

**ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
Lancaster, California
REGULAR MEETING OF THE BOARD OF TRUSTEES
September 14, 2009**

I. CALL TO ORDER

The regular meeting of the Board of Trustees of Antelope Valley Community College District was held on Monday, September 14, 2009, at Antelope Valley College, 3041 West Avenue K, Lancaster, California. Mr. Jack Seefus, President, called the meeting to order at 5:30 p.m. in Room A140, Administration Building.

II. ATTENDANCE

Board Members Present

Jack Seefus, President
Betty Wienke, Vice President
Steve Fox, Clerk
Steve Buffalo
Earl Wilson

College Staff/Representatives Present

Jackie L. Fisher, Sr.
Rosa Hall
Sharon Lowry
Shane Turner
Deborah Wallace

**III. COMMENTS FROM COMMUNITY GROUPS AND INDIVIDUALS
REGARDING CLOSED SESSION AGENDA ITEMS ONLY – No comments.**

IV. CLOSED SESSION - The Board of Trustees adjourned to closed session at 5:35 p.m. to consider:

- A. Appointment of administrators, appointment of academic faculty, appointment of classified personnel, and employment of student assistants and short-term hourly staff as listed on Personnel Schedule No. 3-2009/10-PS (Government Code § 54957)
- B. Consideration of public employee discipline/dismissal/release (Government Code § 54957)
- C. Conference with Mr. Turner (labor negotiator) regarding Antelope Valley College Federation of Classified Employees and Antelope Valley College Federation of Teachers negotiations (Government Code § 54957.6)
- D. Liability claim against Antelope Valley Community College District - Claimant: Karen Cowell (Government Code § 54956.95)

V. Board President Seefus reconvened the meeting in Room SSV 151, Student Services Building, at 6:32 p.m.

VI. ATTENDANCE

Board Members Present

Jack Seefus, President
Betty Wienke, Vice President
Steve Fox, Clerk
Steve Buffalo
Earl J. Wilson

College Staff/Representatives Present

Jackie L. Fisher, Sr.
Rosa Hall
Sharon Lowry
Shane Turner
Deborah Wallace

David Brown, Student Trustee

Christos Valiotis

Heidi Preschler, from 6:40 p.m. – 6:55 p.m.

Pamela Ford

Terry Cleveland

Bridget Razo

College Staff/Representative Absent

Curtis Smith

VII. PLEDGE OF ALLEGIANCE – Mr. Fox led the Board and audience in the Pledge of Allegiance.

VIII. APPROVAL OF MEETING AGENDA – On a motion by Mr. Fox, seconded by Mr. Buffalo, the meeting agenda was approved without changes. Student trustee’s advisory vote: in favor. Motion carried unanimously (5/0).

IX. OPEN FORUM ON NON-AGENDA ITEMS – No comments.

X. COMMENTS FROM COMMUNITY GROUPS AND INDIVIDUALS REGARDING AGENDA ITEMS – No comments.

XI. EMPLOYEE RECOGNITION

Dr. Jackie L. Fisher, Superintendent/President, and Dean Margaret Drake presented a certificate of recognition to instructional assistant Jack B. Halliday for taking the initiative to develop a grant proposal that resulted in \$20,000 award to the college.

XII. PRESENTATION

A. Antelope Valley College Foundation

Executive Director of Advancement and Foundation Bridget Razo gave a presentation which illustrated the increased trend in giving, as well as number and amount of scholarships. Future goals will focus on increasing unrestricted giving and employee giving, and working on the 80th Anniversary Gala. She expressed her appreciation in working with a good team of workers.

B. Students on the Academic Rise (SOAR) High School Accreditation

Dr. Jill Zimmerman, Dean of Student Development and Services, together with Michael Dutton and Nancy Speakes of the SOAR program, announced the unrestricted accreditation of the program until June 30, 2012. The program is now in its fourth year, with its first graduating class due in 2010. It was noted that the academic performance index (API) was 815 the first year, 860 the second year, with the third-year figures that are being released tomorrow, expected to be around 890 – exceeding other local high school performances. Board members congratulated the administrators and students of the SOAR program for their success, and Mr. Wilson requested that the information be put on the state Board of Governors agenda.

