

**Victor Valley Community College District
Regular Meeting of the Board of Trustees
Tuesday, January 12, 2021
APPROVED MINUTES**

1. OPENING ITEMS**1.1 CALL TO ORDER**

The Governing Board of the Victor Valley Community College District met in the Student Activities Center with guests joining via Zoom on January 12, 2021. Board President Wood called the meeting to order at 5:01 p.m.

1.2 ROLL CALL

Trustees: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

Student Trustee: Bridget Lee

Superintendent/President: Daniel Walden

1.3 ANNOUNCEMENT OF CLOSED SESSION**1.4 PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS**

None

2. CLOSED SESSION**2.1 RECESS TO CLOSED SESSION**

Board President Wood recessed to closed session at 5:03 p.m.

2.2 Public Employee Discipline/Dismissal/Release**2.3 Conference with Legal Counsel- Existing Litigation****3. RECONVENE OPEN/PUBLIC SESSION REGULAR MEETING****3.1 CALL TO ORDER**

Board President Wood called the meeting to order, reconvening at 6:08 p.m., apologizing for the late start caused by a plumbing issue in the building.

1.2 ROLL CALL

Trustees: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

Student Trustee: Bridget Lee

Superintendent/President: Daniel Walden

3.3 PLEDGE OF ALLEGIANCE TO THE FLAG

Student Trustee Lee led the pledge

3.4 CLOSED SESSION REPORT OUT

On agenda item #2.2 - There was no reportable action. The employee and their attorney will be notified of the outcome.

On agenda item #2.3 - The Board was updated by counsel with no action taken.

3.5 PUBLIC COMMENT ANNOUNCEMENT**3.6 Swearing in and Oath of Office - Dennis Henderson, Board Clerk**

Dr. Walden performed the swearing in of Trustee Henderson to serve as Clerk of the Board.

3.7 ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

Item 8.15 Agreement with Instructure had two typos: Canvas was spelled incorrectly in the subject line, and Superintendent was spelled wrong in the recommended action.

Item 10.4 Second Read/Adoption: Board Policy 3433 - Prohibition of Sexual Harassment under Title IX had one typo: Title IV was listed instead of IX in the subject line and recommended action.

4. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS**4.1 PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS**

None

5. BOARD OF TRUSTEE GOALS**5.1 Progress on Board of Trustee Goals**

The Board goals tracking worksheet is attached to the agenda and the Trustees will report more fully on their goals at upcoming meetings.

6. SUPERINTENDENT/PRESIDENT'S REPORT**6.1 FOUNDATION**

Foundation President Shannon Shannon introduced scholarship recipient James Bert who shared his testimonial. She continued her report stating the scholarship drive opens tomorrow, and they will be accepting applications through January 31. All information is on the Foundation website and social media. Mrs. Shannon completed her report on Alumni donations and the Hall of Fame celebration.

6.2 FACILITIES UPDATE

Dr. Walden stated that before Mr. Garcia retired they conducted a full search for a Director of Maintenance and Operations, choosing someone who accepted the job. However, this person has since rescinded their acceptance, there the position will be recruited again. Until that time, a current employee is filling in.

Brandon left the room at 6:24 p.m. and returned at 6:25 p.m.

6.3 ASB STUDENT GOALS

Student Trustee Lee will be reporting on the ASB goals at a future meeting.

6.4 Update on Work with Partnering High Schools

Chris Piercy, Coordinator of Dual Enrollment, stated the work is continuing with our partnering schools during these challenging times. The Bridge Counselor program, which began in 2006 with only 3 schools is now at 31 high school sites. These high school counselors do a ton of work for a small stipend. They also have the Rambassador program that is going strong with VVC students who are trained and can work up to 20 hours per week. The Rambassadors go to the high schools to share the student perspective, and are a great asset to VVC. The new CCAP site coordinators include 9 high school counselors who get 4 hours a week to take over the CCAP program at the big schools. We've grown from 60 CCAP classes to 220 in just the past year. Mr. Piercy completed his report telling the Board about future pilot programs they are working on. Trustee Brady thanked Mr. Piercy, commending him on being one of the greatest assets to the college.

6.5 Enrollment Strikeforce Update

Vice President Todd Scott updated the Board on enrollment, stating they have completed winter and are now focused on Spring and how to support new and returning students to ensure a smooth enrollment process. Every address in the high desert will get a post card welcoming them to VVC and giving them various resources to encourage enrollment. Vice President Karen Engelsen continued the report discussing the student struggles and the clear communication needed to provide them with specific remedies for their individual challenges. The counselors have created some YouTube tutorials on how to register and do other things they need to do. Dr. Walden added that they are committed in the next 3 weeks to call all 5000 of those students and will report on that next month.

