

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

May 13, 2003

5 p.m.

CALL TO ORDER: The Board of Trustees of the Victor Valley Community College District met in regular session on May 13, 2003, in the Board Room of the Administration Building. Dennis Henderson called the meeting to order at 5 p.m.

PLEDGE OF ALLEGIANCE: Dorothy Franke 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, Jennifer Menser, ASB Representative.

MEMBERS ABSENT: None.

STAFF/GUESTS PRESENT: Dr. Patricia A. Spencer, Linda Cera, Kathleen Moore, R. Sewell, Jack Thomas, Kitty Bissell, Sandy Clark, Melody Ricci, and Eileen Guerrero.

Break 5:02 – 5:06 p.m.

CLOSED SESSION The board moved to closed session to discuss conference with counsel—existing litigation: four potential cases of anticipated litigation, Gloria Henderson; Lois Kobz; VCVVS027394, Gloria Henderson; Puckett vs. Victor Valley College, LA-CE-4349-E, AFT vs. Victor Valley College; IRS audit; public employment, superintendent/president; public employee discipline, dismissal, release; conference with labor negotiators—Jim Williams, Peter Allan, agency designated representatives; CSEA and CCA employee organizations.

Break 5:56 – 6:08 p.m.

OPEN SESSION The board reconvened to open session at 6:08 p.m.

Action as a Result

May 13, 2003

164

of Closed Session	A special meeting will be held Thursday, 5 p.m. to consider the contract with the district Foundation and Dr. Reddy.
GOVERNING BOARD	It was MSC (Moore/Underhill, 5-0) to approve the minutes of the special board meeting of April 22, 2003, as listed.
AGENDA ADDITIONS, REVISIONS:	5c Department Chairpersons' Pay for 2002-2003 11.7 Reorganization within the MIS Staff--Pull
REPORTS:	
Superintendent/President	<p>Dr. Spencer thanked the board members and the college for the warm welcome and support she has received. We were saddened by the news of the death of Stephanie Hunt. We have also been notified of the death of the father of John Paine, PE instructor. Dr. Spencer read a letter to classified staff in celebration of Classified School Employee Week [attached.] Dr. Spencer attended a Foundation luncheon today to honor scholarship donors. The board is invited to the Faculty and Staff Appreciation Barbeque and ice cream luncheon this week.</p> <p>Dr. Schmidt recognized two classified employees: Phyllis Andrews, who worked in Admissions and Records and retired earlier this year after 12 years of service to the district; and Bettye Fischer, Library Tech Assistant, retires after 13 years of service to the district.</p>
Student Services	None.
Student Learning	Peter Allan gave an update on summer school enrollment, which has fewer sections than last year. The fall schedule is ready to go to the printer and will be available for students in the middle of June.
Administrative Services	Jim Williams said tomorrow the governor's revised budget will be issued. On June 10, the tentative budget will be brought to the board and will be based on middle ground between the governor's proposed budget and the Board of Governor's budget.
Foundation	Ginger Ontiveros acknowledged staff who attended the Foundation retreat in Lake Arrowhead and the staff who contributed to the success of the scholarship appreciation



- 5a Proposed Procedure #7250(a), Educational Administrators' Retreat Rights, Second Reading
- 5b Curriculum changes as listed
- 5c Department Chairpersons' Pay for 2002-2003
- 5d Budget Transfers and Payment Report as listed.
- 5e Monthly Financial Reports for the period ending March 31, 2003, as listed.
- 5f Quarterly Fiscal Status Report for the period ending March 31, 2003, as listed
- 5g Agreements: Cynthia Lyles, ILP Personal Development Program Training, \$2613.
- 5h Authorized Signatory of the Board: Patricia A. Spencer to represent the district in the cases as listed.
- 5k Temporary Academic as listed.
- 5l Academic Ratification of Equivalency Requests as listed.
- 5m Academic Ratification of Eminence Requests as listed.
- 5p Non-classified employees as listed.
- 5q Classified Memorandum of Understanding concerning the change in hours of Child Development Center operation as listed.
- 5r Classified Memorandum of Understanding concerning the change in work schedule of three Child Development Center employees as listed.

UNFINISHED BUSINESS

NEW BUSINESS

Out-of-State Travel

It was MSC (Underhill/Moore, 5-0) to approve out-of-state travel and payment of expenses for Associated Student Body Council members (YeoJin Ki, President; Angel Ponticello, Secretary; and Selena Martin, CalSACC Senator) and Robert A. Sewell, Advisor, to attend the American Student Association of Community Colleges' New Student Leader Summer Institute in Portland, Oregon, from June 5 – 8, 2003.

It was MSC (Underhill/Moore, 5-0) to approve Dr. Willard Lewallen's travel to Vancouver, British Columbia, Canada, July 7 – 10, 2003, to attend the 16<sup>th</sup> International Conference on the First Year Experience.