XIII. REPORT OF CLOSED SESSION ACTION

Board President Seefus announced the following action taken during closed session:

- On a 4/0 vote, with Mr. Fox absent, the Board of Trustees approved appointments, payment for supplementary services, coaching supplements, and stipends of academic faculty; appointment and request for leave without pay of classified personnel; employment of student assistants and short-term hourly staff; and volunteers as listed on Personnel Schedule No. 3-2009/10-PS pages 3.1 through addendum.
- On a 5/0 vote, the Board of Trustees approved the liability claim of Dr. Karen Cowell.

***XIV. APPROVAL OF THE CONSENT AGENDA**

- * A. Minutes of the August 10, 2009, Regular Meeting of the Board of Trustees
- * B. Minutes of the August 24, 2009, Special Meeting of the Board of Trustees
- * C. Purchase Order Schedule 3-2009/10-PO
- * D. Travel Authorization No. 3-2009/10-T
- * E. Cafeteria Report No. 3-2009/10-C
- * F. Bookstore Report 3-2009/10-B
- * G. Auxiliary Services Fund Financial Statement No. 3-2009/10-AS/FS
- * H. Antelope Valley College Financial Statements 2008-2009 and 2009-2010 F/S-3
- * I. Measure R Expenditures Recap
- * J. TTIP Expenditure Report – 2008/09
- * K. Consent Communication 13-2009/10-CC/BS, Donation of Surplus Equipment
- * L. Consent Communication 14-2009/10-CC/BS, Ratify Contract Renewal for Card Meter Systems (CMS)
- * M. Consent Communication 15-2009/10-CC/BS, Approval of Contract Renewal with Los Angeles County Fire Department for Training Facility
- * N. Consent Communication 16-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on M & O/Warehouse & Agriculture Lab Storage Buildings Projects – Fire Sprinkler Services – Alpha Fire Sprinkler - Project Bid # AVC 2007/08-6
- * O. Consent Communication 17-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on M & O/Warehouse & Agriculture Lab Storage Buildings Projects – HVAC Services – Southern Air Conditioning Inc. - Project Bid # AVC 2007/08-6
- * P. Consent Communication 18-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on M & O/Warehouse & Agriculture Lab Storage Buildings Projects – Steel Stud & Gyp Drywall Services – Broege Construction - Project Bid # AVC 2007/08-6

Mr. Fox moved, Mr. Wilson seconded, that the Board of Trustees approve the consent agenda items. Advisory vote: in favor. Motion carried unanimously (5/0).

XV. ACTION ITEMS

- A. Communication No. 53-2009/10-HR, Memorandum of Understanding between the Antelope Valley Community College District and the Antelope Valley College Federation of Classified Employees Regarding Health and Welfare Benefits

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees approved the memorandum of understanding between the Antelope Valley Community College District and the Antelope Valley College Federation of Classified Employees. Advisory vote: in favor. Motion carried unanimously (5/0).

- B. Communication No. 54-2009/10-HR, Memorandum of Understanding between the Antelope Valley Community College District and the Antelope Valley College Federation of Teachers Regarding Health and Welfare Benefits

On a motion by Mrs. Wienke, seconded by Mr. Fox, the Board of Trustees approved the memorandum of understanding between the Antelope Valley Community College District and the Antelope Valley College Federation of Teachers. Advisory vote: in favor. Motion carried unanimously (5/0).

- C. Communication No. 55-2009/10-AA, Acceptance of Governor's 15% Workforce Investment Act (WIA) Funds for Allied Health Grant Agreement

On a motion by Mr. Fox, seconded by Mr. Buffalo, the Board of Trustees accepted the funds awarded through the Governor's 15% Workforce Investment Act. Advisory vote: in favor. Motion carried unanimously (5/0).

- D. Communication No. 56-2009/10-S, Accreditation – Discussion of Accreditation Standard IV.A.3.

On a motion by Mr. Buffalo, seconded by Mr. Fox, the Board of Trustees reaffirmed the relevant board policy. Advisory vote: in favor. Motion carried unanimously (5/0).

