



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

Date: June 10, 2008

Place: Board Room, Victor Valley 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 June 10, 2008 in the Board Room of the Administration building. Mr. Nelson, Board President called the meeting to order at 5:03 p.m.

**TRUSTEE ROLL CALL:** Present: Donald Nelson, Board President; Joe Range, Trustee, Dennis Henderson, Clerk

Absent: Bettye Underhill, Angela Valles, Heena Mehra

**MANAGEMENT PRESENT:** Dr. Robert Silverman, Superintendent/President, Marianne Tortorici, Deputy Superintendent/Executive Vice President, Instruction; and Annette McComas (Recorder)

## PLEDGE OF ALLEGIANCE

Bill Greulich led the Pledge of Allegiance to the Flag.

Angela Valles, Vice President arrived at 5:04 p.m.

Bettye Underhill, Trustee arrived at 5:20 p.m.

Heena Mehra, Student Trustee arrived at 6 p.m.

Mr. Nelson announced that item # 10.6 back-up documents has been updated to reflect changes that were made and presented at the Budget Workshop May 28, 2008. Copies are available on reference table and Item #11.3 has been moved before the approval of the consent agenda.

## ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION

### 1. CLOSED SESSION

- a) CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION  
(Subdivision (a) of Section 54956.9)

Gloria G. Henderson v. Victor Valley Community College - Board of Trustees; Nick Halisky; Bettye Underhill, Case No. VCVVS 030263

- b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION--Government Code section 54957  
Superintendent/President (Board Policy #2435)

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS: None**

At 5:07 p.m. Board President, Mr. Nelson recessed to Closed Session.

**2. RECONVENE TO OPEN SESSION (Business Meeting)**

**6 p.m.**

At 6:07 p.m., Mr. Nelson reconvened the meeting in open session.

**3. Closed Session Report**

Mr. Nelson, Board President, announced that the evaluation process for Dr. Silverman was approved.

Joe Range arrived at 6:08 p.m.

Dennis Henderson arrived at 6:09 p.m.

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

• **Faculty Senate**

On behalf of the representatives of the Faculty Senate, Dr. Silverman presented an update on the SLOs. The goal was to have all SLOs completed by June 6, 2008. Currently, the best estimate is that 79% of all the courses are done or are in progress which leaves 21% undone and not started. We will continue to do our best with work still being done during the summer. Once the SLO is set, you have to assess the progress on the SLOs. Accreditation is not going to be happy until both of these processes are complete. The SLOs that are totally approved would be 335 with 1236 in process. We had seven recommendations from the accrediting team, four were solved, two were not related to the SLOs and the third recommendation addresses the SLOs.

Dr. Silverman announced that in anticipation of a possible bond proposal recommendation that would create an Eastside Center, Westside Center, to do additional work on this campus, and the retirement of the COP, he has asked various individuals to assist in providing information on some of the aspects being discussed and where we are going. All of these recommendations are consistent with the Educational Master Plan and they would be consistent with all of our survey information which indicates this would meet the needs for the community. Public safety, Allied Health, etc., will be to be addressed in the Centers outside of the main campus.

Shaun Blaylock provided information on a possible Westside Center and Art Bishop presented information on a possible partnership for an eastside campus regional training center.

Following the presentations, the Board of Trustees directed Dr. Silverman to move forward with the bond and to bring information forward at the July meeting.

**PUBLIC COMMENTS RELATED TO AGENDA ITEMS: David Chip and Margaret Kagy**

**11.3 Management, Interim Appointment, Deputy Superintendent/Executive Vice President, Instruction**

It was MSC (Range/Underhill, 5-0) to approve the appointment of Allan Kurki for the position interim Deputy Superintendent/President, Executive Vice President, Instruction, effective June 11, 2008 through June 30, 2009. Fiscal Impact: Budgeted

**5. CONSENT AGENDA**

It was MSC (Underhill/Nelson, 5-0) to approve the consent items in one motion with items 5.24 and 5.26 pulled for separate discussion

**5.1 Approval of the minutes of the May 13, 2008 regular Board meeting**

**5.2 Revised – Child Development Parent Handbook**

Approval of the Child Development Center Parent Handbook to include updates and revisions throughout the handbook. Fiscal Impact: None

**5.3 Contract Education Services – Maricos Las Plebes**

Ratification of the agreement between Victor Valley Community College District and Maricos Las Plebes to obtain a food handlers certification card. The period of this agreement is from May 9, 2008 through May 9, 2009. Fiscal Impact: \$90.00 to the District.

