

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

October 8, 2002

3 p.m.

CALL TO ORDER:

The Board of Trustees of the Victor Valley Community College District met in regular session on October 8, 2002, in the Board Room of the Administration Building. Dennis Henderson called the meeting to order at 3:07 p.m.

PLEDGE OF ALLEGIANCE:

Mitch Greene 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:

Richard A. Jones, Linda Cera, Mitchell Greene, Margaret Kagy, Willie D. Pringle, Leonard Crawford, Debby Blanchard, Jack Thomas, Nicole Marquette, Shaun Merritt, Mary Pringle, Tanya Nunez, Natalie Benavides, Natasha Flores.

GOVERNING BOARD

It was MSC (Underhill/Elder, 5-0) to approve the minutes of the regular board meeting of September 10, 2002, and the special board meeting of September 17, 2002, as presented.

**AGENDA ADDITIONS,
REVISIONS:**

5g Temporary Academic
5h Eminence
5k Non-Classified Employees

Presidential Search

Dr. Jones introduced Dr. Grace Mitchell, retired Superintendent/President from San Luis Obispo County CCD (Cuesta College) and Vice President of PPL. Dr. Mitchell reviewed a packet of materials on the presidential search process.

Draft of suggested timelines: Dr. Mitchell said the search generally takes about six months; the process should end at the end of April. The first phase will appraise the needs of the college with input from the board, community, faculty and staff. From that input a recruitment brochure will be drafted which will be reviewed, approved, and edited by the board. When the brochure is prepared, the recruitment phase begins. A broad recruitment with the help of HR is accomplished by various means: mailings, Website, personal contacts, and advertisements. In the initial screening process by the search committee, 10-12 people would be interviewed and "screened down" to the number the board wants. All along the process, the board should

have the prerogative to go down into the pool if it chooses. With the help of PPL, references will be checked. It is extremely important that this is a very confidential process. The board may choose to send one or two of its members to the present campus for site visits.

Dr. Mitchell asked for input on suggested timelines and the process. Dr. Mitchell explained that advertising normally covers the entire United States, using mail, written ads, the Website, and telephone recruiting. PPL doesn't go after people who it thinks should have the job—contacts are called, a network of professionals. PPL works with people in Texas because they have a lot of community colleges and know the eastern states. Dr. Mitchell recommended having forums during the last week of October. She wanted to be present to lead the discussion in a consistent way.

Dr. Mitchell hopes the search committee will be in place in November when she returns from vacation. She will do EEO orientation and talk about roles and responsibilities of the committee. At the same time, the brochure will be finished. Dr. Mitchell recommends a committee of 10-12 maximum to be more functional. The role of the search committee is to bring different perspectives to the search process and help identify people who would be a good leader for the college. Committee members should represent not only the functions of the college, but also faculty, staff, community, and management. Generally, board members are not on the committee as a voting member, but occasionally as an observer. It is the board's decision as to the number of committee members, who they are, and the process used. The board maintains the final decision about the committee so that it can be looked at as a group, balanced geographically, ethnically, and gender-wise. Frequently in the rush to get representatives, the managers are forgotten. It is extremely important to have them represented well; they are the people working directly with the superintendent/president on a daily basis.

Dr. Mitchell discussed the character of good committee members. They should know the college and community, be aware and familiar with the governance process, be known as persons who are fair and objective, be willing and able to review applications and be objective in assessment, be given the time to be part of the process, and attend all meetings (if someone misses a meeting, he or she is no longer on the committee). The issue of confidentiality is important—members will be asked to sign a pledge. If there is any indication that any information will surface, good candidates will be lost. PPL does a really thorough job of checking references, both in the initial and later stages. Summaries of initial reference checks will be given. When people call their counterparts at other colleges and ask about candidates, it is hard on the candidates' jobs.

Dr. Jones asked the board for its vision of the committee structure. Mr. Elder said it would be a good idea to have at least 2 faculty, 2 administrators, 2 classified, and a couple from the Foundation and chamber of commerce. Dr. Mitchell suggested a student, either the student trustee, ASB president, or someone appointed. Tom Elder said that by the time we get the new president, the student will be gone. Dr.

