



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

Date: February 15, 2011

Place: Closed Session: 4:30 p.m. West Wing Conference Room, Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395
Open Session: 5 p.m. Board Room, Victor Valley Community College 18422 Bear Valley
Road, Victorville, CA 92395

AGENDA ~ Board Room

*Board Room Victor Valley Community College
This meeting will be electronically recorded*

1. **CALL TO ORDER** 4:30 p.m.
ROLL CALL
PLEDGE OF ALLEGIANCE

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

This is the opportunity for the public to address the Board on any of these Closed Session items. Public comments are limited to three minutes per individual and a total of 15 minutes per topic. Speakers will be timed electronically, and all speakers will be required to address the Board from the lectern. Only those who have been recognized by the Board President will be permitted to speak. (Board Policy #2350)

CLOSED SESSION ~ West Wing Conference Room

2. **CLOSED SESSION** 4:30 p.m.
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Government Code
Section 54956.9
Freeman v. VVCCD, San Bernardino Superior Court, Victorville District,
Case No. VCVVS 042951

PUBLIC APPOINTMENT – Government Code Section 54954.5
Superintendent/President
- 2.1 **RECESS TO CLOSED SESSION**

REGULAR MEETING AGENDA

*Board Room Victor Valley Community College
This meeting will be electronically recorded*

3. **OPEN SESSION REGULAR MEETING** 5 p.m.
3.1 Closed Session Report

BOARD OF TRUSTEES: Joseph W. Brady, Lorrie Denson, Dennis Henderson, Michael Krause, Joe Range, ASB Member

4. SUPERINTENDENT/PRESIDENT’S REPORT

- **Academic Senate**

5. CONSENT AGENDA

There will be no separate discussion on these items prior to the time the Board votes on them unless a Board member requests a specific item be removed from the Consent Agenda for discussion and a separate vote.

Approval of consent items.

YES ___ NO ___

5.1 Approval of the minutes of the December 14, 2010 regular Board meeting and the January 11 and February 1, 2011 special Board Meetings.

5.2 Out of Country Travel - Singapore

Approval of the out of country travel for Associate Professor of Biology, Dr. Hinrich Kaiser, and student, Scott Heacox to attend a workshop in Singapore held February 21-24, 2011 hosted by Wildlife Reserves, Singapore. Fiscal Impact: ASB Funds, \$1,500, Staff Developments Funds, \$300, balance secured by private funds.

5.3 Agreement – Thermal Combustion Innovators, Inc. (TCI)

Ratification of the agreement between Victor Valley Community College District and Thermal Combustion Innovators, Inc. (TCI) for the removal of hazardous medical wastes. The period of this agreement is January 1, 2011 through January 1, 2012. Fiscal Impact: Budgeted, \$840.00 annually.

5.4 Agreement – John J. Stroh, M.D.

Ratification of the agreement between Victor Valley Community College District and John J. Stroh, M.D. to serve as the Medical Director for the Paramedic Program. The period of this agreement is from July 1, 2010 through June 30, 2011.

5.5 Agreements – Contract Education Services

Approval of the Contract Education Services’ agreement listed below to obtain a food handler’s certification. Fiscal Impact: \$1,500.00 income to the District.

Vendor:	Income to the District
Texas Style BBQ	\$ 300.00
Pho Hanh II Restaurant	\$ 300.00
American Legion	\$ 300.00
Senora Cantina	\$ 300.00
Robertiro’s Mexican Food	\$ 300.00
Total:	\$ 1,500.00

5.6 Independent Contractor Agreement – Maria E. Huizar

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Maria E. Huizar to provide parenting workshops to GEAR UP Program schools. The period of this agreement is from February 9, 2011 through June 30, 2011. Fiscal Impact: Grant Funded. Not to exceed \$10,000.00

5.7 Independent Contractor Agreement – Jim Spencer

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Jim Spencer to work in conjunction with the Facilities Construction department to provide consulting services to assist in space planning and building use analysis. The period of this agreement is from January 1, 2011 through December 31, 2011. Fiscal Impact: \$15,000.00, Fund 71 expenditure.

- 5.8 Agreements – Alpha Omega Wireless
Ratification of the agreements between Victor Valley Community College District and Alpha Omega Wireless to perform a line-of-sight (LOS) survey to determine elevation requirements for microwave tower heights. This survey will assist the District in determining the best wireless solution for connectivity to the Eastside Public Safety Training Center project. Fiscal Impact: \$2,500.00, Local Bond Funded.
- 5.9 Agreement – D&G Flooring, Inc.
Ratification of the agreement between Victor Valley Community College District and D&G Flooring, Inc. to supply and install carpet at the Administration Annex building #10. Fiscal Impact: \$3,256.85, Fund 71 expenditure.
- 5.10 Agreement – Emergency Services Restoration, Inc.
Ratification of the agreement between Victor Valley Community College District and Emergency Services Restoration, Inc. for emergency services that were needed at the Administration Annex building #10A. Fiscal Impact: \$10,160.00, Fund 71 expenditure.
- 5.11 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.12 Renewal Agreement – Affiliated Computer Services, Inc.
Ratification of the agreement between Victor Valley Community College District and Affiliated Computer Services, Inc. to provide 1098-T reporting requirements for tax year 2010. Fiscal Impact: Budgeted Item from Fund 01, not to exceed \$25,000.00.
- 5.13 Annual Financial and Budget Report (CCFS-311)
Acceptance of the Annual Financial and Budget Report (CCFS-311). Fiscal Impact: None.
- 5.14 Foundation Donations
Acceptance of donations as college property from the Victor Valley College District Foundation. The Foundation has made expenditures from cash contributions to specific college programs in the amount of \$25,052.88 and transferred \$14,926.24 in student scholarships for a total cash contribution of \$39,979.12 The Foundation also received and is transferring ownership of in-kind (non-cash) gifts valued at \$3,262.00. Total contributions from the Foundation for October-November 2010 are \$43,241.12 Fiscal Impact: \$43,241.12 to the District.
- 5.15 Agreement – APC Global Services
Ratification of the agreement between Victor Valley Community College District and APC Global Services to provide repair services for the Uninterruptible Power Supply unit that serves the data center in building 21. Fiscal Impact: \$5,000.00, Fund 71.
- 5.16 Agreement – LDP Associates, Inc.
Ratification of the agreement between Victor Valley Community College District and LDP Associates, Inc. to provide preventative maintenance and inspections of the uninterruptible power supply unit that supplies emergency power to the campus data center. Fiscal Impact: \$4,965.00, Fund 71.
- 5.17 Agreement – Total Environmental Management, Inc.
Approval of the amended agreement between Victor Valley Community College District and Total Environmental Management, Inc. to provide rental equipment and labor to set up, monitor and maintain two supplemental heating units for the basketball court area in the Gymnasium, building 71. Fiscal Impact: \$12,750.00 – Local Bond Funded.

- 5.18 Agreement – Waxie Sanitary Supply
Ratification of the amendment between Victor Valley Community College District and Waxie Sanitary Supply to perform maintenance on the Advance Auto Scrubber floor machine located in the gymnasium. Fiscal Impact: \$411.88, budgeted item.
- 5.19 Agreement – Trane Building Services
Ratification of the agreement between Victor Valley Community College District and Trane Building Services to provide a bi-annual maintenance inspection on the two 750 ton chillers located in the Central Plant. Fiscal Impact: \$10,870.00, Fund 71.
- 5.20 Agreement – Campus Planning Group
Ratification of the agreement between Victor Valley Community College District and Campus Planning Group to work in conjunction with the Facilities Construction department to prepare and submit to the State Chancellor's office the District's 5-year plan, space inventory report, room use study and project proposals for the 2011-12 fiscal year. Fiscal Impact: \$30,000.00 plus reimbursable expenses not to exceed \$3,000.00, Fund 71 expenditure.
- 5.21 Agreement – Frick, Frick & Jette Architects, Inc.
Ratification of the agreement between Victor Valley Community College District and Frick, Frick & Jette Architects, Inc. to provide landscape and irrigation designs for the northeast corner of Spring Valley Lake Parkway and Bear Valley Road. Fiscal Impact: \$5,625.00, Fund 71 expenditure.
- 5.22 Amended Agreement – System Maintenance Services, Inc.
Ratification of the amended agreement between Victor Valley Community College District and System Maintenance Services, Inc. to support critical infrastructure and network hardware. Board approved original agreement on December 8, 2009 for 5 years. Fiscal Impact: \$11,412.00, budgeted item.
- 5.23 Agreement – Datalink Networks (Microsoft Training)
Ratification of the agreements between Victor Valley Community College District and Datalink Networks to provide training related to the migration of campus systems from Novell to Microsoft. Fiscal Impact: \$59,865.30, Fund 71.
- 5.24 Maintenance Agreement – Phoenix Group Information Systems
Ratification of the agreement between Victor Valley Community College District and Phoenix Group Information Systems to provide maintenance for the Pacific Parking ticket writing equipment. Fiscal Impact: \$1,480.00, annually, budgeted item.
- 5.25 Academic Equivalency Request – Susan Gonzales
Approval of the equivalency request for Susan Gonzales, Restaurant Management. Fiscal Impact: None.
- 5.26 Curriculum Changes
Approval of the curriculum changes made on December 9, 2010 and have been recommended by the College Curriculum Committee. Fiscal Impact: None.

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda YES ___ NO ___

7. SUPERINTENDENT/PRESIDENT

- 7.1 Renewal Agreement (Amendment) – Blackboard, Inc. YES ___ NO ___
Approval of agreement between Victor Valley Community College District and Blackboard, Inc. to extend the term of the agreement for an additional two (2) years. This agreement covers all cost of hosting our live and test environments. Fiscal Impact: \$297,959 for a two-year term.

11. HUMAN RESOURCES

- 11.1 Employment Contract Extension – Interim Superintendent/President YES ___ NO ___
Approval of the employment contract extension with Dr. Christopher O’Hearn as Interim Superintendent/President, beginning March 16, 2011 and ending no later than June 30, 2011. Fiscal Impact: Budgeted.

- 11.2 Renewal of Administrator Contractor – Vice President, Administrative Services YES ___ NO ___
Approval of the renewal of the following administrative contract for 3 years:

Vice President, Administrative Services for 3 years. Fiscal Impact: Budgeted.

- 11.3 Renewal of Administrator Contracts YES ___ NO ___
Approval of the renewal of the following administrative contracts for 2 years:

Director, Evening Operations, Instructional Support Programs
Executive Dean, Technology & Information Resources

Fiscal Impact: Budgeted

- 11.4 New Classified Position, Curriculum & Scheduling Coordinator YES ___ NO ___
Approval of the new classified position of Curriculum & Scheduling Coordinator, effective February 16, 2011. Fiscal Impact: \$611/monthly

- 11.5 New Classified Position, Senior Programmer/Software Developer YES ___ NO ___
Approval of the new classified position of Senior Programmer/Software Developer to fulfill staffing requirements related to technology advancements and stabilization of the Datatel student information system. The Senior Programmer/Software Developer is a replacement position for a vacant Database Administrator. Fiscal Impact: Range 15 of the classified salary schedule, \$5,023 plus benefits, budgeted.

- 11.6 Management Appointment, Interim Director of Evening Operations, Instructional Support Programs YES ___ NO ___
Approval of the appointment of Rolando Regino, Interim Director of Evening Operations, Instructional Support Programs beginning on or after February 16, 2011 and ending no later than June 30, 2011. Fiscal Impact: Range 18, Step C on the Management Salary Schedule \$8,017/month plus benefits.

11.7 Renewal of Administrator Contract – Director of the Associate Degree Nursing Program and Allied Health YES ___ NO ___

Approval of the renewal of the following administrative contract for 1 year:

Director of the Associate Degree Nursing Program and Allied Health

Fiscal Impact: Budgeted

11.8 Public Hearing for the District and CTA Joint Initial Proposals for 2010-2011 Contract Reopeners YES ___ NO ___

- a) The Board president hereby declares the hearing open
- b) The public may now comment on the initial proposal
- c) The board president hereby declares the hearing closed

Fiscal Impact: None

11.9 Public Hearing for AFT-PTFU Sunshine Proposal to District YES ___ NO ___

- a) The Board president hereby declares the hearing open
- b) The public may now comment on the initial proposal
- c) The board president hereby declares the hearing closed

Fiscal Impact: None

12. 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.

12.1 Foundation

12.2 Employee Groups

- a) CTA
- b) CSEA
- c) AFT Part-Time Faculty United

13. ITEMS FOR FUTURE BOARD MEETINGS

Board members may request items to be placed on future Board meetings for a report or information.

14. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

At this time, the Board of Trustees will listen to communication from the public on non-agendized items pertaining to college business. Each speaker is limited to one presentation per meeting on non agendized matters. Public comments are limited to three minutes per individual and a total of 15 minutes per topic. Speakers will be timed electronically, and all speakers will be required to address the Board from the lectern. Only those who have been recognized by the Board President will be permitted to speak. State law prohibits the Board from addressing any issues not included on the agenda. (Board Policy #2350)

15. TRUSTEE COMMENTS

16. ADJOURNMENT

YES ___ NO ___

It is the intention of Victor Valley Community College District to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Fusako Yokotobi, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92395-5849, (760) 245-4271, Ext. 2455, from 8:30 a.m. to 5:00 p.m., Monday through Friday, at least 48 hours prior to the meeting to make reasonable arrangements. Government Code Section 54954.2.



Victor Valley Community College District REGULAR MEETING OF THE BOARD OF TRUSTEES Minutes

Date: December 14, 2010

Place: Regular Meeting: 4:30 p.m. Board Room Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

AGENDA ~ Board Room

Board Room Victor Valley Community College

CALL TO ORDER

4:30 p.m.

