

**MINUTES**  
**Regular Board Meeting**  
**Postponed from June 9, 2014**  
**Monday, June 16, 2014**  
Antelope Valley Community College District  
3041 West Avenue K, Lancaster, CA 93536

**1. CALL TO ORDER**

Procedural: 1.1 Call to Order- Mr. Seefus called the meeting to order at 5:30 p.m.

**2. ATTENDANCE**

Procedural: 2.1 Roll Call

Board Members Present: Jack Seefus, President; Lew Stults, Vice President; Steve Buffalo, Clerk; Michael Adams, Member; Barbara Gaines, Member

Staff Present: Ed Knudson, Superintendent/President

**3. PUBLIC COMMENTS - CLOSED SESSION**

Procedural: 3.1 Public Comment Announcement

**4. ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 5:30 p.m. to discuss the following items:

Action, Discussion: 4.1 Appointment of Personnel (Government Code Section 54957)

Action, Discussion: 4.2 Consideration of public employee discipline/dismissal/release (Government Code Section 54957)

Discussion: 4.3 Conference with labor negotiator (Government Code Section 54957)

Action, Discussion: 4.5 Consideration of Appeal of Grievance #80764.1 AN060-065

Action: 4.6 Conference with legal counsel - Exposure to litigation pursuant to Section 54956.9(b); Sherry Melsheimer vs AVCCD

## 5. RECONVENE TO PUBLIC SESSION

Procedural: 5.1 Reconvene to Public Session- The Board reconvened to Public Session at 6:32 p.m.

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

Procedural: 6.1 Public Comment Announcement- Mr. Seefus announced procedures for public comments to the Board of Trustees.

## 7. ATTENDANCE

Procedural: 7.1 Roll Call

Board Members Present: Jack Seefus, President; Lew Stults, Vice President; Steve Buffalo, Clerk; Michael Adams, Member; Barbara Gaines, Member

Staff Present: Ed Knudson, Superintendent/President; Mark Bryant, Vice President of Human Resources; Justin Shores, AVC Federation of Teachers Representative, Pamela Ford, AVC Federation of Classified Employees President; Ann Steinberg, Confidential/Management/Supervisory Employees Representative; Megan Turrill, Associated Student Organization; Dr. Ed Beyer, Academic Senate President; Bridget Razo, AVC Foundation

## 8. PLEDGE OF ALLEGIANCE

Procedural: 8.1 Pledge of Allegiance- Board Vice President Lew Stults led the Pledge of Allegiance

## 9. APPROVAL OF MEETING AGENDA

Action: 9.1 Agenda Approval

Approve Agenda

Motion by Mr. Adams to approve the agenda with the removal of Agenda Item #4.6 and #16.3, Second by Mr. Buffalo

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

10. EMPLOYEE RECOGNITION- There was no employee recognition

## 11. OPEN FORUM ON NON-AGENDA ITEMS

Procedural: 11.1 Open Forum on Non-Agenda Items

There were no public comments for non-agenda items.

## 12. PRESENTATION

Presentation: 12.2 2014-2015 Tentative Budget Presentation:

Diana Keelen, Executive Director of Business Services delivered a presentation on the 2014-2015 Tentative Budget to the Board of Trustees. She reviewed the following information:

2013-2014 Estimated Actuals

2014-2015 Governor's May Revision- Ms. Keelen noted that there are no match dollars for physical plant and instructional equipment 2014-2015.

AVC Deferral Trend-The deferral amounts changed since this morning's approval of the budget in Sacramento. All the deferrals will not be paid off this year. If there is additional funding coming through, the deferrals will be the first thing to be paid down.

2011-2012 Restoration- Ms. Keelen pointed out that we are still being restored monies and are not growing. The District must be paid for 140 FTES before we can consider growth revenue.

Revenue Highlights- Ms. Keelen also noted that this budget is preliminary before it was adopted today in Sacramento.

Expenditure Highlights

2014-2015 Antelope Valley College Budget- The \$61,124,711 in revenues are mostly due to the restoration funds in FTES. It is an intentional plan to deficit spend for one time expenses to invest in the Banner system.

3-Year Projection- These numbers are only as good as the estimates today and a little fuzzier in the out years without real information.

STRS figures are not in the 3-year projection, as they were not in the original May revise budget so there will be a small revision to the 2014-2015 budget in the adopted budget about by approximately \$150,000.

## 13. REPORT OF CLOSED SESSION ACTION

Report: 13.1 Report of Closed Session Action

Mr. Seefus reported that the Board approved Personnel Schedule #12 and Personnel Schedule #12 Addendum with a motion by Mr. Stults, Second by Ms. Gaines. Motion carried 5/0/0, Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines.

