

**ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT
Lancaster, California
REGULAR MEETING OF THE BOARD OF TRUSTEES
November 9, 2009**

I. CALL TO ORDER

The regular meeting of the Board of Trustees of Antelope Valley Community College District was held on Monday, November 9, 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 – None.**

IV. CLOSED SESSION - The Board of Trustees adjourned to closed session at 5:31 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. 5-2009/10-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)

V. Board President Seefus reconvened the meeting in Room SSV 151, Student Services Building, at 6:30 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
Bridget Razo
Christos Valiotis

Board Members Absent

David Brown, Student Trustee

Heidi Preschler

Pamela Ford

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. Motion carried unanimously (5/0).

IX. OPEN FORUM ON NON-AGENDA ITEMS –

Current and past nursing students Brandi Hill, Charmaine Shearer, Yesenia Cota, Melissa Reiman, Richell Rodriguez, Dolly Wilson, and Kendra Mason spoke against the discontinuance of the college’s work experience (precepting) program for nursing students. They emphasized the impact the program has on students’ grades, future employment, and skill level; offered to fundraise to assist the district in paying for the program; and submitted petitions signed by students, nurses, and doctors asking that the program be reinstated.

Dean of Physical Education/Athletics and Visual and Performing Arts Newton Chelette responded to a recent letter to the editor that appeared in the *Antelope Valley Press*, which implied that student athletes occupy seats in classes that should be available to “serious” students. He provided statistics prepared by one of the district’s Research Technicians indicating that student athletes take and pass more units, maintain a higher grade point average, and have higher graduation and credit completion rates than the student body as a whole.

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

XI. EMPLOYEE RECOGNITION

Dr. Jackie L. Fisher, Superintendent/President, and Dr. Roslyn Haley, Dean of Counseling and Matriculation, presented certificates of recognition to Education Advisor Evita Antwi and Career Center Coordinator Andres Cruzalegui for their work to improve services to students.

XII. 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 appointment, payment for supplementary services, and retirement of academic faculty; appointment

of classified personnel; employment of student assistants and short-term hourly staff; and volunteers as listed on Personnel Schedule No. 5-2009/10-PS pages 5.1 through addendum.

***XIII. APPROVAL OF THE CONSENT AGENDA**

- * A. Minutes of the October 12, 2009, Regular Meeting of the Board of Trustees
- * B. Purchase Order Schedule 5-2009/10-PO
- * C. Travel Authorization No. 5-2009/10-T
- * D. Cafeteria Report No. 5-2009/10-C
- * E. Bookstore Reports 2-2008/09-B and 5-2009/10-B
- * F. Auxiliary Services Fund Financial Statement No. 5-2009/10-AS/FS
- * G. Antelope Valley College Financial Statement 2009-2010 F/S-5
- * H. Measure R – General Obligation Bond - Expenditures Recap
- * I. Interfund Transfer Request I/F-2-2009-2010
- * J. Intrafund Transfer Request I/F-3-2009-2010
- * K. Consent Communication 29-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on M & O/Warehouse & Agriculture Labs Buildings Project – Electrical Work – CSI Electric, Inc. - Project Bid # AVC 2007/08-6
- * L. Consent Communication 30-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on M & O/Warehouse & Agriculture Labs Buildings Project –Pre-Engineered Metal Building Work – Pre-Fab Builders - Project Bid # AVC 2007/08-6
- * M. Consent Communication 31-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on the M & O/Warehouse & Agricultural Labs Buildings Project –Miscellaneous Specialties Work – B. Marsh Construction - Project Bid # AVC 2007/08-6
- * N. Consent Communication 32-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on the M & O/Warehouse & Agriculture Labs Buildings Project –Architectural Woodwork – K & Z Cabinets - Project Bid # AVC 2007/08-6
- * O. Consent Communication 33-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on the Agriculture Labs Project – Insulation Work – Viking Insulation - Project Bid # AVC 2007/08-6
- * P. Consent Communication 34-2009/10-CC/BS, Ratification of Construction Change Directives per Board Resolution No. 2-2009/2010 for Auto Body Shop Project
- * Q. Consent Communication 35-2009/10-CC/BS, Ratification of Construction Change Directives per Board Resolution No. 2-2009/2010 for Agriculture Lab Project
- * R. Consent Communication 36-2009/10-CC/BS, Ratification of Construction Change Directives per Board Resolution No. 2-2009/2010 for M&O/Warehouse Building Project
- * S. Consent Communication 37-2009/10-CC/BS, Authorization to Renew Mandated Cost Consultant Contract – Nichols Consulting

Mr. Fox moved, Mr. Wilson seconded, that the Board of Trustees approve the consent agenda items. Motion carried (4/0). Mr. Buffalo absent for the vote.

