

**MINUTES**  
**Regular Board of Trustees Meeting**  
**Antelope Valley College**  
**3041 W. Avenue K, Lancaster, CA 93536**  
**A-140, Closed Session; Room SSV-151, Public Session**  
**Monday, May 9, 2016**

*Generated by Patty McClure on Tuesday, May 10, 2016*

**Members present**

Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Laura Herman

**1. CALL TO ORDER**

1.1 Call to Order.

The meeting was called to order at 5:30 p.m.

**2. ATTENDANCE**

2.1 Roll Call.

Board Members Present: Steve Buffalo, President; Michael Adams, Vice President; Barbara Gaines, Clerk; Lew Stults, Member; Dr. Laura Herman, Member.

**3. PUBLIC COMMENTS - CLOSED SESSION**

3.1 Public Comment Announcement.

There were no public comments regarding Closed Session.

**4. ADJOURN TO CLOSED SESSION**

4.1 Appointment of Personnel (Government Code Section 54957).

4.2 Conference with Labor Negotiator: Ed Knudson (Government Code Section 54957.6).

4.3 Evaluation of Superintendent/President.

**5. RECONVENE TO PUBLIC SESSION**

5.1 Reconvene to Public Session.

The Board reconvened to Public Session at 6:30 p.m.

**6. PUBLIC COMMENTS - AGENDA AND NON-AGENDA ITEMS**

6.1 Public Comment Announcement.

Steve Buffalo announced the procedures for public comment for agenda and non-agenda items.

**7. ATTENDANCE**

7.1 Roll Call.

Steve Buffalo, President; Michael Adams, Vice President; Barbara Gaines, Clerk; Lew Stults, Member; Dr. Laura Herman, Member and Kimbirly Dolatowski, Student Trustee.

Staff Present: Ed Knudson, President; Dr. Erin Vines, Vice President of Student Services; Mark Bryant, Vice President of Human Resources; Dr. Bonnie Suderman, Vice President of Academic Affairs; Dr. Susan Lowry, AVC Federation of Teachers; Pamela Ford, AVC Federation of Classified Employees; Dr. Irit Gat, Academic Senate Vice President; Deshanna Bradford ASO President and Dianne Knippel, Interim Executive Director, AVC Advancement and Foundation.

**8. PLEDGE OF ALLEGIANCE**

8.1 Pledge of Allegiance.

Michael Adams led the Pledge of Allegiance.

**9. APPROVAL OF MEETING AGENDA**

9.1 Agenda Approval.

Motion was made by Michael Adams, Second by Barbara Gaines.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

## **10. EMPLOYEE RECOGNITION**

10.1 2015-2016 Retiree Recognition and Reception.

President, Ed Knudson, read a resolution recognizing and congratulating the retirees for their service and wished them every happiness in their respective retirements. The following employees were recognized: Newton Chelette, Karen Cowell, Opal Cullins, Charlotte Forte-Parnell, Terri Johnson, Judy Lamberty, Debra Lose, Sharon Mathis, Kenneth Mercado, Yvonne Morris, Ronald Mummaw, Heidi Preschler, Brenda Sewell, Richard Sieger, Douglas Toms, Susan Weitz, Brad Whitt and Zinmin Zhu.

## **11. OPEN FORUM ON NON-AGENDA ITEMS**

11.1 Open Forum on Non-Agenda Items.

There were no comments.

## **12. RECOGNITION OF STUDENT LEADERS**

12.1 Presentation to Outgoing Student Trustee (Kimbirly Dolatowski).

Dr. Erin Vines, Vice President of Student Services, presented Kimbirly Dolatowski with a plaque in recognition and appreciation for her service as the Student Trustee for 2015-2016.

12.2 Recognition of 2016-2017 Associated Student Organization President (Kimbirly Dolatowski).

Dr. Erin Vines, Vice President of Student Services, introduced Kimbirly as the 2016-2017 ASO President and congratulated her.

12.3 Recognition of 2015-2016 Associated Student Organization Leaders by Dr. Jill Zimmerman.

Dr. Erin Vines, Vice President of Student Services, recognized the following students for their leadership and hard work during the 2015-2016 academic year: Deshanna Bradford, President; Kerlin Grimaldi, VP of Academic Affairs; Alejandro Mendoza, VP of Student Services; Brenda Solis, Executive Director of Public Relations; Gabriela Roper, Secretary; Hector Ramirez, Senator 1; Stephanie Aceves, Senator 2; Roderick Mendoza, Senator 3; Brian Merino, Senator 4; Samuel Fierro Echeverria, Senator 5; Roxanna Vasquez, Senator of Enrollment Services; Elizabeth Montoya, Senator of Counseling-Matriculation and Jay Smith, Senator of Student Life and Services.