The Board voted to deny the appeal of Grievance #80764.1 on a motion by Mr. Adams, Second by Mr. Buffalo. Motion carried 5/0/0, Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines.

## 14. CONSENT AGENDA

Action (Consent): 14.1 Approval of the Consent Agenda Items by Unanimous Consent)

Approve Consent Agenda Items by Unanimous Consent

Motion by Mr. Adams, Second by Mr. Stults

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action (Consent), Minutes: 14.2 Minutes of the Regular Meeting of the Board of Trustees of May 12, 2014

Action (Consent): 14.3 Purchase Order Schedule 13-2013/2014-PO

Action (Consent): 14.4 Travel Authorization Report T-12

Action (Consent): 14.5 Auxiliary Services Financial Statements April 2014

Action (Consent): 14.6 April Balance Sheet/Income Statement Marauder Bookstore

Action (Consent): 14.7 April Balance Sheet/Income Statement AVC Cafeteria

Action (Consent): 14.8 ASO Financial Report February 2014

Action (Consent): 14.9 ASO Financial Reports

Action (Consent): 14.10 Measure R Expenditure Report as of May 31, 2014

Action (Consent): 14.11 Approval of CCFS311 Quarterly Financial Report for 2013-2014

Action (Consent): 14.12 MOU - San Joaquin Delta College - Disaster Recovery Hosting Agreement

Action (Consent): 14.13 Service Agreements for Customized Screening Services and Immunization Tracking

Action (Consent): 14.14 Approval to Extend Existing Contract with Adcamp, Inc. for District Advertising/Distribution Kiosks

Action (Consent): 14.15 Documents for Classification and Permanent Destruction

Action (Consent): 14.16 Authorization to Renew Contract with LACOE for the PeopleSoft Financial System and HRS System

Action (Consent): 14.17 Approval of Annual 2014-2015 Peoplesoft Contract with Los Angeles County Office of Education (LACOE) for General Ledger and Purchasing Modules

## 15. ACTION ITEMS

Action: 15.1 Academic Policies and Procedures (AP&P) Committee Course and Program Approval Recommendations

Approve Academic Policies and Procedures (AP&P) Committee Course and Program Approval Recommendations

Motion by Mr. Buffalo, Second by Mr. Adams

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action: 15.2 Licensing of Banner Financials and HR Modules

Approve Licensing of Banner Financial and HR Modules

Motion by Mr. Stults, Second by Mr. Buffalo

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action: 15.3 Professional Services Agreement with Strata Information Group for Banner Implementation

Approve Professional Services Agreement with Strata Information Group for Banner Implementation

Motion by Mr. Buffalo, Second by Mr. Stults

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action : 15.4 Agreement Between Antelope Valley Federation of Teachers (AVCFT) and Antelope Valley Community College District (AVCCD) Regarding Department Chairs.

Approve Agreement Between Antelope Valley Federation of Teachers (AVCFT) and Antelope Valley Community College District (AVCCD) Regarding Department Chairs

Motion by Mr. Adams, Second by Mr. Buffalo

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action: 15.5 Approval of Contract with Kruger Bensen Ziemer Architects, Inc. for Architectural and Engineering Services-Proposed Palmdale Center Building Design

This agenda item was moved to the end of the Action Items on a motion of Mr. Stults and Seconded by Mr. Buffalo

Approve Contract with Kruger Bensen Ziemer Architects, Inc. for Architectural and Engineering Services- Proposed Palmdale Center Building Design

Motion by Mr. Adams, Second by Buffalo

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Mr. Knudson stated that this proposed site could potentially have the capacity of increasing the student population by three times the current amount of students. He also stated that he and two Board members were in discussion with Mayor Ledford and the City Manager last week. They were excited about what the expanded Palmdale Center could do for Palmdale Blvd.

Action: 15.6 Approval of Contract with KPFF Consulting Engineers for DSA Design Verification of Screen Wall at Campus Substation

Approve Contract with KPFF Consulting Engineers for DSA Design Verification of Screen Wall at Campus Substation

Motion by Mr. Adams, Second by Mr. Buffalo

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action: 15.7 Approval of Districts Five Year Construction Plan

Approve District's Five Year Construction Plan

Motion by Mr. Buffalo, Second by Mrs. Gaines

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action: 15.8 Authorization to Award Contract to HigherOne for CASHNet Integrated Student Accounts Payment Solution

Approve Authorization to Award Contract to HigherOne for CASHNet Integrated Student Accounts Payment Solution

Motion by Mr. Adams, Second by Mr. Buffalo

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action: 15.9 Approval of the 2014-2015 Tentative Budget

Approve 2014-2015 Tentative Budget

Motion by Mr. Buffalo, Second by Mr. Adams

Public Comments:

