

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

Date: October 11, 2011

Place: **Closed Session:** 5:30-6 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 October 11, 2011 in the Board Room of the Administration Building. Mr. Henderson, Board President called the meeting to order at 5:30 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

Frederick Board led the Pledge of Allegiance to the Flag.

### ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

Dr. O'Hearn announced that agenda Item 11.1 on the docket read June 30, 2012 as the effective end date.

## CLOSED SESSION ~ West Wing Conference Room

At 5:30 p.m. Board President Henderson called the meeting to order and announced the following item considered for Closed Session.

### 3. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION – Government Code Section 5954.57  
Superintendent/President

**PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS:** None

At 5:33 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 6:05 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:** Frederick Board (10.1 and 11.1)

### 4.1 SUPERINTENDENT/PRESIDENT'S REPORT

As part of the Superintendent/President's report, Dr. O'Hearn introduced Tim Adell, faculty member and honors coordinator spoke on the honors program at VVC. VVC student, Teresa Lopez presented her essay that was selected as the "best chosen essay" at VVC.

Academic Senate ~ Dr. Harvey reported that the Academic Senate has done substantial research on agenda item 5.15 (TracDat) and feel it is the most useful and economically beneficial for Victor Valley College. The Senate fully supports the Sabbatical Leave request that is being considered for approval this evening. The Senate is concerned with agenda item 12.1 (Board Policy #2725) and the change recommended. The references to Ed Code lists three different codes. The amount the Board will be paid is different in each of those codes. The code #72024 seems most applicable for Community Colleges. It is disconcerting that the Board is considering doubling their meeting salary and that in the new policy the Board has removed the scholarship for the Student Trustee and the Senate would like to recommend that the Board not approve this policy.

### 5. CONSENT AGENDA

It was MSC (Krause/Brady. 5-0) to approve the consent items with agenda items

- 5.1 Approval of the minutes of the September 13, 2011 regular Board meeting
- 5.2 Board of Trustees Payments Report  
Approval of the Board of Trustees Payments Report. Fiscal Impact: None.
- 5.3 Out of State Travel – Student Travel  
Approval to allow the Associated Student Body representative to travel to Nashville, TN to attend the National Student Advocacy and Leadership Conference from November 10, 2011, through November 14, 2011. Students participating in the field trip are enrolled at Victor Valley Community College and will be accompanied by Robert Sewell and Deanna Murphy. Fiscal Impact: None to the District. Associated Student Body funds not to exceed \$20,000.00
- 5.4 Out of State Student Travel – Social Sciences  
Approval to allow student from the Social Sciences Department to travel to Washington, DC to participate in the 2011 National Model United Nations conference from October 19, 2011, through October 22, 2011. Students participating in the field trip are enrolled at Victor Valley Community College and will be accompanied by Assistant Professor Dino Bozonelos. Fiscal Impact: Budgeted, Not to exceed \$250.00; Foundation donation, \$2500.00. Remainder of fees from donations.
- 5.5 Agreement – John Stroh, M.D.  
Ratification of the agreement between Victor Valley Community College District and John Stroh, M.D. to serve as the Medical Director for the District's Paramedic Program. The period of this agreement is from July 1, 2011 through June 30, 2012. Fiscal Impact: \$5,000.00 annually, budgeted item.

