

Board of Trustees

Ventura County Community College District

Robert O. Huber
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Stephen P. Blum, Esq.
Vice Chair

Cheryl Heitmann
Trustee

Arturo D. Hernández
Trustee

Larry O. Miller
Trustee

Nick Turner
Student Trustee



James M. Meznik
Chancellor/Secretary to the Board

**ORDER OF THE MINUTES FOR THE
FOR THE MEETING OF
TUESDAY, JUNE 23, 2009**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, June 23, 2009, at the District Administrative Center Multi-Purpose Room, Ventura, California.

ROLL CALL

Board Members Present:

Stephen P. Blum, Esq., Vice Chair
Cheryl Heitmann, Trustee
Arturo D. Hernández, Trustee
Larry O. Miller, Trustee
Nick Turner, Student Trustee

Absent:

Robert O. Huber, Chair

Management Present:

James Meznik, Chancellor
Robin Calote, President, Ventura College
Richard Durán, President, Oxnard College
Pam Eddinger, President, Moorpark College
Sue Johnson, Vice Chancellor, Business Services
Patricia Parham, Vice Chancellor, Human Resources
Ramiro Sanchez, Executive Vice President, Student Learning
Edward Knudson, Executive Vice President, Student Learning
Eleanor Brown, Interim Vice President
Ray Di Guilio, Vice President
David Keebler, Vice President
John al-Amin, Vice President
Michael Arnoldus, Director
Lori Bennett, Dean
Dan Brown, Dean
Terry Cobos, Director
Kay Faulconer Boger, Dean

Clare Geisen, Director
Karen Gorback, Assistant Dean
Carmen Guerrero, Dean
Tim Harrison, Dean
Lucia Haro, Interim Dean
Kim Hoffmans, Dean
Brian Hu, Director
Carolyn Inouye, Dean
Gwen Lewis-Huddleston, Dean
Victoria Lugo, Dean
Alex Miranda, Dean
Mary Anne McNeil, Director
Darlene Melby, Business Manager
Lisa Miller, Dean
Jerry Mortensen, Assistant Dean
Inajane Nicklas, Dean
David Oliver, Dean
Rick Shaw, College Technical Services
Julius, Sokenu, Dean
Kathy Scott, Dean
Robert Taylor, Dean
Heather Untalan, Assistant Dean
Jay Wysard, Director of Human Resources Operations
Rich DeLaO, Chief

Faculty/Staff/Student Representatives:

Robert Cabral, Academic Senate President, Oxnard College
Peter Sezzi, Academic Senate President, Ventura College
Jeff Baker, Academic Senate President, Moorpark College
Kea Kanamu, Ventura College Student Government President
John Wagner, AFT President
Dan Casey, SEIU Chief Steward
Handel Evans, Bond Measure S Program Director
Les Dickey, Heery International
Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

Vice Chair Blum called the meeting to order at 6:05 p.m., with Chair Huber absent.

PLEDGE TO THE FLAG

Student Member Turner led the Pledge to the Flag.

ACKNOWLEDGEMENT OF GUESTS AND SPECIAL RECOGNITIONS

- **Citizens Oversight Committee Annual Report.** Vice Chair Blum introduced James Stueck, Chair of Citizens Oversight Committee. The Board acknowledged Mr. Stueck and the Citizens Oversight Committee.

Recognition of Retirees 2008-09

Moorpark College

- Donna Allyn • James Allyn • Beverly Barker • Francis Bianchino • Raymond DiGuilio •
• Norman Garber • Dolly Kessner • Shiowling Lauly • Katherine Lewis •
• Alfred Miller • Joan Thompson • James Wyman •

Oxnard College

Lucia Haro

Ventura College

- Robert Anderson • Dianne Armstrong • Carol Coltrin • Sara Essa-Gallaway • Glenn Hisayasu •
Iva Jeffreys • Tom Kimberling • Richard LaPaglia • Michael Munoz • Linda Rubenstein •
• Larry Smithson • Sharon Stout • Stephen Tobias • George Wymer • Lynette Young •

District Admin Center

- Kathy Stinson • Marie SooHoo • Patricia Olson • Eileen Welser •

The Board thanked the retirees. Marie Soo Hoo and Lucia Haro introduced themselves and were acknowledged by the Board.