**5.4 Contract Education Services – Albertos Mexican Food**

Ratification of the agreement between Victor Valley Community College District and Albertos Mexican Food to obtain a food handlers certification card. The period of this agreement is from April 17, 2008 through April 17, 2009. Fiscal Impact: \$300.00 to the District.

**5.5 Contract Education Services – Terry Rowen**

Ratification of the agreement between Victor Valley Community College District and Terry Rowen to provide classes on medical insurance billing. The period of this agreement is from July 1, 2008 through December 31, 2008. Fiscal Impact: \$12,000.00 to the District.

**5.6 Contract Education Services – Coast Traffic School**

Ratification of the agreement between Victor Valley Community College District and Coast Traffic School to provide court referral students a course on concepts of traffic safety. The period of this agreement is from June 14, 2008 through December 13, 2008. Fiscal Impact: \$4,000.00 to the District.

**5.7 Contract Education Services – Voices For All**

Approval of the agreement between Victor Valley Community College District and Voices for All to provide an introduction course on becoming a professional voiceover artist. The period of this agreement is from August 25, 2008 through December 13, 2008. Fiscal Impact: \$600.00 to the District.

- 5.8 Contract Education Services – Cardenas Mexican Market  
Ratification of the agreement between Victor Valley Community College District and Los Domingos Restaurant to obtain a food handlers certification card from April 29, 2008 through April 28, 2009. Fiscal Impact: \$300.00 to the District.
- 5.9 Contract Education Services – Notary Public Seminars  
Approval of the agreement between Victor Valley Community College District and Notary Public Seminars for a Notary Public workshop, Certified Loan Signing Agent workshop, and Child Visitation Monitor workshop from July 1, 2008 through December 12, 2008. Fiscal Impact: \$8,000.00 to the District.
- 5.10 Agreement – Independent Contractor  
Ratification of the independent contractor agreement between Victor Valley Community College District and Susan Quattrociocchi to provide presentations to middle school and Upwardbound students in career exploration April 26, 2008. Fiscal Impact: VTEA Fund, not to exceed \$3,500.00 including all related expenses.
- 5.11 Agreement – Medical Director for the Paramedic Academy  
Ratification of an agreement between Dr. Stroh to serve as the Medical Director for the Victor Valley Community College District Paramedic Program from May 1, 2008 through June 30, 2009. May 1, 2008 through August 26, 2008 is an emergency appointment because the previous Medical Director, Dr. Roger Toop unexpectedly passed away. Fiscal Impact: Fiscal Year – 07/08 - \$1,500.00 Emergency Appointment – Budgeted  
Fiscal Year 08/09 - \$5,000.00 budgeted annually
- 5.12 Agreement – Adele Turner McClain  
Ratification of the independent contractor agreement between Victor Valley Community College District and Adele Turner McClain to provide high school site coordinator for the Bridge Program. Dates of service: June 2-June 10, 2008 Fiscal Impact: Title V Co-operative Grant, budgeted item not to exceed \$1,200.00.
- 5.13 Amendment to Previous Action: Change Order – Champion Electric – Speech/Drama Addition  
Approval of the amendment to the change order with Champion Electric in the amount of \$4,000.00. Fiscal Impact: \$4,000.00 – budgeted item.
- 5.14 Amendment to Previous Action: Change Order – Dan Worley Plumbing – Speech/Drama Addition  
Approval of the amendment to the change order with Dan Worley Plumbing in the amount of \$8,354.03. Fiscal Impact: \$8,354.03 – budgeted item.
- 5.15 Amendment to Previous Action: Change Order – Daart Engineering – Speech/Drama Addition  
Approval of the amendment to the change order with Daart Engineering in the amount of \$509.32. Fiscal Impact: \$509.32 - budgeted item.
- 5.16 Notice of Completion – Speech/Drama Addition  
Approval of the Notice of Completion for the Speech/Drama addition project. Fiscal Impact: None