Heidi Preschler asked that items 8, 10, 11, 20 and 24 as listed in Exhibit A be pulled for funding on the 2014-2015 Tentative Budget. She stated that the Budget and Finance committee did not recommend funding those items at this time. Many members on the Budget and Finance Committee are concerned about the budget process, deficit spending of ongoing expenditures, other ongoing costs that will come up, accuracy of the numbers in the budget, reduction in spending without reflection of increase in revenues and spending of all new monies up front. Ms. Preschler believes it is more prudent to wait for the P2 report, state budget and apportionment information from chancellor's office and for Budget & Finance Committee and SPBC to have discussions before funding items 8, 10, 11, 20 & 24 in the 2014-2015 Tentative Budget.

Justin Shores: Mr. Shores stated that the union believes there have been a series of problems in the budget process this year. The Budget & Finance Committee does not feel like it has actively participated in the budget process. Mr. Shores complained of a lack of up to date minutes posted on the college website. He state that Budget & Finance committee and SPBC did not have sufficient time to review the 2014-2015 Tentative Budget. He stated that at this time the Union Executive Council cannot support the 2014-2015 Tentative Budget.

Pamela Ford: Ms. Ford asked the Board review Exhibit A #16; the temporary positions to provide support to Banner. She reminded the Board that in 1996 there were over 20 positions grandfathered in hourly positions that had worked over 195 days and the same thing happened in 1998 and per

California Education code, the District had to buy those positions which included benefits. Ms. Ford questioned in #18 whether this item was really a decrease in light of the fact that 3 administrators and 3 directors received increases. Ms. Ford agrees with both Heidi Preschler and Justin Shores about adopting the 2014-2015 Tentative Budget with the removal of items 8, 10, 11, 20 and 24.

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action: 15.10 Approval of Board Resolution for Cash Borrowing for Fiscal Year 2014-2015 from the School Pool Fund Maintained by the Los Angeles County Treasury

Approve Board Resolution for Cash Borrowing for Fiscal Year 2014-2015 from the School Pool Fund Maintained by the Los Angeles County Treasury  
Motion by Mr. Adams, Second by Mr. Buffalo

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action: 15.11 Approval of Board Resolution for Interfund Cash Borrowing for Fiscal Year 2014-2015

Approve Board Resolution for Interfund Cash Borrowing for Fiscal Year 2014-2015

Motion by Mr. Adams, Second by Mr. Buffalo

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action: 15.12 Health Services Care-A-Van Agreement 2014-15

Approve Health Services Care-A-Van Agreement 2014-15

Motion by Mr. Adams, Second by Mr. Buffalo

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

Action: 15.13 Constitution of the Associated Student Organization of Antelope Valley College

Approve Constitution of the Associated Student Organization of Antelope Valley College

Motion by Mr. Dundee, Second by Mr. Buffalo

Advisory Vote: In favor



Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

**Action: 15.14 Approval of 2014-15 Associated Student Organization Budget**

Approve 2014-2015 Associated Student Organization Budget

Motion by Mr. Dundee, Second by Mr. Adams

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

**Action: 15.15 Approval of Asian Youth Center Summer Youth Employment Program**

Approve Asian Youth Center Summer Youth Employment Program

Motion by Mr. Adams, Second by Mr. Buffalo

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

**Action: 15.16 Grant Agreement Between Antelope Valley Community College District and the Antelope Valley Air Quality Management District**

Approve Grant Agreement Between Antelope Valley Community College District and the Antelope Valley Air Quality Management District

Motion by Mr. Adams, Second by Mr. Stults

Advisory Vote: In favor

Final Resolution: Motion carried (5/0/0), Ayes: Jack Seefus, Lew Stults, Steve Buffalo, Michael Adams, Barbara Gaines

## **16. INFORMATION ITEMS**

**Information: 16.1 Antelope Valley Community College District Strategic Technology Plan 2014-2017**

The Board received the Antelope Valley Community College District Strategic Technology Plan for 2014-2017. There were no comments or questions.

**Information: 16.2 2013-2014 Annual Academic Senate Report**

The Board received the 2013-2014 Annual Academic Senate Report. There were no comments or questions.

**Information: 16.3 Accreditation Update (Tina McDermott)**

This item was pulled from the agenda.

## 17. REPORTS/ANNOUNCEMENTS

### Report: 17.1 Academic Senate (Dr. Ed Beyer)

Dr. Ed Beyer stated that his report was in the Information Items, "2013-214 Annual Academic Senate Report"

### Report: 17.2 Antelope Valley College Federation of Teachers (Dr. Susan Lowry)

Justin Shores stated that he was happy to see that the Department Chairs were approved.

