



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

Date: September 13, 2011

Place: **Workshop:** 5-5:45 p.m., Staff Lounge, Victor Valley Community College 18422 Bear Valley Road, Victorville, CA 92395
Closed Session: 5:45-6 p.m. West Wing Conference Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395
Open Session: 6 p.m. Board Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

AGENDA ~ Board Room

CALL TO ORDER

The Board of Trustees of the Victor Valley Community College District met in Open Session on September 13, 2011 in the Board Room of the Administration Building. Mr. Henderson, Board President called the meeting to order at 5:00 p.m.

TRUSTEE ROLL CALL: Dennis Henderson, Board President; Joe Range, Vice President; Lorrie Denson, Clerk; Michael Krause, Trustee; Joseph W. Brady, Trustee; Christopher Dustin, Student Trustee.

PLEDGE OF ALLEGIANCE

Peter Allan led the Pledge of Allegiance to the Flag.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

Christopher O'Hearn announced the deletion of item #15.

At 5:02 p.m. Board President Henderson adjourned to the budget workshop.

WORKSHOP ~ Staff Lounge

Budget Workshop (Staff Lounge)

CLOSED SESSION ~ West Wing Conference Room

At 6 p.m. Board President Henderson called the meeting to order and announced the items considered for Closed Session.

3. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATIONS –Government Code Section 54957.6

District Representative: Fusako Yokotobi

Employee Organization: AFT Part-Time Faculty United

BOARD OF TRUSTEES: Dennis Henderson, Joe Range, Lorrie Denson, Michael Krause, Joseph W. Brady, ASB Member

PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS: None

At 6:02 p.m. Board President Henderson recessed to closed session.

REGULAR MEETING AGENDA

Board Room Victor Valley Community College
This meeting will be electronically recorded

4. OPEN SESSION REGULAR MEETING

Closed Session Report

At 6:15 p.m. Board President Henderson reconvened the meeting and announced that as a result of Closed Session there is nothing to report out.

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: Roderick Gray, (10.5) and Mathew Woods, (10.1 and 10.5)

4.1 SUPERINTENDENT/PRESIDENT'S REPORT

As part of the Superintendent/President's report, Dr. O'Hearn introduced Dr. Lisa Harvey as a professor at the college working on a project with her students. Dr. Lisa Harvey introduced her students who narrated a slide show presentation on the history and research on Bloodhounds. In addition the students gave a demonstration using the Scent Transfer Unit (STU100) which is a portable vacuum that preserves the integrity of the scent sample for use in forensic investigative purposes.

Dr. O'Hearn discussed the Magazine *Images* published for the High Desert and pointed out a few articles showcasing Victor Valley College.

Academic Senate ~ Dr. Harvey reported on the enjoyment of Flex day, good feedback and faculty appreciation; Senate is working on Program Review and getting it out as soon as possible; looking at changes on their Emeritus Status. In addition Dr. Harvey stated that the Academic Senate supports Dr. O'Hearn's suggestion to hire PPL as a company to come in as a neutral outside source in assisting with our accreditation.

5. CONSENT AGENDA

It was MSC (Krause/Brady, 5-0) to approve the consent items with agenda items 5.4, 5.7, 5.16, 5.18 pulled by Trustee Denson and items 5.6, 5.8, and 5.15 pulled by Trustee Range for separate discussion.

5.1 Approval of the minutes of the August 9, 2011 regular Board meeting.

5.2 Board of Trustees Payments Report

Approval of the Board of Trustees Payments Report. Fiscal Impact: None.

5.3 Revolving Cash Fund Increase

Approval to increase the Revolving Cash Fund. This increase is necessary to pay for athletic expenses, pre-paid expenses for employees who attend conferences, and other miscellaneous expenses that must be processed immediately. Fiscal Impact: \$20,000.00 from the General Fund.

5.4 **PULLED FOR SEPARATE DISCUSSION** Memorandum of Understanding – Excelsior Charter Schools

Ratification of the Memorandum of Understanding with Excelsior Charter Schools for the purpose of approving the use of Victor Valley College's athletic fields. The term of this agreement is from September 14, 2011 through June 30, 2012. Fiscal Impact: None.

