

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

September 14, 2004

5 p.m.

CALL TO ORDER: The Board of Trustees of Victor Valley Community College District met in regular session on September 14, 2004, in the Board Room of the Administration Building. Vice President Dennis Henderson called the meeting to order at 5:04 p.m.

PLEDGE OF ALLEGIANCE: Penelope Majeske, Executive Assistant to the Superintendent/President, led the audience in the Pledge of Allegiance to the flag.

MEMBERS PRESENT: Dr. Dorothy Franke, President (arrived at 5:05 p.m.); Dennis Henderson, Vice President; Joe Range, Clerk; Thomas M. Elder, Trustee; Dr. Bettye Underhill, Trustee. (Eddie Miro, ASB Vice President, Student Representative, arrived for Open Session at 6:00 p.m.)

MEMBERS ABSENT: Daniel Lee, ASB President and Student Representative to the Board of Trustees.

STAFF/GUESTS PRESENT: Dr. Patricia A. Spencer, Mr. Jeff Cooper, Dr. Willard Lewallen, Dr. Louis Zellers, Dr. Tom O'Neil, Dr. Henry Yong, Mr. Nick Parisi, Penelope Majeske, other staff, and members of the public.

CLOSED SESSION Mr. Henderson recessed the Open Session at 5:06 p.m., and the Board met in Closed Session from 5:06 p.m. to 6:10 p.m. to discuss the following:

- (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;
Laymon Jordan vs. Victor Valley Community College District,
VCVVS 034629

- (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 54956.9(b):
CONFERENCE WITH LEGAL COUNSEL —
POTENTIAL LITIGATION — one (1) case
- (d) Government Code Section 54957:
PUBLIC EMPLOYMENT: PUBLIC EMPLOYEE
APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE

(Note: The Board will reconvene in Closed Session at the conclusion of the Action Agenda.)

Break 6:10 p.m. to 6:18 p.m.

OPEN SESSION The board reconvened to Open Session at 6:18 p.m.

ACTION AS A RESULT OF CLOSED SESSION Dr. Franke reported there was no action to report as a result of Closed Session.

GOVERNING BOARD It was MSC (Underhill/Elder, 5-0) to approve the minutes of the August 10, 2004, regular board meeting, and the August 24, 2004, special board meeting.

AGENDA ADDITIONS, REVISIONS, REPORTS: Amendments were added to the Consent Agenda: Items 5.d (Non-Classified Employees), 5.e (Temporary Academic), and 5.h (Classified Bargaining Unit Appointments, Promotions, and/or Transfers).

Superintendent/President Dr. Spencer introduced Nick Parisi, VVC's new Dean of Vocational Education. Mr. Parisi came to Victor Valley College with ten years of community college experience at Washington State. He has a B.A. in English from California Baptist University, Riverside, and a Master's in Education from Heritage University in Washington. He was active in vocational leadership at Washington State and also represented the college in economic development issues for the Central Washington region.

On a sadder note, Dr. Spencer directed the board's attention to one of the articles in the *RamPage*, "Honoring VVC's fallen."

The college lost two students (Kory Rudow and Jennifer Alacron-Ajmal) and two instructors (Dr. Phrosene Chimiklis and, most recently, Dr. Joseph A. Corig). Dr. Corig suffered a fatal heart attack while giving a lecture to his first class.

Dr. Spencer also handed out a fact sheet prepared by Mark Clair. We are seeing that our students are trying to take a few more units to increase their course load. Statewide, the average student population is getting younger. In addition, it is anticipated that the high school graduation rate will increase by approximately 20 percent by 2005-2006.

Instruction

Mr. Cooper introduced some of the newly hired full-time faculty members for fall 2004: Scott Jones (Paramedic), Brian Hendrickson (Paramedic), and Tom Turner (Fire Technology). In addition, Mr. Cooper announced the names of other new full-time faculty who were unable to attend this evening: Jim Comer (History), David Gibbs (Biology), Andy Hufford (Biology), Sharon Satchell (Nursing). Mr. Cooper also reported that the college added 137 new classes to the fall 2004 course schedule and reduced that number by only 5 percent. He also reported the addition of 1,979 new students. He thanked the faculty, administration, and staff for all of their extra time and work for ensuring that students are able to access the new classes.

Student Services

Dr. Lewallen introduced Dr. Verne Hodge, who will be serving Victor Valley College in a dual role as interim director of financial aid and interim director of admissions and records (pending approval of item 5.f on the consent agenda).

