

Victor Valley Community College District SPECIAL MEETING OF THE BOARD OF TRUSTEES

Date: May 4, 2009

Place: Board Room Victor Valley Community College
18422 Bear Valley Road, Victorville, CA 92395

AGENDA

This meeting will be electronically recorded

CALL TO ORDER

5:30 p.m.

ROLL CALL

PLEDGE OF ALLEGIANCE

1. PUBLIC COMMENTS RELATED TO AGENDA ITEMS

PUBLIC COMMENTS RELATED TO AGENDA ITEMS

This is the opportunity for the public to address the Board on any agenda items. Public comments are limited to three minutes per individual and a total of 15 minutes per topic. Speakers will be timed electronically, and all speakers will be required to address the Board from the lectern. Only those who have been recognized by the Board President will be permitted to speak. (Board Policy #2350)

ACTION AGENDA

2. BOARD OF TRUSTEES

2.1 Approval of Resolution 09-05

Approval of the Resolution 09-05 declaring a vacancy on the Board of Trustees. YES ___ NO ___
Fiscal Impact: None

2.2 Proposed Process to Appoint a New Board Member to Fill Vacancy

Approval of the attached proposed process, timeline, application materials, and criteria. Fiscal Impact: \$1,000.00 YES ___ NO ___

3. ADJOURNMENT

It is the intention of Victor Valley Community College District to comply with the Americans with Disabilities Act in all respects. Any person with a disability may request that this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Jeffrey Holmes, Victor Valley College, 18422 Bear Valley Road, Victorville, California 92395-5849, (760) 245-4271, Ext. 2596, from 8:30 a.m. to 5:00 p.m., Monday through Friday, at least 48 hours prior to the meeting to make reasonable arrangements. Government Code Section 54954.2.

BOARD OF TRUSTEES: Dennis Henderson, Donald Nelson, Joe Range, Angela Valles, ASB Member

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT ___ **BOARD ACTION** X **BOARD INFORMATION (no action required)** ___

TOPIC: APPROVAL OF RESOLUTION 09-05 –DECLARING BOARD VACANCY

SUBMITTED BY: Joe Range, President, Board of Trustees

RECOMMENDED BY: Robert Silverman

APPROVED BY: Robert Silverman _____

Description/Background:

A vacancy on the Board of Trustees of Victor Valley Community College District occurred when the District was notified of the death of Dr. Bettye Underhill, Clerk. The vacancy must be filled within 60 days of such notification.

Need: The Board of Trustees of Victor Valley Community College District constitutes a 5 member board. The vacancy must be filled within 60 days of notification.

Fiscal Impact: None

Recommended Action:

It is recommended that the Board approve Resolution No. 09-05 declaring a vacancy on the Board of Trustees at Victor Valley Community College District.

Legal Review: YES X NOT APPLICABLE ___

Reference for Agenda: YES X NO ___

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 09-05

RESOLUTION DECLARING A VACANCY ON THE BOARD OF TRUSTEES AT VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

WHEREAS, Board Policy #2110 states that vacancies on the Board may be caused by any of the events specified in the Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to reelect.

WHEREAS, Dr. Bettye Underhill passed away April 27, 2009.

NOW, THEREFORE, be it resolved that the Victor Valley Community College District hereby declares a vacancy on the Board of Trustees.

Be it further resolved that the Superintendent/President is hereby directed to enact the process developed by the Board President, Legal Council and the Superintendent/President to fill the vacancy and to create a provisional appointment.

IN WITNESS WHEREOF, the Victor Valley Community College District has caused this resolution to be executed on behalf of the District and in an official capacity by the signature of the President of the Board of trustees, and to be countersigned by the signature of the Clerk to the Board of Trustees, all as of the date stated above.