### Report: 17.3 Antelope Valley College Federation of Classified Employees (Pamela Ford)

No report

### Report: 17.4 Confidential/Management/Supervisory Employees (Ann Steinberg)

Ms. Steinberg thanked the Board & Antelope Valley College for the opportunity of being Chair of the Confidential/Management/Supervisory group for 2 years. CMS held their election for officers. One of the accomplishments made in the last 2 years was the formation of the association which is currently under construction. Members are being added from deans and educational managers to form a strong group. CMS appreciates the opportunity to be able to communicate with Board of Trustees. CMS is currently reviewing their policies and procedures. Ms. Steinberg thanked the CMS team for their support and Mr. Knudson for guidance and direction. She reported that CMS has given out 4 scholarships over the last 2 years (\$1,600) and supported the Classified recognition event for both years. The group has worked through its identity challenge as a group. She noted that communication with the group has been strengthened with monthly meetings with Mr. Knudson, monthly meetings with Executive Board and monthly general meetings. The CMS structure has changed as follows: Chair, Treasurer and Secretary and one representative from each group (instead of two); Confidential, Management, Supervisory, Deans/Educational Managers. Chair: Michelle Hernandez (2014-2016); Treasurer Chester Mccurry (2014-2016), Secretary: Open; Confidential Representative: Judy Caban, 2015; Manager Representative: Dawn McIntosh, 2015; Supervisory Representative: Debbie Hackenberg & Dan Owens (still have 2 because they ran at the same time before the restructure); Dean/Educational Managers Representative: Dr. Louis Lucero. Mr. Seefus, on behalf of the Board, thanked Ms. Steinberg for her service as the CMS Representative.

### Report: 17.5 Associated Student Organization (Megan Turrill)

Ms. Turrill reported that ASO had their first meeting today. She stated that they are currently in a learning phase teaching the new representatives the processes, delegating to committees, talking about advocacy, future plans etc. During the summer ASO will meet on Tuesdays from 12-1 pm in SSV 184. She extended an invitation to anyone who would like to attend. She also stated that ASO is excited for the growth of the Palmdale campus and to be present during the process.

#### Report: 17.6 Antelope Valley College Foundation (Bridget Razo)

Ms. Razo reported that this week the Foundation is sending out the end of the year fund mailing. She congratulated the new members of the administration team. She also thanked Mr. Knudson, Ms. Gaines and Mr. Bryant for attending the end of the year Foundation dinner. She thanked Mr. Adams for reading names of the students at scholarship convocations for the 8th year in a row .

#### Report: 17.7 Office of Superintendent/President (Mr. Ed Knudson)

Mr. Knudson welcomed Megan Turrill as the ASO President. He is pleased to announce the appointment of Bonnie Suderman, Vice President of Academic Affairs and Elizabeth Diachun, Executive Director of Public Information/Marketing. Mr. Knudson thanked everyone for participation at commencement. He noted that the football stadium was full. He reported WiFi has been completely installed throughout the campus. He assured both the Faculty collective bargaining unit and the Senate that the participatory governance process will be followed. He has responded in writing to the recommendations as required and dictated by AB1725.

#### Report: 17.8 Board Member Comments

Barbara Gaines expressed joy of the idea of creating a new Palmdale campus. She thanked Mayor Ledford for meeting with her, Mr. Knudson and Mr. Stults and offering support in the Palmdale project. She also heard that Antelope Valley College will be sending a team to AVID Summer Institute and will be there as well and is looking forward to meeting with the college team.

Michael Adams thanked Ann Steinberg for her 2 years of service.

Steve Buffalo said the graduation went exceptionally well. He is looking forward to a great Fall semester.

Lew Stults said that graduation was fabulous and he really enjoyed the Nurse's Pinning Ceremony and was excited about the students' future and hopes that the college can continue to increase the program. Mr. Stults noted that the budget approved tonight by the Board was the "tentative" budget. He welcomed the two new administrators.

**18. CLOSED SESSION CONTINUED (if necessary)**

Procedural: 18.1 Closed Session Continued (if necessary)  
A Closed Session was not necessary

## 19. RECONVENE TO PUBLIC SESSION

Procedural: 19.1 Reconvene to Public Session  
Not applicable

## 20. REPORT OF ACTION FROM CONTINUED CLOSED SESSION (if necessary)

Report: 20.1 Report of Action from Continued Closed Session (if necessary)  
Not applicable

21. DATE OF NEXT MEETING: July 14, 2014

## 22. ADJOURNMENT

Procedural: 22.1 Meeting Adjournment  
Mr. Seefus adjourned the meeting at 7:33 p.m.

Respectfully submitted,

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Jack Seefus, President  
Knudson, Secretary

Edward

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Steve Buffalo, Clerk