



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

Date: September 9, 2008

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

CALL TO ORDER

6p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on September 9, 2008 in the Board Room of the Administration building. Mr. Nelson, Board President called the meeting to order at 6 p.m.

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

MANAGEMENT PRESENT: Dr. Robert Silverman, Superintendent/President. Dr. Christopher O'Hearn, Interim, Deputy Superintendent/Executive Vice President, Instruction Fusako Yokotobi, Vice President, Human Resources, and Annette McComas (Recorder)

PLEDGE OF ALLEGIANCE

Bill Greulich led the Pledge of Allegiance to the Flag.

Mr. Nelson announced that the lease agreement for item 10.5 had a correction and copies were available to the public.

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: The following individual made a comment with respect to noted agenda items: Margaret Kagy (5.15, 5.16, and 10.3)

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman introduced Fusako Yokotobi, the new Vice President of Human Resources.

Dr. Silverman provided a summary of the 2008-2009 fiscal year budget. The budget is balanced, ending this year with a 6.56% reserve which was originally projected at 3.5%. There are no layoffs anticipated at this time. At this time, the State of California has not come up with a budget. We are ending this year with a 6.56% reserve which was originally projected at 3.5%.

Enrollment growth strategies were presented. The college is experiencing the fastest growth this term. If we can achieve 10,000 FTES next year we could receive the \$1M funding from the state the following year. The extra unfunded FTES will cost \$300,000 to get to 10,000 FTES which has been built into the budget. The downside risk is it could take longer to get to 10,000 FTES if the Chancellor's office makes a bad decision. Once the funding is received, we need to ensure that we can services the students appropriately.

Following Dr. Silverman's report, Ms. Pringle reviewed the budget assumptions that were approved in March and how the budget has changed. The good news is the budget is balanced for the 2008/09 fiscal year. The budget was built with 4 new faculty and 3 classified positions. The ending fund balance is 6.56%.

Mr. Range left at 7:02 p.m.

Mr. Range arrived at 7:04 p.m.

Faculty Senate – Debra Blanchard

Ms. Blanchard presented information on academic and professional matters which relate to Title 5. The senate had their first meeting of the year and thanked Dr. O'Hearn and Mr. Homes for attending. Senate meetings are held the first Thursday of the month at 3:30 p.m. The senate is planning a memorial for Robert Fedderson. The first plenary session is scheduled in October. The senate would like to see replacement of vacated positions. Lisa Harvey was introduced as the new senate Vice President and SLO coordinator.

5. CONSENT AGENDA

It was MSC (Valles/Underhill 5-0) to approve the consent items in one motion as amended with agenda items 5.15 and 5.16 pulled for separate discussion by Mr. Nelson.

5.1 Approval of the minutes of the July 31, 2008 special Board meeting and August 5, 2008 regular Board meeting

5.2 Contract Education Services – Green Mango Thai Bistro

Ratification of the agreement between Victor Valley Community College District and Green Mango Thai Bistro to obtain a food handlers certification card. The period of the agreement is June 26, 2008 through June 26, 2009. Fiscal Impact: \$210.00 to the District.

5.3 Contract Education Services – Pho Cuong – Vietnamese Restaurant

Ratification of the agreement between Victor Valley Community College District and Pho Cuong – Vietnamese Restaurant to obtain a food handlers certification card. The period of the agreement is June 27, 2008 through June 27, 2009. Fiscal Impact: \$300.00 to the District.

5.4 Contract Education Services – Amvets

Ratification of the agreement between Victor Valley Community College District and Amvets to obtain a food handlers certification card. The period of the agreement is August 7, 2008 through August 7, 2009. Fiscal Impact: \$300.00 to the District.

5.5 Contract Education Services – Molly Brown's

Ratification of the agreement between Victor Valley Community College District and Molly Brown's to obtain a food handlers certification card. The period of the agreement is July 18, 2008 through July 18, 2009. Fiscal Impact: \$750.00 to the District.

