



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

Date: June 11, 2013

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

Place: **Open Session:** 6:00 p.m. Board Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

WORKSHOP (Staff Lounge)

1. CALL TO ORDER

5-6 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on June 11, 2013 in the Board Room of the Administration Building. Board Clerk Henderson called the meeting to order at 5:02 p.m.

TRUSTEE ROLL CALL: Dennis Henderson, Clerk; Joseph W. Brady, Trustee, John Pinkerton, Trustee; and Monique Ballard, Student Trustee.

Absent: Lorrie Denson, President; Michael Krause, Vice President; Monique Ballard, Student Trustee

PLEDGE OF ALLEGIANCE

Carolee Stater led the Pledge of Allegiance to the Flag.

2. Budget/Facilities Workshop (Staff Lounge)

5 p.m.

Lorrie Denson arrived 6:30 p.m.

AGENDA ~ Board Room

Board Room Victor Valley Community College

CALL TO ORDER

5 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on June 11, 2013 in the Board Room of the Administration Building. Board President Denson called the meeting to order at 6:35 p.m.

TRUSTEE ROLL CALL: Lorrie Denson, President; Dennis Henderson, Clerk; Joseph W. Brady, Trustee, John Pinkerton, Trustee; and Monique Ballard, Student Trustee.

Absent: Michael Krause, Vice President

PLEDGE OF ALLEGIANCE

Fred Board led the Pledge of Allegiance to the Flag.

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

ANNOUNCEMENT OF ITEMS DELETED OR CORRECTED FROM THE AGENDA: Item # 5.35 was deleted.

3. OPEN SESSION

PUBLIC COMMENTS RELATED TO AGENDA ITEMS: Terry Reid (5.2), Fred Board (11.2), Diana Carloni (10.5)

4. Superintendent/President's Report:

As part of the Superintendent/President's report, Peter Allan reported on the various campus functions that he recently attended which included the EOPS celebration, CSEA luncheon, President's Circle luncheon, Commencement, Paramedic graduation, Corrections Academy. Autumn Oraiqat spoke on the positive outcomes of the education she received at VVC and the people that contributed to her success. She recently graduated from Excelsior High School and VVC with two associates degrees and pointed out that it is a testament of what is possible at VVC and how concurrent enrolled students are afforded this great opportunity.

In Tracy Davis' absence, Jessika Gibbs provided the Faculty Senate report. She spoke on the passing of faculty member, Claudia Basha who retired in 2011. August 30th has been set aside as a voluntary in-service day to continue to address accreditation tasks.

5. CONSENT AGENDA

It was MSC (Brady/Henderson, 4-0, Krause, absent) to approve the consent items in one action with item 5.35 deleted.

5.1 Approval of the minutes of the May 14, 2013 regular Board meeting

5.2 Board of Trustees Payments Report

Approval of the Board of Trustees Payments Report. Fiscal Impact: None

5.3 Agreement Renewal - Sixten & Associates

Ratification of the agreement between Victor Valley Community College District and Sixten & Associates Sixten & Associates for State Mandate Claim Preparation for the 2013-2014 fiscal year. The term of the agreement is from July 1, 2013 through June 30, 2014. Fiscal Impact: Not to exceed \$35,000.00, budgeted item.

5.4 Designation of Newspaper for 2013-2014 District Budget Public Hearing

Approval to designate the *Victor Valley Daily Press* as the newspaper in which to publish the proposed budget inspection dates as September 3 through 10, 2013, and public hearing date as September 10, 2013. Fiscal Impact: None

5.5 Renewal Agreement – Ana Septic

Ratification of the agreement between Victor Valley Community College District and Ana Septic to provide pumping services on the Student Activities Center grease interceptor for the 2013-2014 fiscal year. Fiscal Impact: \$2,030.00, budgeted item.

5.6 Renewal Agreement – B3 Backflow, Inc.

Ratification of the renewal agreement between Victor Valley Community College District and B3 Backflow, Inc. to provide annual testing and possible repairs of approximately 24 backflow preventers located throughout the main campus and the Regional Public Safety Training Center for the 2013-2014 fiscal year. Fiscal Impact: \$3,300.00, budgeted item.