Mitchell said students provide a perspective. Dr. Jones said it is positive for candidates to see a student on the committee. Dr. Mitchell suggested not overwhelming the committee with community members; the board is elected and represents the community. Dr. Franke suggested 3 faculty, 2 administrators, 1 Foundation member, 2 classified, 1 student, and 1 manager. Dr. Mitchell said the committee chairperson could be elected by the committee or chosen by the board. Dr. Jones stated the chairperson could possibly be a non-voting member. Dr. Mitchell suggested the chairperson be someone who has some kind of administrative assistance, a clerical person assigned to work with Judy.

Dr. Mitchell said she would assume a memo would come through Judy's office, asking for suggestions and passing along the description of the committee, describing the appointment process, what the committee will look like, and the role and character of committee members. The committee would be appointed at the first board meeting in November. There will be an orientation meeting, time to review applications (usually several hours), a lengthy meeting to rank the candidates, and another meeting to interview candidates (2 days). This is a one to one and one-half week commitment.

Dr. Mitchell asked the board how many candidates it would like the committee to refer to the board. It was the board's consensus to have five candidates referred from the committee. Dr. Mitchell said that, depending on whether the board feels that more information is needed, a site visit could be made. Usually four to five people visit—no quorum of the board and the chairperson of the committee. Tom Elder asked if others can come in to listen to the interviews. Dr. Mitchell said no, no public is invited to those meetings. Some colleges have held open forums for candidates. Some say it is invaluable, others say it is a disaster. If there is good representation in the process, it shouldn't be necessary to provide another opportunity to meet the candidates.

It was the consensus of the board that the committee would elect its chairperson.

Break: 4:09 – 4:28 p.m.

Betty Underhill returned at 4:29 p.m.

Dr. Mitchell recapped the discussion. The search committee would be 10 people with 1 non-voting chairperson selected by the committee. The committee members will officially be appointed at the first board meeting in November. Groups would nominate their own members and the board will use those people, reviewing for balance. Once the board has the names, the only way to balance is to add people. An alternative would be to ask for 4 and the board picks 2, or ask for alternates to choose from. Dr. Franke liked having twice the number to look at balance. Dennis Henderson didn't think the numbers should be increased. Dr. Mitchell said that at some point the board should have the ability to revise the committee; that should go out in the memo.

Dr. Mitchell asked if the board wanted the forums she suggested for input to the recruitment process; if so, combined or separate? Dorothy Franke thought staff would feel more free to speak at a separate meeting. Tom Elder said gathering the data and sifting through it would not be useful. Dr. Mitchell said it's very helpful. She suggested a standard procedure in public where they say what the strengths and challenges are. It would be an open discussion, not a check-off system. It's giving people the opportunity to feel they've had a part in the process. Mr. Elder said he felt that most of that is a lot of fraud and baloney. It's a lot of time-consuming nonsense. Bettye Underhill said it's important to ask the community for input; that's the reason the five board members are elected from the community.

Dr. Mitchell mentioned sending a questionnaire out to the staff. Mitch Greene said that two meetings ago this was discussed and it is being put on the Website.

Grace Mitchell said an invitation to participate in the forums should go out, along with a brief ad in the newspaper. She will be responsible for taking the notes and writing up the draft. Dr. Mitchell asked for board reaction to the questions to be asked at the forums. Dorothy Franke suggested changing the second question to read "challenges" instead of "weaknesses." Dr. Mitchell suggested deleting the fourth question. Mitch Greene suggested the forums would be an opportunity to point out major points in the Fact Book. Dr. Lewallen suggested changing the fifth question to "superintendent/president."

Dr. Mitchell asked the board if it wanted to take time now or at a later time further discuss what was discussed a month ago and begin to get the board's answers to these questions. It was the consensus of the board to postpone this discussion to another time. Dr. Mitchell suggested an open, special session of the board for an hour or two to discuss these questions. Dr. Franke suggested taking an hour out of the first meeting in November for this discussion. Dr. Mitchell said by that time she would have a rough draft from the other groups ready for the board. She will work through Dr. Jones and Mr. Henderson.

Dr. Franke restated that the college will hold one community open forum at an appropriate time and two college meetings will be held. A search committee is proposed to include 3 faculty, 2 administrator, 1 student, 2 classified, 1 Foundation member, and 1 person from the management team. Double the number of recommendations will be submitted to the board.