Administrative Services

Dr. Zellers reported that there were no significant changes to the budget. However, he pointed out that Assemblymember Marco Firebaugh is vigorously seeking changes in the community college growth formula through proposed legislation, AB 2179, which could impact all of the community colleges if adopted.

In addition, the Advanced Technology Building project is still in the General Services Department, waiting for the state to process it, then it will go on to Finance. The Speech and Drama Building was approved for working drawings and is ready to go to the architect. Preliminary plans for the auxiliary gymnasium have been approved.

Foundation

VVC Foundation President Diana O'Malley reported that their new accounting system has the ability to track donations made to the Foundation on behalf of the college. Beginning this evening, a report on donations will be presented to the board for

consideration. Ms. O'Malley reminded the board that tomorrow is the deadline for Alumnus of the Year and Distinguished Service Award nominations.

- Board of Trustees
- Trustee Range reported that he attended the Red Cross's Economic Summit last week along with approximately 400 leaders from the High Desert. At the Economic Summit, Dr. Michael Bazdarich, a senior economist from UCLA, reported that the Riverside Community College District, through its three campuses, provides upwards of \$1.5 billion per year in benefits to the Riverside-San Bernardino community, while it costs less than \$0.386 billion per year in manpower and resources to provide those benefits. Trustee Range would like to see such a study performed for VVC.
- ASB
- ASB Vice President Eddie Miro (filling in for ASB President Daniel Lee) reported that last Friday ASB went through the Inter-Club Council (ICC) orientation. He shared copies of the *RamPage* with the board. The Rams football team won their game (52-42) against Los Angeles Harbor College last weekend. The Relay-4-Life event was very successful.
- CCA
- Debby Blanchard asked for any copies of agenda amendments and copies of any handouts provided to the board. Positive feedback was received from faculty regarding the 16-week calendar.
- CSEA
- Arlene Waldeck applauded those who worked on registration. Kevin Crowley and Carlos Martinez attended the CSEA Annual Conference in Las Vegas, Nevada. We have new classified positions and CSEA is hoping to get more classified positions filled.
- Faculty Senate
- Debby Blanchard reported that the first meeting of Faculty Senate will be held October 7 at 3 p.m. (instead of 3:30 p.m.) in LA 17; all are invited. The first conference will also be in October. The statewide academic senate is opposing the performance review. As she gets more information, she will report on the performance review at a future meeting.
- PTFU – AFT
- No report.
- Management
- Robert Sewell said that there were thousands of people on the VVC campus for the Relay-4-Life event to benefit the American Cancer Society. He thanked the Campus Police for ensuring the safety of all of the participants. In addition, there was a children's theatre program in the Performing Arts Center, and *Cinderella* will be performed this weekend.

5. CONSENT AGENDA

It was MSC (Henderson/Underhill, 5-0) to approve the following items, 5.a through Amended Item 5.h, on the consent agenda:

- a. Board of Trustees Payment Report
Consider approval of the payments as listed (see Exhibit 5.a).

- b. Donations
Consider acceptance from VVC Foundation Support to VVC of the following in-kind non-cash gifts in the amount of \$8,436 (for the period 06/24/04 through 07/20/04) and expenditures made from cash donations in the amount of \$77,755.28 (for the period 07/01/04 through 08/31/2004) on behalf of district programs.

- c. Agreement, Chancellor's Office Tax Offset Program (COTOP)
Consider approval of the agreement with the Chancellor's Office to participate in the Fiscal Year 2004-2005 COTOP. (Fiscal Impact: unknown revenue)

- d. Non-Classified Employees (Amended)
Consider approval of the non-classified employee appointments as listed.

- e. Temporary Academic (Amended)
Consider approval of the temporary academic appointments as listed.

- f. Administrative/Management/Confidential Appointments
Consider approval of the appointment of Vern Hodge, to the position of interim director of financial aid and admissions and records, effective September 15, 2004.

- g. Academic Ratification of Equivalency Requests
Consider ratification of the equivalency for Biology as listed.

- h. Classified Bargaining Unit Appointments, Promotions, and Transfers (Amended)
 - 1) Consider approval of the following classified bargaining unit transfer:
 - a) Diane Mohr, to office assistant – admissions & records, from office assistant – student support services, effective on or after September 15, 2004.

