

**ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT**  
**Lancaster, California**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**March 8, 2010**

**I. CALL TO ORDER**

The regular meeting of the Board of Trustees of Antelope Valley Community College District was held on Monday, March 8, 2010, at Antelope Valley College, 3041 West Avenue K, Lancaster, California. Mr. Steve Buffalo, President, called the meeting to order at 5:00 p.m. in Room A 140, Administration Building.

**II. ATTENDANCE**

Board Members Present

Steve Buffalo, President  
Earl Wilson, Vice President  
Betty Wienke, Clerk  
Michael R. Adams  
Jack Seefus

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 academic faculty; appointment of classified personnel; and employment of student assistants and short-term hourly staff as listed on Personnel Schedule No. 9-2009/10-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 Buffalo reconvened the meeting in Room SSV 151, Student Services Building, at 6:35 p.m.**

**VI. ATTENDANCE**

Board Members Present

Steve Buffalo, President  
Earl Wilson, Vice President  
Betty Wienke, Clerk  
Michael R. Adams  
Jack Seefus  
David Brown, Student Trustee

College Staff/Representatives Present

Jackie L. Fisher, Sr.  
Rosa Hall  
Sharon Lowry  
Shane Turner  
Deborah Wallace  
Bridget Razo  
Christos Valiotis  
Heidi Preschler

Pamela Ford  
Curtis Smith

**VII. PLEDGE OF ALLEGIANCE** – Mrs. Wienke led the Board and audience in the Pledge of Allegiance.

**VIII. APPROVAL OF MEETING AGENDA** – On a motion by Mr. Adams, seconded by Mr. Seefus, 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** – None.

**X. RECOGNITION OF REGIONAL PATROL SERVICES** – On behalf of Regional Patrol Services, Vice President of Business Services Deborah Wallace accepted a certificate presented by Superintendent/President Dr. Jackie L. Fisher, Sr. and Board President Steve Buffalo recognizing the company's many years of service to the college.

**XI. EMPLOYEE RECOGNITION**

Dr. Fisher and Mr. Buffalo presented certificates of recognition to:

- Counselor Dr. De'Nean Coleman-Carew for exemplary work;
- Technical Analyst Debbie Ledoux for teamwork in assisting Maintenance and Operations with organizing and inputting Proxima card information; and
- Director of Job Placement Ann Steinberg, Job Placement Clerical III Tracy Fernandez, Job Placement Specialists Ray Betancourt and Wilda Wallace, Customer Service Specialist Joyce Maiden, Director of Human Resources Cynthia Hoover, Dean of Enrollment Services LaDonna Trimble, and Dean of Counseling and Matriculation Dr. Roslyn Haley for developing and implementing a two-day customer service workshop for student employees.

**XII. REPORT OF CLOSED SESSION ACTION**

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

- On a 5/0 vote, the Board of Trustees unanimously approved appointment and additional personal necessity leave of educational administrators; appointment, tenure, resignation, and payment for supplementary services of academic faculty; appointment and resignation of classified personnel; and employment of short-term hourly staff and students as listed on Personnel Schedule No. 9-2009/10-PS pages 9.1 through addendum.

- A. Approval of Amended Employment Agreements (7/1/07 – 6/30/10 and 7/1/10 – 6/30/12) between Antelope Valley Community College District and Dr. Jackie L. Fisher, Sr., Superintendent/President – Removal of Statement in Section 3.a. Regarding Automobile Mileage Expense (Public session action item)

On a motion by Mr. Adams, seconded by Mrs. Wienke, the Board of Trustees approved the amended employment agreements (7/1/07 – 6/30/10 and 7/1/10 – 6/30/12) between Antelope Valley Community College District and Dr. Jackie L. Fisher, Sr., Superintendent/President. Advisory vote: in favor. Motion carried unanimously (5/0).