Trustees/Chancellor

- A-1 Adoption of the Retirement Resolution Honoring Eileen Welser, Executive Assistant to the Chancellor [Page 1]** was moved by Trustee Hernández, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Huber absent, to adopt the *Resolution of Retirement Honoring Eileen Welser, Executive Assistant to the Chancellor*. The Board acknowledged Mrs. Welser.

At 6:15 p.m., a brief reception was held to honor Eileen Welser, Executive Assistant to the Chancellor; acknowledge the retirees; and welcome Nick Turner, Student Member of the Board. The meeting reconvened at 6: 22 p.m.

PUBLIC COMMENTS

Deborah McDaniels and Peter Sezzi, addressed the Board. John Wagner, AFT introduced Kathy Sage, Executive Director AFT, Local 1828.

REPORTS

- **Student Representatives**
 - Kea Kanamu, Ventura College Student Government President, provided an overview of activities at Ventura College.
- **Chancellor**
 - **Ventura College Educational Master Plan** – Robin Calote, President, Ventura College, made a brief PowerPoint presentation on the Ventura College Educational Master Plan. There was discussion regarding the Plan and Dr. Calote mentioned existing recommendations from the accreditation team were reviewed when developing the Plan.
- **Academic Senates**
 - Jeff Baker, Moorpark College, thanked Eileen Welser and Marie Soo Hoo for their assistance.
 - Robert Cabral, Oxnard College, recognized Lucia Haro and Carmen Guerro.
 - Peter Sezzi, Ventura College, commented on the preliminary budget.
- **Trustees**
 - **Committees**
 - **Audit, Budget & Foundation Relations – June 3, 2009.** Trustee Hernández provided an overview of the Audit, Budget & Foundation Relations meeting, and recommended adoption of the 2009-2010 preliminary budget. Trustee Hernández thanked Trustee Miller for attending the meeting for Trustee Heitmann.
 - **Capital Planning and Facilities – June 3, 2009.** Trustee Hernández reported on the Capital Planning and Facilities meeting and recommended approval of the Capital Planning and Facilities items on the agenda. Trustee Hernández acknowledged Trustee Blum who attended the meeting for Chair Huber.
 - **Policy – May 14, 2009.** Vice Chair Blum commented on the Policy Committee.
 - **Reports/Announcements/Correspondence**
 - Trustee Hernández reported on a community event at Oxnard College.
 - Vice Chair Blum thanked everyone for another year of fine service.

CHANGES TO THE AGENDA

Human Resources

C-3 Changes in Personnel/Employment Status

A. Approval of Abolishment or Reduction of Positions [Page 21] was revised to change the following item:

5) Student Services Assistant II from FTE: 12 months/45% to FTE: 12 months/47.5%.

ACTION ITEMS/SECOND READING ITEMS

Human Resources

A-2 Approval of Agreement Between Ventura County Community College District and American Federation of College Teachers (AFT Local 1828, AFL-CIO) [Page 132]

was revised to change the last sentence of Background/Analysis to read as follows:

This tentative agreement was ratified by the AFT at meetings held on Tuesday, June 16, 2009, with an 89% approval of those members who voted.

Chancellor Meznek read the following statement:

Employment Information for Displaced Employees

If the Board approves my recommendations, the impacted individuals being displaced will be sent a letter via certified mail tomorrow advising them of their rights and recommending that they meet with Jay Wysard, Dir of HR Operations. At that meeting, Mr. Wysard will discuss their current employment options and rights, current job opportunities that may be available in the area, job seeking resources, and training opportunities within the District that the employees can take advantage of between now and the time they are displaced.

The Human Resources Department staff is working with the Ventura County Employment Services Department's Rapid Response team to provide employment information regarding local job postings, contacts, employment agencies, and job fairs.

In addition, the District is prepared to offer training in the following areas:

- Job search skills
- Resume writing
- Interviewing skills
- Networking skills
- For those that need it or are interested, basic MS Office applications such as Word, Excel, and PowerPoint will be offered.

CONSENT CALENDAR ITEMS

It was moved by Trustee Heitmann, seconded by Trustee Miller, and carried on a 4-0 vote, with Chair Huber absent, to approve the Consent Calendar Items with the exception of Items 3-C.

*Approval of Minutes***C-1 Meeting Minutes**

- A. Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for May 12, 2009 [Page 3]** was granted.

*Human Resources***C-2 Employment and Position Control**

- A. Approval of Designation of Position [Page 16]** was granted.

