



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

Date: July 8, 2008

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

CALL TO ORDER

5:45 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on July 8, 2008 in the Board Room of the Administration building. Mr. Nelson, Board President called the meeting to order at 5:45 p.m.

TRUSTEE ROLL CALL: PRESENT: Donald Nelson, Board President; Angela Valles, Vice President; Joe Range, Trustee and Bettye Underhill, Trustee

ABSENT: Dennis Henderson, Clerk; Christina Zambrano, Student Trustee

MANAGEMENT PRESENT: Dr. Robert Silverman, Superintendent/President; Deedee Orta, Mary Pringle, Robert Sewell, Deanna Murphy, Greta Moon, Lori Kildal, Paul Williams, Rocio Chavez, Ginnie Moran and Suzie Selby (Recorder)

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: None

1. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Government Code Section 54956(a)

(1) Boenheim v. VVCCD, EEOC Charge No. 480-2008-02688

(2) Tortorici v. VVCCD, EEOC Charge No. 480-2008-02989

PUBLIC COMMENTS ON CLOSED SESSION ITEMS: None

At 5:48 p.m., Board President, Don Nelson, recessed to closed session.

Christina Zambrano, Student Trustee arrived at 5:56 p.m.

2. RECONVENE TO OPEN SESSION

At 6:02 p.m., Board President, Don Nelson, reconvened the meeting to open session.

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

3. Closed Session Report: None

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman reported on the following topics:

- Budget - No update from the state. The final budget in September 2008, will include no layoffs or reduction in any contractual agreements, e-mail to follow to the campus. There may still be a possibility of mid-year cuts from the state. The drop in interest rates have helped us.
- Potential bond progress – Dr. Silverman reported there was a significant meeting yesterday in Hesperia where the college may have the opportunity to get a 50 acre parcel of land with no money down. Request for board approval to proceed with the bond should be brought back at the August Board meeting.
- **Faculty Senate / Debra Blanchard**
Debra Blanchard welcomed Christina Zambrano.

Discussed the following topics:

- Senate will be changing officers on August 1, 2008, the new officers will be as follows:
Debra Blanchard - President
Lisa Harvey – Vice-President
Leslie Huiner – Secretary/Treasurer
Gary Menser – Past President
- SLO's- Debra Blanchard indicated we are approximately 75% completed at this time. Faculty is working on an additional 250 classes to be completed within 4-6 weeks, which will bring us to approximately 90% completion. Angela Valles, Vice President, inquired about a tracking software. Debra Blanchard indicated she will look into a curriculum wizard and report back.
- Assessments – Will begin on August 25, 2008.

PUBLIC COMMENTS RELATED TO AGENDA ITEMS:

Dave Chip, agenda item 8.2; Margaret Kagy, agenda item 5.35 and Arlene Greene, agenda item 5.31

5. CONSENT AGENDA

It was MSC (Underhill/Valles, 4-0, Henderson absent) to approve the consent items in one motion with item 5.31 and item 5.35 pulled for separate discussion.

5.1 Approval of the minutes of the May 28, 2008 special Board meeting and June 10, 2008 regular Board meeting

5.2 Out-of-State Travel – Student Travel Biology Department

Approval of the out-of-state student travel to the Big Island of Hawaii to attend the Biology 98/250 field trip from July 11, 2008 through July 23, 2008. Fiscal Impact: None

