

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

Date: March 10, 2009

Place: 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 March 10, 2009 in the Board Room of the Administration building. Mr. Range, Board President called the meeting to order at 5:01 p.m.

TRUSTEE ROLL CALL: Present: Joe Range, Board President; Angela Valles, Vice President; Dennis Henderson, Trustee, Don Nelson, Trustee, Christina Zambrano, Student Trustee

Absent: Bettye Underhill, Clerk and Christina Zambrano, Student Trustee

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

Joe Range led the Pledge of Allegiance to the Flag.

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: None

ANNOUNCEMENT OF ITEMS TO BE CONSIDERED IN CLOSED SESSION: Board President, Mr. Range, announced the items that the Board would consider in closed session.

2. CLOSED SESSION

- (a) LIABILITY CLAIMS - Government Code 54956.95
Claimant: Michelle Ruiz
- (b) CONFERENCE WITH LEGAL COUNSEL--POTENTIAL LITIGATION
Government Code Section 54956.9 (b)(3)(A)
(1 case)
- (c) CONFERENCE WITH LEGAL COUNSEL--POTENTIAL LITIGATION
Government Code Section 54956.9 (b)
EEOC Claim Number 480-2009-00397
- (d) CONFERENCE WITH LABOR NEGOTIATORS – Government
Code Section 54957.6 District Representative: Dr. Robert
Silverman

Employee Organizations: AFT

Betty Underhill, Clerk arrived at 5:03 p.m.

PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS: None

At 5:03 p.m. Board President, Mr. Range recessed to closed session.

Christina Zambrano, Student Trustee arrived at 5:55 p.m.

3. RECONVENE TO OPEN SESSION

6 p.m.

At 6:03 Board President reconvened to open session and announced there was one report.

3.1 Closed Session Report

Board President, Mr. Range announced that the claim for damages by Michelle Ruiz was rejected and referred to our claims administrator for handling.

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: The following individuals made a comment with respect to noted agenda items: None

4. SUPERINTENDENT/PRESIDENT'S REPORT

Dr. Silverman reported that a review of the board policies is currently in progress. A subcommittee consisting of Don Nelson and Angela Valles has been working on chapter 2. The board must approve all of the policy changes. Policy review of the other chapters will be reviewed by the Vice President in their respective area. Recommended changes or updates for Chapters 3-8 will be forwarded to College Council and presented to the board for final approval. Chapter 2 will be submitted directly to the board from Don Nelson and Angela Valles.

As part of the Superintendent/President's report Dr. Silverman asked Dr. O'Hearn and Coach Debra Blanchard to lead the discussion on the ARCC data which is the Institutional Effectiveness measures that the Chancellor and legislature require. Dr. O'Hearn reported that the ARCC report is a new statewide initiative focused on accountability and student success. Data is provided by the Chancellor's Office and the college through the Office of Institutional Effectiveness. With our renewed emphasis on Program Review, the attention to SLOs and assessment, and the activities included in the Title V grant that we can make significant progress. In addition, the work of the Basic Skills Initiative team and curriculum development in English and Math has seen positive results. The cut scores on placement exams will be reevaluated so that students are placed in the correct class to be successful.

Debra Blanchard reported that through the Academic Senate and the Institutional Effectiveness committee there will be a campus-wide dialog in addressing the ARCC report specifically to curriculum. They will be looking at the offerings which are geared towards the Basic Skills student to ensure the correct classes are being offered. Transfer levels will also be reevaluated indicated on the curriculum report. Locations of the classes being offered will be reviewed to ensure that the needs of the Basic Skills students are met.

• **Faculty Senate**

Debra Blanchard provided copies of the press release that showcased the prestigious award received by the statewide Academic Senate. The award is given to the Academic Senate for their work on the Basic Skills Initiative statewide effort.

5. CONSENT AGENDA

It was MSC (Nelson/Valles, 5-0) to approve the consent items in one motion.

- 5.1 Approval of the minutes of the January 29, 2009 special Board meeting and the February 10, 2009 regular Board meeting.
- 5.2 Agreement – Total Compensation System, Inc.
Approval of the agreement between Victor Valley Community College District and Total Compensation Systems, Inc. for the completion of an actuarial study to provide the information necessary for the district's compliance with GASB 43 and 45. Fiscal Impact: Budgeted item, Fund 01, not to exceed \$9,500.00
- 5.3 Board of Trustees Budget Transfer Request Report
Approval of the Board of Trustees Budget Transfer Request Report. Fiscal Impact – None.
- 5.4 Board of Trustees Payments Report
Approval of the Board of Trustees Payments Report. Fiscal Impact – None.
- 5.5 Agreement – Samuel Sepuya, M.D.
Approval of the agreement between Victor Valley Community College District and Samuel Sepuya, M.D. through August 26, 2009 to oversee portions of the Respiratory Therapy program as they relate in the hospital setting. Fiscal Impact: Budgeted item, \$4,000.00.
- 5.6 Out-of-State Travel – Student Travel
Approval of the student travel to attend the Phi Theta International Convention in Grapevine, TX from April 16, 2009 through April 18, 2009. Students will be accompanied by Deanna Murphy. Fiscal Impact: None, ASB funds not to exceed \$5,000.00.
- 5.7 Out-of-State Travel – Student Travel
Approval of the student travel to Washington, D.C. to attend the National Student Advocacy and Leadership Spring Conference from March 19, 2009 through March 24, 2009. Students will be accompanied by Robert Sewell. Fiscal Impact: None, ASB funds not to exceed \$10,000.00.
- 5.8 Agreements – Contract Education Services
Approval of the Contract Education Services' agreements listed below to obtain a food handlers certification card by attending a two-hour class. Fiscal Impact: \$1,500.00 to the District.

