

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

November 9, 2004

5 p.m.

CALL TO ORDER: The Board of Trustees of Victor Valley Community College District met in regular session on November 9, 2004, in the Board Room of the Administration Building. Board President, Dr. Dorothy Franke, called the meeting to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE: Dr. Thomas O'Neil, Dean, Humanities, Arts, 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, II, Trustee; and Dr. Bettye Underhill, Trustee. (ASB President and Student Trustee Eddie Miro arrived for Open Session at 5:45 p.m.)

MEMBERS ABSENT: None.

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

CLOSED SESSION Dr. Franke recessed the Open Session at 5:01 p.m., and the Board met in Closed Session from 5:01 p.m. to 6:00 p.m. to discuss the following:

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;

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:
DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE: two (2) cases

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

Break 6:00 p.m. to 6:09 p.m.

OPEN SESSION The board reconvened to Open Session at 6:09 p.m.

**ACTION AS A RESULT
OF CLOSED SESSION**

Dr. Franke reported there was no action to report as a result of Closed Session, but that the Board will reconvene in Closed Session at the conclusion of the Action agenda.

GOVERNING BOARD

It was MSC (Underhill/Range, 5-0) to approve the minutes of the October 12, 2004, regular board meeting, and the minutes of the October 26, 2004, special board meeting.

**AGENDA ADDITIONS,
REVISIONS:**

Dr. Spencer reported that two agenda items have been pulled:
5.1, Administrative/Management/Confidential Appointments, and
8.3, Revised Academic Calendar for the 2004-2005 Academic
Year.

In addition, three items have been amended:

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

5.k, Academic Appointments; and

5.m, Revised Department Chairpersons for 2004-05.

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

REPORTS:

Superintendent/President

Dr. Spencer announced that Daniel Lee found it necessary to resign his position from the Board due to family concerns, and she welcomed Eddie Miro as the new student trustee. She also shared the Accreditation Self-Study Open Forum Agenda materials with the board and asked them for their feedback. Further, she handed out copies of the VVC Annual Report, which will be mailed to the community and to other educational and community leaders. Dr. Spencer thanked Southwest Gas for financing the publication of the annual report.

Trustee Joe Range requested that we move forward to item 7.3, the Agreement with the City of Victorville for the Park and Ride Facility, and introduced representatives from the City of Victorville: Guy Patterson, Georgia Graham, and Wilson So.

7.3

Agreement with the City of Victorville, Park and Ride Facility. It was MSC (Range/Henderson, 5-0) to approve the agreement with the City of Victorville for lease and maintenance of a Park and Ride facility. The City of Victorville received a federal grant to construct a Park and Ride facility and traffic signal at Bear Valley Road and Mojave Fish Hatchery Road. Fiscal Impact: Please refer to the agreement. Mr. Patterson said he looks forward to working with the college and believes it will be a win-win project. Dr. Franke thanked the City of Victorville for working with the college on this project.

Instruction

Mr. Cooper sadly announced the passing of the mother of one of his staff members, Ruby Wikstrom. The board offered their condolences.

The target date for the spring schedule is Monday. Registration will begin November 15 for the winter session and the spring term.

Student Services

No report.

Administrative Services

Dr. Zellers thanked Mary Pringle for compiling the information for his report on *Increased Costs/Unfunded Liabilities vs. Projected New Income (predicated on achieving 6% growth and earning all Basic Skills funding)*. He pointed out this is a one-time snapshot of where the college stood two weeks ago and that the figures will change. The board thanked Dr. Zellers for his report.

- Foundation
The Foundation President Diana O'Malley said she appreciated the page in the annual report for the Foundation. She also invited the Board to the Foundation's upcoming workshop. Ms. O'Malley also invited everyone to attend the Foundation's gala event on January 29.
- Board of Trustees
Trustee Range reported that the City of Victorville took the lead in the Park and Ride project, and he thanked them for their time and energy. VVC will be asking the City for its support to improve the drainage around the college and to increase safe traffic flow.