- 5.6 Memorandum of Understanding – Patton State Hospital  
Ratification of the agreement between Victor Valley Community College District and Patton State Hospital to provide practice and/or research opportunities for students preparing to become an RN. Fiscal Impact: None
- 5.7 Independent Contractor Agreement – Simon Silva  
Approval of the Independent Contractor Agreement between Victor Valley Community College District and Simon Silva to provide student and/or parent workshops to GEAR UP Program schools; includes materials and supplies. The period of this agreement is from October 12, 2011 through June 30, 2012. Fiscal Impact: \$15,000.00, Grant funded, budgeted item.
- 5.8 Independent Contractor Agreement – H & L Charter, Inc.  
Approval of an Independent Contractor Agreement between Victor Valley Community College District and H & L Charter, Inc. to provide transportation services to GEAR UP students and parents from partner schools to educational and academic activities. The period of this agreement is from October 12, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$20,000.00, Grant funded, budgeted item.
- 5.9 Independent Contractor Agreement – Maria Elena Huizar  
Approval of an Independent Contractor Agreement between Victor Valley Community College District and Maria Elena Huizar to provide parenting workshops and Saturday Academy sessions to GEAR UP Program schools. The service period for this agreement is from December 17, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$12,000.00, Grant funded, budgeted item.
- 5.10 Independent Contractor Agreements – Deanna Hays, Jean Huff, Adele Turner-McClain  
Approval of the Independent Contractor Agreements between Victor Valley Community College District and Deanna Hays, Jean Huff, and Adele Turner-McClain to provide K16 Bridge Program coordination services at designated school sites. The service period for these agreements is from October 12, 2011 through June 15, 2012. Fiscal Impact: Not to exceed \$3,000.00, Grant funded, budgeted item.
- 5.11 Contract – Motion Picture Vehicle Services  
Approval of a contract between Victor Valley Community College District and Motion Picture Vehicle Services for the purchase of a 2006 Ford Crown Victoria to be used as a realistic prop/simulator and for transportation use in the Administration of Justice Department. Fiscal Impact: \$10,800, Grant funded, budgeted item.
- 5.12 Contract Amendment – California Dept. of Education State Preschool Program, CSPP-1439  
Approval of the California Department of Education's amended language of the California State Preschool Program (Contract Number CSPP-1439) with their new mid-year verbiage. Fiscal Impact: None.
- 5.13 Independent Contractor Agreement – Heiberg Consulting, Inc.  
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Heiberg Consulting, Inc. to provide the Upward Bound Math & Science grant with software, technical assistance, and training necessary to track, document, and record participant data necessary for successful submission of the Annual Performance Report as required by the U.S. Department of Education. The period of this agreement is from September 01, 2011 to August 31, 2011. Fiscal Impact: Not to exceed \$349.00, Grant funded, budgeted item.

5.14 Independent Contractor Agreement – Ebmeyer Charter

Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Ebmeyer Charter to provide charter bus transportation for regular Upward Bound participants during the 2011/2012 academic year. The period of this agreement is from July 01, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$7,500.00, Grant funded budgeted item.

5.15 Agreement - Nuventive

Approval of the agreement between Victor Valley Community College District and Nuventive for an annual site subscription for TracDat Enterprise; a software package for the management of strategic planning and assessment processes. A system for assessment is required to demonstrate that VVC is compliant with the Accrediting Commission requirements for student learning outcomes and assessment. The period of this agreement is November 01, 2011 through October 31, 2012. Fiscal Impact: Not to exceed \$22,994.40, budgeted item.

5.16 Agreement – Contract Education Services

Ratification of the agreement between Victor Valley Community College District and Contract Education Services. The vendor will provide various workshops listed below. Fiscal Impact: \$9,000.00, **Income to the District.**

Vendor:	Estimated income to the District
Learn CPR 4 Life – American Heart Association Healthcare Provider CPR	\$ 5,000.00
Learn CPR 4 Life – CPR/First Aid	\$ 4,000.00
Total:	\$ 9,000.00

5.17 Amended Independent Contractor Agreement – Ebmeyer Charter and Tour

The District wishes to amend an Independent Contractor Agreement with Ebmeyer Charter and Tour originally approved on June 8, 2010. The contract amount increases by an additional \$6,200.00 to cover actual expenses for transportation used for the TRIO Programs (Student Support Services, Upward Bound and Upward Bound Math/Science). Fiscal Impact: Not to exceed \$6,200, Grant funded, budgeted item.

5.18 Sabbatical Leave Request – Hinrich Kaiser, Biology Department

Sabbatical Leave Request, for Spring 2012 and Fall 2012 under the conditions specified in District policies and the collective bargaining agreement with the VVC Faculty Association California Teachers Association in accordance with Article 33. Recommended approval by the Sabbatical Committee and the Superintendent/President on September 13, 2011. Fiscal Impact: Budgeted, classes will be covered by adjunct faculty at the prevailing rate.

5.19 Agreement – Messaging Architects, Corp.

Ratification of the three-year agreement between Victor Valley Community College District and Messaging Architects, Corp. to purchase a three year subscription for M+ Archive which will allow the campus to archive email.  
for Fiscal Impact: \$12,000.00 annually, budgeted item.

