

Board of Trustees Ventura County Community College District

Robert O. Huber
Chair

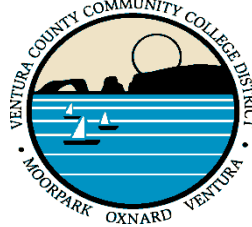
Cheryl Heitmann
Vice Chair

Stephen P. Blum, Esq.
Trustee

Arturo D. Hernández
Trustee

Larry O. Miller
Trustee

James Chang
Student Member



James M. Meznik
Chancellor/Secretary to the Board

ORDER OF THE AGENDA FOR THE MEETING OF THE BOARD OF TRUSTEES Wednesday, June 16, 2010

*Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001*

District Mission

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.

OPEN SESSION

A. CALL TO ORDER

5:30 p.m.

B. PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

C. RECESS TO CLOSED SESSION

- **CONFERENCE WITH LABOR NEGOTIATOR**
AFT/SEIU (*Gov. Code, § 54957.8, subd. (g)*)

D. RECONVENE IN OPEN SESSION

6:30 p.m.

E. CLOSED SESSION REPORT

F. PLEDGE TO THE FLAG

G. ACKNOWLEDGEMENT OF GUESTS AND SPECIAL RECOGNITIONS

Recognition of VCCCD Retirees 2009-2010

- **District Administrative Center**
Emelie Robb
- **Moorpark College**
Harry Blackiston, David Brown, Jimmy Crawford, William Furrell, Donald Green, Ronald Halleran, Teresa Hernandez, Mary Catherine Kriss, Norma Letinsky, John Lin, Carolyn McKinney, Mary Helen Ruiz, Joseph Sabedra, Mark Spraggins, Nancy Stewart, Diane Sukiennik, Arthur Szylewicz, Perry Thwing
- **Oxnard College**
Aerick Brown, Margarita Corral, Jay Crane, Debra Cronin, Sandra Driscoll, Carole Frick, Juan Hernandez, Floyd Martin, Gary Morgan, Barbara Partee, Sherry Williams
- **Ventura College**
Dianne Armstrong, Joan Beem, Kay Faulconer-Boger, Paul Conley, Aseneth Cota, Catherine Esch, Kim Fuhrmann, Nancy Latham, Deborah McDaniels, Isaiah Zeak Simmons, Edson Taft, Terri Taylor, John Wagner, Dora Washington, Janice Wiley

Items moved forward to accommodate guests

O. ACTION: TRUSTEES/CHANCELLOR

1. **Approval of Student Trustee Privileges 2010/2011 [Page 11]**
This item presents for approval the annual establishment of Student Trustee privileges for 2010-2011.
2. **Public Swearing in and Seating of Student Member [Page 12]**
This item presents for approval the public swearing in and seating of James Chang Student Member, to serve for the term from June 1, 2010 to May 31, 2011.
 - **Oath of Office Administered to and Seating of James Chang**
3. **Resolution Honoring Moorpark College Forensics Team [Page 13]**
This item presents for approval the adoption of the Resolution honoring the Moorpark College Forensics Team as National Champions.

4. **Resolution Honoring Ventura College Swim Team [Page 14]**
This item presents for approval the adoption of the Resolution honoring the Ventura College Swim Team as State Champions.
5. **Resolution Honoring Ventura College Tennis Team [Page 15]**
This item presents for approval the adoption of the Resolution honoring the Ventura College Tennis Team as State Champions.
6. **Resolution Honoring Moorpark College Men’s Volleyball Team [Page 16]**
This item presents for approval the adoption of the Resolution honoring the Ventura College Tennis Team as State Champions.

H. PUBLIC COMMENTS

Limit: Three minutes per person and 30 minutes per topic.
The public is invited to speak on any item on the agenda or an item of interest that is not on the agenda.
Agendized items may be addressed at the time the Board of Trustees considers the item.

I. REPORTS

- **Student Representatives**
- **Chancellor**
 - Moorpark College Self-Study
 - Oxnard College Self-Study
 - Ventura College Self-Study
- **Academic Senates**
- **Classified Senates**
- **Trustees**
- **Committees:**
 - Policy: May 13, 2010 and June 9, 2010
 - Accreditation and Academic Affairs: May 13, 2010 and June 9, 2010
 - Capital Planning: May 18, 2010
 - Audit, Budget, Foundation Relations: June 3, 2010
- **Reports/Announcements/Correspondence**

J. CHANGES TO THE AGENDA

ACTION ITEMS

K. ACTION: HUMAN RESOURCES

1. **Approval of Abolishment of Positions [Page 17]**
This item presents for approval the abolishment of positions.