The Board of trustees of Victor Valley Community College District met in Open Session on December 14, 2010 in the Board Room of the Administration Building. Mr. Henderson, Board Vice President called the meeting to order at 4:30 p.m.

TRUSTEE ROLL CALL: Chris Mollenkamp, Vice President; Dennis Henderson, Clerk; Joe Range, Trustee; Don Nelson, Trustee

Absent: Judy Schmoll, Student Trustee
Judy Schmoll, Student Trustee arrived at 4:31 p.m.

PLEDGE OF ALLEGIANCE

Chris Mollenkamp led the Pledge of Allegiance to the Flag.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: None

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

- 1.1** Approval of the minutes of the November 9, 2010 regular Board meeting
It was MSC (Nelson/Mollenkamp, 4-0) to approve the minutes of the November 9, 2010 regular Board meeting.

Break: 4:32 p.m.
Reconvene: 4:39 p.m.

2. INSTALLATION OF NEW MEMBERS & OATH OF OFFICE & ELECTION OF OFFICERS

Board President Dennis Henderson presented plaques to Trustees Christopher Mollenkamp, Donald Nelson and Angela Valles in appreciation for their dedicated service to Victor Valley College.

- A. Administer Oath of Office
Ms. Angela Valles, administered the Oath of Office to Lorrie Denson, Dennis Henderson, and Michael Krause
- B. Signing of Affidavit
- C. Election of board officers
 - President – Dennis Henderson
 - Vice President – Joe Range

BOARD OF TRUSTEES: Lorrie Denson, Dennis Henderson, Michael Krause, Joe Range, ASB Member

It was MSC (Krause/Range, 4-0) to elect Lorrie Denson as Clerk of the Board of Trustees.

It was MSC (Range/Denson, 4-0) to elect Michael Krause as representative to the County Committee on School District Organization

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: Arlene Greene (7.3, 11.1, and 11.2)

REGULAR MEETING AGENDA

*Board Room Victor Valley Community College
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At 4:39 p.m. Board President, Dennis Henderson reconvened the meeting.

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.

3.1 Employee Groups

- a) CTA – Michael Butros
- b) CSEA – Michelle Laveaux
- c) AFT Part-Time Faculty United – Kevin Crowley

3.2 Foundation – Janice Olson

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. O'Hearn announced that the board will receive a presentation from Frank Smith addressing agenda item 7.3. Agenda items 11.1 and 11.2 will be addressed by Jeffery Morris, legal council with Stutz, Artiano, Shinoff and Holtz. Dr. O'Hearn welcomed and congratulated Trustees Denson and Krause. In addition, he extended best wishes and gratitude to outgoing members Nelson, Valles and Mollenkamp. The accreditation process is going extraordinarily well with the self-study in the finishing stages of completion. The self-study report will be submitted to the commission the beginning of February with a visit expected mid March. There will be a special board meeting January 25, 2011 to submit for board approval the annual audit and to interview and appoint a successor for the vacancy we now have on the board. In conclusion of his report he wished everyone a happy holiday season.

Academic Senate

Ms. Harvey welcomed the new trustees and looks forward to working with them this year. In addressing agenda item 11.1 she pointed out that the senate is in favor of consistency and stability at this campus and therefore does not disapprove the 3 year contracts for the administrators. In the past years, stable administration has been lacking and currently the senate has not experienced any problems with the present administration. Ms. Harvey suggested that there may be a problem with the stringent hiring practices and recommended that they are looked at over the course of the next year.

5. CONSENT AGENDA

It was MSC (Range/Krause, 5-0) to approve the consent items in one motion with item 5.20 pulled for separate discussion by Trustee Range.

5.1 Agreement – California Early Childhood Mentor Program

Approval of the agreement Victor Valley Community College District and the San Francisco Community College District on behalf of its California Early Childhood Mentor Program for the 2010-2011 academic year. Fiscal Impact: All eligible expenses incurred for this program will be reimbursed by the contractor, San Francisco Community College District.

5.2 Independent Contractor Agreement – Simon Silva

Approval of the Independent Contractor Agreement between Victor Valley Community College District and Simon Silva to provide parenting workshops to GEAR UP Program schools including five middle schools and two high schools. The period of this agreement is from January 4, 2011 through May 31, 2011. Fiscal Impact: Budgeted item, not to exceed \$6,000.00, grant funded.

5.3 Curriculum Changes

Ratification of the curriculum changes that were approved by the committee on October 14, 2010 and October 28, 2010. Fiscal Impact: None

5.4 Agreements – Contract Education Services

Approval of the Contract Education Services' agreement listed below to obtain a food handler's certification. Fiscal Impact: \$300.00 income to the District.

Vendor	Income to the District
Community Services	\$ 300.00

5.5 Agreements – Contract Education Services

Approval of the Contract Education Services' agreement listed below that is being offered in the Contract Education Department. Fiscal Impact: \$250.00, income to the District.

Vendor	Income to the District
San Bernardino County Fire Station #15	\$250.00
Total:	\$250.00

5.6 Renewal - Library Online Database Subscriptions

Approval of the renewal of online database subscriptions through the Community College Library Consortium. Fiscal Impact: Budgeted item, \$36,178.00.

5.7 Agreements – Ebmeyer Charter and Tour

Ratification of the agreements between Victor Valley Community College District and Ebmeyer and Tour to provide three chartered bus trips (November 9, 16, 18) from Victor Valley College to the Claremont Testing location for automotive students taking the ASE certification exam as part of the Mechanics Collaborative grant program. Fiscal Impact: Budgeted item, \$2,500.00, grant funded.

5.8 Agreement – Community Hospice of Victor Valley

Ratification of the agreement between Victor Valley Community College District and Community Hospice of Victor Valley to provide clinical learning facilities for all health sciences programs. This agreement began December 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice. Fiscal Impact: None

- 5.9 Agreement – Desert Physician's Management, LLC
Ratification of the agreement between Victor Valley Community College District and Desert Physician's Management, LLC to provide clinical learning facilities for all health sciences programs. This agreement began November 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice. Fiscal Impact: None
- 5.10 Agreement – Victorville Medical Transportation
Ratification of the agreement between Victor Valley Community College District and Victorville Medical Transportation to provide clinical learning facilities for all health sciences programs. This agreement began November 1, 2010 and will remain in effect unless terminated by either party upon thirty (30) days written notice. Fiscal Impact: None
- 5.11 Agreement – Loma Linda University Medical Center, Loma Linda University Children's Hospital, Loma Linda University East Campus Hospital, Loma Linda University Health Care and Loma Linda University Behavioral Medicine Center
Ratification of the agreement between Victor Valley Community College District Loma Linda University Medical Center, Loma Linda University Children's Hospital, Loma Linda University East Campus Hospital, Loma Linda University Health Care and Loma Linda University Behavioral Medicine Center to provide clinical learning facilities for all health sciences programs. The term of this agreement is from November 15, 2010 through November 15, 2012.
- 5.12 Agreement – Beeson, Tayer & Bodine
Ratification of the agreement between Victor Valley Community College District and Beeson, Tayer & Bodine for mediation services conducted on November 15, 2010. Fiscal Impact: \$2,000.00
- 5.13 Memorandum of Understanding between DMV and Victor Valley College Campus Police
Ratification of the Memorandum of Understanding between the Department of Motor Vehicles and Victor Valley College Campus Police Department for authorization for electronic access to information and records. Fiscal Impact: None
- 5.14 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.15 Amended Agreement Renewal – Keenan & Associates Loss Control Services Agreement
Ratification of the amendment between Victor Valley Community College District and Keenan and Associates to assist in the identification of conditions which may pose a risk of bodily injury and/or property damage and other recommendations to help mitigate the District's risk of loss. Fiscal Impact: Not to exceed \$4,800.00, budgeted item.
- 5.16 Amended Agreement – Law Offices of Dennis J. Walsh
Approval of the amended agreement between Victor Valley Community College District and the Law Offices of Dennis J. Walsh to provide limited specialized legal consultation as requested by the District. The original maximum on the contract was \$50,000.00; actual expenditures with the vendor totaled \$50,761.74. Fiscal Impact: An additional \$761.74, budgeted.
- 5.17 Agreement – Namdar Structural Engineering, Inc.
Ratification of the amendment between Victor Valley Community College District and Namdar Structural Engineering, Inc. for Phase II of the structural engineering consultation services in connection with an investigation of the floor at the Counseling & Administration building #55. Fiscal Impact: \$17,820.00 plus \$1,500.00 for any reimbursable expenses, Local Bond Funded.

- 5.18 Agreements – Off Campus Locations
Ratification of the agreements between Victor Valley Community College District and the facilities listed to provide classroom space for the 2010-2011 academic year. Fiscal Impact: Not to exceed \$20,000.00 for the 2010-2011 fiscal year.
- 5.19 Agreement – Vector Resources (Fiber Switches/Cable)
Ratification of the agreement between Victor Valley Community College District and Vector Resources to exchange some of the previously purchased (6) 24 port POE switches and purchase (6) 12 port fiber switches and cable. Fiscal Impact: \$3,822.98, budgeted item, Local Bond Funded.
- 5.20 **PULLED FOR SEPARATE DISCUSSION** 2011 Board Calendar
Approval of the proposed calendar of board meetings. Fiscal Impact: None
- 5.21 Agreement – Atkinson, Andelson, Loya, Ruud & Romo
Approval of the agreement between Victor Valley Community College District and Atkinson, Andelson, Loya, Ruud & Romo to provide FRISK Leadership Training for management on January 29, 2011. Fiscal Impact: \$2,568.50.
- 5.22 Agreement – IMPEX Technologies
Ratification of the agreements between Victor Valley Community College District and IMPEX Technologies to purchase software to assist with the migration of the Groupwise email to Microsoft Outlook email. Fiscal Impact: \$17,546.50, budgeted item, Local Bond Funded.
- 5.23 Agreement – Mobile Mini
Ratification of the agreement between Victor Valley Community College District and Mobile Mini to rent a Model 40K2 40' tunnel storage container to store donated fire equipment. The period of this agreement is from November 24, 2010 through November 24, 2011. Fiscal Impact: Budgeted item, not to exceed \$2,000.00.
- 5.24 Out-of-Country Travel - Asia
Approval of out-of-country travel to East Timor in Asia. The travel is required of students who are registered in Biology 98 "International Natural History" from January 15, 2011 through February 7, 2011. Students will be accompanied by Professor of Biology, Dr. Hinrich Kaiser and Robert Sewell, ASB Advisor. Fiscal Impact: \$3,595.00, Grant funded.

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Separate approval of items pulled from consent agenda

5.20 2011 Board Calendar

Following discussion, it was MSC (Range/Krause, 4-0) to approve the proposed calendar of board meetings with January 11, 2011 added as a working board meeting at the request of Trustee Range. Fiscal Impact: None

6.2 Approval of Resolution #10-14 – Declaring Board Vacancy – Angela Valles

It was MSC (Range/Denson 4-0) to approve the Resolution #10-14 declaring a vacancy on the Board of Trustees at Victor Valley Community College District. Fiscal Impact: None

6.3 Proposed Process to Appoint a New Board Member to Fill Vacancy

It was MSC (Range/Krause, 4-0) to approve the process, timeline, application materials, and criteria due to the resignation of Ms. Angela Valles, Board President effective December 7, 2010. Fiscal Impact: \$1,000.00

7. SUPERINTENDENT/PRESIDENT

7.1 FAILED - NO ACTION TAKEN Agreement – IMPEX Technologies, Inc.

No action was taken to approve the agreement between Victor Valley Community College District and IMPEX Technologies, Inc. to implement phase one of a multiphase implementation of Novell to Microsoft migration. Fiscal Impact: Not to exceed \$314,994.00, budgeted item, Local Bond Funded.

7.2 FAILED - NO ACTION TAKEN Agreement – Datalink Networks

No action was taken to ratify the agreement between Victor Valley Community College District and Datalink Networks to provide training related to the migration of campus systems from Novell to Microsoft. Fiscal Impact: \$59,865.30, Fund 71.

7.3 FAILED - NO ACTION TAKEN Agreement – Datatel, Inc.

No action was taken to approve the agreement between Victor Valley Community College and Datatel, Inc. for applications, training, and consulting for Datatel Enterprise Resource Planning (ERP) System, to bring the campus systems and processes closer up to date with standards. This is phase one of a multi-part project to utilize and enhance the overall capabilities of the current Datatel (ERP) System. Fiscal Impact: \$686,860.00, budgeted item, Fund 71.

11. HUMAN RESOURCES

11.1 FAILED - NO ACTION TAKEN Renewal of Administrator Contracts

No action was taken to approve the renewal of the following Administrative contracts for 3 years:

Deputy Superintendent/Executive Vice President
Vice President, Human Resources

Fiscal Impact: Budgeted

11.2 FAILED - NO ACTION TAKEN Renewal of Administrator Contracts

No action was taken to approve of renewal of the following Administrative contracts for 2 years:

Director, Special Grants Programs
Dean, Instructional Programs, STEM
Dean, Instructional Programs, Health Sciences & Public Safety
Executive Dean, Institutional Effectiveness
Director, EOPS/CARE
Dean, Instructional Programs, Humanities, Arts & Social Sciences

Fiscal Impact: Budgeted

11.3 FAILED - NO ACTION TAKEN New Classified Position, Curriculum & Scheduling Coordinator

No action was taken to approve the new classified position of Curriculum & Scheduling Coordinator, effective December 15, 2010. Fiscal Impact: Budgeted, Range 14 of the classified salary schedule, \$4,441.00 plus benefits.