XIV. ACTION ITEMS

A. Communication No. 99-2009/10-S, Revision of Board Policy (BP) 3530 Weapons on Campus and 7365 Discipline and Dismissals Classified Employees

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees approved the revisions to board policies 3530 and 7365 regarding weapons on campus and discipline and dismissals. Antelope Valley College Federation of Classified Employees President Pamela Ford indicated that additional changes need to be made to board policy 7365. Dr. Fisher asked Ms. Ford to present the proposed revisions to the College Coordinating Council. Motion carried unanimously (5/0).

B. Communication No. 100-2009/10-S, Accreditation – Discussion of Accreditation Standard IV.B.1.

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees reaffirmed the board policies related to accreditation standard IV.B.1. Dr. Fisher asked that trustees familiarize themselves with the questions for standard IV.B.1. included in the Accrediting Commission for Community and Junior Colleges *Guide to Evaluating Institutions* and asked that they review administrative procedure 2431 regarding the selection of the Superintendent/President. Motion carried unanimously (5/0).

C. Communication No. 101-2009/10-AA, Consulting Agreement between Western Research and Development, Inc. (Cooperative Arrangement Project) and Antelope Valley College

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees approved the agreement with Western Research and Development, Inc. Motion carried unanimously (5/0).

D. Communication No. 102-2009/10-AA, Consulting Agreement between Western Research and Development, Inc. (Individual Development Project – SOLO) and Antelope Valley College

On a motion by Mrs. Wienke seconded by Mr. Fox, the Board of Trustees approved the agreement with Western Research and Development, Inc. Motion carried unanimously (5/0).

E. Communication No. 103-2009/10-AA, Revision to Instructional Resources (Library and IMC) Overdue Fines and Replacement Fees

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees approved the Instructional Resources fine structure. In response to a question from Mrs. Wienke, Vice President of Academic Affairs Sharon Lowry advised that the

librarians studied the fine structure of ten similar institutions in evaluating changes to the district's fines. Motion carried unanimously (5/0).

F. Communication No. 104-2009/10-SSV, Memorandum of Understanding between Antelope Valley College and the South Valley Work Source Center

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees approved the memorandum of understanding with the South Valley Work Source Center. Motion carried unanimously (5/0).

G. Communication No. 105-2009/10-BS, Ratification of Construction Change Directives per Board Resolution No. 2-2009/2010 for Campus Infrastructure Project

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

H. Communication No. 106-2009/10-BS, Ratification of Construction Change Directives per Board Resolution No. 2-2009/2010 for Theater Arts Facility Project

On a motion by Mr. Buffalo, seconded by Mrs. Wienke, the Board of Trustees ratified the list of construction change directives for the Theater Arts Facility project. Motion carried unanimously (5/0).

I. Communication No. 107-2009/10-BS, Ratification of Construction Change Directives per Board Resolution No. 2-2009/2010 for West Campus Expansion Project

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

J. Communication No. 108-2009/10-BS, Approval of Construction Change Directive for Campus Infrastructure Project – Bear State Plumbing

On a motion by Mr. Buffalo, seconded by Mrs. Wienke, the Board of Trustees approved the construction change directive for the Campus Infrastructure project. Motion carried unanimously (5/0).

K. Communication No. 109-2009/10-BS, Approval of Construction Change Directive for Theater Arts Facility Project – Kern Steel Fabrication, Inc.

On a motion by Mr. Buffalo, seconded by Mrs. Wienke, the Board of Trustees approved the construction change directive for the Theater Arts Facility project. Motion carried unanimously (5/0).

