



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

Date: December 13, 2011

Place: **Open Session:** 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 December 13, 2011 in the Board Room of the Administration Building. Mr. Henderson, Board President called the meeting to order at 5 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: On Agenda item 6.2 the year should read 2012 instead of 2011.

REGULAR MEETING AGENDA

Board Room Victor Valley Community College

This meeting will be electronically recorded

1. **CALL TO ORDER** 5 p.m.
ROLL CALL
PLEDGE OF ALLEGIANCE
ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA

2. **ELECTION OF OFFICERS AND COUNTY REPRESENTATIVE**
 - A. Rotation of board officers as follows:
 - President – Joe Range
 - Vice President – Lorrie Denson
 - Clerk – Michael Krause

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

- B. Selection of Representative to the County Committee on School District Organization
It was motioned by Trustee Krause and seconded by Trustee Brady to select Dennis Henderson as the Representative to the County Committee on School District Organization. Following discussion, Trustee Henderson declined and the motion was withdrawn by Trustee Krause.

It was motioned by Trustee Brady and seconded by Trustee Henderson to select Trustee Denson as the Representative to the County Committee on School District Organization. The motion approved unanimously and Trustee Denson accepted.

4. Superintendent/President's Report

On behalf of the Board of Trustees and Victor Valley College, Dr. O'Hearn presented Board President Henderson with a plaque thanking him for his service on the Board this past year.

Break: 5:02 p.m.

Reconvened: 5:10 p.m.

Dr. O'Hearn congratulated Trustees Range, Krause and Denson on their new positions and thanked Trustee Denson for agreeing to serve as the Representative to the County Committee on School District Organization.

Dr. Miller was honored as the recipient of the Teachers R Hero award.

A progress report concerning the status of the accreditation recommendations was made by PPL consultants, Don Averill and Matthew Lee. Dr. Lee reviewed the recommendations and provided examples of items that have been addressed and/or completed.

Ginger Ontiveros introduced faculty member, Art Gee, who provided an update on the progress of the aviation program which consists of two evening classes.

Academic Senate - absent

5. CONSENT AGENDA

It was MSC (Brady/Dustin, 5-0) to approve the consent items with agenda items 5.19 and 5.26 pulled by Trustee Brady for separate discussion.

- 5.1 Approval of the minutes of the November 8, 2011 regular Board meeting.
- 5.2 Academic Equivalency Request – Donald Holland
Approval of the equivalency for Donald Holland, Journalism. Fiscal Impact: None
- 5.3 Academic Equivalency Request – Donald Dombrowski, Jr.
Approval of the equivalency for Donald Dombrowski, Jr., Aviation. Fiscal Impact: None
- 5.4 Agreements – Image Source
Ratification of the agreement between Victor Valley Community College District and Image Source to purchase a Xerox machine and maintenance agreement for the aviation program located at the SCLA School of Aviation Technology. Fiscal Impact: \$6,463.92, budgeted item, Perkins Grant funded.
- 5.5 Contract Amendment – Motion Picture Vehicle Services
Ratification to amend the contract originally approved on October 11, 2011 between Victor Valley Community College District and Motion Picture Vehicle Services, to reflect the correct billing amount. Fiscal Impact: \$1,053.00, budgeted item, Perkins Grant Funded.