C-3 Changes in Personnel/Employment Status

- A. Approval of Changes in Positions and Assignments [Page 17]** was granted.
- B. Approval of Extension of Full-Time Temporary and/or Grant Funded Non-Tenure Track Academic Positions/Employee Assignments [Page 18]** was granted.
- C. Approval of Abolishment or Reduction of Positions [Page 21]** was pulled for discussion.
- D. Approval of Abolishment and Establishment of Positions [Page 24]** was granted.

Business Services

- C-4 Ratification of Accounts Payable and Payroll for the Period of April 18, 2009 to May 29, 2009 [Page 26]** was approved.

- C-5 Approval/Ratification of Board Purchase Order Report #13 for FY 2008-09 from April 20, 2009 to June 1, 2009 [Page 27]** was granted.

- C-6 Approval/Ratification of Board Purchase Order Report #1 for FY 2009-10 for July 1, 2009 [Page 38]** was granted.

- C-7 Acceptance of Gifts [Page 60]** was approved.

The following items were donated:

Donation of a Desk and Credenza to be used in the Moorpark College Administration Building, donated by: Jeannine Tieri

- C-8 Surplus/Disposal of Equipment [Page 61]** was approved.
The following items are outdated or too costly to be repaired:
- 1971 Chevrolet Suburban
 - Gas Chromatograph
 - Obsolete Bookstore General Merchandise
 - Obsolete Bookstore Textbooks
 - Television Monitor
- C-9 Acceptance of Completion of Bid 343 Moorpark College, Gymnasium Basketball Backstop Project [Page 62]** was approved.
- C-10 Award of Bid 359, Moorpark College, Technology Building Acoustical Ceiling Tile Replacement [Page 63]** to Coustic Glow of Los Angeles with the low bid of \$43,200 was approved.
- C-11 Award of Bid 360, Moorpark College, Technology Building Lighting Replacement [Page 64]** to Taft Electric with the low bid of \$116,850 was approved.
- C-12 Award of Bid 361, Moorpark College, Technology Building Interior Painting [Page 65]** to Abco Painting with the low bid of \$17,450 was approved.
- C-13 Award of Bid 362, Biology-Chemistry Equipment and Supplies for Oxnard and Ventura Colleges [Page 67]** to the lowest responsible bidder was approved.
- C-14 Monthly Budget Transfer [Page 69]** for the month of April-May 2009 for the General Fund-Unrestricted and General Fund-Restricted was approved.
- C-15 Approval of Amendment to Contracts & Grants for Fiscal Year 2008-09 and to Authorize the Amendment of the General Fund Restricted Budgets [Page 71]** was granted.
- C-16 Approval of New Contracts and Grants for Fiscal Year 2008-09 and Authorization to Amend the General Fund Restricted Budgets [Page 73]** was granted...
- C-17 Approval of New Contracts and Grants for Fiscal Year 2009-10 [Page 76]** was granted.

Capital Planning and Facilities

C-18 Capital Planning and Facilities

- A. Acceptance of the District's State Five-Year Capital Construction Plan [Page 79]** was approved.
- B. Approval to Contract with Viola, Inc. for the Moorpark College EATM Service Road Repair, Project #19116 [Page 83]** was granted in the amount of \$139,000 for the Moorpark College EATM Service Road Repair project for access of delivery of construction materials for the EATM projects and for delivery of materials for the EATM Zoo, project #19116.
- C. Acceptance of Completion for the Grading at the Oxnard College Learning Resource Center (LRC) Renovation, Project #29124 [Page 87]** was approved.
- D. Approval of Measure S Budget Transfers at Ventura College for Athletic Facilities Improvements [Page 85]** was granted.
- E. Approval of Contract with Lucci & Associates, Inc. for Electrical Engineering Services for the Ventura College Athletic Facilities, Project #39105 [Page 86]** was granted in the amount of \$39,000 for Electrical Engineering Services for the Athletic Facilities at Ventura College, Project #39105.
- F. Approval of Contract with Bureau Veritas to Provide Testing and Inspection Services for the Ventura College ATC/GPC/HSC, Project #39120 [Page 87]** was granted for a supplement in the amount of \$589,308 to the contract with Bureau Veritas to provide Testing and Inspection Services for the Ventura College Advanced Technology Classrooms/General Purpose Classrooms/Health Science Complex, project #39120.
- G. Acceptance of Completion of Contract with PacifiCom for the Ventura College Sports Complex Audio System, Project #39827 [Page 88]** was approved.
- H. Acceptance of Change Order Summary Report for Capital Projects [Page 89]** was approved.

