



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

Date: November 12, 2013

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

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

**Welcome** to a meeting of the Victor Valley Community College Board of Trustees. If you wish to address the Board for any reason, please complete one of the cards on the table and give it to the Board Secretary **before** the meeting is called to order. Those requesting to speak on an agenda item will be called upon under the "Public Comments Related to Agenda Items" section. Anyone wishing to speak to items not on the agenda will be called upon under the "Public Comments Not Related to Agenda Items" section. *Comments are limited to no more than three minutes per person.*

## REGULAR MEETING AGENDA

Board Room

*Board Room Victor Valley Community College*

*This meeting will be electronically recorded and web cast live at  
<http://www.vvc.edu/offices/president/webcast.shtml>*

1. **CALL TO ORDER** 5 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**

## CLOSED SESSION ~ West Wing Conference Room

2. **CLOSED SESSION** 5-6 p.m.  
**PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**  
Employee Number 010311122013  
Government Code Section 54954.5
- PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Government Code Section 54954.5  
Vice President, Administrative Services

CONFERENCE WITH LABOR NEGOTIATIONS –  
Government Code Section 54957.6  
District Representative: Randy Erickson  
Employee Organization: CSEA, CTA, AFT Part-Time Faculty United

**2.1 PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS**

**PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS**  
At this time, the Board of Trustees will listen to communication from the public on Closed Session 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)

**REGULAR MEETING AGENDA ~ Board Room**

**3. OPEN SESSION REGULAR MEETING** **6 p.m.**  
3.1 Closed Session Report

**3.2 PUBLIC COMMENTS RELATED TO AGENDA ITEMS**

This is the opportunity for the public to address the Board on any agenda 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)

**4. SUPERINTENDENT/PRESIDENT'S REPORT**

• **Academic Senate**

**4.1 DISCUSSION/SELECTION**  
Presentation by Search Consultants (PPL & ELS) for Superintendent/President

**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 October 2, 2013 special Board meeting and October 8, 2013 regular Board meeting.

5.2 Notice of Completion – Cooley Construction  
Ratification of the Notice of Completion with Cooley Construction for the drainage channel repair project. This agreement was originally Board approved on August 13, 2013. Fiscal Impact: None

- 5.3 Agreement – Merrell Johnson Companies  
Ratification of the agreement between Victor Valley Community College District and Merrell Johnson Companies to use the three (3) year agreement, that was originally approved by the Board on April 9, 2013, to assist with the Stormwater Multiple Application and Report Tracking Systems (SMARTS) process pertaining to the Health/Science Building project. Fiscal Impact: \$13,800.00, bond funded.
- 5.4 Agreement – Merrell Johnson Companies  
Ratification of the agreement between Victor Valley Community College District and Merrell Johnson Companies to use the three (3) year agreement, that was originally approved by the Board on April 9, 2013, for materials testing and special inspection services needed during the drainage channel repair project. Fiscal Impact: \$12,262.50, Fund 71.
- 5.5 Site Ground Lease Agreement – Excelsior Education Center  
Ratification of the agreement between Victor Valley Community College District and Excelsior Education Center for school purposes as authorized by the Charter Agreement between Victor Valley Union High School District and Excelsior Education Center. Excelsior currently leases 3.64 acres from the District. Fiscal Impact: \$3,264.00, monthly, \$39,168.00 annually, to increase by 3% annually, **Revenue to the District**.
- 5.6 Agreement – A&E Inspection Services  
Ratification of the agreement between Victor Valley Community College District and A&E Inspection Services to use the existing three (3) year agreement, that was originally approved by the Board on April 12, 2011, to provide Inspector of Record services needed during the drainage channel repair project. Fiscal Impact: Not to exceed \$2,000.00, Fund 71.
- 5.7 Board of Trustees Payments Reports.  
Approval of the Board of Trustees Payments Reports. Fiscal Impact: None
- 5.8 Agreement Renewal – Datawatch  
Ratification of the renewal agreement between Victor Valley Community College District and Datawatch for one year to continue maintenance support for Monarch software. This product provides the capability to extract, analyze and export data from existing reports without programming. Monarch also lets users combine and import data from additional data sources, such as databases or spreadsheets. Term: 11/2/13-11/1/14. Fiscal Impact: \$3,879.20, budgeted item.
- 5.9 Agreement– Dell, Inc.  
Ratification of the renewal agreement between Victor Valley Community College District and Dell, Inc. for the purchase of 10 hours of remote professional services for the configuration of SQL in regards to KACE. (Item #IN-62, on the Campus Technology Project list). Fiscal Impact: Not to exceed \$2,500.00, budgeted item.
- 5.10 Agreement Renewal – Visual Click Software, Inc.  
Ratification of the renewal agreement between Victor Valley Community College District and Visual Click Software, Inc. for licensing that will allow us to monitor servers at Victor Valley College, this includes support and maintenance. Term: 10/1/13-6/2/14. Fiscal Impact: \$1,906.67, budgeted item.
- 5.11 Agreement Renewal – Evisions  
Ratification of the renewal agreement between Victor Valley Community College District and Evisions for maintenance and support for Form Fusion software. Term: 11/1/13-10/31/14. Fiscal Impact: \$3,662.00, budgeted item.