- 5.5 Change Order – Air-Ex Air Conditioning, Inc. – Main Gymnasium H.V.A.C. Replacement
Ratification of the Change Order No. 01 from Air-Ex Air Conditioning, Inc. The Main Gymnasium H.V.A.C. Replacement project came in under budget by \$25,053.48 and will be deducted from the original contract amount. Fiscal Impact: \$25,053.48, **credit to the district.**
- 5.6 Award Contract – Portable Building Roof Repair
Approval to award the contract to Wiltshire Urethane Foam Company for roof repair for buildings 12B and 12C occupied by the County of San Bernardino's Head Start Child Care Program. Fiscal Impact: \$38,640.00, Fund 71.
- 5.7 **PULLED FOR SEPARATE DISCUSSION** Agreement – Hi Desert Alarm
Ratification of the agreement between Victor Valley Community College District and Hi Desert Alarm to install and provide monitoring of the alarm system for the Public Safety Training Center. Fiscal Impact: \$25,700.00, Local Bond Funded.
- 5.8 **PULLED FOR SEPARATE DISCUSSION** Additional Services Agreement – Frick, Frick & Jette Architects, Inc.
Ratification of the agreement between Victor Valley Community College District and Frick, Frick & Jette Architects, Inc. to provide additional architectural design and engineering services for a tear drop round-about at the main entrance of the campus on Jacaranda Road to enhance commuter safety and convenient access to the west side of campus. Fiscal Impact: \$36,700.00.
- 5.9 Amend Agreement – Merrell-Johnson Engineering, Inc.
Ratification of the agreement between Victor Valley Community College District and Merrell-Johnson Engineering, Inc. for laboratory and on-site testing services during the construction of the Eastside Public Safety Training Center. Fiscal Impact: Estimated at \$53,796.00, Local Bond Funded (This funding is within the original budget of \$31,536,982.00 for the Public Safety Training Center project.)
- 5.10 Agreement – American Fire Safety, Inc.
Ratification of the agreement between Victor Valley Community College District and American Fire Safety, Inc. to provide services for fire sprinkler repairs in 10 campus buildings. Fiscal Impact: \$29,822.00, Fund 71.
- 5.11 Agreement – D&G Flooring, Inc.
Ratification of the agreement between Victor Valley Community College District and D&G Flooring, Inc. to provide materials and labor to install the new carpet in the relocated Foundation Office in building 55. Fiscal Impact: \$3,949.18, Fund 71.
- 5.12 Agreement – PumpMan, Inc.
Ratification of the agreement between Victor Valley Community College District and PumpMan, Inc. to provide repair services for waste water lift pumps that service Buildings 90 through 94 on the lower campus. Fiscal Impact: \$1,399.00, Fund 71.
- 5.13 Agreement – Vector Resources, Inc.
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to purchase equipment to upgrade the existing Cisco Access Control Server (ACS). This upgrade will allow employees and students to access many related databases with one log-in entry; currently multiple logins are required. Fiscal Impact: \$9,414.12, Fund 71.
- 5.14 Agreement – Vector Resources, Inc.
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to purchase updated classroom instructional equipment for the main campus. Fiscal Impact: \$15,377.65, Fund 71.

- 5.15 **PULLED FOR SEPARATE DISCUSSION** Agreement – Active Data Exchange
Ratification of the agreement between Victor Valley Community College District and Active Data Exchange to purchase enterprise-level calendaring software for the college's master calendar. Fiscal Impact: \$10,128.00, budgeted item.
- 5.16 **PULLED FOR SEPARATE DISCUSSION** Agreements – Off Campus Locations
Ratification of the agreements between Victor Valley Community College District and the off-campus facilities listed to provide classroom space for the 2011-2012 academic year. Fiscal Impact: Not to exceed \$45,300.00 for the 2011-2012 academic year.
- 5.17 Revised Lease Agreement – Xerox Corporation
Ratification of the lease agreement between Victor Valley Community College District and Xerox Corporation which permits the replacement of a water damaged copier machine for a new upgraded model. Fiscal Impact: Projected \$502.51/month for 19 months, budgeted item.
- 5.18 **PULLED FOR SEPARATE DISCUSSION** License Renewal – iParadigms, LLC -
Renewal of the license between Victor Valley Community College District and iParadigms, LLC to access Turnitin.com. The license is from November 5, 2011 through November 4, 2014. Fiscal Impact: \$45,861.00 for 36-month service, budgeted item.
- 5.19 Curriculum Changes
Approval of the curriculum changes made on May 26 and June 9, 2011 that have been proposed by the instructional departments. Fiscal Impact: None.
- 5.20 Independent Contractor Agreement – John Tonyan
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and John Tonyan to provide piano tuning and servicing in the Music Department. The period of this agreement is from August 1, 2011 to June 30, 2012. Fiscal Impact: \$3,200.00, budgeted item.
- 21 Agreement – Contract Education Services
Ratification of the Contract Education Services agreement listed that are being offered through the Contract Education Department. Fiscal Impact: \$2,170.00, **income to the district.**