- 5.6 Contract – Pacific Floor Company
Ratification of the agreement between Victor Valley Community College District and Pacific Floor Company to recoat the gymnasium floor which is done on an annual basis. The work will be completed by June 30, 2012. Fiscal Impact: \$6,487.00, budgeted item.
- 5.7 Out of Country Travel - Asia
Approval of the out-of-country travel to East Timor, Asia. The travel is required of students who are registered in Biology 98 "International Natural History", during the 2012 winter session from January 18, 2012 through February 10, 2012. Fiscal Impact: Contracted salary for the class.
- 5.8 Board of Trustees Payments Reports
Approval of the Board of Trustees Payments Reports. Fiscal Impact: None.
- 5.9 Annual Financial and Budget Report (CCFS-311)
Acceptance of the Annual Financial and Budget Report (CCFS-311). Fiscal Impact: None
- 5.10 Agreement Renewal – Affiliated Computer Services, Inc.
Ratification of the annual agreement between Victor Valley Community College District and Affiliated Computer Services, Inc. to provide 1098-T reporting requirements for Tax Year 2011. Fiscal Impact: Not to exceed \$25,000.00 budgeted item.
- 5.11 Authorized Signatory – Marie Vidana -Barda
Approval of the signature of Marie Vidana-Barda to present the Board in the named matters for fiscal year 2011-2012 per Education Code 72282. Fiscal Impact: N/A
- 5.12 Authorized Electronic Signature Key Users
Approval of the signature of Marie Vidana-Barda as an authorized electronic key user for the period of July 1, 2011 through June 30, 2012. Fiscal Impact: None
- 5.13 Agreement – Vector Resources, Inc.
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to purchase software for LAN Management Solution (LMS) to support the campus infrastructure (Item #IN-12, on the Campus Technology Project list). Fiscal Impact: \$12,098.62, budgeted item.
- 5.14 Agreement - Sirsidynix
Ratification of the agreement between Victor Valley Community College District and Sirsidynix to migrate the Integrated Library Systems (ILS) to an alternative database (Item #S-6 on the Campus Technology Project list). Fiscal Impact: \$9,580.00, budgeted item.
- 5.15 Amend Agreement – System Maintenance Services, Inc.
Ratification of the agreement between Victor Valley Community College District and System Maintenance Services, Inc. to support critical infrastructure and network hardware. This amendment is to record the change order made to the original agreement in February 15, 2009, currently in year 2 of 5 (Item #IN-15 on the Campus Technology Project list). Fiscal Impact: \$10,608.00, budgeted item.
- 5.16 Change Order – Vector Resources, Inc.
Ratification of the Change Order #1 between Victor Valley Community College District and Vector Resources, Inc. The agreement was originally approved at the October 11, 2011 Board of Trustees meeting. This change order is necessary to complete installation of the connectivity between Central Plant and the campus fiber backbone (Item #IN-18 on the Campus Technology Project List). Fiscal Impact: \$1,134.53, **Local Bond Funded**.

- 5.17 Agreement – Namescape
Ratification of the agreement between Victor Valley Community College District and Namescape to increase the licenses from 800 to 1600. Namescape is providing a prorated credit on the original 800 licenses to create a new agreement for a total of 1600 email licenses. The original agreement was approved by the Board of Trustees on March 8, 2011. This application was purchased as part of the Microsoft migration to support ease of management, maintenance and self-services of faculty and staff accounts (Item # IN-14 on the Campus Technology Project list). Fiscal Impact: \$7,937.00, budgeted item.
- 5.18 Agreement – New Horizons
Ratification of the agreement between Victor Valley Community College District and New Horizons to purchase a six month extension to train employees on using Microsoft Outlook (Item # IN-13 on the Campus Technology Project list). Fiscal Impact: \$6,900.00, budgeted item.
- 5.19 **PULLED FOR SEPARATE DISCUSSION (see item 6.1)** Agreement – Frick, Frick & Jette Architects, Inc.
Ratification of the agreement between Victor Valley Community College District and Frick, Frick & Jette Architects, Inc. to provide architectural design and engineering for stadium lighting installation and field improvements of the campus football field. Fiscal Impact: 11% of construction cost, or approximately \$55,176.00 based on projected costs. This expenditure will be reimbursed by Excelsior Education Center as presented in the Facility Use Agreement.
- 5.20 Agreement – Image Source
Ratification of the agreement between Victor Valley Community College District and Image Source to purchase two (2) Xerox WC 4250XF machines for the Regional Public Safety Training Center. Fiscal Impact: \$12,927.85, **Local Bond Funded**.
- 5.21 Agreement – Trane Building Services
Ratification of the agreement between Victor Valley Community College District and Trane Building Services to provide repair services for both of the 750 ton chillers located in the Central Plant building. One unit is losing oil from the crankcase and the other has an excessive purge fault. Fiscal Impact: \$4,889.86, Fund 71.
- 5.22 Agreement – Medrano's Asphalt Paving Co.
Ratification of the agreement between Victor Valley Community College District and Medrano's Asphalt Paving Co. to perform repairs to Fish Hatchery Road. Fiscal Impact: \$918.00, budgeted item.
- 5.23 Agreement – P A Thompson Engineering Co., Inc.
Ratification of the agreement between Victor Valley Community College District and P A Thompson Engineering Co., Inc. to provide labor and materials to inspect, test, and repair six emergency Talk-a-Phones located around the campus. Fiscal Impact: \$8,553.00, Fund 71.
- 5.24 Curriculum Changes
Approval of the curriculum changes made on October 13, 27 and November 23, 2011 that have been recommended by the College Curriculum Committee Fiscal Impact: None
- 5.25 Increase of Fiscal Amount – Out of Country Travel - Asia
Ratification to increase the fiscal amount of the out of country travel to East Timor, Asia that that originally approved on June 14, 2011 to cover additional incurred expenses. Fiscal Impact: \$3,700.00

5.26 **PULLED FOR SEPARATE DISCUSSION (see item 6.1)** Agreement – Community College Search Services (CCSS)

Ratification of the agreement between Victor Valley Community College District and Community College Search Services (CCSS) to provide consulting services related to the Director of MIS position while incumbent is on an unpaid leave of absence. Agreement is effective November 30, 2011 and ending no later than June 30, 2012. Fiscal Impact: None due to salary savings.