L. Communication No. 110-2009/10-BS, Approval of Construction Change Directive for West Campus Expansion Project – Inland Empire Signage

On a motion by Mrs. Wienke, seconded by Mr. Buffalo, the Board of Trustees approved the construction change directive for the West Campus Expansion project. Motion carried unanimously (5/0).

M. Communication No. 111-2009/10-BS, Approval of Contract Increase for Quality Consulting Services for Surveying Services – Campus Infrastructure Project

On a motion by Mr. Fox, seconded by Mrs. Wienke, the Board of Trustees authorized the Vice President of Business Services to approve the contract increase with Quality Consulting Services. Motion carried unanimously (5/0).

N. Communication No. 112-2009/10-BS, Approval of Contract with Klassen Corporation for Project Management and General Conditions Costs for Radiologic Technology Laboratory Project

On a motion by Mr. Buffalo, seconded by Mr. Fox, the Board of Trustees authorized the Vice President of Business Services to award a contract with Klassen Corporation. Motion carried unanimously (5/0).

O. Communication No. 113-2009/10-BS, Approval of Contract Increase with Blue Print Services for Document Printing Services for Health and Science Building Project

On a motion by Mr. Fox, seconded by Mr. Buffalo, the Board of Trustees authorized the Vice President of Business Services to approve a contract increase for Blue Print Services. In response to questions from Mrs. Wienke, Mr. Buffalo, and Mr. Seefus, Director of Facilities Planning and Campus Development Doug Jensen explained that the schematic drawings and specifications for the Health and Science Building project are voluminous and 100 copies are being printed for the upcoming bid phase. He advised that once the California Community Colleges Chancellor's Office provides the DF 14 Request for Approval to Proceed or Encumber Funds, the Department of Finance will review the project to ensure that it is the same scope as the project approved by the legislature for funding two years ago. Mr. Jensen reported that he anticipates advertising the project in December, opening bids in January, seeking the Board's approval to award contracts at the regular meeting in February, and starting demolition immediately thereafter. The project is scheduled for completion in spring 2012. Motion carried (4/0). Mr. Fox absent for the vote.

P. Communication No. 114-2009/10-HR, Memorandum of Understanding between the Antelope Valley Community College District and the Antelope Valley Federation of Classified Employees Regarding the Implementation of the Classification/Reclassification Proposed Salary Changes

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 Federation of Classified Employees regarding the implementation of the classification/reclassification proposed salary changes. Motion carried (4/0). Mr. Fox absent for the vote.

XV. REPORTS/ANNOUNCEMENTS

A. Academic Senate – Academic Senate President Christos Valiotis provided information regarding matters that will be considered at the upcoming Academic Senate for California Community Colleges meeting, including possible changes to the 50% law and to equivalencies. He also spoke of a presentation given with Ms. Lowry at the recent Hispanic Association of Colleges and Universities conference concerning the district’s Title V grant collaboration with industry and other educational institutions.

B. Employee Organizations

1. Antelope Valley College Federation of Teachers (AVCFT)

Antelope Valley College Federation of Teachers President Heidi Preschler congratulated Mr. Buffalo, Mrs. Wienke, and Mr. Adams and advised that she plans to attend the upcoming statewide union meeting in December.

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

Ms. Ford congratulated the newly elected and reelected trustees as well as the classified employees recognized earlier in the meeting. She expressed concern that some employees have heard rumors of layoffs and announced that the union is in the midst of elections to fill the positions of first and second vice president, treasurer, and secretary.

3. Confidential/Management/Supervisory (CMS) Employees

CMS group representative Terry Cleveland provided information regarding the most recent CMS employee meeting and stated that the group recently received training regarding budgets and is in the process of conducting its second annual professional development survey.

C. Associated Student Organization (ASO)

ASO President Curtis Smith was not in attendance.

