

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

November 11, 2003

5 p.m.

- CALL TO ORDER:** The Board of Trustees of the Victor Valley Community College District met in regular session on November 11, 2003, in the Board Room of the Administration Building. Dennis Henderson called the meeting to order at 5:05 p.m.
- PLEDGE OF ALLEGIANCE:** Sharon Williams led the audience in the Pledge of Allegiance to the flag.
- MEMBERS PRESENT:** Dennis Henderson, President; Dorothy Franke, Vice President; Thomas M. Elder, II, Clerk; Maxine Moore, Bettye Underhill, Jinny Ki, ASB Representative.
- MEMBERS ABSENT:** None
- STAFF/GUESTS PRESENT:** Dr. Patricia A. Spencer, Peter Allan, Jim Williams, Debra Blanchard, Rita Jackson, Linda Cera, Robert Sewell, Margarita Barbosa, Deanna Murphy, John Rude, Jack Thomas, Maria Ruiz, Micah Collard, Kitty Bissell.
- Break** 5:05 – 5:07 p.m.
- CLOSED SESSION** The board moved to closed session to discuss conference with counsel—existing litigation: seven potential cases of anticipated litigation, Gloria Henderson; Lois Kobz; Puckett vs. Victor Valley College; Nicholas Halisky and Cathleen Halisky; Office of Civil Rights; CSEA vs. VVCCD; public employment: public employee/discipline/dismissal/release; conference with labor negotiators—Bill Schmidt, Jim Williams, Peter Allan, Willard Lewallen, agency designated representatives; CSEA and CTA employee organizations.
- Break** 5:32 – 6:02 p.m.
- OPEN SESSION** The board reconvened to open session at 6:02 p.m.

November 11, 2003

ACTION AS A RESULT  
OF CLOSED SESSION

None.

GOVERNING BOARD

It was MSC (Moore/Underwood, 5-0) to approve the minutes of the regular board meeting of October 14, 2003, as presented.

AGENDA ADDITIONS,  
REVISIONS:

REPORTS:

Superintendent/President

Dr. Spencer distributed to the board documents about creating a learning-centered college, a PowerPoint presentation from an accreditation workshop in Orange County, themes from accreditation, and a flyer about an on-campus holiday celebration December 11. Reminded everyone to attend the football game Saturday.

Dr. Spencer and Mr. Henderson presented certificates of appreciation to the quiet heroes of Victor Valley College who exhibited extra caring for neighbors who were displaced during the recent fire and evacuation: Jack Thomas, Skip Cera, Art York, Sylvester Rivera, Selena Gonzalez, Ron Tascione, Noreen Jacques, Steve Garcia, Robert Sewell, Margarita Barbosa, Deanna Murphy, Patty Jennings, Debby Peterson, Dave King, Jinny Ki, Melissa Lanceta, Micah Pollard, and Daniel Heath.

Student Services

Willard Lewallen shared the student survey instrument from Noel Levitz that will be used in preparation for the accreditation visit and self-study. Staff will be surveyed using an instrument which focuses on the standards of good practice and was prepared on campus.

This year's budget shifted funds from Partnership for Excellence to financial aid augmentation. The district's share of \$400,000 is to be used for financial aid administration. A task force is developing a plan for these funds; the plan will be brought to the board for approval.

Student Learning

Peter Allan stated that the spring and summer schedule has been combined into one document, is on its way to the printer, and will be delivered in the *Daily Press* the week of Thanksgiving. The schedule has been on the Internet for the past two weeks.

Postcards will be mailed to every household with information on where to pick up a schedule.

Administrative Services

Jim Williams reported the Board of Governors' budget change proposals are aggressive and ambitious with an optimistic view for next year—5% growth and 2% COLA recommended to the governor. Although this is not realistic, it starts a dialogue on campus. Dr. Williams shared the percentage increases vs. fixed cost in salaries and benefits. Dr. Spencer said it is her understanding that the increase of growth and COLA is only about \$100,000 more than the fixed increases in salaries and benefits.

Foundation

Ginger Ontiveros announced the Alumni Hall of Fame awards banquet will be held January 24. Margaret Diaz, Larry Huber, Bob Tinsley, and Art Bishop will be honored. Congratulated students in the Agriculture Department who were recognized with a \$5000 grant from Kaiser in appreciation of a student lead study.

Board of Trustees

Betty Underhill

Praised everyone who assisted with the fire evacuation.

Dennis Henderson

Presented Maxine Moore a plaque in appreciation of her inspirational leadership and firm commitment to students while serving as a member of the Victor Valley College Board of Trustees from December 1987 to November 2003.

Maxine Moore

Has enjoyed the past 16 years and appreciates all of the people she has worked with. She will still be working for the district by continuing on Foundation committees.

Dr. Spencer spoke on behalf of management, thanking Mrs. Moore for being a good board member, vigilant, honest, open, and accessible. It was always obvious she had the best interest of students in mind in every decision she made.

ASB

Jinny Ki reported that *Hansel and Gretel*, directed by Claudia Basha, will be presented this week. PTK, CARE, and ASB are sponsoring the holiday season student food drive, which is now in progress. Distributed information on the Lights of Love program. Described student participation in the institutional goal

survey and ASACC conference in New Orleans this Thursday. Will be attending the CCLC convention in Oakland next week.