L. ACTION: BUSINESS SERVICES**OPEN STUDY SESSION**

- **2010-2011 Tentative Budget**

CLOSE STUDY SESSION**1. Approval of 2010-2011 Tentative Budget [Page 18]**

This item requests Board of Trustees approval of the 2010-2011 Tentative Budget for all funds of the District. Approval of the Tentative Budget authorizes expenditures of funds until the Adoption Budget is approved.

2. Approval of Methodology for Allocation of Measure S Bond Interest Revenues [Page 20]

This item presents for approval the methodology for allocation of Measure S Bond interest revenues and amendments to the site budgets

3. Approval of Measure S Budget Transfers and Use of Allocated Bond Interest for the Moorpark College Parking Structure Project #19125 [Page 22]

This item presents for approval budget transfers between the Measure S funded projects at Moorpark College as presented.

M. ACTION: CAPITAL PLANNING

There are no items.

N. ACTION: STUDENT LEARNING**1. Course Approvals: New/Revised Courses, New/Revised Programs at Moorpark, Oxnard, and Ventura Colleges [Page 24]**

This item presents for approval new/revised courses and new/revised programs at Moorpark, Oxnard, and Ventura Colleges.

O. ACTION: TRUSTEES/CHANCELLOR**7. Action to Approve the Deletion of Board Policy BP 3050 [Page 49]**

This item presents for Approval the Deletion of the following Board Policy:

- ***BP 3050: Institutional Code of Ethics***

8. Action to Approve Board Policies BP3430, BP 7205, and BP 7350 [Page 50]

This item presents for Approval Board Policies:

- ***BP 3430: Prohibition of Harassment and Discrimination***
- ***BP 7205: Employee Code of Ethics***
- ***BP 7350: Resignations***

9. **Action to Approve Governing Board Member Absence [Page 57]**
This item presents for approval Board of Trustees Member(s) Absence.

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

CONSENT CALENDAR ITEMS

P. CONSENT: APPROVAL OF MINUTES

1. **Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for May 11, 2010 [Page 58]**
This item presents for approval the minutes of the regular meeting of the Board of Trustees for May 11, 2010.

Q. CONSENT: HUMAN RESOURCES

1. **Employment and Position Control [Page 67]**
Approval of Establishment of a Position
This item presents for approval the establishment of a position.
2. **Changes in Personnel/Employment Status [Page 68]**
Approval of Granting Sick Leave Days from Established Sick Leave Pool for An Academic Employee
This item presents for approval the granting of sick leave days from the established Sick Leave Pool for an academic employee.
3. **Changes in Personnel/Employment Status [Page 69]**
Reassignment in Lieu of Layoff
This item presents for approval/ratification the reassignment in lieu of layoff for employees.
4. **Changes in Personnel/Employment Status [Page 74]**
Approval of Extension of Full-Time Temporary and/or Grant-Funded, Non-Tenure Track Academic Positions/Employee Assignments
This item presents for approval the extension of full-time temporary and/or grant-funded, non-tenure track positions/assignments for academic personnel.
5. **Changes in Personnel/Employment Status [Page 76]**
Approval/Ratification of Separation from Employment
This item presents for approval/ratification the separation from employment of employees.
6. **Changes in Personnel/Employment Status [Page 81]**
Approval of a Change in Position and Assignment
This item presents for approval/ratification a change in the position and assignment of an employee.

