



Victor Valley Community College District Board of Trustees Regular Meeting

Minutes

Board Room, Victor Valley College
18422 Bear Valley Road, Victorville, California

September 20, 2005

4 p.m.

CALL TO ORDER: The Board of Trustees of Victor Valley Community College District met in Open Session on August 23, 2005, in the Board Room of the Administration Building. Mr. Range, Board President, called the meeting to order at 4:04 p.m.

PLEDGE OF ALLEGIANCE: Nick Parisi led the audience in the Pledge of Allegiance to the flag.

MEMBERS PRESENT: Mr. Range, Board President; Mr. Dennis Henderson, Vice President; Thomas M. Elder II, Trustee. (ASB President and Student Trustee Kimberlee Kelly arrived for Open Session at 6 p.m.) Dr. Bettye Underhill, Clerk arrived at 4:50 p.m.

MEMBERS ABSENT: Dr. Dorothy Franke, Trustee

STAFF/GUESTS PRESENT: Dr. Patricia A. Spencer, Mr. Bruce Baron, Dr. Willard Lewallen, Dr. William Schmidt, Mr. Bill Greulich, Dr. Tom O'Neil, Mr. Nick Parisi, Steve Garcia, Jack Thomas, Jonathan Barbatoc, Robert Sewell, Mary Pringle, Ralph Powers, Jessika Guaran, Heena Mehra, Michael Koenig, Dr. Hindes, other staff, and members of the public.

CLOSED SESSION Mr. Range recessed the Open Session at 4:04 p.m., and the Board met in Closed Session from 4:05 p.m. to 6:24 p.m. to discuss the following:

1. CLOSED SESSION

(a) Government Code Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL —

EXISTING LITIGATION: eight (8) cases

(1)Gloria Henderson vs. Victor Valley Community College,
Bettye Underhill, Nick Halisky, VCVVS 030263;

(2)Nicholas Halisky and Cathleen Halisky vs. Victor Valley
Community College District, Dennis Henderson, et. al, VCVVS 026112; consultation
with legal counsel per Government Code Section 54956.9(a)

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

(4)Chris Wagenseller vs. Victor Valley Community College District, VCVVS 035285

(5)Carissa M. Warren, Gaye L. Giarmo, and Karen E. Salazar v. Victor Valley
Community College District, Larry Boutcher and Does 1 through 100,

VCVVS 027382

(6)Lynn Puckett vs. Victor Valley Community College District, Ron Krimper
Nick Halisky, Bettye Underhill, Dennis Henderson, Maxine Moore,
and Does 1-1000; VCVVS 037295

(7)Lynn Puckett vs. Victor Valley Community College District, Ron Krimper
Nick Halisky, Bettye Underhill, Dennis Henderson, Maxine Moore, and Does 1-
1000; VCVVS 036483

(8)Victor Valley Community College District vs. Nicholas Louis Halisky, Lynn Puckett,
and Does 1 through 100, VCVVS 036483

- (b) Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS
Agency designated representatives: Bill Schmidt, Willard Lewallen, Jeff Cooper, Thomas
O'Neil; Willie Davis Pringle, Bruce Baron. Employee organizations: CSEA, CTA
- (c) Government Code Section 54957:
DISCIPLINE/DISMISSAL/RELEASE OF A PUBLIC EMPLOYEE:
Four (4) positions
- (d) Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE
EVALUATION
- (e) Government Code Section 54956.9
POTENTIAL LITIGATION: Student Complaint

2. RECONVENE TO OPEN SESSION

6 p.m.

- 2.1 Action as a result of Closed Session
No action

3. GOVERNING BOARD

- 3.1 It was MSC (Underhill/Elder, 4-0 Franke absent) to approve the minutes of the
August 23, 2005, special Board meeting.
- 3.2 Announcement that persons may speak to agenda items if the Agenda
Discussion Form has been completed.
- 3.3 Agenda Additions/Revisions

Dr. Spencer announced that item 11.5 would be pulled and that item 5.p had an
amendment.

4. REPORTS

- 4.1 Superintendent/President

Dr. Spencer announced that there were some resignations listed on the agenda this
evening and thanked those individuals listed for their good work and service. Dr. Tom
O'Neil who is also resigning was acknowledged for his two years of service.

Dr. Spencer reported that at the next meeting she will have two models for the board to
consider that were submitted by art students for the monument competition sponsored by

Desert Valley Hospital. The monument will be situated in front of the Learning Resource Center.