Dr. Underhill reported that she just returned from serving on the accreditation team for the College of Marin. It was a fascinating process, and the team was made of up members from ten other colleges. She also congratulated the VVC team that has been working on the accreditation self-study.
- ASB
Eddie Miro thanked the board and handed out information on the Southwest Gas coat drive, the holiday season food drive, and the lights of love toy drive. The ASB is working with the Black Heritage Committee for the Martin Luther King Celebration and with the High Desert Hispanic Chamber for the 2005 Cinco de Mayo Celebration. They have also been working on the 6th Annual High School Leadership Conference. In addition, a group of them will be attending the ASACC Advocacy Conference in Nashville. Mr. Miro also handed out copies of the *RamPage*, showing registration and financial aid information. He announced two performances of *Snow White* on November 19 and 21.
- CCA
Debby Blanchard reported that they have a grievance which has moved to Level III. Regarding the calendar, she reported that the faculty members have not approved the calendar yet, but they are working on it.
- CSEA
Arlene Waldeck said that she believes COLA funds should be set aside for employees. Margaret Kagy reminded the board regarding Policy 2715, Code of Ethics, and read aloud from the *State Budget Highlights for California Community Colleges* "\$100.1 million to provide a COLA of 2.41 percent for general-purpose apportionments for all districts." She also read from VVC's Board Policy Number 7140, Collective Bargaining, and Board Policy Number 7130, Compensation.

Faculty Senate	Debby Blanchard thanked the Board and the administration for the printed class schedule. The Senate is in support of hiring additional faculty.
PTFU – AFT	No report.
Management	Robert Sewell handed out color copies of the new class schedule cover. The class list will be emailed to employees very soon, and by Monday all employees will have a hard copy. Approximately 109,000 copies will be mailed to High Desert residents. Searchable class schedules will be available on the college’s Web site and will be regularly updated.
Superintendent/President:	Dr. Spencer thanked Bill Greulich for his work on the year-end report, coordinating, taking pictures, working with all contributors to the year-end report, and for working with Southwest Gas.
Public Comments	Arlene Greene commented on Consent Agenda item number 5.h. Said there are two other people who are not on this list and have been doing this type of work as substitutes. She asked that those individuals’ hours not be changed or reduced because of the new classified special hires.

5. CONSENT AGENDA

It was MSC (Elder/Underhill, 5-0) to approve the following consent items, 5.a through 5.g, 5.h (as amended), 5.i, 5.j, 5.k (as amended), 5.m (as amended), 5.n, 5.o, and 5.p. (Item 5.l was pulled.)

- a. Agreement, Credentials, Inc.
Consider approval of the 3-year agreement with Credentials, Inc. for Web-based transcript processing services. Fiscal Impact: Approximately \$20,000 in revenue annually from the collection of transcript fees.

- b. Agreement, Child Development Services #GCTR-4316
Consider approval of the amended agreement with the California Department of Education for Child Development Service, contract #GCTR-4316, for the 2004-2005 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$460,687 and inserting \$471,790 in place thereof. Fiscal Impact: Income to the District \$471,790.

- c. TANF-CDC Grant Award
Consider approval and acceptance of the grant award of \$18,180 for the 2004-2005 Temporary Assistance for Needy Families – Child Development Centers (TANF-CDC) Project. Fiscal Impact: Income to the District \$18,180.
- d. Agreement, Child Development Services, #FIMS-4508
Consider adoption of a resolution to approve the California Department of Education Local Agreement for Child Development Services #FIMS-4508 for the 2004-2005 fiscal year. This agreement is funded through a grant from the federal Department of Health and Human Services for the purpose of purchasing instructional materials. Fiscal Impact: The maximum to be paid to the District under this agreement is \$3,204.
- e. Agreement, Child Development Services #FCTR-4102
Consider approval of the amended agreement #FCTR-4102 with the California Department of Education for Child Development Services contract for the 2004-2005 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$157,901 and inserting \$161,706 in place thereof. Fiscal Impact: Income to the District \$161,706.
- f. Annual Financial and Budget Report, CCFS-311
Consider approval of the Annual Financial and Budget Report, CCFS-311, (Financial Report for Fiscal Year 2003-04 and Budget Report for Fiscal Year 2004-05) to be submitted to the Chancellor's Office.
- g. Quarterly Fiscal Status Report
Consider approval of the September 30, 2004, quarterly report to be submitted to the Chancellor's Office and county schools.
- h. Classified Bargaining Unit Appointments, Promotions, and/or Transfers (as amended)
 - 1) Consider approval of the voluntary transfer/reassignment of Amy Stewart-Leffew to grounds maintenance worker from lead grounds maintenance worker, effective on or after October 15, 2004.
 - 2) Consider approval of the appointment of Gabriela Quesada, Student Development Center specialist—bilingual (50%, BFAP), effective on or after November 10, 2004.
 - 3) *Recruitment for sign language services interpreter, classified specialist, is currently underway. A recommendation for appointment will be brought to the November 9, 2004, board meeting as an amendment. The selection process has been completed in accordance with district hiring procedures, and the*

