



# Victor Valley Community College District Board of Trustees Regular Meeting

## Minutes

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

November 8, 2005

4 p.m.

**CALL TO ORDER:** The Board of Trustees of Victor Valley Community College District met in Open Session on November 8, 2005, in the Board Room of the Administration Building. Mr. Range, Board President, called the meeting to order at 4 p.m.

**PLEDGE OF ALLEGIANCE:** Arlene Greene 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, Dr. Dorothy Franke, Dr. Bettye Underhill, Clerk Trustee. ASB President and Student Trustee Kimberlee Kelly arrived for Open Session at 6:05 p.m.

**MEMBERS ABSENT:** None

**STAFF/GUESTS PRESENT:** Dr. Patricia A. Spencer, Mr. Bruce Baron, Dr. William Schmidt, Mr. Bill Greulich, Dr. Tom O'Neil, Mr. Nick Parisi, Dr. Prystowsky, Steve Garcia, Lael Willingham, Mitchell Greene, other staff, and members of the public.

**CLOSED SESSION** Mr. Range recessed the Open Session at 4:06 p.m., and the Board met in Closed Session from 4:06 p.m. to 6 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 Butcher 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  
Mr. Range reported that there were no actions taken by the Board in Closed Session.

**3. GOVERNING BOARD**

- 3.1 It was MSC (Underhill/Elder, 5-0), to approve the minutes of the October 25, 2005 special board meeting as amended
- 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 items 3.1, 5.b, 5.d and 11.3 had amendments.

**4. REPORTS**

- 4.1 Dr. Spencer introduced Dr. Prystowsky, who is serving as Interim Deputy Superintendent, Executive Vice President of Instruction and Chris Hylton, the new Director of Maintenance and Operations. Dr. Spencer reminded everyone that the accreditation team consisting of

Drs. Bobbitt and O’Hearn would be on campus tomorrow and that they have requested a number of us to be on standby. Dr. Spencer and Mr. Range presented Dr. Franke with a plant arrangement and thanked her for her service, professionalism and commitment to the students.

4.2 Instruction

Dr. Prystowsky announced that it was a great honor to be at the college and that it was a privilege to work with all of the employees at the college.

4.3 Student Services

Dr. Lewallen reported on the counselor’s roundtable event that was held on November 2<sup>nd</sup>. Various publications produced by the Financial Aid office were presented. Dr. Lewallen recognized Greg Ryan, for his work along with the staff of the financial aid office. Dr. Lewallen reported that the college was recently awarded a grant for \$300,000 over a three-year period.

4.4 Administrative Services

Mr. Baron reported on the various activities that the Administrative Service staff was involved in. Last Friday, the Public Works board met and all of the documents were approved for the bid packaged for the Advanced Technology building. Construction could begin within 6 months.

4.5 Human Recourses

Dr. Schmidt reported that the Human Resources department was busy with the recruitment of a number of positions. A workshop to promote diversity was recently attended by the Personnel Analyst.

4.6 Governmental Relations

No Report

4.7 Foundation

Mrs. Ontiveros reported the winners for the Alumni Hall of Fame and distinguished service awards were recently announced. The ramble golf tournament, that was recently held raised \$15,000 for the student experience fund. She thanked Mitsubishi Cement for their recent donation for the fire science program.

4.8 Board of Trustees

Mr. Range reported that he also attended the prize patrol opportunity for the distinguished service award that was presented to the *Daily Press*.

4.9

a) ASB

Ms. Kelly reported on the various upcoming student activities.

b) CCA

Ms. Blanchard reported on the progress of the fact finding issue involving the separation of the senate and the association. She said that they are prepared at this time, to agree to it now and to send it out to ratification.

c) CSEA

Mrs. Greene reported on the upcoming holiday party that will be held December 3 at the Ramada Inn. Ms. Greene reported that there were still several vacant classified positions, specifically in the M&O department.

c) Faculty Senate

Ms. Blanchard reported that a scheduling task force met and their charge was to come up with a time frame that the schedules would be given to the department chairs so that they could submit it back to their deans at the appropriate time. Ms. Blanchard reported on the status of the hiring priorities and procedures committee meeting. An Open House is scheduled for the Title V grant December 2<sup>nd</sup> in the PAC 9 am. – 3:45 p.m., would like board members presented. The Senate budget committee and Mr. Baron are working closely together on coming to an agreement regarding the unit plans and budget augmentation. The eminence/equivalency committee has been gathering information to discuss grandfathering. Mr. Range requested that information regarding the faculty senate should be sent to the board members at their home addresses

e) AFT

Dr. Peavy reported the first afternoon at the movies was a grand success. He thanked Kimberlee Kelly, ASB president and the students that assisted the event. The next afternoon at the moves is planned February 21 at 2 p.m. and February 22 at 7 p.m.

f) Management

On behalf of the management team, Mr. Sewell thanked Dr. Franke for her hard work and wished her well in her future endeavors. The class schedules are expected on campus next week. Mr. Sewell recognized Ruby Wikstrom for all of her hard work on gathering information for the class schedule.

