



# Victor Valley Community College District REGULAR MEETING MINUTES OF THE BOARD OF TRUSTEES

Date: November 10, 2015

Place: **Closed Session:** 5-6:00 p.m. West Wing Conference Room, Victor Valley Community College  
18422 Bear Valley Road, Victorville, CA 92395

**Open Session:** 6:00 p.m. Board Room, Victor Valley Community College, 18422 Bear Valley  
Road, Victorville, CA 92395

## OPEN SESSION REGULAR MEETING AGENDA ~ Board Room

1. **CALL TO ORDER** **5 p.m.**

The Board of Trustees of the Victor Valley Community College District met in Open Session on November 10, 2015 in the Board Room. Board President Brady called the meeting to order at 5:00 p.m.

**TRUSTEE ROLL CALL:** Joseph W. Brady, President; John Pinkerton, Vice President; Brandon Wood, Clerk; Marianne Tortorici, Trustee; Dennis Henderson, Trustee.

**Absent:** Gabrielle Galindo, Student Trustee  
Student Trustee Gabrielle Galindo arrived at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

Trinda Best led the Pledge of Allegiance to the Flag.

**ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA**

None

## CLOSED SESSION ~ West Wing Conference Room

2. **CLOSED SESSION** **5-6:00 p.m.**

2.1 **ANNOUNCEMENT OF CLOSED SESSION ITEMS:**

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to subdivision (b) of Government  
Code section 54956.9.  
Claimant: Daniel LeGeer

**CONFERENCE WITH LABOR NEGOTIATIONS –**  
Government Code Section 54957.6  
District Representative: Roger Wagner and Trinda Best  
Employee Organization: CSEA, CTA, AFT Part-Time Faculty United

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Government Code Section 54956.9(b)  
Claimant: Anthony Camarena

**2.2 PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS**  
None

**2.3 ADJOURN TO CLOSED SESSION**  
Board President Brady recessed to closed session at 5:04 p.m.

## **OPEN SESSION REGULAR MEETING AGENDA ~ Board Room**

**4. OPEN SESSION REGULAR MEETING** **6 p.m.**

**4.1 Closed Session Report**  
At 6 p.m. Board President Brady reconvened the meeting and reported out on the closed session items. On the matter of Anticipated Litigation Claimant Daniel LeGeer, the Board of Trustees took action to reject the claim of Mr. LeGeer on a 5-0 vote. On the matter of Anticipated Litigation Claimant of Anthony Camarena, the Board took action to reject the timely portion of the claim specifically the event described occurring on June 9, 2015; the Board of Trustees took no action on the balance of the claim which is untimely, 5-0 vote.

**4.2 SUPERINTENDENT/PRESIDENT'S REPORT:** Dr. Wagner introduced special guests Third District Supervisor James Ramos and Don Holland, who represented First District Supervisor Robert Lovingood as the Supervisor was unable to attend. Both special guests spoke on the importance of education.

- Academic Senate: No report.
- Foundation: Foundation Board Vice President of Operations Norm Hurst reported out.
- Accreditation Steering Committee Update: Peter Maphumulo, Robert Sewell, Virginia Moran, Lynne Glickstein, and Justin Gatewood reported out.

Student Trustee Gabrielle Galindo introduced ASB Social Science Senator, Blythe Mueller who provided the board with an update on goals #3 and #13.

**4.3 REPORTS (3 minute limit per report)**  
The purpose of these reports is to inform the Board of Trustees regarding Issues pertaining to those constituency groups.

Employee Groups:

- a) CTA – No report.
- b) CSEA – Justin Gatewood reported out.
- c) AFT Part-Time Faculty United – Lynne Glickstein reported out.
- d) Management – No report.

Board President Brady made a motion to move item 11.1 to the beginning of the consent agenda items for discussion. It was MSC (Wood/Pinkerton, 5-0) to move the item.

**5. CONSENT AGENDA**

It was MSC (Henderson/Wood, 5-0) to approve the consent agenda items in one motion.