- 5.3 Agreement – Dr. Bonavita Quinto-MacCallum
Ratification of the agreement between Victor Valley Community College District and Dr. Bonavita Quinto-MacCallum. The period of this agreement is July 10, 2008 – December 13, 2008. Fiscal Impact: Title V Independent Grant budgeted item not to exceed \$4,800.00.
- 5.4 Curriculum Changes
Approval of the curriculum changes that have been recommended by the College Curriculum Committee. Fiscal Impact: None
- 5.5 Agreements - Myrna Foster, David Pike, Marsha Switzer, and Leticia Topete
Ratification of the agreements between Victor Valley Community College District and Myrna Foster, David Pike, Marsha Switzer, and Leticia Topete to provide guest lecturer services to Upward Bound and Upward Bound Math & Science participants during the 2008 Summer Academy. The period of this agreement is from June 16, 2008 through July 23, 2008. Fiscal Impact: Upward Bound Grants budgeted items not to exceed \$6,000.00.
- 5.6 Agreement – San Antonio Community Hospital
Ratification of the agreement between Victor Valley Community College District and San Antonio Community Hospital to provide clinical learning facilities. The period of the agreement is July 1, 2008 through July 1, 2009. Fiscal Impact: None
- 5.7 Sabbatical Leave Report – Pamela J. MacKay, Biology Department
Approval of the Sabbatical Leave Report submitted by Pamela J. MacKay for spring 2008.
- 5.8 Contract Education Services – Such A Voice
Ratification of the agreement between Victor Valley Community College District and Such a Voice to each participants how to market one's self around the competition and turn voice-overs into a thriving full or part-time business. The period of this agreement is for October 28, 2008. Fiscal Impact: \$350.00 to the District.
- 5.9 Contract Education Services – Crunch Time Consultant Services (C.T.C.S.)
Approval of the agreement between Victor Valley Community College District and Crunch Time Consultant Services (C.T.C.S.) to provide career planning in law enforcement. The period of this agreement is for November 8, 2008. Fiscal Impact: \$1,100.00 to the District.
- 5.10 Contract Education Services – Learn CPR 4 LIFE
Ratification of the agreement between Victor Valley Community College District and Learn CPR 4 LIFE to provide CPR and first aid workshops. The period of this agreement is July 1, 2008 through December 13, 2008. Fiscal Impact: \$9,000.00 to the District.
- 5.11 Contract Education Services – El-Pescador Mexican Restaurant
Ratification of the agreement between Victor Valley Community College District and El-Pescador Mexican Restaurant to obtain a food handlers certification card. The period of this agreement is May 15, 2008 through May 15, 2009. Fiscal Impact: \$300.00 to the District.
- 5.12 Contract Education Services – Archangel
Approval of the agreement between Victor Valley Community College District and Archangel for retirement planning. The period of this agreement is September 27, 2008 through October 7, 2008. Fiscal Impact: \$2,000.00 to the District.

- 5.13 Contract Education Services – BooksAmerica
Ratification of the agreement between Victor Valley Community College District and BooksAmerica. The period of this agreement is for June 14, 2008. Fiscal Impact: \$900.00 to the District.
- 5.14 Contract Education Services – Roger Burgraff, Ph.D.
Approval of the agreement between Victor Valley Community College District and Roger Burgraff, Ph.D. The period of this agreement is for September 27, 2008. Fiscal Impact: \$1,000.00 to the District.
- 5.15 Agreement – Independent Contractor
Ratification of an Independent Contract Agreement between Non-Profit Services and between Victor Valley Community College District to provide resource development, grant writing, and program reporting to the Associate Degree in Nursing (ADN) Program at Victor Valley Community College. Fiscal Impact: Funded by the Enrollment Growth and Retention Grant, not to exceed \$57,600.00.
- 5.16 Agreement – Business Security Solutions, Inc.
Ratification of the agreement with Business Security Solutions to purchase 1100 additional user subscriptions to Websense Security Suite. Fiscal Impact: \$7,696.98, budgeted item.
- 5.17 Agreement Renewal – iAnywhere Solutions, Inc.
Ratification of the agreement with iAnywhere Solutions, Inc. to provide support for the SQL Anywhere software program. Fiscal Impact: \$600.00, budgeted item.
- 5.18 Agreement – Novacoast – Storage Area Network (SAN)
Ratification of the agreement with Novacoast for the purchase and installation of an additional Storage Area Network (SAN). Fiscal Impact: \$37,001.00, budgeted item.
- 5.19 Agreement Renewal – Tier Technologies, Inc.
Ratification of the agreement with Tier Technologies to provide support for the Tier software program which is used for the online student registration system. Fiscal Impact: \$7,272.00, budgeted item.
- 5.20 Board of Trustees Budget Transfer Request Report
Approval of Trustees budget transfers. Fiscal Impact: None
- 5.21 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.22 Increase Contract Amount – Brickley Environmental
Ratification of the agreement with Brickley Environmental for additional work to remove asbestos containing tiles in the Auxiliary Gymnasium. Fiscal Impact: \$1,160.00 – Fund 71 expenditure. (This project is partially State funded and a portion of this may be reimbursable through the State. Any portion that is not reimbursable has been previously budgeted).
- 5.23 Agreement – Gale/Jordan Associates, Inc.
Ratification of the agreement with Gale/Jordan Associates, Inc. for additional work to monitor the process of the additional removal of asbestos containing tiles in the Auxiliary Gymnasium. Fiscal Impact: \$758.00 – Fund 71 expenditure. (This project is partially State funded and a portion of this may be reimbursable through the State. Any portion that is not reimbursable has been previously budgeted).