R. CONSENT: BUSINESS SERVICES

- 1. Ratification of Accounts Payable and Payroll for the Period of April 21, 2010 to May 24, 2010 [Page 82]**
This item presents for ratification Accounts Payable and Payroll for the period of April 21, 2010 to May 24, 2010.
- 2. Approval/Ratification of Board Purchase Order Report #13 for FY 2009-10 [Page 83]**
This item presents for approval/ratification of Board Purchase Order Report #13, for Fiscal Year 2009-10 from April 19, 2010 to May 20, 2010.
- 3. Approval/Ratification of Board Purchase Order Report #1 for FY 2010-11 [Page 92]**
This item presents for approval/ratification of Board Purchase Order Report #1, for Fiscal Year 2010-11 for FY2010-11 for July 1, 2010.
- 4. Acceptance of Gifts [Page 109]**
This item presents for approval the acceptance of gifts.
- 5. Surplus/Disposal of Equipment [Page 111]**
This item presents for approval the surplus/disposal of equipment and materials.
- 6. Approval of Subcontractor Substitution for the Low-Voltage and Fire Alarm Portion of Bid 356, Moorpark College Applied Arts Ceramics Studio [Page 112]**
This item presents for approval the substitution of the listed low-voltage and fire alarm subcontractor, CP Systems, with Protection One for Bid 356, Moorpark College Applied Arts Ceramics Studio.
- 7. Approval of Subcontractor Substitution for the Plumbing Portion of Bid 356, Moorpark College Applied Arts Ceramics Studio [Page 113]**
This item presents for approval the substitution of the listed plumbing subcontractor, MJ Hellmuth Plumbing, with Bobby Sneed Plumbing for Bid 356, Moorpark College Applied Arts Ceramics Studio.
- 8. Acceptance of Completion of RFP 364, Mass Notification Speaker System [Page 114]**
This item presents for approval the acceptance of completion of RFP 364, Mass Notification Speaker System.
- 9. Acceptance of Completion of RFP 377, Oxnard College Student Lounge Floor Tile Project [Page 115]**
This item presents for approval the acceptance of completion of Bid 377, Oxnard College Student Lounge Floor tile Project.

- 10. Approval of Subcontractor Substitution for Slurry Seal work for Bid 380, Moorpark College Parking Area Lighting Replacement [Page 116]**
This item presents for approval the substitution of the listed slurry seal subcontractor, SB Liberty Construction, Inc., with Mission Paving & Sealing, Inc. for Bid 380, Moorpark College Parking Area Lighting Replacement.
- 11. Approval of Bid #381, Oxnard College Performing Arts Auditorium & Classroom Audio Visual Systems [Page 117]**
This item presents for approval the award of Bid 381, Oxnard College Performing Arts Auditorium & Classroom Audio Visual Systems, to the lowest responsible bidder, AMT Systems with the low bid of \$552,735.
- 12. Approval to Execute a Multi-Year Memorandum of Understanding with Lighthouse Consulting, Inc., for Ventura College [Page 118]**
This item presents for approval the authorization to execute a multi-year Memorandum of Understanding (MOU) with Lighthouse Consulting, Inc. for grant writing services and technical assistance to Ventura College under a proposed Department of Education Hispanic-Serving Institutions Title V Cooperative grant.
- 13. Approval of Extension of Contract for Legal Services with Atkinson, Andelson, Loya, Ruud, and Romo [Page 120]**
This item presents for approval the extension of a professional services contract with the law firm of Atkinson, Andelson, Loya, Ruud, and Romo for the period July 1, 2010 through September 30, 2010.
- 14. Approval of Extension of Contract for General Legal Services with Fagen, Friedman & Fulfroost [Page 122]**
This item presents for approval the extension of a professional services contract with the law firm of Fagen, Friedman & Fulfroost for the period July 1, 2010 through September 30, 2010.
- 15. Approval of Extension of Contract for Legal Services with Orbach, Huff & Suarez, LLP [Page 124]**
This item presents for approval the extension of a professional services contract with the law firm of Orbach, Huff & Suarez LLP for period July 1, 2010 through September 30, 2010.
- 16. Approval to Extend the Contract with HE Consulting, Inc., for Capital Construction Management [Page 126]**
This item presents for approval extending a contract with HE Consulting, Inc. for the services of J. Handel Evans to provide oversight of the Measure S Capital Construction Program for the District.

17. **Monthly Budget Transfer [Page 127]**
This item presents for ratification the monthly budget transfer summary for the month of April 2010.
18. **Approval of New Contracts for 2010-11 [Page 129]**
This item presents for approval new contracts for FY 2010-11.
19. **Approval to Return Supplemented Funds for the Moorpark College Health Sciences, Project #19117 [Page 135]**
This item requests authorization to return supplemented funds for the Moorpark College Health Sciences Measure S project.
20. **Approval to Contract with RPM Consulting Group for GASB 45 Compliance – Irrevocable Trust Vendor Selection [Page 137]**
This item presents for approval a contract with RPM Consulting to provide services for GASB 45 Compliance – Irrevocable Trust Vendor Selection.

