



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

Date: November 12, 2013

Place: **Closed Session:** 5-6 p.m. Board Room, Victor Valley Community College, 18422 Bear Valley Road, Victorville, CA 92395

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

AGENDA ~ Board Room

Board Room Victor Valley Community College

1. CALL TO ORDER 5 p.m.

The Board of Trustees of Victor Valley Community College District met in Open Session on November 12, 2013 in the Board Room of the Administration Building. Board President Denson called the meeting to order at 5 p.m.

TRUSTEE ROLL CALL: Lorrie Denson, President, Dennis Henderson, Vice President; Joseph W. Brady, Clerk, John Pinkerton, Trustee; Brandon Wood, Trustee; Evelyn Blanco, Student Trustee

Absent: None

PLEDGE OF ALLEGIANCE

Eveyn Blanco 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

PUBLIC COMMENTS RELATED TO CLOSED SESSION AGENDA ITEMS: None

CLOSED SESSION ~ West Wing Conference Room

2. CLOSED SESSION 5-6 p.m.

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Employee Number 010311122013
Government Code Section 54954.5

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code Section 54954.5
Vice President, Administrative Services

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

CONFERENCE WITH LABOR NEGOTIATIONS –
Government Code Section 54957.6
District Representative: Randy Erickson
Employee Organization: CSEA, CTA, AFT Part-Time Faculty United

REGULAR MEETING AGENDA

Board Room

2.1 PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS: None

At 5:02 p.m. Board President Denson recessed to Closed Session

3. OPEN SESSION

3.1 Closed Session Report: Board President Denson reconvened the meeting at 6:25 p.m. and reported that was not action as a result of Closed Session.

3.2 PUBLIC COMMENTS RELATED TO AGENDA ITEMS:

4. Superintendent/President's Report:

Superintendent/President Peter Allan introduced Richard Petterson with the Town of Apple who made a presentation on the anticipated bike path.

Ginger Ontiveros introduced Tony Bonato who presented on the VVC Construction Technology programs, with an emphasis on the solar technology program.

Excelsior High School student Charity Lindsey provided her testimony from her experiences attending simultaneously attending VVC and Excelsior High School. This year she will be graduating from both VVC and Excelsior.

Academic Senate: Tracy Davis thanked administration for their efficient scheduling of the ACCJC site visit last Monday, November 4, 2013. In addition, the Senate also thanked Trustee Pinkerton for his presence at the early morning session to welcome the visiting team. She pointed out that two members of the visiting team recognized all the hard work faculty had completed regarding recommendations 2 and 3. In response to an agenda item regarding the proposed revision of BP#2210, the Senate feels that the current practice is fair, and provides observational training for new Trustees, so when their turn arrives, they can draw on the wealth of information and knowledge of previous Board of Trustee presidents. Finally, the Senate welcomed the notice that VVC is beginning the process of hiring a permanent Superintendent/President and pointed out that Peter Allan has provided excellent leadership this semester. It is imperative that VVC focuses on the next academic year, and that we have a president who is permanent and will guide us into the future. The Senate thanked the administration and Board of Trustees in advance for the customary inclusion of the search.

4.1 DISCUSSION/SELECTION

Presentation by Search Consultants (PPL & ELS) for Superintendent/President
Following presentations made by PPL and ELS, the Board of Trustees unanimously agreed that a special meeting would be called to select a search firm.

5. CONSENT AGENDA

It was MSC (Brady/Henderson 5-0) to approve the consent items with agenda items 5.14, 5.15, 5.16, 5.17, 5.19, 5.29 and 5.7 pulled by Trustee Pinkerton and agenda item 5.24 pulled by Trustee Denson for separate discussion.

Break: 7:56 p.m.

Reconvene: 8:05 p.m.

