

Board of Trustees

Ventura County Community College District

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



James M. Meznek

Meeting Location:
District Administrative Center
Multi-Purpose Room
255 W. Stanley Avenue, Suite 150
Ventura, CA 93001

District Mission Statement

The Ventura County Community College District (VCCCD) is committed to assisting students in the attainment of its primary mission as a system of state supported two-year colleges.

The primary mission of the District is to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs. Effective, efficient student support services are offered to assist in the accomplishment of the District's primary mission based on need and available resources.

Ventura County Community College District works to enhance state, regional, and local economic growth and global competitiveness within the pursuit of its primary mission. Additionally, workforce and economic development activities and services are offered based on need and available resources.

English as a Second Language instruction, remedial, adult education, and supplemental learning services that contribute to student success are offered and operated based on need and available resources.

Ventura County Community College District improves the quality of community life by offering non-credit, recreational, vocational, cultural, and civic programming based on community demand and available resources.

All District programs, services, and activities operate within a framework of integrated planning and budgeting. Ongoing, student learning outcome assessment and systematic program review are used to ensure District-wide excellence through sustainable, continuous quality improvement in compliance with its mission.

MINUTES FOR THE MEETING OF TUESDAY, SEPTEMBER 8, 2009

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, September 8, 2009, at the District Administrative Center Multi-Purpose Room, Ventura, California.

ROLL CALL

Board Members Present:
Robert O. Huber, Chair
Stephen P. Blum, Esq., Vice Chair
Cheryl Heitmann, Trustee
Arturo Hernandez, Trustee
Larry O. Miller, Trustee

Management Present:

James Meznec, Chancellor
Robin Calote, President, Ventura College
Richard Duran, President, Oxnard College
Pam Eddinger, President, Moorpark College
Sue Johnson, Vice Chancellor, Business and Administrative Services
Patricia Parham, Vice Chancellor, Human Resources
Dave Fuhrmann, Associate Vice Chancellor, Information Technology
Edward Knudson, Executive Vice President, Student Learning
Ramiro Sanchez, Executive Vice President, Student Learning
Erika Endrijonas, Executive Vice President, Student Learning
Iris Ingram, Vice President, Business Services
David Keebler, Vice President, Business Services
John al-Amin, Vice President, Business Services
Richard DeLaO, Chief of Police
Michael Arnoldus, Director
Lori Bennett, Dean
David Bransky, Assistant Dean
Dan Brown, Dean
Jaime Casillas, Dean
Terry Cobos, Director
Will Deits, Director
Patricia Ewins, Dean
Clare Geisen, Director
Karen Gorback, Assistant Dean
Tim Harrison, Dean
Kim Hoffmans, Dean
Carolyn Inouye, Dean
Gwendolyn Lewis-Huddleston, Dean
Victoria Lugo, Dean
Mary Anne McNeil, Director
Darlene Melby, Business Manager
Lisa Miller, Dean
Alex Miranda, Dean
Jerry Mortensen, Assistant Dean
Inajane Nicklas, Dean
Kathy Scott, Dean
Julius Sokenu, Dean
John Sinutko, Director
Robert Taylor, Dean
Heather Untalan, Assistant Dean
Jay Wysard, Director

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
Kathleen Sage, AFT Executive Director
Dan Casey, SEIU Chief Steward
Les Dickey, Bond Measure S Program
Patti Blair, Interim Executive Assistant to the Chancellor

CALL TO ORDER

The meeting was called to order at 5:34 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no public comments regarding closed session agenda items.

RECESS TO CLOSED SESSION

The meeting was recessed to close session at 5:35 p.m.

PUBLIC EMPLOYEE/DISCIPLINE/DISMISSAL/RELEASE {Government Code §54957}

RECONVENE IN OPEN SESSION

The meeting reconvened at 6:43 p.m.

PLEDGE TO THE FLAG

Joanna Miller led the pledge to the flag.

CLOSED SESSION REPORT

Chair Huber stated there was no business to report from Closed Session.

ACKNOWLEDGEMENT OF GUESTS AND SPECIAL RECOGNITIONS

Chair Huber introduced Joanna Miller, Faculty Advisor for the *Student Voice*. Ms. Miller introduced students and explained students were attending the Board Meeting as a learning experience. Ms. Miller thanked the Board, Chancellor, Presidents, and Deans for their support to the *Student Voice* newspaper.

PUBLIC COMMENTS

Speaker cards were taken in the order received.