VICTOR VALLEY COMMUNITY COLLEGE
DISTRICT

By: _____
President, Board of Trustees

COUNTERSIGNED:

Clerk to the Board of Trustees

**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT- BOARD OF TRUSTEES
AGENDA ITEM**

BOARD CONSENT BOARD ACTION BOARD INFORMATION (no action required)

TOPIC: PROPOSED PROCESS TO APPOINT A NEW BOARD MEMBER TO FILL VACANCY

SUBMITTED BY: Joe Range, President, Board of Trustees

RECOMMENDED BY: Robert Silverman

APPROVED BY: Robert Silverman _____

Description/Background:

A vacancy on the Board of Trustees of Victor Valley Community College District occurred when the District was notified of the death of Dr. Bettye Underhill, Clerk. The vacancy must be filled within 60 days of such notification.

Need:

The current Board of Trustees must agree to a process, timeline, application materials, and criteria for selection of a replacement to serve out the remaining term of office. This process must be agreed to by a majority of Board members.

Fiscal Impact: \$1,000.00

Recommended Action:

It is recommended that the Board approve the attached process, timeline, application materials, and criteria

Legal Review: YES NOT APPLICABLE

Reference for Agenda: YES NO



VICTOR VALLEY COMMUNITY COLLEGE DISTRICT TRUSTEE APPOINTMENT TIMELINE 2009

Date	Task
April 16	Proposed process developed by Superintendent/President, Board of Trustees President and Legal Council
April 27	Trustee Vacates Position
April 29	<ul style="list-style-type: none"> • Notice sent to San Bernardino and Los Angeles Registrar of Voters • Superintendent/President sends internal district message of Trustee vacancy and notice sent to County Superintendent of Schools.
May 4 Special Board Meeting	<ul style="list-style-type: none"> • Trustees announce the open position. • Approve process, timeline, application materials and criteria. • Board directs Superintendent/President to commence administrative process for provisional appointment • Open the appointment application process
May 5	<ul style="list-style-type: none"> • Media press release of Trustee's open position and notice of the approved process. • Encourage applicants to call the Superintendent/President's office for application materials. • Vacancy notices posted internally and externally
May 5-15	Application material sent to interested parties who contact the Superintendent/President's Office
May 21	Superintendent/President orientation meeting for interested candidates with college information
May 22	<ul style="list-style-type: none"> • Applications due in Superintendent/President's office due by 3 p.m. • Review of applications
June 9 Regular Board Meeting	At May 12 Regular Board meeting, Board members will set a special board meeting date to interview candidates and identify the candidates to be interviewed
June 11 Special Board Meeting	Special Board meeting to interview candidates majority of the board agrees upon a single candidate Board announces appointment and replacement Trustee sworn into office.
June 12	Notice must be sent to County Superintendent of Schools, San Bernardino and Los Angeles County Registrar of Trustee appointment and at least 3 media general circulation.

APPOINTMENT CONDITIONS

The conditions for appointing a person to fill a vacancy are contained in Education Code 5091-5095.

Persons applying or nominated for the position must meet the legal qualifications for members of the board stated in the Constitution and other laws. They must be residents of the district (Ed Code 72022).

The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members.

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment.

SUMMARY OF PROPOSED PROCESS

1. Board of Trustees make announcement of vacancy; approve process for selection, application materials, criteria and timelines. **(Board)**
2. Board charges Superintendent/President to commence Administrative Procedure to accomplish provisional appointment. **(Board)**
3. Media and internet announcement **(Superintendent/President)**
4. Candidates Workshop **(Superintendent/President)**
5. Receive and review applications **(Superintendent/President)**
6. Select final candidates **(Board)**
7. Conduct public interviews **(Board)**
8. Provisional appointment by majority vote **(Board)**
9. Swear in **(Board)**
10. Public Notice **(Superintendent/President)**

Selection Criteria

Criteria

The board determines the criteria used to select the appointee. A board ad hoc committee may be used to develop and propose criteria to the entire board, or the discussion may take place in the board as a whole.

The selection criteria may be used to help trustees review applications to choose their top candidates, select a number of finalists to be interviewed, and decide who to appoint.