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

- \* A. Minutes of the February 3, 2010, Joint Meeting of the Antelope Valley Community College District Board of Trustees and Palmdale City Council
- \* B. Minutes of the February 8, 2010, Regular Meeting of the Board of Trustees
- \* C. Minutes of the February 26, 2010, Special Meeting of the Board of Trustees
- \* D. Purchase Order Schedule 9-2009/10-PO
- \* E. Travel Authorization No. 9-2009/10-T
- \* F. Cafeteria Report No. 9-2009/10-C
- \* G. Bookstore Report 9-2009/10-B
- \* H. Auxiliary Services Fund Financial Statement No. 9-2009/10-AS/FS
- \* I. Antelope Valley College Financial Statement 9-2009-2010 F/S
- \* J. Measure R – General Obligation Bond - Expenditures Recap
- \* K. Associated Student Organization Financial Report 2-2009/10-ASO
- \* L. Consent Communication 74-2009/10-CC/BS Ratify Contract Amendment for Card Meter Systems (CMS)
- \* M. Consent Communication 75-2009/10-CC/BS Authorization to Amend Contract Agreement with Public Private Ventures for the AVCCD Property Acquisition Program
- \* N. Consent Communication 76-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on the Agriculture Labs Project – Fence Work – Fence Corp. - Project Bid # AVC 2007/2008-6
- \* O. Consent Communication 77-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on the Agriculture Labs Project – Steel Work – Kern Steel - Project Bid # AVC 2007/2008-6
- \* P. Consent Communication 78-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on the Agriculture Labs Project – Air Conditioning Work – Southern Air - Project Bid # AVC 2007/2008-6
- \* Q. Consent Communication 79-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on the Agriculture Labs Project – Tile Work – Visalia Ceramic Tile - Project Bid # AVC 2007/2008-6
- \* R. Consent Communication 80-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on the Agriculture Labs Project – Electrical Work – H & S Electric - Project Bid # AVC 2007/2008-6
- \* S. Consent Communication 81-2009/10-CC/BS, Authorization to File Notice of Completion and Resolution of Acceptance on the West Campus Expansion Project – Roofing Work – Garcia Roofing - Project Bid # AVC 2007/2008-8

- \* T. Consent Communication 82-2009/10-CC/BS, Ratification of Construction Change Directives per Board Resolution No. 2-2009/2010 for Campus Infrastructure Project
- \* U. Consent Communication 83-2009/10-CC/BS, Ratification of Construction Change Directives per Board Resolution No. 2-2009/2010 for Auto Body Facility Project
- \* V. Consent Communication 84-2009/10-CC/BS, Ratification of Construction Change Directives per Board Resolution No. 2-2009/2010 for Theater Arts Facility Project

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

#### **XIV. ACTION ITEMS**

##### **A. Communication No. 159-2009/10-S, Accreditation – Discussion of Accreditation Standard IV.B.1.g.**

On a motion by Mrs. Wienke, seconded by Mr. Seefus, the Board of Trustees reaffirmed board policies related to standard IV.B.1.g. Advisory vote: in favor. Motion carried unanimously (5/0).

Mrs. Wienke directed trustees' attention to the new self evaluation instrument developed for use this year with the intent of better collecting input on improving the Board's effectiveness. Mr. Seefus commented that it appears to be a definite improvement.

##### **B. Communication No. 160-2009/10-S, Proposed New Board Policy – BP 3504 Minors on Campus**

On a motion by Mrs. Wienke, seconded by Mr. Adams, the Board of Trustees approved new board policy 3504 Minors on Campus. Advisory vote: in favor. Motion carried unanimously (5/0).

In response to a question from Mr. Seefus, Dr. Fisher noted that the policy was developed last fall after a few issues arose on campus and stated that the text was based on a policy developed by another community college.

Mrs. Wienke suggested that the district keep a list of adopted policies and procedures that are outside those developed by the Community College League of California Policy and Procedure Service in order to ensure that all policies are updated.

##### **C. Communication No. 161-2009/10-SSV, Acceptance of Funds from the Foundation for California Community Colleges**

On a motion by Mr. Adams, seconded by Mr. Seefus, the Board of Trustees accepted the grant for the Students on the Academic Rise (SOAR) program from the Foundation for California Community Colleges (FCCC). Advisory vote: in favor. Motion carried unanimously (5/0).

Ms. Wallace agreed to provide a report regarding whether the high school program is benefiting the district financially as requested by Mr. Seefus.

D. Communication No. 162-2009/10-AA, Amendment to 2009/2010 Local Agreement for Child Development Services – State Preschool Program

On a motion by Mr. Adams, seconded by Mrs. Wienke, the Board of Trustees approved the agreement amendment with the California Department of Education. Advisory vote: in favor. Motion carried unanimously (5/0).