- 5.1 Approval of the minutes of the October 2, 2013 special Board meeting and October 8, 2013 regular Board meeting.
- 5.2 Notice of Completion – Cooley Construction
Ratification of the Notice of Completion with Cooley Construction for the drainage channel repair project. This agreement was originally Board approved on August 13, 2013. Fiscal Impact: None
- 5.3 Agreement – Merrell Johnson Companies
Ratification of the agreement between Victor Valley Community College District and Merrell Johnson Companies to use the three (3) year agreement, that was originally approved by the Board on April 9, 2013, to assist with the Stormwater Multiple Application and Report Tracking Systems (SMARTS) process pertaining to the Health/Science Building project. Fiscal Impact: \$13,800.00, bond funded.
- 5.4 Agreement – Merrell Johnson Companies
Ratification of the agreement between Victor Valley Community College District and Merrell Johnson Companies to use the three (3) year agreement, which was originally approved by the Board on April 9, 2013, for materials testing and special inspection services needed during the drainage channel repair project. Fiscal Impact: \$12,262.50, Fund 71.
- 5.5 Site Ground Lease Agreement – Excelsior Education Center
Ratification of the agreement between Victor Valley Community College District and Excelsior Education Center for school purposes as authorized by the Charter Agreement between Victor Valley Union High School District and Excelsior Education Center. Excelsior currently leases 3.64 acres from the District. Fiscal Impact: \$3,264.00, monthly, \$39,168.00 annually, to increase by 3% annually, **Revenue to the District.**
- 5.6 Agreement – A&E Inspection Services
Ratification of the agreement between Victor Valley Community College District and A&E Inspection Services to use the existing three (3) year agreement that was originally approved by the Board on April 12, 2011, to provide Inspector of Record services needed during the drainage channel repair project. Fiscal Impact: Not to exceed \$2,000.00, Fund 71.
- 5.7 Board of Trustees Payments Reports.
Approval of the Board of Trustees Payments Reports. Fiscal Impact: None
- 5.8 Agreement Renewal – Datawatch
Ratification of the renewal agreement between Victor Valley Community College District and Datawatch for one year to continue maintenance support for Monarch software. This product provides the capability to extract, analyze and export data from existing reports without programming. Monarch also lets users combine and import data from additional data sources, such as databases or spreadsheets. Term: 11/2/13-11/1/14. Fiscal Impact: \$3,879.20, budgeted item.

- 5.9 Agreement– Dell, Inc.
Ratification of the renewal agreement between Victor Valley Community College District and Dell, Inc. for the purchase of 10 hours of remote professional services for the configuration of SQL in regards to KACE. (Item #IN-62, on the Campus Technology Project list). Fiscal Impact: Not to exceed \$2,500.00, budgeted item.
- 5.10 Agreement Renewal – Visual Click Software, Inc.
Ratification of the renewal agreement between Victor Valley Community College District and Visual Click Software, Inc. for licensing that will allow us to monitor servers at Victor Valley College, this includes support and maintenance. Term: 10/1/13-6/2/14. Fiscal Impact: \$1,906.67, budgeted item.
- 5.11 Agreement Renewal – Evisions
Ratification of the renewal agreement between Victor Valley Community College District and Evisions for maintenance and support for Form Fusion software. Term: 11/1/13-10/31/14. Fiscal Impact: \$3,662.00, budgeted item.
- 5.12 Agreement – Metalogix International
Ratification of the renewal agreement between Victor Valley Community College District and Metalogix International for the purchase of ControlPoint software license along with a three year support. This software will facilitate the migration of data across SharePoint farms. Term: 10/1/13-9/30/16. (Item #IN-61, on the Campus Technology Project list). Fiscal Impact: \$13,200.00, Fund 71.
- 5.13 HIPAA Business Associate Amended Agreement – California Department of Veteran's Affairs
Ratification of the amended agreement between Victor Valley Community College District and California Department of Veteran's Affairs to provide confidentiality of patient information for Registered Nursing and other Health Sciences programs of the District. Fiscal Impact: None.
- 5.14 PULLED FOR SEPARATE DISCUSSION (see agenda item 6.1)
Class Fee Increase – Fire Technology – FIRE 95
Approval of the fee increase for Fire 95, Basic Fire Academy Class, from \$300 to \$580 to provide each student with NFPA Compliant Personal Protective Equipment. The students will keep their nomex hood, firefighting gloves, equipment bags, student manuals and notebooks. This fee will also offset the State Fire Training increase for certification from \$5 to \$20 per student. This increase will be effective with the Spring 2014 semester. Fiscal Impact: None
- 5.15 PULLED FOR SEPARATE DISCUSSION (see agenda item 6.1)
Class Fee Increase – Fire Technology – FIRE 63
Approval of the fee increase for Fire 63, Apparatus Driver Operator 1A Class, from \$100 to \$150 to provide the student with certification, student manual and newly mandated driver handbook. There has also been an increase in student certification from \$50 to \$80. This increase will be effective with the Winter 2014 semester. Fiscal Impact: None
- 5.16 PULLED FOR SEPARATE DISCUSSION (see agenda item 6.1)
Class Fee Increase – Fire Technology – FIRE 64
Approval of the fee increase for Fire 64, Apparatus Driver Operator 1B Class, from \$100 to \$150 to provide the student with certification, student manual and binder. This will offset the cost of a State Fire Training increase for certification from \$50 to \$80. This increase will be effective with the Winter 2014 semester. Fiscal Impact: None.