Debby Blanchard said the faculty won't send up 6 names and have the board choose. Past practice has been that the Senate would make a recommendation of the faculty to sit on the committee. The board can ask us to change someone. Dennis Henderson said it would be awkward to send someone back and ask for another person. Ms. Blanchard said the faculty could submit 3 names, pending approval of the board. That is very normal. If you don't have diversity, I will agree to have our own alternates. I would recommend that Mitch could do that too. Dr. Mitchell introduced herself and summarized the board's lengthy discussion on how to secure diversity. Several alternatives

were discussed, but she thought Ms. Blanchard's idea would work; pending board approval is important. If there is a diverse staff, then you're not likely to have a problem when you get the names. Classified, faculty, or students may have to be asked for alternates. Mr. Henderson suggested one Faculty Senate representative and two from the faculty. Ms. Blanchard said that every single member of faculty is in the Senate, including adjunct. She will have to take back the recommendation to the Executive Committee; she is sure something can be worked out.

It was MSC (Franke/Underhill, 5-0) to hold open forums, one for the community and two for the campus community, held at appropriate times. The search committee will be composed of 3 faculty, 2 administrators, 1 student, 2 classified, 1 Foundation member, and 1 manager, subject to approval by the board. The board is in agreement with Dr. Mitchell's process for the selection of superintendent/president, the timelines as indicated, and the general questions that will be asked at the forum.

BREAK

5:10 p.m.– 5:26 p.m.

CLOSED SESSION

The board moved to closed session to discuss conference with counsel—existing litigation: PERB LACE 4349 and VCVVS027394, Puckett vs. Victor Valley College, six potential cases of anticipated litigation, and one potential case of litigation involving receipt of a claim pursuant to Tort Claims Act.

BREAK

6:28 p.m. – 6:30 p.m.

OPEN SESSION

The board reconvened to open session at 6:30 p.m.

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

None.

REPORTS:

Interim Superintendent/President

Dr. Jones said he has been on the job nine days and has had many opportunities to meet with many people across campus. Why would someone want to be superintendent/president of this college? Although the district as some problems, this district is more nearly normal than some. All districts recently have had 6-8 lawsuits going. With the growth he sees, this is an attractive place to come.

Student Services

Dr. Lewallen announced the annual counselor luncheon with counselors from all local feeder high schools on October 23. A presentation will update the counselors on where the college is and continue delivering the message of excitement here at VVC.

Dr. Lewallen reported that the Student Health Center is currently not in operation. Desert Valley Medical said students were not using the service and is removing donated equipment. In the meantime, the district is exploring what to do with that facility. A survey will be made of students to see how best to meet their needs. Dr. Lewallen will do a communication on campus to make everyone aware the Student Health Center is no longer in operation. Although many colleges charge a fee for student health services, VVC does not.

Student Learning

Peter Allan stated the spring schedule is being completed and needs to be available November 1 for students to register. The 2002-2003 catalogue is still in St. Louis being printed and will be back the last week in October. Mr. Allan's objective is to get it out earlier in the school year. Two key positions were lost at a critical point in time. Mr. Allan's goal is that this does not happen again.

Peter Allan reported the online class statistics for the month of September; online instruction has taken off. He is very impressed with the number of students and faculty using online classes.

Administrative Services

No report.

Foundation Bettye Underhill reported on the kickoff of the Legacy Campaign October 29 from 5 to 8:30 p.m. at the Spring Valley Lake Country Club.

Bettye Underhill

Commented on a letter received from San Mateo Community College about Section 34 in the Education Master Plan. San Mateo CC is upset that it appears authority will be taken away from local trustees and centered only in the Board of Governors. This issue was discussed at the Chancellor's Office and with the Board of Governors last Thursday and Friday. It is not as bad as it appears and as San Mateo is interpreting. More news later.

ASB

Jennifer Menser reported on two trips planned. In October, a CalSACC Conference in Burlingame will discuss California community college issues. November 8-10 the ASACC Conference in Tampa, Florida, will deal with all community colleges throughout the country.

CCA

Debby Blanchard: Negotiations with the district team are moving along very quickly. Two MOUs regarding online classes have been executed, showing good faith on both sides. Faculty is aware the budget is compromised at this time and has agreed to have faculty develop classes and teach in the spring, volunteering for zero pay. Faculty who develop and teach online classes in the fall will be paid a stipend only. No reassigned time will be given for the fall only to see where the budget is going. More online classes are being offered as demanded and needed by the students.