| Vendor: | Estimated income to the District |
|---------------------------------------------------------------------------------|----------------------------------|
| Rounds, Miller and Associates – Self-Publishing, E-Publishing, and More | \$ 390.00 |
| Rounds, Miller and Associates – Cash From Your Clutter | \$ 390.00 |
| Rounds, Miller and Associates – Build Your Own Business Website for \$5 a Month | \$ 390.00 |
| Such A Voice – You're on the Air... How to really make in Voice-Overs! | \$ 300.00 |
| Liberty Tax Service | \$ 700.00 |
| Total: | \$ 2,170.00 |

- 5.22 Independent Contractor Agreement – Julianne Pehkonen
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Julianne Pehkonen to provide Perkins grant technical assistance and training workshops on topics such as core indicator measures and special populations. The period of this agreement is from August 1, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$15,000, budgeted item, grant funded, Perkins.

- 5.23 Independent Contractor Agreement – Maria Elena Huizar
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Maria Elena Huizar to provide parenting workshops to GEAR UP program high schools. The period of this agreement is from September 14, 2011 through December 16, 2011. Fiscal Impact: Not to exceed \$10,000.00, budgeted item, grant funded, GEAR UP.
- 5.24 Independent Contractor Agreement – Southern California Bone & Joint Clinic, Inc.
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Southern California Bone & Joint Clinic, Inc. to provide pre-participation medical screenings for athletics. The period if this agreement is from July 24, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$9,500.00, budgeted item.
- 5.25 Agreement – American Medical Response (AMR)
Ratification of the agreement between Victor Valley Community College District and American Medical Response (AMR) to provide medical standby services at athletic events. The period of the agreement is from September 10, 2011 through November 12, 2011. Fiscal Impact: \$1,500.00, budgeted item.
- 5.26 Agreement – Mike Brown Grandstands, Inc.
Ratification of the agreement between Victor Valley Community College District and Mike Brown Grandstands, Inc. to provide temporary rental of grandstand equipment for athletics. The period if this agreement is from August 29, 2011 through November 28, 2011. Fiscal Impact: \$12,638.00, budgeted item.
- 5.27 Agreement – Palmdale Regional Medical Center
Ratification of the agreement between Victor Valley Community College District and Palmdale Regional Medical Center to provide clinical learning facilities for Phlebotomy and related Health Sciences programs. The period of this agreement is from September 1, 2011 with no expiration date. Fiscal Impact: None.
- 5.28 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 for the Health Sciences programs. The period of this agreement is from July 26, 2011 through July 25, 2012. Fiscal Impact: None.
- 5.29 Agreement – California Department of Veterans Affairs
Ratification of the agreement between Victor Valley Community College District and California Department of Veterans Affairs I to provide clinical learning facilities for the Registered Nursing Program. The period of this agreement is from July 1, 2011 through July 20, 2014 Fiscal Impact: None.
- 5.30 Independent Contractor Agreement – Luis Pena
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Luis Pena to maintain and repair all of the weight room equipment as required by the District. The period of this agreement is from September 13, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$15,000.00, budgeted item.
- 5.31 Independent Contractor Agreement – Joanne Bodine
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and Joanne Bodine for mediation services. The period of this agreement is from June 14, 2011 through August 31, 2011. Fiscal Impact: \$7,500.00, budgeted item.

5.32 Agreement – Madrid Consulting Group, LLC

Ratification of the agreement between Victor Valley Community College District and Madrid Consulting Group, LLC to conduct an environmental scan as part of the college's Educational Master Plan efforts. Fiscal Impact: \$20,000.00, budgeted item.

