



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

Date: September 11, 2007

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 September 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; Thomas M. Elder II, Trustee; Donald Nelson, Clerk; Bettye Underhill, Trustee

Absent: Heena Mehra, Student Trustee

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: Marianne Tortorici led the Pledge of Allegiance to the Flag.

Heena Mehra, Student Trustee arrived at 5:45 p.m.

2. 2007-2008 Budget Workshop

5-6 p.m.

Bruce Baron provided a review of the 5-year budget plan with a focus on the 2007-08 final budget which the board will be asked to approve at the regular session. This budget is based a lot on growth and investment in the future of the college. The College is looking at an aggressive growth projection for a 5-year plan, with a 29% overall projected growth, 5% this year and 6% over the next 4 years. A 5% reserve is not adequate for a college of this size; therefore a 10% reserve fund is anticipated by the year 2011-12. One-time reserve funds to balance the budget and to stabilize operations will be used until revenue from enrollment growth will constitute the difference. The value of enrollment was presented which demonstrated that one student, in one class, for one hour, creates an \$8 revenue to the College. Various sources of revenue were presented with 58% coming out of state appropriation funds.

At 5:30 p.m., Board President, Joe Range recessed the 2007-2008 Budget Workshop.

BOARD OF TRUSTEES: Tom Elder, Dennis Henderson, Donald Nelson, Joe Range, Bettye Underhill, ASB Member

2. OPEN SESSION

6 p.m.

At 6:01 p.m. Board President, Joe Range convened to open session. Mr. Nelson led the Pledge of Allegiance to the Flag. In recognition of the victims of the 9-11 attack, Mr. Range began the meeting with a silent remembrance.

DELETIONS/CORRECTIONS TO AGENDA: Item 5.6 was deleted

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: None

3. Governing Board

Bettye Underhill and Dennis Henderson

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman provided an update regarding the recent assault that happened on campus. An investigation is being conducted and no findings have been provided. Additional security presence on campus has been initiated.

Dr. Silverman reported that Child Development Center situation continues to be an ongoing saga. Alternative solutions have been reviewed which has caused additional problems. It is possible that the Child Development Center is still is too large and needs to be reduced even more. With the costs continuing to rise, this program continues to be problematic. The Child Development Center committee will continue meeting to develop additional solutions. Mr. Range commended Dr. Silverman on the work that he has done with everyone.

5. CONSENT AGENDA

It was MSC (Nelson/Underhill, 5-0) to approve the consent items in one motion as amended with item 5.6 deleted.

5.1 Approval of the minutes of the August 14, 2007 regular Board meeting

5.2 Approval of the minutes of the August 16, 2007 special Board meeting

5.3 Ratification of the following contracts that were approved by Dr. Silverman, Superintendent/President or his designee per Board Policy 2430. These contracts are available to the public in the Superintendent/President's office.

VENDOR	DESCRIPTION	Amount	Approved by Legal Counsel
One Cup at a Time	To establish new coffee house service On campus to compliment existing food services. This is a revenue generating agreement for one year	\$1,000/month Income to the District	YES
Southern California Edison	Solar Incentive Program	Revenue to the District in the form of incentive money	YES
Contract Education Services	Retirement Planning, Federal Income Tax Preparation, Certified Food Worker Certification	\$5,300.00	N/A
John Tonyan	Tune and service music department and PAC pianos	NTE \$2,200.00	N/A

iParadigms, LLC	Annual service fee for institutional license and Turnitin plagiarism prevention for institutional license	\$8,430.83	N/A
-----------------	---	------------	-----