- 2) Consider approval of the following reassignment of the following individual:
 - a) David Chip, to office assistant–DSPS (50%), from human resources technician, effective on or after September 15, 2004.
- 3) Consider approval of the appointment of Maria Cardoza to the position of admissions and records assistant (50%), effective on or after September 15, 2004.
- 4) Final interviews for the classified special positions of bookstore assistant and ticket sales assistant were held. Consider approval of the appointment of the following individuals:
 - a) Bookstore assistants (classified special), effective on or after September 15, 2004: Summer Bohnsak, Alina Rempfer, Haile Pryor.
 - b) Ticket sales assistants (classified special), effective on or after September 15, 2004: Elaine Burch, Paula Curci, Kendra Ullger.

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Board of Trustees 2004-2005 Goals

Trustee Range asked that Board of Trustees' Goal number 6.e be changed to read, "Maximize state funding through grants, federal programs, and the Foundation." It was MSC (Underhill/Elder, 5-0) to approve the Board of Trustees 2004-2005 Goals, as revised.

7. SUPERINTENDENT/PRESIDENT

7.1 Out-Of-State Travel, Vice President, Student Services

The board complemented Dr. Lewallen for being chosen to make the presentation at this conference in Florida. It was MSC (Elder/Underhill, 5-0) to approve out-of-state travel for Dr. Willard Lewallen to present a workshop at the Conference on Information Technology in Tampa, Florida, November 7-10, 2004. Budgeted travel item, \$1,422.

7.2 Proposed Administrative Procedure AP 2735, Board Member Travel

It was MSC (Range/Elder, 5-0) to approve Administrative Procedure AP 2735, Board Member Travel.

7.3 Space Utilization & Enrollment Capacity Analysis

It was MSC (Underhill/Elder, 5-0) to approve the agreement with Mike Moore for him to perform an analysis of space utilization and enrollment capacity. The target date for completion and delivery of the report will be February 1, 2005. The fee for the work described and travel expenses will not exceed \$8,000.

8. INSTRUCTION

8.1 Out-of-State Student Travel

It was MSC (Underhill/Elder, 5-0) to approve out-of-state travel and gasoline expenses for Lee Kinney and his students attending the field study fieldtrip at the Grand Canyon National Park, September 24-26, 2004.

8.2 MOU, Southern California Biotechnology

It was MSC (Elder/Underhill, 5-0) to approve the MOU with Southern California Biotechnology and the San Diego Community College District to provide internship to serve students transitioning from community colleges to the work world.

8.3 MOU, California State Department of Social Services

It was MSC (Henderson/Range, 5-0) to approve the MOU with the California Department of Social Services to conduct evidentiary disability hearings via video conferencing. Fiscal Impact: Income to the college (see attached Rate Sheet).

9. STUDENT SERVICES

9.1 Agreement, NBC Marketing Services

It was MSC (Underhill/Range, 5-0) to approve an agreement with NBC Marketing Services for the purposes of acquiring and operating web-based "kiosks" that will serve as information centers for students. Fiscal Impact: Budgeted item, \$45,079 from the Board Financial Assistance Program (BFAP). Dr. Spencer added that this is something the college wanted to do for quite awhile and was very pleased that the state supported the college to do this. Dr. Spencer offered a special thank you to Dr. Lewallen for his work on this project.

9.2 Agreement (Amended), MLS Technologies

It was MSC (Elder/Range, 5-0) to approve the amended agreement with MLS Technologies, Inc., an independent contractor, to support the implementation and operational needs of MIS and AccessVVC (Datatel Colleague) for a maximum of \$70,125. Fiscal Impact: Budgeted item, \$25,500 increase, which will be covered through budget transfers from the two vacant classified positions.

9.3 Agreement (Amended), Strata Information Group

It was MSC (Underhill/Range, 5-0) to approve the amended agreement with Strata Information Group, an independent consulting firm, for a maximum of \$168,863. Fiscal Impact: Budgeted item. The \$93,623 increase will be covered through savings from the reduced information systems agreement with San Bernardino County Superintendent of Schools, unspent dollars from vacant classified positions, and unspent dollars from the vacant Director of Information Technology position.

- 9.4 Agreement, Mike Brown Grandstands, Inc.
It was MSC (Henderson/Range, 5-0) to approve the agreement with Mike Brown Grandstands, Inc. to provide seating for 2004 home football games. Budgeted item: \$9,250 from athletics budget. Trustee Underhill asked, "When the bleachers are built, will the seats be on opposite sides of the stadium or on the same side?" Dr. Lewallen explained that the bleachers will be on the same side unless the stadium is turned.