- 5.17 Notices of Completion – Spencer/Hoskins Associates  
Approval of the Notice of Completion for the Spencer/Hoskins Associates, the architects for the Advanced Technology Center and Speech/Drama Addition projects. Fiscal Impact: None
- 5.18 Notices of Completion – Cal K-12 Construction Management  
Approval of the Notice of Completion Cal K-12, for the Advanced Technology Center and Speech/Drama Addition projects. Fiscal Impact: None
- 5.19 Agreement – Frick, Frick & Jette  
Ratification of the agreement with Frick, Frick, and Jette to provide architectural services for preliminary planning of a One-Stop/Welcome Center. Fiscal Impact: \$10,590.00 – Fund 71.
- 5.20 Agreement – Galaxy Moving Company, LLC  
Ratification of the agreement with Galaxy Moving Company, LLC to move the football lockers, office furniture and other various items stored in the Auxiliary Gymnasium to prepare it for demolition. Fiscal Impact: \$4,080.00 – Fund 71.
- 5.21 Agreement – Independent Contractor - Tayari Kuanda  
Ratification of Independent Contractor Agreement with Tayari Kuanda to assist in the development and implementation of curriculum for the Career Pathways for 7<sup>th</sup> and 8<sup>th</sup> grade career development. Fiscal Impact: Career Pathways Grant, budgeted item, not to exceed \$1,500.00
- 5.22 Agreements – Independent Contractor – Robert Hampton  
Ratification of the agreement with Robert Hampton to provide a motivational presentation to Upward Bound Participants during their orientation. Fiscal Impact: Upward Bound Program, budgeted item, not to exceed \$150.00.
- 5.23 Deletion of Management Positions  
Approval to delete the positions of Coordinator, Administrative Services and Director of Computer Info Resources, effective July 1, 2008. Fiscal Impact: Savings of \$4,652 to \$5,938 per month for the Coordinator of Administrative Services.
- 5.24 **PULLED FOR SEPARATE DISCUSSION - TABLED - New Classified Position and Job Description – Lead Systems Programmer/Analyst**  
Approval of the new job description and placement on the classified salary schedule. Fiscal Impact: \$5515/month
- 5.25 New Board Policy #3505, Campus Disaster Preparedness and Safety/Emergency Plan – Second Reading  
Adoption of the Board Policy #3505 Campus Disaster Preparedness and Safety/Emergency Plan. Fiscal Impact: None
- 5.26 **PULLED FOR SEPARATE DISCUSSION - New Board Policy #3570 – District Smoking Policy – Second Reading**  
Adoption of the Board Policy #3570, District Smoking Policy. Fiscal Impact: None
- 5.27 Ratification of Academic Equivalency Requests – Child Development  
Ratification of the academic equivalency request for Heidi Street, Child Development  
Fiscal Impact: None