- 5.17 **PULLED FOR SEPARATE DISCUSSION** (see agenda item 6.1)
Class Fee Increase – Fire Technology – FIRE 11D
Approval of the fee increase for Fire 11D, Confined Space Rescue Technician Class, from \$300 to \$350 to provide the student with an intrinsically safe flashlight, knee pads and approved hand protection required for confined space entry. The student will also be provided a certification, student manual and notebook. This fee will also offset the increase in certification from \$50 to \$80. This increase will be effective with the Winter 2014 semester. Fiscal Impact: None.
- 5.18 Agreement – Beckman Coulter
Ratification of the agreement between Victor Valley Community College District and Beckman Coulter for the servicing of equipment used in the Biology Department. The period of this agreement is November 15, 2013 through November 14, 2014. Fiscal Impact: \$1,719.73, budgeted item.
- 5.19 **(TABLED) PULLED FOR SEPARATE DISCUSSION** (see agenda item 6.1)
Agreement– ECMC Solutions Corporation
Ratification of the renewal agreement between Victor Valley Community College District and ECMC Solutions Corporation to provide to delinquent borrowers, a combination of delinquency counseling services and features. The period of this agreement is October 15, 2013 and will automatically renew for successive one-year terms unless either party notifies the other in writing, at least 30 days prior to the end of the renewal term. Fiscal Impact: Not to exceed \$30,000.00, BFAP funded, budgeted item.
- 5.20 Agreement – Child Development Training Consortium -Yosemite Community College District
Ratification of the Child Development Training Consortium agreement between Victor Valley Community College District and Yosemite Community College District. This agreement is a continuum of the 2012-2013 agreement. The grant program benefits students who are currently employed in early childhood setting, encouraging them to return to school to further their education and increase their skill by assisting them in their tuition and textbook expenses. The term of this agreement is September 1, 2013 through June 30, 2014. Fiscal Impact: **\$9,375.00 Income to the District.**
- 5.21 Agreement – California Early Childhood Mentor Program – Chabot-Las Positas Community College District
Ratification of the agreement between Victor Valley Community College District and Chabot-Las Positas Community College District, on behalf of its California Early Childhood Mentor Program for the 2012-2013 academic year. Through this contract mentors are selected from a variety of early childhood programs in the high desert. The students will be placed in these programs for the lab hours necessary for completion of CHDV 210. The period of this agreement is from August 1, 2013 through July 31, 2014. Fiscal Impact: None
- 5.22 Library Online Database Subscriptions
Approval of the renewal of online database subscriptions through the Community College Library Consortium for the period of January 1, 2014 through December 31, 2014. Fiscal Impact: \$13,216.00, budgeted item.
- 5.23 Curriculum Changes
Approval of the curriculum changes made on October 10, 2013 and October 24, 2013 that have been recommended by the College Curriculum Committee Fiscal Impact: None

