

MINUTES  
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
Special Meeting  
Green Tree Inn  
Victorville, California

March 13, 2003

3 p.m.

CALL TO ORDER: The Board of Trustees of the Victor Valley Community College District met in special session on March 13, 2003, in the Board Room of the Green Tree Inn. Dennis Henderson called the meeting to order at 3:04 p.m.

MEMBERS PRESENT: Dennis Henderson, President; Dorothy Franke, Vice President; Thomas M. Elder, II, Clerk; Maxine Moore, Betty Underhill.

MEMBERS ABSENT: Jennifer Menser, ASB Representative

STAFF/GUESTS PRESENT: Richard A. Jones, Linda Cera, Sharon Williams.

The Board of Trustees met to clarify goals and receive an EEO briefing in preparation for the superintendent/president interviews.

Betty Underhill arrived at 3:06 p.m.

Sharon Williams explained that she serves as the EEO nonvoting member of the committee. Her role at the first level, but seldom at the second level, is to serve as a disinterested party and give the committees ground rules. She distributed confidentiality statements to the board members for signature. Ms. Williams explained that some employees have been concerned about signing the form. If confidentiality is breached, the employee would not be fired, but the hiring process would be jeopardized and the employee could not serve on any future committees.

Ms. Williams said the next step would be to talk about the interview questions. None of the sample questions say anything that would not be relevant to this position. Dr. Jones distributed the proposed questions and the questions asked in the first interview. Dorothy Franke distributed the questions used when hiring Dr. Jones.

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Sharon Williams explained that the applications were screened by Grace Mitchell to make sure the minimum qualifications were met. The committee reviewed the applications during the screening process, using the questions developed by the committee. Ten applicants were invited to the first level interview and nine confirmed they would attend. When the applicant pool was developed, the issue of diversity was taken into consideration. If there was not diversity, the advertisement would have been extended. People in the pool who were sent forward to the board truly seem to have the qualifications for the job. The first level interviews determined the applicants meet the minimum qualifications and have the appropriate experience. The committee forwarded the four best applicants to the board to choose the best fit.

Dr. Jones asked about rating sheets and a point system. Ms. Williams explained that the committee can determine a rating scale if it wants consistency by using group guidelines.

Maxine Moore asked if Ms. Williams wanted the confidentiality statements signed, and Ms. Williams said she did. Mr. Henderson asked if that was necessary since they're really not a committee. Mr. Elder said it would be a big faux pas if someone let out confidential information. Ms. Williams said that having these signed statements in the file would be helpful if there were a complaint later on.

The board discussed interview questions. Dr. Jones clarified that there are two candidates scheduled each day, one and one-half hours apart. The second night a meal will be served in the fireplace room and then the board will return to discuss the candidates. The board will meet at 2:30 each day to go through the questions again and to decide who will ask which question.

The board discussed the following goals: 1) candor between the board and the superintendent/president in all matters, 2) a retreat with the board and the superintendent/president with an excellent facilitator, 3) provide laptops, electronic communication, cell phones for the board as times goes on, and 4) extend the educational master plan.

Break

4:26 – 4:45 p.m.

Break

Dennis Henderson left the meeting at 4:46 p.m.

Additional goals include: 5) the board supporting the new superintendent/president, and 6) an inauguration/community recognition.

Break

5:06 – 6:45 p.m.

Dennis Henderson returned at 5:20 p.m.

OPEN SESSION

The board reconvened to open session at 6:45 p.m.

ADJOURNMENT:

The meeting adjourned at 6:45 p.m.

Respectfully submitted,  
Richard A. Jones, Ed.D.  
Secretary

APPROVED:

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President

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Clerk