- 5.6 Contract Education Services – Rounds, Miller and Associates
Ratification of the agreement between Victor Valley Community College District and Rounds, Miller and Associates to conduct workshops. The period of the agreement is July 12, 2008 through November 8, 2008. Fiscal Impact: \$1,800.00 to the District.
- 5.7 Contract Education Services – Chili's Restaurant
Ratification of the agreement between Victor Valley Community College District and Chili's Restaurant to obtain a food handlers certification card. The period of the agreement is June 17, 2008 through June 17, 2009. Fiscal Impact: \$600.00 to the District.
- 5.8 Ebmeyer Charter and Tour
Ratification of the contract with Ebmeyer Charter and Tour to provide transportation for the men/women's soccer team and the Intercollegiate football team during the fall 2008 term. Fiscal Impact: Athletics Budgeted item, not to exceed \$22,932.00
- 5.9 Agreement for Additional Services – Spencer/Hoskins Associates
Ratification of the agreement for additional services with Spencer/Hoskins Associates for the Seismic Replacement Auxiliary Gymnasium. Fiscal Impact: \$4,660.00 – Fund 71 expenditure. (This project is partially State funded and a portion of this may be reimbursable through the State.)
- 5.10 Agreement – El Dorado Broadcasters, LLC
Ratification of the agreement between Victor Valley Community College District and El Dorado Broadcasters, LLC to continue advertising registration information for the fall term. Fiscal Impact: \$2,982.00 from the Public Information department's advertising funds.
- 5.11 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.12 Board of Trustees Transfer Request Report
Approval of the Board of Trustees Transfer Request Report. Fiscal Impact: None
- 5.13 Agreement – Oliver Construction
Ratification of the agreement between Victor Valley Community College District and Oliver Construction to pour a concrete equipment pad for the emergency generator in the gym. Fiscal Impact: \$800.00 Budgeted Item.
- 5.14 Agreement – Galaxy Moving
Ratification of the agreement between Victor Valley Community College District and Galaxy Moving to move the Fiscal Services Department. District maintenance staff was not available due to preparation requirements for the beginning of the fall semester. Fiscal Impact: \$650.00 Budgeted Item.
- 5.15 **PULLED FOR SEPARATE DISCUSSION** Agreement Renewal – Keenan & Associates
Ratification of the agreement between Victor Valley Community College District and Keenan & Associates to provide loss control services as needed for the 2008-09 fiscal year. Fiscal Impact: Not to exceed \$20,000.00 - Budgeted Item.
- 5.16 **PULLED FOR SEPARATE DISCUSSION** Agreement Renewal – Keenan & Associates
Ratification of the agreement between Victor Valley Community College District and Keenan & Associates to provide property and casualty claims administration needed for the 2008-09 fiscal year. Fiscal Impact: Not to exceed \$14,000.00 - Budgeted Item.

- 5.17 American Medical Response
Approval of the contract with American Medical Response to provide on-site ambulance for home football games for the fall 2008 season. Fiscal Impact: Athletics budgeted item, not to exceed \$1,125.00
- 5.18 Agreement – Lucerne Valley Academy, Inc.
Ratification of the Memo of Understanding with Lucerne Valley Career Academy, Inc. to rent one modular unit located in the Humanities Complex, Building 80. Length of the contract is September 1, 2008 – June 30, 2009. Fiscal Impact: \$22,560.00 per year to the district.
- 5.19 Authorized Signatory
Approval for Fusako Yokotobi to represent the board in the cases listed for the fiscal year 2007-2008 per Education Code 72282. Fiscal Impact: None
- 5.20 H&E Equipment Services
Approval of the agreement with H&E Equipment Services, Inc. to provide two scissor lifts for the football team's home games. Fiscal Impact: Budgeted item, Athletics budget, not to exceed \$2,200.00.
- 5.21 Resolution – Investment Banking Services
Approval of the resolution to change the name of our investment banking service provide for the election and potential general obligation bond from UBS Securities to Piper Jaffray & Co. Fiscal Impact: None. This is only to change the name of the investment banking firm.

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda.

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5.16 PULLED FOR SEPARATE DISCUSSION Agreement Renewal – Keenan & Associates

Ratification of the agreement between Victor Valley Community College District and Keenan & Associates to provide property and casualty claims administration needed for the 2008-09 fiscal year. Fiscal Impact: Not to exceed \$14,000.00 - Budgeted Item.

It was MS (Valles/Henderson) to send the contracts back and have them appropriately signed.