Trustee Wood commended them on an excellent job. Trustee Brady asked about marketing. Robert Sewell explained marketing strategies. Trustee Pinkerton stated she feels they do not have proper counseling as students have a hard time getting ahold of counselors. Associate Vice President Lopez stated we are working to hire more part-time counselors. Counseling Department Chair, Diane Wollan stated it is about 1500 students to 1 counselor and there are also specialty counselors for categorical programs. She explained they are doing the best they can with the amount of people they have. Dr. Walden said this is an issue that the college needs to correct that will require the hiring of more full-time counselors. Student Trustee Lee mentioned that she knows at least 20 students personally who have said they have had to wait two weeks to see a counselor.

Jennifer Tarpley left the room at 6:35 p.m. and returned at 6:36 p.m.

6.6 PRESIDENT'S COMMENTS

Dr. Walden shared the college's statistics on COVID-19 cases, reported on the Special Trustee meeting on January 21 for closed session to do Dr. Walden's evaluation. He completed his report stating the San Bernardino County has designated January as School Board Recognition month and recognized the Trustees directly for their contributions.

7. REPORTS**7.1 ACADEMIC SENATE**

No representation/no report.

7.2 CTA

No representation/no report.

7.3 CSEA

CSEA President Debbie Peterson wished everyone a Happy New Year and although she doesn't have a report at this time, she welcomed Trustee Wood for his presidency.

7.4 AFT PART-TIME FACULTY UNITED

No representation/no report.

7.5 MANAGEMENT

Jason Judkins reported on recent management activities and wished everyone a Happy New Year.

8. CONSENT AGENDA**8.1 PUBLIC COMMENT ANNOUNCEMENT RELATED TO CONSENT AGENDA ITEMS**

None

8.2 Approval of Minutes of the December 8, 2020 Regular Board of Trustees Meeting

Resolution: Approve the Minutes of the December 8, 2020 Regular Board of Trustees meeting as submitted.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.3 Approval of Minutes of the December 15, 2020 Special Annual Organizational Meeting of the Board of Trustees

Resolution: Approve the Minutes of the December 15, 2020 Special Annual Organizational Meeting of the Board of Trustees as submitted.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.4 Agreement - Pete's Road Service, Inc.

Resolution: Ratify the agreement with Pete's Road Service, Inc.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.5 Agreement - Gates Are Us, Inc.

Resolution: Ratify the agreement with Gates Are Us, Inc.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.6 Agreement Renewal: Contoured Solutions

Resolution: Ratify the agreement with Contoured Solutions in the estimated amount of \$2,962.00.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.7 Service Agreement - Adoor Co.

Resolution: Ratify the service with Adoor Co. for the furnishing and installation of a rolling steel door as part of a project to update the animal science and plant labs in the Agriculture/Natural Resources department.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.8 Amendment Increase - Galaxy Moving, Inc.

Resolution: Ratify the amendment increase with Galaxy Moving, LLC in the amount of \$100.00.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.9 Agreement - Donegan Tree Service

Resolution: Ratify the Agreement with Donegan Tree Service in the amount of \$15,000.00.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.10 Reach Out Training Agreement- MOU

Resolution: Ratify a contract with Reach Out, a non-profit organization. The period of service is to occur is 10/23/2020 through 12/31/2021.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.11 RENEWAL AGREEMENT – Beckman Coulter

Resolution: Ratify the renewal agreement between Victor Valley Community College District and Beckman Coulter for the servicing of Centrifuge equipment used in the Biology Department. The service period for is agreement is November 15, 2020 to November 14, 2021.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.12 Independent Contractor Agreement - Maria Martinez

Resolution: Ratify an Independent Contractor Agreement with Maria Martinez to conduct symposium monthly series for TRIO Upward Bound Participants.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.13 Economic and Workforce Development Grant Agreement with Rando Santiago Community College District

Resolution: Ratify the grant agreement between Victor Valley College and Rancho Santiago Community College District.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.14 Agreement: ePromptus, Inc. (Contact Tracing)

Resolution: Ratify the agreement with ePromptus, Inc. in the estimated amount of \$51,800.00.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.15 Agreement: Instructure, Inc. (Canvas Phone Support)

Resolution: Ratify the agreement with Instructure, Inc. in the estimated amount of \$18,160.00.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.16 Agreement- Erickson Law Firm A.P.C.

