

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

Date: February 12, 2008

Place: Board Room, Victor Valley College  
18422 Bear Valley Road, Victorville, CA 92395

## CALL TO ORDER/ROLL CALL:

5 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on December 11, 2007 in the Board Room of the Administration building. Mr. Range, Board President, called the meeting to order at 5 p.m.

**TRUSTEE ROLL CALL: Present:** Joe Range, Board President; Dennis Henderson, Vice President; Angela Valles, Trustee; Bettye Underhill, Trustee, Donald Nelson, Clerk

Absent: Joe Range, Trustee  
Heena Mehra arrived at 6 p.m.

**MANAGEMENT PRESENT:** Dr. Robert Silverman, Superintendent/President; Mr. Bruce Baron, Vice President Administrative Services; Dr. Marion Boenheim, Vice President, Human Resources, Dr. Marianne Tortorici, Deputy Superintendent/Executive Vice President, Instruction; and Annette McComas (Recorder)

**PLEDGE OF ALLEGIANCE:** Lori Kildal led the Pledge of Allegiance to the Flag.

## TITLE V WORKSHOP

5-6 p.m.

Dr. Silverman welcomed everyone and introduced Dr. Victoria Hinds, Virginia Moran and Patricia Bejarano-Vera who will be making a presentation on the three grants that are all linked with a common thread, Student Success. Dr. Hinds, Dean, Student Services provided an overview of the work that has been accomplished which includes the redesign and construction of labs, the purchase and replacement of new computers, staffing all labs with bilingual Instructional Assistants, and providing more in-depth advising to the students. Virginia Moran, Executive Dean, Institutional Effectiveness, reported on the statistical measures of the programs. Handouts were provided showing the VVCC student characteristics for fall 2003 through fall 2007. Fall 2007 shows increased Hispanic participation. Patricia Bejarano-Vera, Project Activity Director provided ideas for outreach strategies to ensure success for all students which will include an end of the year student reception. Ms. Valles said we should be cautious how we spend the grant money. She suggested that we involve the parents of the students, advertise at the local Hispanic markets, and continue involving the Hispanic community. A building in old town Victorville was suggested to assist in outreach efforts. Recommendations for retention were early intervention, developing role models, involving the community, making the campus more friendly, and an overall commitment by the college.

At 6:07 p.m. Board President, Don Nelson recessed the Title V workshop.

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**BOARD OF TRUSTEES:** Dennis Henderson, Donald Nelson, Joe Range, Bettye Underhill, Angela Valles, ASB Member

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**3. RECONVENE TO OPEN SESSION**

6 p.m.

At 6:40 p.m., Board President, Don Nelson, reconvened the meeting to open.

**PUBLIC COMMENTS RELATED TO AGENDA ITEMS:** None

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

Dr. Silverman reported that beginning of the spring term showed a lot of students and fewer parking spaces. The enrollment numbers are up which could mean some possible growth money. This is a testament to the college that everyone is making an effort to increase enrollment.

A report was received from the accrediting commission that showed we are not moving off of our status. The good news is that we are not going down from our status. We promised a lot and haven't had the time to deliver. We have made progress on everything that we were asked to do. We need to redouble our efforts with one weakness focusing on student learning outcomes.

The budget plan that was presented at the retreat was received by the budget committee with a positive response. As a result of the budget plan, you will see some if those items on the agenda for consideration.

**Faculty Senate**

Debra Blanchard said that she is looking at the warning received by the accrediting commission as an opportunity to demonstrate the ability that we are the best. It is important to produce the evidence that we are the best. The Faculty Senate is in support of refinancing the COPs to lower the payments, the survey for the bond, and is in extreme support for the early retirement option.

**5. CONSENT AGENDA**

It was MSC (Underhill/Valles, 4-0 Range absent) to approve the consent items in one motion.

5.1 Approval of the minutes of the December 11, 2007 regular Board meeting

5.2 Curriculum Changes

Approval of the curriculum changes that were approved by the committee on October 25, 2007, November 8, 2007, November 29, 2007, and December 13, 2007.

5.3 Contract Education Services – Archangel

Ratification of the agreement between Victor Valley Community College District and Archangel. The period of this agreement is from January 2, 2008 through June 7, 2008. Fiscal Impact: \$2,000.00 to the District.

5.4 Contract Education Services – Southern California Logistics Airport Authority

Approval of the agreement between Victor Valley Community College District and the city of Victorville for the use of city owned facilities at Southern California Logistics Airport for the Victor Valley Community College Aviation Maintenance Technology Program. The license agreement is from January 8, 2008 through February 8, 2009. Fiscal Impact: None.

