

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

September 10, 2002 6 p.m.

6 p.m.

CALL TO ORDER: The Board of Trustees of the Victor Valley Community College District met in regular session on September 10, 2002, in the Board Room of the Administration Building. Dennis Henderson called the meeting to order at 6:01 p.m.

Bettye Underhill arrived at 6:02 p.m.

PLEDGE OF ALLEGIANCE: Peter Allan 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, Dexter Caldwell, Gloria Johnson, Arlene Waldeck, Mitchll Greene, Bryant Winkel, Mary Pringle, Doug Foxworthy, Katrina Foxworthy, Jack Thomas, Margaret Kagy.

**BREAK** 6:02 p.m.– 6:06 p.m.

CLOSED SESSION The board moved to closed session to discuss conference with counsel—existing litigation: PERB LACE 4349 and VCVS027394; Puckett vs. Victor Valley College; six potential cases of anticipated litigation; an audit undertaken by the IRS regarding a district program; two potential cases of litigation involving receipt of a claim pursuant to Tort Claims Act; and Item 5.0, non-classified employees.

BREAK 7:42 p.m. -7:48 p.m.

**OPEN SESSION** The board reconvened to open session at 7:48 p.m.

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

Dennis Henderson announced that the date of the next board meeting has been moved up to September 17, 3 p.m.

## GOVERNING BOARD

It was MSC (Underhill/Franke, 5-0) to approve the minutes of the regular board meeting of August 13, 2002, and the special board meetings of August 20, 2002, and August 27, 2002, as presented.

## AGENDA ADDITIONS,

**REVISIONS:**

- 5I      Temporary Academic
- 5m     Classified Resignations
- 5o     Non-Classified Employees
- 7.4    Electronic Signature & Authorized Signatory of the Board

**REPORTS:****Interim Superintendent/President**

Dr. Freeman distributed a budget report from Tom Nussbaum which indicates the following reductions in the 2002-2003 budget: \$1 million from the Faculty/Staff Development Fund, \$9 million from CalWORKS, and \$10 million from matriculation funding. Attended the fourth annual High Desert Leaders Economic Summit which was hosted by Restaurant Management and had an excellent turnout. Kathleen Moore, on medical leave, called to say she is 100% okay and expects to be back as soon as the doctor will release her.

**Student Services**

Dr. Lewallen gave an update on the progress of web-based student services. Fall semester 2002, 6,000 students submitted applications over the Web. When it started two years ago, 500 students submitted applications. Another service added is that students can request transcripts now over the Web. Without any advertising, there were 60 requests in just a couple of weeks.

**Student Learning**

Henry Yong reported for Professor Jim Previte, whose sabbatical report is on the agenda, to convey the importance of the honors program. Statistics of applications to UCLA show over 90% of incoming freshmen's applications rejected, but over 90% of junior transfers from community college honors programs were accepted at UCLA.

Foundation Ginger Ontiveros thanked Fay Freeman for a good partnership with the college, supporting community leaders who volunteer their time to the college. Legacy series seminar held in August had more than 50 participants; Dr. Lewallen was part of the program. September 24 an Advisory Council luncheon will be held at the new CDC to help celebrate that opening. The Legacy Campaign, the fund development program, garnered well over 10% of its goal in the last 30 days.

**Administrative Services**

Jim Williams gave an update on budget cuts: the district is losing \$300,000 to \$400,000 overall in CalWORKS, \$36,000 for staff development, and \$180,000 for matriculation.

**Board of Trustees**

Tom Elder Pointed out on page 78 of Dr. Lewallen's Fact Book a graph of grants received. In 2001, the college got \$2,115,000 in grants. Next year when Fay Freeman was taken off that program, grants dropped about \$1.3 million. He is also concerned about the accreditation work that isn't going on, and that was Fay's job too. We really have to pay some close attention to this. These are concerns and a problem we need to solve. Dr. Lewallen recognized the staff in MIS and research who did the bulk of the work on the Fact Book.

**Bettye Underhill**

Enjoyed the Faculty Senate meeting she attended last Thursday. Emphasized the ribbon cutting for the new Child Development Center

September 24 at 3 p.m. It is incredible--no comparison to what we had before. We need to advertise how wonderful this program is.

Maxine Moore

Is going to a CCCT Board of Directors' meeting in Sacramento Friday and Saturday.

ASB

Jennifer Menser said ASB has a full council--all 16 slots are filled. There is a "911" wall in the SAC with pictures and quotes which will be available for people to put their thoughts and wishes on.