5.27 2012-2013 Academic Calendar

Approval of the 2012-2013 academic calendar as presented. Fiscal Impact: None

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Separate approval of items pulled from consent agenda

5.19 Agreement – Frick, Frick & Jette Architects, Inc.

It was MSC (Denson/Krause, 3-0, Denson, recused, Brady, recused) to ratify of the agreement between Victor Valley Community College District and Frick, Frick & Jette Architects, Inc. to provide architectural design and engineering for stadium lighting installation and field improvements of the campus football field. Fiscal Impact: 11% of construction cost, or approximately \$55,176.00 based on projected costs. This expenditure will be reimbursed by Excelsior Education Center as presented in the Facility Use Agreement.

5.26 Agreement – Community College Search Services (CCSS)

It was MSC (Krause/Denson, 5-0) to ratify the agreement between Victor Valley Community College District and Community College Search Services (CCSS) to provide consulting services related to the Director of MIS position while incumbent is on an unpaid leave of absence. Agreement is effective November 30, 2011 and ending no later than June 30, 2012. Fiscal Impact: None due to salary savings.

6.2 2012 Board Calendar

It was motioned by Trustee Krause and seconded by Trustee Brady (Krause/Brady, 5-0 to approve the proposed 2012 calendar of Board meetings.

Following discussion it was motioned by Trustee Range and seconded by Trustee Brady to change the meeting time from 5:30 p.m. to 6 p.m. and to add a January 10, 2012 meeting. The motion carried unanimously.

8. Instruction

8.1 Agreement – Federal Bureau of Prisons

It was MSC (Henderson/Krause, 5-0) to approve the agreement between Victor Valley Community College District and the Federal Bureau of Prisons to offer courses and training at the Federal Correctional Center (FCC) Victorville, CA taught by the Construction & Manufacturing Technology Program. Prison Grant funded in a five (5) year period, in the amount of \$444,938.00. Fiscal Impact: **Income to the District.**

8.2 **TABLED** Direct Student Loan Program Suspension

It was motioned by Trustee Brady and seconded by Trustee Denson to approve to suspend participation in the Direct Student Loan Program effective July 1, 2012. Fiscal Impact: None directly. Indirectly, remaining in this program will risk all future federal aid for VVC students. Pell grants in the amount of \$21,184,906.00 were disbursed to 6,243 students in 2010-2011. Following discussion, it was motioned by Trustee Brady to table the item until the January meeting and seconded by Trustee Denson, the motion passed unanimously.

8.3 MOU with Victor Valley College Foundation

It was MSC (Brady/Krause, 5-0) to approve the Memorandum of Understanding with the Victor Valley College Foundation to expand resource development activities for the benefit of the District. Fiscal Impact: None (any funds required to support the expansion will be offset by new revenue.)

10. **ADMINISTRATIVE SERVICES**

10.1 Amend Resolution – Keenan & Associates: Futuris Public Entity Investment Trust Program It was MSC (Krause/Brady, 5-0) to approve the amendment to the resolution with Keenan & Associates Futuris Public Entity Investment Trust Program and appoint the Payroll Manager to serve on the Board of Authority. Fiscal Impact: None. Fees will be paid directly from the trust.

10.2 Change Order – Highland Partnership, Inc. – Regional Public Safety Center

It was MSC (Denson/Brady, 5-0) to approve Change Order #003 with Highland Partnership, Inc. to change the vapor propane design to liquid propane design and installation to the various propane fired props at the Regional Public Safety Training Center. Fiscal Impact: \$25,000.00, **Local Bond Funded.**

10.3 Vehicle Purchase – Coalinga Motors, Inc.

It was MSC (Henderson/Brady, 5-0) to approve the agreement between Victor Valley Community College District and Coalinga Motors, Inc. to purchase four (4) vehicles for the Campus Police Department by piggybacking off of the current State-wide contract #1-11-23-10 with Coalinga Motors, Inc. Fiscal Impact: \$92,886.59 (\$20,008.07, from Fund 71; \$72,878.52, budgeted item.

