



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

Date: October 14, 2008

Place: Workshop 5-6 p.m.: Staff Lounge, Victor Valley Community College  
18422 Bear Valley Road, Victorville, CA 92395

Regular Meeting 6 p.m.: Board Room Victor Valley Community College  
18422 Bear Valley Road, Victorville, CA 92395

## CALL TO ORDER

5 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on October 14, 2008 in the Board Room of the Administration building. Mr. Nelson, Board President called the meeting to order at 5 p.m.

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

Absent; Christina Zambrano, Student Trustee

Christina arrived at 6 p.m.

**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.

## High School to College to University Transition Workshop (Staff Lounge, Victor Valley Community College)

5-6 p.m.

The various programs that support student success and student transfer were presented. Chris Piercy spoke on the Bridge program, Kevin Barda provided an update on the recruitment and outreach program and Mike McCracken provided information on the services that are offered by the Counseling Department. Dr. Hindes summarized the outreach/community and school based programs (Upward Bound, Upward Bound Math & Science, CAHSEE, GEAR UP and Career Pathways) available to the students at Victor Valley College.

At 6:08 p.m. Mr. Nelson convened to open session and announced the recent passing of Peg Kelley former Dean of Nursing. Item 5.6, of the agenda docket should be corrected to read Chino Valley Independent Fire District. The wording appeared correctly in the agenda packet.

### 3. BOARD PRESIDENT'S REPORT

Mr. Nelson complimented and thanked Ms. Valles for representing the board with the dedication of the new center in the City of Victorville. Mr. Range was congratulated on receiving a national award.

As a result of the board retreat last month, an ad hoc Board committee was formed to review Victor Valley College's board governance policies 2000. Mr. Nelson appointed Ms Valles as the chair of the committee and he will assist with the program.

### 4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman reported on the mid-term accreditation report that was recently submitted. This interim report represents a very extensive review and is an ongoing process of challenges and hard work. The accreditation team will visit November 5 to validate the contents of the report. Dr. Silverman thanked the team that assisted with putting the report together. Justin Gatewood was acknowledged for his hard work on creating links to pertinent information of the report. The next report will be due in the spring

Dr. O'Hearn added that the mid-term accreditation report and where the college is today is not by happen stance, it is by design. The last 16-18 months have been positive and is reflected in the climate on campus and in the amount of work that everyone has contributed. This is clearly a manifestation of the leadership of the Board of Trustees and Dr. Silverman who have brought us to this level. He thanked Drs. Kildal and Hindes as well as all the individuals who participated in the preparation of the report.

- **Faculty Senate**

Ms. Blanchard thanked Lisa Harvey for her work on the accreditation report and reported on:

Matriculation

SLO status

Jack Cook Foundation scholarship

### 5. CONSENT AGENDA

Dr. Underhill made a motion to approve the consent items in one motion. Following discussion, Dr. Underhill withdrew her motion and it was MSC (Henderson/Underhill, 5-0) to approve the consent items in one motion as amended

### 5. CONSENT AGENDA

It was MSC (Henderson/Underhill, 5-0) to approve the consent items in one motion as amended with agenda item 5.1 pulled for separate discussion.

### 5.1 PULLED FOR SEPARATE DISCUSSION Approval of the minutes of the September 9, 2008 regular Board meeting and the September 22, 2008 Board Development Workshop

### 5.2 Out-of-State Student Travel

Approval of the out-of-state travel for ASB students to travel to Washington, D.C. to attend the American Student Association of Community Colleges National Student Advocacy & Leadership & Citizenship Conference from October 25, 2008 through October 28, 2008. Fiscal Impact: Associated Student Body funds - \$10,000.00.