superintendent/president has approved the appointment of the following individuals:

- A. Rhiannon Aragues, sign language services interpreter (classified special), effective on or after November 10, 2004.
- B. Carly Garcia, sign language services interpreter (classified special), effective on or after November 10, 2004.
- C. Nancy Turner, sign language services interpreter (classified special), effective on or after November 10, 2004.

i. Non-Classified Employees

Consider approval of the non-classified employee appointments as listed.

j. Temporary Academic

Consider approval of the temporary academic appointments as listed.

k. Academic Appointments (as amended)

Recruitment for bilingual counselor is currently underway. A recommendation for appointment will be brought to the November 9, 2004, board meeting as an amendment.

The selection process has been completed in accordance with district hiring procedures, and the superintendent/president has approved the appointment of the following individual as detailed below. The district requests that the board approve this appointment:

- 1. **Lilia Sanchez, bilingual counselor (BFAP), effective on or after November 10, 2004.**

Pulled

l. Administrative/Management/Confidential Appointments (pulled)

Recruitment for director of Admissions and Records is currently underway. A recommendation for appointment will be brought to the November 9, 2004, board meeting as an amendment.

m. Revised Department Chairpersons for 2004-2005 (as amended)

Consider approval of the revised list of instructors as department chairpersons for the 2004-2005 academic year. Fiscal Impact: Budgeted.

n. Board of Trustees Payment Report

Consider approval of the payments as listed (see Exhibit 5.o).

o. Agreements

Consider ratification of the agreements as detailed below:

Vendor/Consultant	Service	Amount
B3 Backflow Testing & Repair	Annual 04-05 inspection/certification of backflow prevention valves per legal requirements	\$1,400.00
Williams, Sharon	Develop bid documents	\$3,500.00
TOTAL		\$4,900.00

p. Memberships

Consider approval of the following individual memberships:

- 1) Amy Stewart-Leffew in the Pesticide Applicators Professional Association from January 1, 2005, through December 31, 2005, at a cost of \$35.
- 2) Arthur Casler in the Pesticide Applicators Professional Association from January 1, 2005, through December 31, 2005, at a cost of \$35.

ACTION AGENDA

6. BOARD OF TRUSTEES

No items.

7. SUPERINTENDENT/PRESIDENT

7.1 Donations for the Nursing Department

It was MSC (Range/Henderson, 5-0) to approve the acceptance of the transfer from the Foundation to Victor Valley Community College District of donated clinical lab equipment, office furniture and supplies valued at \$30,000, for the Nursing Department. This donation was received by Victor Valley College District Foundation from Dr. Prem Reddy and Donna Smith of Desert Valley Hospital.

7.2 Donations

It was MSC (Range/Elder, 5-0) to approve the acceptance of the donations in the amount of \$73,822.04 as college property. The Victor Valley College Foundation has made expenditures from cash donations in the amount of \$73,822.04 (for the period 09/01/2004 through 09/31/2004) for Victor Valley College as listed.

7.3 Agreement with the City of Victorville, Park and Ride Facility

It was MSC (Range/Henderson, 5-0) to approve the agreement with the City of Victorville for lease and maintenance of a Park and Ride facility. The City of Victorville received a federal grant to construct a Park and Ride facility and traffic signal at Bear Valley Road and Mojave Fish Hatchery Road. Fiscal Impact: Please refer to the agreement. *(Note: This agenda item was considered by the Board earlier in the meeting to accommodate the City of Victorville.)*

8. INSTRUCTION

8.1 Maintenance Agreement – SIRSI Corporation

It was MSC (Elder/Henderson, 5-0) to approve the maintenance agreement with Sirsi Corporation for maintaining the software and hardware in the Learning Resource Center for the period of June 1, 2005, through May 31, 2006. Fiscal Impact: \$12,000.