10. ADMINISTRATIVE SERVICES

- 10.1 Public Hearing and Adoption of the 2004-2005 Budget
Pursuant to section 58196 of the California Code of Regulations, the Board of Trustees must adopt a budget for the operation of the college. Fiscal Impact: formally establishes the budget. Dr. Franke opened the public hearing at 7:07 p.m. There were no comments or discussion, and the public hearing was closed at 7:08 p.m. It was MSC (Underhill/Elder, 5-0) to adopt the 2004-2005 budget as presented.
- 10.2 Software Agreements, Microsoft
Following a short discussion, it was MSC (Underhill/Henderson, 5-0) to ratify the agreement, renewal and participation in the software maintenance agreements with Microsoft through the Foundation for California Community Colleges. Fiscal Impact: Budgeted item, not to exceed \$23,928.

11. HUMAN RESOURCES

- 11.1 Administrative/Management/Confidential Payment of Accrued Vacation Days
It was MSC (Underhill/Elder, 5-0) to approve the payment for potential accrued vacation hours for the following classified/administrative management employees. (Because absence reports cannot be finalized before the employees' last day of work, the maximum number of accrued vacation hours/pay is listed.)
- a) Becky L. Millen, Director of Admissions and Records, not to exceed 20.64 days, \$6,688.40.
 - b) Gisela G. Erne, Director of the Child Development Center, not to exceed 21.38 days, \$7,460.13.
- 11.2 Agreement, School and College Legal Services of California
It was MSC (Range/Henderson, 5-0) to ratify of the agreement with School and College Legal Services of California for legal consulting services on a month-to-month basis as needed. Fiscal Impact: Budgeted item, not to exceed \$5,000.

12. FOR INFORMATION ONLY

Dr. Franke read aloud the information agenda items for the audience.

12.1 Monthly Financial Statements

Financial reports are being presented for the period ending July 31, 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 ASB Fund.

12.2 Recognition of Distinguished Service

Recognition of Distinguished Service has been requested and approved for classified management retiree, Donna Mertens. The board congratulated Donna Mertens on this achievement.

12.3 Emeritus Status

Emeritus status has been requested and approved for the following academic retirees: David Longshore, Fran Elgin, Ken Garver, Ken Walker, Paul Vegna, T. Scott Bryan, Fran Ferrance, and Margie Milroy. The board congratulated the academic retirees.

12.4 Classified Memorandums of Understanding

The district and the California School Employees Association, Chapter 584, have reached agreement on the following Memorandums of Understanding:

- a. Salena Gonzales, campus police and public safety officer (50%):
change of working hours as listed.
- b. Retiree benefits: payment for health insurance coverage outside California.

12.5 Classified Resignation

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

- a. Patricia A. Johnson, Instructional Assistant II,
Writing Center, effective September 2, 2004.

Dr. Franke asked Dr. Spencer to express the board's appreciation to Patricia A. Johnson for her service to the district.

1. CLOSED SESSION (Reconvene in Closed Session)

The board reconvened in Closed Session at 7:12 p.m. to discuss the following:

- (a) Government Code Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL —
EXISTING LITIGATION: three (3) cases

Gloria Henderson vs. Victor Valley Community College,

Betty Underhill, Nick Halisky, VCVVS 030263;

Nicholas Halisky and Cathleen Halisky vs. Victor Valley

Community College District, Dennis Henderson, et. al,

VCVVS 026112;

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- (b) Government Code Section 54957.6:
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CONFERENCE WITH LEGAL COUNSEL —
POTENTIAL LITIGATION: one (1) case
- (d) Government Code Section 54957:
PUBLIC EMPLOYMENT: – PUBLIC EMPLOYEE
APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE

2. RECONVENE TO OPEN SESSION

The board reconvened to Open Session at 8:26 p.m.

2.1 Action as a result of Closed Session.

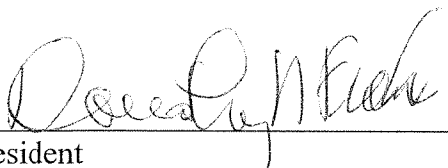
Dr. Franke reported that there was no action taken as a result of the reconvened Closed Session.

13. ADJOURNMENT

The meeting was adjourned at 8:27 p.m.

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

APPROVED:



President



Clerk

October 12, 2004

Date Approved