

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

August 13, 2002

6 p.m.

CALL TO ORDER:

The Board of Trustees of the Victor Valley Community College District met in regular session on August 13, 2002, in the Board Room of the Administration Building. Dennis Henderson called the meeting to order at 6:01 p.m.

PLEDGE OF ALLEGIANCE:

Kathleen Moore led the audience in the Pledge of Allegiance to the flag.

MEMBERS PRESENT:

Dennis Henderson, President; Dorothy Franke, Vice President; Thomas M. Elder, II, Clerk; Maxine Moore, Bettye Underhill, Jennifer Menser, ASB Representative.

MEMBERS ABSENT:

None.

STAFF/GUESTS PRESENT:

Fay Freeman, Linda Cera, Robert Sewell, Sheree Caldwell, Carolyn McDermaid, Jack Thomas, S. Clark, Lauriel Rodgers, Lois Papner, Mitchell Greene, Margaret Kagy, Kathleen Moore.

BREAK

6:02 p.m.– 6:04 p.m.

CLOSED SESSION

The board moved to closed session to discuss conference with counsel—public employee discipline/dismissal/release, six potential cases of litigation; liability claims, and one case of existing litigation—PERB #LACE 4349-E.

OPEN SESSION

The board reconvened to open session at 7:11 p.m.

**ACTION TAKEN AS A RESULT
OF CLOSED SESSION**

Dennis Henderson announced that on August 20 at 3 p.m. the board will meet in closed session to discuss administrative searches. There will be nothing reported out. Tom Elder said as a board we are rather discouraged that nothing is happening. We're trying to get something moving.

GOVERNING BOARD:

It was MSC (Elder/Underhill, 5-0) to approve the minutes of the regular board meeting of July 9, 2002, and the special board meetings of June 6, June 19, June 25, and July 23, as presented.

**AGENDA ADDITIONS,
REVISIONS:**

It was MSC (Franke/Underhill, 5-0) to add items 5.13, Professional Opportunity Leave Request; 5.14, Liability Claim; and 5.15, Departmental Restructuring, to the agenda.

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- 3e Academic Appointment
- 3f Temporary Academic
- 3g Academic Ratification of Eminence Requests
- 3h Academic Ratification of Equivalencies
- 3j Classified Resignations
- 3l Non-Classified Employees
- 3m Administrative/Management/Confidential Resignation
- 3n Administrative/Management/Confidential Appointments
- 5.11 District and CTA Initial Labor Proposal and Public Hearing for Academic Contract

REPORTS:

Interim Superintendent/President

Dr. Freeman thanked everyone for a great semester start. Enrollment is up, everyone is working together, helping students. Thanked ASB for supplying the water and fans for students standing in line. Received very positive comments from faculty, staff, and students.

Student Services

Dr. Lewallen thanked all staff and students who were particularly helpful and cooperative during some fairly difficult times this week with the heat. Everyone has been very patient and cooperative, things have continued to run smoothly.

Dennis Henderson asked if enrollment was up 17%. Dr. Lewallen said there will be a better picture the end of this week; students are enrolling late and making schedule changes. He anticipates an increase of 5% to 10% compared to last fall, which is good with the budget situation and without expanding the schedule. It is better to fill seats of existing classes.

Tom Elder asked about a seven-day a week, 24-hour a day class schedule rather than spending millions of dollars on buildings. Willard Lewallen said there are schools offering classes on Sundays—we are offering Saturday classes. Although the demand is there, we don't have the dollars to open additional classes and pay instructors; we're doing the best that we can. Dr. Williams explained that the state is not funding 100% of FTEs; the district is getting a little better than 80%. For the last couple of years, about 300+ FTEs is unfunded.

Student Learning

Henry Yong gave an enrollment update. It was a very good start from the academic side. Science, English, and math are severely impacted. The VVC nursing program is now taking more people, but they have to take science first. There could be more chemistry, anatomy, and physiology classes if there were more money. Forensic pathology has received a lot of calls from even out of the area. The biotechnology internship was reported in the *Daily Press*. The prerequisites in English and math are beginning to be enforced.

Tom Clark stated that the special increased funding from Sacramento to expand the nursing program was used to expand classes on Fridays and Saturdays.

Administrative Services

Jim Williams announced that Supervisor Postmus would be on campus Saturday, August 24, at 10 a.m. for the dedication of Spring Valley Lake

Little League softball complex, although it is not yet completed. Many months ago this contract was brought to the board for approval. County funding developed the softball complex for approximately \$250,000. More details will follow.

Foundation Ginger Ontiveros introduced the new Foundation President, Bob Kniss, and Vice President of Resource Development, Diana Nourse, who will be leading the Legacy Campaign. The goal is to raise \$2 million to run the operations of Foundation and the needs of the college. Supervisor Postmus will be joining the Legacy series seminar August 29. Dr. Willard Lewallen will be leading a seminar on online classes, enrollment, etc. for retirees. Thanked people for submitting items for the *Link*, which was provided as a gift by the *Daily Press*. October 29 is the public kick-off date for the Legacy Campaign in the evening, location to be determined. Applications for nominations for The Alumni Hall of Fame, which will be held January 25, will be in the office tomorrow and are due by September 30.