Following discussion, it was MSC (Range/Nelson, 5-0) to amend the previous motions made by Ms. Valles and Mr. Henderson and to ask Dr. Silverman to obtain the appropriate signatures on the contract as soon as possible with a copy sent to the board members.

10. ADMINISTRATIVE SERVICES

10.1 Foundation Donations

It was MSC (Underhill/Range, 5-0) to accept the donations as college property from the Victor Valley District Foundation for a total of \$76,312.42. These donations are for the period ending July 31, 2008. Fiscal Impact: N/A

10.2 Draw Down Funds from the Guaranteed Investment Contract (GIC)

It was MSC (Valles/Underhill, 5-0) to approve the draw down of funds from the Guaranteed Investment Contract to balance the 2008-09 unrestricted General Fund budget. Fiscal Impact: A transfer of funds from the district's reserve to the General Operating Budget is required to meet the needs of the 2008-09 budget. Should the district's debt obligation be retired through a General Obligation Bond, the amount of the draw down would be reduced.

10.3 Public Hearing and Adoption of the 2008 – 2009 Budget

Adoption of the 2008-2009 budget as presented. Fiscal Impact: Formally establishes budget.

The Board President, Don Nelson declared the public hearing open. Hearing no comments, the Board President declared the public hearing closed.

It was MSC (Underhill/Valles, 5-0) to adopt the 2008-2009 budget.

10.4 Agreement – Piper Jaffray & Co.

Following discussion, it was MSC (Range/Underhill, 5-0) to approve the agreement with Piper Jaffray & Co., not to exceed one percent of the principal amount of each bond issue, plus reimbursement of reasonable out-of-pocket expenses. Fiscal Impact: One percent of principal amount of each, estimated \$2,975,000 plus reimbursement of reasonable out-of-pocket expenses, to be paid from bond proceeds. Note: If the bond measure does not pass, there will be no fees charged by Piper Jaffray & Co.

10.5 Lease – Old Town Center - Victorville

It was motioned by Dr. Underhill and seconded by Mr. Range S to approve the lease agreement (as amended dated September 9, 2008) with 126 Company LLC – Jacob Shemtov to establish an Education Center in Victorville at a monthly charge of \$1,700.00. Fiscal Impact: Monthly lease amount will be \$1,700.00

Following discussion, the motions made by Dr. Underhill and Mr. Range were withdrawn to allow Mr. Nelson to change the wording to include the amended date of September 9, 2008.

It was MSC (Henderson/Underhill, 5-0) to approve the lease agreement as amended.

11. HUMAN RESOURCES

11.1 Revised Management Position and Job Description – Director of Evening Operations, Instructional Support Programs

It was MSC (Underhill/Range, 5-0) to approve the updated job description and placement on the management salary schedule as listed. Salary Schedule, \$14,313/month plus benefits.

13. REPORTS (3 minute limit per report)

13.1 Foundation

Ginger Ontiveros reported on:
Scholarship ceremony
Alumni Hall of Fame nominations
Welcomed new members to the Foundation
Old Town Center Signage grant
Distributed copies of the mailer for the bond for information

13.2 Employee Groups

- a) Michael Smith reported on:
Plan
Old Town Center
Alternative forms or revenue
No outstanding grievances
MOU – facilitate department chair elections
- b) CSEA
Jim Murray reported on:
Resolving issues
CDC
Campus Police department
The need to replace vacant positions and not create new positions
- c) AFT Part-Time Faculty United
Valerie Frangelica

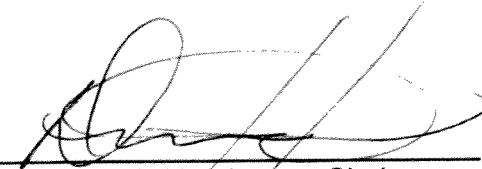
14. TRUSTEE COMMENTS

Christina Zambrano reported on:
Welcome week
September 6 – fishing tournament
Peace Jam
September 11 Memorial
Phoenix Foundation

15. The following individual made a comment with respect to non-agenized items: Margaret Kagy

16. Adjournment

It was MSC (Underhill/Valles, 5-0) to adjourn the meeting at 7:50 p.m. The motion carried unanimously.



Dennis Henderson, Clerk



Date Approved