Dr. Spencer announced that each board member has received a draft of the accreditation progress report and asked for suggestions or ideas be sent to her to present to the writing teams. The College Assembly received the report for second read today and the final version will be presented at the next board meeting

4.2 Instruction

Mr. Parisi presented on behalf of Mr. Cooper. He said that instruction is working hard to do what they can to generate FTES in an effort to attain the 11% growth. FasTrac classes would begin on Monday. Mr. Parisi reported on the PACE program, which is anticipated to begin in 2006.

4.3 Student Services

Dr. Lewallen announced that the headcount for enrollment was at 1.75% above from where it was last fall. FTES was at 4.5% above where it was last year and that it did not include the classes recently added. Dr. Lewallen distributed a handout of accomplishments and awards of the athletic teams for the 2004/05 school year. He reported on the 5 students attending VVC that were from the New Orleans area and said that the college has rallied in support in a significant way.

4.4 Administrative Services

Mr. Baron reported on the official kick-off of the long range and planning process. He said that the planners will be on campus October 5, 6, and 7 to meet with various departments.

4.5 Human Resources

Dr. Schmidt reported on the 17 positions that were in recruitment. He said that last Thursday negotiations have opened with the part-time faculty and that he was looking forward to developing a contract with that organization at the bargaining table.

4.6 Governmental Relations

No report.

4.7 Foundation

Mrs. O'Malley reported on the acceptance of the Verizon grant and the 2005-06 allocation plan from Dr. Reddy benefiting the health sciences program. New ways are being explored to expand the nursing program. She reported on the recent advisory council luncheon that showcased the various mini-grants that were presented to the classified staff.

Constellation Energy, a recent donor, is very interested in continuing to support various programs. An invitation was extended to a golf tournament that will be held October 31 benefiting the student experience fund.

4.8 Board of Trustees –

Mr. Henderson presented Ms. O'Malley with \$2,500 check on behalf of the High Desert Hispanic Chamber in support of the Victor Valley College Foundation.

4.9 Constituency Representatives

a) ASB

Ms. Kelly announced that ASB would be sponsoring the Board of Trustees candidate's forum which will be held October 18. Students from ASB presented an informative PowerPoint presentation showing the positive affects ASB has provided to students.

b) CCA

Ms. Blanchard announced that she would be presenting on behalf of Ms. Ellis. She announced that that faculty ratified the academic calendar. Ms. Blanchard reported on the recent informal PERB hearing that they attended, and that negotiations were still at impasse.

c) CSEA

Ms. Greene thanked the Foundation and Constellation Energy for the mini-grants that were recently given to classified employees. Ms. Greene feels that unnecessary grievances should be addressed at an informal level.

d) Faculty Senate

Ms. Blanchard announced that she would be reporting as past president and that Ms. Ellis would be serving as president for both CCA and Faculty Senate. Ms. Blanchard reported that the Faculty Senate would like the Board to consider installing their own individual mailboxes in the mailroom so that faculty can correspond directly with Board members. Clarification was requested regarding the Title V grant. She asked that the vacant senate secretary position be preserved.

e) AFT Part-Time Faculty United

Mr. Peavy, the newly elected president for AFT Part-Time Faculty United, announced that negotiations with the district and begun and that they were looking forward to the process. In the newsletter that he distributed, he called special attention to an event that will be held on Campus October 11th "*Afternoons at the Movies*" and invited Dr. Spencer and extended the invitation to the board.

f) Management

No report

4.10 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

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It was MSC (Underhill/Elder, 4-0 Franke absent) to approve consent items 5.a through 5.t and amended item 5.p

a. Out-of-State Travel - DSPS

Consider approval of out-of-state travel for Jeffrey Holmes to travel to Baltimore, MD to attend the National Council on Black American Affairs Leadership Development Institute October 14-20, 2005.

Fiscal Impact: Budgeted travel item, \$2,301.23

b. Agreement – Child Development Services CCAP-4257

Consider adoption of the resolution to approve the California Department of Education Local Agreement for Child Development Services.

Fiscal Impact: \$4,746 to the district

c. Out-of-State Travel

Consider approval of out-of-state travel for Lee Kinney and his students to attend a field study fieldtrip at the Grand Canyon National Park, September 23-25, 2006 and Zion National Park, October 28-30, 2005. Fiscal Impact: Gas expenses for college vehicles. Students and staff are responsible for all other travel expenses.

d. Board of Trustees Transfer and Payment Reports

Consider approval of the transfers and payments as listed.

e. Agreement – Package Products & Services, Inc.

Consider approval of the agreement for initial set-up costs and continuing on a month-to-month basis as detailed on the attached reference. Fiscal Impact: \$4,500 annually, \$2,500 initial set-up.

f. Surplus Equipment and Designated Sale

Consider designation the videotape machine as surplus and designate Bruce Baron to conduct the private sale of the machine to the RTI Group. Fiscal Impact: \$500.00 income to the district.