11.4 Management Appointment, Director of the Associate Nursing Program and Allied Health

It was MSC (Krause/Denson, 4-0) to approve the appointment of Joseph Morris to fill the position of Director of Associate Degree Nursing Program and Allied Health beginning on or after December 15, 2010. Fiscal Impact: Budgeted, Range 18 Step E on the Management Salary Schedule, \$8,855/month plus benefits.

11.5 **Management Appointment, Interim Dean of Student Services**

It was MSC (Range/Krause, 4-0) to approve the appointment of Tim Johnston to fill the position of Interim Dean of Student Services beginning December 15, 2010 and ending no later than June 30, 2011. Fiscal Impact: Budgeted, Range 20 on the Management Salary Schedule, \$8,847 to \$11,308/month plus benefits.

11.6 **FAILED - NO ACTION TAKEN** New Classified Position, Senior Programmer/Software Developer

No action was taken to approve the new classified position of Senior Programmer/Software Developer, effective December 15, 2010. Fiscal Impact: Range 15 of the classified salary schedule, \$5,023.00 plus benefits, budgeted.

12. INFORMATION/DISCUSSION

12.1 AFT Sunshine Proposal to District

Submitted as an informational/discussion item.

12.2 Sunshine Items with the District and CTA

Submitted as an informational/discussion item

12.3 Monthly Financial Reports

Submitted as an informational/discussion item.

13. **PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:** Todd Woods

14. TRUSTEE COMMENTS

Trustees Range and Henderson welcomed and congratulated the new board members and look forward to working with them. Newly elected Trustee Denson thanked the public for the opportunity to serve them and will do her best to represent them well. Trustee Krause announced that he is glad to have the opportunity to work with Trustees Range Henderson, Denson and Dr. O'Hearn and appreciates everyone showing up tonight.

- ASB –Judy Schmoll reported on student activities.

15. ITEMS FOR FUTURE BOARD MEETINGS:

Board members may request items to be placed on future Board meetings for a report or information.

None

17. ADJOURNMENT

It was MSC (Range/Krause, 4-0) to adjourn the meeting at 5:40 p.m.

Lorrie Denson, Clerk

Date Approved



Victor Valley Community College District SPECIAL MEETING OF THE BOARD OF TRUSTEES Minutes

Date: January 11, 2011

Place: Closed Session: 4:30 p.m. West Wing Conference Room, Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

AGENDA ~ Board Room

Board Room Victor Valley Community College

CALL TO ORDER

4:30 p.m.

The Board of trustees of Victor Valley Community College District met in Open Session on January 11, 2011 in the Board Room of the Administration Building. Mr. Henderson, Board President called the meeting to order at 4:30 p.m.

TRUSTEE ROLL CALL: Dennis Henderson, Board President; Joe Range, Vice President; Lorrie Denson Clerk; Michael Krause, Trustee, Monica Cabingatan, ASB Vice President Student Trustee substituting for Judy Schmoll

PLEDGE OF ALLEGIANCE

Deedee Orta led the Pledge of Allegiance to the Flag.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: None

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

CLOSED SESSION ~ West Wing Conference Room

2. CLOSED SESSION

4:30 p.m.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION– Government Code Section 54954.5
Deputy Superintendent/Executive Vice President
Vice President, Human Resources
Director, Special Grants Programs
Dean, Instructional Programs, STEM
Dean, Instructional Programs, Health Sciences & Public Safety
Executive Dean, Institutional Effectiveness
Director, EOPS/CARE
Dean, Instructional Programs, Humanities, Arts & Social Sciences

PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS: Lisa Ellis

At 4:44 p.m. Board President Henderson recessed to closed session.

BOARD OF TRUSTEES: Lorrie Denson, Dennis Henderson, Michael Krause, Joe Range, ASB Member

SPECIAL MEETING AGENDA

*Board Room Victor Valley Community College
This meeting will be electronically recorded*

3. OPEN SESSION REGULAR MEETING

3.1 Closed Session Report:

At 5:33 p.m., Board President Henderson reconvened to open session and announced that it was MSC (Range/Denson, 3-1, Krause No) to extend the administrator contracts as listed.

4. BOARD OF TRUSTEES WORKSHOP – Protocol for Board Meetings

Facilitator: Jeffery Morris, Stutz, Artiano, Shinoff & Holtz

Review of Robert's Rules of Order Quick Reference, Chapter 2 Board Policies and Form 700

Jeffery Morris presented a workshop on board meeting protocol which outlined the roles of a board member, conducting business as a board member and a brief discussion on the *Brown Act*, ethics, and conflicts of interest issues.

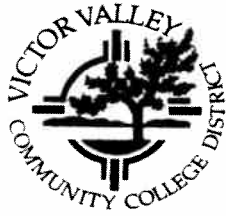
5. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: Margaret Kagy

6. ADJOURNMENT

It was MSC (Range/Denson, 4-0) to adjourn the meeting at 6:07 p.m.

Lorrie Denson, Clerk

Date Approved



Victor Valley Community College District SPECIAL MEETING OF THE BOARD OF TRUSTEES Minutes

Date: February 1, 2011

Place: Regular Meeting: 4:30 p.m. Board Room Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

AGENDA ~ Board Room

Board Room Victor Valley Community College

CALL TO ORDER

4:30 p.m.

The Board of trustees of Victor Valley Community College District met in Open Session on February 1, 2011 in the Board Room of the Administration Building. Mr. Henderson, Board President called the meeting to order at 4:31 p.m.

TRUSTEE ROLL CALL: Dennis Henderson, President; Joe Range, Vice President; Lorrie Denson, Clerk; Michael Krause, Trustee,

Absent: Judy Schmoll, Student Trustee

Monica Cabingatan substituting for Judy Schmoll arrived at 4:35 p.m.

PLEDGE OF ALLEGIANCE

Bill Greulich led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: Josh Anguiana, Kenneth Cobb, and Frederick Dearborn

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: The back-up for agenda item 2.2 on page 4 should have included that the client expended \$17,766,695.00 of the General Obligation bond funds during the fiscal year ending June 30, 2010.

REGULAR MEETING AGENDA

Board Room Victor Valley Community College

This meeting will be electronically recorded

2. ACTION AGENDA

2.1. ADMINISTRATIVE SERVICES

2.1. 2009-2010 Financial Audit

It was MSC (Range/Henderson, 4-0) to accept the 2009-2010 financial audit as presented. Fiscal Impact: None

BOARD OF TRUSTEES: Lorrie Denson, Dennis Henderson, Michael Krause, Joe Range, ASB Member

2.2 2009-2010 Performance Audit on General Obligation Bonds

It was MSC (Range/Krause, 4-0) to accept the 2009-2010 bond performance audit as presented with the amended amount of \$17,766,695.00 of the General Obligation bond funds expended.

2.3 Non-Resident Tuition Fee

It was MSC (Range/Krause, 4-0) to approve the non-resident tuition rate of \$176.00 per unit (statewide basis). This non-resident tuition fee will be effective for the 2011 Fall semester and 2012.

Following discussion Trustee Range made a motion to increase the non-resident tuition rate to \$235.00 hearing no second the motion failed.

Spring semester. Fiscal Impact: The District collects approximately \$285,000.00 annually in non-resident tuition fees. Based on this, the difference in revenue between the two options is \$90,402.00.

3. BOARD OF TRUSTEES

3.1 Vote for the CCCT Board

It was MSC (Range /Denson, 4-0) to nominate Joe Range for the CCCT board election. Fiscal Impact: None

3.2 Appointment of Candidate

It was MSC (Henderson/Denson, 3-1, Krause, No) to approve the provisional appointment of Joe Brady to complete the remainder of Ms. Angela Valles' term which ends December 2012 from the list of finalists attached. The Board will interview eleven (11) applicants and select one to be appointed as the provisional board member. Fiscal Impact: None

Break: 5:21 p.m.

Reconvene 5:35 p.m.

Bill Pate, legal council, explained the process for the decision on a candidate for Board of Trustees. There are a total of 11 candidates that have been shortlisted from the original application process. There are 10 candidates present tonight wishing to be interviewed. The timer will be set at 15 minutes per candidate. At the conclusion of the interviews, a short recess will occur to allow the board secretary and legal council to tally the rankings. Each candidate will be ranked from 1 to 11. All candidates should be ranked including the candidate not present. Once the tally is completed, the meeting will reconvene and the board will be provided with a summary sheet and a final tally sheet which will show the rankings by each individual trustee. A minimum of 3 votes is required for the candidate to be successful.

The Board interviewed 6 of the 10 candidates to fill the vacancy of Ms. Angela Valles for the remainder of the term which ends December 2012.

Break: 7:05 p.m.

Reconvene: 7:19 p.m.

Following the break, the Board interviewed the remaining 4 candidates to fill the vacancy of Ms. Angela Valles for the remainder of the term which ends December 2012.

It was motioned by Trustee Krause and seconded by Trustee Henderson to open for discussion.

It was motioned by Trustee Henderson and seconded by Trustee Denson to recommend Patricia Hawley to fill the vacancy, the motion failed (2-2, Range, No, Krause, Yes, Denson, Yes, Henderson, No) due to a lack of receiving a minimum vote of 3.

At 8:17 p.m. the Board reviewed the ranking sheet that was provided. It was determined that a calculation error was made on the ranking sheet and that the board secretary and legal council would recalculate.

Break: 8:21 p.m.
Reconvene: 8:40

It was motioned by Trustee Range and seconded by Trustee Denson to recommend Joe Brady to fill the vacancy, the motion failed (2-2, Range, Yes, Denson, Yes, Krause, No, Henderson, No) due to a lack of receiving a minimum vote of 3.

It was motioned by Trustee Range to recommend Carl Tate (ranked #10) to fill the vacancy, hearing no second the motion failed.

It was motioned by Trustee Henderson to recommend Brian Morgan (ranked #5) to fill the vacancy, hearing no second the motion failed.

It was motioned by Trustee Krause to recommend John Pinkerton (ranked #3 and seconded by Trustee Denson the motion failed (2-2, Krause, Yes, Denson, Yes, Henderson No, Range, No) due to a lack of receiving a minimum vote of 3.

It was motioned by Trustee Range to recommend Wilbert Mullins (ranked #6) to fill the vacancy, hearing no second the motion failed.

It was motioned by Trustee Krause and seconded by Trustee Denson to recommend Tim Hauk (ranked #4) to fill the vacancy, the motion failed (2-2, Krause, Yes, Denson, Yes, Range, No, Henderson, No) due to a lack of receiving a minimum vote of 3.

It was motioned by Trustee Henderson to recommend Robert Richey, Jr. (ranked #9) to fill the vacancy, hearing no second the motion failed.

It was motioned by Trustee Range and seconded by Trustee Denson to recommend Joe Brady (ranked #2) to fill the vacancy, the motion failed (2-2, Range, Yes, Denson, Yes, Krause, No, Henderson, No)

It was motioned by Trustee Henderson and seconded by Trustee Denson to recommend Patricia Hawley (ranked #1) to fill the vacancy (2-2, Henderson, Yes, Denson, Yes, Range, No, Krause, No)

It was motioned by Trustee Henderson to recommend Brian Morgan (ranked #5) to fill the vacancy, hearing no second the motion failed.

It was motioned by Trustee Krause and seconded by Trustee Denson to recommend Johnny Garcia (ranked #7) to fill the vacancy (2-2, Denson, Yes, Krause, Yes, Henderson, No, Range, No)

It was MSC (Henderson/Denson, 3-1, Krause, No) to appoint Joe Brady (ranked #2) to fill the vacancy for the remainder of the term which ends December 2012.

3.3 Installation of new Board Member and Oath of Office

- A. Administer Oath of Office
- B. Signing of Affidavit

4. **TRUSTEE COMMENTS**

Newly appointed Trustee Brady thanked everyone and the board for their support. Trustee Range said that it was a challenge to select an appointee from the applicants interviewed and thanked those that applied. Trustee Henderson thanked everyone for their support of the college and pointed out that it was a tough decision selecting an appointee.

5. **ADJOURNMENT**

It was MSC (Range/Henderson, 4-0) to adjourn the meeting at 9:25 p.m.

Lorrie Denson, Clerk


Date Approved


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: OUT OF COUNTRY TRAVEL - SINGAPORE

SUBMITTED BY: Lori Kildal, Dean, STEM

RECOMMENDED BY: Mark J. Zacovic 

APPROVED BY: Christopher C. O'Hearn 

Description/Background:

The District desires to approve out of country travel for Associate Professor of Biology, Dr. Hinrich Kaiser, and student, Scott Heacox, to attend a workshop in Singapore held February 21-24, 2011 hosted by Wildlife Reserves, Singapore.

Need:

Participation at this workshop will play a key role in setting the agenda for Asian turtle conservation for the next ten years.

Fiscal Impact:

Staff Development Funds - \$300
ASB Funds - \$1500
Privately obtained funds

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve out of country travel for Associate Professor of Biology, Dr. Hinrich Kaiser, and student, Scott Heacox, to attend a workshop in Singapore held February 21-24, 2011 hosted by Wildlife Reserves, Singapore.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – THERMAL COMBUSTION INNOVATORS, INC. (TCI)
SUBMITTED BY: Pat Luther, Dean, Health Sciences, Public Safety & Industrial Technology
RECOMMENDED BY: Mark J. Zacovic *Mark J. Zacovic*
APPROVED BY: Christopher C. O'Hearn *Christopher C. O'Hearn*

Description/Background:

The District desires to ratify an agreement with Thermal Combustion Innovators, Inc. (TCI). The period of this agreement is January 1, 2011 through January 1, 2012.

