

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 Member



James M. Meznick

Chancellor/Secretary to the Board

MINUTES FOR THE MEETING OF TUESDAY, NOVEMBER 3, 2009

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, November 3, 2009, at Moorpark College, Campus Center Conference Room, Moorpark, California.

ROLL CALL

Board Members Present:

Robert O. Huber, President

Stephen P. Blum, Esq., Vice Chair

Cheryl Heitmann, Trustee

Arturo Hernandez, Trustee

Larry O. Miller, Trustee

Nick Turner, Student Trustee

Management Present:

James Meznick, 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

Erika Endrijonas, Executive Vice President, Student Learning, Oxnard College

Edward Knudson, Executive Vice President, Student Learning, Moorpark College

Ramiro Sanchez, Executive Vice President, Student Learning, Ventura College

John al-Amin, Vice President Business Services, Oxnard College

Iris Ingram, Vice President, Business Services, Moorpark College

David Keebler, Vice President, Business Services, Ventura College

Gregory Beckley, Police Lieutenant
Michael Arnoldus, Director
Dan Brown, Dean
Jaime Casillas, Dean
Will Deits, Director
Patricia Ewins, Dean
Kay Faulconer, Dean
Clare Geisen, Director
Karen Gorback, Assistant Dean
Tim Harrison, Dean
Kim Hoffmans, Dean
Gwen Huddleston, Dean
Brian Hu, Director
Carolyn Inouye, Dean
Deborah LaTeer, District Budget Officer
Victoria Lugo, Dean
Darlene Melby, Business Manager
Lisa Miller, Dean
Kathleen Scott, Dean
Rick Shaw, Dean
John Sinutko, Director
Robert Taylor, Dean
Heather Untalan, Assistant Dean
Jay Wysard, Director

Faculty/Staff/Student Representatives

Jeff Baker, Academic Senate President, Moorpark College
Robert Cabral, Academic Senate President, Oxnard College
Kim Watters, Classified Senate President, Moorpark College
Samer Naji, Associated Student Representative, Moorpark College
Trevor Zierhut, Associated Student Representative, Ventura College
Kathleen Sage, AFT Executive Director
Dan Casey, SEIU Chief Steward
Handel Evans, Bond Measure S Program
Patti Blair, Interim Executive Assistant to the Chancellor
Laura Brower, Executive Assistant to the Vice Chancellor, Human Resources

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

PLEDGE TO THE FLAG

Vice Chair Steve Blum led the pledge to the flag.

ACKNOWLEDGEMENT OF GUESTS AND SPECIAL RECOGNITIONS

Chair Huber acknowledged George McNeely, former Ventura College Dean and a founding member of Ventura College Foundation, posthumously, for his many contributions. Norbert Tan accepted the Certificate of Recognition on behalf of George McNeely. John Wooley and David Bianco, representing the Ventura College Foundation, spoke briefly about the significant contributions Mr. McNeely made to the Ventura College Foundation.

PUBLIC COMMENTS

None

REPORTS

- **Student Representatives**
 - Nick Turner, Student Trustee, commented on discounted student travel and the groundbreaking of the student services building at Oxnard College. Student Trustee Turner announced he would be attending the California Community College Conference in Sacramento.
 - Samer Naji, Associated Student Representative, Director of External Affairs, Moorpark College, commented on attending the California Community College Conference in Sacramento, a successful club rush, improving student identification card sales, and a visit to Moorpark College from Steve Lopez, author of *The Soloist*.
 - Trevor Zierhut, Associated Student Representative, Ventura College, commented on improving student involvement, student government participating in community volunteer opportunities, and attending the California Community College Conference in Sacramento.
- **Chancellor**
 - Dr. Meznik recognized Chair Huber for being selected by the Ventura County Bar Association to receive the Ben E. Nordman Award for outstanding professionalism and community service. Dr. Meznik also recognized the 40th anniversary of the EOPS program.
 - Dr. Eddinger introduced Iris Ingram, Vice President, Business Services, and Edward Knudson, Executive Vice President, Student Learning, Moorpark College.
 - Dr. Duran introduced Erika Endrijonas, Executive Vice President, Student Learning, Oxnard College.
 - Dr. Robin Calote, President, Ventura College, and Norbert Tan, Director, Ventura College Foundation, presented the *Ventura College Promise* documentary. Trustees acknowledged Dr. Calote's leadership and the success of *The Promise* program.
 - Dr. Pam Eddinger, President, Oxnard College, presented the 10-year *Moorpark College Educational Master Plan* and responded to questions from the Board. Trustees acknowledged the Master Plan and the dedicated work of everyone involved.
- **Academic Senates**
 - Jeff Baker, Academic Senate President, Moorpark College, welcomed Trustees to Moorpark College and commented on the current challenges within the college and the District. Dr. Baker will attend the statewide academic plenary session in November.

- Robert Cabral, Academic Senate President, Oxnard College, commented on the college-wide budget forums, program review evaluation process, and participatory governance.
- **Classified Senates**
 - Kim Watters, Classified Senate President, Moorpark College, commented on goals and plans for updating the bylaws, constitution, website, and logo. Ms. Watters also commented that future activities will be announced through the portal.
- **Committees**
 - Policy Committee – October 15, 2009
Vice Chair Blum reported the committee met, discussed, and agreed to the Board policies presented.
 - Academic Affairs – October 15, 2009
Chancellor Meznek reported the committee met, commented on the progress that has been made in preparation for accreditation, and Trustees acknowledged the progress made to date.
 - Capital Planning and Facilities – October 21, 2009
Trustee Hernandez reported the items presented were recommended for approval.
- **Reports/Announcements/Correspondence**
 - Trustee Heitmann acknowledged the Student Voice newspaper for its recent awards and also commented on the new Conejo School District Superintendent.
 - Trustees acknowledged Oxnard College, Mary Jones, Oxnard College Foundation, and Clare Geisen for the successful dedication ceremony of the Student Services and Administration building.
 - Trustee Hernandez acknowledged Ventura College on the success of *The Promise* program.