Dennis Henderson

Announced a tribute for firemen and police officers tomorrow morning at 5:30 a.m. at the Roy Rogers' museum. Bettye Underhill said that as a result of that event, the Foundation won't be meeting at 7 a.m., but 8 a.m.

CCA

Debby Blanchard said there has been very diligent work with grievances but the grievance chair was Peter Allen, who will now be the person faculty grieves to. Ms. Blanchard did testify in the PERB hearing Friday for almost three hours. Transcripts are supposed to be available in the next three weeks and a decision sometime, but there is still no decision on the Santa Clarita case.

CSEA

Mitch Greene reported that out of 180 classified employees, there are just over 120 union members. Thanked Dennis Henderson for attending the general meeting. Feels we are sliding backwards. A lot was accomplished with the first interim HR director, but the second is not here enough to do anything. There haven't been any meetings and issues are piling up. A meeting is scheduled for September 17; would like some time dedicated to negotiations.

Faculty Senate

Debby Blanchard said the first Faculty Senate meeting was held and Bettye Underhill and Jennifer Menser attended. The committee working on faculty hiring procedures has finalized research and recommendations will be presented to the board from the Faculty Senate. A graduation committee has been formed and Debby Blanchard has been nominated chairperson. A new committee will research Title 5, the Ed Code, Brown Act, and AB1725 to keep the faculty more educated. Talked about redoing equivalency/eminence procedures in hiring. Hopefully will get a better policy for new, incoming faculty.

Management

Robert Sewell said thoughts and well wishes go out to Annette McComas and Steve Garcia's stepson. Reported that at the last city council meeting, sponsorship for the Nutcracker ballet on campus was approved. Brought a list of observances for 911. Digital animation students will take part in an event tomorrow night at the Newton T. Bass Stadium. Dr. Williams explained that his staff donated money to take food to Steve Garcia's family for the next four to five days so that they can concentrate on taking care of their son, who recently had surgery.

Public Comments:

Bryant Winkels said at the end of spring he gave the board a report on ADA violations. Some of those violations are still going on. When he came before the board last time, the board said it would look into them.

Violations ranged from discrimination to maintenance problems with certain equipment designed for disabled students. Asked board for any comments or to see what has been done.

Willard Lewallen apologized for the time it is taking, but has drafted a response. Because his recommendations cut across a number of areas not directly under his supervision, it is not appropriate for him to make commitments. He is prepared to review them on Monday with Cabinet. His goal is to bring a response to the next board meeting.

### **Consent Agenda**

It was MSC (Underhill/Moore, 5-0) to approve the following items on the consent agenda as listed. It was MSC (Franke/Elder, 5-0) to amend section 5o, removing Carmen Simion from the list.

Sharon Walker, representing the Management group, had asked to speak but said as a result of the board's action, her question was now void.

- 5a Associate in Art Degree Candidates as listed.
- 5b Associate in Science Degree Candidates as listed.
- 5c Sabbatical Leave Report
- 5d Department Chairpersons for 2002-2003
- 5e Budget Transfers and Payment Report as listed.
- 5f Monthly Financial Reports as listed.
- 5g Quarterly Fiscal Status Report as listed.
- 5i Membership Renewal: 2002-2003 National Association of Collegiate Women Athletic Administrators (NACWAA) renewal for Julia Tashima, \$125; 2002-2003 California Community College Tennis Coaches Association (CCCTCA) renewal for Patric Jenkins, \$25, and Marites Killion, \$25.
- 5k Academic Appointment: Michael McCracken, Counselor, Generalist, effective on or after September 11, 2002.
- 5l Temporary Academic as listed.
- 5m Classified Resignations: Ramon Santana, Custodian, effective August 19, 2002; Jessie Flores, Student Development Center Assistant, effective September 30, 2002; and Phyllis Andrews, Admissions & Records Assistant, effective December 3, 2002.
- 5n Classified bargaining unit appointments effective on or after September 11, 2002: David Chip, Human Resources Technician; Art Casler, Maintenance Worker; and Carlos Martinez, Lead Custodian.
- 5o Non-classified employees as listed.
- 5q Administrative/management/confidential appointments: Mary Pringle, Interim Director of Fiscal Services, effective August 23, 2002; Peter Allan, Interim Vice President, Student Learning, effective on or after September 11, 2002; and Eric Mayer, Interim Dean of Instruction, Humanities/Social Sciences, effective on or after September 11, 2002.
- 5r Classified Management Payment of Accrued Vacation Days: Lois Evans Kobz, not to exceed 65.91 days, \$27,112.74.