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Separate approval of items pulled from consent agenda

5.4 Memorandum of Understanding – Excelsior Charter Schools

It was MSC (Krause/Brady, 4-1 Denson recused) to ratify the Memorandum of Understanding with Excelsior Charter Schools for the purpose of approving the use of Victor Valley College's athletic fields. The term of this agreement is from September 14, 2011 through June 30, 2012. Fiscal Impact: None.

5.6 Award Contract – Portable Building Roof Repair

It was MSC (Range/Brady, 4-1, Range, No) to approve to award the contract to Wiltshire Urethane Foam Company for roof repair for buildings 12B and 12C occupied by the County of San Bernardino's Head Start Child Care Program. Fiscal Impact: \$38,640.00, Fund 71.

5.7 Agreement – Hi Desert Alarm

It was MSC (Denson/Range, 5-0) to ratify the agreement between Victor Valley Community College District and Hi Desert Alarm to install and provide monitoring of the alarm system for the Public Safety Training Center. Fiscal Impact: \$25,700.00, Local Bond Funded.

5.8 Additional Services Agreement – Frick, Frick & Jette Architects, Inc.

It was MSC (Range/Denson, 4-1, Range, No) to ratify the agreement between Victor Valley Community College District and Frick, Frick & Jette Architects, Inc. to provide additional architectural design and engineering services for a tear drop round-about at the main entrance of the campus on Jacaranda Road to enhance commuter safety and convenient access to the west side of campus. Fiscal Impact: \$36,700.00.

5.15 Agreement – Active Data Exchange

It was MSC (Denson/Brady, 5-0) to ratify the agreement between Victor Valley Community College District and Active Data Exchange to purchase enterprise-level calendaring software for the college's master calendar. Fiscal Impact: \$10,128.00, budgeted item.

5.16 Agreements – Off Campus Locations

It was MSC (Denson/Brady, 5-0) to ratify the agreements between Victor Valley Community College District and the off-campus facilities listed to provide classroom space for the 2011-2012 academic year. Fiscal Impact: Not to exceed \$45,300.00 for the 2011-2012 academic year.

5.18 FAILED License Renewal – iParadigms, LLC

It was MSC (Range/Brady, 0-5) to renew the license between Victor Valley Community College District and iParadigms, LLC to access Turnitin.com. The license is from November 5, 2011 through November 4, 2014. Fiscal Impact: \$45,861.00 for 36-month service, budgeted item.

6.2 Second Reading – Revised Board Policy #2715 Code of Ethics/ Standards of Practice.

It was MSC (Brady/Krause, 5-0) to approve the revised Board Policy #2715 Code of Ethics/Standards of Practice. Fiscal Impact: None.

9 Instruction and Student Services

9.1 Agreement – Professional Personnel Leasing PPL

It was MSC (Krause/Denson, 5-0) to approve the agreement between Victor Valley Community College District and Professional Personnel Leasing (PPL) to provide assistance and support for the College's response to the ACCJC Accreditation report.

Fiscal Impact: Not to exceed \$126,360.00, budgeted item.

10 Administrative Services

10.1 Public Hearing and Adoption of the 2011-2012 Budget

The Board president hereby declared the hearing open. Following one public comment regarding the 2011-2012 budget, the Board President closed the public hearing.

Adoption of the 2011-2012 budget as presented

It was MSC (Denson/Krause, 4-1, Brady, No) to adopt the 2011-2012 budget as presented.

Fiscal Impact: None – formally establishes budget.

10.2 Recalculation of Annual Gann Appropriation Limit

It was MSC (Krause/Brady, 5/0) to approve the annual Gann appropriation limit report for fiscal year 2011-2012 in the amount of \$101,492,587.00, Fiscal Impact: None.

10.3 Agreement – Vector Resources, Inc.

It was MSC (Krause/Brady, 5-0) to approve the agreement between Victor Valley Community College District and Vector Resources, Inc. for the installation of new American Power Conversion (APC) and Uninterrupted Power Supplies (UPS) for all network closets across campus. Fiscal Impact: \$70,235.33, Fund 71.