Need:

For removal of hazardous medical wastes.

Fiscal Impact:

Budgeted. \$840 annually.

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees ratify the agreement with Thermal Combustion Innovators, Inc. (TCI), for the removal of hazardous medical wastes. The period of this agreement is January 1, 2011 through January 1, 2012.

Legal Review: NOT APPLICABLE

Reference for Agenda: YES NO

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: AGREEMENT – JOHN J. STROH, MD
SUBMITTED BY: Pat Luther, Dean Health Sciences, Public Safety & Industrial Technology
RECOMMENDED BY: Mark J. Zacovic *Mark J. Zacovic*
APPROVED BY: Christopher C. O'Hearn *Christopher C. O'Hearn*

Description/Background:

The District desires to ratify a renewal agreement between Victor Valley Community College District and John J. Stroh, MD to serve as the Medical Director for the Victor Valley Community College District Paramedic Program. The period of this agreement is from July 1, 2010 through June 30, 2011.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

The Medical Director oversees portions of the Paramedic Program as they relate in the hospital setting and act as a liaison. The Medical Director's authorized prescription number allows the program to obtain medical supplies and equipment necessary for the functioning of the program.

Fiscal Impact:

Budgeted - \$5,000.00

Recommended Action:

It is recommended that the Board of Trustees ratify the renewal agreement between Victor Valley Community College District and John J. Stroh, MD to serve as the Medical Director for the Paramedic Program. The period of this agreement is from July 1, 2010 through June 30, 3011.

Legal Review: X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: AGREEMENT - CONTRACT EDUCATION SERVICES

SUBMITTED BY: Debbie Potts, Contract Education

RECOMMENDED BY: Mark J. Zacovic *Mark J. Zacovic*

APPROVED BY: Christopher C. O'Hearn *Christopher C. O'Hearn*

Description/Background:

The District desires to approve the Contract Education Services' agreement(s) listed below for the courses offered in the Contract Education Department.

Copies of the agreements are available for review in the Superintendent/President's office.

Vendor:	Income to the District
Texas Style BBQ	\$ 300.00
Pho Hanh II Restaurant	\$ 300.00
American Legion	\$ 300.00
Senora Cantina	\$ 300.00
Robertiro's Mexican Food	\$ 300.00
Total:	\$ 1,500.00

Need:

Anyone handling food in San Bernardino County is required to obtain a food handlers certification card by attending a two-hour class.

Fiscal Impact:

\$1,500.00 Income to the District

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve the agreement(s) listed above that are being offered in the Contract Education Department.

Legal Review: YES ___ NOT APPLICABLE ___

Reference for Agenda: YES ___ NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: AGREEMENT – MARIA E. HUIZAR

SUBMITTED BY: Patricia Bejarano-Vera, Special Grant Programs

RECOMMENDED BY: Mark J. Zacovic



APPROVED BY: Christopher C. O'Hearn



Description/Background:

The District wishes to approve an Independent Contractor Agreement between Victor Valley Community College District and Maria E. Huizar. The service period for this agreement is from February 9, 2011 through June 30, 2011.

Copies of the original contracts for the individual listed above are available for review in the Superintendent/President's Office.

Need:

To provide parenting workshops to GEAR UP Program schools.

Fiscal Impact:

Grant funded. Not to Exceed \$10,000

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve this agreement with Maria E. Huizar to provide parenting workshops to GEAR UP Program schools. The service period for this agreement is from February 9, 2011 through June 30, 2011.

Legal Review: YES ___ NOT APPLICABLE

Reference for Agenda: YES ___ NO


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: INDEPENDENT CONTRACTOR AGREEMENT – JIM SPENCER

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to enter into an Independent Contractor Agreement with Jim Spencer to work in conjunction with the Facilities Construction department to provide consulting services to assist in space planning and building use analysis.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

To extrapolate and examine factual data from a detailed room use analysis and the Districts Five-Year Construction Plan as well as assist District staff in strategic planning as necessary so the District can determine what future facilities are most needed.

Fiscal Impact:

\$15,000.00 - Fund 71 expenditure.

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Jim Spencer in the amount of \$15,000.00.

Legal Review: YES NOT APPLICABLE

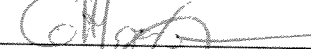
Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT – ALPHA OMEGA WIRELESS

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to enter into an agreement with Alpha Omega Wireless to perform a line-of-sight (LOS) survey to determine elevation requirements for microwave tower heights. This survey will assist the District in determining the best wireless solution for connectivity to the Eastside Public Safety Training Center project, a voter approved local bond funded project.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

Request for proposals were opened and reviewed on January 4, 2011, for the Point to Point Wireless Broadband Solution for the Eastside Public Safety Training Center. Alpha Omega Wireless was preliminarily chosen to complete the work after a LOS survey can be completed. This LOS survey will determine the best way to proceed in completing the installation of the wireless connectivity from the campus to the center. If Alpha Omega is chosen to supply and install the wireless system, the cost for the LOS survey will be credited back to the District on this project.

Fiscal Impact:

\$2,500.00 – Local Bond Funded.

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Alpha Omega Wireless in the amount of \$2,500.00.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

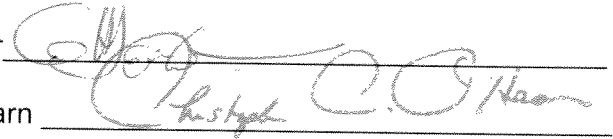
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: AGREEMENT – D&G FLOORING, INC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour



APPROVED BY: Christopher O'Hearn

Description/Background:

The District wishes to enter into an agreement with D&G Flooring, Inc. to supply and install carpet at the Administration Annex building #10.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

The carpeting at the Administration Annex building #10 was worn beyond its useful life. This worn carpet posed tripping hazards creating safety issues, was a visible eye sore, and also created odor issues for the building.

Fiscal Impact:

\$3,256.85 - Fund 71 expenditure.

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with D&G Flooring, Inc. in the amount of \$3,256.85.

Legal Review: YES ___ NOT APPLICABLE X


Reference for Agenda: YES ___ NO X

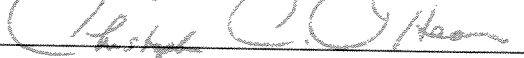
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: AGREEMENT – EMERGENCY SERVICES RESTORATION, INC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to have the Board of Trustees ratify the emergency services that were needed at the Administration Annex building #10A.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

Emergency clean up was needed at the Administration Annex building #10A due to recent rain storms. Site grading was completed to change elevation diverting water away from the modular units. A general clean up was completed around and under the facility.

Fiscal Impact:

\$10,160.00 - Fund 71 expenditure.

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Emergency Services Restoration, Inc. in the amount of \$10,160.00.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X

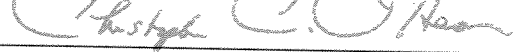
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: BOARD OF TRUSTEES PAYMENTS REPORT

SUBMITTED BY: Renee Garcia, Fiscal Services

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

Each month the District expends funds to conduct its operations and makes this information available to the Board of Trustees. This report reflects grouped expenditures (batches) for each fund. The details for these expenditures are available for review by the Board members in the Fiscal Services Department.

A copy of the original payment report is available for review in the Superintendent/President's office.

Need: N/A

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees approve the Board of Trustees Payments Report.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

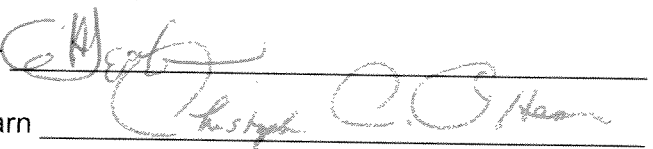
BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT RENEWAL – AFFILIATED COMPUTER SERVICES, INC.

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: G.H. Javaheripour

APPROVED BY: Christopher O'Hearn



Description/Background:

The District wishes to renew its agreement with Affiliated Computer Services (ACS) to fulfill the District's obligation to report student information to the Internal Revenue Service. Reporting includes:

- Payments received for qualified tuition and related expenses OR amounts billed for qualified tuition and related expenses;
- Amounts of any scholarships or grants received by a student during the calendar year;
- Prior year adjustments to amounts reported for scholarships or grants;
- Indication of whether qualified tuition and related expenses reported represent an academic period beginning with the first three months of the calendar year.

Tax Year 2002 was the last waiver year in which schools were exempt from reporting financial information on 1098-T forms. All colleges and universities were required to begin reporting financial information beginning with Tax Year 2003.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

This service fulfills the legal requirement to report student information to the Internal Revenue Service.

Fiscal Impact:

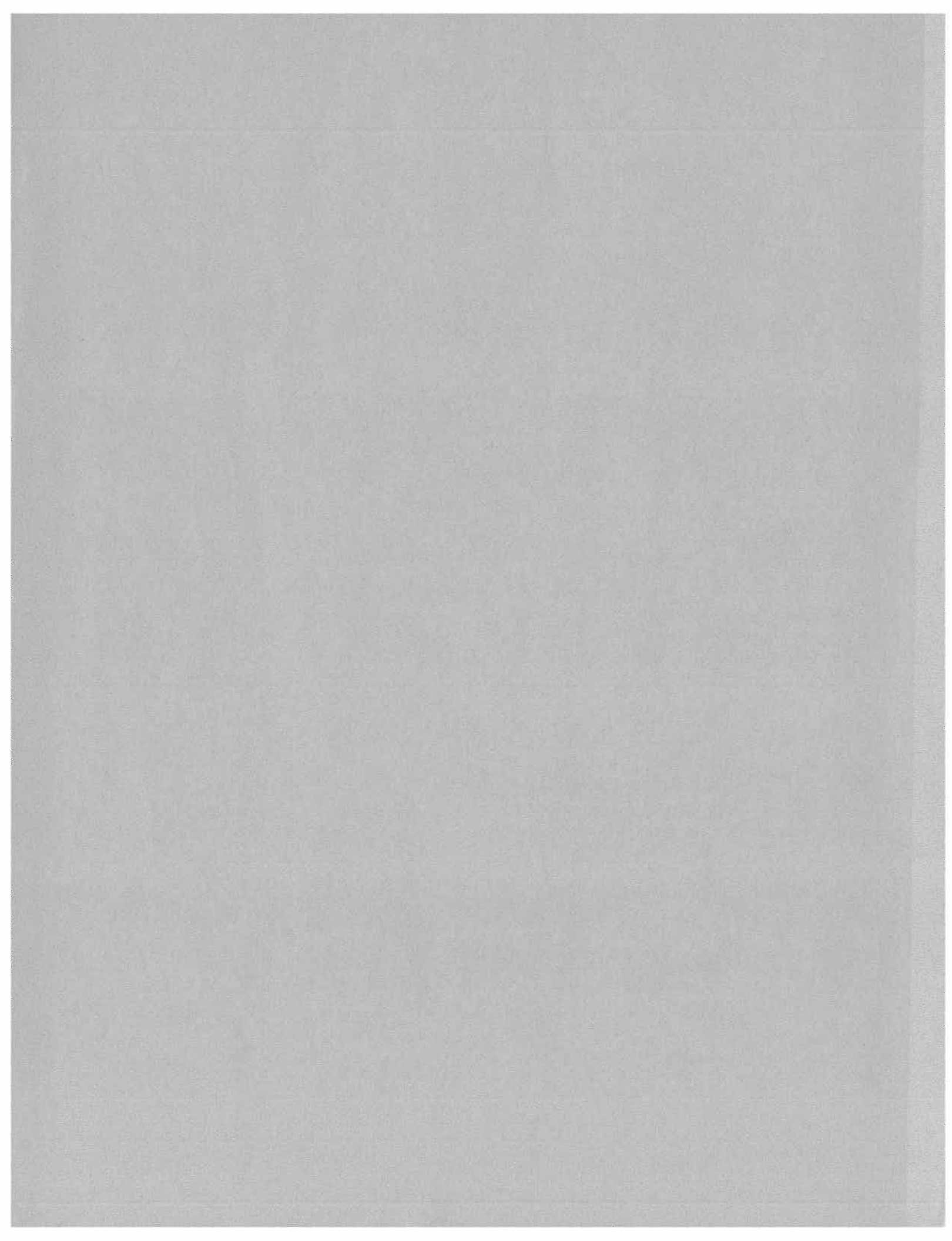
Budgeted item from Fund 01, not to exceed \$25,000.

Recommended Action:

It is recommended the Board of Trustees ratify the renewal agreement with Affiliated Computer Services to provide 1098-T reporting requirements for Tax Year 2010.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO



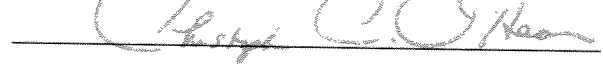
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: ANNUAL FINANCIAL AND BUDGET REPORT (CCFS-311)

SUBMITTED BY: Mary Pringle, Fiscal Services

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

California law requires that California Community College Districts report annually on their financial condition. In compliance with this requirement, Districts must provide to the Chancellor's Office and the County Schools Office with a copy of the completed CCFS-311 form. This report provides detailed information on the prior year's actual revenues and expenditures, as well as the final budget for the current year. This information is used by the Chancellor's Office to monitor the fiscal health of the Districts and to develop comparative data for benchmarking and analysis.

A copy of the original Annual Financial and Budget Report (CCFS-311) is available in the Superintendent/President's office.