- 5.7 Renewal Agreement – Dewey Pest Control
Ratification of the renewal agreement between Victor Valley Community College District and Dewey Pest Control to provide pest control services as needed to the main campus for the 2013-2014 fiscal year. Fiscal Impact: \$6,000.00, budgeted item.
- 5.8 Renewal Agreement – Dewey Pest Control
Ratification of the renewal agreement between Victor Valley Community College District and Dewey Pest Control to provide pest control services as needed for the Regional Public Safety Training Center for the 2013-2014 fiscal year. Fiscal Impact: \$2,100.00, budgeted item.
- 5.9 Renewal Agreement – Diamond Environmental Services
Ratification of the renewal agreement between Victor Valley Community College District and Diamond Environmental Services to provide portable restroom service for the 2013-2014 fiscal year. Fiscal Impact: \$849.40, budgeted item.
- 5.10 Renewal Agreement – Thyssen Krupp Elevator
Ratification of the renewal agreement between Victor Valley Community College District and Thyssen Krupp Elevator to provide maintenance service to the elevators on campus as needed for the 2013-2014 fiscal year. Fiscal Impact: \$28,475.04, budgeted item.
- 5.11 Renewal Agreement – M&D First Aid and Safety
Ratification of the renewal agreement between Victor Valley Community College District and M&D First Aid and Safety to inspect First Aid kits on main campus and at the Regional Public Safety Training Center for the 2013-2014 fiscal year. Fiscal Impact: Not to exceed \$700.00, budgeted item.
- 5.12 Renewal Agreement – Porter Boiler Services
Ratification of the renewal agreement between Victor Valley Community College District and Porter Boiler Services to provide inspection and maintenance on 3 Raypak boilers for 2013-2014 fiscal year. Fiscal impact: \$3,270.00, budgeted item.
- 5.13 Renewal Agreement – American Fire Safety, Inc.
Ratification of the renewal agreement between Victor Valley Community College District and American Fire Safety, Inc. to provide annual service to main campus and Regional Public Safety Training Center for fire sprinkler system and service to the kitchen fire suppression system in the Student Activities Center for the 2013-2014 fiscal year. Fiscal Impact: \$7,400.00, budgeted item.
- 5.14 Renewal Agreement – The Liquidation Company
Ratification of the renewal agreement between Victor Valley Community College District and The Liquidation Company to supply auctioneer services for the disposal of surplus equipment no longer of use or value to the college under Education Code 81450 for the 2013-2014 fiscal year. Fiscal Impact: **Revenue to the District.**
- 5.15 Renewal Agreement – North State Environmental
Ratification of the renewal agreement between Victor Valley Community College District and North State Environmental to provide hazardous waste management services for the 2013-2014 fiscal year. Fiscal Impact: \$25,000.00, budgeted item.
- 5.16 Renewal Agreement – Package Products & Services, Inc.
Ratification of the renewal agreement between Victor Valley Community College District and Package Products & Services, Inc. for Opra Software which is the work order system used by Maintenance and Operations. Fiscal Impact: \$5,326.32, budgeted item.

