



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

Date: February 9, 2010

Place: Regular Meeting 6 p.m.: Board Room Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

CALL TO ORDER

5 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on February 9, 2010 in the Board Room of the Administration building. Ms. Valles, Board President called the meeting to order at 5 p.m.

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

MANAGEMENT PRESENT: Dr. Christopher O'Hearn, Deputy Superintendent/Executive Vice President, Instruction Fusako Yokotobi, Vice President, Human Resources, GH Javaheripour, Vice President, Administrative Services and Annette McComas (Recorder)

PLEDGE OF ALLEGIANCE

Logan Olds led the Pledge of Allegiance to the Flag.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: None

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 Board President Report – No report

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: None

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman was pleased to announce the college's accomplishments in the area of Workforce Development this past year and asked Ms. Ontiveros to introduce the various WIB (Workforce Investment Board) proposals recently awarded. Ms. Ontiveros reported that \$837,500 was awarded for mechanics training in partnership with the Southern California Logistics Airport. In addition, an award was received from the County of San Bernardino in the amount of \$530,000 for training in hybrid vehicle mechanic, EKG monitor technicians, solar photovoltaic design and installation and phlebotomy.

BOARD OF TRUSTEES: Dennis Henderson, Chris Mollenkamp, Donald Nelson, Joe Range, Angela Valles, ASB Member

One of the first programs that have been developed in partnership with the WIB was for training in wastewater treatment operators. This program has been extremely successful with 50 students starting in the program. The instructor for this program Logan Olds, General Manager with the Victor Valley Wastewater Reclamation Authority spoke on the program and thanked the individuals that were responsible for achieving this opportunity.

Ginnie Moran provided an update on enrollment which shows that the college is projected to be over 200 from last year's sum of 10,020.

Robert Sewell introduced Clarissa Manning, President of the Model United Nations club who introduced her team members. On behalf the entire team she thanked the board members, staff, faculty, Drs. Silverman and Williams for their continued support of the program.

Faculty Senate: absent

5. CONSENT AGENDA

It was MSC (Mollenkamp/Henderson, 5-0) to approve the consent items in one motion with item 5.1 pulled for separate by Trustee Henderson for separate discussion.

5.1 PULLED FOR SEPARATE DISCUSSION Approval of the minutes of the December 8, 2009 regular Board meeting and the January 15, 2010 special Board meeting.

5.2 Agreement – Independent Contractor – Anton P. Morrisette

Ratification of the agreement between Victor Valley Community College District and Anton P. Morrisette to support the Datatel system. The period of this agreement is from December 1, 2009 through June 30, 2010. Fiscal Impact: Budgeted, \$75/hour, not to exceed \$5,000/month.

5.3 Ratification of Agreements – Off Campus Locations

Ratification of the agreements between Victor Valley Community College District and off campus facilities to provide classroom space for the Winter, Spring, Summer and Fall semesters of the 2009-10 academic year. Fiscal Impact: Not to exceed \$15,000.00

5.4 Agreement – Independent Contractor – Charles Stanzione

Ratification of the agreement between Victor Valley Community College District and Charles Stanzione to provide for the student administrative appeal process for parking citations. The period of this agreement shall be December 16, 2009. Fiscal Impact: Budgeted, not to exceed \$150.00.

5.5 Agreement – Community College Search Services

Ratification of the agreement between Victor Valley Community College District and Community College Search Services to provide placement services to the Financial Aid Department. The period of this agreement is from October 20, 2009 through June 30, 2010. Fiscal Impact: Budgeted, \$1,000.00 per month.

5.6 Revised Job Description – Lead Systems Programmer/Analyst

Approval of the revised job description for Lead Systems/Programmer/Analyst. Fiscal Impact: None (There are minor revisions to the job description, not an additional position)

5.7 Agreement – California Department of Education

Acceptance of the resolution and agreement between Victor Valley Community College District and California Department of Education to purchase instructional materials and supplies for the Child Development Center. The period of this agreement is from July 1, 2009 through June 30, 2010. Fiscal Impact: \$500.00 income to the District.