- g. Agreement - Rightway
Consider approval of the agreement with Rightway for the rental of the restroom facility as indicated in the agreement. Fiscal Impact: Fund 71 expenditure, not to exceed \$5,000 – 100% reimbursed by the Chancellor’s Office through the Hazardous Substances program.
- h. Notice of Completion – Fire Technology Demonstration Yard Project
Consider approval of the Notice of Completion with Sonora Equipment Rental, Inc.
- i. Notice of Completion – Campus Street Repair Project
Consider approval of the Notice of Completion with Robert Yeghoian Company, Inc.
- j. Agreements – Administrative Services
Consider approval of the agreements as detailed below.

Vendor/Consultant	Service	Amount
San Bernardino County Superintendent of Schools	Courier services for fiscal services 05-06	\$ 3,394.63
Sonora Equipment Rental	Emergency repairs to main campus water lines	\$ 2,400.00
Young Electric Sign Co.	Repair of marquee	\$ 4,700.00
	Total	\$10,494.63

- k. Quarterly Fiscal Status Report
Consider receiving the report as listed.
- l. Academic Ratification of Equivalency Requests
Consider ratification as indicated.
- m. Academic Ratification of Eminence Requests
Consider ratification as listed.
- n. Temporary Academic
Consider temporary academic as listed.
- o. Classified Revised, New, Additional Positions
Consider approval of the additional positions as listed.
- p. Classified Bargaining Unit Appointments, Promotions and/or Transfers
Consider classified transfers/appointments as listed.
 - 1. Jennifer Simmons from Administrative Secretary I, Grants, to Administrative Secretary I, Instruction, effective June 13, 2005.

2. Gloria Aquino, Administrative Secretary I, Facilities Construction (70%) & Public Information (30%), effective September 21, 2005.
3. *Recruitment for the position of Administrative Secretary I, Technology Services, is currently underway. A recommendation for appointment will be brought to the September 20, 2005, board meeting as an amendment.*

Suzan Selby, Administrative Secretary I, IT, effective September 21, 2005

- ~~4. Recruitment for the position of office assistant, Financial Aid, is currently underway. A recommendation for appointment will be brought to the September 20, 2005, board meeting as an amendment.~~
- ~~5. Recruitment for the position of office assistant, Counseling, is currently underway. A recommendation for appointment will be brought to the September 20, 2005, board meeting as an amendment.~~
- ~~6. Recruitment for the position of network manager is currently underway. A recommendation for appointment will be brought to the September 20, 2005, board meeting as an amendment.~~
- ~~7. Recruitment for the position of director of Maintenance & Operations is currently underway. A recommendation for appointment will be brought to the September 20, 2005, board meeting as an amendment.~~

- q. Non-Classified Employees
Consider approval of the appointments
- r. Agreements
Consider approval of the agreements as detailed below.
Fiscal Impact: As listed.

Vendor/Consultant	Service	Amount
RSC Equipment Rental	Rental of scissor lift for home games (5 games @ 538.42 ea)	\$2,692.10
VeriSign	Renewal of online credit card security processing. Secure Site Pro certificate (two years) 7/20/05 – 7/19/07	\$ 1,790.00
Board of Governors State of California	Student Right To Know (SRTK) Reporting Subscription to facilitate compliance by community college districts with the information reporting requirements of the SRTK Act.	\$3,700.00
	Total	\$8,182.10

- s. First Reading: Proposed Board Policy No. 6550 – Disposal of Property
Consider acceptance for first reading the proposed Board Policy No. 6550,
Disposal of Property
- t. Approval of Extension of Eminence Status
Consider approval of the eminence request as presented.

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Excused Absence of Trustee

It was MSC (Underhill/Elder, 4-0 Franke absent) to adopt the resolution, excusing the absence of Trustee Dorothy M. Franke, Ph.D., from the August 23 special board meeting.

7. SUPERINTENDENT/PRESIDENT

8. INSTRUCTION

8.1 Agreement – Renewal Study Abroad Consortium

It was MSC (Elder/Underhill, 4-0 Franke absent) to approve the renewal of the 2005-06 Southern California Foothills Consortium guidelines agreement. Fiscal Impact: None

8.2 Agreement – Southern California Biotechnology

It was MSC (Elder/Underhill, 4-0 Franke absent) to approve the renewal of the agreement by and between Southern San Diego Community College District and Victor Valley Community College District. Fiscal Impact: see attached listing

8.3 Verizon Communications Grant

It was MSC (Underhill/Henderson, 4-0 Franke absent) to accept the grant award from Verizon Communications in the amount of \$50,000 for the purchase of laptop computers for the Literacy and Basic Skills Programs. Fiscal Impact: \$50,000 paid to the district