Mrs. Wienke commended Dr. Katarina Orlic-Babic, Child Development Center Director, for the management of the center and spoke positively regarding its teaching program.

Dr. Orlic-Babic advised in response to a query from Mr. Seefus that the additional grant funds will allow the center to serve 26 additional children during the remainder of the academic year.

E. Communication No. 163-2009/10-AA, Amendment to Parent Handbook for Child Development – State Preschool Program

On a motion by Mr. Adams, seconded by Mrs. Wienke, the Board of Trustees approved the amendment to the Parent Handbook for Child Development. Advisory vote: in favor. Motion carried unanimously (5/0).

F. Communication No. 164-2009/10-BS, Approval of Contract Increase with CCL Engineering for Civil Engineering Consulting Services – Base Campus Infrastructure Project

On a motion by Mr. Adams, seconded by Mrs. Wienke, the Board of Trustees authorized the Vice President of Business Services to increase the contract amount for CCL Engineering. Advisory vote: in favor. Motion carried unanimously (5/0).

G. Communication No. 165-2009/10-BS, Approval of Contract Increase with MTGL, Inc. for Testing Services – Auto Body Facility Project

On a motion by Mr. Adams, seconded by Mrs. Wienke, the Board of Trustees authorized the Vice President of Business Services to increase the contract amount for MTGL, Inc. Advisory vote: in favor. Motion carried unanimously (5/0).

Mrs. Wienke questioned the large amount of the contract increase, and Ms. Wallace explained that since additional testing was requested by the Division of the State Architect, the increase is outside the district's control.

H. Communication No. 166-2009/10-BS, Approval of Contract Increase with MTGL, Inc. for Testing Services – Theater Arts Facility Project

On a motion by Mr. Seefus, seconded by Mr. Brown, the Board of Trustees authorized the Vice President of Business Services to increase the contract amount for MTGL, Inc. Motion carried unanimously (5/0).

I. Communication No. 167-2009/10-BS, Approval of Construction Change Directive for Campus Infrastructure Project – Granite Construction

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

J. Communication No. 168-2009/10-BS, Approval of Construction Change Directive for Campus Infrastructure Project – Black Box Network Services

On a motion by Mr. Adams, seconded by Mr. Seefus, the Board of Trustees approved the construction change directives for the Campus Infrastructure project. Advisory vote: in favor. Motion carried unanimously (5/0).

K. Communication No. 169-2009/10-HR, Resolution Regarding Layoff of Police Officers

On a motion by Mr. Seefus, seconded by Mr. Brown, the Board of Trustees resolved to initiate a layoff process for the classified position of Police Officer. Motion carried unanimously (5/0).

L. Communication No. 170-2009/10-BS, Letter of Participation with Premier Purchasing Partners, L.P. – Group Purchasing Organization

On a motion by Mr. Adams, seconded by Mr. Brown, the Board of Trustees authorized the Vice President of Business Services to sign the Letter of Participation with Premier Purchasing Partners, L.P. Motion carried unanimously (5/0).

In response to questions from Mr. Seefus, Director of Auxiliary Services Dawn McIntosh explained the process used to select the group purchasing organization and the advantages to the district of using such.

M. Communication No. 171-2009/10-S, Nomination Community College Classified Employee of the Year Awards Program

On a motion by Mrs. Wienke, seconded by Mr. Adams, the Board of Trustees endorsed the nomination of Rosa Hernandez for the Chancellor's Office Community College Classified Employee of the Year Award. Advisory vote: in favor. Motion carried unanimously (5/0).

**XV. INFORMATION ITEMS**

A. Informative Report No. 13-2009/10-IR/S, Proposed Revision of Board Policies (BP) 5060 Enrollment Unit Load and 5110 Counseling

Dr. Fisher presented proposed revisions to board policies regarding enrollment unit load and counseling. He advised that the policies would be presented for approval in April.

B. Informative Report No. 14-2009/10-IR/S, Antelope Valley College Foundation Audited Financial Statements – June 30, 2009

Dr. Fisher presented the Antelope Valley College Foundation's audit report for the year ending June 30, 2009.

**XVI. REPORTS/ANNOUNCEMENTS**

A. Academic Senate – Academic Senate President Christos Valiotis had no report.

B. Employee Organizations

1. Antelope Valley College Federation of Teachers (AVCFT)

Antelope Valley College Federation of Teachers President Heidi Preschler made positive comments regarding the recent student rally to protest state budget cuts, spoke of the union's contribution to the upcoming March in March, and announced that officer elections will be held in April.