- 5.3 Out of State Student Travel  
Approval of the out-of-state travel for students from the Political Science Department to travel to Washington, D.C. to attend the National Model United Nations Conference from October 29, 2008 through November 2, 2008. Fiscal Impact: None
- 5.4 Grant Agreement 0810-44 – Temporary Assistance for Needy Families – Child Development Careers (TANF-CDC) Program  
Ratification of the grant agreement 0810-44 for Temporary Assistance for Needy Families – Child Development Careers (TANF- CDC) Program between the Victor Valley Community College District and the Foundation for Community Colleges (FCCC) from July 1, 2007 through June 30, 2010.  
Fiscal Impact: Budgeted, July 1, 2008 – June 30, 2009: \$39,320.00  
Budgeted, July 1, 2009 – June 30, 2010: \$42,654.00
- 5.5 Agreement – 7275BG – Mike Brown Grandstands, Inc.  
Ratification of the agreement 7275B between Victor Valley Community College District and Mike Brown Grandstands, Inc. for rental equipment for the Athletics Department The period of the agreement is September 9, 2008 through November 28, 2008. Fiscal Impact: Budgeted, Athletics Account \$12,271.00
- 5.6 Agreement – Chino Valley Independent Fire District  
Ratification of the agreement between Victor Valley Community College District and San Antonio Community Hospital. The period of this agreement begins January 1, 2009. The term of this agreement shall commence effective date and this agreement shall thereafter remain in effect unless terminated by either party without cause by providing thirty (30) days written notice to the other party, provided however that no such termination shall be effective until the end of the District term that is in session at that time or for cause pursuant to section VI-A of this agreement. Fiscal Impact: None
- 5.7 Curriculum Changes  
Approval of the curriculum changes that have been recommended by the College Curriculum Committee September 11, 2008. Fiscal Impact: None.
- 5.8 Agreement – Independent Contractor – John Tonyan  
Ratification of an Independent Contractor Agreement between Victor Valley Community College District and John Tonyan. The period of this agreement is from August 25, 2008 through June 25, 2009. Fiscal Impact: Not to exceed \$3,000.00.
- 5.9 Contract Education Services – Liberty Tax Services  
Ratification of the agreement between Victor Valley Community College District and Liberty Tax Services to teach the fundamentals of income tax preparation. The period of this agreement is from October 13, 2008 through December 17, 2008 Fiscal Impact: \$500.00 to the District.
- 5.10 Contract Education Services – Maan Fu Steak House  
Ratification of the agreement between Victor Valley Community College District and Maan Fu Steak House to obtain a food handlers certification card. The period of this agreement is from August 26, 2008 through August 26, 2009. Fiscal Impact: \$300.00 to the District.

- 5.11 Contract Education Services – City of La Habra Child Development  
Ratification of the agreement between Victor Valley Community College District and the City La Habra Child Development to provide students with a working knowledge of the High/Scope curriculum model. Fiscal Impact: \$3,264.00 to the District.
- 5.12 Contract Education Services – Super Target  
Ratification of the agreement between Victor Valley Community College District and Super Target to obtain a food handlers certification card. The period of this agreement is from August 13, 2008 through August 13, 2009. Fiscal Impact: \$900.00 to the District.
- 5.13 Contract Education Services – Albertos  
Ratification of the agreement between Victor Valley Community College District and Albertos to obtain a food handlers certification card. The period of this agreement is from August 15, 2008 through August 15, 2009. Fiscal Impact: \$300.00 to the District.
- 5.14 Contract Education Services – Red Robin  
Ratification of the agreement between Victor Valley Community College District and Red Robin to obtain a food handlers certification card. The period of this agreement is from August 19, 2008 through August 19, 2009. Fiscal Impact: \$300.00 to the District.
- 5.15 Contract Education Services – Jakes BBQ Pit  
Ratification of the agreement between Victor Valley Community College District and Jakes BBQ Pit to obtain a food handlers certification card. The period of this agreement is from June 17, 2008 through June 17, 2009. Fiscal Impact: \$450.00 to the District.
- 5.16 Contract Education Services – Nubi  
Ratification of the agreement between Victor Valley Community College District and Nubi to obtain a food handlers certification card. The period of this agreement is from September 12, 2008 through September 12, 2009. Fiscal Impact: \$150.00 to the District.
- 5.17 Contract Education Services – American Travel  
Ratification of the agreement between Victor Valley Community College District and American Travel to obtain a food handlers certification card. The period of this agreement is from August 28, 2008 through August 28, 2009. Fiscal Impact: \$300.00 to the District.
- 5.18 Agreement – Village Profile, Inc.  
Ratification of the agreement with Village Profile, Inc. to reserve advertising space in the publication *Apple Valley California*. Fiscal Impact: \$595.00 from the Public Information Office advertising funds.
- 5.19 Agreement – Hi Desert Alarm & Fire Sprinklers  
Ratification of the agreement with Hi Desert Alarm & Fire Sprinklers to install and monitor an alarm system for the Victorville Education Center located on 7<sup>th</sup> Street in Victorville. The agreement includes providing, installing, monitoring and maintenance of the alarm system. Fiscal Impact: \$1,616.00.
- 5.20 Agreement – Bomgar Corporation  
Ratification of the agreement with BOMGAR Corporation to purchase software that will enable help desk and other technical personnel to review and control any workstation on or off campus. Fiscal Impact: \$16,018.57, budgeted item.