- 5.24 **PULLED FOR SEPRATE DISCUSSION (see agenda item 6.1)**
Agreement – TTIP South @One Palomar College
Ratification of the renewal agreement between Victor Valley Community College District and TTIP South @One Palomar College to conduct a one-day distance education training session to college faculty. The service period for this agreement is November 8, 2013. Fiscal Impact: \$4,146.00, budgeted item.
- 5.25 Independent Contractor Agreement – Eddy Rizo
Ratification of the Independent Contractor Agreement between Victor Valley Community College District and Eddy Rizo to provide maintenance and equipment repair in the Automotive Department. The period of this agreement is September 16, 2013 through June 30, 2014. Fiscal Impact: Not to exceed \$2,000.00, budgeted item.
- 5.26 Agreement – Action Door Controls, Inc.
Ratification of the renewal agreement between Victor Valley Community College District and Action Door Controls, Inc. to remove an existing door and install one each Nabco Gyrotch GT-1175 single side automatic door system for the front entrance to Administration Building 10. Fiscal Impact: \$7,254.00, budged item.
- 5.27 Agreement – McCall's Meter Sales & Service
Ratification of the renewal agreement between Victor Valley Community College District and McCall's Meter Sales & Service to provide calibration services for the two water wells on campus. Fiscal Impact: \$590.00, budgeted item.
- 5.28 Agreement – Desert Valley Medical Group Inc.
Ratification of the agreement between Victor Valley Community College District and Desert Valley Medical Group Inc. to provide medical services, including pre-employment exams, return to work programs and TB testing. The period of this agreement is from November 13, 2013 through June 30, 2014 with automatic renewal. Fiscal Impact: Not to exceed \$3,000.00, budgeted item.
- 5.29 **PULLED FOR SEPARATE DISCUSSION (see agenda item 6.1)**
Agreement – Butte-Glenn Community College District
Ratification of the agreement between Victor Valley Community College District and Butte-Glenn Community College District to rent space for Covered California Grantee and Assister Trainer. Fiscal Impact: Not to exceed \$32,859.75, **Revenue to Auxiliary Services.**

ACTION AGENDA

6. BOARD OF TRUSTEES

6.1 Separate approval of items pulled from consent agenda

5.14 PULLED FOR SEPARATE DISCUSSION (see agenda item 6.1)

Class Fee Increase – Fire Technology – FIRE 95

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5.15 PULLED FOR SEPARATE DISCUSSION (see agenda item 6.1)

Class Fee Increase – Fire Technology – FIRE 63

It was MSC (Henderson/Brady, Pinkerton, No) to approve the fee increase for Fire 63, Apparatus Driver Operator 1A Class, from \$100 to \$150 to provide the student with certification, student manual and newly mandated driver handbook. There has also been an increase in student certification from \$50 to \$80. This increase will be effective with the Winter 2014 semester. Fiscal Impact: None

5.16 PULLED FOR SEPARATE DISCUSSION (see agenda item 6.1)

Class Fee Increase – Fire Technology – FIRE 64

It was MSC (Brady/Wood, Pinkerton, No) to approve the fee increase for Fire 64, Apparatus Driver Operator 1B Class, from \$100 to \$150 to provide the student with certification, student manual and binder. This will offset the cost of a State Fire Training increase for certification from \$50 to \$80. This increase will be effective with the Winter 2014 semester. Fiscal Impact: None.

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It was MSC (Henderson/Wood, Pinkerton, No) to approve the fee increase for Fire 11D, Confined Space Rescue Technician Class, from \$300 to \$350 to provide the student with an intrinsically safe flashlight, knee pads and approved hand protection required for confined space entry. The student will also be provided a certification, student manual and notebook. This fee will also offset the increase in certification from \$50 to \$80. This increase will be effective with the Winter 2014 semester. Fiscal Impact: None.

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It was MSC (Henderson/Brady, 5-0 to table the item)

5.24 PULLED FOR SEPRATE DISCUSSION (see agenda item 6.1)

Agreement – TTIP South @One Palomar College

It was MSC (Henderson/Brady, 5-0) to ratify the renewal agreement between Victor Valley Community College District and TTIP South @One Palomar College to conduct a one-day distance education training session to college faculty. The service period for this agreement is November 8, 2013. Fiscal Impact: \$4,146.00, budgeted item.

5.29 PULLED FOR SEPARATE DISCUSSION (see agenda item 6.1)

Agreement – Butte-Glenn Community College District

It was MSC (Henderson/Brady, 5-0) to ratify the agreement between Victor Valley Community College District and Butte-Glenn Community College District to rent space for Covered California Grantee and Assister Trainer. Fiscal Impact: Not to exceed \$32,859.75, Revenue to Auxiliary Services.