5.8 Agreement – Independent Contractor – Ebmeyer Charter and Tour

Approval of the agreement Victor Valley Community College District and Ebmeyer Charter and Tour to provide transportation services for the TRIO Programs (SSS, UB, UBMS) participants during the 2009-2010 academic year. The period of this agreement is February 10, 2010 through June 30, 2010. Fiscal Impact: Budgeted, \$30,000.00 – funded by TRIO (SSS, UB, UBMS).

5.9 Out of State Travel – Student

Approval of the out of state travel for staff/students listed to travel to Washington, D.C. to attend the American Student Association of Community Colleges (A.S.A.C.C.) National Student Advocacy & Leadership Conference from March 20, 2010 through March 23, 2010. Fiscal Impact: None to the District. Associated Student Body funds not to exceed \$14,000.00

5.10 Agreements – Contract Education Services

Approval of the Contract Education Services agreements listed that are being offered by the Contract Education Department. Fiscal Impact: \$17,390.00 income to the District.

Vendor:	Income to the District
Archangel	\$ 2000.00
Centurion Technical Services	\$ 500.00
Debbi Harper	\$ 290.00
Kids Out Now, L.L.C. (01/23/10 – 05/01/10)	\$ 500.00
Kids Out Now, L.L.C. (02/20/10 – 04/24/10)	\$ 500.00
Learn CPR 4 Life	\$ 9,000.00
Preston Guillory Investigation	\$ 4,000.00
Voices for All	\$ 600.00
Total:	\$17,390.00

5.11 Agreements – Contract Education Services

Approval of the Contract Education Services agreements listed that are being offered by the Contract Education Department. Fiscal Impact: \$2,400.00 income to the District.

Vendor:	Income to the District
Gus Jr. Restaurant	\$ 300.00
IHOP Restaurant	\$ 300.00
Lotus Restaurant	\$ 300.00
New China Buffet	\$ 300.00
Platas Restaurant	\$ 300.00
Super Target	\$ 300.00
Star Restaurant	\$ 300.00
TA Center	\$ 300.00
Total:	\$2,400.00

5.12 Agreement – Independent Contractor – Pamela Penland

Ratification of the agreement between Victor Valley Community College District and Pamela Penland to temporarily assist the Interim Director of Financial Aid to make recommendations for internal departmental improvements. The period of this agreement is from January 4, 2010 through March 31, 2010. Fiscal Impact: Budgeted, \$1,148.16 per month.

5.13 Library Online Database Subscriptions

Approval of the renewal and purchase of online database subscriptions through the Community College Library Consortium for the period of January 1, 2010 through December 31, 2010. Fiscal Impact: Budgeted, \$3,314.00

- 5.14 Memorandum of Understanding – Ed2Go
Acceptance of a Memorandum of Understanding between Victor Valley Community College District and Ed2Go to offer Web-based, no credit training and instruction via the Internet. Fiscal Impact: \$5,000.00 income to the District.
- 5.15 Site License Addendum - Eureka
Ratification of the agreement between Victor Valley Community College District and Eureka to extend the license agreement through March 31, 2010. This software allows students to explore majors and career possibilities. Fiscal Impact: Budgeted, \$3,437.23 – Counseling.
- 5.16 License Renewal - Chariot Software Group
Approval of the annual license between Victor Valley Community College District and Chariot Software Group to provide web-grade services for faculty to provide assessment, classroom management, and test preparation solutions. The period of this agreement is from March 1, 2010 through February 28, 2011. Fiscal Impact: Budgeted, \$995.00 – Instruction.
- 5.17 Agreement – Robert H. Ballard Rehabilitation Hospital
Ratification of an agreement between Victor Valley Community College District and Robert H. Ballard Rehabilitation Hospital to provide clinical learning facilities for health sciences programs. The period begins January 1, 2010 and will remain in effect unless terminated by either party. Fiscal Impact: None
- 5.18 Award Contract – JMJ Contractors
Ratification of the agreement between Victor Valley Community College District and JMJ Contractors for parking lot #12 repairs. Fiscal Impact: Scheduled Maintenance State \$17,908.50 and District \$17,908.50 for a total fiscal impact of \$35,817.00.
- 5.19 Notice of Completion – Carpet Replacement
Approval of the Notice of Completion for the carpet replacement project. Fiscal Impact: None
- 5.20 Notice of Completion – Roof Repairs
Approval of the Notice of Completion for roof repairs Fiscal Impact: None
- 5.21 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.22 Board of Trustees Budget Transfer Request Report
Approval of the Board of Trustees Budget Transfer Request Report. Fiscal Impact: None