9. STUDENT SERVICES

9.1 Agreement – Rapidtext

It was MSC (Underhill/Elder, 4-0 Franke absent) to approve the agreement as indicated. Fiscal Impact: Budgeted item, not to exceed \$35,000 (DSPS budget)

9.2 Out-of-State Travel

It was MSC (Elder/Underhill, 4-0 Franke absent) to approve the of out-of-state travel and payments of expenses for students and staff to travel to Orlando, Florida to attend the American Student Association of Community Colleges, October 30 –November 4, 2005. Fiscal Impact: not to exceed \$9,000 (ASB budget)

9.3 Agreement – Sysix Financial, LLC

After discussion, it was MSC (Elder/Underhill, 4-0 Franke absent) to change the amount from \$3,841.57 to \$3,912 and to approve the lease agreement with Sysix Technologies for 36 months.

10. ADMINISTRATIVE SERVICES

10.1 Agreement – Total Compensation Systems, Inc.

It was MSC (Elder/Underhill, 4-0 Franke absent) to approve the agreement with Total Compensation Systems, Inc. for actuarial studies for GASB 43 and 45 as detailed in the attached reference. Fiscal impact: Not to exceed \$10,000

10.2 Agreement – Maurice Thompson Concrete

It was MSC (Underhill/Elder, 4-0 Franke absent) the agreement with Maurice Thompson Concrete for the services as indicated. Fiscal Impact: \$14,865.00

10.3 Bid Award – Asbestos Abatement and Reconstruction, Automotive Building Restrooms

It was MSC (Underhill/Henderson, 4-0 Franke absent) to approve the bid award to Ti-Span Inc. in the amount of \$88,000.00 for asbestos abatement and reconstruction of the Automotive Building restrooms. Fiscal Impact: Fund 71 expenditure \$44,000.00 – 100%reimbursable through the State’s Asbestos Abatement program.

10.4 Agreement – Novacoast

It was MSC (Elder/Underhill, 4-0 Franke absent) to approve the agreement with Novacoast for the security analysis of the district’s Novell network as indicated.

11. HUMAN RESOURCES

11.1 Administrative/Management/Confidential Payment of Accrued Vacation Days

It was MSC (Elder/Underhill, 3-1, Henderson voted no, Franke absent) to approve the payment as listed.

11.2. Management New Job Description, Assistant Director of Auxiliary Services

It was MSC (Elder/Underhill, 4-0 Franke absent) to approve the new job description for an assistant director Auxiliary Services as listed.

11.3 Management Salary Increase

After discussion it was (Elder/Underhill, 4-0 Franke absent) to approve the .875% salary increase to the management team’s salary schedule effective July 1, 2005 as listed.

11.4 Classified Revised Job Description, CalWORKs/TANF Specialist

It was (Elder/Underhill, 4-0 Franke absent) to approve the revised classified position and job description for CalWORKs/TANF Specialist as listed.

11.5 Notice of Claim for Damages – pulled

~~Consider denying the claim for damages dated August 26, 2005 from Gloria G. Henderson, as listed.~~

11.6 Authorize Change in Work-Related Intra-District Travel and Expense Allowance

It was MSC (Underhill/Elder, 3-1, Henderson voted no, Franke absent) to approve the revision in stipend allowance for the director of Public Information from \$250 month to \$400 per month, effective October 1, 2005.

12. FOR INFORMATION ONLY

12.1 Dr. Prem Reddy School of Health Sciences Allocation Plan
The 2005-2006 allocation plan for the Dr. Prem Reddy School of Health Sciences is presented for the board's information

12.2 Monthly Financial Reports
For the period ending July 31, 2005 as indicated.

12.3 Classified Resignation Information only
The resignations listed below have been received and accepted, as indicated.
1. Eileen Do, webmaster, effective August 31, 2005,
2. Summer Bohnsak, classified special, effective August 31, 2005,
3. Christine Ostberg, office assistant, Police Department (50%), effective October 7, 2005
4. Dana Pontius, office assistant, Counseling, effective September 13, 2005.
5. Paula Curci, classified special, effective September 16, 2005.

12.4 Substitutes Provided through Contract Information only
This information is provided for board information

12.5 Administrative/Management/Confidential Resignation Information only
The resignation listed below has been received and accepted, as indicated
1. Tom O'Neil, dean of Humanities, Arts, and Social Sciences, effective, December 31, 2005.

13. ADJOURNMENT
The meeting was adjourned at 7:35 p.m.

APPROVED:

Joe Range, President

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

Bettye Underhill, Ph.D., Clerk

Date Approved