Agreements

It was MSC (Underhill/Franke, 5-0) to ratify participation in the lease purchase agreement with General Motors Corporation and Lake Chevrolet to obtain two vans for district use as listed.

It was MSC (Moore/Franke, 5-0) to approve district participation with the County of San Bernardino in the Nurse Workforce Initiative Regional Training Collaborative (NWI-RTC) for two years as listed.

It was MSC (Elder/Underhill, 5-0) to approve the agreement with San Bernardino County Department of Public Health Services for administration of Medi-Cal administrative activities claims processing as listed.

It was MSC (Moore/Underhill, 5-0) to approve the agreement with Robert Yeghoian Company, Inc., for road and parking lot repairs as listed.

It was MSC (Moore/Elder, 5-0) to ratify renewal and participation in software maintenance agreements with Novell, Norton/Symantec Antivirus Maintenance, SMTP Gateway, and Ghost Licenses as listed.

It was MSC (Moore/Underhill, 5-0) to approve the purchase/lease of unused water rights was presented for information.

Bids

It was MS (Underhill/Moore) to approve participation in Cooperative Bid #02-13 for fiscal year 2003-2004 for the purchase of custodial supplies as listed.

It was MSC (Underhill/Franke, 5-0) to table this item and receive clarification about the “tobacco-free school” paragraph.

It was MSC (Elder/Franke, 5-0) to approve a one-year renewal of the contract with G. W. Reed Printing, Inc. to print class schedules for 2003-2004 as listed.

Surplus Property Donation

It was MS (Underhill/Moore) to declare the attached list of computer equipment surplus property and dispose of these items through charitable donations as listed.

It was MSC (Underhill/Elder, 5-0) to amend the motion to declare the attached list of computer equipment surplus property, contingent upon Dr. Spencer’s approval, and dispose of these items through charitable donations as listed.

Surplus Sale and Agreement

It was MSC (Franke/Moore, 5-0) to declare the attached list of furniture, computer equipment, and materials surplus property, dispose of these items, and enter into an agreement with The Liquidation Company to conduct a sale to dispose of these items as listed.

Academic Appointments

It was MSC (Underhill/Moore, 5-0) to approve the following appointments effective on or after August 11, 2003: Sandy Thay, Child Development Instructor; Fontella Grimes, EOPS Counselor; Diane Wollan, Counselor; Joseph Estephan, Mathematics Instructor; John Linstrom, Paramedics Instructor; William (Pat) Mauch, Mathematics Instructor; and Barbara Lowe, One-Semester, Full-Time Temporary Replacement Physical Sciences Instructor for Don Buchanan.

Academic Extra Duty Days

It was MSC (Moore/Underhill, 5-0) to approve extra duty day assignments for the 2003 summer session and 2003-2004 academic year as listed.

Academic Personnel for  
Summer 2003

It was MSC (Moore/Underhill, 5-0) to approve the teaching and non-teaching staff for the summer session of 2003 as listed.

District and CTA Initial Labor  
Proposal and Public Hearing  
for Academic Contract

It was MSC (Moore/Underhill, 5-0) to open the public hearing at 7:08 p.m.

It was MSC (Elder/Underhill, 5-0) to close the public hearing at 7:09 p.m.

Classified Revised, New,  
Additional Positions

It was MSC (Underhill/Moore, 5-0) to approve the revised position descriptions for Child Development Center Permit Teacher and Child Development Center Associate Teacher as listed.

CSEA Initial Labor Proposal  
and Public Hearing for  
Classified Contract

It was MSC (Elder/Franke, 5-0) to open the public hearing at 7:10 p.m.

It was MSC (Franke/Moore, 5-0) to close the public hearing at 7:10 p.m.

Reorganization within the  
MIS Staff

This item was pulled.

Work Related Intra-District

Travel and Expenses

It was MSC (Underhill/Moore, 5-0) to approve the payment of monthly stipends during the academic year 2003-2004 for use of personal vehicles to conduct college business and for expense accounts as listed:

Director, Auxiliary Services	\$250
Director, Public Information	\$250
Dean, Vocational/Tech. Programs	\$300
Dean, Academic Programs	\$300
Dean, Student Services	\$300
Dean, Educational Services	\$300
VP, Administrative Service	\$400
VP, Student Services	\$400
VP, Student Learning	\$400

Administrative/Management/  
Confidential Vacation

It was MSC (Franke/Underhill, 5-0) to approve the revised working conditions, page 3, of the Management Handbook as listed.

Administrative/Management/  
Confidential Payment of Accrued  
Vacation Days

It was MSC (Underhill/Franke, 5-0) to approve payment to Richard Jones for accrued vacation hours not to exceed 11.6 days, \$5,822.39.

ADJOURNMENT:

The meeting adjourned at 7:26 p.m.

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

APPROVED:

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President

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Clerk

May 13, 2003