Tom Elder complimented the publication of the *Link*, an outstanding publication. He was amazed at wonderful stories in the paper; it was a really first-class job.

Board of Trustees

Maxine Moore

At the 50th anniversary of the chamber yesterday, the college was presented with a ten-year membership certificate.

ASB

Jennifer Menser said ASB has been helping with the rush with students by giving out water and promoting ASB. Goals and objectives were set in Big Bear and she is looking forward to accomplishing them.

CCA

Debby Blanchard asked that, in accordance with the Brown Act, she be given a copy of everything that was given to the board--a buff piece of paper about the softball thing and a piece of paper from the Foundation.

Ms. Blanchard 100% personally supports increasing the efforts for a presidential search. Numerous people have asked why we haven't started. She encouraged and supported starting as soon as possible. CCA is ready to start bargaining as soon as items are sunshined for the second time. Is aware that the injunction granted by the court says the district will not be able to bargain with CTA regarding part-time issues, and she is very disturbed about that. Seniority rights, benefits, and office hours are really important to part-time faculty. The district will now bargain with the Faculty Senate regarding the formula on parity pay. Ms. Blanchard clarified that this college is already obligated to bargain or we will get zero. Nick Halisky signed a statement from the Chancellor's Office agreeing to bargain the parity issues.

CSEA

Mitch Greene concurred that we need to get some folks hired, starting with the president. Has a few issues he would love to negotiate now that we have an HR person. We did sign an interim contract and still don't have a finished version to sign and put on the table for people to read.

Faculty Senate

Debby Blanchard said the Faculty Senate supports the restructuring proposal in item 5.15. A second dean is needed in the academic area to serve students and faculty. Would like to encourage the replacement of the VP of Student Learning. That person is instrumental to help solve problems, faculty budget management, and keep the business there instead of flooding up to administration.

Encouraged the participation of classified in accreditation; would like to see management facilitate participation.

Congratulated the *Daily Press*, Bill Greulich, Ginger, and all the participants in the *Link*, which was very nice and showed a lot of class for the college that we so deserve.

Management

None.

Public Comments:

Consent Agenda

It was MSC (Elder/Underhill, 5-0) to approve the following items on the consent agenda as listed. Maxine Moore said it is very difficult to vote on this when so many amendments are quite lengthy. We do have an agenda deadline. The hiring of last-minute appointments is necessary, but there is a stack of amendments this time. Tom Elder suggested the agenda may be sent out too early and suggested one week before the board meeting. It was the consensus of the board to change the board agenda delivery timelines.

- 3a Budget Transfers and Payment Report as listed.
- 3b Monthly Financial Reports as listed.
- 3e Academic Appointment: Patricia Jennings Michaels, Psychology Instructor, effective on or after August 12, 2002.
- 3f Temporary Academic as listed.
- 3g Academic ratification of eminence requests as listed.
- 3h Academic ratification of equivalencies as listed.
- 3i Academic Personnel/Summer 2002 as listed.
- 3j Classified Resignations: Andrew Gullett, Network Manager, effective July 31, 2002; Sharon Ball, Human Resources Technician, effective August 30, 2002.
- 3k Classified bargaining unit appointments: Lori Ornelas, Administrative Secretary I, Student Learning, effective on or after August 19, 2002.
- 3l Non-classified employees as listed.
- 3m Administrative/Management/Confidential Resignation: Diane Clerou, Interim Director of Human Resources, effective July 18, 2002.
- 3n Administrative/management/confidential appointments: Peter Parra, Interim Director, Human Resources, effective July 29, 2002, pending completion of required documentation.

UNFINISHED BUSINESS NEW BUSINESS

Board of Trustees' Absence

It was MSC (Elder/Franke, 5-0) to adopt the resolution to allow Bettye Underhill and Maxine Moore to receive compensation for the board meeting missed on June 11, 2002, as listed.