- 5.17 Agreement – PA Thompson Engineering Company, Inc.
Ratification of the renewal agreement between Victor Valley Community College District and PA Thompson Engineering Company, Inc. to repair emergency stations located various places on campus. Fiscal Impact: \$610.00, Fund 71.
- 5.18 Renewal Agreement – Prudential Overall Supply
Ratification of the renewal agreement between Victor Valley Community College District and Prudential Overall Supply to provide work uniforms, dry mops and shop rags for use on campus for Fiscal Year 2013-2014. Fiscal Impact: \$13,000.00, budgeted item.
- 5.19 Renewal Agreement – Safety-Kleen
Ratification of the renewal agreement between Victor Valley Community College District and Safety-Kleen to provide parts washers for the Maintenance & Operations vehicle repair and automotive areas for 2013-2014 fiscal year. Fiscal Impact: \$1,347.76, budgeted item.
- 5.20 Renewal Agreement – Hi-Desert Alarm
Ratification of the renewal agreement between Victor Valley Community College District and Hi-Desert Alarm to provide service to maintain the fire alarm system on main campus and at the Regional Public Safety Training Center for the 2013-2014 fiscal year. Fiscal Impact: \$7,176.00, budgeted item.
- 5.21 Agreement – San Bernardino & Riverside Counties Fire Equipment
Ratification of the agreement between Victor Valley Community College District and San Bernardino & Riverside Counties Fire Equipment to provide monthly service to main campus fire extinguishers and the Regional Public Safety Training Center fire extinguishers for the 2013-2014 fiscal year. Fiscal Impact: \$8,600.00, budgeted item.
- 5.22 Agreement – LDP Associates, Inc.
Ratification of the agreement between Victor Valley Community College District and LDP Associates, Inc. to provide onsite service, preventive maintenance and remove monitoring for uninterruptable power supply (UPS) system and batteries for fiscal year 2013-2014. Fiscal Impact: \$5,165.00, Fund 71
- 5.23 Renewal Agreement – America's Xpress Rent-A-Car
Ratification of the agreement between Victor Valley Community College District and America's Xpress Rent-A-Car to provide rental vans for student and staff transportation for the 2013-2014 fiscal year. Fiscal Impact: \$34,000.00, budgeted item.
- 5.24 Agreement – Trane Building Services
Ratification of the agreement between Victor Valley Community College District and Trane Building Services to troubleshoot and repair sensors in air conditioning unit #2 in the gymnasium. Fiscal Impact: \$1,507.60, Fund 71.
- 5.25 Agreement– Ferrilli Information Group
Ratification of the agreement between Victor Valley Community College District and Ferrilli Information Group to monitor and optimize the District's Ellucian student information system. Fiscal Impact: \$25,000.00, budgeted item. Term: 7/1/13-6/30/14. (Item #IN-57, on the Campus Technology Project list).
- 5.26 Agreement Addendum – Datalink Networks
Ratification of the addendum to the agreement between Victor Valley Community College District and Datalink Networks to provide a Pilot (Phase 1) System for Microsoft Lync 2013. Fiscal Impact: \$37,749.14, budgeted item. (Item #IN-54 on the Campus Technology Project list).

5.27 Agreement – Tricade Technologies

Ratification of the agreement between Victor Valley Community College District and Tricade Technologies to purchase two (2) HP Server Blades. Fiscal Impact: \$25,253.17, budgeted item. (Item #IN-52, on the Campus Technology Project list).

5.28 Agreement – Aegis Identity Software Inc.

Ratification of the agreement between Victor Valley Community College District and Aegis Identity Software Inc. for the installation of identity management software to support the Open CCC application import process. The Open CCC system is an online application tool for students to gain admission to college. Fiscal Impact: \$4,995.00, budgeted item. (Item #S-15, on the Campus Technology Project list).

5.29 Agreement – Vector Resources, Inc.

Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to purchase wireless access points for the main campus. Fiscal Impact: \$5,187.50, budgeted item. (Item #IN-51 on the Campus Technology Project list).

5.30 Agreement Renewal – Dell, Inc.

Ratification of the renewal maintenance and support agreement between Victor Valley Community College District and Dell, Inc. for KACE 1000 and 2000 series. KACE 1000 allows for central inventory of hardware, software, and third party patch management. KACE 2000 allows for rapid distribution of upgraded or new workstations on the VVC network. Maintenance and support conforms to Western States Contracting Alliance (WSCA) #B27160. Term: 5/7/13-5/7/14. Fiscal Impact: \$15,000.00, budgeted item.

5.31 Agreement – Absolute Software, Inc.

Ratification of the agreement between Victor Valley Community College District and Absolute Software to purchase one additional license, support and maintenance for one year to meet staff needs. Terms: 5/20/13-5/20/14. Fiscal Impact: \$1,435.50, budgeted item. (Item #IN-53 on the Campus Technology Project list).