5.20 Agreement – New Horizons (Microsoft Outlook Training Level 2)

Ratification of the Agreement between Victor Valley Community College District and New Horizons to provide two days of Microsoft Outlook email training to faculty and staff. Fiscal Impact: \$4,594.00, budgeted item.

- 5.21 Agreement – Vector Resources, Inc. (Central Plant Fiber)  
Ratification of the Agreement between Victor Valley Community College District and Vector Resources, Inc. to connect the fiber optic cable to the Central Plant to allow for the energy management systems on campus the ability to communicate with the Central Plant. Fiscal Impact: \$7,444.92, Fund 71.
- 5.22 Agreement – GST, Inc. (Kingston Memory)  
Ratification of the agreement between Victor Valley Community College District and Golden Star Technology, Inc. DBA: GST, Inc. to purchase Kingston memory to upgrade the primary campus network servers. Fiscal Impact: \$31,549.20, Fund 71.
- 5.23 Agreement – Computerland of Silicon Valley (Microsoft)  
Ratification of the three-year agreement between Victor Valley Community College District and Computerland of Silicon Valley to purchase enhanced Microsoft Desktop productivity software (word, excel, power point, access, programming language and numerous other applications) to be used by staff, faculty, students, and labs throughout the campus. Fiscal Impact: \$20,170.07 annually, budgeted item.
- 5.24 Agreement – Computerland of Silicon Valley (Adobe)  
Ratification of the Adobe Education Enterprise License agreement between Victor Valley Community College District and Computerland of Silicon Valley. This agreement replaces and enhances the current software and applications that the campus purchases on a regular basis. Fiscal Impact: \$28,694.00, budgeted item.
- 5.25 Agreement – AllianceIT (Backup Tape)  
Ratification of the agreement between Victor Valley Community College District and AllianceIT to purchase additional backup tape for the network to respond to the growth of the campus network storage. Fiscal Impact: \$21,394.07, Fund 71.
- 5.26 Agreement – Dempsey Bluevar  
Ratification of the agreement between Victor Valley Community College District and Dempsey Bluevar to purchase licenses that will be used to stabilize the campus computer systems and reduce the amount of maintenance. Fiscal Impact: \$11,720.00, budgeted item.
- 5.27 Agreement – Blackboard, Inc. (Additional Storage)  
Ratification of the agreement between Victor Valley Community College District and Blackboard, Inc. to purchase additional storage to maintain and support the growth of online programs. Fiscal Impact: \$12,500.00, budgeted item.
- 5.28 Agreement – Adcamp  
Approval of an agreement between Victor Valley Community College District and Adcamp to place four directory kiosks on campus which will better assist students by providing additional directory signage while generating revenue to the District. The agreement is effective for a five-year period, November 14, 2011 through November 13, 2016. Fiscal Impact: \$2,400.00, **Revenue to the District annually.**
- 5.29 Agreement – Besam Assa Abloy  
Ratification of the agreement between Victor Valley Community College District and Besam Assa Abloy to repair and service the sliding door on the east entrance to the Technology Center, building 21. Fiscal Impact: \$503.22, Fund 71.
- 5.30 Agreement – Action Door Controls, Inc.  
Ratification of the agreement between Victor Valley Community College District and Action Door Controls, Inc. to remove the existing lobby doors in the elevator tower, building 43 and replace them with automatic sliding doors. Fiscal Impact: \$10,586.94, Fund 71.