- 5.4 Management: Revised Job Description, Reclassification – Director of TRIO Programs
Approval of revised job description and salary placement for the Director of TRIO Programs effective October 1, 2007. Fiscal Impact: \$812/monthly
- 5.5 Classified Position Increase
Approval to increase the CDC Permit teacher from a 75% classified position to a 100% classified position at Level 13, effective August 27, 2007 and Office Assistant, Nursing Department, from a 75% classified position to a 100% classified position at Level 10, effective August 20, 2007. Fiscal Impact: \$770/monthly
- 5.6 DELETED Revised Classified Job Description – Student Services Specialist II
Approval of the revised job description for the Student Services Specialist II position for Beth Roberts, Lilia Garcia and Pat Montgomery with no change in salary placement. Fiscal Impact: None
- 5.7 Classified New Positions – Admissions and Records Assistant, Career Pathways and Orientation Coordinator, and Upward Bound Coordinator
Approval of the new positions of Admissions and Records Assistant, Career Pathways and Orientation Coordinator, and Upward Bound Coordinator. Salary schedule placement is pending negotiations with CSEA. Fiscal Impact: \$8,092/month
- 5.8 Agreement – Child Development Services CCAP-7318
Approval of the agreement with the Department of Education for Child Development Services Agreement #CCAP-7318. Fiscal Impact: \$3,241.00 to the District
- 5.9 Adopt a Resolution - Child Development Services CCAP-7318
Adopt a resolution for Child Development Services Grant Agreement, CCAP-7318 with the California Department of Education Services for the 2007-2008 fiscal year for the Infant Toddler Resource Programs. Fiscal Impact: None to the District.
- 5.10 Rescind – Board Delegated Authorized Signatory
Approval to rescind all previous signatory of the former employees listed effective immediately. Fiscal Impact: None
- 5.11 Board of Trustees Budget Transfers
Approval of the budget transfers as presented.
- 5.12 Board of Trustees Payments Reports
Approval of the Board of Trustees Payments Report.
- 5.13 Donations
Acceptance of donations as college property from the Victor Valley District Foundation for a total amount of \$114,917.67 for the period ending July 31, 2007.
- 5.14 Amend Agreement – Cal K12 Construction Management – Advanced Technology Center
Approval of the amendment to the agreement with Cal K-12 Construction Management. Fiscal Impact: 143,713.00 (This project is State funded and will be 100% reimbursable to the District through Fund 71 up to the approved contract amount.)

- 5.15 Amend Agreement – Cal K12 Construction Management – Speech/Drama Addition
Approval of the amendment agreement with Cal K12 Construction Management. The original budget development for the Speech/Drama Addition project was based on State funding only. The cost estimate for construction management was 7.5% of the State budgeted construction cost, or \$537,450.00. This figure was based on a construction cost estimated in 2005 and was to be revised when a final construction budget was established. Actual construction cost for this project is \$10,947,512.00, an increase of \$3,781,512.00 the amendment to the contract will reflect 7.5% of the actual construction costs. Fiscal Impact: \$283,613.00
- 5.16 Change Order – Champion Electric- Speech/Drama Addition
Ratification of the Change Order with Champion Electric. Fiscal Impact: \$8,484.00
Budgeted Item
- 5.17 Change Order – Daart Engineering – Speech/Drama Addition
Ratification of the Change Order with Daart Engineering. Fiscal Impact: \$12,607.00
Budgeted Item
- 5.18 Change Order – Pro-Craft Plumbing Co. – Advanced Technology Center
Ratification of the Change Order with Pro-Craft Plumbing Co. Fiscal Impact: \$6,079.80
(This project is State funded and will be 100% reimbursable to the district through Fund 71 up to the approved contract amount.)
- 5.19 Change Order – Air-Ex Air Conditioning – Speech/Drama Addition
Ratification of the Change Order with Air-Ex Air Conditioning. Fiscal Impact: \$58,648.20
- 5.20 Change Order – Nibbellink Masonry Construction – Advanced Technology Center
Ratification of the Change Order with Nibbellink Masonry Construction. Fiscal Impact: \$4,163.66.
- 5.21 Change Order – Elljay Acoustics – Advanced Technology Center
Ratification of the Change Order with Elljay Acoustics. Fiscal Impact: \$2,783.00 to the District.
- 5.22 Change Order – KCB Towers – Advanced Technology Center
Ratification of the Change Order with KCB Towers. Fiscal Impact: \$34,918.12 to the District.
- 5.23 Change Order – Caston Plastering & Drywall – Speech/Drama Addition
Ratification of the Change Order with Caston Plastering & Drywall. Fiscal Impact: \$27,765.10
- 5.24 Change Order – Lozano Caseworks, Inc. – Advanced Technology Center
Ratification of the Change Order with Lozano Caseworks, Inc. Fiscal Impact: \$50,910.00 to the District.