Vendor:	Income to the District
George Elementary	\$ 300.00
Del Taco	\$ 300.00
El Pollo Loco	\$ 300.00
Sam's Chinese Buffet	\$ 300.00
Holiday Inn	\$ 300.00
Total:	\$1,500.00

- 5.9 Agreement – Contract Education Services – Terry Rowen
Approval of the agreement between Victor Valley Community College District and Terry Rowen to provide workshops. The period of this agreement is from April 25, 2009 through June 30, 2009. Fiscal Impact: \$12,300.00 to the District.
- 5.10 Agreement – Contract Education Services – Millionaire Mind Training Center for Excellence, LLC
Approval of the agreement between Victor Valley Community College District and Millionaire Mind Training Center for Excellence, LLC. The period of this agreement is from March 11, 2009 through June 30, 2009. Fiscal Impact: \$1,200.00 to the District.
- 5.11 Agreement – Contract Education Services – Irvine Property Management
Approval of the agreement between Victor Valley Community College District and Irvine Property Management. The period of this agreement is from March 11, 2009 through June 30, 2009. Fiscal Impact: \$500.00 to the District.
- 5.12 Agreement – High Desert Hispanic Chamber of Commerce
Ratification of the agreement with High Desert Hispanic Chamber of Commerce to be a sponsor for their February monthly meeting. Fiscal Impact: \$300.00 Public Information budget.
- 5.13 Agreement - La Ponderosa KWRN 1550
Ratification of the agreement with La Ponderosa KWRN 1550 AM to advertise registration information for the Community Education Center in downtown Victorville. Fiscal Impact: \$1,000.00 Public Information budget.
- 5.14 Out-of-State Travel – Political Science
Approval of the student travel to New York, NY. To attend the National Model United Nations conference from April 5, 2009 through April 12 2009. Students will be accompanied by Professor Bozonelos. Fiscal Impact: General Fund, \$7,500.00, ASB reimbursement \$2,500.00, student fellowships \$9,000.00, Individual fundraising \$3,000.00, student dues \$1,400.00.
- 5.15 Agreement (Second Amendment) – Community Hospital of San Bernardino
Approval of the second amendment to the Education Affiliation agreement that was originally approved on March 1, 2007 between Victor Valley Community College and Community Hospital of San Bernardino. Fiscal Impact: None
- 5.16 Agreement – Independent Contractor
Approval of an Independent Contractor Agreement between Victor Valley Community College District and Principled Leadership Solutions to provide training on interest-based negotiations and decision making. This agreement is from March 11, 2009 through June 30, 2009. Fiscal Impact: Not to exceed \$5,000.00 reimbursed through mandated costs.
- 5.17 Academic Equivalency Request – Emily Skaftun (English)
Approval of the academic equivalency request for Emily Skaftun (English). Fiscal Impact: None

- 5.18 Academic Equivalency Request – Leonard Lopez (Photographic Technology/Commercial Photography)
Approval of the academic equivalency request for Leonard Lopez (Photographic Technology/Commercial Photography). Fiscal Impact: None
- 5.19 Second Reading - New Board Policy – BP 6341 Instruction to Bidders
Approval of the new board policy 6341 Instruction to Bidders Non-Responsibility Determination & Due Process Hearing. Fiscal Impact: None
- 5.20 Agreement (Second Amendment) – Catholic Healthcare West
Approval of the second amendment to the Education Affiliation agreement that was originally approved on March 1, 2007 between Victor Valley Community College and Catholic Healthcare West. Fiscal Impact: None
- 5.21 Agreement – Independent Contractor – Dr. Nick Andonov
Approval of an Independent Contractor Agreement between Victor Valley Community College District and Dr. Nick Andonov to provide professional advice to Human Resources regarding compliance issues. This agreement is from March 11, 2009 through June 30, 2009. Fiscal Impact: Budgeted item, not to exceed \$4,000.00.
- 5.22 Increase Contract Amount – Norman A. Traub & Associates Investigation Services
Approval to increase the consultant agreement amount with Norman A. Traub Associates Investigation Services for an additional \$3,000 for the investigations of discrimination complaints. This contract was originally approved on July 8, 2008 for up to \$8,000 and was amended in November for up to \$15,000. Fiscal Impact: \$130.00 per hours plus expenses, increasing additional \$3,000.00.
- 5.23 Revised Department Chairperson's Pay for Spring 2008
Approval of the revised payment for department chairperson, Leslie Huiner, for the spring 2008 academic year. Fiscal Impact: budgeted item, \$2,856.00
- 5.24 Agreement – ECORP Consulting, Inc.
Ratification of the agreement with ECORP Consulting, Inc. for the Biological Constraints Analysis for 150 acres of land the college is considering purchasing for the Workforce Development Center. Fiscal Impact: \$1,800.00 – locally bond funded.