- 5.31 Agreement – Trane Building Services  
Ratification of the agreement between Victor Valley Community College District and Trane Building Services to provide repairs for chiller #1 located in the Central Plant. Fiscal Impact: \$1,584.00, Fund 71.
- 5.32 Amend Agreement – Thyssen Krupp Elevator  
Approval to amend an agreement between Victor Valley Community College District and Thyssen Krupp Elevator to reflect the correct billing price. The documentation submitted approved for ratification in June 2010 did not reflect escalation in the price of the service agreement. Fiscal Impact: \$1,515.96 annually, budgeted item.
- 5.33 Agreement – Asplundh  
Ratification of the agreement between Victor Valley Community College District and Asplundh to provide tree trimming services for trees that border our property. Fiscal Impact: \$900.00, Fund 71.
- 5.34 Agreement – McCall's Meter Sales & Service  
Ratification of the agreement between Victor Valley Community College District and McCall's Meter Sales & Service to provide calibration services for the two water wells on campus. Fiscal Impact: \$550.00, budgeted item.
- 5.35 Agreement – Pumpman.com  
Ratification of the agreement between Victor Valley Community College District and Pumpman.com to replace the two sewage lift pumps that serve the Maintenance & Operations yard, Fire Technology Building, and the Print Shop. Fiscal Impact: \$12,815.00, Fund 71.
- 5.36 Agreement – Shred-IT  
Approval of an agreement between Victor Valley Community College District and Shred-IT to provide shredding services for our annual document purge in the warehouse. Fiscal Impact: \$1,408.00, budgeted item.
- 5.37 License Agreement Renewal - Eureka  
Ratification of the site license renewal agreement between Victor Valley Community College District and Eureka for a computerized career exploration program for students to use in the career center. Fiscal Impact: \$1,405.00, budgeted item.
- 5.38 Agreement - Library Online Database Subscriptions  
Renewal of the Online Database Subscriptions agreement through the Community College Library Consortium to provide access to online database subscriptions to support academic research and student learning for the period January 01, 2012 through December 31, 2012. Fiscal Impact: \$19,072.00, budgeted item.
- 5.39 Agreement – Apple Valley Fire Protection District  
Ratification of the agreement between Victor Valley Community College District and the Apple Valley Fire Protection District, Fleet Maintenance Division to provide general maintenance on various fire apparatus vehicles. The period of this agreement is September 01, 2011 through June 30, 2012. Fiscal Impact: Not to exceed \$15,000.00, budgeted item.

## **ACTION AGENDA**

### **6. BOARD OF TRUSTEES**

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

#### **6.2 Spring Valley Lake Association Special Election**

It was MSC (Krause/Brady, 5-0) to pull the item until the next regularly scheduled Board of Trustees meeting) Spring Valley Lake Association Special Election to Amend the CC&R's to allow for auto-renewal every 15 years. Owners of more than one lot have a vote. Fiscal Impact: None

### **10 Administrative Services**

#### **10.1 Agreement – Highland Partnership, Inc.**

It was MSC (Range/Krause, 5-0) to approve the agreement between Victor Valley Community College District and Highland Partnership, Inc. to manage the delivery, unpacking, placement and/or installation of Furniture, Fixtures, and Equipment (FF&E) at the Public Safety Training Center. Security of the facility is included from mid-December 2011 through the month of February 2012. Fiscal Impact: \$85,660.00, **Local Bond Funded.**

#### **10.2 Correction Contract Amount – Softball Field Relocation**

It was MSC (Krause/Denson, 5-0) to ratify the agreement between Victor Valley Community College District and Cooley Construction, Inc. The item was submitted and approved at the September 13, 2011 Board of Trustees meeting. The bid amount of \$203,804.00 was listed incorrectly. The correct amount of the bid is \$213,804.00; the difference is \$10,000.00. Fiscal Impact: \$10,000.00, Fund 71.

#### **10.3 Change Order – Highland Partnership, Inc. – Regional Public Safety Center**

It was MSC (Denson/Krause, 5-0) to approve the change order between Victor Valley Community College District and Highland Partnership, Inc. During the course of construction any changes made may result in an increase or decrease to the cost of the project. The Town of Apple Valley issued requirements for additional street improvements to be completed that were not in the original plans or in the scope of the work; Change Order No.002. Fiscal Impact: \$76,189.00, **Local bond funded.**

#### **10.4 Resolution – Amend Site Ground Lease Agreement**

It was MSC (Brady/Range, 4-1, Denson recuse) to approve to adopt the resolution authorizing the District to amend the 40-year Site Ground Lease Agreement (Section 3(b) by and between the District and Victor Valley Union High School District/Excelsior Education Center (Lessee) in accordance with California Education Code Section 81430 to 81432 previously approved by the Victor Valley Community College District's Board of Trustees on December 9, 2008. The amendment will allow the District to accept the new parking lot and the payment to the District for new roadways and access improvements. Fiscal Impact: \$494,083.75, **Income to the District.**

#### **10.5 Appointment – Citizen's Bond Oversight Committee**

It was MSC (Range/Brady, 5-0) to appointment to fill a vacancy due to the graduation of a former student representative on the Citizen's Bond Oversight Committee. Approval to appoint Jeremiah Brosowske, ASB Vice President, for an initial term of two years, October 11, 2011 through September 30, 2013. Fiscal Impact: None.