**Public Comments:** None

- 5.1 Approval of the Minutes of the October 13, 2015 Regular Board of Trustees meeting.
- 5.2 Contract – America's Xpress Rent-A-Car  
Ratification of the Contract between Victor Valley Community College District and America's Xpress Rent-A-Car for the use in transporting K-12 and Community College partners, to assess and input immersive technology classrooms, site visits, budget monitoring and meeting with industry representatives per the sub-recipient agreements with the partners to carry out RAMP UP Program objectives within their schools based on the requirements of the California Career Pathways Trust 2014 Award #14-25239-67921-00. The term of this contract is July 1, 2015 through June 30, 2016. Fiscal Impact: Estimated charges of \$550.00 per month from the District, RAMP UP, grant funded, budgeted item.
- 5.3 Independent Contractor Agreement – The RP Group  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and The RP Group to conduct three Student Support sessions on November 17. The presenter will engage the campus community in conversations about how the college can further help students achieve the "Six Success Factors" 2015. Fiscal Impact: \$2,500.00, includes travel expenses, grant funded, budgeted item.
- 5.4 Independent Contractor Agreement – Center for Organizational Responsibility & Advancement  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and the Center for Organizational Responsibility & Advancement to conduct three workshops on December 11, 2015. The professional development series is based on insights from research and practice relevant to men of color in Community Colleges. Fiscal Impact: \$10,000.00 (includes travel expenses), grant funded, Student Equity, budgeted item.
- 5.5 Contract Maintenance Agreement – ECMC Solutions  
Ratification of the Contract Maintenance Agreement between Victor Valley Community College District and ECMC Solutions for loan default prevention services for use in the Financial Aid Department. The period for this agreement is October 15, 2015 through June 30, 2016. Fiscal Impact: \$24,000.00, BFAP, Categorical funding, budgeted item.
- 5.6 Curriculum Changes  
Approval of the Curriculum Changes made on September 24, 2015 and October 8, 2015 that have been recommended by the College Curriculum Committee. Fiscal Impact: None.
- 5.7 Agreement – Carl's Jr.  
Ratification of the Agreement between Victor Valley Community College District and Carl's Jr to provide catering services for a Student Services Block Party Outreach Event. The event will be held at Victor Valley Community College. The period for this agreement is October 28, 2015. Fiscal Impact: Not to exceed \$5,717.46, Student Equity funds, budgeted item.
- 5.8 Agreement– 911 Safety Equipment  
Ratification of the Agreement between Victor Valley Community College District and 911 Safety Equipment for the rental of firefighter gear to be used by students enrolled in the fall 2015 and spring 2016 Fire Academy. The period of this agreement is July 15, 2015 through June 30, 2016. Fiscal Impact: No direct student impact. Students pay the \$580.00 materials fee upon registration, and the Fire program will withdraw the collected funds to pay the vendor. It is more cost effective for the student to rent the firefighter gear as it would cost the District \$1,800.00 per outfit (coat, pant, boots, gloves, hood and suspenders) if purchased.

- 5.9 Agreement – CareerAmerica, LLC  
Ratification of the Agreement between Victor Valley Community College District and CareerAmerica LLC for a Financial Aid TV. This includes the set-up and hosting, custom online portal for FATV Basic “Get Answers” Service. The period of this agreement is January 1, 2016 through December 31, 2016. Fiscal Impact: \$5,000.00, grant funded, BFAP, budgeted item.
- 5.10 Agreements – Apple Valley Fire Protection District  
Ratification of the Agreement between Victor Valley Community College District and Apple Valley Fire Protection District, Fleet Maintenance Division, to provide general maintenance on various fire apparatus vehicles. The period for this agreement is September 1, 2015 through June 30, 2016. Fiscal Impact: Estimated cost of \$5,000.00 per annum. budgeted item.
- 5.11 2016-2017 Academic Calendar  
Approval of the Victor Valley Community College District 2016-2017 Academic Calendar to fulfill the contractual obligation between the District and CTA. Fiscal Impact: None
- 5.12 Independent Contractor Agreement- Byron Low, I-Woven  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Byron Low to be the key note speaker and workshop presenter at the “Small Business and Entrepreneur Winter Camp”. The period of this agreement is January 23, 2016. Fiscal Impact: \$4,500.00, grant funded from the Workforce Employment Development Department through the California Community College Chancellor’s Office (DSN Grant), budgeted item.
- 5.13 Agreement – Iron Mountain Records Management  
Ratification of the Agreement between Victor Valley Community College District and Iron Mountain Records Management for the storage of Admissions & Records Department records. The term for this agreement is September 1, 2015 and shall continue for five (5) years after the commencement date. Fiscal Impact: Estimated annual cost of \$1,353.36, budgeted item.
- 5.14 Independent Contractor Agreement – Interaction Institute for Social Change  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Interaction Institute for Social Change to create, coordinate and facilitate a two-day “Facilitating Change” workshop for Regional Key talents. The period of this agreement is from December 10, 2015 to December 11, 2015. Fiscal Impact: \$9,400.00, grant funded from the Workforce Employment Development Department through the California Community College Chancellor’s Office (DSN Grant), budgeted item.
- 5.15 Contract – H & L Charter Co., Inc.  
Ratification of the Contract between Victor Valley Community College District and H & L Charter Co., Inc. to provide bus transportation for the Puente Program Students to attend various events. The period for these Contracts begin October 9, 2015 and end November 13, 2015. Fiscal Impact: Estimated charges \$9,880.87, Student Equity grant, budgeted item.
- 5.16 Agreement – Apple Valley Communications  
Ratification of the Agreement between Victor Valley Community College District and Apple Valley Communications to enhance technology functions, support instruction, and enrich the educational learning experience for students in the Nursing Fundamentals lab. Fiscal Impact: \$3,639.50 Bond Funded.
- 5.17 Agreement – Cooley Construction, Inc.  
Ratification of the Agreement between Victor Valley Community College District and Cooley Construction, Inc. for emergency clean-up at various locations on campus due to damage caused by the storm on September 8, 2015. Fiscal Impact: \$4,552.50, Fund 78.

