

**MINUTES**  
**VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**  
**Regular Meeting**  
**Board Room--Administration Building**  
**Victorville, California**

February 11, 2003

5 p.m.

<b>CALL TO ORDER:</b>	The Board of Trustees of the Victor Valley Community College District met in regular session on February 11, 2003, in the Board Room of the Administration Building. Dennis Henderson called the meeting to order at 5:03 p.m.
<b>PLEDGE OF ALLEGIANCE:</b>	Rita Jackson led the audience in the Pledge of Allegiance to the flag.
<b>MEMBERS PRESENT:</b>	Dennis Henderson, President; Dorothy Franke, Vice President; Thomas M. Elder, II, Clerk; Maxine Moore, Bettye Underhill, Jennifer Menser, ASB Representative.
<b>MEMBERS ABSENT:</b>	None.
<b>STAFF/GUESTS PRESENT:</b>	Richard A. Jones, Linda Cera, Bill Greulich, Kathleen Moore, Arlene Waldeck, Mitch Greene, Sharon Frank, Steve Starbuck, Jack Thomas, Mary Pringle.
<b>CLOSED SESSION</b>	The board moved to closed session to discuss conference with counsel—existing litigation: four potential cases of anticipated litigation, Gloria Henderson, Lois Kobz, VCVVS027394, Puckett vs. Victor Valley College; public employee discipline/dismissal/release; conference with labor negotiators—Jim Williams, Peter Allan, agency designated representatives; CSEA and CCA employee organizations; and public employee performance evaluation: full-time, probationary, tenure track faculty.
<b>BREAK 6:14 – 6:19 p.m.</b>	
<b>OPEN SESSION</b>	The board reconvened to open session at 6:19 p.m.

## GOVERNING BOARD

It was MSC (Underhill/Franke, 5-0) to approve the minutes of the special board meeting of January 14, 2003, as presented.

Debbie Blanchard said that the Faculty Senate report on page 92, should read, “The Faculty Senate Executive Committee supports two very important people who are interims and ...”

## AGENDA ADDITIONS, REVISIONS:

Dr. Jones requested moving Item 7.7 forward for auditor to give the report on annual audit.

### Annual Audit

Dr. Williams introduced Steve Starbuck of Brown Armstrong who gave a summary report of the audit. Page 63 provides a summary of the various reports included in the financial package. No material weaknesses were identified, but some less serious “reportable conditions” were identified. Management has addressed each of the findings, and appropriate action is being taken.

Mr. Henderson asked about problems two or three years ago with a lot of money missing from the Bookstore. Mr. Starbuck said he was not aware of prior years. The item on page 69 deals with deferred revenue. Adjustments have been proposed to properly reflect the deferred revenue. These proposals should be reviewed by staff and taken care of before the next audit.

Mr. Elder asked if the Bookstore financial situation is under control. Dr. Williams said the audit finding of more than three years ago has been addressed. The issue was complications with the implementation of the Prism system. Maxine Moore said there wasn’t any missing money.

It was MSC (Underhill/Elder, 5-0) to accept the 2001-2002 audit as presented.

## REPORTS:

### Interim Superintendent/President

Dr. Jones said that Peter Allan and Dr. Freeman are at the Victorville City Council meeting, asking for a \$250,000 grant to acquire Building #299 at George AFB. This 36,000 square foot building was used in prior years as a classroom. Stairways and sprinkler systems would need to be installed.

Dr. Jones said he previously distributed a schedule for board interviews with the presidential candidates on March 17, 18, and 19. After some discussion with Dr. Mitchell and PPL about public forums with the finalists, it has been decided that the board can attend as observers, but not participants. Dr. Mitchell has sent the board sample questions to look over.

The positions of vice president of student learning, dean of humanities and social sciences, and director of fiscal services will be advertised. A different approach for the director of human resources' position may delay this advertisement for one month. Past recommendations and the size of the college merit modifying the job description to a vice president and eliminating the position director of human resources. Advertising as a vice president would bring in more qualified applicants and solve some other legal issues. The increased costs would be a little over \$1,000 per month, which is not a massive cost factor. A revised job description for the position will be brought next month.

Will ask the board next meeting to approve parity pay for part-time faculty. The recommendation will be consistent with what was described before—pay the first semester faculty the same as the second semester was paid, \$40/hour. The balance would be equally distributed among the entire year, approximately \$.50/hour. The action will be on the next agenda; checks will hopefully be issued April 10.