5.32 Agreement Renewal – Absolute Software, Inc.

Ratification of the agreement between Victor Valley Community College District and Absolute Software, Inc. for 24 Absolute Help licenses, previously known as Lifetime. Term: 5/20/13-5/20/14. Fiscal Impact: \$7,656.00, budgeted item.

5.33 Agreement Amendment & Renewal – Namescape

Ratification of the amended agreement between Victor Valley Community College District and Namescape to purchase perpetual password management licenses for faculty, staff and students. Term: 5/1/13-4/30/14. Fiscal Impact: \$23,134.00, budgeted item. (Item #IN-55 on the Campus Technology Project list).

5.34 Agreement Renewal – A.N.D. Technologies, Inc.

Ratification of the agreement between Victor Valley Community College District and A.N.D. Technologies, Inc. to provide hardware and software support for five years, to be billed annually. Term: 7/1/13-6/30/18. Fiscal Impact: \$2,750.00, budgeted item.

5.35 **DELETED** Agreement - Continuant

Ratification of the agreement between Victor Valley Community College District and Continuant to purchase a Right Fax Server, a network software application that runs on a Windows platform. This solution allows users to send and receive faxes from users' desktop computers as well as the fax machine. Fiscal Impact: \$27,192.00, Fund 71. (Item #IN-10 on the Campus Technology Project list).

- 5.36 Agreement – Vector Resources, Inc.
Ratification of the agreement between Victor Valley Community College District and Vector Resources, Inc. to upgrade multimedia equipment in four classrooms located in building 72 and portable 51A and 51C. This proposal is based on the two year pricing agreement Board approved on May 10, 2011. Fiscal Impact: \$56,662.26, budgeted item. (Item #-17 on the Campus Technology Project list).
- 5.37 Agreement – A&E Inspection Services
Ratification of the existing three (3) year agreement between Victor Valley Community College District and A&E Inspection Services, which was originally approved by the Board April 12, 2011, to provide Inspector of Record services needed during the construction of the Solar Covered Parking project. This is required by the Division of State Architects for all District projects. Fiscal Impact: Not to exceed \$10,500.00, **Bond Funded.**
- 5.38 Agreement – Merrell Johnson Companies
Ratification of the existing three (3) year agreement between Victor Valley Community College District and Merrell Johnson Companies, which was originally approved by the Board April 9, 2013, for materials testing and special inspection services needed during the construction of the Solar Covered Parking Project, Board approved October 9, 2012. This is required by the Division of State Architects for all District projects. Fiscal Impact: \$20,000.00, **Bond Funded.**
- 5.39 Agreement – Parsons Signs
Ratification of the agreement between Victor Valley Community College District and Parsons Signs to mount two (2) plaques for the Regional Public Safety Training Center in Apple Valley. These plaques represent the Divisions of Emergency Services which are trained at the Center, which include Fire Technology, Administration of Justice and Emergency Medical Services. Fiscal Impact: \$400.00, Fund 71.
- 5.40 Authorized Signatories
Approval of G.H. Javaheripour, Josanna Orta and Karen Hardy as authorized representatives of the District to sign various documents for the fiscal year 2013-2014. Fiscal Impact: None
- 5.41 Authorized Electronic Signature Key Users
Approval of G.H. Javaheripour, Josanna Orta and Karen Hardy as authorized signature key users for the period of July 1, 2013 through June 30, 2014. Fiscal Impact: None.
- 5.42 Authorized Signatory
Approval of Fusako Yokotobi as authorized representative of the District to sign various documents for the fiscal year 2013-2014. Fiscal Impact: None
- 5.43 Authorized Signatory
Approval of Karen Hardy as authorized representative of the District to sign various documents for the fiscal year 2013-2014. Fiscal Impact: None
- 5.44 Renewal Agreement – Keenan & Associates
Ratification of the agreement between Victor Valley Community College District and Keenan & Associates to provide loss control services as needed for the 2013-2014 fiscal year. These services are intended to promote safety awareness, assist in the identification of conditions which may pose a risk of bodily injury and/or property damage, and offer recommendations to help mitigate the District's risk of loss. Fiscal Impact: Not to exceed \$20,000.00 budgeted item.