- E. Communication No. 57-2009/10-HR, Health and Welfare Benefits for Administrators and Confidential/Management/Supervisory Employees

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees agreed to the provisions for health and welfare benefits set forth in the communication for administrators and confidential/management/supervisory employees. Advisory vote: in favor. Motion carried unanimously (5/0).

- F. Communication No. 58-2009/10-HR, Memorandum of Understanding between the Antelope Valley Community College District and the Antelope Valley College Federation of Teachers Regarding Changes to the 2007-2009 Collective Bargaining Agreement

On a motion by Mr. Buffalo, seconded by Mrs. Wienke, the Board of Trustees approved the memorandum of understanding with the Antelope Valley College Federation of Teachers dated August 26, 2009. Advisory vote: in favor. Motion carried unanimously (5/0).

G. Communication No. 59-2009/10-BS, Approval of Contract Increase with Klassen Corporation for Project Management Services and General Conditions Costs for West Campus Expansion Project

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees authorized the Vice President of Business Services to approve the contract increase with Klassen Corporation. Advisory vote: in favor. Motion carried unanimously (5/0).

H. Communication No. 60-2009/10-BS, Resolution for Delegation of Authority to the Superintendent/President to Approve Construction Project Change Orders Under \$10,000

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees approved the resolution as presented. Advisory vote: in favor. Motion carried unanimously (5/0).

I. Communication No. 61-2009/10-BS, Ratification of Contract to Grounds for Play

On a motion by Mr. Fox, seconded by Mr. Buffalo, the Board of Trustees ratified the contract award to Grounds for Play. Advisory vote: in favor. Motion carried unanimously (5/0).

J. Communication No. 62-2009/10-BS, Approval of Contract Increase for Kocher, Schirra & Goharizi for Electrical Design Services – Campus Infrastructure Project

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees authorized the Vice President of Business Services to approve the contract increase with Kocher, Schirra & Goharizi. Advisory vote: in favor. Motion carried unanimously (5/0).

K. Communication No. 63-2009/10-BS, Ratification of Contract Award on Bid #AVC 2009/2010-3, Palmdale Center Expansion Project – Ratification of Cabling Contract

On a motion by Mr. Fox, seconded by Mr. Buffalo, the Board of Trustees ratified the contract award on Bid #AVC 2009/2010-3, Palmdale Center Expansion contract for Valley Telephone & Data Cabling Service, Inc. Advisory vote: in favor. Motion carried unanimously (5/0).

L. Communication No. 64-2009/10-BS, Ratification of Contract Award on Bid #AVC 2009/2010-2, Radiologic Technology Laboratory Project

On a motion by Mr. Fox, seconded by Mr. Buffalo, the Board of Trustees ratified the contract award on Bid #AVC 2009/2010-2, Radiologic Technology Laboratory contract for Gary Little Construction, Inc. Advisory vote: in favor. Motion carried unanimously (5/0).

M. Communication No. 65-2009/10-BS, Ratification of Change Orders and Construction Change Directives for West Campus Expansion Project

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees ratified the attached list of change orders and construction change directives for the West Campus Expansion project. Advisory vote: in favor. Motion carried unanimously (5/0).

N. Communication No. 66-2009/10-BS, Ratification of Change Orders and Construction Change Directives for Campus Infrastructure Project

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees ratified the attached list of change orders and construction change directives for the Campus Infrastructure project. Advisory vote: in favor. Motion carried unanimously (5/0).

O. Communication No. 67-2009/10-BS, Ratification of Construction Change Directives for Theater Arts Facility Project

On a motion by Mr. Buffalo, seconded by Mr. Fox, the Board of Trustees ratified the attached list of construction change directives for the Theater Arts Facility project. Advisory vote: in favor. Motion carried unanimously (5/0).

P. Communication No. 68-2009/10-BS, Ratification of Change Orders and Construction Change Directives for Auto Body Facility Project

On a motion by Mr. Buffalo, seconded by Mr. Brown, the Board of Trustees ratified the attached list of change orders and construction change directives for the Auto Body Facility project. Advisory vote: in favor. Motion carried unanimously (5/0).