Distributed a press release that will be going out tomorrow to indicate the college will settle the IRS issue on the COPs. This is a historical item that needs to be cleared up.

#### Student Services

Willard Lewallen reported on the Presidential Search Committee. All applications need to be screened by noon Thursday. The committee will convene Thursday at 5 p.m. to select the candidates for the first round. Interviews are scheduled for March 3, 4, and 5, depending on the number selected.

Shared an update on enrollment for spring 2003 compared to the last four springs. This spring 11,351 credit students were enrolled; last spring, 11,003 were enrolled. Nothing was done to expand the spring schedule, but it is more efficient with class offerings. The number of students using the Web to register for classes almost mirrors the number of students who apply. Over

3500 students paid fees over the Web. One day almost 500 student submitted applications over the Web. The absence of the long lines wrapped around the building is a tribute to the staff working in these areas.

Student Learning	Peter Allan reported on the Victorville City Council meeting. The city is short \$1 million of the requests received; the mayor said everyone would walk away disappointed.
Administrative Services	No report.
Foundation	No report.
Board of Trustees	
Bettye Underhill	Noted the beautiful job being done at the college entrance. Dr. Underhill and Mrs. Moore attended the CCLC Conference in Sacramento and met with state legislators. Suggested voting no on SB 6, which takes local control away from the local community colleges.
Maxine Moore	Assemblyperson Sharon Runner, who is on one of the budget committees, is very enthusiastic about education and the community colleges in particular. Nothing is very encouraging because there is no money. This lobbying effort every year includes CEOs and trustee members.
Dennis Henderson	Thanked everyone who supported him in the past. He appreciates it and is humbled by the support.
ASB	No report.
CCA	Debby Blanchard attended CCA Conference this weekend and is pleased with the condition of our college, compared to many colleges in the state. The board's and administration's leadership has taken us to the point where we don't have to worry about layoffs. Some community colleges have given every faculty member "pink slips" to cover their bases. Many colleges are talking about cutting classes, but that is our only way of generating income. Summer is different. But keep classes full and allow students to have as many classes as possible.
CSEA	Rita Jackson thanked the district for allowing CSEA to partake in officer training, although there was not enough coverage for

everyone to attend. This excellent training benefits not only the association, but the district as well. The knowledge can be applied to VVC. Health benefits will continue to be a very sensitive item until resolved. A speaker from American Fidelity was on campus this week. Ms. Jackson was surprised to hear that the district had asked for an enrollment specialist for the health fair. It's obvious that something is happening and classified hasn't been included in that discussion. Ms. Jackson is concerned that as the window closes, they will be limited to only one choice. She needs clarity as to what is happening. Her understanding is that the insurance committee hasn't met in four months because there is no HR director in place. Rita Jackson looks forward to addressing this issue now that the interim is in place. May is open enrollment. We need to do something to get this moving.

Faculty Senate

Debby Blanchard encouraged the board to approve 7.1, academic freedom policy, and 7.2, shared governance plan. The first reading of 7.9, full-time faculty hiring procedures, is on the agenda. Faculty Senate people put a lot of effort into it. This will come on next board agenda for approval.

The graduation ceremony will be held Friday, May 23, at 6 p.m. on the football field. Hors d'oeuvres will be served before for the board. The reception afterwards may be cut due to budget. Looking into big screens so everyone can see and having interpreters up on the screens for people in need.

Management

Sharon Williams said the management group wishes to thank the Board of Trustees the decision at last meeting regarding pay. Wants to let board know that they wish to search for a less expensive benefits package.

Public Comments:

None.

### **Consent Agenda**

It was MSC (Moore/Franke, 5-0) to approve the following items on the consent agenda as listed. Bettye Underhill complimented Dan Rowland on his sabbatical report—a beautiful job.

- 5a Curriculum changes as listed.
- 5b Sabbatical leave report for Dan Rowland as listed.
- 5c Budget Transfers and Payment Report as listed.
- 5d Monthly Financial Reports for the period ending December 31, 2002, as listed.
- 5g Temporary Academic as listed.

5i Classified Bargaining Unit Appointments effective on or after February 19, 2003: Pacita Jordan, CDC Associate Teacher, Lisa Townsend, Administrative Secretary I, CALWorks.

5j Non-classified employees as listed.

5m Administrative/Management/Confidential Payment of Accrued Vacation Days: Gwendolyn C. Hall, not to exceed 4.41 days, \$1,198.11.