5.45 Agreement Renewal – Keenan & Associates

Ratification of the agreement between Victor Valley Community College District and Keenan & Associates to provide property and casualty claims administration for the 2013-2014 fiscal year. Services include all currently open claims and any new accidents, incidents, or claims that may arise. Fiscal Impact: Not to exceed \$20,000.00, budgeted item.

5.46 Amend Agreement – County of San Bernardino

Ratification of the amended agreement between Victor Valley Community College District and the County of San Bernardino to provide the Use of Force Instructional Update Course and Trimester Use of Force Training 2010-14 for police officers. The amendment extends the term of the agreement to June 30, 2014. Fiscal Impact: None.

5.47 Warranty Agreement Renewal – Pacific Parking Systems, Inc.

Approval of the agreement between Victor Valley Community College District and Pacific Parking Systems, Inc. to renew the warranty agreement with Pacific Parking Systems, Inc. for maintenance of the college's parking meter equipment. Fiscal Impact: \$3,200.00 annually, budgeted item.

5.48 Agreement – Heritage Victor Valley Medical Group

Ratification of the agreement between Victor Valley Community College District and Heritage Victor Valley Medical Group to provide the Contract Education Course "Fitness for Educators." The period of this agreement is June 10, 2013 through August 2, 2013. Fiscal Impact: **Potential Revenue to the District estimated to be \$11,700.00.**

5.49 Agreement – The Princeton Review

Ratification of the agreement between Victor Valley Community College District and The Princeton Review to provide ACT test preparation workshops to GEAR UP Program students. The service period for this agreement is June 24, 2013 through July 10, 2013. Fiscal Impact: Not to exceed \$27,930.00, GEAR UP, grant funded, budgeted item.

5.50 Curriculum Changes

Approval of the curriculum changes made on April 25, 2013 and May 9, 2013 and recommended by the College Curriculum Committee. Fiscal Impact: None

5.51 Independent Contractor Agreement – Maria Elena Huizar

Ratification of the Independent Contractor Agreement between Victor Valley Community and Maria Elena Huizar to assist in organizing and performing a variety of specialized duties to coordinate grant-related activities focusing on early college awareness and readiness for GEAR UP students at partner schools. The period of this agreement is July 1, 2013 through July 31, 2013. Fiscal Impact: Not to exceed \$5,827.00, Grant funded.

6. **BOARD OF TRUSTEES**

6.1 Separate approval of items pulled from consent agenda

6.2 Appointment of Acting Superintendent/President

It was MSC (Henderson/Brady,4-0 Krause, absent) to approve to appoint Peter Allan to continue as acting Superintendent/President until an Interim Superintendent/President is selected.

8. INSTRUCTION

8.1 Board of Governor's – California Community Colleges Chancellor's Office Enrollment Growth for Associate Degree Nursing Programs Grant Agreement

It was MSC (Henderson/Brady, 4-0 Krause, absent) to accept the Board of Governors (BOG) California Community Colleges Chancellor's Office , Enrollment Growth for Associate Degree Nursing Programs Grant Agreement for fiscal years 2013-2014. Fiscal Impact: **FY 2013/14 - \$249,500 income to the District for the Nursing Program.**

10. ADMINISTRATIVE SERVICES

10.1 Equipment Purchase – Dell, Inc.

It was MSC (Henderson/Brady, 3-1-0 Pinkerton, No, Krause, absent) to approve the purchase between Victor Valley Community and Dell, Inc. to purchase computer equipment. The computers will replace aging equipment at various locations across campus. Fiscal Impact: \$168,732.22, Fund 71. (Item #-18 on the Campus Technology Project list).