- 5.24 Agreement – Journal Communications
Ratification of the agreement with Journal Communications for multi-media marketing.
Fiscal Impact: \$630.00
- 5.25 Agreement – Idearc Media
Ratification of the agreement with Idearc Media for phone listing and advertising in the yellow and white pages of the Verizon phone directory. Fiscal Impact: \$1,380.40 per month for a total of \$16,564.80 from the Public Information Office advertising budget.
- 5.26 Outside Contractor Fees
Approval of the outside contractor fee for legal fees. Fiscal Impact: \$415.90
- 5.27 Claims Administration Services Agreement
Approval of the agreement with Keenan & Associates for Claims Administration Services for the 2008-2009 fiscal year. Annual minimum fee: \$4,000.00 – Annual Maximum Fee: \$14,000.00.
- 5.28 New Classified Position and Job Description – Lead Systems Programmer/Analyst
Approval of the new classified position and placement on the classified salary schedule.
Fiscal Impact: \$5,515/month plus benefits.
- 5.29 Agreement – Community College Search Services
Approval of the agreement with Community College Search Services to employ an Interim Deputy Superintendent/Executive Vice President.
Fiscal Impact: \$1547.00/month.
- 5.30 New Classified Position and Job Description – Curriculum & Scheduling Coordinator
Approval of the new job description and placement on the classified salary schedule.
Fiscal Impact: \$4310.00/month plus benefits.
- 5.31 **PULLED FOR SEPARATE DISCUSSION & VOTE:** New Management Job Description – Executive Dean, Technology & Information Systems
Approval of the new job description for the Executive Dean, Technology & Information Systems. Fiscal Impact: None
- 5.32 Agreement - Learn CPR 4 LIFE
Ratification of the agreement between Victor Valley Community College District and Learn CPR 4 LIFE to provide CPR and first aid training. The period of this agreement is for June 11, 2008. Fiscal Impact: Upward Bound Grant and Upward Bound Math & Science Grant budgeted items not to exceed \$900.00.
- 5.33 Revised Management Position and Job Description – Deputy Superintendent/Executive Vice President
Approval to update the management position and job description for the Deputy Superintendent/Executive Vice President. Fiscal Impact: None
- 5.34 Deletion of Management Position – Coordinator, Curriculum & Scheduling
Approval to delete the management position of Coordinator, Curriculum & Scheduling, effective July 1, 2008. Fiscal Impact: Savings of \$342 to \$438 per month for the Coordinator, Curriculum & Scheduling position.

5.35 **PULLED FOR SEPARATE DISCUSSION & VOTE: Independent Contractor Agreement - Norman A. Traub Associates Investigation Services**

Authorization of the agreement between Victor Valley Community College District and Norman A. Traub Associates Investigation Services to conduct an investigation regarding complaints filed. The period of this agreement is from July 8, 2008 through completion of investigation. Fiscal impact: \$130.00 per hour plus expenses.

6. **BOARD OF TRUSTEES**

6.1 **Separate approval of items pulled from consent agenda.**

5.31 **New Management Job Description – Executive Dean, Technology & Information Systems**

- Motion to open 5.31 (Valles/Range), no vote.
- Motion to amend 5.31 to include “**level 22 for the salary range**”. MSC (Nelson/Valles, 4-0, Henderson absent)).
- MSC (Valles/Range, 4-0, as amended) to approve the item.
- Rocio Chavez clarified the correct salary range level. Bettye Underhill, Trustee, moved to amend 5.31 to “**level 20 for the salary range**”. MSC (Underhill/Range, 4-0, Henderson absent)).
- MSC (Range/Underhill, 4-0, as amended, Henderson absent)) to approve the item.