Need: Mandatory reporting requirement.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees receive and enter this report into the minutes of the meeting.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: FOUNDATION DONATIONS

SUBMITTED BY: Ginger Ontiveros, Victor Valley College Foundation

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

Acceptance of donations as college property from the Victor Valley College District Foundation. The Foundation has made expenditures from cash contributions to specific college programs in the amount of \$25,052.88 and transferred \$14,926.24 in student scholarships for a total cash contribution of \$39,979.12. The Foundation has also received and is transferring ownership of inkind (non-cash) gifts valued at \$3,262.00. Total contributions from the Foundation for October-November 2010 are \$43,241.12 to the District.

Need: N/A

Fiscal Impact:

\$43,241.12 to the District.

Recommended Action:

It is recommended the Board of Trustees accept the donations as college property.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VVC FOUNDATION SUPPORT TO WC
Expenditures Made From Cash Donations
October, 2010

Project Description	Post date	Trans. Amount	Account Description	Reference
Agriculture (Mojave Sustainability Project)	10/19/10	\$ 146.98	Travel	Credit Card Charges
Agriculture (Mojave Sustainability Project)	10/19/10	\$ 675.00	Education & Training	Credit Card Charges
Agriculture Total:		\$ 821.98		
Fall - Even Nursing Class	10/28/10	\$ 32.92	Facilities & Decorations	Bows and Ribbon for Spring '10 Nursing Graduation
Nursing Alumni	10/06/10	\$ 652.50	Equipment / Supplies	Reimbursement for Nursing T-Shirts
Nursing Total:		\$ 685.42		
Fire Technology Program	10/28/10	\$ 400.00	Printing	Helmet Magnets
Fire Technology Program	10/06/10	\$ 314.08	Equipment / Supplies	Service Fire Engine
Fire Technology Program	10/19/10	\$ 478.60	Awards & Recognition	Pins for Fire Tech Graduation
Fire Technology Program	10/19/10	\$ 1,000.00	Professional Services	Down Payment for Fire Tech Graduation Photography
Fire Tech Total:		\$ 2,192.68		
Friends of the Library	10/06/10	\$ 31.67	Postage	Reimbursement for Friends of the Library Mailing
Friends of the Library Total:		\$ 31.67		
General Scholarship Clearing Fund	10/06/10	\$ 8,726.24	Scholarships	Scholarships Received thru 9/24/10 & 10/01/10
General Scholarship Clearing Fund	10/18/10	\$ 2,500.00	Scholarships	Scholarships Received thru 10/18/10
General Scholarship Clearing Fund	10/28/10	\$ 1,000.00	Scholarships	Scholarship Received thru 10/26/140
Scholarships Total:		\$ 12,226.24		
Grants - General	10/19/10	\$ 31.58	Printing	Business Cards and Athletic Envelopes
Grants - General	10/19/10	\$ 1,750.00	Grants Awarded	Mechanics Collaborative Outreach
Grants - General	10/06/10	\$ 1,750.00	Grants Awarded	Mechanics Collaborative Outreach
Parachute Project	10/06/10	\$ 22.99	Grants Awarded	Office Expenses
The California Wellness Foundation	10/06/10	\$ 1,000.00	Grants Awarded	Corporate Fitness Challenge
Grants Total:		\$ 4,554.57		
Paramedic Academy	10/06/10	\$ 625.31	Awards & Recognition	Reimbursement for Paramedic Academy Plaques
Paramedic Academy	10/19/10	\$ 116.58	Meals	Reimbursement for Food for Card/Pharm Skills Exam
Paramedic Total:		\$ 741.89		
Men's Basketball	10/28/10	\$ 350.00	Dues & Subscriptions	Men's Basketball Membership Dues
Soccer	10/19/10	\$ 104.50	Printing	Business Cards and Athletic Envelopes
Soccer	10/28/10	\$ 565.50	Equipment / Supplies	Soccer Balls
Soccer	10/28/10	\$ 150.00	Printing	Soccer Flyers

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
October, 2010

Project Description	Post date	Trans. Amount	Account Description	Reference
Softball Fund	10/25/10	\$ 140.00	Dues & Subscriptions	
Women's Basketball	10/06/10	\$ 1,126.54	Equipment / Supplies	NFCS Membership for Softball Coaches
Women's Basketball	10/28/10	\$ 733.75	Equipment / Supplies	Shoes for Women's Basketball
Wrestling Team	10/06/10	\$ 50.00	Printing	T-Shirts and Sweatshirts for Women's Basketball
Athletics Total:		\$ 3,220.29		Reimbursement for Wrestling Banner
GRAND TOTAL:		\$ 24,474.74		

Victor Valley College District Foundation, Inc.
Gifts In Kind

October 2010

Date	Constituent	Fund	Gift Value Reference
7/13/2010	Karen M. Tomlin	FR-Library	\$1,415.00 31 hardcovered Books and Videos
8/16/2010	Marjorie L. Milroy	FR-Library	\$1,000.00 7 Bags of Books
8/27/2010	Tyler De la Houssaye	FR-Library	\$120.00 Books
9/8/2010	Diane M. Maass	FR-Library	\$187.00 Textbooks Donated
10/18/2010	Mary Ann A. McGuire	FR-Library	\$40.00 50 books
10/19/2010	Julia Wadagnoho	FR-Library	\$200.00 Books
10/20/2010	Tracy Taber	FR-Library	\$300.00 textbooks
		Grand Total:	\$3,262.00

7 Gift(s) listed

VVC FOUNDATION SUPPORT TO VVC
Expenditures Made From Cash Donations
November 2010

Project Description	Post date	Trans. Amount	Account Description	Reference
College Departments General	11/23/10	\$ 250.00	Awards & Recognition	Reimbursement for "Teachers R Heroes" Gift Cards
College Departments General (ASB)	11/23/10	\$ 350.00	Education & Training	Wells Fargo Donation to ASB
Student Experience Fund	11/03/10	\$ 1,100.00	Contributions & Donations	Matching Funds for ASACC Fundraiser
Support to VVC	11/23/10	\$ 400.00	Contributions & Donations	Exceptional Leader Award Ceremony
General Support to VVC Total:		\$ 2,100.00		
Fail - Even Nursing Class	11/23/10	\$ 106.88	Facilities & Decorations	Candles for Nursing Graduation
Fail - Even Nursing Class	11/03/10	\$ 163.20	Equipment / Supplies	Reimbursement for Graduation Ties
Fail - Even Nursing Class	11/03/10	\$ 492.40	Equipment / Supplies	Reimbursement for Nursing Graduation Caps
Fail - Even Nursing Class	11/22/10	\$ 3,959.59	Awards & Recognition	Nursing Pins
Fail - Even Nursing Class	11/22/10	\$ 163.13	Facilities & Decorations	Flowers for Nursing Graduation
Fail - Even Nursing Class	11/22/10	\$ 800.00	Facilities & Decorations	Nursing Graduation Decorations
Nursing Total:		\$ 5,685.20		
Fire Technology Program	11/10/10	\$ 1,000.00	Professional Services	Photography at Fire Tech Graduation
Fire Technology Program	11/22/10	\$ 500.00	Printing	Fire Tech Academy Programs
Fire Technology Program	11/23/10	\$ 538.00	Awards & Recognition	Fire Tech Graduation Coins
Fire Technology Total:		\$ 2,038.00		
General Scholarship Clearing Fund	11/22/10	\$ 2,700.00	Scholarships	Scholarships Received thru 11/22/10
Scholarships Total:		\$ 2,700.00		
Grants - General	11/03/10	\$ 1,750.00	Grants Awarded	Mechanics Collaborative Outreach
Grants Total:		\$ 1,750.00		
Paramedic Academy	11/22/10	\$ 223.48	Awards & Recognition	Paramedic Academy Graduation Plaques
Paramedic Academy	11/23/10	\$ 440.00	Education & Training	Autopsy Viewing for Paramedic Students
Paramedic Academy	11/23/10	\$ 62.70	Awards & Recognition	EMT Graduation Medals
Paramedic Total:		\$ 726.18		
Transfer Center	11/22/10	\$ 505.00	Refund	Reimbursement for University Campus Tours
Transfer Center Total:		\$ 505.00		
GRAND TOTAL:		\$ 15,504.38		


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AGREEMENT – APC GLOBAL SERVICES

SUBMITTED BY: Chris Hylton, Maintenance & Operations

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to enter into an agreement with APC Global Services to provide repair services for the Uninterruptible Power Supply unit that serves the data center in Building 21. The unit is currently in fault mode and is not providing power conditioning or back up power to the data center.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

The UPS system provides power to the main campus servers between the time Edison power is lost and the emergency generator starts up and takes over the load. Without this intermediate power the servers shut down before the generator can take over, which causes a loss of computer function throughout the campus.

Fiscal Impact:

\$5,000.00 – Fund 71

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with APC Global Services.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

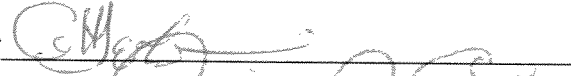
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT - LDP ASSOCIATES, INC.

SUBMITTED BY: Chris Hylton, Maintenance & Operations

RECOMMENDED BY: G.H. Javaheripour



APPROVED BY: Christopher O'Hearn



Description/Background:

The District wishes to enter into an agreement with LDP Associates, Inc. to provide preventative maintenance and inspections of the uninterruptible power supply unit that supplies emergency power to the campus data center.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

The UPS provides emergency power to the computer servers that support all campus functions. Loss of the servers would cause an unacceptable delay in the ability to conduct business for both students and staff. Periodic maintenance is critical in keeping the UPS fully functional.

Fiscal Impact:

\$4,965.00 – Fund 71

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with LDP Associates, Inc.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: AGREEMENT – TOTAL ENVIRONMENTAL MANAGEMENT, INC.

SUBMITTED BY: Chris Hylton, Maintenance & Operations

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to enter into an agreement with Total Environmental Management, Inc. to provide rental equipment and labor to set up, monitor and maintain two supplemental heating unit for the basketball court area in the Gymnasium, Building 71.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

The HVAC replacement project scheduled for the gymnasium from December 20, 2010 to February 15, 2011 will remove the ability to heat the gymnasium with permanently installed equipment. During this period there are basketball games and practices scheduled. This agreement will provide two supplemental heating units to warm the basketball court and mezzanine for practices, as well as freeze protection.

Fiscal Impact:

\$12,750.00 – Local Bond Funded

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Total Environmental Management, Inc.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

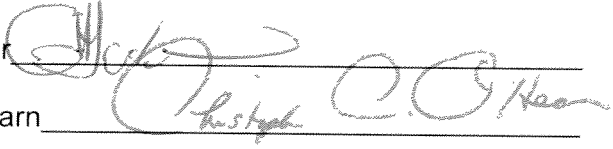
BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: AGREEMENT - WAXIE SANITARY SUPPLY

SUBMITTED BY: Chris Hylton, Maintenance & Operations

RECOMMENDED BY: G.H. Javaheripour

APPROVED BY: Christopher O'Hearn



Description/Background:

The District wishes to enter into an agreement with Waxie Sanitary Supply to perform maintenance on the Advance Auto Scrubber floor machine located in the gymnasium.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

The floor machine is used to clean the main floor and mezzanine in the gymnasium. Without it the custodian must manually sweep and mop approximately 15,000 square feet of wood floor. The machine is currently down due to a defective part.

Fiscal Impact:

\$411.88 – Budgeted Item

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Waxie Sanitary Supply.

Legal Review: YES ___ NOT APPLICABLE X


Reference for Agenda: YES ___ NO X

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: AGREEMENT - TRANE BUILDING SERVICES

SUBMITTED BY: Chris Hylton, Maintenance & Operations

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to enter into an agreement with Trane Building Services to provide a bi-annual maintenance inspection on the two 750 ton chillers located at the Central Plant.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

The chillers have been in operation for over three years. They require periodic cleaning of the heat exchanger, sensor tests, filter changes, and eddy current testing. This work is beyond the capability of District personnel.

Fiscal Impact:

\$10,870.00 – Fund 71

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Trane Building Services.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** ___ **BOARD INFORMATION (no action required)** ___

TOPIC: AGREEMENT – CAMPUS PLANNING GROUP

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to enter into an agreement with Campus Planning Group to work in conjunction with the Facilities Construction department to prepare and submit to the State Chancellor's office the Districts 5-year plan, space inventory report, room use study and project proposals for the 2011-12 fiscal year.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

This is an integral part of the process to secure state funding for needed facilities.

Fiscal Impact:

\$30,000.00 plus reimbursable expenses not to exceed \$3,000.00 - Fund 71 expenditure.

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Campus Planning Group in the amount of \$30,000.00 plus \$3,000.00 reimbursable expenses for a contract total of \$33,000.00.

Legal Review: YES NOT APPLICABLE ___

Reference for Agenda: YES ___ NO




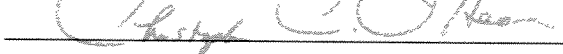
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT **BOARD ACTION** **BOARD INFORMATION (no action required)**

TOPIC: AGREEMENT – FRICK, FRICK & JETTE ARCHITECTS, INC.

SUBMITTED BY: Steve Garcia, Facilities Construction

RECOMMENDED BY: G.H. Javaheripour 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to enter into an agreement with Frick, Frick & Jette Architects, Inc. to provide landscape and irrigation designs for the northeast corner of Spring Valley Lake Parkway and Bear Valley Road.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

In 1974 and again in 1993 the District purchased land from Spring Valley Lake Association. These sites total approximately 37 acres where the Administration building 10, the Administration Annex building 10A, Excelsior, and the Child Development Center are currently located. Conditions of the purchases contractually obligate the District to the Associations Covenants, Conditions and Restrictions (CC&Rs) and Architectural Guidelines. Spring Valley Lake Association has issued a compliance request for the District to correct existing violations in accordance with Spring Valley Lake CC&Rs. The District wishes to employ the same architect, Frick, Frick & Jette, Inc. that has designed the current campus sustainability project and the new Excelsior Education Center to maintain continuity in the Districts compliance with Spring Valley Lake Association.