- 5.21 Agreement – Livetime Software Inc.  
Ratification of the agreement with LiveTime Software, Inc. to purchase help desk software. Fiscal Impact: \$15,952.50, budgeted item.
- 5.22 Agreement – Quantum  
Ratification of the agreement with Quantum to provide yearly maintenance for their tape drive back-up system. Contract period is from October 1, 2008 – September 30, 2009. Fiscal Impact: \$1,235.00, budgeted item.
- 5.23 Agreement Renewal – Safety Kleen Systems, Inc.  
Ratification of the agreement with Safety Kleen Systems, Inc. to provide parts washers for the Maintenance & Operations vehicle repair and automotive areas. Fiscal Impact: \$1,500.00, budgeted item.
- 5.24 Notice of Completion  
Acceptance of the Notice of Completion for the work done by United paving Co. for the replacement of the asphalt in parking lots #10 and #11. Fiscal Impact: None
- 5.25 Quarterly Financial Status Report (CCFS-311Q)  
Acceptance of the Quarterly Financial Status Report (CCFS-311Q). Fiscal Impact: None
- 5.26 Board of Trustees Budget Transfer Request Report  
Approval of the Board of Trustees Budget Transfer Request Report. Fiscal Impact: None
- 5.27 Board of Trustees Payments Report  
Approval of the Board of Trustees Payments Report. Fiscal Impact: None
- 5.28 Agreement – Chappell Graduation Images  
Ratification of the agreement with Chappell Graduation Images for photography services in connection with commencement ceremonies. Fiscal Impact: None
- 5.29 Renewal Agreement – Identix Inc.  
Ratification of the agreement with Identix, Inc. to provide maintenance services for the Live Scan fingerprinting machine in the Human Resources Department. Fiscal Impact: \$2,793.00, budgeted item.
- 5.30 Agreement Identix, Inc.  
Ratification of the agreement with Identix, Inc. for the maintenance on the LiveScan equipment used in the Campus Police Department. Fiscal Impact: \$2,800.00, budgeted item.
- 5.31 Agreement – Independent Contractor – First Student  
Ratification of an Independent Contractor Agreement between Victor Valley College District and First Student to provide transportation services for Upward Bound and Upward Bound Math and Science participants during 2008 Summer Academy. Fiscal Impact: Not to exceed \$29,000.00 Upward Bound grant funds.
- 5.32 Agreement – Prudential Overall Supply  
Ratification of the agreement with Prudential Overall supply to uniform shirts, dust mops and shop rags. Fiscal Impact: \$8,000.00, budgeted item.

- 5.33 Agreement – Independent Contractor – William Garrison  
Ratification of an Independent Contract Agreement between Victor Valley Community College District and William Garrison to serve as an external evaluator for the Gear Up program. Fiscal Impact: \$5,000.00. Gear Up Program grant.
- 5.34 Agreement – Independent Contractor – Jon Schorle  
Ratification of an Independent Contract Agreement between Victor Valley Community College District and Jon Schorle to provide consulting services regarding the qualifications of the Victor Valley Police Department. Dates of the service will be October 7, 2008 through December 1, 2008. Fiscal Impact: Not to exceed \$7,500.00

## 6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda.

5.1 Approval of the minutes of the September 9, 2008 regular Board meeting and the September 22, 2008 Board Development Workshop

Mr. Range reported on the Board Development Workshop that was held September 22, 2008 and pointed out that the excellent results were reflected in the minutes of the meeting.