10.4 Facility Use Agreement – Excelsior Charter School

It was MSC (Brady/Henderson, 4-0, Denson recused) to approve of the agreement between Victor Valley Community College District and Excelsior Charter School for the purpose of coordination of scheduling for the joint usage of facilities to provide better utilization of athletic facilities while avoiding duplication of facilities. Excelsior will pay Use Fees and agrees to improve the existing stadium property in compliance with approved plans. Fiscal Impact: **Income to the District:**

- 1) Capital improvement investment of \$450,000.00
- 2) Annual use fee of \$56,917.00
- 3) Initial annual maintenance fees of \$16,500.00 plus 3% annual increase.

10.5 Agreement – CollegeNET, Inc.

It was MSC (Henderson/Denson, 5-0) to approve the agreement between Victor Valley Community College District and CollegeNET, Inc. to purchase the Schedule 25 software system allowing VVC to schedule all classroom and other facilities on campus (Item #I-4 on the Campus Technology Project List). Fiscal Impact: \$106,010.10, Fund 71.

10.6 Agreement – S&L International, Inc.

It was MSC (Henderson/Brady, 5-0) to approve the agreement between Victor Valley Community College District and S&L International, Inc. to purchase Blue Coat Packet Shaper and three (3) years of support. Bandwidth Management device allows for the prioritization of network usage and allows for instructional activities to get the priority use of network resources when the network is under high demand (Item #IN-2 on the Campus Technology Project List). Fiscal Impact: \$72,223.54, Fund 71.

10.7 Foundation Donations – July – September 2011

It was MSC (Henderson/Brady, 5-0) to accept donations as college property from the Victor Valley College District Foundation. The Foundation has made expenditures from cash contributions to specific college programs in the amount of \$65,302.81 and transferred \$328,733.85 in student scholarships for a total cash contribution of \$394,036.66. The Foundation also received and is transferring ownership of in-kind (non-cash) gifts valued at \$7,679.90. Total contributions from the Foundation for July-September 2011 are \$401,716.56. Fiscal Impact: \$401,716.56 to the District.

10.8 Resolution #11-07 – Board of Trustees Compensation

It was MSC (Krause/Denson, 4-1 Krause, No) to approve a resolution that would authorize compliance with District Board Policy. Fiscal Impact: Varies by FTES.

11. HUMAN RESOURCES

11.1 Public Hearing for the District and CTA Joint Initial Proposals for Contract Reopeners

The Board president hereby declared the hearing open, hearing no comments on the initial proposals; the Board President declared the hearing closed.

12. INFORMATION

12.1 FY 2012-13 Continued Funding Application

Submitted as an information 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 – Ginger Ontiveros

13.2 Employee Groups

- a) CTA – Absent
- b) CSEA – Fred Board
- c) AFT Part-Time Faculty United – Absent

14. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: None

15. BOARD COMMUNICATION

Trustee Denson – Thanked Lori Kildal for the Teachers R Hero presentation that was presented to Dr. Miller. Appreciates Ginger Ontiveros and Art Gee sharing the aviation information. She is looking forward to the nursing pinning ceremony tomorrow evening, as well as the paramedic academy graduation. She wishes everyone a Merry Christmas and Happy New Year.

Trustee Krause – Expressed concerned about accreditation and stated that everyone should do what needs to be done. A report by Governor Brown indicates that the Community Colleges will be taking a hit with the cost of tuition likely increasing. Wished everyone a great holiday season.

Trustee Range – Appreciates the Foundation. Aviation program. Dr. Miller, students Wished everyone a Merry Christmas.

Trustee Brady: - Congratulated the Board of Trustees on getting the cameras in the Board Room up and running. He thanked Trustee Henderson for everything that he did the past year and welcomed Trustee Range as the new Board President.

Christopher Dustin: Spoke on the wonderful semester and thanked everyone that makes it work. Provided an update on the ASAC leadership conference. He is looking forward to setting up and facilitating more successful events for the next semester.

Trustee Henderson: Thanked the Foundation for coming through and feels that the donors need to be thanked. He wished everyone a Merry Christmas and Happy New Year.

16. ADJOURNMENT

It was MSC (Brady/Krause, 5-0) to adjourn the meeting at 7:15 p.m.



Michael Krause, Clerk

1-24-2012

Date Approved