- | | |
|--------------------|-----------------------------------|
| 1. Gary Murphy | 9. Joaquin Flores, SEIU, Local 99 |
| 2. Kitty Merrill | 10. Frank Barajas |
| 3. Dan Casey, SEIU | 11. Paul Lerma |
| 4. Jim Yarbrough | 12. Michael Montoya |
| 5. Rachel Uffer | 13. Barbara Cogert |
| 6. John Keever | 14. Daniel Martin |
| 7. Charles Sandlin | 15. David Stone |
| 8. Marie Panec | 16. Elloitt Bochstein |

Chair Huber closed the public comments session at 7:34 p.m.

REPORTS

- **Student Representatives**

Student Trustee Nick Turner presented a report regarding his student trustee orientation/training and thanked the Board for the opportunity. Chair Huber and Trustee Hernandez encouraged Student Trustee Turner's participation in Board meetings.

Associated Student Government President, Kea Kanamu, Ventura College, spoke about student life activities and petitioning Vista Bus to reduce rider fees for students.

Associated Student Representative, Samer Naji, Director of External Affairs, Moorpark College, spoke about record enrollment, budget, and possibilities of raising funds for student programs.

- **Chancellor**

- **Information Technology/Emergency Preparedness Update**

Associate Vice Chancellor Dave Fuhrmann presented an Information Technology/Emergency Preparedness Update and responded to Board questions.

Chair Huber and Trustee Hernandez commented on the importance of community awareness regarding emergency preparation the District has implemented. Student Trustee Turner thanked Mr. Fuhrmann and the IT department for the ease of use and vast information available through the portal.

Chancellor Meznek thanked everyone for their efforts in the emergency preparedness preparation. Dr. Meznek also acknowledged the Board of Trustees and the District for becoming 100 percent FEMA compliant.

Trustee Miller asked for an update on BoardDocs. Clare Geisen stated policies and procedures were being entered into the system and training was being provided for key employees directly involved in the agenda process.

- **Budget Update**

Sue Johnson presented a budget update and responded to Board questions and stated the 2009–2010 Adoption Budget would be presented at the October Board meeting.

Trustee Heitmann requested student government be trained regarding the importance of understanding budget impacts with regard to FTES.

Chancellor Meznek spoke about best practices in the service of students, especially during the next few very difficult years.

- **Academic Senates**

Peter Sezzi, Ventura College Academic Senate President, congratulated Ventura College

for winning its first home football game in the new Ventura College stadium. Mr. Sezzi also spoke about the Foundation Staff Innovation Grants, accreditation standards, and the first Academic Senate meeting.

Jeff Baker, Moorpark College Academic Senate President, complimented the management team at Moorpark, stated the college is preparing for the accreditation self study, and spoke about the importance of core programs. Mr. Baker then commented on the wrestling program, the need for practices that allow for consultation, and the danger of going outside the process and District mission, losing the ability to manage the District's core business.

Robert Cabral, Oxnard College Academic Senate President, spoke about the professional development committee, the intent to create travel opportunities for faculty professional development, and acknowledged President Duran for his support. Mr. Cabral then commented on the first Academic Senate meeting and future meetings to discuss budget and service to customers.

- **Classified Senates**

Barbara Cogert, Ventura College Classified Senate President, reported the first classified senate meeting was held during flex week, recognized the Foundation's work, and announced the Classified Senate is seeking members for the Program Review Steering Committee.

- **Trustees**

- **Committees**

- Capital Planning and Facilities – August 19, 2009
Committee Chair Hernandez stated the items presented were recommended for approval.
- Audit, Budget, Foundation Relations – September 3, 2009
Committee Chair Heitmann acknowledged the attendance and support at the recent committee meeting, especially during difficult budget challenges. Trustee Heitmann and Trustee Hernandez recommended agendaizing the athletic funding presentation for a future Board meeting.

- **Reports/Announcements/Correspondence**

Trustees thanked Ventura College for inviting Trustees to participate in the first home football game activities and acknowledged the team and staff for their hard work.

Trustees acknowledged staff, faculty, and students for working together during a very difficult economy.

Trustee Hernandez acknowledged the wrestling team and the need for continued dialogue within the athletic programs. Trustee Heitmann expressed the need to find additional funding sources through the college foundations.

Chair Huber congratulated Dr. Jaime Casillas on his new position and acknowledged Dr. Eddinger for presenting at a local service club. Chair Huber encouraged reaching out to communities to promote the mission of the District.

CHANGES TO THE AGENDA

Human Resources

**C-3C Changes in Personnel/Employment Status
Approval of Changes in Positions and Assignments [Page 23]**

Item C-3C, number 3 is being revised to remove the end date.

Business Services

**C-14 Acceptance of Annual Financial and Budget Report for FY2008-09
(CCFS-311) [Page 53]**

Page 4 of Exhibit C-14(A)

Expenditures Category is being revised as follows:

- Academic Salaries should be blank
- Classified Salaries should be \$10,192

Consent Calendar Items

It was moved by Trustee Hernandez, seconded by Vice Chair Blum, and carried on a unanimous vote, to approve the Consent Calendar items.