12.4 Recognition of Intercollegiate Athletics by Newton Chelette.

Newton Chelette, Dean of Kinesiology, Athletics, and Dance provided the data for the athlete's grade point average, unit completion and retention rate. Stated that it was due to the employees of the campus who are caring and that student athletes had received over 1/2 million dollars in scholarships.

## **13. OATH OF OFFICE OF NEWLY ELECTED STUDENT TRUSTEE**

President, Ed Knudson administered the Oath of Office to the Student Trustee, Roderick Mendoza.

## **14. REPORT OF CLOSED SESSION ACTION**

14.1 Report of Closed Session Action.

Steve Buffalo reported that the Board approved the Personnel Schedule #10-2015/16 PS on a motion made by Michael Adams, Second by Dr. Laura Herman.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults and Dr. Laura Herman.

Steve Buffalo reported that the Board approved the Superintendent/President's extension of employment contract from July 1, 2016 until June 30, 2020 with a salary increase of 2 1/2 % beginning July 1, 2018 in each of the 2018 - 2019 and 2019 - 2020 fiscal years on a motion made by Michael Adams, Seconded by Lew Stults.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults and Dr. Laura Herman.

## **15. CONSENT AGENDA**

15.1 Approval of the Consent Agenda Items by Unanimous Consent).

Motion was made by Michael Adams, Second by Lew Stults.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

15.2 Minutes of the Regular Meeting of the Board of Trustees of April 11, 2016 and the Special Meeting of April 15, 2016.

15.3 Purchase Order Schedule 12-2015/2016-PO.

15.4 Travel Authorization Report for May 2016.

15.5 Auxiliary Services Financial Statements for March 2016.

15.6 Cafeteria Balance Sheet and Income Statement for March 2016.

15.7 Bookstore Balance Sheet and Income Statement for March 2016.

15.8 Measure R Expenditure YTD Summary Report for March 2016.

15.9 ASO Financial Report.

15.10 3rd Quarter Ending March 31, 2016 General Fund Budget to Actual Report.

15.11 Renewal of Annual Turniturn Subscription.

15.12 Ratification of Authorization to Award Contracts, Minor Rearrangements for Foundation and Business Services Office Areas.

## **16. ACTION ITEMS**

16.1 Approval of Resolution #15-16/16 Honoring Newton Chelette.

Motion was made by Michael Adams, Second by Barbara Gaines.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

President, Ed Knudson read the resolution honoring Newton Chelette for service to the community and to the college and that the court floor of the Antelope Valley College Physical Education Building and Gymnasium will be named "Newton Chelette Court."

16.2 Approval of Resolution # 15-16/17 Declaring Commitment to Diversity.

Motion was made by Dr. Laura Herman, Second by Michael Adams.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.3 Approval of Resolution # 15-16/18 Classified College Employee Week.

Motion was made by Lew Stults, Second by Michael Adams.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.4 Approval of Resolution # 15-16/19 Faculty Recognition Day.

Motion was made by Barbara Gaines, Second by Dr. Laura Herman.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.5 Approval of a Three Year Salary and Benefit Package for Administrators and Confidential/Management/Supervisory Employees.

Motion was made by Barbara Gaines, Second by Lew Stults.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.6 Approval of The Antelope College District (AVCCD) and The Antelope Valley College Federation of Teachers (AVCFT) Collective Bargaining Agreement Term Extension From July 1, 2015 Through June 30, 2018.

Motion was made by Barbara Gaines, Second by Lew Stults.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.7 Approval of the Antelope Valley Community College District (AVCCD) and The Antelope Valley Federation of Classified Employees (Local 4683) Term Extension From July 1, 2015 Through June 30, 2018.

Motion was made by Barbara Gaines, Second by Lew Stults.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.8 Approval of Equal Employment Opportunity Plan.

Motion was made by Michael Adams, Second by Barbara Gaines.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.9 Approval of the West Coast Consulting Group, Inc. Service Agreement Through October 14, 2016.

Motion was made by Dr. Laura Herman, Second by Barbara Gaines.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.10 Approval of a One Year Agreement Between The Antelope Valley Community College District and Sixcess, Inc. Substance Abuse Service, From May 2, 2016 Through June 30, 2017.

Motion was made by Barbara Gaines, Second by Lew Stults.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.11 Approval of Academic Policies and Procedures (AP&P) Committee Course and Program Approval Recommendations.