5.12 Agreement – Metalogix International

Ratification of the renewal agreement between Victor Valley Community College District and Metalogix International for the purchase of ControlPoint software license along with a three year support. This software will facilitate the migration of data across SharePoint farms. Term: 10/1/13-9/30/16. (Item #IN-61, on the Campus Technology Project list). Fiscal Impact: \$13,200.00, Fund 71.

5.13 HIPAA Business Associate Amended Agreement – California Department of Veteran's Affairs

Ratification of the amended agreement between Victor Valley Community College District and California Department of Veteran's Affairs to provide confidentiality of patient information for Registered Nursing and other Health Sciences programs of the District. Fiscal Impact: None.

5.14 Class Fee Increase – Fire Technology – FIRE 95

Approval of the fee increase for Fire 95, Basic Fire Academy Class, from \$300 to \$580 to provide each student with NFPA Compliant Personal Protective Equipment. The students will keep their nomex hood, firefighting gloves, equipment bags, student manuals and notebooks. This fee will also offset the State Fire Training increase for certification from \$5 to \$20 per student. This increase will be effective with the Spring 2014 semester. Fiscal Impact: None

5.15 Class Fee Increase – Fire Technology – FIRE 63

Approval of the fee increase for Fire 63, Apparatus Driver Operator 1A Class, from \$100 to \$150 to provide the student with certification, student manual and newly mandated driver handbook. There has also been an increase in student certification from \$50 to \$80. This increase will be effective with the Winter 2014 semester. Fiscal Impact: None

5.16 Class Fee Increase – Fire Technology – FIRE 64

Approval of the fee increase for Fire 64, Apparatus Driver Operator 1B Class, from \$100 to \$150 to provide the student with certification, student manual and binder. This will offset the cost of a State Fire Training increase for certification from \$50 to \$80. This increase will be effective with the Winter 2014 semester. Fiscal Impact: None.

5.17 Class Fee Increase – Fire Technology – FIRE 11D

Approval of the fee increase for Fire 11D, Confined Space Rescue Technician Class, from \$300 to \$350 to provide the student with an intrinsically safe flashlight, knee pads and approved hand protection required for confined space entry. The student will also be provided a certification, student manual and notebook. This fee will also offset the increase in certification from \$50 to \$80. This increase will be effective with the Winter 2014 semester. Fiscal Impact: None.

5.18 Agreement – Beckman Coulter

Ratification of the agreement between Victor Valley Community College District and Beckman Coulter for the servicing of equipment used in the Biology Department. The period of this agreement is November 15, 2013 through November 14, 2014. Fiscal Impact: \$1,719.73, budgeted item.

5.19 Agreement– ECMC Solutions Corporation

Ratification of the renewal agreement between Victor Valley Community College District and ECMC Solutions Corporation to provide to delinquent borrowers, a combination of delinquency counseling services and features. The period of this agreement is October 15, 2013 and will automatically renew for successive one-year terms unless either party notifies the other in writing, at least 30 days prior to the end of the renewal term. Fiscal Impact: Not to exceed \$30,000.00, BFAP funded, budgeted item.

- 5.20 Agreement – Child Development Training Consortium -Yosemite Community College District  
Ratification of the Child Development Training Consortium agreement between Victor Valley Community College District and Yosemite Community College District. This agreement is a continuum of the 2012-2013 agreement. The grant program benefits students who are currently employed in early childhood setting, encouraging them to return to school to further their education and increase their skill by assisting them in their tuition and textbook expenses. The term of this agreement is September 1, 2013 through June 30, 2014. Fiscal Impact: **\$9,375.00 Income to the District.**
- 5.21 Agreement – California Early Childhood Mentor Program – Chabot-Las Positas Community College District  
Ratification of the agreement between Victor Valley Community College District and Chabot-Las Positas Community College District, on behalf of its California Early Childhood Mentor Program for the 2012-2013 academic year. Through this contract mentors are selected from a variety of early childhood programs in the high desert. The students will be placed in these programs for the lab hours necessary for completion of CHDV 210. The period of this agreement is from August 1, 2013 through July 31, 2014. Fiscal Impact: None
- 5.22 Library Online Database Subscriptions  
Approval of the renewal of online database subscriptions through the Community College Library Consortium for the period of January 1, 2014 through December 31, 2014. Fiscal Impact: \$13,216.00, budgeted item.
- 5.23 Curriculum Changes  
Approval of the curriculum changes made on October 10, 2013 and October 24, 2013 that have been recommended by the College Curriculum Committee Fiscal Impact: None
- 5.24 Agreement – TTIP South @One Palomar College  
Ratification of the renewal agreement between Victor Valley Community College District and TTIP South @One Palomar College to conduct a one-day distance education training session to college faculty. The service period for this agreement is November 8, 2013. Fiscal Impact: \$4,146.00, budgeted item.
- 5.25 Independent Contractor Agreement – Eddy Rizo  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Eddy Rizo to provide maintenance and equipment repair in the Automotive Department. The period of this agreement is September 16, 2013 through June 30, 2014. Fiscal Impact: Not to exceed \$2,000.00, budgeted item.
- 5.26 Agreement – Action Door Controls, Inc.  
Ratification of the renewal agreement between Victor Valley Community College District and Action Door Controls, Inc. to remove an existing door and install one each Nabco Gyrotch GT-1175 single side automatic door system for the front entrance to Administration Building 10. Fiscal Impact: \$7,254.00, budgeted item.
- 5.27 Agreement – McCall's Meter Sales & Service  
Ratification of the renewal agreement between Victor Valley Community College District and McCall's Meter Sales & Service to provide calibration services for the two water wells on campus. Fiscal Impact: \$590.00, budgeted item.