- 5.5 License Agreement – Plato Learning Corporation  
Approval to purchase ten standalone licenses of Reading Horizons for the Basic Skills lab. Fiscal Impact: None to the District (funding provided by the Basic Skills grant, \$8,285.98.)
- 5.6 Contract Education Services – Toss Across  
Ratification of the agreement between Victor Valley Community College District and Toss Across. The period is from January 2, 2008 through January 2, 2009. Fiscal Impact: \$500.00 to the District.
- 5.7 Contract Education Services – Cardenas Market  
Ratification of the agreement between Victor Valley Community College District and Cardenas Market. The period of this agreement is from December 19, 2007 through December 19, 2008. Fiscal Impact: \$500.00 to the District.
- 5.8 Agreement – Gatlin Education Services  
Approval of the agreement between Victor Valley Community College District and Gatlin Education Services from February 13, 2008 through February 13, 2009. Fiscal Impact: \$40,000.00 to the District.
- 5.9 License Renewal – Chariot Software Group  
Ratification of an annual license renewal between Victor Valley Community College District and Chariot Software Group beginning March 1, 2008 through February 28, 2009. Fiscal Impact: \$995.00
- 5.10 Lease Agreement with an Addendum – Hasler Financial Services, LLC  
Approval of the lease agreement with an addendum between Victor Valley Community College District and Hasler Financial Services, LLC from February 12, 2008 through May 12, 2012. Fiscal Impact: Budgeted - \$439.00 per month for 66 months: \$28,974.00 (funded through Community Education Services.)
- 5.11 Contract Education Services – International House of Pancakes #3130  
Ratification of an agreement between Victor Valley Community College District and International House of Pancakes #3130 from January 15, 2008 through January 15, 2009. Fiscal Impact: \$450.00 to the District.
- 5.12 Contract Education Services – Non-Profit Development Services  
Ratification of the agreement between Victor Valley Community College District and Non-Profit Development Services from February 11, 2008 through June 30, 2008. Fiscal Impact: \$6,000.00 to the District.
- 5.13 Agreement – Independent Contractor  
Ratification of an Independent Contractor agreement between Victor Valley Community College District and Luis Pena from January 2, 2008 through June 30, 2008. Fiscal Impact: Not to exceed \$3,700.00
- 5.14 Contract Education Services – Hilton Garden Inn  
Ratification of an agreement between Victor Valley Community College District and Hilton Garden Inn. The period of this agreement is from December 3, 2007 through December 4, 2008. Fiscal Impact: \$360.00 to the District.

- 5.15 Adopt a Resolution and Approve Agreement – Child Development Services CIMS-7485  
Adopt a resolution and approve an agreement with the California Department of Education Services for the 2007-2008 fiscal year for the purchase of instructional materials and supplies for the Child Development Center. The Maximum Reimbursable Amount (MRA) on this agreement is \$3,464.00. Fiscal Impact: \$3,464.00 to the District.
- 5.16 Amended Agreement – California Department of Education - #CCTR-7313  
Approval an amended agreement (Amendment 01) with the California Department of Education for Child Development Services for the 2007-2008 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$734,020.00 and inserting \$767,271.00 in place thereof. Fiscal Impact: Additional \$33,251.00 to the District.
- 5.17 Agreement – Independent Contractors  
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Johanna Black, Karen Greer, Nancy Noyer, and Jonell Larsen to facilitate workshops for preparation of the California High School Exit Examination from December 5, 2007 through February 6, 2008. Fiscal Impact: Not to exceed \$6,080.00 funded by the CAHSEE grant.
- 5.18 Amended Agreement – California Department of Education - #CPRE-7303  
Approval of an amended agreement (Amendment 01) with the California Department of Education for Child Development Services for the 2007-2008 fiscal year. The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$241,262.00 and inserting \$252,191.00 in place thereof.
- 5.19 Agreements – Independent Contractors  
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Philip Wallace, Allisonne Crawford Aritam and Kelly Marostica-Smith for the facilitation of career development workshops and assessment from November 1, 2007 to December 20, 2007. Fiscal Impact: Not to exceed \$2,448.00 funded by the Career Pathways grant.
- 5.20 Agreement – Independent Contractor  
Ratification of the agreement with Michael Stevens for the preparation and presentation of the First Year Experience Workshop held November 8, 2007. Fiscal Impact: \$720.79 funded by the Title V Independent Grant.
- 5.21 Agreement – Independent Contractor  
Ratification of the agreement with Luis Barrueta for providing Supplemental Instruction (SI) training to SSPIRE faculty, staff, and tutors as well as . Fiscal Impact: \$720.79 funded by the Title V Independent Grant.
- 5.22 Agreements – Independent Contractor  
Ratification of the agreement with Gale George, Karen Myers, Sharon Schlegel, and Arron Gansky for the construction and editing of the Bridge program notebook. Fiscal Impact: \$2,675.00 funded by the Title V Coop grant.