Student Learning

- C-19 Ventura County Community College District Written Expression and Mathematics Competency at Moorpark, Oxnard, and Ventura Colleges** were approved. [Page 110]
- C-20 Approval of New Fall 2009 Community Education Classes at Ventura College [Page 114]** was granted.

Action on Item Listed on the Consent Calendar but Pulled to be Considered Individually***Human Resources*****C-3 Changes in Personnel/Employment Status**

C. Approval of Abolishment or Reduction of Positions [Page 21] was moved by Trustee Hernández, seconded by Trustee Miller, and carried on a 4-0 vote, with Chair Huber absent.

John Wagner, Kathy Sage, and Dan Casey commented on Item C-3C.

The Board discussed the following items:

- Process for Determining Abolishment and Reduction
- Communication with Employees
- Place on the Action Agenda Instead of Consent
- Bumping Rights of Classified Employees

FIRST READING ITEMS

- **First Reading: Course Approvals: New Courses, Revised Programs and Degrees at Moorpark and Oxnard Colleges. [Page 114]** was accepted for Second Reading.

ACTION ITEMS/SECOND READING ITEMS (PAGES 132-149)***Human Resources***

A-2 Approval of Agreement Between Ventura County Community College District and American Federation of College Teachers (AFT Local 1828, AFL-CIO) [Page 132] was moved by Trustee Heitmann, seconded by Trustee Miller, and carried on a 4-0 vote, with Chair Huber absent, to approve the Agreement between the VCCCD and AFT, Local 1828. The term of the Agreement will be for the 2009-2010 contract year. Copies of the agreement are available in the Human Resources Department.

Trustee Hernández thanked AFT and Administrative staff for resolving this item quickly.

Trustees/Chancellor

A-3 Approval of District Management Contracts [Page 134] was moved by Trustee Miller, seconded by Trustee Hernández, and carried on a 4-0 vote, with Chair Huber absent, to authorize the chancellor to provide notice to all multi-year contract managers that their multi-year contract will not be renewed.

Trustee Heitmann pointed out the Board appreciates the managers.

Budget Update

Sue Johnson distributed and explained the *Ventura County Community College District Executive Summary 2009-2010 Preliminary Budget, June 23 2009*. Ms. Johnson indicated she would provide an update on the Tentative Budget at the July Board meeting.

The Board commented on providing student services, access to the community, the designation of categorical funds, and working together. Trustee Miller announced that Martha Kanter, the new Under Secretary of Education is an advocate for community colleges.

Business Services

A-4 Approval of 2009-2010 Preliminary Budget [Page 136] was moved by Trustee Miller, seconded by Trustee Hernández, and carried on a 4-0 vote, with Chair Huber absent, to approve the 2009-2010 Preliminary Budget for all funds in the District, and to establish the date the public hearing on the 2010 Adoption Budget as Tuesday, September 9, to approve the 2009-2010 Adoption Budget. Approval of the Preliminary Budget authorized expenditures as proposed within various fund categories of this budget.

A-5 Action to Approve BP 2433: CEO Comportment, BP 2720: Board Member Communication, BP 4022: Course Approval, BP 4101: Independent Study, and BP 4240: Academic Renewal [Page 138] was moved by Trustee Miller, seconded by Trustee Hernández, and carried on a 4-0 vote, with Chair Huber absent, to add BP 2433: CEO Comportment; revise BP 2720: Board Member Communication; add BP 4022: Course Approval and BP 4101: Independent Study; and revise BP 4240: Academic Renewal

The Policy Committee reviewed these items.

A-6 Action to Approve Governing Board Member Absence [Page 149].
No absences were approved.

It was moved by Trustee Hernández and seconded by Trustee Heitmann to approve the absence of Chair Huber. Dr. Meznek pointed out in accordance with Education Code Section 72024(d):

“A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board.”

Trustee Miller removed his second. Trustee Hernández withdrew his motion.

INFORMATION ITEM [Page 150 - 166]

The following items were provided to assure the Board the procedures are consistent with the intent of Board Policy.

- AP 2717: Personal Use of Public Resources
- AP 2720: Board Member Communication
- AP 2735: Board Travel and Meeting Expense
- AP 4010: Academic Calendar
- AP 4232: Pass / No Pass
- AP 4240: Academic Renewal
- AP 5700: Athletics

ADJOURNMENT

At 8:28 p.m. the meeting was adjourned.