- 5.28 Board of Trustees Payments Report  
Approval of Board of Trustees Payments Report. Fiscal Impact: None
- 5.29 Designation of Newspaper for 2008-09 District Budget Public Hearing  
Approval to designate the Victor Valley *Daily Press* as the newspaper in which to publish the proposed budget inspection dates as September 2-8, 2008, and public hearing date as September 9, 2008. Fiscal Impact: None
- 5.30 Board of Trustees Budget Transfer Request Report  
Approval of the Board of Trustees budget transfers. Fiscal Impact: None
- 5.31 Authorized Electronic Signature Key Users  
Approval of Mary Pringle and Josanna Orta as authorized signature key users for the period of July 1, 2008 through June 30, 2009. Fiscal Impact: None
- 5.32 Authorized Signatories  
Approval of the signatures of Robert M. Silverman, Mary Pringle and Allan Kurki to represent the board in the listed cases for fiscal year 2008-2009 per Education Code 72282.
- 5.33 Rescind – Board Delegated Authorized Signatory  
Approval to rescind signature authority for Marianne Tortorici, Marion Boenheim and Lael Willingham, effective July 1, 2008.
- 5.34 Agreement – Addendum #1 – Best Net  
Approval to addend the Best Net Consortium agreement #03/04-0201 which supports the collaborative efforts to house our live student system information on the Best Net systems as an off site, optional disaster recovery service for the district. Fiscal Impact: None
- 5.35 Agreement – Embee Technologies  
Ratification of the agreement with Embee Technologies to upgrade the core switch and replace the voice gateway for the old call manager phone system, to facilitate bandwidth issues and future technological needs with the addition of the phone lines for the Advanced Technology Center. Fiscal Impact: \$12,712.87 – Redevelopment Fund 71
- 5.36 Agreement – gkkworks/CCS Group  
Ratification of the agreement with gkkworks/CCS Group to prepare an Education and Facilities Master Plan Amendment to further incorporate future plans for a West-side Center. Fiscal Impact: \$63,000.00.
- 5.37 Foundation Donations  
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$28,906.87.
- 5.38 New Management Position and Job Description – Director, Management Information Systems  
Approval of the revised job description. Fiscal Impact: None

**6. BOARD OF TRUSTEES**

6.1 Separate approval of items pulled from consent agenda.

**5.25 PULLED FOR SEPARATE DISCUSSION – TABLED New Classified Position and Job Description – Lead Systems Programmer/Analyst**

It was MSC (Henderson/Valles) to approve the new job description and placement on the classified salary schedule. Fiscal Impact: \$5515/month .

Following discussion, it was MSC (Henderson/Valles, 5-0) to change the motion to table the item to the next meeting

**5.26 PULLED FOR SEPARATE DISCUSSION New Board Policy #3570 – District Smoking Policy – Second Reading**

Following discussion, it was MSC (Henderson/Nelson, 5-1 Henderson, No) to adopt the Board Policy #3570, District Smoking Policy. Fiscal Impact: None

**10. ADMINISTRATIVE SERVICES**

**10.1 Approval Amended Educational Master Plan**

It was MSC (Range/Underhill, 5-0) to approve the amended updated Educational Master Plan. The amendment provides for the establishment of an East Side and a West Side Center, each providing programs identified in the original Educational Master Plan as meeting demands for future employment opportunities. The proposed locations are more accessible to the people residing in the College's service areas wherein population growth has been explosive.

**10.2 Approval of Five-Year Facilities Plan**

Following discussion, it was MSC (Range/Underhill, 5-0) to approve the Five-Year Facilities Plan. Fiscal Impact: None

**10.3 Bid Award – Seismic Replacement Gymnasium**

Following discussion it was MSC (Range/Valles, 5-0) to approve to award the bid for the Signal Systems Wiring package for the Seismic Replacement Gymnasium to Apple Valley Communications. Fiscal Impact: \$73,299.00 – Fund 71 expenditure (This project is partially state funded and a portion of this may be reimbursable through the state. Any portion not reimbursable has been previously budgeted.)

**10.4 Increase Contract Amount – Cal K-12 Construction Management – Seismic Replacement Auxiliary Gymnasium**

It was MSC (Range/Underhill, 5-0) to approve to increase the contract with Cal K-12 Construction Management in the amount of \$163,989.07. Fiscal Impact: \$163,989.07 – Fund 71. (This project is partially state funded and a portion of this may be reimbursable through the state. Any portion not reimbursable has been previously budgeted.)

**10.5 Increase Contract Amount – Spencer/Hoskins Associates – Seismic Replacement Auxiliary Gymnasium**

It was MSC (Underhill/Valles, 5-0) to approve to increase the contract with Spencer/Hoskins Associates in the amount of \$182,721.04. Fiscal Impact: \$182,721.04 – Fund 71. (This project is partially state funded and a portion of this may be reimbursable through the state. Any portion not reimbursable has been previously budgeted.)