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda
- 5.2 Approval of the minutes of the December 8, 2009 regular Board meeting and the January 15, 2010 special Board meeting.
It was MSC (Mollenkamp/Nelson, 4-1 Henderson abstain) to approve the minutes of the December 8, 2009 regular Board meeting and the January 15, 2010 special Board meeting.
- 6.2 Administrative Procedure 2410 Policy and Administrative Procedure
It was MSC (Nelson/Henderson, 5-0) to direct the Superintendent/President to prepare an Administrative Procedure that addresses the annual review of Board Policies, Chapter 2. Volunteers: Nelson/Henderson)

6.3 Excused Absence of Trustee – Don Nelson

It was MSC (Henderson/Mollenkamp, 4-1, Nelson abstain) to consider adoption of a resolution, excusing the absence of Trustee Don Nelson from the October 13, 2009 regular meeting of the Board and allowing him to be compensated for that meeting.

6.4 Excused Absence of Trustee – Dennis Henderson

It was MSC (Nelson/Mollenkamp, 4-1 Henderson abstaining) to consider adoption of a resolution, excusing the absence of Trustee Dennis Henderson from the December 8, 2009 regular meeting of the Board and allowing him to be compensated for that meeting.

10. ADMINISTRATIVE SERVICES

10.1 Adopt Resolution/Agreement – Great American Plan Administrators

It was MSC (Mollenkamp/Henderson, 5-0) to adopt the resolution and ratification of the agreement with Great American Plan Administrators to provide Third Party Administrator Services and Committer Remitter Services for the existing voluntary 457 retirement plan. Fiscal Impact: None

10.2 Revised Lease Agreement – Xerox Corporation

It was MSC (Range/Nelson, 5-0) to approve the revised six-year lease agreement with Xerox Corporation to permit the trade-in of three older model copier machines and controllers used in the Campus Print shop for new, upgraded models at a reduced cost to the college. Fiscal Impact: Projected \$3,893 a month for the first six months with a projected savings of \$23,358.00 and projected \$2,014 a month for the remaining 7-72 months with a projected savings of \$132,924. Total projected savings: \$156,282.00.

10.3 Site Ground Lease Agreement

It was MSC (Range/Henderson, 4-1, Mollenkamp abstaining) to authorize to execute the Site Ground Lease 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 and in accordance with California Education Code Sections 81430 to 81432. Fiscal Impact: Income to the District, \$35,712 monthly (May 2010 to December 2010); \$36,783.36 monthly (January 2011 to December 2011; total base contract \$727,096.36. Utilities and parking to be paid by Excelsior.

10.4 Non-Resident Tuition Fee

It was MSC (Range/Nelson, 5-0) to approve the non-resident tuition rate of \$183 per unit (statewide basis). Fiscal Impact: \$135,000 annually in non-resident tuition fees. Ernie Moran Vice President Board of Trustees,

10.5 Foundation Donations

It was MSC (Henderson/Range, 5-0) to accept 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 \$229,964.73 and transferred \$33,748.85 in student scholarships for a total cash contribution of \$263,713.58. The Foundation has also received and is transferring ownership of in-kind (non-cash) gifts valued at \$9,201. Total contributions from the Foundation for October-December 2009 are \$272,914.58 to the District.