Possible criteria are:

- Interest in and commitment to service to the community;
- Interest in and commitment to student learning;
- Knowledge about and commitment to the role and mission of community colleges in the communities they serve and in the context of all higher education;
- Knowledge and understand appropriate policy level decision making;
- Willingness and ability to represent those who live in the service area; mindful of the perspectives of diverse constituencies;
- Willingness to advocate the district and its interests to the community and state;
- Knowledge and background related to the issues considered by the board (e.g. community needs, funding, education, district operations); Commitment to expanding facility needs of the District.
- Ability to work as a member of a public governing board; understands that the board, not the individual trustees, has authority;
- Ability to articulately express perspectives and respect the perspectives of others;
- Willingness to work cooperatively with others and in partnership with the CEO;
- Time and energy necessary to fulfill the responsibilities of being a trustee;
- Willingness and time to engage in ongoing professional development;
- Commitment to fulfill the ethical and legal responsibilities of trusteeship, unencumbered by private agendas; and/or
- Qualities, background, and stature that will enhance the standing of the district in the community.

April _____, 2009

VICTOR VALLEY COLLEGE
18422 Bear Valley Road
Victorville, CA 92395-5849
(760) 245-4271, ex 2150
silvermanr@vvc.edu

Dear _____:

Thank you for your interest in serving as an appointed member of the Board of Trustees of the Victor Valley Community College District. The appointee will serve until the next regularly scheduled election, which is November, 2010.

We have enclosed a schedule that outlines the steps in the selection process and a sample criteria to be used in the decision making process. In order to be considered for appointment to the vacant position, all application materials must be received in the President's Office no later than May 22, 2009 at 3 p.m.

A complete application includes:

A letter of interest addressed to the president of the Board of Trustees, Joe Range

A resume, including community service and leadership

A completed application

Answers to supplemental questions

These materials will be considered by members of the Board of Trustees in determining who will be invited to be interviewed at a public board meeting on *[insert date]*. Further information will be provided to those candidates about the board meeting and interview process.

The Board encourages you to review the enclosed materials that outline Governing Board responsibilities and expectations of trustees. Return completed materials to the Superintendent/President's Office no later than May 22, 2009 at 3 p.m.

In addition, you are encouraged to participate in an informational meeting on May 21 at 4 p.m. for candidates about the district, the appointment process, and governing board responsibilities. Information about the District can also be found at vvc.edu.

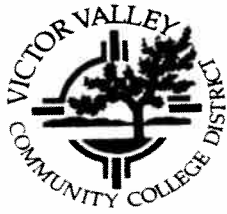
Please contact me at 245-4271 ext. 2150 if you have any questions about the position or the selection process.

Sincerely,

Robert M. Silverman, Ph.D.
Superintendent/ President

Dr. Robert M. Silverman
Superintendent / President

Board of Trustees
Joe Range, President
Angela Valles, Vice President
Bettye Underhill, Clerk
Dennis Henderson, Member
Don Nelson, Member



Victor Valley Community College District Application Form

Name _____

Home Address _____

City, State, Zip _____

Phone: Home _____ Business _____

E-mail address _____

Occupation _____

Company _____

Business Address _____

City, State, Zip _____

Please complete the following or attach a current resume.

Education (List degrees or highest year completed and the college or school.)

Employment History (last 10 years)

Public and Community Service

Have you ever been convicted of a felony? Yes No

If yes, please provide explanation:

Have you ever been convicted of a misdemeanor? Yes No

If yes, please provide explanation:

Note: A conviction will not necessarily disqualify an applicant from consideration

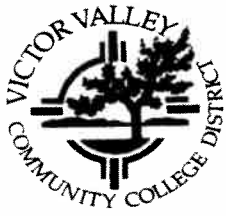
(Check if applicable) I am related to a current employee of the district. If yes, name of employee and your relationship _____

I understand that I may not be an employee of the district and serve as a member of the board.

I certify that I meet all eligibility requirements. (Note: To be eligible, an individual must be at least 18 years old; must be a resident of the district; must be a registered voter, and must not be disqualified from holding civil office by the Constitution or any law of the state.)

Signature:

Date:



Victor Valley Community College District Written Application Questions

Please state why you are seeking appointment to the Victor Valley Community College District Board of Trustees.

What skills, abilities, and experiences would you bring to the work of the board of trustees?

Describe your background and community involvement that would contribute to the work of the board.