Approval of Minutes

**C-1 Meeting Minutes
A. Action to Approve the Minutes of the Regular Meeting of the Board
of Trustees for August 4, 2009. [Page 7] was approved.**

Human Resources

**C-2 Employment and Position Control
A. Approval/Reclassification of Positions [Page 16] was approved.**

**C-3 Changes in Personnel/Employment Status
A. Reassignment in Lieu of Layoff [Page 17] was approved.**

B. Approval/Ratification of Separation from Employment [Page 20] was approved.

C. Approval of Changes in Positions and Assignments [Page 23] was approved, with changes.

D. Approval of Extension of Full-Time Temporary and/or Grant Funded Non-Tenure Track Academic Positions/Employee Assignments [Page 24] was approved.

Business Services

- C-4 Ratification of Accounts Payable and Payroll for the period of July 15, 2009 to August 13, 2009 [Page 25]** was approved.
- C-5 Approval/Ratification of Board Purchase Order Report #4 [Page 26]** was approved.
- C-6 Acceptance of Gifts [Page 38]** was approved.
- C-7 Award of Bid 368, Ventura College AA Building Casework Modernization Project [Page 40]** was approved.
- C-8 Acceptance of Completion of Bid 341, Ventura College Institute Community Professional Development Building (ICPD) Restroom Renovation [Page 41]** was approved.
- C-9 Acceptance of Completion of Bid 359, Moorpark College Technology Building Acoustical Ceiling Tile Replacement [Page 42]** was approved.
- C-10 Acceptance of Completion of Bid 360, Moorpark College Technology Building Lighting Replacement [Page 43]** was approved.
- C-11 Acceptance of Completion of Bid 361, Moorpark College Technology Building Interior Painting [Page 44]** was approved.
- C-12 Approval of Amendments to Grants for Fiscal Year 2008-09 [Page 45]** was approved.
- C-13 Approval of New Contracts and Grants for Fiscal Year 2009-10 [Page 48]** was approved.
- C-14 Acceptance of Annual Financial and Budget Report for FY2008-09 (CCFS-311) [Page 53]** was approved, with changes.
- C-15 Establishment of 2009-10 GANN Appropriation Limit as Required by the California Constitution [Page 85]** was approved.
- C-16 Fiscal Year-End Budget Transfers [Page 89]** was approved.

Capital Planning and Facilities

C-17 Capital Planning and Facilities [Page 91]

- A. Approval to Contract with Golden State Labor compliance for Labor Compliance Services for the Moorpark College EATM Facility, Project #19116 was approved.**
- B. Approval of Proposal to Provide Geotechnical Construction Testing Services for the Moorpark College EATM Facility, Project #19116 [Page 92] was approved.**
- C. Approval to Remove the Ventura College Building H Renovation Project from the State Capital Outlay 5-Year Plan and Revert (Reject) State funding of the Project, Project #39140 [Page 93] was approved.**
- C. Approval of Subcontractor Substitution for Roofing for the Regional Fire, Sheriff & Police Education and Training Academy, Project #89106 [Page 95] was approved.**
- E. Acceptance of Change Order Summary Report for Capital Projects [Page 96] was approved.**

Student Learning

- C-18 Approval of New Winter 2009 Community Education Classes at Ventura College [Page 108] was approved.**

ACTION ITEMS/SECOND READING ITEMS

Business Services

A-1 Approval of the Process to Select Primary Law Firms to Provide Legal Services to the District [Page 111].

- Item A-1 Screening was moved by Trustee Miller, seconded by Vice Chair Blum, and carried on a 3-2 vote to approve Option (A): *“Responses to the RFP will be initially reviewed by staff, selected by the Chancellor, to determine their qualifications with respect to the ranking criteria. During the evaluation process, the Chancellor reserves the right, where it may serve the District’s best interest, to request additional information or clarification from proposing firms.”*
- Item A-1 Interviews was moved by Trustee Heitmann, seconded by Trustee Miller, and carried on a 4-1 vote to approve Option (C): *“Interviews will be conducted by the full Board in public session.”*

Trustees/Chancellor

A-2 Approval of the Revision to 2009 Schedule of Meetings for the Board of Trustees [Page 116] was moved by Vice Chair Blum, seconded by Trustee Hernandez, and carried on a 5-0 vote, to approve the Revision to 2009 Schedule of Meetings for the Board of Trustees.

ADJOURNMENT

The meeting was adjourned at 9:51 p.m.

Pursuant to the federal Americans with Disabilities Act, if you need any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Chancellor James Meznik, Ph.D., VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.