5.35 **Independent Contractor Agreement - Norman A. Traub Associates Investigation Services**

- Motion to open 5.35 (Underhill/Valles), no vote.
- Motion to amend the agreement between Victor Valley Community College District and Norman A. Traub Associates to add “**not to exceed (NTE) \$8000.00**” and to remove the word “**draft**” from the agreement. MSC (Valles/Underhill, 4-0, Henderson absent))
- MSC (Underhill/Valles, 4-0, as amended, Henderson absent)) to approve the item.

8. **INSTRUCTION**

8.1 **Course Sequencing Plan – San Bernardino County Superintendent of Schools Regional Occupational Programs**

It was MSC (Underhill/Valles, 4-0, Henderson absent)) to approve a course sequencing plan between the San Bernardino County Superintendent of Schools Regional Occupational Programs and Victor Valley Community College District. The course sequencing plan is from June 30, 2009 through June 30, 2013.

Fiscal Impact: None

8.2 **Adopt a Resolution – Grant Agreement – Child Development Services CPRE – 8296**

It was MSC (Underhill/Range, 4-0, Henderson absent)) to approve the adoption of the resolution for the Child Development Services Grant Agreement –CPRE-8296 with the California Department of Education for the 2008-2009 fiscal year for the State Preschool Program. Fiscal Impact: \$250,074.00 to the District.

10. **ADMINISTRATIVE SERVICES**

10.1 **Foundation Donations**

It was MSC (Range/Underhill, 4-0, Henderson absent)) to approve the acceptance of donations as college property from the Victor Valley District Foundation for a total of \$109,380.27. Fiscal Impact: N/A

11. HUMAN RESOURCES

11.1 Foundation Employment Agreements

It was MSC (Range/Underhill, 4-0, Henderson absent)) to approve the agreement with the Foundation for the employment of the Foundation's Executive and Executive Financial Assistant. Fiscal Impact:

No fiscal impact to the district; funds are reimbursed by the Foundation.

11.2 Management Appointment – Christopher Cole O'Hearn, Interim Deputy Superintendent/Executive Vice President

It was MSC (Range/Underhill, 4-0, Henderson absent)) to approve the management appointment for the Interim Deputy Superintendent/Executive Vice President.

Fiscal Impact: \$15,471.00/month plus benefits.

11.3 Management Appointment – Patricia Luther, Dean of Health Sciences and Public Safety.

It was MSC (Range/Underhill, 4-0) to approve the management appointment for the Dean of Health Sciences and Public Safety.

Fiscal impact: Range 20 on the Management Salary Schedule, \$9,479.00/month plus benefits.

11.4 Management, Interim Appointment – Jeffrey Holmes, Dean of Instruction, Vocational Education.

It was MSC (Range/Underhill, 4-0, Henderson absent)) to approve the management appointment for the Interim Dean of Instruction, Vocational Education.

Fiscal impact: Range 20 on the Management Salary Schedule, \$10,456.00/month plus benefits.

12. INFORMATION/DISCUSSION

12.1 Emeritus Status

Submitted as an informational item.

12.2 Monthly 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

Ginger Ontiveros reported on the following:

- New Foundation President – Bruce Fay
- Hall of Fame Nomination

13.2 Employee Groups

a) CTA (Mike Smith) - Absent

b) CSEA (Dave Chip substituted for Jim Murray)

Dave Chip reported on the following:

- Accreditation and Shared Governance Communications
- Grievances

c) AFT Part-Time Faculty United - Absent

14. TRUSTEE COMMENTS

• **ASB President –Christina Zambrano**

Christina Zambrano reported on the following:

- Introduction of new officers
- ASB newsletter to Board and invitation to the ASB Retreat (July 25-28, 2008)
- Art & music events announcement
- PTK induction invitation
- Honorary membership to Dr. Robert Silverman and Pierre Barrera


15. Public Comments Related to Non-Agenda Items:

The following individuals made comments with respect to non-agendized items:

- David Chip (CDC)
- Margaret Kagy (5.35 vs. 11.2 & 11.4; CDC and Educational Master Plan)
- Scott Eckert.(Citizens for Sensible Development, WalMart)

16. ADJOURNMENT

It was MSC (Underhill/Valles, 4-0, Henderson absent) to adjourn the meeting at 7:13 p.m.
The motion carried unanimously.



Dennis Henderson, Clerk



Date Approved