10.6 2008-2009 Performance Audit on General Obligation Bonds

It was MSC (Range/Nelson, 5-0) to accept Acceptance of the 2008-2009 bond performance audit as presented. Fiscal Impact: None

10.7 Adoption of Resolution and Memorandum of Understanding between the City of Victorville, City of Hesperia, Excelsior Education Center, and the Associated Student Body of Victor Valley Community College

It was MSC (Range/Mollenkamp, 5-0) to adopt the resolution and authorization of the Memorandum of Understanding to be signed by Superintendent/President upon approval by other agencies. Fiscal Impact: Not to exceed \$128,000 (Locally bond funded).

11. HUMAN RESOURCES

11.1 Academic First-Year Contract Recommendations

It was MSC (Range/Nelson 5-0) to approve to enter into a one-year contract with Linda Lorena Garcia, Counselor (Career & Transfer) for the 2010-2011 academic year. Fiscal Impact, Budgeted item.

11.2 Academic Second-Year Contract Recommendations

It was MSC (Range/Nelson, 5-0) to approve to enter into a two-year contract with Marsha Cole (Child Development) and Yoko Inagi (Librarian) for the 2010-2011 and 2011-2012 academic years. Fiscal Impact: Budgeted item.

11.3 Academic Tenure Recommendations

It was MSC (Henderson/Nelson, 5-0) to approve to grant tenure for all subsequent academic years to the following probationary employees: Dino Bozonelos, Gregory Jones, Renate Longoria, Said Ngobi, David Oleson, and Michael Visser. Fiscal Impact: Budgeted item.

11.4 New Classified Position, Child Development Center Associate Teacher

It was MSC (Nelson/Henderson, 5-0) to approve the new classified position of Child Development Center Classified teacher, effective February 10, 2010. Fiscal Impact: Range 10, \$2919-\$3724), grant funded.

11.5 New Classified Position, Laboratory Aide

It was MSC (Henderson/Nelson, 5-0) to approve the new classified position of Laboratory Aide (10 months), effective February 10, 2010. Fiscal Impact: Range 12, \$3,384-\$4,319.

11.6 New Classified Position, Child Development Center Classified Site Supervisor

It was MSC (Henderson/Nelson, 5-0) to approve the new classified position of Child Development Center Classified Site Supervisor, effective February 10, 2010. Fiscal Impact: Range 14, (\$4441-\$5666), grant funded.

12. INFORMATION/DISCUSSION

12.1 Monthly Financial Reports

Submitted as an informational item.

12.2 Superintendent/President's Goals

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

Ginger Ontiveros

13.2 Employee Groups

- a) Absent
- b) CSEA
Arlene Greene – no report
- c) AFT Part-Time Faculty United
Absent

14. TRUSTEE COMMENTS

- ASB

Mary Mazzola reported on student activities. Trustee Henderson announced that he was glad to be back from surgery. Trustee Range announced that he was pleased about the progress of the traffic signal at Fish Hatchery Road. In addition, he thanked the Excelsior Education Center for developing their new center on the campus and for their lease funding. Trustee Mollenkamp said that his son attends and looks forward to the changes and opportunities that will be result with the new school. Trustee Nelson read aloud a letter from the Child Development Division, California Department of Schools indicating funding for another year for the Child Development Center. President Valles thanked the Foundation in obtaining grants and getting scholarships for the students. She commended the Model UN students on a great job. She acknowledged the cities and Excelsior Education Center for their assistance in acquiring the signal at Fish Hatchery Road. The college staff and faculty are doing a great job.

- **PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:** Michele Laveaux, Laura Burke, Cameron Teall, Victor Ramos, William Robinson, Kurt Bernardin.

16. ADJOURNMENT

It was MSC (Nelson/Henderson, 5-0) to adjourn the meeting at 6:06 p.m.



Dennis Henderson, Clerk



Date Approved