- 5.23 Agreement – Terry Kurtz – Promotional Video Services  
Ratification of the agreement with Terry Kurtz to produce a minimum of four promotional video features per month for three months to market Victor Valley College program, services, and events. Fiscal Impact: \$3,000.00 (from the Public Information Office contracts budget.)
- 5.24 Agreement – Radio Fiesta Network, LLC  
Ratification of the agreement with Radio Fiesta Network LLC to advertise registration information for the winter and spring terms. Fiscal Impact: \$2,100.00 (from the Public Information Office contracts budget.)
- 5.25 Change Order – Caston Plastering & Drywall – Advanced Technology Center  
Ratification of the change order with Caston Plastering & Drywall in the amount of \$3,252.76, for the Advanced Technology Center. Fiscal Impact: \$3,252.76 – Fund 71 expenditure.
- 5.26 Change Order – United Automatic Sprinklers – Advanced Technology Center  
Ratification of the change order with United Automatic Sprinklers in the amount of \$3,415.50 for the Advanced Technology Center. Fiscal Impact: \$3,415.50 – Fund 71 expenditure.
- 5.27 Change Order – Vance & Associates – Speech/Drama Addition  
Ratification of the change order with Vance & Associates in the amount of \$4,300.00 for the Speech/Drama addition. Fiscal Impact: \$4,300.00
- 5.28 Change Order – Columbia Steel – Speech/Drama Addition  
Ratification of the change order with Columbia Steel in the amount of \$21,605.00 for the Speech/Drama Addition for the Speech/Drama addition. Fiscal Impact: \$21,605.00
- 5.29 Agreement – Galaxy Moving Company, LLC  
Ratification of the agreement with Galaxy Moving Company, LLC to move boxes and/or furniture from various locations on campus into the Advanced Technology Center and Speech/Drama additional projects. Fiscal Impact: \$6,000.00 – Fund 71 expenditure, budgeted item.
- 5.30 Agreement – Sonitrol  
Ratification of the agreement with Sonitrol to supply and install security cameras at the Advanced Technology Center project. Fiscal Impact: \$16,056.50 Fund 71 expenditure.
- 5.31 Agreement – Nexus Integrated Services  
Ratification of the agreement with Nexus Integrated Services to supply phones for the Advanced Technology Center and Speech/Drama addition projects. Fiscal Impact: \$44,443.72 – Fund 71 expenditure.
- 5.32 Agreement – Pacific Floor Company  
Ratification of the agreement with Pacific Floor Company to resurface the stage floor of the Performing Arts Theater. Fiscal Impact: \$8,400.00 – previously approved budget – Fund 71 expenditure.

- 5.33 Agreement – Brickley Environmental  
Ratification of the agreement with Brickley Environmental to remove asbestos containing materials from the Auxiliary Gym to prepare for demolition. Fiscal Impact: \$3,835.00 – Fund 71 expenditure.
- 5.34 Agreement – Pacific Western Communications, Inc. – Speech/Drama Addition  
Ratification of the agreement with Pacific Western Communications to supply and install fiber optic and copper data cable for the Speech/Drama addition project. Fiscal Impact: \$8,220.00 – Fund 71 expenditure.
- 5.35 Agreement – C&J Wiring Solutions – Advanced Technology Center  
Ratification of the agreement with C&J Wiring Solutions to supply and install copper telephone cable for the Advanced Technology Center. Fiscal Impact: \$11,000.00 – Fund 71 expenditure.
- 5.36 Agreement – Pacific Western Communications, Inc. – Advanced Technology Center  
Ratification of the agreement with Pacific Western Communications to supply and install fiber optic and copper data cable for the Advanced Technology Center project. Fiscal Impact: \$14,530.00– Fund 71 expenditure.
- 5.37 Agreement – Pacific Western Communications, Inc. – Speech/Drama Addition  
Ratification of the agreement with Pacific Western Communications, Inc. to supply and install copper telephone cable for the Speech/Drama addition project. Fiscal Impact: \$5,540.00 – Fund 71 expenditure.
- 5.38 Notice of Completion – Campus Road Striping  
Acceptance of the work of Cooley Construction, Inc. for the renovation of road striping and red curbs and direct the District to file the Notice of Completion. Fiscal Impact: None
- 5.39 Non-Resident Tuition Fee  
Approval of the non-resident tuition rate of \$181 (statewide basis). This non-resident tuition fee will be effective for the 2008 fall semester. Fiscal Impact: The District collects approximately \$130,000 annually in non-resident tuition fees.
- 5.40 Board of Trustees Budget Transfer Request Report  
Approval of the budget transfers as submitted. Fiscal Impact: None
- 5.41 Board of Trustees Payments Reports  
Approval of the Board of Trustees Payments Reports. Fiscal Impact: None
- 5.42 Foundation Donations  
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$89,453.87.
- 5.43 Agreement Renewal – Affiliated Computer Services, Inc.  
Ratification of the agreement with Affiliated Computer Services, Inc. to fulfill the District's obligation to report student information to the Internal Revenue Services. Fiscal Impact: Budgeted Item, Fund 01, not to exceed \$20,500.00