There are no new grievances at this point. Some inequities have been found in Section 7.15, sunshining facilitators. Faculty is very pleased with Peter Allan's work. Trying to re-establish five or more faculty replacement positions due to retirements, etc. It is very important to not reduce the bargaining unit. Circumvention of tenure track positions is very important with union and faculty senate issues. We know it is

hard to find money. Is attending the CCA Conference in Reno, Nevada, October 18, 19, and 20.

CSEA

Mitch Greene said CSEA is continuing to negotiate. A list of grievances back to the year 2000 which still have not been settled have been presented to the interim superintendent/president. Also have moved forward in forthright negotiations; things are progressing much more than two months ago. Trying to get a job description for a position to help the Webmaster. The demand for Web service is creating a demand for support. Announcements were sent out today for elected executive office positions. Mr. Greene will not be accepting nominations for president.

Tom Elder Said he thought Mr. Greene is the best president his group has ever had.

Faculty Senate

Debby Blanchard agreed, Mitch has done an extraordinary job representing his constituents and is a great role model for her. New procedures for hiring faculty, based on Title 5 and the Ed Code, have been brought to College Assembly as an information item and given to Dr. Jones for Cabinet. The graduation survey has been completed with faculty, staff, and management. Students have completed their survey. Jennifer Menser, Ms. Blanchard, and others will tally votes. We should be moving ahead pretty quickly as to the date and time, then will pick out speakers. The Academic Senate of VVC formally recognized part-time faculty into the Faculty Senate unanimously. They will have two elected, voting representatives to Faculty Senate.

Management

Robert Sewell said management met with Dr. Jones at the last Leadership meeting and is looking for the opportunity at the next meeting to review the management handbook. On October 22 will meet quickly to come up with a management representative for the presidential search. Concurs with Mitch on the Webmaster.

Public Comments:

None.

Consent Agenda

It was MSC (Franke/Underhill, 5-0) to approve the following items on the consent agenda as listed.

- 5a Curriculum changes as listed.
- 5b Membership renewal for the National Association for the Education of Young Children for Mary Sykens, \$90.
- 5c Budget Transfers and Payment Report as listed.
- 5d Agreements as listed
- 5g Temporary Academic as listed.
- 5h Academic Ratification of Eminence Requests as listed
- 5k Non-classified employees as listed.
- 5l Administrative/management/confidential resignation: Eric Mayer, Interim Dean of Instruction, Humanities/Social Sciences, effective September 11, 2002.
- 5n Classified Management Payment of Accrued Vacation Days: Cathleen Halisky, not to exceed 108.58 days, \$37,785.84.

UNFINISHED BUSINESS NEW BUSINESS

Response to Student Complaint

The response and proposed solutions to a student's complaints were presented for information. Dr. Lewallen said Bryant Winkels was here September 10 and his opinion on what the college is doing has changed considerably. His issues, mostly facility-related, are continuing to be addressed. The note-taker issue has been taken care of. Mr. Winkels is having a very good experience and is pleased that we have responded and started to do some things to address his concerns. He has caused us to look at things campus-wide, made us all aware, and educated us. Dennis Henderson asked Dr. Lewallen to thank Mr. Winkels for bringing this to our attention.

Rededication of Football Field

It was MSC (Franke/Underhill, 5-0) to rededicate the Victor Valley College football field in memory of Harry Burt Trimble Jr. at the home game on October 19, 2002, at half time.

Dr. Lewallen shared newspaper articles from 1969 to share with board. The plaque had to be moved for temporary seating for the football games.

Natural Resources Partnerships

It was MSC (Elder/Franke, 5-0) to approve the native plant greenhouse addition to the Agriculture and Natural Resources Department.

Faculty Travel Outside of the United States

It was MSC (Elder/Moore, 5-0) to approve Hinrich Kaiser's travel to Brazil from June 25 to July 2, 2003, to attend the Joint Meeting of Ichthyologists & Herpetologists.

Additional Sabbatical Leave Requests

It was MSC (Underhill/Franke, 5-0) to approve sabbatical leave to Frank Foster and Marjorie Milroy for spring 2003 as listed.

Dennis Henderson asked that the bond purchased is for the full amount of the person's pay and that the bond is actually signed. Peter Allan said he would take the responsibility to verify that information.

Annual Financial and Budget Report, CCFS-311

The Annual Financial and Budget Report was received for information.