ACTION AGENDA

6. BOARD OF TRUSTEES

- 6.1 Separate approval of items pulled from consent agenda

10. ADMINISTRATIVE SERVICES

- 10.1 Honorarium Approval—Measure JJ Public Safety Eastside Safety Center
It was MSC (Underhill/Nelson, 4-1, Valles, No) to approve the payment of honorarium to the two final unsuccessful bidders only if the bidder delivers quality good faith work product in consideration for an honorarium not to exceed \$20,000. Fiscal Impact: Not to exceed \$40,000 – budgeted item from bond proceeds.

10.2 Foundation Donations

It was MSC (Henderson/Nelson, 5-0) to accept the donations as college property from the Victor Valley College District Foundation of \$193,283.06 in-kind cash donations, (\$69,630.50 in scholarships) for a total amount of \$262,913.56. In addition the Foundation has also received property donations as listed. Donations are for the period ending January 2009. Fiscal Impact: None.

10.3 Bid Award – The Dumbell Man Fitness Equipment

It was MSC (Henderson/Nelson, 5-0) to approve to award the bid to The Dumbell Man Fitness Equipment for equipment for the Adapted PE Center. Fiscal Impact: \$124,834.54 fund 71 expenditure (This project is partially State funded and a portion of this may be reimbursable through the State. Any portion that is not reimbursable has been previously budgeted.)

10.4 Award of Contract – Rymax Electrical Inc.

It was MSC (Underhill/Nelson, 5-0) to approve to award the contract to Rymax Electrical Inc. for electrical switchgear replacement. Fiscal Impact: \$72,670.00 to be paid from a state deferred maintenance fund or Fund 71.

10.5 2009-10 Budget Assumptions

It was MSC (Nelson/Henderson, 5-0) to approve the proposed budget assumptions for fiscal year 2009-2010. Fiscal Impact: to be determined

11. HUMAN RESOURCES

11.1 New Classified Position and Job Description – Program Specialist,
Special Grant Programs

It was MSC (Underhill/Nelson, 5-0) to approve the new classified position and job description. Fiscal Impact: State and Federal grants, Range 14 on Classified Salary Schedule, \$4,426-\$5,648 per month, plus benefits.

11.2 New Academic Position and Job Description – GEAR UP Program

It was MSC (Henderson/Nelson, 5-0) to approve the new academic position and job description. GEAR UP Program Counselor/Academic Advisor. Fiscal Impact: GEAR UP funds, \$49,803-\$77,993 per year, plus benefits.

11.3 New Management Position and Job Description – GEAR UP
Associate Director

It was MSC (Nelson/Underhill, 5-0) to approve the new management position and job description. Fiscal Impact: GEAR UP funds Range 15 on the Administrative/Management/Confidential salary schedule \$5,265-\$6,724 per month, plus benefits.

11.4 Revised Job Description – Instructional Dean

It was MSC (Nelson/Henderson, 5-0) to approve the updated job description for Instructional Dean. Fiscal Impact: None

11.5 Management Appointment – Director of the Associate Degree Nursing Program and Allied Health

It was MSC (Underhill/Nelson, 5-0) to approve the contract for Geneva Baker for the position of Director of the Associate Nursing Program and Allied Health beginning on or after June 1, 2009. Fiscal Impact: Range 18, Step D of the Administrative Management Salary Schedule, \$8,404.00 per month, plus benefits.

12. INFORMATION/DISCUSSION

- 12.1 2008 Accountability Report for Community Colleges
Submitted as an informational item.
- 12.2 Monthly Financial Reports
Submitted as an informational item.
- 12.3 District Initial Negotiations Proposal to AFT-PTFU Contract
Submitted as an informational item.
- 12.4 Superintendent/President Goals
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
Ginger Ontiveros
- 13.2 Employee Groups
 - a) CTA
Mike Smith
 - b) CSEA
Arlene Greene
 - c) AFT Part-Time Faculty United
Carol Scissel


14. TRUSTEE COMMENTS

- ASB
Christina Zambrano reported on ASB activities
Don Nelson reported on theater production "Love Letters" and the men's basketball playoffs. Angela Valles and Dennis Henderson congratulated the faculty and staff on receiving the Academic Senate award.

15. Public Comments Related to Non-Agenda Items - None

16. ADJOURNMENT

It was MSC (Nelson/Underhill, 5-0) to adjourn the meeting at 6:48 p.m.



Bettye Underhill, Clerk

4-14-09

Date Approved