- 10.6 2008-09 Tentative Budget  
Following discussion it was MSC (Nelson/Underhill, 5-0) to approve the 2008-2009 tentative General Operating Budget. Fiscal Impact: Revenues and expenditures are projected based on current information and will probably change by the time the final budget adoption in September. The philosophy of the budget development process includes input through the shared governance process, developing a balanced budget and meeting required unfunded liabilities.
- 10.7 Temporary Loan Request  
It was MSC (Nelson/Range, 5-0) to approve a resolution of a temporary loan to provide cash flow to the district until the Governor's Budget is approved. Fiscal Impact: Possible loss of interest income. Any interest costs for the loan will be netted against interest income earned for the District in the County Treasury. Any funds will be paid back when April 2009 property taxes come in.
- 10.8 Memo of Understanding – Azusa Pacific University (APU)  
It was MSC (Henderson/Underhill, 5-0) to approve the Memo of Understanding – Azusa Pacific University to rent 11 modular units located in the Humanities Complex, Building 80. Contract period is from July 1 2008 – June 30, 2010. Fiscal Impact: Revenue to the district in the amount of \$171,072.00 per year for base rent and expected parking revenue of \$20,000.00 per year.
- 10.9 Agreement Renewal – Novell Inc.  
It was MSC (Underhill/Valles, 5-0) to approve the renewal of the annual agreement with Novell Inc. for software maintenance and site licensing through June 30, 2009. Fiscal Impact: Budgeted item, not to exceed \$108,396.32.
- 10.10 Agreement/Resolution – Keenan & Associates: Futuris Public Entity Investment Trust Program  
It was MSC (Range/Valles, 5-0) to approve the agreement and resolution with Keenan & Associates to assist the district with the establishment and maintenance of a trust of investment of funds to be used for the provision of retiree health welfare benefits. Fiscal Impact: None. Fees will be paid directly from the trust.
- 11. HUMAN RESOURCES**
- 11.1 Management Appointment – E. Paul Williams, Dean of Instruction, Humanities & Arts  
It was MSC (Underhill/Range, 5-0) to approve the management appointment for the Dean of Instruction, Humanities & Arts. Fiscal Impact: Range 20 on the Management Salary Schedule. \$9,479/month plus benefits
- 11.2 Agreement, Professional Personnel Leasing (PPL)  
It was MSC (Range/Underhill, 5-0) to approve the agreement with PPL to employ Dr. Allan Kurki as the interim Deputy Superintendent/President, Executive Vice President, Instruction, effective June 11, 2008 through June 30, 2009. Fiscal Impact: \$1,855/month
- 12. INFORMATION/DISCUSSION**
- 12.1 Monthly Financial Reports  
Submitted as an informational item.



- 12.2 Distinguished Service – Patricia Barnett, Vira Embrey, and Mary Martin  
Submitted as an informational item.
- 12.3 Emeritus Status – Duane Buckles, Juanita A. Chou, and Thomas Faro  
Submitted as an informational item.

**13. REPORTS (3 minute limit per report)**

13.1 Foundation  
Ginger Ontiveros

13.2 Employee Groups

- a) CTA  
No report
- b) CSEA  
No report
- c) AFT Part-Time Faculty United  
No report

**14. TRUSTEE COMMENTS**

Don Nelson provided copies of the Board self-evaluation process to the Board of Trustees and the process that the Board members will use for their self- evaluation.

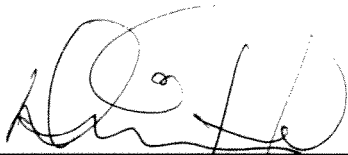
On behalf of the Board of Trustees, Board President, Donald Nelson presented Heena Mehra a plaque for outstanding performance serving as the student trustee.

Heena Mehra thanked everyone for their support during her tenure. She introduced next year's ASB President, Christina Zambrano, Magdalen Chavez, Public Relations Senator and Liane Greaver, Treasurer.

**15. Public Comments Related to Non-Agenda Items:** Victoria Hindes, Rita Doyle, David Chip and Magdalen Chavez

**16. Adjournment**

It was MSC (Range/Underhill, 5-0) to adjourn the meeting at 7:44p.m. The motion carried unanimously.

  
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Dennis Henderson, Clerk  
\_\_\_\_\_  
Date Approved