Fiscal Impact:

\$5,625.00 - Fund 71 expenditure.

Recommended Action:

This item has been approved by the Interim Superintendent/President, and it is recommended that the Board of Trustees ratify the agreement with Frick, Frick & Jette Architects, Inc. in the amount of \$5,625.00 as submitted.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

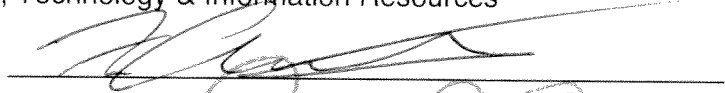
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: AMENDED AGREEMENT – SYSTEM MAINTENANCE SERVICES, INC.

SUBMITTED BY: Frank Smith, Technology & Information Resources

RECOMMENDED BY: Frank Smith



APPROVED BY: Christopher O'Hearn



Description/Background:

The District wishes to amend the agreement for hardware support with System Maintenance Services, Inc. to support critical infrastructure and network hardware. Board approved original agreement on 12/8/09 for 5 years.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

This critical infrastructure and network hardware is used in support of all operational and instructional activities on campus. This agreement provides us with the ability to repair, replaced, and service with minimum down time to campus operations.

Fiscal Impact: \$ 11,412.00 – Budgeted Item

Recommended Action:

This item has been approved by the Superintendent/President it is recommended that the Board of Trustees ratify the amended agreement with System Maintenance Services, Inc. in the amount of \$11,412.00.

Legal Review: YES NOT APPLICABLE


Reference for Agenda: YES NO


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: AGREEMENT – DATALINK NETWORKS (MICROSOFT TRAINING)

SUBMITTED BY: Frank Smith, Technology & Information Resources

RECOMMENDED BY: Frank Smith 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The District wishes to enter into an agreement with Datalink Networks to provide training related to the migration of campus systems from Novell to Microsoft.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

Due to the migration of the campus systems from Novell to Microsoft, training will be required for technical staff and end users in the use of the new systems and applications. This will include specific training for technical staff, as well as training for end users in the use of Microsoft Outlook. Training will be a combination in class and self paced education.

Fiscal Impact: \$ 59,865.30 – Fund 71.

Recommended Action:

This item has been approved by the Superintendent/President it is recommended that the Board of Trustees ratify the agreement with Datalink Networks in the amount of \$59,865.30.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES ___ NO X


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ BOARD ACTION X BOARD INFORMATION (no action required) ___

TOPIC: MAINTENANCE AGREEMENT BETWEEN PHOENIX GROUP AND VICTOR VALLEY COLLEGE CAMPUS POLICE

SUBMITTED BY: Leonard Knight, Chief of Police

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Christopher O'Hearn 

Description/Background:

It is necessary for the Campus Police Department to have a maintenance agreement for the Pacific Parking ticket writing equipment.

Need:

Agreement between VVCCPD and Phoenix Group needs to be signed to maintain equipment.

Fiscal Impact:

\$1,480.00 Annually. Budgeted

Recommended Action:

It is recommended that the Board of Trustees ratify the Agreement between Phoenix Group Information Systems and Victor Valley College Campus Police Department for maintenance of equipment.

Legal Review: YES ___ NOT APPLICABLE X ___

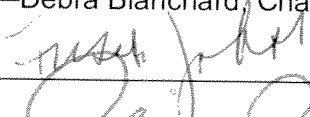
Reference for Agenda: YES X NO ___


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT X BOARD ACTION ___ BOARD INFORMATION (no action required) ___

TOPIC: APPROVAL OF ACADEMIC EQUIVALENCY REQUEST

SUBMITTED BY: Equivalency Committee—Debra Blanchard, Chairperson

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The equivalency listed below has been approved by the appropriate department, division dean, and Academic Senate for the disciplines indicated.

Susan Gonzales
Restaurant Management

EQUIVALENCY

Meets requirements under course work/work experience combination -- vocational areas, Victor Valley equivalency policy. A minimum of twelve (12) years of work experience in the field and fifteen (15) semester units is required.

Need:

To establish that the minimum standards for equivalency have been met.

Fiscal Impact:

None

Recommended Action:

It is recommended that the Board of Trustees approve the equivalency as listed.

Legal Review: YES ___ NOT APPLICABLE X ___


Reference for Agenda: YES ___ NO X ___

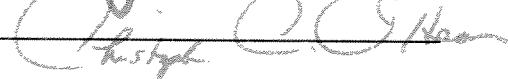
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: CURRICULUM CHANGES

SUBMITTED BY: Mark J. Zacovic, Executive Vice President, Instruction & Student Services

RECOMMENDED BY: Mark J. Zacovic 

APPROVED BY: Christopher C. O'Hearn 

Description/Background:

The College Curriculum Committee meets on a regular basis to review course changes that have been proposed by the instructional departments. The modifications in existing courses and the proposed new courses that were approved by the committee on December 9, 2010 are listed on the attached sheet.

Fiscal Impact:

None.

Recommended Action:

It is recommended by the Superintendent/President that the Board of Trustees approve the curriculum changes made on December 9, 2010, and have been recommended by the College Curriculum Committee.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

2010-2011 CURRICULUM COMMITTEE RECOMMENDATIONS
 DECEMBER 09, 2010

COURSE	TITLE	CHANGE	DEGREE APPROPRIATE (new course only)	DATE
AUTO 91B	Auto Body Repair II	Non-Substantial		Dec. 09, 2010
AENG 116F	Self-Help	Deactivation		Dec. 09, 2010
AJ 135	Juvenile Law & Procedures	Substantial		Dec. 09, 2010
ANTH 90	Introduction to Linguistic Anthropology	Deactivation		Dec. 09, 2010
ALDH 82C	Medical Office Procedures - Clinical	Substantial		Dec. 09, 2010
BIOL 149	Independent Study	Substantial		Dec. 09, 2010
BIOL 211	Human Anatomy	Substantial		Dec. 09, 2010
REST	Restaurant Management Certificate	New Program		Dec. 09, 2010
PE	Dance Certificate	New Program		Dec. 09, 2010

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT ___ BOARD ACTION X BOARD INFORMATION (no action required) ___

TOPIC: RENEWAL AGREEMENT – BLACKBOARD, INC. (AMENDMENT)

SUBMITTED BY: Deanna Turnbeau, Management Information Systems

RECOMMENDED BY: Deanna Turnbeau *Deanna Turnbeau*

APPROVED BY: Christopher O'Hearn *Christopher O'Hearn*

Description/Background:

The District wishes to amend its renewal license and software agreement with Blackboard, Inc. to extend the term of the agreement for an additional two (2) years. This agreement covers all cost of hosting our live and test environments.

A copy of the original agreement is available for review in the Superintendent/President's office.

Need:

This is an ongoing renewal cycle for VVC learning management system. Blackboard is used for all online courses and many on campus courses.

Fiscal Impact: For a two year term; both years totaling \$297,959.

First year: 1/1/11-12/31/11 totaling \$146,778

Second year: 1/1/12-12/31/12 totaling \$151,181

Recommended Action:

It is recommended Board of Trustees approve the agreement between Victor Valley College and Blackboard, Inc. in the amount of \$297,959.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES X NO ___



Blackboard

RENEWAL AMENDMENT
TO THE LICENSE AND SERVICE AGREEMENT SOFTWARE SCHEDULE(S)
BETWEEN BLACKBOARD INC. AND VICTOR VALLEY COMMUNITY COLLEGE

This Renewal Amendment between Blackboard Inc. ("Blackboard") and Victor Valley Community College ("Customer") pursuant to the License and Services Agreement Software Schedule(s), which are addenda to Customer's Master Terms dated 12/12/2006 (collectively the Agreement), is entered into as of the last signature date below ("Amendment").

The purpose of this Amendment is to extend the Term of the Agreement for an additional two (2) years. The parties hereby agree to the following terms regarding the use of the Blackboard Software by Customer:

- 1. Blackboard and Customer wish to lock in Software pricing for a period of up to two (2) years at a Three (3) percent increase as outlined in annual fees in the table below and made effective for Renewal Terms beginning January 2011 through December 2012.

Table with 4 columns: PRODUCT ID, PRODUCT DESCRIPTION, 1/1/11-12/31/11, 1/1/12-12/31/12. Rows include AS-ASPLS-HENA06, AS-ASPSSL, AS-ASPTST, AS-LS-HENA04, AS-ICMINT ASP, and Renewal Totals.

*Unless otherwise indicated in Customer's Software Schedule(s), payment of annual license fees shall be due and payable net 30 from the start of each term.

- 2. It is understood and agreed to by the parties that the two (2) year pricing visibility is contingent upon Customer's user band tier and commitment to the two (2) Renewal Terms outlined above.
3. Thereafter, Customer's pricing shall be pursuant to Blackboard's then current annual pricing.

All other terms and conditions remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date hereof.

BLACKBOARD

CUSTOMER: { Victor Valley Community College }

Signature

Signature

Tess Frazier, Vice President

Print Name and Title

Print Name and Title

Date:

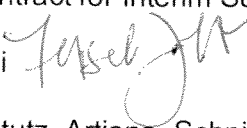
1/7/11

Date:

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** X **BOARD INFORMATION (no action required)** ___

TOPIC: Employment Contract for Interim Superintendent/President - Extension

SUBMITTED BY: Fusako Yokotobi 

RECOMMENDED BY: Jeffrey Morris, Stutz, Artiano, Schnioff & Holtz

APPROVED BY: Dennis Henderson, Board President

Description/Background:

The district desires to extend Dr. Christopher O'Hearn's employment contract as Interim Superintendent/President.

Need:

It is necessary for the Interim Superintendent/President to have an employment contract while recruitment for this position is finalized.

Fiscal Impact: Budgeted

Recommended Action:

It is recommended that the Board of Trustees approve the extension of the employment contract with Dr. Christopher O'Hearn as Interim Superintendent/President, beginning March 16, 2011 and ending no later than June 30, 2011.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
EXTENSION OF EMPLOYEE AGREEMENT
INTERIM SUPERINTENDENT/PRESIDENT**

The Victor Valley Community College District, hereinafter referred to as "District," agrees to extend the employ of Dr. Christopher O'Hearn, hereinafter referred to as "Employee" as the Interim Superintendent/President of the Victor Valley Community College District. Employee shall report to and take direction from the Board of Trustees of the District.

1. District Support: District shall provide to the satisfaction of the Employee adequate working conditions and support personnel.
2. Payment: In consideration of this agreement, District shall pay Employee at the rate of \$203,155.44 per year pro-rated for the period of service less than a full year served. In addition to his salary, Employee shall receive a \$400 per month stipend for general expenses. Further, Employee shall receive the same medical, dental, vision and life insurance benefits as offered to other academic administrators of the District, with the understanding that such benefits may change from time to time. Employee will also be entitled to receive the \$250 stipend for having a doctorate. Employee will be provided 1.83 days per month district-paid vacation leave, one-day per month district-paid sick leave, and all paid holidays granted to certificated administrators of the District. Upon termination or expiration of this agreement, Employee shall be paid for any unused, accrued vacation time.

District will reimburse Employee for any required district travel expenses. The Interim Superintendent/President is entitled to \$7,500 per year for business expenses. Employee will submit such receipts as District may require for all of Employee's expenses that are necessary for carrying out his duties under this agreement, including travels, meals, lodging, and incidentals, all in accordance with District policies and procedures.

3. Employee's Duties and Powers: Under the direction of the Board of Trustees of the District, Employee shall perform such duties as are commensurate with the position of superintendent/president of the District. Employee shall be responsible for the operation of the District and shall devote such time and attention as are necessary to fully and completely perform his duties as required as an exempt employee.
4. Term of Agreement: Employee will begin services to the District on March 15, 2010, and said services will continue thereafter on a month-to-month basis up through June 30, 2011, unless either party provides written notification of a desire to terminate the contract. Such notice will be provided 60 days prior to the termination date, unless the 60-day time period is reduced by mutual agreement between the District and Employee. This agreement is not subject to automatic renewal or re-employment pursuant to Section 72411(c) of the Education Code.

Page 2: **EXTENSION OF EMPLOYEE AGREEMENT INTERIM
SUPERINTENDENT/PRESIDENT**

5. Extension of Contract: The original Interim Contract was approved by the Board of Trustees on June 8, 2010, effective March 15, 2010. This Extension of Employment Agreement applies to the original Interim Contract approved by the Board of Trustees on June 8, 2010. Pursuant to the State Chancellor's Office (Steve Bruckman) the District has authority to extend the interim assignment of Dr. Christopher O'Hearn through June 30, 2011.

Dennis Henderson, President
Board of Trustees
Victor Valley Community College District

Dr. Christopher O'Hearn
Interim Superintendent/President

Dated: _____, 2011

Dated: _____, 2011

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

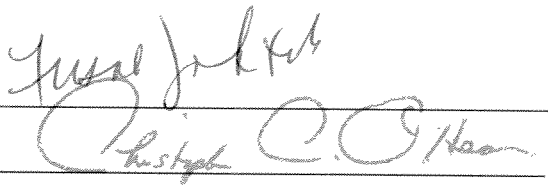
BOARD CONSENT ___ BOARD ACTION X BOARD INFORMATION (no action required) ___

TOPIC: RENEWAL OF ADMINISTRATOR CONTRACT

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi

APPROVED BY: Christopher O'Hearn



Description/Background:

The Board will consider renewing the following Administrative contract for 3 years:

Vice President, Administrative Services

Need: Board approval is needed to renew administrator contracts.