- 5.18 Independent Contractor Agreement – Riverside Community College District  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Riverside Community College District for a Non-Traditional Employment for Women Workshop promoting programs and services designed to help Community Colleges attract students, help students achieve success, provide a pathway from High School to Community College, and encourage continued economic advancement within the region. Fiscal Impact: \$8,000.00, grant funded from the Workforce Employment Development Department through the California Community College Chancellor's Office (DSN Grant) budgeted item.
- 5.19 Contract – Ebmeyer Charter & Tour  
Ratification of the Contract between Victor Valley Community College District and Ebmeyer Charter & Tour to provide charter bus transportation for the Men's Soccer team on Friday, October 23, 2015. Fiscal Impact: Estimated charges, \$1,395.00, budgeted item.
- 5.20 Purchase Agreement – Olpin Group  
Ratification of the Purchase Agreement between Victor Valley Community College District and the Olpin Group for the purchase of two new instructor chairs to replace old instructor chairs that are beyond their useful life. Fiscal Impact: Estimated cost, \$911.04, Physical Plant Instructional Support Grant.
- 5.21 Agreement – Shipley Construction & Plumbing  
Ratification of the Agreement between Victor Valley Community College District and Shipley Construction & Plumbing to remove and replace a parking lot light standard that was damaged during the recent storm in Parking Lot #5. Fiscal Impact: \$8,600.00, Fund 78.
- 5.22 Agreement – Shipley Construction & Plumbing  
Ratification of the Agreement between Victor Valley Community College District and Shipley Construction & Plumbing to construct a retaining wall under the Counseling/Administration Building #55. During the summer storm in September, the lake water levels rose and entered into the mechanical room under Building #55 causing damage to the electrical equipment. The retaining wall will help prevent this from happening in the future. Fiscal Impact: \$14,750.00, Fund 71.
- 5.23 Board of Trustees Payments Report  
Approval of the Board of Trustees Payments Report Fiscal Impact: None
- 5.24 Agreement – Corona Clay Company  
Ratification of the agreement between Victor Valley Community College District and Corona Clay Company to provide infield and mound clay for our baseball field. Fiscal Impact: \$4,661.76, Fund 71.
- 5.25 Amend Agreement – H & H Elevator Services  
Ratification of the Amended Agreement between Victor Valley Community College District and H & H Elevator Services, which was originally ratified by the Board of Trustees on June 9, 2015 to include preventative maintenance on the wheel chair lifts on the main campus. The additional preventative maintenance must be included into the agreement in order to become compliant with recent State mandated requirements. The original agreement amount for the 2015-2016 fiscal year was \$16,800.00; the amendment increases it by \$66.66 per month. Fiscal Impact: \$599.94, Budgeted item for the 2015-2016 Fiscal Year.
- 5.26 Agreement – Masco & Sons  
Ratification of the Agreement between Victor Valley Community College District and Masco & Sons to remove an existing 7.5 ton HVAC unit and install a new 10 ton unit at Student Services 1, Building #52. Fiscal Impact: \$14,850.00, Fund 71.

**5.27 Agreement – Victorville Glass Co., Inc.**

Ratification of the Agreement between Victor Valley Community College District and Victorville Glass Co., Inc. for the replacement of a 60" x 132" window in the main entrance at the RPSTC. The exterior pane of the dual glass window shattered sometime in October. This is not uncommon in glass panes of this size, especially in high-temperature fluctuation environments such as Apple Valley. This is a safety concern and must be replaced. Fiscal Impact: \$6,336.00, Fund 71.

**5.28 Agreement – Ferrilli Information Group, Inc.**

Ratification of the Agreement between Victor Valley Community College District and Ferrilli Information Group, Inc. to purchase Solution Assurance for E-Commerce Shopping Cart, an online campus store platform used by various departments on campus to streamline payment processes for community education courses for the 2015/16 fiscal year. Fiscal Impact: \$1,000.00, budgeted item.

**5.29 Agreement – Lynda.Com**

Ratification of the Agreement between Victor Valley Community College District and Lynda.com to purchase on-demand/on-line technical training for Technology and Information Resources staff on applications and system used to support campus instructional and operational services. This training will allow for more timely training and education, and greatly reduce the cost and requirement to send technical staff to training at remote locations. Fiscal Year. Fiscal Impact: \$12,600.00, budgeted item.