10.2 Approval – Five-Year Facilities Construction Plan

It was MSC (Henderson, Brady, 4-0, Krause, absent) to approve the submittal of the Five-Year Facilities Construction Plan as presented to the Chancellor's Office. Fiscal Impact: None

10.3 Student Accident Insurance

It was MSC (Henderson/Brady, 4-0, Krause, absent) to approve the contract between Victor Valley Community College District and Student Accident Insurance to provide student accident insurance coverage for Victor Valley College students during fiscal year 2013-14. Fiscal Impact: \$154,787, budgeted item from Fund 01.

10.4 Sub recipient Contract Agreement – Victor Valley Union School District

It was MSC (Henderson/Brady, 3-0-0 Pinkerton, recused, Krause, absent) to approve the Sub recipient Contract Agreement between Victor Valley Community and Victor Valley Union School District to provide the GEAR-UP grant objectives offered at VVUHSD schools. The period of this agreement is from July 15, 2013 through July 14, 2014. Fiscal Impact: \$130,000.00, GEAR UP grant

10.5 2013-2014 Tentative Budget

It was MSC (Henderson/Brady, 4-0, Krause, absent) to approve the 2013-2014 Tentative Budget. Fiscal Impact: Revenues and expenditures are projected based on current information and will probably change by the time of final budget adoption in September. The philosophy of the budget development process includes input through the shared governance process, developing a balanced budget and meeting required unfunded liabilities.

11. HUMAN RESOURCES

11.1 Public Hearing for the District and CSEA for Successor Contract

Approval to hold a public hearing to provide the opportunity for comments on their initial proposals, Articles 5,8,9,10,12,13,14,15,22 and addition of new Article: Reclassification process.

a) The Board President hereby declared the hearing open.

b) The D. Carloni, C. LaChance, B. Scott, J. Reid and L. Glickstein commented on the initial proposals

c) The Board President declared the hearing closed at 7:45 p.m.

Fiscal Impact: Items requested lack details and specificity to provide fiscal analysis. Exact potential amounts are subject to negotiations between District and CSEA.

11.2 Agreement – Law Firm of Zampi Determan & Erickson, LLP

It was MSC (Henderson/Brady, 4-0, Krause, absent) to approve the agreement between Victor Valley Community and Law Firm of Zampi Determan & Erickson, LLP to provide legal counsel for the District. Fiscal Impact: Partners: \$135/hour, paralegals: \$105/hour and law clerks: \$125/hour. Fees related to mandated costs are reimbursed by the State of California.

12. INFORMATION/DISCUSSION

12.1 Quarterly Financial Reports

Submitted as an informational item.

12.2 Sunshine Items with the District and CSEA for Successor Contract

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 – Don Brown substituted for Val Christianson

13.2 Employee Groups

a) CTA – David Gibbs

b) CSEA – Fred Board

c) AFT Part-Time Faculty United – Lynn Glickstein

14. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS: Fred Lawrence, Diana Carloni, Lynne Glickstein, John Reid, and Christopher Dustin.

15. BOARD COMMUNICATION

Trustee Brady: congratulated Christopher Dustin on his academic accomplishments.

Trustee Denson: excited for this year and the challenges ahead. Key leadership positions will need to be filled. She stated that there is no problem with putting the trustee workshop on the VVC website if that is the consensus of the public. It was never the intention not to put it on the website. She thanked faculty and staff on their hard work on the commencement ceremony. She pointed out that she does not like when Trustees throw each other under the bus.

Trustee Pinkerton: is seeking common ground and chooses not to agree quickly and is looking forward to reviewing the budget.

Trustee Henderson: honored to be at graduation and felt it went really well. It is his goal to make sure the college looks good to ensure students succeed. He Wants to see the college grow.

Student Trustee Ballard: absent

Michael Krause: absent

16. ADJOURNMENT

It was MSC (Brady/Henderson, 4-0, Krause, absent) to adjourn the meeting at 8:30 p.m.



Dennis Henderson, Clerk



Date Approved