5.25 Requirement to Support Cell Phones for Staff

Approval of the stipend in the amount of \$50.00 per month for Babette Dersham, Tim Isbell, and Rodrick Morgan. Fiscal Impact: \$50.00 per month for \$600.00 annually per employee.

5.26 Request for Proposal (RFP) – Analysis of Information Technology

Approval of the initiation of the process to advertise an RFP (Request for Proposal) for a comprehensive analysis of all areas of information technology and to make recommendations on how to build the appropriate infrastructure for the future. Fiscal Impact: None at this time

5.27 Grant Agreement – California State Department of Social Service Independent Living Program

Acceptance of the Grant Agreement with the Foundation for California Community Colleges for the California State Department of Social Service, Independent Living Program from July 1, 2007 through June 30, 2008. Fiscal Impact: \$10,200.00 to the District.

5.28 RGP Planning and Development Services

Ratification of the agreement with RGP Planning and Development Services in the amount of \$53,400.00 for the Program Environmental Impact Report for the 2007 Facilities Master Plan. Fiscal Impact: \$53,400.00

5.29 Maintenance Renewal – Nexus Integration Services

Ratification of the Cisco SmartNet agreement to renew the warranty on all campus Cisco supported devices to include network switches, routers, bridges, servers, phones and software. Fiscal Impact: \$44,452.74

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Separate approval of items pulled from consent agenda

10.1 ADMINISTRATIVE SERVICES

10.1 Public Hearing and Adoption of the 2007-2008 Budget

The Board president declared the public hearing open. Mr. Nelson complimented Mr. Baron on his outstanding budget presentation. Hearing no additional comments, the Board president declared the public hearing closed.

It was MSC (Underhill/Elder, 5-0) to adopt the 2007-2008 budget.

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

It was MSC (Elder/Nelson, 5-0) to approve to draw down of funds from the Guaranteed Investment contract in the amount of \$4,800,000.00 during fiscal year 2007-08. Fiscal Impact: The necessity to balance our General Fund budget which is not possible without using the Guaranteed Investment Contract funds in accordance with the five year plan.

10.3 Agreement Renewal – MLS Technologies, Inc.

It was MSC (Underhill/Elder, 5-0) to approve the renewal agreement with MLS Technologies for consulting services. Fiscal Impact: Budgeted Item, not to exceed \$208,000.00

- 10.4 Change Order – RDM Electric Company, Inc. – Advanced Technology Center
It was MSC (Underhill/Nelson, 5-0) to approve the Change Order with RDM Electric Co., Inc. Fiscal Impact: \$75,091.03 (This project is State funded and will be 100% reimbursable to the district through Fund 71 up to the approved contract amount.)

11. HUMAN RESOURCES

- 11.1 District Initial Negotiations Proposal for AFT Contract
The Board President declared the public hearing open. Hearing no comments, the Board President declared the public hearing closed.

12. INFORMATION/DISCUSSION

- 12.1 AFT-PTFU Initial Negotiations Proposal to District
Submitted as an informational item.
- 12.2 First Reading:- District Vision, Mission, Values and Goals
Submitted as an informational item. Dr. Silverman commended the college on working effectively and efficiently on the first reading of the District's Vision, Mission, Values and Goals.
- 12.3 Revised Board Policy #5030 – First Reading
Submitted as an informational item. Dr. Silverman announced that this policy was revised in accordance to a recommendation by the outside auditor. The College Council, which includes representatives from all campus constituent groups, reviewed and approved this policy revision on August 30, 2007.

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 Shared Governance
- a) ASB
Heena Mehra September 27th board candidates forum
 - b) Faculty Senate
No report
- 13.3 Employee Groups
- a) CTA
Mike Smith
 - c) CSEA
No report
 - d) AFT Part-Time Faculty United
Emily Selden replaced Neal Kelsey

14. TRUSTEE COMMENTS

Don Nelson

PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: The following individuals made comments with respect to non-agendized items: Tammy Brown and Dewey Kelleygray

15. ADJOURNMENT

It was MSC (Nelson/Elder, 5-0) to adjourn the meeting at 6:51 p.m. The motion carried unanimously.



Donald Nelson, Clerk

10-9-07

Date Approved