- CCA Debra Blanchard congratulated Tom Elder on his re-election and told Maxine Moore she enjoyed sitting across from her the past five years. Faculty ratified a 16-week compressed calendar for next year, with a six-week intersession, six- and eight-week summer sessions, and no flex days, due to the loss of staff development money.
- CSEA Suzanne McGowan reported she is looking forward to the classification study. The MIS positions in Item 5j still need to be negotiated to be put on the salary schedule.
- Faculty Senate Debra Blanchard distributed to the board and read a resolution written and approved by the Academic Senate Executive Team and area reps regarding student workers. Asked the board to support students in their right to work on campus. The Faculty Senate formally adopted the existing mission statement.
- Management Robert Sewell said a number of management employees attend almost every activity, and it is good to see them recognized.
- Public Comments: None.
- Consent Agenda** It was MSC (Underhill/Elder, 5-0) to approve the following items on the consent agenda as listed.
- 5a Proposed revision to Board Policy 1200, District Mission, second reading, as listed.
  - 5b Proposed revisions of accreditation standards on Board Policies #2410, #2430, #2435, #2510, #2715, #2740, #2745, #3200, #3250, #4025, and #5500, as listed.
  - 5c Budget transfers and payment report as listed.
  - 5d Monthly financial reports for the period ending September 30, 2003, as listed.
  - 5e Agreements with vendors/consultants as listed.
  - 5f Academic resignation: Jose Penos, Restaurant Management Instructor, effective May 24, 2004, as listed.
  - 5h Temporary academic as listed.
  - 5i Classified resignation: Vicki Gesson, Instructional Assistant III in BET, effective December 30, 2003, as listed.
  - 5j Classified bargaining unit appointment: Carole Stump, Library Technical Assistant, effective on or after November 17, 2003; Diana Sisk, Instructional Assistant I—Language Lab, effective on or after November 17, 2003; Sandra Mistretta, promotion to Senior

Programmer/Software Developer (from Data Processing Specialist), effective on or after November 12, 2003; Mark Clair, promotion to Institutional Research Coordinator (from Research Analytical Technician), effective on or after November 12, 2003; Christina Moreno, promotion to the position of Senior Systems Analyst (from Data Processing Specialist), effective on or after November 12, 2003.

- 5k Non-classified employees as listed.
- 5l Classified Memorandum of Understanding: temporary change in schedule for Patti Williams, as listed.
- 5m Classified Memorandum of Understanding: temporary change of schedule for Diane Mohr as listed.
- 5n Classified Memorandum of Understanding: temporary change of schedule for Kyle Rotte as listed.
- 5o Classified Memorandum of Understanding: construction of a waterfall as listed.
- 5p Administrative/Management/Confidential Resignation: Frances Coleman, Administrative Assistant in the Human Resources Office, effective January 2, 2004; and Karen Rudisill, Coordinator of Purchasing, effective October 31, 2003, as listed.

#### UNFINISHED BUSINESS NEW BUSINESS

Dr. Spencer hung the mission statement on the wall of the board room.

#### Out-of-State Travel

It was MSC (Franke/Underhill, 5-0) to approve travel and payment of expenses for ASB council members and staff to travel to New Orleans, Louisiana, to attend the American Student Association of Community Colleges' National Leadership & Advocacy Conference from November 13-16, 2003, including YeoJin (Jinny) Ki, Tayari Kuanda, Melissa Lanceta, Christopher Hook, Nicole Nolan, Selena Martin, Anna Olin, and Robert Sewell.

#### Agreements

It was MSC (Elder/Franke, 5-0) to approve the agreement with Constellation New Energy to provide electrical energy as listed.

It was MSC (Moore, Underhill, 5-0) to approve the agreement with iParadigms, llc for turnitin.com plagiarism detection and prevention programs as listed.

It was MSC (Elder/Moore, 5-0) to approve the agreement with Spencer/Hoskins Associates for architectural services for the speech/drama addition as listed.

It was MSC (Underhill/Moore, 5-0) to approve the agreement with Triad Computer Connection, Inc. for the annual maintenance of WRQ Reflections software programs as listed.

Notice of Completion, DDH  
Apple Valley Construction, Inc.

It was MSC (Franke/Elder, 5-0) to accept the work of DDH Apple Valley Construction, Inc. for the Fish Hatchery Road sewer connection project and direct payment as listed.

Board Delegated Authority  
Signatories

It was MSC (Elder/Moore, 5-0) to rescind all previous signatory authority for Karen Rudisill, effective November 11, 2003.

Annual Financial and Budget  
Report, CCFS-311

The Annual Financial and Budget Report, CCFS-311, was received as listed

Authorize Out-of-State Travel

It was MSC (Moore/Underhill, 5-0) to approve out-of-state travel for Vito Melendez from November 13 through 21, 2003, while on industrial accident leave.

ADJOURNMENT:

The meeting adjourned at 7:19 p.m.

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

APPROVED:

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President

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Clerk