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

Pamela Ford, Antelope Valley College Federation of Classified Employees President, thanked the Board for endorsing the nomination of Rosa Hernandez for the state classified employee award program, echoed Ms. Preschler's positive comments regarding the student rally, and expressed concern regarding mitigating the budget shortfall.

C. Confidential/Management/Supervisory (CMS) Employees

Confidential/Management/Supervisory group representative Terry Cleveland reported that the recipient of the CMS scholarship has been selected and will be announced by the Antelope Valley College Foundation later this month.

D. Associated Student Organization (ASO)

Associated Student Organization President Curtis Smith had no report.

E. Antelope Valley College Foundation

Executive Director of Advancement and Foundation Bridget Razo provided an update on scholarships and plans for the college's 80<sup>th</sup> anniversary gala, which she noted is not supported by district funds. She announced that the next bench dedication ceremony is scheduled for March 30, 2010, at 10:00 a.m.

F. Office of Academic Affairs

Vice President of Academic Affairs Sharon Lowry reported that a plan to increase enrollment at the Palmdale Center was agreed upon through the Strategic Planning and Budget Council process last week.

G. Office of Business Services

Vice President of Business Services Deborah Wallace advised that the Strategic Planning and Budget Council is continuing work on building the tentative budget for 2010-2011 and mitigating mid-year cuts for 2009-2010.

H. Office of Human Resources

Vice President of Human Resources and Employee Relations Shane Turner congratulated Director of Human Resources Cynthia Hoover for contributions to the successful student Customer Service workshops. He also spoke about Director of Risk Management and Environmental Health Terry Cleveland's air quality monitoring program for the science labs.

I. Office of Student Services

Dr. Rosa Hall, Vice President of Student Services, made positive comments regarding the customer service workshops, which were funded by the SB 70 grant, as well as the student rally.

J. Office of Superintendent

Dr. Fisher expressed condolences to Mr. Adams on the loss of his mother-in-law, made positive comments regarding the Football Coaches' Hall of Fame induction of Brent Carder, and asked that the Board recognize Mr. Carder at next month's meeting. He also announced upcoming meetings with the new district director for Congressman Howard "Buck" McKeon and the field representative for Senator Dianne Feinstein.

K. Board Members

Mr. Brown thanked the Academic Senate and the Associated Student Organization for supporting the student rally and announced plans for additional advocacy measures.

Mr. Seefus asked that the district provide a quarterly progress report from Maintenance and Operations regarding the status of maintenance projects.

Mr. Adams reminded everyone that contributions are accepted by the Antelope Valley College Foundation for the Dr. Brian Cooper Memorial Scholarship.

Mr. Buffalo expressed concern about the maintenance of the campus and asked to see a two-year budget of Palmdale and Lancaster redevelopment funds to determine if some money could be budgeted for upkeep. He also expressed excitement regarding the May 7, 2010, groundbreaking ceremony for the Health and Science Building.

**XVII. CLOSED SESSION**

The Board of Trustees adjourned to closed session at 7:35 p.m. to consider Antelope Valley College Federation of Teachers Level Four Grievances – James Burns (Collective Bargaining Agreement Article XIV, Section 4.5, Education Code § 87610.1(b) and 87740)

**XVIII. RECONVENE TO PUBLIC SESSION**

The Board reconvened to public session at 8:28 p.m. Mr. Buffalo announced that on a 4/1 vote with Mr. Adams opposed, the Board found that there was no violation of the Collective Bargaining Agreement between the district and the Antelope Valley College Federation of Teachers and therefore rejected the level four grievances filed by James Burns.

**XIX. DATE OF NEXT MEETING**

A special meeting of the Board of Trustees will be held on March 29, 2010, at 4:30 p.m. in the SSV 151 (Student Services Building). The next regular meeting of the Board of Trustees will be held Monday, March 8, 2010. After opening public session in Room A140 at 5:00 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).

**XX. ADJOURNMENT**

President Buffalo adjourned the meeting at 8:06 p.m.

Approved by Board of Trustees  
March 8, 2010

Respectfully submitted,

\_\_\_\_\_  
President

\_\_\_\_\_  
Jackie L. Fisher, Sr., Secretary

\_\_\_\_\_Clerk