6.2 FAILED Second Reading Revised Board Policy #2210 – Officers

It was MSC (Brady/Denson, 0-5 motion failed) to approve the recommended changes to Board Policy #2210. Fiscal Impact: None

6.3 First Reading Board Policy #2345 – Public Participation at Board Meetings

It was MS (Wood/Brady) Review and discussion of the recommended changes to Board Policy #2345– Public Participation at Board Meetings. Fiscal Impact: None

6.4 Second Reading of Board Policy #2350 – Speakers

It was MSC (Wood/Brady, 5-0) to approve the recommended changes to Board Policy #2350. Fiscal Impact: None

8.1 INSTRUCTION

8.1 FY 2014-2015 Continued Funding Application

It was MSC (Brady/Henderson, 5-0) to approve the FY 2014-2015 Continued Funding Application with the intention of obtaining ongoing California State Preschool Program (CSPP) funds for the Victor Valley College Child Development Laboratory Classroom. Fiscal Impact: Earning capability of approximately \$100,000.00 for FY 2014-2015.

10. ADMINISTRATIVE SERVICES

10.1 Tax Revenue Anticipation Note Resolution

It was MSC (Brady/Henderson, 5-0) to approve the Resolution and Enrollment authorizing the issuance of tax and revenue anticipation notes for the 2013-2014 fiscal year. Fiscal Impact: The District will pledge a portion of the revenues expected to be received during and accrued to fiscal year 2013-2014 with low interest rate.

11. HUMAN RESOURCES

11.1 Revised Job Description – Superintendent President

It was MSC (Brady/Henderson, 5-0) to approve the revised job description for Superintendent/President. Fiscal Impact: None

11.2 Classified Request for Extension of Leave of Absence – Christina Moreno

It was MSC (Brady/Henderson, 5-0) to approve an unpaid leave of absence for Christina Moreno effective December 1, 2013 through May 30, 2014. Fiscal Impact: None

11.3 Management Appointment, Non-Academic Administrator, Director of Human Resources

It was MSC (Brady/Denson, Denson, No, Henderson, 3-2) to approve the appointment of Trinda Best, Director Human Resources, Range 19, Step F on the Management Salary schedule, \$9,295/month plus benefits. Fiscal Impact: \$9,295/month plus benefits, budgeted item.

12. INFORMATION/DISCUSSION

12.1 Sunshine Items with the District and CTA

Submitted as an informational item.

12.2 Quarterly Financial Reports

Submitted as an informational item.

12. 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

13.2 Employee Groups

- a) CTA – Absent no report
- b) CSEA – Fred Board
- c) AFT Part-Time Faculty United – Absent no report

14. **PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:** Eileen Patterson,
David Hoover, Amanda Monroy,

15. **BOARD COMMUNICATION**

Trustee Brady: appreciates what ACCJC does and would like an update on accreditation.

Trustee Denson: will be attending the upcoming CCLC conference in San Francisco. She was interviewed by Dr. Houston, Chair of ACCJC site team. The Site visit went well for the most part and faculty and staff should be commended for what they have done. She thanked everyone for their hard work in trying to move the college to a standing without restrictions.

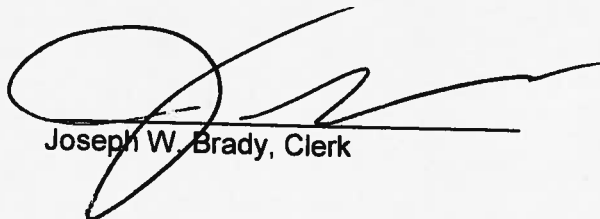
Trustee Pinkerton: no comment

Trustee Wood: nothing to report. He will be attending the upcoming CCLC conference in San Francisco and will report back at the next meeting

Student Trustee: absent

15. **ADJOURNMENT**

It was MSC (Brady/Henderson, 5-0) to adjourn the meeting at 9:40 p.m.


Joseph W. Brady, Clerk

12/10/13
Date Approved