Changes to the Agenda

Item C-2B Approval/Ratification of Separation from Employment was pulled from the agenda.

CONSENT CALENDAR ITEMS

It was moved by Trustee Heitmann, seconded by Vice Chair Blum, and carried on a unanimous vote, to approve the Consent Calendar Items, with the exception of Item C-2B Approval/Ratification of Separation from Employment, which was pulled from the agenda.

Approval of Minutes

C-1 Meeting Minutes

- A. Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for October 13, 2009** was approved.

Human Resources

C-2 Changes in Personnel/Employment Status

- A. Reassignment in Lieu of Layoff** was approved.

- B. **Approval/Ratification of Separation from Employment** was pulled from the agenda.
- C. **Approval of Changes to Positions** was approved.
- D. **Approval of Granting Sick Leave Days from Established Sick Leave Pool for Full and Part Time Academic Employees** was approved.

Business Services

- C-3 **Ratification of Accounts Payable and Payroll for the Period of September 22, 2009 to October 12, 2009** was approved.
- C-4 **Approval/Ratification of Board Purchase Order Report #6** was approved.
- C-5 **Acceptance of Gifts** was approved.
- C-6 **Surplus/Disposal of Equipment** was approved.
- C-7 **Approval of Subcontractor Substitution for Electrical Work for Moorpark College Kiln Relocation Project, Bid 357** was approved.
- C-8 **Quarterly Financial Status Report, General Fund-Unrestricted (CCFS-311Q)** was approved.

Capital Planning and Facilities

- C-9 **Capital Planning and Facilities**
 - A. **Approval of Subcontractor Substitution for the Moorpark College Electrical Infrastructure Phase 3, Project #19115** was approved.
 - B. **Approval of Proposal for Construction Testing & Engineering, Inc. to Provide Material Testing and Special Inspections for the Moorpark College Exotic Animal Training & Management Facility, Project #19116** was approved.
 - C. **Approval to Issue an Addendum to Gensler Architects for Continuing Construction Administration Services for the Moorpark College Academic Center, Project #19119** was approved.
 - D. **Approval of Contract with Taft Electric Company for the Oxnard College Track & Field Softball Field Score Board, Project #29110** was approved.
 - E. **Acceptance of Completion of Contract with Douglas E. Barnhart for the Oxnard College Student Services Center, Project #29120** was approved.

- F. **Acceptance of Completion of Contract with Pat McCarthy Construction for the Oxnard College Automotive Technology Paint Booth, Project #29208** was approved.
- G. **Approval of Contract with Twining Laboratories to Provide Materials Testing Services for the Ventura College S Building Renovation, Project #39082, the G Building Renovation, Project #39117** was approved.
- H. **Approval to Reject Bid Protest File by Hughes General Engineering, Inc. Against Apparent Low Bidder, Tomar Construction, for the Ventura College G Building Swing Space Site Work, Project #39117** was approved.
- I. **Approval of Contract with Tomar Construction, Inc. for the Ventura College G Building Swing Space Site Work, Project #39117** was approved.
- J. **Acceptance of Change Order Summary Report for Capital Projects** was approved.

*Action on Items Listed on the Consent Calendar
But Pulled to be Considered Individually*

There were no action items pulled for individual consideration.

ACTION ITEMS/SECOND READING ITEMS

Student Learning

- A-1 **Second Reading: Course Approvals: New and Revised Courses, Revised Program at Moorpark College and Ventura College** was moved by Vice Chair Blum, seconded by Trustee Heitmann, and carried on a 5-0 vote to approve the Second Reading: Course Approvals: New and Revised Courses, Revised Program at Moorpark College and Ventura College.

Trustees/Chancellor

- A-2 **Approval of Board Policy BP 2215** was moved by Vice Chair Blum, seconded by Trustee Heitmann, and carried on a 5-0 vote to approve Board Policy BP 2215 *Role of the Board Chair*.
- A-3 **Approval of Board Policy BP 2434** was moved by Trustee Miller, seconded by Vice Chair Blum, and carried on a 5-0 vote to approve Board Policy BP 2434 *Chancellor's Relationship with the Board*.

A-4 Approval of Board Policy BP 2200 was moved by Vice Chair Blum, seconded by Trustee Miller, and carried on a 5-0 vote to approve Board Policy BP 2200: *Board Duties and Responsibilities* with a change to incorporate “select college presidents in collaboration with the District Chancellor.”

Approval of Board Policies BP 2205, BP 2715, BP 5040 was moved by Vice Chair Blum, seconded by Trustee Miller, and carried on a 5-0 vote to approve Board Policy BP 2205: *Delineation of System and Board Functions*; BP 2715: *Trustee Code of Ethics/Standards of Practice*; and BP 5040: *Student Records and Directory Information*.

INFORMATION ITEM

The following Procedures were provided for information only. The Board took no action on these items.

- **AP 3300: Public Records**
- **AP 3310: Records Retention and Destruction**
- **AP 3500: Campus Safety**
- **AP 3505: Emergency Response Plan**
- **AP 3515: Reporting of Crimes**
- **AP 3520: Local Law Enforcement**
- **AP 3530: Weapons on Campus**
- **AP 3810: Claims Against the District**
- **AP 3820: Gifts**
- **AP 6331: Procurement Cards**
- **AP 6336: Travel**
- **AP 6337: Mileage Reimbursement**
- **AP 6700: Civic Center and Other Facilities Use**

ADJOURNMENT

Chair Huber adjourned the meeting at 7:45 p.m.