8.2 Agreement, Xerox Corporation

It was MSC (Henderson/Underhill, 5-0) to approve the 60-month lease agreement with Xerox Corporation for a Xerox WCP 35H copy/print system. Fiscal Impact: Budgeted item from BFAP funding, not to exceed \$2,394.96 per year for the lease, plus prints/copies billed at \$.0084 per print/copy.

8.3 Revised Academic Calendar for the 2004-2005 Academic Year (Pulled)

Pulled

Consider approval of the revised academic calendar for the 2004-2005 academic year to reflect that December 29, 2004, will be a district holiday rather than a mandatory vacation day for classified and management employees. Commencement has been scheduled for Friday, June 10, 2005. Classes scheduled for Saturday, April 2, will not be held. Instead, an additional day of Saturday classes is scheduled for Saturday, June 11.

8.4 Agreement, G. W. Reed Printing

It was MSC (Range/Henderson, 5-0) to approve the agreement with G. W. Reed Printing to provide printing services for the creation of the Winter/Spring 2005 Schedule of Classes. Fiscal Impact: Budgeted Item, \$41,688.06.

9. **STUDENT SERVICES**

No items.

10. **ADMINISTRATIVE SERVICES**

10.1 Agreement, Pacific Blue Micro

It was MSC (Elder/Underhill, 5-0) to approve the participation in the annual software maintenance agreement with Pacific Blue Micro for Smartnet-Hardware Replacement Onsite effective July 1, 2004, through June 30, 2005. Fiscal Impact: \$9,849.

10.2 Agreement, Warren Construction

It was MSC (Underhill/Henderson, 5-0) to approve the agreement with Warren Construction to construct and install special cabinetry in the Allied Health Portable #2. Fiscal Impact: \$8,692.

10.3 Bid Award, Asbestos Abatement and Reconstruction, Liberal Arts Building

It was MSC (Elder/Henderson, 5-0) to award a contract to Tri-Span, Inc. in the amount of \$458,450.00 for asbestos abatement and reconstruction of the northern two-thirds of the Liberal Arts Building. Fiscal Impact: Fund 71 Expenditure, \$458,450.00 (100% reimbursable through the State's Asbestos Abatement program).

10.4 Bid Award, Retrofit of the H.V.A.C. System, Music Building

It was MSC (Henderson/Elder, 5-0) to award a contract to Air-Ex Air Conditioning, Inc. in the amount of \$139,393.00 for retrofit of the H.V.A.C. system in the Music Building. Fiscal Impact: Fund 71 Expenditure, \$139,939.

10.5 Custodial Supplies, Cooperative Bid

It was MSC (Elder/Underhill, 5-0) to approve participation in Cooperative Bid #44 2003 04 for the fiscal year 2004-2005 for the purchase of custodial supplies. Fiscal Impact: savings realized based on amount purchased, budgeted item.

11. HUMAN RESOURCES

No items.

12. FOR INFORMATION ONLY

12.1 Monthly Financial Statements

Financial reports are being presented for the period ending August 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

Haile Pryor, Bookstore assistant (classified special), has submitted her resignation effective November 11, 2004. Per board policy 7350, the resignation has been accepted by the superintendent/president.

1. CLOSED SESSION

Dr. Franke recessed the Open Session at 7:25 p.m., and the Board reconvened in Closed Session from 7:26 p.m. to 8:40 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;
 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:
DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE: two (2) cases

2. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 8:40 p.m.

2.1 Action as a result of Closed Session

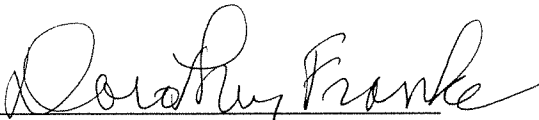
Dr. Franke reported there was no action to report as a result of Closed Session.

13. ADJOURNMENT

The meeting was adjourned at 8:41 p.m.

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

APPROVED:



Dorothy Franke, Ph.D., President



Joe Range, Clerk

Dec. 14, 2004
Date Approved