Q. Communication No. 69-2009/10-BS, Ratification of Change Orders and Construction Change Directives for M&O/Warehouse and Non-DSA Agriculture Buildings Project

On a motion by Mr. Buffalo, seconded by Mr. Fox, the Board of Trustees ratified the attached list of change orders and construction change directives for the M&O/Warehouse and Non-DSA Agriculture Buildings project. Advisory vote: in favor. Motion carried unanimously (5/0).

R. Communication No. 70-2009/10-BS, Approval of Contract Increase with Earth Systems-Southern California for Additional Testing Services on Campus Infrastructure Project

On a motion by Mr. Brown, seconded by Mr. Fox, the Board of Trustees authorized the Vice President of Business Services to increase the contract amount with Earth Systems-Southern California. Advisory vote: in favor. Motion carried unanimously (5/0).

- S. Communication No. 71-2009/10-BS, Approval of Contract Increase with for NTD Architecture for Architecture and Engineering Design Services – Theater Arts Facility Project

On a motion by Mr. Buffalo, seconded by Mr. Brown, the Board of Trustees authorized the Vice President of Business Services to increase the contract amount with NTD Architecture. Advisory vote: in favor. Motion carried unanimously (5/0).

- T. Communication No. 72-2009/10-BS, Approval of Contract Increase with Quality Consulting Services for Surveying Services - Campus Infrastructure Project

On a motion by Mr. Buffalo, seconded by Mr. Brown, the Board of Trustees authorized the Vice President of Business Services to increase the contract amount with Quality Consulting Services. Advisory vote: in favor. Motion carried unanimously (5/0).

- U. Communication No. 73-2009/10-AA, New and Revised Courses

On a motion by Mr. Brown, seconded by Mr. Buffalo, the Board of Trustees approved the new courses described in exhibit A. Advisory vote: in favor. Motion carried unanimously (5/0).

- V. Communication No. 74-2009/10-AA, Memorandum of Understanding between Kaplan University School of Nursing and Antelope Valley Community College District

On a motion by Mr. Fox, seconded by Mr. Buffalo, the Board of Trustees approved the memorandum of understanding with Kaplan University School of Nursing. Advisory vote: in favor. Motion carried unanimously (5/0).

- W. Communication No. 75-2009/10-BS, Ratification of Construction Change Directives for Agriculture Lab & Greenhouses Project

On a motion by Mr. Buffalo, seconded by Mr. Fox, the Board of Trustees ratified the attached list of construction change directives for the Agriculture Lab & Greenhouses project. Advisory vote: in favor. Motion carried unanimously (5/0).

XVI. INFORMATION ITEMS

- A. Informative Report No. 6-2009/10-IR/S, Revision of Administrative Procedure (AP) 7236 Substitute and Short-Term Employees

Dr. Fisher presented a revision to administrative procedure 7236 delineating the hiring process for short-term employees.

XVII. REPORTS/ANNOUNCEMENTS

A. Academic Senate – Academic Senate President Christos Valiotis stated that budget issues continue to be discussed in the Senate. He noted that a web-based data assessment program for student learning outcomes and institutional learning outcomes is being tested at the moment. Professor Patricia Marquez-Sandoval has been appointed to a Statewide Senate committee. Notification has just been received that another Title V grant has been approved, from 2009 – 2015, in the amount of \$575,000 per year.

B. Employee Organizations

1. Antelope Valley College Federation of Teachers (AVCFT)

Antelope Valley College Federation of Teachers President Heidi Preschler had to leave due to an emergency.

2. Antelope Valley College Federation of Classified Employees (AVCFCE)

Antelope Valley College Federation of Classified Employees President Pamela Ford stated that a meeting will be set up with Ms. Wallace regarding police officers. Grievance officers are being trained. Interest-based bargaining continues to move along slowly. Upcoming meetings include a shared meeting with faculty and classified staff on September 25, 2009 and a meeting on September 24, 2009 with the district regarding health training. A classified union conference is upcoming in October, and some officers will also be attending workers' compensation trainings.