D. Antelope Valley College Foundation

Executive Director of Advancement and Foundation Bridget Razo announced that she has been appointed to the Community College Foundation Advisory Group of the Council for Advancement and Support of Education. She encouraged donations to the foundation Title V and Osher Foundation funds for which the district receives matching money. Ms. Razo noted that a committee has been formed to plan the 80th anniversary gala and achievement awards dinner and announced the award recipients:

- Distinguished Alumnus – Senator Dave Cox

- Public Service – Lew Stults
- Professional Achievement – Alis (Clausen) Odenthal
- Community Service – Ron and Yvette Emard
- College Service – Nancy Jo Hatfield

E. Office of Academic Affairs

Ms. Lowry announced that:

- Philosophy instructor Sherri Zhu has earned a doctoral degree;
- English Professor Charles Hood has been chosen to teach in the London study abroad program next fall;
- Director of Institutional Research and Planning Theodore Younglove will be giving a presentation at the upcoming Community College League of California's conference regarding using the counselors' advising as a predictability model for basic skills;
- Dean of Technical Education Margaret Drake gave a presentation at the California Community Colleges Association of Occupational Education conference regarding effective advisory committees; and
- The Community Colleges Facility Coalition presented the district with an award for the design of the Health and Science building.

Ms. Lowry also advised that she has been selected to participate in a statewide advisory committee on curriculum and reminded trustees that Poet Laureate Kay Ryan, who has credited an Antelope Valley College faculty member for sparking her interest in poetry, will speak December 8, 2009, at 7:00 p.m. in the Cafeteria.

F. Office of Business Services

Vice President of Business Services Deborah Wallace reported that Chevron Energy Solutions has recommended delaying the solar project until the financial markets stabilize.

G. Office of Human Resources

Vice President of Human Resources Shane Turner provided information regarding Association of Chief Human Resources Officers conference he recently attended and commented that he was impressed with the input that institutions have been allowed regarding revisions to Title 5 and the Equal Employment Opportunity program. He also complimented the work of Director of Risk Management and Environmental Health Terry Cleveland in working with contractors to meet regulations for combined spaces.

H. Office of Student Services

Dr. Rosa Hall, Vice President of Student Services, advised that in order to save mailing costs and reduce environmental impact, registration appointments are being

sent through myAVC only and an online probation workshop is under development. She also announced that Veterans Day activities will be held in the Library Plaza on November 10, 2009.

I. Office of Superintendent

Dr. Fisher congratulated the successful candidates and expressed appreciation for candidate Bruce McPherson's continued interest in the college. He announced that the Citizens' Oversight Committee is seeking applicants to fill five vacancies; the classified union has scheduled its fall Craft Fair scholarship fundraiser on November 14, 2009; the Madrigal Dinner benefiting music students will be held December 4 and December 5, 2009; and the employee holiday party is planned for December 11, 2009. Dr. Fisher also reported that the Community College League of California Commission on Athletics has been working to change the conferences for all sports teams in order to reduce travel costs for districts.

J. Board Members

Mr. Wilson reported that he is serving as chair of the Inland Valleys' Community College Trustee and CEO Association and will attend the Community College League of California's upcoming conference. He encouraged fellow trustees to attend Antelope Valley School Boards Association dinner meetings and thanked district personnel for submitting his name to the Association of Community College Trustees for inclusion in the list of long-serving trustees that will appear in the winter 2009 issue of *Trustee Quarterly* magazine.

Mr. Buffalo reassured Ms. Ford and classified employees that there are currently no plans proposed for layoffs. He cautioned employees against believing rumors and stated that despite the difficult times, the district also has a lot of good things going on and will get through to better times ahead by working together.

Mr. Fox commented that he fulfilled a dream by serving on the college district's board, thanked everyone, and wished the district well.

Mrs. Wienke wished Mr. Fox success in his desire for higher office.

XVI. DATE OF NEXT MEETING

A special meeting of the Board of Trustees will be held Monday, November 23, 2009. The organizational and regular meeting of the Board of Trustees will be held Monday, December 14, 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).

XVII. ADJOURNMENT

President Seefus adjourned the meeting at 8:16 p.m.

Minutes of the Regular Meeting of the Board of Trustees – November 9, 2009

Approved by Board of Trustees
December 14, 2009

Respectfully submitted,

_____ President

_____ Jackie L. Fisher, Sr., Secretary

_____ Clerk