- 5.28 Agreement – Desert Valley Medical Group Inc.  
Ratification of the agreement between Victor Valley Community College District and Desert Valley Medical Group Inc. to provide medical services, including pre-employment exams, return to work programs and TB testing. The period of this agreement is from November 13, 2013 through June 30, 2014 with automatic renewal. Fiscal Impact: Not to exceed \$3,000.00, budgeted item.
- 5.29 Agreement – Butte-Glenn Community College District  
Ratification of the agreement between Victor Valley Community College District and Butte-Glenn Community College District to rent space for Covered California Grantee and Assister Trainer. Fiscal Impact: Not to exceed \$32,859.75, **Revenue to Auxiliary Services.**

## **ACTION AGENDA**

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

- 6.1 Separate approval of items pulled from consent agenda YES \_\_\_ NO \_\_\_
- 6.2 Second Reading Revised Board Policy #2210 – Officers YES \_\_\_ NO \_\_\_  
Approval of recommended changes to Board Policy #2210.  
Fiscal Impact: None
- 6.3 First Reading Board Policy #2345 – Public Participation at Board Meetings YES \_\_\_ NO \_\_\_  
Review and discussion of the recommended changes to Board Policy #2345  
– Public Participation at Board Meetings. Fiscal Impact: None
- 6.4 Second Reading of Board Policy #2350 – Speakers YES \_\_\_ NO \_\_\_  
Approval of recommended changes to Board Policy #2350.  
Fiscal Impact: None

### **8.1 INSTRUCTION**

- 8.1 FY 2014-2015 Continued Funding Application YES \_\_\_ NO \_\_\_  
Approval of the FY 2014-2015 Continued Funding Application with the intention of obtaining ongoing California State Preschool Program (CSPP) funds for the Victor Valley College Child Development Laboratory Classroom. Fiscal Impact: Earning capability of approximately \$100,000.00 for FY 2014-2015.

### **10. ADMINISTRATIVE SERVICES**

- 10.1 Tax Revenue Anticipation Note Resolution YES \_\_\_ NO \_\_\_  
Approval of the Resolution and Enrollment authorizing the issuance of tax and revenue anticipation notes for the 2013-2014 fiscal year. Fiscal Impact: The District will pledge a portion of the revenues expected to be received during and accrued to fiscal year 2013-2014 with low interest rate.

### **11. HUMAN RESOURCES**

- 11.1 Revised Job Description – Superintendent President YES \_\_\_ NO \_\_\_  
Approval of the revised job description for Superintendent/President. Fiscal Impact: None
- 11.2 Classified Request for Extension of Leave of Absence – Christina Moreno YES \_\_\_ NO \_\_\_  
Approval of an unpaid leave of absence for Christina Moreno effective December 1, 2013 through May 30, 2013. Fiscal Impact: None

11.3 Management Appointment, Non-Academic Administrator, Director of Human Resources YES \_\_\_ NO \_\_\_

Approval of the appointment of Trinda Best, Director Human Resources, Range 19, Step F on the Management Salary schedule, \$9,295/month plus benefits. Fiscal Impact: , \$9,295/month plus benefits, budgeted item.

**12. INFORMATION/DISCUSSION**

12.1 Sunshine Items with the District and CTA  
Submitted as an informational item.

12.2 Quarterly Financial Reports  
Submitted as an informational item.

**13. 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.

13.1 Foundation

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

**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. BOARD COMMUNICATION**

*At this time, the Board of Trustees will report on matters related to attendance at conferences, professional affiliations, and community involvement directly related to their functions as Board members.*

**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 Jon Tyler, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92395-5850, (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.