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

#### **Board Meeting Calendar**

It was MSC (Moore/Franke, 5-0) to schedule a special meeting September 17, 3 p.m., and schedule remaining special meetings as needed.

Public Hearing and Adoption of  
the 2002-2003 Budget

It was MSC (Elder/Underhill, 5-0) to open the public hearing at 8:35 p.m.

Dr. Williams commented on the budget's general fund. Adjustments will be made in this document to incorporate the Governor's changes. COLA will be revised from 1.66% to 2%. Information on CalWORKS has already been given. A 5% general fund ending balance has been maintained in restricted and unrestricted funds. He is particularly concerned about the unrestricted ending balance on page 6: \$2,794,934—roughly 8%. To meet the 5% ending balance, only \$1,695,000 is needed. Dr. Williams recommends designating that amount for various contingent items listed. The Chancellor's Office has said that a decrease in local property taxes is possible this year. By December this year, the audit for 2002 will be complete and some small adjustments will probably be needed. Page 7 indicates a balanced budget with an overall increase of 3% in salaries and benefits. Last year this amount was 73% of the budget; this year it is 78% of the budget.

It was MSC (Elder/Underhill, 5-0) to close the public hearing at 8:43 p.m.

It was MSC (Elder/Underhill, 5-0) to adopt the 2002-2003 budget as presented.

Willard Lewallen commended Dr. Williams and his staff for an incredible job helping everyone understand the budget. We are in excellent shape compared to many colleges in the state which is a credit to Dr. Williams and his staff. Debby Blanchard thanked Dr. Williams for making the budget available for the faculty negotiating team; this made for a good relationship.

Recalculation of Gann  
Appropriation Limit

It was MSC (Moore/Franke, 5-0) to adopt the resolution to establish the appropriation limit for 2002-2003 in the amount of \$55,385,078 as listed.

Authorized Signatory of the Board

It was MSC (Elder/Underhill, 5-0) to approve the authorized signatories and electronic signatures as listed.

Agreements

It was MSC (Franke/Moore, 5-0) to approve the agreement with the following individuals for services required for participation in athletic programs: Robert M. Medina (Physicians Assistant, Certified), \$10 per medical screening and \$75 per game for 2 games; Joseph Tate (Physicians Assistant, Certified), \$10 per medical screening and \$75 per game for 5 games; and Randy Methvin (Physical Therapy Assistant), \$5 per medical screening, as listed.

It was MSC (Underhill/Elder, 5-0) to approve a resolution to authorize a lease agreement with Citizens Business Bank to consolidate existing lease/purchase agreements as listed.

	It was MSC (Franke/Moore, 5-0) to approve the agreement with Pallotta Installations to assemble and install furniture as needed for the 2002-2003 academic year as listed.
Grant of Easement	It was MSC (Underhill/Franke, 5-0) to approve the Grant of Easement to the City of Victorville for the Bear Valley Enhancement Project at the Jacaranda Intersection.
Grant for Student Support Services Program	It was MSC (Underhill/Franke, 5-0) accept the grant renewal from the U.S. Department of Education for the Student Support Service Program as listed.
	Fay Freeman commended Chris Cole, who administered and provided support for the Student Support Program.
Memorandum of Understanding and Grant Acceptance	It was MSC (Elder/Underhill, 5-0) to approve the memorandum of understanding from U.S. Borax, Inc., for a three-year joint project with the Agriculture and Natural Resources Department as listed.
Grant Acceptance	It was MSC (Franke/Underhill, 5-0) to approve the acceptance of a Tech Prep Grant for \$10,000 from the Inland Desert Tech Prep Consortia as listed.
Presidential Search Consultant	It was MSC (Moore/Underhill, 5-0) to make this an information only item. Dorothy Franke suggested the proposals be made available campus wide for input. Mitch Greene suggested using the new Xerox machine to send the proposals to everyone via E-mail. This topic will be taken up at the September 17 meeting to allow time for research.
	Debby Blanchard announced the agendas and approved minutes are now on the Website, due to Linda Cera and Fay Freeman.

**ADJOURNMENT:**

The meeting adjourned at 8:57 p.m.

Respectfully submitted,  
 Fay Freeman, Ed.D.  
 Secretary

**APPROVED:**

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President

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Clerk