Fiscal Impact: Budgeted

Recommended Action: It is recommended the Board of Trustees approve the contract.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

BOARD OF TRUSTEES OF THE
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CONTRACT OF EMPLOYMENT
Administrative Positions
(California Education Code Section 72411)

Date of Offer: February 16, 2011

The Board of Trustees of the Victor Valley Community College District offers you employment in the position of Vice President, Administrative Services for the period commencing 7/1/2011 and ending on 6/30/2014. This offer of employment is valid for ten (10) calendar days from the date of offer specified above. Your failure to accept this offer and to enter into this contract within the ten-day period will result either in the offer expiring, or, if you are employed, will result in your employment as an administrator being at-will at the pleasure of the Board of Trustees, pursuant to Section 72411.5 of the Education Code.

This contract expires on 6/30/2014. Pursuant to Education Code Section 72411, you are to be provided six months notice before the expiration of this contract of non-renewal. Otherwise, the contract will renew for the same duration and terms as described in subsection (c) of Education Code Section 72411.

This contract of employment is subject to all the rules and regulations of the Board of Trustees and all the laws of the State of California in effect during the period of employment. The terms and conditions of your employment may be changed by the District during the period of time covered by the agreement. Your compensation shall be on Range 22 of the Victor Valley College management salary schedule. In addition, you shall receive a monthly stipend of \$400 for use of personal vehicles to conduct college business. Any earned, unused vacation remaining on the last day of employment with the District, up to a maximum accrual of 44 days, will be paid on the next available payroll.

Pursuant to Education Code Section 72411.5, if you do not have tenure in the District as a faculty member, you may be dismissed, suspended, or demoted for cause, including but not limited to unsatisfactory performance, unprofessional conduct, unfitness for service, and insubordination. If you do have tenure as a faculty member, the imposition of dismissal or other penalties, for cause shall be in accordance with the provisions of the Education Code applicable to faculty members. In addition, employment is contingent upon availability of funds.

Pursuant to Government Code Section 53260, if this contract is terminated, the maximum cash settlement that you may receive is to be an amount equal to your monthly salary multiplied by the number of months left on the unexpired term of the contract. The parties agree that regardless of Government Code Section 53260, the maximum cash settlement you will receive will be your monthly salary multiplied by nine (9) to reflect a total of nine (9) months' salary as a total and complete severance.

If you desire to accept this contract, please sign and return to:

Victor Valley Community College District
Office of Human Resources
18422 Bear Valley Road
Victorville, CA 92395

BOARD OF TRUSTEES OF THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

By _____
Christopher O'Hearn, Ph.D., Interim Superintendent President

I accept the offer of employment set forth above subject to the terms and conditions therein

_____ Date _____
GH Javaheripour


**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** X **BOARD INFORMATION (no action required)** ___

TOPIC: RENEWAL OF ADMINISTRATOR CONTRACTS

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi 

APPROVED BY: Christopher O'Hearn 

Description/Background:

The Board will consider renewing the following Administrative contracts for 2 years:

Director, Evening Operations, Instructional Support Programs
Executive Dean, Technology & Information Resources

Need: Board approval is needed to renew administrator contracts.

Fiscal Impact: Budgeted

Recommended Action: It is recommended the Board of Trustees approve the contracts.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X ___ NO ___

BOARD OF TRUSTEES OF THE
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CONTRACT OF EMPLOYMENT
Administrative Positions
(California Education Code Section 72411)

Date of Offer: February 16, 2011

The Board of Trustees of the Victor Valley Community College District offers you employment in the position of Director , Evening Operations, Instructional Support Programs for the period commencing 7/1/2011 and ending on 6/30/2013. This offer of employment is valid for ten (10) calendar days from the date of offer specified above. Your failure to accept this offer and to enter into this contract within the ten-day period will result either in the offer expiring, or, if you are employed, will result in your employment as an administrator being at-will at the pleasure of the Board of Trustees, pursuant to Section 72411.5 of the Education Code.

This contract expires on 6/30/2013. Pursuant to Education Code Section 72411, you are to be provided six months notice before the expiration of this contract of non-renewal. Otherwise, the contract will renew for the same duration and terms as described in subsection (c) of Education Code Section 72411.

This contract of employment is subject to all the rules and regulations of the Board of Trustees and all the laws of the State of California in effect during the period of employment. The terms and conditions of your employment may be changed by the District during the period of time covered by the agreement. Your compensation shall be on Range 18 of the Victor Valley College management salary schedule. Any earned, unused vacation remaining on the last day of employment with the District, up to a maximum accrual of 44 days, will be paid on the next available payroll.

Pursuant to Education Code Section 72411.5, if you do not have tenure in the District as a faculty member, you may be dismissed, suspended, or demoted for cause, including but not limited to unsatisfactory performance, unprofessional conduct, unfitness for service, and insubordination. If you do have tenure as a faculty member, the imposition of dismissal or other penalties, for cause shall be in accordance with the provisions of the Education Code applicable to faculty members. In addition, employment is contingent upon availability of funds.

Pursuant to Government Code Section 53260, if this contract is terminated, the maximum cash settlement that you may receive is to be an amount equal to your monthly salary multiplied by the number of months left on the unexpired term of the contract. The parties agree that regardless of Government Code Section 53260, the maximum cash settlement you will receive will be your monthly salary multiplied by six (6) to reflect a total of six (6) months' salary as a total and complete severance.

If you desire to accept this contract, please sign and return to:

Victor Valley Community College District
Office of Human Resources
18422 Bear Valley Road
Victorville, CA 92395

BOARD OF TRUSTEES OF THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

By _____
Christopher O'Hearn, Ph.D., Interim Superintendent President

I accept the offer of employment set forth above subject to the terms and conditions therein

Timothy Johnston

Date _____

BOARD OF TRUSTEES OF THE
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CONTRACT OF EMPLOYMENT
Administrative Positions
(California Education Code Section 72411)

Date of Offer: February 16, 2011

The Board of Trustees of the Victor Valley Community College District offers you employment in the position of Executive Dean, Technology & Information Resources for the period commencing 7/1/2011 and ending on 6/30/2013. This offer of employment is valid for ten (10) calendar days from the date of offer specified above. Your failure to accept this offer and to enter into this contract within the ten-day period will result either in the offer expiring, or, if you are employed, will result in your employment as an administrator being at-will at the pleasure of the Board of Trustees, pursuant to Section 72411.5 of the Education Code.

This contract expires on 6/30/2013. Pursuant to Education Code Section 72411, you are to be provided six months notice before the expiration of this contract of non-renewal. Otherwise, the contract will renew for the same duration and terms as described in subsection (c) of Education Code Section 72411.

This contract of employment is subject to all the rules and regulations of the Board of Trustees and all the laws of the State of California in effect during the period of employment. The terms and conditions of your employment may be changed by the District during the period of time covered by the agreement. Your compensation shall be on Range 20 of the Victor Valley College management salary schedule. In addition, you shall receive a monthly stipend of \$300 for use of personal vehicles to conduct college business. Any earned, unused vacation remaining on the last day of employment with the District, up to a maximum accrual of 44 days, will be paid on the next available payroll.

Pursuant to Education Code Section 72411.5, if you do not have tenure in the District as a faculty member, you may be dismissed, suspended, or demoted for cause, including but not limited to unsatisfactory performance, unprofessional conduct, unfitness for service, and insubordination. If you do have tenure as a faculty member, the imposition of dismissal or other penalties, for cause shall be in accordance with the provisions of the Education Code applicable to faculty members. In addition, employment is contingent upon availability of funds.

Pursuant to Government Code Section 53260, if this contract is terminated, the maximum cash settlement that you may receive is to be an amount equal to your monthly salary multiplied by the number of months left on the unexpired term of the contract. The parties agree that regardless of Government Code Section 53260, the maximum cash settlement you will receive will be your monthly salary multiplied by six (6) to reflect a total of six (6) months' salary as a total and complete severance.

If you desire to accept this contract, please sign and return to:

Victor Valley Community College District
Office of Human Resources
18422 Bear Valley Road
Victorville, CA 92395

BOARD OF TRUSTEES OF THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

By _____
Christopher O'Hearn, Ph.D., Interim Superintendent President

I accept the offer of employment set forth above subject to the terms and conditions therein

Frank Smith

Date _____

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** X **BOARD INFORMATION (no action required)** ___

TOPIC NEW CLASSIFIED POSITION, CURRICULUM & SCHEDULING COORDINATOR

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi Fusako Yokotobi

APPROVED BY: Christopher O'Hearn Christopher O'Hearn

Description/Background:

The Curriculum & Scheduling Coordinator is needed in order to fulfill staffing requirements related to building schedule of classes each semester with key departments. The Curriculum & Scheduling Coordinator position replaces the Curriculum and Scheduling Technician.

Need: Board approval is required to approve this new classified position

Fiscal Impact: \$611 monthly

Recommended Action:

It is recommended that the Board of Trustees approve the new classified position of Curriculum & Scheduling Coordinator, effective February 16, 2011.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CURRICULUM & SCHEDULING COORDINATOR

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, plan coordinate and perform complex and specialized duties to develop the District's master schedule of classes and annual course catalog; perform quality assurance processes to ensure accuracy of data in the master schedule; maintain and update the master curriculum database; work closely with deans, faculty and other staff on scheduling processes and procedures and the resolution of problems; serve as a lead resource regarding District-wide curriculum maintenance and coordination, providing support for all curriculum reviews and approval processes.

REPRESENTATIVE DUTIES:

Coordinate, develop and publish the production calendar for building the schedule of classes each semester with key departments; distribute accordingly. *E*

Provide training and technical assistance to District staff, related to the scheduling process. *E*

Organize and perform a variety of advanced specialized duties to coordinate the development and preparation of the class schedules with instructional areas to ensure the timely development of accurate information to be in compliance with District and government regulations. *E*

Using main frame programs, and applicable software, create and distribute schedule worksheets for new term for review and revision by deans and department heads; following data entry, run validation reports to identify and resolve any worksheet or data entry errors; prepare final printer's proof of the master schedule and audit for completeness and accuracy; obtain final review comments from department heads, deans and others, proofread and submit final proof for printing and publication. *E*

Generate instructor assignment reports, calculate and monitor faculty workload limitations and reassigned time based on current bargaining agreement limits. Prepare faculty annual overload report. Prepare and monitors full-time faculty winter and/or summer teaching assignments and submit list to Human Resources to prepare contracts. *E*

Ensure the quality and accuracy of data in the master schedule file; run periodic validation reports as a result of additions and changes to classes throughout the semester; have newly added classes and changes posted to the website. *E*

Review recommendations for instructional assignments and related documents for accuracy and enter applicable information in database. *E*

Curriculum, Scheduling Coordinator- Continued

Coordinate activities and communications related to the start of each semester, including but not limited to faculty contracts, time sheets, class additions, cancellations, room changes. *E*

Update and maintain the master curriculum catalog course files in Datatel; code new courses for entry in the database; update the database with all new and modified courses approved by the Curriculum Committee; update, revise and delete data associated with courses such as prerequisites/co-requisites, units, course descriptions and other data codes; assure accuracy and compliance with District and state regulations. *E*

Provides technical support and assist in creating, updating and printing course outlines from CurricUNET or similar system; document and update the status of outlines from pending to adopted; reviews and ensure the accuracy of course outlines. *E*

Provide support for the Curriculum Committee; prepare and distributes agendas for committee meetings; attend meetings, take notes, prepare reports for consideration by the Board of Trustees; enter approved courses and course changes in Datatel. *E*

Coordinate, develop and publish the production calendar for building the annual course catalog for the college; distribute sections of the catalog to relevant departments for review and updating; update catalog descriptions and distribute course extracts for review by all departments; edit and prepare catalog copy for submission to typesetter; review galley proofs from print shop and authorize print production. *E*

Coordinate activities with informational technical areas to update data, programs and generate specialized reports for submission to the Chancellor's office. *E*

Work with Admissions, Registration and Records in resolving registration problems and provide up-to-date information on curriculum, certificate and degree changes and new or revised codes.

Serve as a liaison between assigned administrator and staff, faculty, students, representatives of community and state agencies, general public and other district officials; obtain and provide information regarding District programs, services, policies, procedures, regulations and requirements; assist in resolving questions and issues as appropriate. *E*

Establish and maintain effective working relationships and communications with instructional areas, faculty and staff to facilitate coordination of schedule and catalog. *E*

Maintain, update and organize a variety of records, logs, files, and reports, including information of a confidential nature; maintain confidentiality of information related to District, personnel, students, collective bargaining, adjunct priority hire or controversial matters. *E*

Curriculum, Scheduling Coordinator- Continued

Train and provide work direction to assigned staff. *E*

Perform a variety of department support duties; answer phones; provide information regarding programs, services and requirements; interpret and apply rules and regulations as appropriate; assist in resolving questions and issues as appropriate.

Perform administrative and clerical support duties including preparing a variety of correspondence; facilitating communication between supervisor, staff and public; receiving and opening mail; and ordering and maintaining materials and supplies as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, organization, policies and objectives regarding curricula and instructional programs in a community college setting or similar environment.

Program, budget and other related laws and regulations by the State Chancellor's Office and county agencies.

Title V, State Education Code and other applicable laws, codes and regulations.

Class scheduling procedures, including procedures and limitations on the assignment of faculty loads.

Datatel Student System or similar.

CurricUNET Curriculum Management System or similar.

Oral and written communication skills.

Interpersonal skills using sensitivity, tact, patience and courtesy.