Resolution: Ratify the agreement with Erickson Law Firm, A.P.C.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.17 Clinical Facility Use Contract

Resolution: Ratify an agreement between Victor Valley Community College District and Health First Medical Weight Loss & Skin Care, Leonard Schulkind, MD for facility use. Ther period of this agreement is from January 1, 2021 thru December 31, 2022.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.18 Independent Contractor Agreement - Integrative Impact LLC

Resolution: Ratify the Independent Contractor Agreement with Integrative Impact LLC. The period of this agreement is from December 15, 2020 to June 30, 2023.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

8.19 Administrator Contract Revision

Resolution: Approve the revision to the Administrator contract for Vice President of Human Resources.

Motion by Dennis Henderson, second by Joseph W Brady.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

9. ACTION AGENDA

9.1 PUBLIC COMMENTS RELATED TO ACTION AGENDA ITEMS

None

10. BOARD OF TRUSTEES - ACTION AGENDA

10.1 SEPARATE APPROVAL OF ITEMS PULLED FROM CONSENT AGENDA

10.2 Second Read/Adoption: Board Policy 3050 - Institutional Code of Ethics

Motion by Joseph W Brady, second by Dennis Henderson to adopt Board Policy 3050 - Institutional Code of Ethics as submitted.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

10.3 Second Read/Approval: Board Policy 3430 - Prohibition of Harassment

Motion by Dennis Henderson, second by Joseph W Brady to review and approve Board Policy 3430 - Prohibition of Harassment

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

10.4 Second Read/Adoption: Board Policy 3433 - Prohibition of Sexual Harassment under Title IX

Motion by Joseph W Brady, second by Dennis Henderson to adopt Board Policy 3433 - Prohibition of Sexual Harassment under Title IX.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

10.5 Second Read/Adoption: Board Policy 3540 - Sexual and Other Assaults on Campus

Motion by Dennis Henderson, second by Joseph W Brady to adopt Board Policy 3540 - Sexual and Other Assaults on Campus.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

11. SUPERINTENDENT/PRESIDENT - ACTION AGENDA

11.1 CCC Finish Line Scholars Program Grant

Motion by Joseph W Brady, second by Dennis Henderson to accept the FCCC Finish Line Scholars Program Grant.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

11.2 MOU Extension Approval - Victor Valley Community College District & Victor Valley College District Foundation

Motion by Joseph W Brady, second by Dennis Henderson to approve the MOU extension between the Victor Valley Community College District and the Victor Valley College District Foundation.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

12. ADMINISTRATIVE SERVICES - ACTION AGENDA

No items.

13. HUMAN RESOURCES - ACTION AGENDA

13.1 Revised Job Description for Dean of The School of Public Safety and Industrial Technology

Motion by Dennis Henderson, second by Jennifer Tarpley to approve the revised job description and salary placement for Dean of The School of Public Safety and Industrial Technology as presented.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

14. INSTRUCTION - VICE PRESIDENT - ACTION AGENDA

14.1 Curriculum Changes

Motion by Dennis Henderson, second by Joseph W Brady to approve the curriculum changes that were made December 10, 2020, and have been recommended by the College Curriculum Committee.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

15. INSTRUCTION - HASS

No items.

16. INSTRUCTION - HSPSIT

No items.

17. INSTRUCTION - INST. OPERATIONS

No items.

18. INSTRUCTION - STEM

No items.

19. INSTRUCTION - STUDENT EQUITY/SUCCESS

No items.

20. STUDENT SERVICES - ACTION AGENDA

20.1 Memorandum of Understanding - Symba Center - HHIP Grant

Motion by Joseph W Brady, second by Dennis Henderson to approve the Memorandum of Understanding with Symba Center.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton

21. INFORMATION/DISCUSSION

No additional information or discussion took place.

22. BOARD COMMUNICATION

22.1 Individual Board of Trustees Reports

- Trustee Tarpley reported it was her first slow month in a while where so did no professional development, and wished everyone a Happy New Year.
- Student Trustee Lee wished everyone a Happy New Year.
- Trustee Brady commented on freedom of speech.
- Trustee Henderson commented on his concerns with current events.
- Trustee Pinkerton discussed the importance of counseling, stating counselor are something the college needs to invest in. She continued her report asking if she can donate the cost of her healthcare to the Foundation for the students. Dr. Walden will check into this. Trustee Pinkerton finished her report sharing her attendance at the virtual art show where fantastic student art was showcased.
- Trustee Wood announced that his long time colleague, mentor and friend Brian Watson, had his last official day today and is heading into retirement.

23. ADJOURNMENT

There being no further business to come before the Governing Board, Board President Wood called to adjourn the meeting.

Motion by Joseph W Brady, second by Dennis Henderson to adjourn the meeting at 7:53 p.m.

Final Resolution: Motion Carries

Yea: Brandon A Wood, Jennifer Tarpley, Dennis Henderson, Joseph W Brady, Sharon Pinkerton