Motion was made by Michael Adams, Second by Dr. Laura Herman.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.12 Approval of Memorandum of Understanding Agreement for 2016 - 2017 Between Palmdale School District Early Childhood Education Programs Developing A Partnership (DAP) and Antelope Valley Community College.

Motion was made by Barbara Gaines, Second by Lew Stults.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.13 Approval of Memorandum of Understanding Between The Lewis Center and the Antelope Valley College Until June 30, 2017.

Motion was made by Lew Stults, Second by Barbara Gaines.

Advisory Vote: In Favor.

Final Resolution: Motion carried (4/0/1).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults. Dr. Laura Herman abstained.

16.14 Approval of Clinical Affiliation Agreement Between Antelope Valley Community College District and Antelope Valley Hospital.

Motion was made by Dr. Laura Herman, Second by Barbara Gaines.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.15 Approval of Clinical Affiliation Agreement Between Antelope Valley Community College District and American Medical Response for 2016-2018.

Motion was made by Michael Adams, Second by Lew Stults.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.16 Approval of Articulation Agreement Between Antelope Valley College and Antelope Valley Lung Institute for 2015-2016.

Motion was made by Barbara Gaines, Second by Lew Stults.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman. Motion was made by Michael Adams, Second by Dr. Laura Herman.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.17 Approval of Articulation Agreement Between Antelope Valley College and Antelope Valley Lung Institute for 2016-2017.

Motion was made by Michael Adams, Second by Dr. Laura Herman.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.18 Approval to Purchase Furniture for the District with Cooperative Piggy-Back Agreement Through the Foundation for California Community Colleges for Purchases Through October 1, 2016.

Motion was made by Lew Stults, Second by Barbara Gaines.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.19 Approval of Authorization to Award a Contract to Fred Little, I.O.R. for Inspection Services for District Capital Outlay Projects.

Motion was made by Michael Adams, Second by Dr. Laura Herman.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.20 Approval of Authorization of Contract Increase to Kruger Bensen Ziemer Architects, Inc. for Architectural and Engineering Services Landscaping Consultant - Palmdale Center Project.

Motion was made by Barbara Gaines, Second by Lew Stults.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.21 Approval of Authorization to Award a Contract Increase to Ledesma & Meyer Construction Co. Inc. for Project Management Services 2015/16 Campus Capital Outlay Projects.

Motion was made by Michael Adams, Second by Lew Stults.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.22 Approval of Revision of Board Policy 1200 - District Mission.

**Steve Buffalo asked the Board for a motion to approve items 16.22 thru 16.33 all together instead of individual voting.**

Motion was made by Lew Stults, Second by Barbara Gaines.

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

**Motion was made by Lew Stults to approve items 16.22 thru 16.33, Second by Dr. Laura Herman.**

Advisory Vote: In Favor.

Final Resolution: Motion carried (5/0/0).

Ayes: Steve Buffalo, Michael Adams, Barbara Gaines, Lew Stults, Dr. Laura Herman.

16.23 Approval of Revision of Board Policy 2010 - Board Membership.

16.24 Approval of New Board Policy 3225 - Institutional Effectiveness.

16.25 Approval of Revision of Board Policy 3520 - Local Law Enforcement.

16.26 Approval of Revision of Board Policy 3550 - Drug Free Environment and Drug Prevention Program.

16.27 Approval of Revision of Board Policy 3820 - Gifts.

16.28 Approval of Revision of Board Policy 7110 - Delegation.

16.29 Approval of Revision of Board Policy 7130 - Compensation.

16.30 Approval of New Board Policy 7160 - Professional Development.

16.31 Approval of Revision of Board Policy 7340 - Leaves.

16.32 Approval of Deletion of Board Policy 7600 - Police Departments.

16.33 Approval of New Board Policy 7700 - Whistleblower Protection.

## **17. INFORMATION ITEMS**

17.1 2015-2016 Diversity Events.