Dorothy Franke asked what percentage of the total operating budget is supposed to be in reserve? Dr. Williams said there is a 5% guideline by the Chancellor's Office. The Board of Trustees set a goal of 5%. The reserve is now at approximately 8%, but when the budget was approved, he asked that \$1 million, about 3%, be set aside as a designated reserve fund. Mitch Greene said he thought the state mandated a 3% reserve and the board mandated a 5% reserve. Dr. Williams said the Chancellor's Office has the responsibility for implementing the state requirement of a reasonable, prudent balance. The Board of Trustees has the responsibility to implement a reasonable, prudent balance. Although the board has designated a 5% unrestricted ending balance, it is not a Chancellor's Office requirement.

Agreements

It was MSC (Underhill/Elder, 5-0) to approve the agreement with the California Charter Academy to lease the Child Development Center Site #1 for a period of one year as listed.

Dr. Williams said the facility is actually ready to move into now; the new CDC has been occupied for many months now. The district could spend about \$10,0000 in improvements to the roof, but it could be rented now.

It was MSC (Moore/Underhill, 5-0) to approve the agreement with NewEnergy to provide electrical energy as listed.

Dr. Williams clarified that this is not an interruptible power plan.

It was MSC (Elder/Underhill, 5-0) to approve the agreement with Luis Pena for maintenance and repair on weight room equipment as listed.

Memberships

It was MSC (Moore/Elder, 5-0) to approve individual memberships for James Williams and Peter Allan to the California Association of School Business Officials as listed.

Bid Award, Parking Lot Repairs

It was MSC (Underhill/Moore, 5-0) to award the bid for parking lot repairs to Pacific Asphalt Services in the amount of \$45,379.

Tom Elder asked if these parking lot repairs are covered by parking fees. Dr. Williams said the parking fees collected are being used by the campus police for its operating budget. In the past, there has been some dollars in the parking restricted fund budget, but this current year there is not.

Risk Management Claim

It was MSC (Underhill/Moore, 5-0) to reject Claim #004-02.

Dr Williams explained this is a secondary claim being filed by the Hesperia Soccer Youth Referee Training Program because one of its members filed a claim which was earlier rejected by the board.

Claim for Damages

It was MSC (Elder/Moore, 5-0) to accept Item 7.11. Debby Blanchard requested a copy of both documents. Dennis Henderson read the letter dated September 24, 2002, per the agreement.

Reclassification of Position

It was MSC (Moore/Underhill, 5-0) to approve the temporary salary placement, pending review and negotiations of the new job description, of maintenance worker (Laymon Jordan) to vehicle and equipment mechanic, effective October 1, 2002, from Range 15.5 (\$2,902--\$3,703) to Range 17 (\$3,125--\$3,991).

Additional Classified Position

It was MSC (Elder/Franke, 5-0) to approve the additional position of lead warehouse/delivery worker in the bookstore, Range 13, \$41,722.

Stipend

It was MSC (Elder/Underhill, 5-0) to approve payment of a \$400 monthly stipend to the administrative assistant, administrative services on a temporary basis for duties assumed from the coordinator of administrative services.

**District and CTA Initial Labor
Proposal and Public Hearing
for Academic Contract
Administrative/Management/
Confidential Leave Without Pay**

Dr. Williams clarified that the individual who will receive the stipend is Lael Whipple.

The proposal for re-openers for full-time faculty were sunshined.

It was MSC (Elder/Moore, 5-0) to approve 12 days unpaid leave, October 20 through October 25, 2002, for Richard A. Jones, Interim Superintendent/President.

Dr Jones said that prior to the agreement to work for VVC, he had made plans for cruise. He will be back on job October 28.

Debby Blanchard raised a point of order on Item 7.15, which was supposed to be opened for a public hearing. It was MSC (Elder/Underhill, 5-0), to the open public hearing at 7:24 a.m.

It was MSC (Elder/Franke, 5-0) to close the public hearing at 7:25 p.m.

**Administrative/Management/
Confidential Contract Revision**

It was MSC (Underhill/Moore, 5-0) to approve the revision in the employment agreement with Richard A. Jones, moving him to the next step on the salary schedule in exchange for waiving health and welfare benefits.

Peter Parra explained that the contract that the board made with Dr. Jones provided him with a medical benefit that he was going to waive and take additional dollars. The district's medical carriers don't have that provision. The alternative was to move Dr. Jones one step further on the salary schedule, which was a difference of \$7 a month more.

ADJOURNMENT:

The meeting adjourned at 7:27 p.m.

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

APPROVED:

President

Clerk