- 5.44 Ratification of Academic Equivalency Requests  
Ratification of the equivalencies for Leonard Schaustal – Aviation, Khalid Rubayi – Mathematics. Fiscal Impact: None
- 5.45 Outside Contractor Fees  
Approval of the payment of a cancellation fee that was charged for the arbitration hearing with CSEA. Fiscal Impact: \$2,800.00
- 5.46 Outside Contractor Fees  
Approval of the payment of outside contractor fees for Liebert Cassidy & Witmore and those anticipated prior to awarding the RFP. Fiscal Impact: \$8,597.09
- 5.47 New Classified Position and Abolished Position  
Approval of the job description for the new classified position of instructional media services coordinator, effective January 1, 2008. The position of media services specialist will be abolished effective January 1, 2008. Fiscal Impact: \$211/month.
- 5.48 Out-of-State Travel  
Approval of out-of-state travel for staff/students 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 8 through March 11, 2008. Fiscal Impact: \$11,500.00 Associated Student Body funds.

## **ACTION AGENDA**

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

- 6.1 Separate approval of items pulled from consent agenda
- 6.2 CCCT Board Nominations  
It was MSC (Henderson/Underhill, 4-0, Range absent) to nominate Don Nelson to be a candidate for the CCCT board election. Fiscal Impact: None

### **10.1 ADMINISTRATIVE SERVICES**

- 10.1 Agreement – PlanNet Consulting  
It was MSC (Underhill/Valles, 4-0, Range absent) to approve the agreement with PlanNet Consulting in the amount of \$106,840.00 to complete campus-wide technology assessment. Fiscal Impact: \$106,840.00
- 10.2 2006-2007 Financial Audit  
It was MSC (Henderson/Nelson, 4-0, Range absent) to accept the 2006-2007 financial audit. Fiscal Impact: None
- 10.3 Approval of Resolution for Certificates of Participation Refunding  
It was MSC (Underhill/Valles, 4-0, Range absent) to approve of the resolution to restructure and refund the outstanding COPs.

10.4 Agreement – EMC Research, Inc. – Bond Survey

It was MSC (Valles/Underhill, 4-0, Range absent) to approve the agreement with EMC Research to conduct a random telephone survey with likely November 2008 voters in the Victor Valley College District. Fiscal Impact: Not to exceed \$32,000 to be paid from the General Fund. The district consulted with two attorneys to determine that this survey can be paid for from general funds because it is considered information gathering not campaigning for a bond.

**11. HUMAN RESOURCES**

11.1 Supplemental Employee Retirement Plan

It was MSC (Henderson/Underhill, 4-0, Range absent) to adopt the Supplemental Employee Retirement Plan Resolution. Fiscal Impact: None

**12. INFORMATION/DISCUSSION**

12.1 Monthly Financial Reports

Submitted as an informational item.

12.2 Quarterly Financial Status Report (CCFS-311Q)

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

None

13.2 Employee Groups

a) CTA

None

b) CSEA

Jim Murray

c) AFT Part-Time Faculty United

Emily Selden

**14. TRUSTEE COMMENTS**

Bettye Underhill, Don Nelson, Angela Valles,

ASB


Heena Mehra

**15. Public Comments Related to Non-Agenda Items: None**

**16. ADJOURNMENT**

It was MSC (Underhill/Valles, 4-0, Range absent) to adjourn the meeting at 6:37 p.m. The motion carried unanimously.

  
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Dennis Henderson, Clerk

  
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Date Approved