Conversion from the Direct Loan Program to the Federal Family Educational Loan Program	Information on the conversion from the Direct Student Loan Program to the Federal Family Educational Loan Program was presented to the board.
Agreements	<p>It was MSC (Underhill/Elder, 5-0) to approve the agreement with Cal K-12 Construction, Inc. to prepare a statement of probable costs for construction of the Advanced Technology Building as listed.</p> <p>It was MSC (Moore/Franke, 5-0) to approve the agreement with the Chancellor's Office to participate in the 2002-2003 Chancellor's Office Tax Offset Program (COTOP) as listed.</p> <p>Dr. Williams explained the program is sponsored by the state Chancellor's Office to help districts collect unpaid student fees. State tax refunds for these students are given to the districts to pay off the outstanding debt. Dr. Lewallen clarified that students who complete a course and meet all requirements of a course receive a grade and credit. Dr. Williams said he did not have a figure for the amount of bad checks, but two other districts he worked for had a pretty substantial amount. He will research and give that number to Fay Freeman. If we're not able to collect tuition fees locally, the Chancellor's Office backfills with state apportionment dollars.</p>
	<p>It was MSC (Moore/Underhill, 5-0) to approve the agreement with Constant Hine for coaching and meeting facilitation of the Child Development faculty and Child Development Center staff as listed.</p>
	<p>Mitch Green objected to the social security number appearing on the contract. Gisela Erne explained that Constant Hine did a little bit of training last year and the CDC staff requested she come back. This year she will work with the staff of the CDC and faculty to integrate the programs. She will work one-on-one with the staff on teamwork, goal setting, coaching, and facilitation in September, December, and March. Staff development money is paying for this consultant. Fay Freeman assigned the problem of social security numbers appearing on contracts to Dr. Williams, Vice President of Administrative Services.</p>
Bid Award, Drill New Well	<p>It was MSC (Moore/Franke, 5-0) to approve the agreement with the San Bernardino County to coordinate the Foster Kinship Care Education Program for the fiscal years 2002-2003 as listed.</p>
Notice of Completion, Brewster Electric	<p>It was MSC (Moore/Underhill, 5-0) to award the bid to drill a new water well to Rottman Well Drilling for \$147,563.</p>
Change Order	<p>It was MSC (Elder/Franke, 5-0) to accept the work of Brewster Electric to replace electrical transformers at various sites on campus and begin the final payment process as listed.</p>
	<p>It was MSC (Moore/Underhill, 5-0) to approve change order #6 with Earl Corporation for the construction of the Child Development Center in the amount of \$16,301 as listed.</p>

Authorized Signatory	It was MSC (Elder/Underhill, 5-0) to approve the signature of the Interim Director of Human Resources, Peter L. Parra, to represent the board for fiscal year 2002-2003 on all certificated contracts, all classified contracts, notices of employment, payroll revolving cash fund, and workers compensation claims.
Academic Management/ Classified Management Payment of Accrued Vacation Days	It was MSC (Elder/Underhill, 5-0) to authorize payment for accrued vacation hours for Janet Nix not to exceed 4.93 days, \$1,995.61.
	Tom Elder asked about the status of unused vacation days and the "use it or lose it" rule. Dr. Williams said legal clarification is being sought; Fay Freeman said Peter Parra would be working with her on this issue. Dorothy Franke asked if that was budgeted as a liability. Dr. Williams stated it doesn't have to be posted as a total liability, but some districts build up a reserve for it.
Risk Management Claim	It was MSC (Moore/Franke, 5-0) to reject the claim for VVC file number 002.02 and give official notice to the claimant per California Government Code, Section 913, as listed.
	It was MSC (Moore/Franke, 5-0) to reject the claim for VVC file number 003.02 and give official notice to the claimant per California Government Code, Section 913, as listed.
2002-2003 Study Abroad Consortium Guidelines	It was MSC (Moore/Underhill, 5-0) to approve the 2002-2003 Study Abroad Consortium guidelines as listed.
District and CTA Initial Labor Proposal and Public Hearing For Academic Contract	It was MSC (Elder/Underhill, 5-0) to open the public hearing at 8:07 p.m.
	Peter Parra clarified that the full-time faculty proposal is on one page and the part-time faculty proposal is on a second page. Those items related to the associated faculty are deleted from the agenda because the court issued an injunction prohibiting recognition of CTA representing the part-time faculty. PERB will be hearing the matter in September, but in the interim, the district is prohibited from recognizing CTA.
	It was MSC (Elder/Underhill, 5-0) to close the public hearing at 8:09 p.m.
	It was MSC (Elder/Underhill, 5-0) to accept the initial labor proposal as listed.
CSEA Initial Labor Proposal And Public Hearing for Classified Contract	It was MSC (Franke/Underhill, 5-0) to open the public hearing at 8:10 p.m.

Maxine Moore said the cover sheet for these items should indicate the opening and closing of the public hearing.

It was MSC (Underhill/Franke, 5-0) to close the public hearing at 8:11 p.m.

It was MSC (Elder/Moore, 5-0) to accept the initial labor proposal as listed.

Professional Opportunity
Leave Request

It was MSC (Underhill/Moore, 5-0) to approve professional opportunity leave without pay for Arda Melkonian for fall semester 2002 as listed.

Liability Claim

It was MSC (Underhill/Moore, 5-0) to authorize settlement of the claim of Robert R. Yeghoian Company, Inc., for \$34,425 for moving buried materials from the soil and hauling hazardous materials found.

Dr. Williams explained the county is requiring board approval of this claim because it believes this project should have been bid out. Although the district differs, the district is looking to protect its relationship with the vendor.

Departmental Restructuring

The restructuring of departments/services was discussed.

Peter Parra said the intent is to move ahead and fill two of the vacant positions on an interim basis with internal searches to expedite the process. One would be an interim dean for humanities and social sciences; the other would be an interim vice president of student learning. We would like to move ahead as quickly as we can internally.

ADJOURNMENT:

The meeting adjourned at 8:17 p.m.

Respectfully submitted,
Fay Freeman, Ed.D.
Secretary

APPROVED:

President

Clerk