Operation of personal computer, software applications and other office equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

ABILITY TO:

Perform advanced specialized duties to coordinate, communicate and process District programs.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Perform administrative clerical support duties.

Collect and compile statistical data for reports.

Prepare and maintain a variety of correspondence, reports, records, files, logs, spreadsheets, lists, flyers and media presentations.

Work confidentially with discretion.

Analyze situations correctly and adopt effective course of action.

Attend and participate in a variety of committees, councils and events.

Operate a personal computer to enter data, maintain records and generate reports.

Plan and organize work.

Curriculum, Scheduling Coordinator- Continued

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

Work independently with little direction.

Maintain current knowledge of programs, rules, regulations, requirements and restrictions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in business, secretarial science or related subjects, five years increasingly responsible administrative support or complex secretarial experience or other related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is required to use fingers and hands to operate a computer keyboard; occasionally lift up to 25 pounds; see to operate a vehicle to attend off-campus meeting and visit businesses; speak and hear to communicate and make presentations.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT ___ BOARD ACTION X BOARD INFORMATION (no action required) ___

TOPIC NEW CLASSIFIED POSITION, SENIOR PROGRAMMER/SOFTWARE DEVELOPER

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi



APPROVED BY: Christopher O'Hearn



Description/Background:

The Senior Programmer/Software Developer position is needed in order to fulfill staffing requirements related to technology advancements and stabilization of the DATATEL student information system. The Senior Programmer/Software Developer is a replacement position for a vacant Database Administrator.

Need: Board approval is required to approve this new classified position

Fiscal Impact: No fiscal impact

Recommended Action:

It is recommended that the Board of Trustees approve the new classified position of Senior Programmer/Software Developer, effective February 16, 2011.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR PROGRAMMER/SOFTWARE DEVELOPER

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, analyze, design, write and validate computer systems, subsystems, and programs; review, maintain, test, and modify existing systems and programs as necessary to meet specifications; develop specifications, code, procedures, testing methods, scripts, and other associated programs for the District's administrative information system; maintain proficiency in software development tools for current administrative information system.

REPRESENTATIVE DUTIES:

Prepare technical specifications (flowcharts, narratives, testing criteria, user acceptance documentation, and report examples) based on function descriptions and/or specifications. *E*

Analyze, design, code, compile and implement structured computer programs using on-line programming languages, case tools, and other appropriate software programs and systems for administrative information system. *E*

Prepare programs, scripts, and procedures that will produce files used for State and Federally mandated deliverables. *E*

Evaluate, install, support, and manage third party software used in conjunction with the District's administrative information system. *E*

Initialization and/or closeout of term files, databases, and tables used by end-users in their assigned areas. *E*

Develop, in conjunction with the Senior Systems Analyst, training materials for end-users for developed or modified programs and/or systems. *E*

Assist the Database Administrator with the allocation of databases for the testing, conversion, and live operation of the administrative information system. *E*

Review and modify legacy programs and systems to improve efficiency, to correct logic, or to correct procedural problems; estimate time and resource needs and clarify objectives to be accomplished. *E*

Consult with users to determine systems and program requirements and objectives and to identify problems in existing programs and systems; assist in determining feasibility of programming projects and long-term software goals. *E*

Participate in the planning, organization and schedule of projects and work assignments. *E*

Provide information necessary to produce systems and program documentation and procedures. *E*

Troubleshoot problems with mainframe software and assist in resolution. *E*

Maintain security of application systems and confidentiality of data. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

A structured programming language such as COBOL in an online, database environment.

Rapid application development tools (e.g., Microsoft Access).

The use of case tools.

Structured query language.

Technical and functional specifications and their application in structured programming.

Application design and analysis.

Principles and techniques of systems planning and programming.

Concepts and specifics of database management information systems and technology.

Principles and techniques of structured programming.

Training materials and the process to prepare them.

Design data flow and means of data collection.

Operation, capabilities, and limitations of computer equipment.

Good interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Demonstrate proficiency using standardized programming languages.

Analyze user needs, develop technical specifications, write and debug effective and efficient systems and programs.

Reason logically.

Understand simultaneous occurrence of multiple processes.

Analyze alternatives and develop effective programming solutions.

Code and debug complex software systems.

Effectively train peers and end users on new programs and procedures.

Operate computers and peripheral equipment including terminals, mass storage back-up, printers, and telephone registration systems.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Prepare clear, complete and concise reports and records.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

Show evidence of sensitivity to and understanding of the diverse academic, socioeconomic, and cultural, disability, and ethnic backgrounds of community college students and staff.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in computer information systems (CIS), computer science, management information systems, or related field and four (4) years programming experience using a structured programming language such as COBOL.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Office Environment:

While performing the duties of this job the employee is regularly required to walk, stand, sit for extended periods of time; climb stairs; speak and hear to communicate with internal and external personnel; use hands and digits to type or handle materials; bend at the waist, kneel or crouch to work on computer equipment; and view a computer monitor for extended periods of time. The employee is occasionally required to lift, up to 40 pounds, carry, push and pull equipment. While performing the duties of this job, the noise level in the work environment is usually quiet.

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT ___ BOARD ACTION X BOARD INFORMATION (no action required) ___

TOPIC: Management Appointment, Interim Director of Evening Operations, Instructional Support Programs

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi Fusako Yokotobi

APPROVED BY: Christopher O'Hearn Christopher O'Hearn

Description/Background:

Rolando Regino has been recommended to fill the position of Interim Director of Evening Operations, Instructional Support Programs beginning on or after February 16, 2011 and ending no later than June 30, 2011.

Need:

Interim position is needed to fill the existing vacancy for the position of Director of Evening Operations, Instructional Support Programs.

Fiscal Impact: Range 18 Step C on the Management Salary Schedule, \$8,017/month plus benefits. Budgeted.

Recommended Action:

It is recommended that the Board of Trustees approve the appointment as listed

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES ___ X ___ NO ___

BOARD OF TRUSTEES OF THE
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CONTRACT OF EMPLOYMENT
Administrative Acting Position
(California Education Code Section 72411)

Date of Offer: February 16, 2011

The Board of Trustees of the Victor Valley Community College District offers you employment in the position of Interim Director of Evening Operations, Instructional Support Programs for the period commencing February 16, 2011 and ending no later than June 30, 2011. This offer of employment is valid for ten (10) calendar days from the date of offer specified above. Your failure to accept this offer and to enter into this contract within the ten-day period will result either in the offer expiring, or, if you are employed, will result in your employment as an administrator being at-will at the pleasure of the Board of Trustees, pursuant to Section 72411.5 of the Education Code.

This contract expires no later than June 30, 2011 and is not subject to automatic re-employment pursuant to sub-section 'c' of Section 72411 of the Education Code.

This contract of employment is subject to all the rules and regulations of the Board of Trustees and all the laws of the State of California in effect during the period of employment. The terms and conditions of your employment may be changed by the District during the period of time covered by the agreement. Your compensation shall be on Range 18 of the Victor Valley College management salary schedule. Any earned, unused vacation remaining on the last day of employment with the District, up to a maximum accrual of 44 days, will be paid on the next available payroll.

Pursuant to Education Code Section 72411.5, if you do not have tenure in the District as a faculty member, you may be dismissed, suspended, or demoted for cause, including but not limited to unsatisfactory performance, unprofessional conduct, unfitness for service, and insubordination. If you do have tenure as a faculty member, the imposition of dismissal or other penalties, for cause shall be in accordance with the provisions of the education Code applicable to faculty members.

Pursuant to Government Code Section 53260, if this contract is terminated, the maximum cash settlement that you may receive is to be an amount equal to your monthly salary multiplied by the number of months left on the unexpired term of the contract. The parties agree that regardless of Government Code Section 53260, the maximum cash settlement you will receive will be your monthly salary multiplied by three (3) to reflect a total of three (3) months' salary as a total and complete severance.

If you desire to accept this contract, please sign and return to:

Victor Valley Community College District
Office of Human Resources
18422 Bear Valley Road
Victorville, CA 92395

BOARD OF TRUSTEES OF THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

By _____
Christopher O'Hearn, Ph.D., Interim Superintendent President

I accept the offer of employment set forth above subject to the terms and conditions therein

Rolando Regino

Date _____

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT ___ BOARD ACTION X BOARD INFORMATION (no action required) ___

TOPIC: RENEWAL OF ADMINISTRATOR CONTRACT

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi *Fusako Yokotobi*

APPROVED BY: Christopher O'Hearn *Christopher O'Hearn*

Description/Background:

The Board will consider renewing the following Administrative contract for 1 year:

Director of the Associate Degree Nursing Program and Allied Health

Need: Board approval is needed to renew administrator contracts.

Fiscal Impact: Budgeted

Recommended Action: It is recommended the Board of Trustees approve the contract.

Legal Review: YES ___ NOT APPLICABLE X ___

Reference for Agenda: YES X NO ___

BOARD OF TRUSTEES OF THE
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CONTRACT OF EMPLOYMENT
Administrative Positions
(California Education Code Section 72411)

Date of Offer: February 16, 2011

The Board of Trustees of the Victor Valley Community College District offers you employment in the position of Director of the Associate Degree Nursing Program and Allied Health for the period commencing 7/1/2011 and ending on 6/30/2012. This offer of employment is valid for ten (10) calendar days from the date of offer specified above. Your failure to accept this offer and to enter into this contract within the ten-day period will result either in the offer expiring, or, if you are employed, will result in your employment as an administrator being at-will at the pleasure of the Board of Trustees, pursuant to Section 72411.5 of the Education Code.

This contract expires on 6/30/2012. Pursuant to Education Code Section 72411, you are to be provided notice on or before March 15 before the expiration of this contract of non-renewal. Otherwise, the contract will renew for the same duration and terms as described in subsection (c) of Education Code Section 72411.

This contract of employment is subject to all the rules and regulations of the Board of Trustees and all the laws of the State of California in effect during the period of employment. The terms and conditions of your employment may be changed by the District during the period of time covered by the agreement. Your compensation shall be on Range 18 of the Victor Valley College management salary schedule. Any earned, unused vacation remaining on the last day of employment with the District, up to a maximum accrual of 44 days, will be paid on the next available payroll.

Pursuant to Education Code Section 72411.5, if you do not have tenure in the District as a faculty member, you may be dismissed, suspended, or demoted for cause, including but not limited to unsatisfactory performance, unprofessional conduct, unfitness for service, and insubordination. If you do have tenure as a faculty member, the imposition of dismissal or other penalties, for cause shall be in accordance with the provisions of the Education Code applicable to faculty members. In addition, employment is contingent upon availability of funds.

Pursuant to Government Code Section 53260, if this contract is terminated, the maximum cash settlement that you may receive is to be an amount equal to your monthly salary multiplied by the number of months left on the unexpired term of the contract. The parties agree that regardless of Government Code Section 53260, the maximum cash settlement you will receive will be your monthly salary multiplied by three (3) to reflect a total of three (3) months' salary as a total and complete severance.

If you desire to accept this contract, please sign and return to:

Victor Valley Community College District
Office of Human Resources
18422 Bear Valley Road
Victorville, CA 92395

BOARD OF TRUSTEES OF THE VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

By _____
Christopher O'Hearn, Ph.D., Interim Superintendent President

I accept the offer of employment set forth above subject to the terms and conditions therein

Joseph Morris

Date _____

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

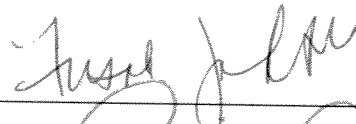
BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: PUBLIC HEARING FOR THE DISTRICT AND CTA JOINT INITIAL PROPOSALS FOR 2010-2011 CONTRACT REOPENERS

SUBMITTED BY: Fusako Yokotobi

RECOMMENDED BY: Fusako Yokotobi

APPROVED BY: Christopher O'Hearn



Description/Background:

The District and the Victor Valley College Faculty Association, California Teachers Association (CTA) Chapter 1169, CCA-NEA jointly sunshined reopeners at the December 14, 2010 Board Meeting. It is now requested that the Board of Trustees conduct a public hearing to provide the opportunity for comments on their initial proposals, Article 12: Full-time Instructional Assignments and Article 9, Benefits. The District and CTA have a joint interest to negotiate procedures in determining units of pay and hourly rate of pay.

1. The Board President hereby declares the hearing open
2. The public may now comment on the initial proposal
3. The Board President hereby declares the hearing closed

Need: The District and CTA wishes to sunshine the articles listed above.

Fiscal Impact: None

Recommended Action:

It is recommended the Board of Trustees open and close a public hearing to accept comments regarding the joint proposal.

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM

BOARD CONSENT ___ BOARD ACTION X BOARD INFORMATION (no action required) ___

TOPIC: PUBLIC HEARING FOR AFT-PTFU SUNSHINE PROPOSAL TO DISTRICT

SUBMITTED BY: AFT-PTFU

RECOMMENDED BY: Fusako Yokotobi *Fusako Yokotobi*

APPROVED BY: Christopher O'Hearn *Christopher O'Hearn*

Description/Background:

The AFT-PTFU requests that the Board of Trustees conduct a public hearing to provide the opportunity for comments on its sunshine proposal to the district on Article 10, Benefits and Article 12, Compensation.

1. The Board President hereby declares the hearing open
2. The public may now comment on the initial proposal
3. The Board President hereby declares the hearing closed

Need:

The AFT-PTFU wishes to sunshine the articles shown above per Article 19 of the AFT-PTFU contract.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board of Trustees hold a public hearing as noted above.

Legal Review: YES ___ NOT APPLICABLE X

Reference for Agenda: YES ___ NO X