## 11. HUMAN RESOURCES

### 11.1 Management Appointment, Interim Instructional Dean (Science, Technology, Engineering and Mathematics Division)

It was MSC (Krause/Denson, 5-0) to approve for Rolando Regino to fill the position of the Interim Instructional Dean of the Science, Technology, Engineering and Mathematics Division. The position is needed to fill the existing vacancy for the position. Effective October 12, 2011 and ending on or before June 30, 2012. Fiscal Impact: Range 20 on the Management Salary Schedule, \$9,295/month plus benefits, budgeted item.

## 12. INFORMATION

### 12.1 First Reading – Updated Board Policy #2725

Approval of the revised Board Policy #2725 to comply with the Education Code.  
Fiscal Impact: None.

### 12.2 First Reading – Updated Board Policy #6700

Approval of the revised Board Policy #6700 to clarify facilities use. Fiscal Impact: None.

### 12.3 2011 Accountability Report for Community Colleges

Submitted as an informational item.

### 12.4 Sunshine Items with the District and CSEA

Submitted as an informational item.

### 12.5 Monthly Financial Reports

Submitted as an informational item.

### 12.6 Actuarial Study of Retiree Health Liabilities

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 - Absent

### 13.2 Employee Groups

- a) CTA – Absent
- b) CSEA – Fred Board – no report
- c) AFT Part-Time Faculty United – Kevin Crowley (wants electronic access to email)

## 14. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS

Nord Embroden, Logan Olds, and Brian Matea.

## 15. BOARD COMMUNICATION

Trustee Denson reported that she recently attended the performance of *Snow White and the Seven Dwarfs* in the new experimental theater. She also attended the 50<sup>th</sup> Anniversary Gala event and pointed out that it was a five star event. In addition, she felt honored to accept an award on behalf of the College, from the City of Hesperia.

Trustee Krause reported that he had a great time at the 50<sup>th</sup> Anniversary Gala event and thanked everyone that attended.



Trustee Range reported that he attended the 50<sup>th</sup> Anniversary Gala event and enjoyed the various performances in the theater. He pointed out the program was very well done in presenting the 50 years chronology.

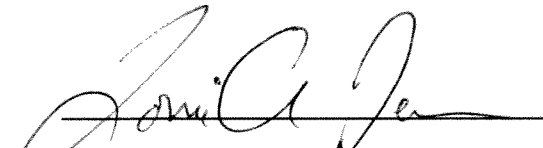
Trustee Brady reported that on Saturday night's 50<sup>th</sup> Anniversary Gala Debbie Peterson hit a home run on the preparation of the food. He felt the event was great and the students did a great job. In addition, he reported that great progress was achieved at the Board retreat two weeks ago and would like to see another retreat scheduled in the near future.

Student Trustee Dustin thanked everyone for attending the Board meeting this evening. He reported that the ASB meetings are now being recorded to provide a fresh perspective of how the meetings are conducted. The students were happy to assist with the 50<sup>th</sup> Anniversary Gala event and they were impressed with the results of the evening. Recently, the ASB Council locally purchased a barbeque for all the clubs to utilize. On November 10<sup>th</sup> ASB will be representing VVC in Nashville, TN at the American Student Association of Community Colleges by presenting their presentations.

Trustee Henderson announced that the 50<sup>th</sup> Anniversary Gala celebration was outstanding and spoke on the outstanding food that was served.

**16. ADJOURNMENT**

It was MSC (Range/Brady, 5-0) to adjourn the meeting at 7:27 p.m.

  
\_\_\_\_\_  
Lorrie Denson, Clerk

  
\_\_\_\_\_  
Date Approved