduct college business and for expense accounts during academic year 2004-2005 to the following positions:

Director, Auxiliary Services	\$250
Director, Public Information	\$250

Dean, Vocational/Technological Programs	\$300
Dean, Academic Programs	\$300
Dean, Humanities and Social Sciences	\$300
Dean, Student Services	\$300
Director, Human Resources	\$400
Vice President, Administrative Services	\$400
Vice President, Student Services	\$400
Deputy Superintendent, Executive Vice President, Instruction	\$400

**12. FOR INFORMATION ONLY**

12.1 Dr. Prem Reddy School of Health Sciences Allocation Plan

The 2004-2005 allocation plan for the Dr. Prem Reddy School of Health Sciences was presented for the Board’s information. Dr. Spencer thanked the Foundation for its role in this program. Ginger Ontiveros joined Dr. Spencer in expressing appreciation to Dr. Reddy for his generous contributions to the college. Trustee Elder added that it is a tragedy that there is such a long waiting list for students to enter the nursing program.

12.2 Classified Resignation

The following classified resignation has been received and accepted by the superintendent/president per Board Policy 7350:

- a. Suzanne McGowan, maintenance and operations clerical technician, effective September 17, 2004.

Dr. Franke commended Suzanne McGowan for her fine work.

12.3 Academic Resignation

The following academic resignation has been received and accepted by the superintendent/president per Board Policy 7350:

- a. David A. Bellomy, administration of justice instructor, effective May 21, 2004.

The board expressed their appreciation to instructor David Bellomy.

12.4 Monthly Financial Statements

Financial reports were presented for the period ending May 31, 2004, for the General Fund (01), Debt Service Payment Fund (29), 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 ASB Fund.

**13. ADJOURNMENT**

The meeting was adjourned at 6:55 p.m.

APPROVED:

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date Approved