#### 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.

*Public comments: Mr. Greene donated a copy of a DVD of the Adelanto Grand Prix to the campus library.*

## 5. CONSENT AGENDA

### Consider approval of the following consent items to be approved in one motion.

It was MS (Underhill/Franke) to approve the following consent items to be in one motion. Following discussion, the motion carried (Underhill/Franke, 4-1, Henderson voted no) to approve the following consent items in one motion.

*Public Comment: Ms. Green requested that this item be pulled from the consent agenda and not approve it. Two employees in the MIS department currently have this in their job description. Dr. Lewallen indicated that this was once small piece of the Senior Systems Analyst position. This vendor would not be doing the entire job of a Senior Systems Analyst. Currently, we do not have employees that have the knowledge and expertise trained at a sufficient level to solve all of the issues.*

a. Agreement – Student Services

Consider approval of the agreement as listed. Fiscal Impact:  
\$1000.00

Vendor/Consultant	Service	Amount
Sandy Mistretta	Provide maintenance on EPOS TREG SYSTEM 20 hours maximum @ \$50/hr	\$1,000.00
	Total	\$1,000.00

b. Classified Bargaining Unit Appointments, Promotions and/or Transfers

Consider approval of the transfer/appointments as listed. Fiscal Impact: Budgeted Item.

c. Out-of-State Travel

Consider approval of travel and expenses for members of the Campus Police Department to attend the training course as listed. Fiscal Impact: Budgeted

d. Non-Classified Employees

Consider approval of the appointments as listed. Fiscal Impact: Budgeted Item

e. Temporary Academic

Consider approval of the appointments as listed. Fiscal Impact: Budgeted Item

f. Agreements – Contract Education Services

Consider approval of the agreements as listed. Fiscal Impact: See listing below

Vendor/Consultant	Service	Course Dates	Tentative Amount Received
Marshall Reddick Seminars, Inc.	Learn How \$6000 Can Be Turned Into Millions in Real Estate-Part Time	3/18/06	\$1,200
Preston Guillory Investigations	Urban Survival & Personal Safety	1/21/06-2/04/06	\$ 700
Preston Guillory Investigations	Urban Survival & Personal Safety	3/04/06-5/06/06	\$1,050
		TOTAL	\$2,950

g. Board of Trustees Payment Report

Consider approval of Board of Trustees Transfers and Payment Reports

h. Quarterly Fiscal Status Report

Consider approval of the September 30, 2005 quarterly report to be submitted to the Chancellor's Office and county schools Fiscal Impact: None

i. Authorized Signatory

Consider approval of the signature of Dr. Richard Prystowsky to represent the board in the name cases for fiscal year 2006-2006 per Education Code 72282.

**ACTION AGENDA**

**6. BOARD OF TRUSTEES**

**7. SUPERINTENDENT/PRESIDENT**

7.1 Presentation by Community College Services (CCS)

Discussion

Dr. Spencer reported that the college has engaged in a new educational master planning process. A presentation was provided by Ally Timar and Bobby Crushal from Community College Services. The focus was on college needs, where the college needs to go and what we would like to see in the future. The trustees were asked for their thoughts on what they would like to see in the future.

**8. INSTRUCTION**

8.1 Agreement – Community College Foundation Statewide Independent Living program #467-112

It was MSC (Underhill/Franke, 5-0) to approve the renewal agreement with The Community College Foundation for the Independent Living Program per the terms and conditions listed therein. Fiscal Impact: to the District \$10,200.

8.2 Agreements - Library

It was MSC (Franke/Underhill, 5-0) to approve the renewals for the VVC Library with Taylor & Francis Group and the Community College League of California for the Community College Library Consortium for January 1, 2006 through December 31, 2006. Fiscal Impact: Budgeted item, not to exceed \$14,474.19

8.3 Sabbatical Leave Requests for Spring 2006

It was MSC (Henderson/Elder, 5-0) to grant the Sabbatical Leave to James Wilson, English Department, for spring 2006 under the conditions specified in District policies and the collective bargaining agreement with the Association. Fiscal Impact: Budgeted

8.4 Agreement – Learnkey, Inc.

It was MSC (Elder/Underhill, 5-0) to approve the agreement with LearnKey Inc as a vendor to conduct online courses in the Community Service/Feebase department as attached.