## UNFINISHED BUSINESS NEW BUSINESS

Second Reading, Proposed New Policy 4030, Academic Freedom

It was MSC (Franke, Moore, 5-0) to adopt proposed new policy #4030, Academic Freedom, as listed.

Tom Elder said he didn't read how the Academic Senate would handle it if someone becomes mentally ill. Their peers are the first to notice it. Do they have some kind of arrangement to help this person or to get them some kind of help? There could be a tremendous amount of damage to students. Debby Blanchard said if a person teaching is mentally ill and it is visible, students would complain. At that point the vice president of instruction would confer with the senate. An evaluation would be recommended, which happens all the time. If it is a dangerous situation, the administration would be able to take action. The senate is concerned with the content and method of instruction. Instructors have to teach to the course outline, which is approved by curriculum. Tom Elder said students wouldn't know if they are being taught to the course outline. Debbie Blanchard said the students recognize the syllabus and textbook used by other teachers teaching the same course. Mr. Elder said since teachers give grades, students who complain about their teachers can suffer the consequences. He doesn't see where peer review takes place. Ms. Blanchard said it is in the contract for once every three years. Students are not afraid to complain all the time; each complaint is investigated thoroughly and confidentially. Dr. Jones said employee assistance programs are available in the event of the kind of case Trustee Elder talked about. Peter Allan said department chairs are the closest persons to recognize the problem and they would discuss it with the dean and meet collegially with the Faculty Senate. The Faculty Senate could be called upon to implement an evaluation. Mr. Elder asked if the teacher understands the department chair has the right to come into the classroom. Mr. Allan said the teacher should invite people into the classroom. There should be no threat of having

Second Reading, Proposed New Policy 4035, Academic Collegial Consultation	fellow teachers in the classroom. He didn't want to encourage department chairs to go into classrooms on a frequent basis.
Full-Time Faculty Overload Pay For 2002-2003	It was MSC (Underhill/Moore, 5-0) to adopt proposed new policy #4035, Academic Collegial Consultation, as listed.
Student Travel	It was MSC (Franke, Elder, 5-0) to approve full-time faculty overload pay as listed.
	It was MSC (Underhill/Moore, 5-0) to approve travel for the women's softball team to attend a tournament at UNLV, Las Vegas, Nevada, March 29-30, 2003.
	Dennis Henderson asked about the cost. Willard Lewallen said the travel requisition with dollars hasn't been processed, but it is in the budget.
Agreements	It was MSC (Underhill/Moore, 5-0) to accept the amendment to Child Care Grant #GCTR-2330 with the California Department of Education for \$460,687.
	It was MSC (Moore/Elder, 5-0) to approve participation in the Western State Contracting Alliance Master Price Agreement 92-00151 to purchase Dell computers.
	Dr. Williams stated that he did not quantify the savings, but there are savings piggybacking on the state agreement. He clarified that faculty or staff can buy Dell computers with the high technology fund.
	It was MSC (Underhill/Moore, 5-0) to accept the quote of Eagle Construction for \$6,500 to relocate the old C.A.R.E. portable building to lower campus. The portable will be used for faculty offices.
Grant Acceptance	It was MSC (Moore/Underhill, 5-0) to accept a \$6,000 mini-grant from the Desert Regional Consortia to develop a water technology certificate.
Budget Calendar	It was MSC (Franke/Moore, 5-0) to approve the proposed budget calendar for 2003-2004 as listed.

First Reading, Proposed Procedure  
For Hiring Full-time Faculty

A proposed procedure for hiring full-time faculty was presented for information.

Classified Revised, New,  
Additional Position

It was MSC (Elder/Underhill, 5-0) to approve the following additional position: Campus Police and Public Safety Officer.

Board Delegated Authority  
Signatories

It was MSC (Underhill/Franke, 5-0) to rescind all previous signatory authority for Peter L. Parra, effective December 31, 2002.

Authorized Signatory

It was MSC (Underhill/Franke, 5-0) to approve the signature of William Schmidt, Interim Director of Human Resources, to represent the board to execute all certificated contracts, all classified contracts, notices of employment, payroll revolving cash fund, and workers compensation claims.

ADJOURNMENT:

The meeting adjourned at 7:15 p.m.

Respectfully submitted,  
Richard A. Jones, Ed.D.  
Secretary

APPROVED:

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President

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Clerk