**5.30 Non-Classified Temporary Employees**

Approval of the Non-Classified temporary employees as listed. Fiscal Impact: budgeted.

**5.31 Amended Agreement – Vavrinek, Trine & Day Com., LLP**

Ratification of the Amended Agreement between Victor Valley Community College District and Vavrinek, Trine & Day Com., LLP to provide audit services for fiscal year 2015-2016. The annual financial and compliance audit is required under Education Code Section 84040-Fiscal Accountability. Fiscal Impact: Budgeted item from Fund 01, not to exceed \$43,800.00 for Annual Audit, and not to exceed \$10,300 for the Proposition 39 (Bond) Financial & Performance Audit.

**5.32 Independent Contractor Agreement – Kristine J. Exton, Esq.**

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Kristine J. Exton, Esq. for an additional \$1,380.00 for investigative services to the District. Approval of the increase is needed to meet the total obligation of \$11,380.00 billed. This contract was originally approved on March 10, 2015 for up to \$10,000.00. Fiscal Impact: Increase \$1,380.00 including expenses, budgeted item.

**5.33 Repair Contract – H & H Elevator Services**

Ratification of the Repair Contract between Victor Valley Community College District and H & H Elevator Services to repair two (2) elevators that are old and need to be replaced located in the Learning Resource Center, Building #41. Fiscal Impact: \$1,960.00, budgeted item.

**5.34 Proposal Agreement – Credentials Order Processing Services**

Ratification of the Proposal Agreement between Victor Valley Community College District and Credentials Order Processing Services to provide parking permits for all of Victor Valley College and Excelsior Education Center. Fiscal Impact: \$3,600.00, budgeted item.

**5.35 Agreement – Beckman Coulter**

Ratification of the Agreement between Victor Valley Community College District and Beckman Coulter for the servicing of the Centrifuge equipment used in the Biology Department. Fiscal Impact: \$4,275.00, budgeted item.

## **ACTION AGENDA**

**Public Comments:** None

### **6. BOARD OF TRUSTEES**

- 6.1 Separate approval of items pulled from consent agenda  
None

### **10. ADMINISTRATIVE SERVICES**

#### **10.1 FY 2016-2017 Continued Funding Application**

It was MSC (Wood/Henderson, 5-0) to approve the FY 2016-2017 Continued Funding Application in order to comply with CDE-EESD funding requirements. The California Department of Education, Child Development Division (CDE-CDD) requires that the Board of trustees be informed that the FY 2016-2017 Continued Funding Application was submitted with the intention of obtaining ongoing California State Preschool Program (CSPP) funds for the Victor Valley College Child Development Laboratory Classroom. Fiscal Impact: Earning capability of approximately \$120,000 for FY 2016-2017

#### **10.2 Agreement – Balfour Beatty Construction**

It was MSC (Wood/Henderson, 5-0) to approve the Agreement between Victor Valley Community College District and Balfour Beatty Construction for the construction of the Vocational Complex Expansion and Renovation on the Main Campus of Victor Valley College. Fiscal Impact: For a total Maximum Allowable Price (MAP) \$4,500,000.00, sufficient funding is available through the Measure JJ Bond proceeds.

### **11. HUMAN RESOURCES**

#### **11.1 MOVED TO THE BEGINNING OF CONSENT AGENDA ITEMS FOR DISCUSSION AFT PART – TIME FACULTY UNITED AGREEMENT**

It was MSC (Pinkerton/Wood, 5-0) to approve the agreements ratified by the Part-Time Faculty Association (AFT) concerning reopeners on the articles for contract year 2015-2016. Fiscal Impact: \$140,000.00, budget item.

### **12. INFORMATION/DISCUSSION**

#### **12.1 Quarterly Financial Reports**

Submitted as an informational item. Fiscal Impact: None

#### **12.2 Student Unpaid Internship Program – Johnson Construction & Development, Inc.**

Submitted as an informational item. Fiscal Impact: None

#### **12.3 Student Unpaid Internship Program – The Bradco Companies**

Submitted as an informational item. Fiscal Impact: None

#### **12.4 Student Unpaid Internship Program – The Daily Press**

Submitted as an informational item. Fiscal Impact: None

### **13. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: Edward Burg**

### **14. BOARD COMMUNICATION**

*At this time, the Board of Trustees will report on the following directly related to their functions as Board members:*

- *matters related to attendance at conferences*
- *professional affiliations*
- *community involvement*

Gabrielle Galindo reported out.

Marianne Tortorici reported out.

Brandon Wood reported out.

John Pinkerton reported out.

Dennis Henderson reported out.

Joseph W. Brady reported out.

**15. ADJOURNMENT**

It was MSC (Wood/Henderson, 5-0) to adjourn the meeting at 7:27 p.m.

  
Marianne Tortorici, Clerk

12-8-2015  
Date Approved

100% COTTON RECYCLED