10.4 Award Contract – Softball Field Relocation

It was MSC (Brady/Denson, 5-0) to award the contract to Cooley Construction to relocate the existing softball field, reconstructing it to N.C.A.A. specifications and complying with Title IX guidelines of the Civil Rights Act of 1964 for gender equality. Fiscal Impact: \$203,804.00, Fund 71.

10.5 Agreement – Granicus (Video Recording Equipment)

It was MSC (Brady/Denson, 3-2, Krause/Henderson, No) to approve the agreement between Victor Valley Community College District and Granicus to purchase video recording equipment for the VVC Board room. The equipment will be used to broadcast and record monthly Board meetings via video streaming and made available to the public. Fiscal Impact: \$28,275.00 for start-up costs and streaming costs; thereafter \$16,500.00 annually for streaming, budgeted items.

11. HUMAN RESOURCES

11.1 Extension - Classified Request for Leave of Absence – Babette Dershem

It was MSC (Range/Brady, 5-0) to approve the extension of unpaid leave of absence for Babette Dershem effective September 14, 2011 through March 14, 2012. Fiscal Impact: None.

11.2 New Management Position and Job Description – Public Relations and Marketing Coordinator

It was MSC (Range/Brady, 4-1, Krause, No) to approve the new management position and job description of Public Relations and Marketing Coordinator, effective September 14, 2011. Fiscal Impact: Range 14 of the Management Salary schedule, \$4,792 - \$6,118, monthly plus benefits, budgeted item.

11.3 Layoff Resolution Classified – Office Assistant

It was MSC (Brady/Range, 4-1, Krause, No) to adopt the Resolution to reduce workload and layoff for lack of funds and authorize and direct the Vice President, Human Resources to give notice of layoff to employees in the classification listed. Fiscal Impact: None, grant funded program.

12. 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.

12.1 Foundation - Val Christenson

12.2 Employee Groups

- a) CTA – Lisa Ellis
- b) CSEA – Sharon Wright
- c) AFT Part-Time Faculty United – Absent

13. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

Roderick Gray, Mathew Woods, and Diana O'Malley

14. BOARD COMMUNICATION

Trustee Denson – Thanked Dr. Harvey for her group project and the presentation. She apologized for not attending the 9/11 event due to a death in her family. Prior to that, however, she was able to participate in a broadcast taping speaking about the terrorist attack. Thanked everyone for coming to the board meeting and was thankful for the cameras, we need to be innovative. Thanked the audience for the support.

Trustee Krause - Thanked the Faculty, Staff, and Students for the 9/11 event. Kudos to Bill Greulich for a doing great public relations work. Thanked Val Christenson for his offer to help pay for cameras. Thanked all the educators at VVC.

Trustee Range – Recapped on the 9/11 event and said it was an outstanding presentation, very impressive and thanked all the folks involved with this very large task that took a considerable amount of work and time. Reminded the public that this is an open meeting and we need to find ways to communicate with each other. We need to learn as a board of five not as an individual. Trustee Range would like to have a conversation meeting with the Board of Trustees.

Trustee Brady: - Gave thanks to all involved with the 9/11 event. Flex day was great, suggested to Chris that Flex Day should be conducted on a quarterly basis and applauded Chris for his words. Thanked Val Christenson for the offer to pay for cameras. Trustee Brady read a prepared statement by his attorney regarding allegations and misinformation against him. Trustee Brady would like to review the Facilities Master Plan.

Christopher Dustin: Thanked a list of people and gave an update on student events.

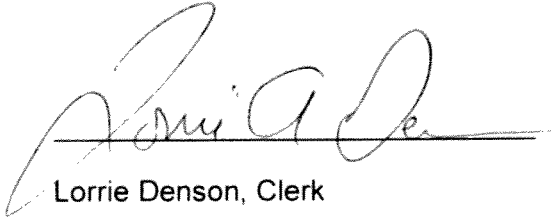
Trustee Henderson: Thanked all involved in 9/11 event as it was moving; stated that Robert Sewell did our nation proud. Thanked everyone for their time and effort for the accreditation work being done and appreciates everyone showing up tonight and acting as a team.

15. SUPERINTENDENT/PRESIDENT'S SUMMARY REPORT

None

16. ADJOURNMENT

It was MSC (Brady/Henderson, 5-0) to adjourn the meeting at 8:57 p.m.



Lorrie Denson, Clerk

10/11/11

Date Approved