Following discussion, it was MSC (Range/Henderson, 5-0) to approve the minutes of the September 9, 2008 regular Board meeting and the September 22, 2008 Board Development Workshop.

6.2 Board Member Compensation Resolution

It was MSC (Underhill/Valles, 4-1, Henderson abstaining) to adopt the resolution excusing Trustee Henderson's absence from the July 31, 2008 special meeting and allowing him to be compensated for that meeting. Fiscal Impact: Not to exceed \$240.00, budgeted item.

6.3 Resolution of the Board of Trustees Establishing a Citizens' Bond Oversight Committee and Approving Committee Bylaws

It was MSC (Underhill/Valles, 5-0) to adopt Adoption of the resolution establishing a Citizens' Bond Oversight Committee and approving the committee bylaws. Fiscal Impact: None

## 8. INSTRUCTION

8.1 Amendment to Contract DJB1603006 - Federal Bureau of Prisons

It was MSC (Range/Henderson, 5-0) to approve to amend the contract DJB61603006 between the Federal Bureau of Prisons and Victor Valley Community College District. The effective date of this amendment is October 1, 2008 through April 1, 2009. Fiscal Impact: \$115,800.00 to the District.

## 10. ADMINISTRATIVE SERVICES

10.1 Agreement - Nexus

It was MSC (Henderson/Underhill, 5-0) to approve the agreement with Nexus to upgrade the campus phone system from Cisco Call Manager version 3.2 to version 6.0. Fiscal Impact: \$78,482.43, budgeted item

**10.2 Foundation Donations**

It was MSC (Henderson/Underhill, 5-0) to accept the donations as college property from the Victor Valley District Foundation for a total of \$364,632.40. These donations are for the period ending August 31, 2008.  
Fiscal Impact: N/A

**11. HUMAN RESOURCES**

**11.1 Management Updated Job Description, Reclassification – Director of Special Grant programs**

It was MSC (Henderson/Underhill, 5-0) to approve the updated job description and placement on the management salary schedule, effective October 1, 2008. Fiscal Impact: \$827.00 monthly.

**12. INFORMATON**

12.1Draft - Accreditation Report (provided at the meeting)

**13. REPORTS (3 minute limit per report)**

13.1 Foundation  
No report

13.2 Employee Groups

a) CTA  
No report

b) CSEA  
Jim Murray reported on:  
Reported on agenda item 10.1  
Timelines for replace of employees that took the early retirement  
Status of Campus Police

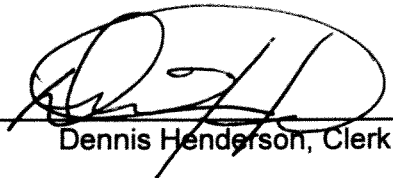
c) AFT Part-Time Faculty United  
Valerie Frangelica reported on:  
Collaborative negotiations  
AFT newsletter  
Future

**14. TRUSTEE COMMENTS**

Christina Zambrano reported on:  
AAAC conference  
Voter registration drive  
Early voting place  
Measure JJ  
Women's Expo  
NASCO  
10<sup>th</sup> annual coat drive  
Candidate Forum  
Club of the Year  
Blood drive  
Lights of Love event  
Flamingo fundraiser

Ms. Valles thanked the staff and Drs. Silverman and O'Hearn for getting the college back on track with accreditation with a special thanks to the staff and individuals for putting the Old Town Center together.

15. The following individual made a comment with respect to non-agenized items: Margaret Kagy and Dewey Kelleygray
16. **Adjournment**  
It was MSC (Underhill/Range, 5-0) to adjourn the meeting at 7:08 p.m. The motion carried unanimously.

  
Dennis Henderson, Clerk

  
Date Approved