3. Confidential/Management/Supervisory (CMS) Employees

CMS group representative Terry Cleveland stated that the newly-expanded executive board of the CMS group has met with Mr. Turner twice and will continue to meet regarding the CMS role in negotiations. Next CMS meeting is scheduled for September 30, 2009.

C. Associated Student Organization (ASO)

Associated Student Organization President Curtis Smith was not in attendance.

D. Antelope Valley College Foundation

Ms. Razo said the stadium opening went well and past football players, including Mr. Cleveland, were honored. The Model United Nations and Foundation are selling

ducks for a race in which prizes can be won and funds will be raised for both entities. A breakfast for the scholarship donors and committee members will be held on September 22, 2009. Grant opportunities of up to \$5,000 for college services will once again be offered this semester and next semester. Preparations are being made for the horticulture and facilities grand opening ceremony, scheduled for October 16, 2009 at 10:00 a.m. Ms. Razo will be attending the annual network conference on October 28, 2009 which includes a component for board members. Board members interested in attending were asked to notify Ms. Razo.

E. Office of Academic Affairs

Vice President of Academic Affairs Sharon Lowry stated that last Friday's annual golf tournament raised a lot of money for college sports programs, with over 100 groups participating. She felt that the stadium opening celebration was awe inspiring, and recognized the efforts of Dean Newton Chelette for his efforts with the golf tournament and stadium opening day. A "starving artists" ice cream fundraiser is planned for September 24, 2009 at the art gallery, from 6:00 p.m. to 9:00 p.m. Ice cream will be \$10 a scoop in an original bowl crafted by Professor Rich Sim. Ms. Lowry shared that several faculty members have been successful in getting their work published, including Joan Frye, Charles Hood, Rachel Jennings and Scott Covell.

F. Office of Business Services

Vice President of Business Services Deborah Wallace thanked all who worked hard on the stadium opening, including Terry Schultz, Ray Miller, Doug Jensen and their work crews. Proclamations from Los Angeles County, City of Lancaster and Assemblyman Knight's office were shared. 2008-09 audit and 311 reports are being prepared. The health and science building has won a design award for green technology, which will be presented in Sacramento in November.

G. Office of Human Resources

Vice President of Human Resources Shane Turner informed that H1N1 health and safety flyers are being posted throughout the college. Health and safety issues are now being incorporated as part of the Flex calendar. Mr. Turner thanked Mr. Cleveland for securing hazardous waste training for maintenance employees for half price.

H. Office of Student Services

Dr. Rosa Hall, Vice President of Student Services reported that the Student Services department has been working hard, with 16,256 students registered as of last Friday, with 5489 full time equivalent students in Lancaster and 375 in Palmdale. Upcoming important student days include Salute to Youth, Constitution Day, Hispanic Heritage Day and Transfer Day. Homecoming week is September 21, 2009 through September 26, 2009 and the theme will be "Then and Now."

I. Office of Superintendent

Dr. Fisher thanked everyone whose hard work made the stadium opening possible, with the largest crowd ever in attendance at an AVC football game. He congratulated Mr. Valiotis for his work in securing the third Title V grant. Dr. Fisher stated his availability to conduct tours of the facility, including the stadium, to anyone interested, and to bring walking shoes.

J. Board Members

All Board members expressed their appreciation for the opening of the stadium, which Mrs. Wienke noted was safer than the old one. Appreciation was also given for the securing of the Title V grant again. Mr. Wilson stated his anticipation of the health and science and theatre projects.

XVIII. DATE OF NEXT MEETING

The next regular meeting of the Board of Trustees will be held Monday, October 12, 2009. After opening the public session in Room A140 at 5:30 p.m., the Board will adjourn to closed session until 6:30 p.m. at which time it will again reconvene to public session in Room SSV 151 (Student Services Building).

XIX. ADJOURNMENT

President Seefus adjourned the meeting at 7:45 p.m.

Approved by Board of Trustees
October 12, 2009

Respectfully submitted,

_____ President

_____ Jackie L. Fisher, Sr., Secretary

_____ Clerk