8.5 Agreement – San Francisco Community College District California Early Childhood Mentor Program

It was MSC (Elder/Underhill, 5-0) to approve the renewal of the San Francisco Community College District California Early Childhood Mentor Program Agreement per the terms and conditions contained therein. Fiscal Impact: Not to exceed \$12,000

8.6 Agreement Modification – TANF-CDC Grant

It was MSC (Henderson/Elder, 5-0) to approve the modification of the renewal agreement with the Foundation for California Community Colleges to receive the grant award of \$32,292.50 for the 2005-06 Temporary Assistant for Needy Families – Child Development Centers (TANF-CDC) Project. Fiscal Impact: \$32,292.50 to the District

8.7 Agreement (Amended) – Child Development Services CCTR-5314

It was MSC (Henderson/Underhill, 5-0) to approve the amended agreement (CCTR-5314) with the California Department of Education for Child Development Services for the 2005-06 fiscal year per the terms and conditions contained therein. Fiscal Impact: to the District \$27,212

**9. STUDENT SERVICES**

**10. ADMINISTRATIVE SERVICES**

10.1 Donation – Foundation Community Development Block Grant

It was MSC (Underhill/Elder, 5-0) to accept the donation of funding not to exceed \$10,000 in Community Development Block Grant funds from the Foundation through the City of Hesperia, as college property and to accept responsibility to act as the “Participant” under the terms and agreement as submitted. Fiscal Impact: \$10,000.00 grant income

10.2 Change Order – Tri-Span, Inc.

It was MSC (Franke/Elder, 5-0) to approve the change order #1 with Tri-Span Inc. Fiscal Impact: \$8,237.00 (100% reimbursable through Hazardous Material Funding). Following discussion the motioned approved unanimously.

10.3 Bid Award – Nesdoor Entry Systems Corporation

It was MSC (Underhill/Henderson, 5-0). Following discussion the motioned approved unanimously.

10.4 Agreement – Shambra & Associates

It was MSC (Underhill/Elder, 5-0) to approve the agreement with Shambra & Associates, Inc. to provide initial study and environmental assessment services for the Seismic Replacement Auxiliary Gym (Adaptive PE building). Fiscal Impact: \$8,500.00 plus reimbursable costs (This project is State funded and will be 100% reimbursable to the district). Following discussion the motioned approved unanimously.

10.5 Agreement – Pacific Blue Micro/Enterprise Data Software

It was MSC (Henderson/Underhill, 5-0) to approve the agreement to update and renewal of the software licensing agreement with Computer Associates and Pacific Blue Micro as noted. Fiscal Impact: Estimated amount \$5,742.00

10.6 Donations

It was MSC (Henderson/Underhill, 5-0) to accept the donations as college property. Fiscal Impact: None

**11. HUMAN RESOURCES**

11.1 Administrative/Management/Confidential Revised Job Description

It was MSC (Franke/Underhill, 5-0) to approve the revised job description as listed.

11.2 Administrative/Management/Confidential New Job Description and Establishment of the Position of Vice President of Human Resources

It was MS (Franke/Underhill, 4-1, Elder voted no) following discussion Mr. Elder Elder withdrew his vote. Following further discussion, the motion to accept carried (4-1, Henderson voted no).

11.3 Approval of Revised Classification levels

It was MSC (Underhill/Elder, 5-0) to approve the level assignments as listed.

11.4 Academic Administrator Contract Extension

It was MSC (Elder/Underhill, 5-0) to approve the renewal of the administrative contracts as listed.

**12. FOR INFORMATION ONLY**

12.1 Substitutes Provided through Contract

Provided as an informational item.

Information only



12.2 Monthly Financial Statements

Provided as an informational item.

Information only

12.3 Sabbatical Leave Report

Provided as an informational item.

Information only

**13. ADJOURNMENT**

The meeting was adjourned at 7:45 p.m.

It is the intention of Victor Valley Community College District to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Jeffrey Holmes, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92395-5849, (760) 245-4271, Ext. 2596, from 8:30 a.m. to 5:00 p.m., Monday through Friday, at least 48 hours prior to the meeting to make reasonable arrangements. Government Code Section 54954.2.

APPROVED:

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Joe Range, President

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

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Bettye Underhill, Ph.D., Clerk

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Date Approved