S. CONSENT: CAPITAL PLANNING AND FACILITIES

1. **Approval to Supplement the Agreement for Professional Services with Legal Firm of Orbach, Huff & Suarez LLP [Page 139]**
This item presents for approval a supplement to an existing agreement with the legal firm of Orbach, Huff & Suarez LLP in an amount of \$75,000 for professional legal services from April through June 2010 relating to the District's Capital Planning and Construction and Facility issues.
2. **Approval to Issue a Supplement to Nething & Associates for DSA Project Inspection Services for the Moorpark College Health Science Complex, Project #19117 [Page 140]**
This item presents for approval a supplement to the contract with Nething & Associates in the amount of \$60,000 to provide DSA Project Inspector services for the Moorpark College Health Science Complex, project #19117.
3. **Approval to Enter Into Negotiations and Contract for Professional Services with International Parking Design to Design a Parking Structure at Moorpark College, Project #19125 [Page 141]**
This item presents for approval the authorization for management to enter into negotiations and contract for professional services with International Parking Design in the amount of \$720,000 for the design of the Parking Structure project at Moorpark College. This amount includes a \$40,000 allowance for reimbursable expenses. The negotiations will fall within the State cost guidelines for professional services for this project type.

4. **Budget Amendment: Capital Projects Fund (State Construction Funds) [Page 143]**
This item requests approval to amend the Capital Projects Fund budget as presented.
5. **Approval of Reduction in Retention for Woodcliff Corporation for the Oxnard College Performing Arts Classroom and Auditorium, Project #29117 [Page 144]**
This item presents for approval the reduction in retention for Woodcliff Corporation from 10% to 9% of the contract value for the Oxnard College Performing Arts Classroom and Auditorium, project #29117.
6. **Approval of Supplement to Contract with Smith Emery Laboratories to Provide Construction Materials and Inspection Services to Complete Construction of the Oxnard College Performing Arts Classroom and Auditorium, Project #29117 [Page 145]**
This item presents for approval a supplement to the contract with Smith Emery Laboratories for construction materials testing and inspection services in the amount of \$35,000 to complete construction of the Oxnard College Performing Arts Classroom and Auditorium, Project #29117.
7. **Approval of Measure S Budget Transfers Oxnard College [Page 146]**
This item presents for approval budget transfers between the Measure S funded projects at Oxnard College as presented.
8. **Approval to Execute a Contract with Paul Murdoch Architects (PMA) for Oxnard College Learning Resources Center (LRC) Renovation and Seismic Upgrade, Project #29127 [Page 147]**
This item presents for approval a contract with Paul Murdoch Architects in the amount of \$423,300.00 (includes \$25,000.00 Reimbursable Expenses) for the design of a Renovation and Seismic Upgrade to the existing Learning Resources Center at Oxnard College. These fees may be subject to change depending on the evolution of the conceptual design process, or if additional specialty sub-consultants are required to complete the design.
9. **Approval of Supplement to Contract with Bureau Veritas to Provide Testing and Inspection Services for the Ventura College ATC/GPC/HSC, Project #39120 [Page 148]**
This item presents for approval a supplement in the amount of \$98,200 to the contract with Bureau Veritas to provide testing and special inspection services for the Ventura College Advanced Technology/General Purpose Classrooms/Health Sciences Center, Project #39120.
10. **Acceptance of Change Order Summary Report for Capital Projects [Page 149]**
This item presents for approval the Change Order Summary Report for Capital Projects.

T. CONSENT: STUDENT LEARNING**1. Approval of New Fall 2010 Community Education classes at Ventura College [Page 172]**

This item presents for approval the new Fall 2010 Community Education classes at Ventura College.

U. CONSENT: TRUSTEES/CHANCELLOR

There are no items.

V. INFORMATION ITEM [Page 172]

The following Procedures are being provided for information only. These items have been assessed by the Policy Committee to assure consistency with existing Board Policy. Administrative Procedures describe how staff will address Board Policy.

- AP 2205 *Delineation of System and Board Functions*
- AP 3430 *Prohibition of Harassment and Discrimination*
- AP 4100 *Graduation Requirements for Degrees and Certificates*
- AP 4225 *Course Repetition*
- AP 4227 *Course Repetition Absent Substandard Academic Work*
- AP 4231 *Grade Changes*
- AP 4250 *Probation*
- AP 4255 *Disqualification and Dismissal*
- AP 4260 *Prerequisites and Corequisites*
- AP 4400 *Community Services*
- AP 4500 *Student News Media*
- AP 4610 *Instructional Service Agreements*
- AP 5520 *Student Discipline Procedures*
- AP 5530 *Student Rights and Grievances*
- AP 7120-D *Recruitment and Hiring: Part-Time Faculty*
- AP 7350 *Resignations*

W. ADJOURNMENT

Chair will adjourn meeting.

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 Meznek, Ph.D., VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.