

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

August 20, 2002

3 p.m.

CALL TO ORDER: The Board of Trustees of the Victor Valley Community College District met in special session on August 20, 2002, in the Board Room of the Administration Building. Dennis Henderson called the meeting to order at 3:03 p.m.

PLEDGE OF ALLEGIANCE: Ed Heaberlin 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.

MEMBERS ABSENT: Jennifer Menser, ASB Representative

STAFF/GUESTS PRESENT: Fay Freeman, Linda Cera, Kitty Bissell, April Lexion, Carol Delong, Deborah Potts, Ed Heaberlin, John Rude, Judy Solis, Robert Sewell.

AGENDA ADDITIONS,  
REVISIONS:

REPORTS:

Interim Superintendent/President Dr. Freeman encouraged working with the Ed Master Plan and self study for accreditation. Congratulated people working on their teams on flex day. We need collaboration and a broad-based effort. It is good to see students back on campus today.

Student Services No report.

Student Learning Henry Yong spoke about the planetarium. Dave Meyer, an associate faculty member affiliated with the Lewis Center, is organizing planetarium programs. Last year was very successful, and this year we are looking forward to serving elementary school districts.

Bettye Underhill arrived at 3:08 p.m.

Administrative Services Tom Clark spoke about an RFQ to apply for a contract to run courses at the federal corrections institute.

Foundation No report.

Board of Trustees

Dorothy Franke Noticed in a description of accreditation a code of ethics for the board needs to be done. Would like board to be involved with this and get it done soon.

August 20, 2002

Tom Elder Said we already have one, it's in the policy book. The old board policies are the board policies.

Dennis Henderson Ethics on the board needs to be addressed.

ASB No report.

CCA Debby Blanchard said faculty supports a special board meeting regarding hiring an interim vice president, dean, and search committee for the president/superintendent of the college. Encouraged the board to have it published on the Website or sent on emails. Also suggested that when minutes for board meetings are adopted, they be published on the website. Getting to know Peter Parra very well, working out grievances in a very nice way.

CSEA No report

Faculty Senate Invited the board and public to attend the first meeting Thursday, September 5, at 3:30 p.m. in Liberal Arts 17.

Management Petter Parra said that the interim vice president and dean positions will be advertised in-house for five days. These would be temporary assignments.

Public Comments: None.

## NEW BUSINESS

Presidential Search Process It was MSC (Elder/Franke, 5-0) to open public discussion.

Debby Blanchard said about two months ago Tom Elder made a suggestion for a survey and a lot of people liked that. Suggested the survey go campus-wide and come back to an office to compile that information. Suggested the search go nationwide.

The board asked the audience what is really important in the president of the college. The audience shared ideas and Dorothy Franke wrote the following list on the board:

- Works with the community
- Knowledgeable about California policies/procedures, Ed Code, Health and Safety Code, personnel matters
- Supportive of all programs offered by community colleges
- Good character
- Understands college mission
- Knowledge of curriculum needs (unique to community colleges) such as advanced placement/basic skills
- Supports diversity in staff and students
- A history of collaboration/cooperation with all segments of the college community
- Demonstrate ability to handle growth
- Familiar with marketing, sterling communication skills

Tom Clark suggested using the issues that the board will use in evaluating the president a year from now.

Tom Elder asked the audience what kind of wage range you feel, as people of the community, you could tolerate. Debby Blanchard said from Faculty Senate's perspective, Nick Halisky's wage was way down near the bottom. It needs to be higher. Mr. Elder asked for a dollar figure. Ms. Blanchard said the normal range is \$150,000 to \$175,000, commensurate with experience. Dorothy Franke said the state of California has a publication with salaries. Debby Blanchard said we have it, it's on the website.

Dennis Henderson asked Peter Parra to include "inform the board of operation and status of the college" and "oversee and participate in the overall planning and development of the college" on the job description. Those two lines were stricken from the draft.

Debby Blanchard asked about hiring a search consultant and said that interviewing would probably not start until February or March and a July 1 start date could be stated. Willard Lewallen suggested getting the process started with a target date of the next academic year. Bill Greulich asked that Bob Sewell be included on the committee so that management would have input.

Kathleen Moore suggested the survey should be done by the superintendent/president's office rather than by constituent groups. Fay Freeman said the HR department would do the survey.

Dennis Henderson asked Peter Parra for information on hiring a consultant. Peter Parra said consultants provide a very focused approach to the process and moves it along well. Three recent searches in the past year ranged from \$19,000 to \$23,000 and include training and orientation of the search committee, setting the schedule, developing timelines, networking in a search for a CEO, a broad search for candidates, and reference checks for a certain number of candidates. He suggested three, four, or five firms could be identified and proposals could be requested. Tom Elder asked that this be done for the next board meeting so that one could be selected. Peter Parra said a request for proposals would be sent out now in time for the next board meeting, September 10. Tom Elder said we're pressing to get this moving because we've spent six months talking and haven't moved one inch.

It was MSC (Underhill/Franke, 5-0) that the district seek proposals from firms that specialize in presidential searches and that we ask that proposals be submitted in time for board review by September 10.

Ginger Ontiveros asked if the intention of the survey was to involve community or just get input from campus constituencies. Tom Elder said he would have a hard time with input from just the campus. There was discussion on the survey form: ranking importance of characteristics, scoring questions on scan sheets, essays, and four-point versus five-point systems.

Willard Lewallen suggested the board state a clear expectation of how the new president/superintendent spends time in the community and on campus. Otherwise, this person will come in and define that for you. Bettye Underhill and Dorothy Franke thought it should be articulated through interaction in the interview. Dennis Henderson said it should be defined up front.

Dr. Lewallen suggested eliminating the words “non-professional employees” in the job description draft.

Mitch Greene asked how HR proposed to do the survey and felt that the classified staff who runs the website has been overlooked. Henry Yong stated that some faculty members are not skilled on computers and might lose the opportunity to participate in the survey. Kathleen Moore asked if adjunct faculty would have access. Dorothy Franke suggested having paper ballots as well as online.

It was MSC (Elder/Underhill, 5-0) to close discussion.

BREAK

4:13 p.m.– 4:20 p.m.

CLOSED SESSION

The board moved to closed session to discuss conference with counsel—two potential cases of litigation.

BREAK

4:53 p.m.– 4:57 p.m.

OPEN SESSION

The board reconvened to open session at 4:57 p.m.

ADJOURNMENT:

The meeting adjourned at 4:57 p.m.

Respectfully submitted,  
Fay Freeman, Ed.D.  
Secretary

APPROVED:

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President

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Clerk

List of input from audience at board meeting August 20, 2002, put on board by Dorothy Franke:

Works with the community

Knowledgeable about California policies/procedures, Ed Code, Health and Safety Code, personnel matters

Supportive of all programs offered by community colleges

Good character

Understands college mission

Knowledge of curriculum needs (unique to community colleges) such as advanced placement/basic skills

Supports diversity in staff and students

A history of collaboration/cooperation with all segments of the college community

Demonstrate ability to handle growth

Familiar with marketing, sterling communication skills