17.2 First Reading of Board Policy 3420 - Equal Employment Opportunity.

17.3 Administrative Procedure 3420 - Equal Employment Opportunity.

17.4 First Reading of Board Policy 3430 - Prohibition of Harassment.

17.5 Administrative Procedure 3430 - Prohibition of Harassment.

17.6 First Reading of Board Policy 3501 - Campus Security and Access.

17.7 Administrative Procedure 3501 - Campus Security and Access.

17.8 First Reading of Board Policy 3510 - Workplace Violence.

17.9 Administrative Procedure 3510 - Workplace Violence.

17.10 First Reading of Board Policy 3515 - Reporting of Crimes.

17.11 First Reading of Board Policy 3540 - Sexual and Other Assaults on Campus.

17.12 Administrative Procedure 3540 - Sexual and Other Assaults on Campus.

17.13 Administrative Procedure 7160 - Professional Development.

## **18. REPORTS/ANNOUNCEMENTS**

18.1 Academic Senate (Dr. Ed Beyer).

Dr. Irit Gat, Vice President of Academic Senate stated that John Vento presented an honors update at the last Academic Senate meeting and that the video has been posted to the website. Stated that they held elections for the Senate Exec officers and that she would be the Vice President this year, First Executive Officer will be Van Rider and Second Executive Officer will be Kristine Oliveira. Stated that they approved Karl Major for Rank of Adjunct Assistant Professor and that Kristine Oliveira has created and published and created a newsletter and that she has a copy if anyone wishes to receive it. Stated that faculty recognition was a wonderful event, and that Larry Veres received Outstanding Adjunct Award and Tina McDermott received the Scholar in Residence Award. She thanked Schools First for donating money towards the food and she thanked the event committee for making the event successful.

18.2 Antelope Valley College Federation of Teachers (Dr. Susan Lowry).

Dr. Susan Lowry stated that it had been a pleasure to serve, that at the faculty recognition they were able to raise \$420 for the Hearts N Hands Pantry and thanked everyone for their generosity. Stated that the new president is Dr. Scott Lee, the first vice president is Justin Shores, second vice president is Jessica Eaton and the secretary is Violet Christopher. Stated that she will be working as a grievance representative and will be working with the new faculty training.

18.3 Antelope Valley College Federation of Classified Employees (Pamela Ford).

Pamela Ford congratulated the new officers and stated that the Classified Recognition would be held on Wednesday, May 18th at 2:00 p.m. in the cafeteria and encouraged everyone to attend.

18.4 Confidential/Management/Supervisory Employees (Michelle Hernandez).

Michelle Hernandez was absent.

Report: 18.5 Associated Student Organization (Kimbirly Dolatowski).

Kimbirly Dolatowski stated that it was a privilege and honor to work with the board as a Student Trustee and looks forward to serving as the new ASO President. Stated that on May 13th ASO would be having their Leadership Luncheon and will be honoring past, present and future leaders at the Hellenic Center at 12:30 p.m. Stated that ASO will soon be working on goals for the next year.

18.6 Antelope Valley College Institutional Advancement and Foundation (Dianne Knippel).

Dianne Knippel stated that next week would be the Scholarship and Donor Meet N Greet where the students are able to meet the donors and that it will be more personal. Stated that the office is under construction and that it should be done by the end of June.

18.7 Office of Superintendent/President (Mr. Ed Knudson).

No report.

18.8 Board Member Comments.

Roderick Mendoza, Student Trustee, stated that it is an honor and privilege to serve and hopes to fulfill the duties of the office honorably.

Trustee, Dr. Laura Herman, welcomed Roderick to the board, congratulated the retirees and all the honorees and stated that it was an exciting time of year.

Trustee, Lew Stults, stated that last week he accompanied the President to the Palmdale City Council meeting, where the President provided an update on the Palmdale Center, that everyone is very excited and that it is a good partnership.

Trustee Barbara Gaines thanked Kimbirly for her service and welcomed Roderick, that she is looking forward to working with him and congratulated all the retirees and wished everyone well.

Trustee Michael Adams congratulated all those retiring, stated that he will miss Susan and congratulated Kimbirly and Roderick.

Trustee, Steve Buffalo stated that Kimbirly has done a good job as Student Trustee and congratulated Roderick in his new position. Stated that it has been good to work with Susan Lowry and that she cares for the students and the institution.

## **19. CLOSED SESSION CONTINUED (if necessary)**

19.1 Closed Session Continued (if necessary).

There was no Continued Closed Session.

## **20. RECONVENE TO PUBLIC SESSION**

20.1 Reconvene to Public Session.

Not applicable.

**21. REPORT OF ACTION FROM CONTINUED CLOSED SESSION (if necessary)**

21.1 Report of Action from Continued Closed Session (if necessary).

Not applicable.

**22. DATE OF NEXT MEETING - June 13, 2016**

**23. ADJOURNMENT**

23.1 Meeting Adjournment.

Steve Buffalo adjourned the meeting at 7:32 p.m.

Respectfully submitted,

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Steve Buffalo, President

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Ed Knudson, Secretary

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Barbara Gaines, Clerk