

# Board of Trustees Ventura County Community College District

## MINUTES FOR THE MEETING OF MAY 9, 2000

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, May 9, 2000, in the Cowan Conference Center – Ventura Room, Camarillo, California.

### Roll Call

#### Board Members Present:

Allan W. Jacobs, President  
Pete E. Tafoya, Vice-President  
Norman J. Nagel  
Robert S. Gonzales  
John D. Tallman

#### Absent:

Becky Lawson, Student Trustee

#### Management Present:

Philip Westin, Chancellor  
Michael Gregoryk, Deputy Chancellor  
Marion Boenheim, Vice Chancellor, Human Resources  
Steven Arvizu, President, Oxnard College  
Eva Conrad, Executive Vice President, Student Learning for James Walker, President, Moorpark College  
Irene Pinkard, Vice President of College Services for Larry Calderón, President, Ventura College  
Jack Lipton, General Counsel  
Anthony Tricoli, Associate Vice Chancellor, Student Learning  
Vic Belinski, Associate Vice Chancellor, Information Technology  
Ruth Hemming, Vice President of College Services, Moorpark College  
Sue Johnson, Assistant Vice Chancellor, Business Services  
Harry Culotta, Director, College Budgets, Oxnard College  
Carolyn Inouye, Director, Institutional Research  
Patricia Kistler, Director of Governmental and Public Affairs  
Patricia Parham, Director of Human Resources  
Gil Putnam, Director of Facilities Planning and Construction  
Michael Johnson, Police Chief

#### Faculty/Staff/Student Representatives:

Charlene Arnold, Moorpark College Academic Senate President  
Carmen Guerrero-Calderón, Oxnard College Academic Senate President  
Jack Miller, AFT President  
Floyd Martin, CMA President  
Candace Peyton, SEIU President  
Chris Valenzano, Director of External Affairs, Associated Students, Moorpark College

CALL TO ORDER

President Jacobs called the meeting to order in the Cowan Conference Center – Ventura Room at 5:12 p.m., with Trustee Tallman absent.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no requests to speak.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 5:15 p.m. in the Cowan Conference Center – Ojai Room, to address the following items:

**Chancellor’s Report on Public Employee Performance Discipline/Evaluation**

**Public Employee Performance Evaluation**

- **Chancellor’s Evaluation**

**Public Employee Performance Evaluation/Tenure Review**

- **Instructor(s), Oxnard College**

**Pending Litigation [Gov’t. Code §54956(a)]**

- **Morris vs. VCCCD**
- **Muñoz vs. VCCCD (EEOC Charge No. 340A00952)**
- **Anderson vs. VCCCD**
- **Korn et al. vs. VCCCD**
- **AFT vs. VCCCD (C.S.M.C.S. Case No. 99 3 487)**
- **AFT vs. VCCCD (PERB Case # LA-CE-4170)**
- **Kirby vs. VCCCD**
- **Talili vs. VCCCD**
- **VCCCD vs. Ventura County Self-Funding Authority et al.**

**Threatened Litigation [Gov’t. Code §54956(b)]**

**Possible Initiation of Litigation [Gov’t. Code §54956.9(c)]**

At 6:10 p.m. Trustee Tallman arrived.

RECONVENE IN OPEN SESSION

President Jacobs reconvened the meeting in Open Session at 7:07 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

Michael Johnson led the pledge to the flag.

CLOSED SESSION REPORT

**Pending Litigation [Gov't. Code §54956(a)]**

- **Muñoz vs. VCCCD (EEOC Charge No. 340A00952)**
  - With respect to the case of *Muñoz vs. VCCCD*, EEOC Case No. 340A00952, the Board unanimously voted to respond to the Charge of Discrimination.
- **Anderson vs. VCCCD**
  - With respect to the AFT grievance filed by Philip Anderson, the Board unanimously voted to defend the District at arbitration.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

The Board acknowledged Barbara Harison, Personnel Commissioner.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

*Student Learning*

- 3.1 Second Reading: Course Approvals: New, Revised and Deleted Courses—Moorpark and Oxnard Colleges.** NS M02CL - Vocational Nursing Pathway Laboratory was pulled from the agenda.

*Business Services*

- 6.3 Purchase Orders**
- 6.3.1 Approval/Ratification of Purchase Order Report #10 (FY 1999-2000). Supplemental** was revised to include additional purchase orders.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

There were no requests to speak.

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*Consent Calendar Items*

It was moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the following Consent Calendar Items: (Lawson - absent)

### *Approval of Minutes*

- 2.1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for April 4, 2000** was granted.

### *Student Learning*

- 3.1 Second Reading: Course Approvals: New, Revised and Deleted Courses—Moorpark and Oxnard Colleges** were approved.
- 4.1 Spring 2000 Candidates for Associate Degree at Moorpark, Oxnard, and Ventura Colleges** were accepted.
- 4.2 Spring 2000 Candidates for Certificates of Achievement at Moorpark, Oxnard, and Ventura Colleges** were accepted.

### *Human Resources*

- 5.1 Establishment of New Positions and Elimination of Existing Positions**
- 5.1.1 Establishment of Academic Position – Moorpark College** was approved to establish a full-time Counselor position at Moorpark College.
- 5.1.2 Establishment of Academic Position – Moorpark College** was approved to establish a full-time Computer Network System Engineering/Computer Science position at Moorpark College
- 5.1.3 Establishment of Classified Position – Oxnard College** was approved to establish a 47.5% Student Health Center Assistant/Bilingual position at Oxnard College.
- 5.2 Academic Actions**
- 5.2.1 Acceptance of Resignation/Retirement – Full-time Academic Personnel – Ventura College** was approved to accept the retirement of a full-time Instructor in Special Education/Adaptive Computer Technology at Ventura College.
- 5.2.2 Change to Time Period of Sabbatical leave for 2000-2001** was approved to change the time period of a sabbatical leave approved for Pamela Sheridan, an Instructor at Moorpark College from Spring 2001 to Fall 2000.
- 5.2.3 Acceptance of Retirement – Full-time Academic Personnel – Moorpark College** was approved to accept the retirement of Dr. Sidney Adler, a full-time

manager at Moorpark College.

**5.2.4 Acceptance of Retirement – Full-time Academic Personnel – Ventura College** was approved to accept the retirement of Dr. Thomas B. O'Neill, a full-time Instructor at Ventura College.

**5.3 Approval of VCCCD-AFT Side Letter Agreements** was granted to approve the Side Letter Agreements between the Ventura County Community College District and the Ventura County Federation of College Teachers, AFT Local 1827, AFL-CIO.

1. Section 13.1D of the AFT/VCCCD Agreement will not be implemented
2. Article 13.1D of the AFT/VCCCD Agreement shall be waived for Academic Year 1999-2000.

### *Business Services*

#### **6.2 Checks**

**6.2.1 Ratification of Accounts Payable and Payroll for the Period of March 15, 2000 – April 17, 2000** was approved.

#### **6.3 Purchase Orders**

**6.3.1 Approval/Ratification of Purchase Order Report #10 (FY 1999-2000)** was granted for period March 18, 2000 – April 18, 2000.

#### **6.4 Award of Bids**

**6.4.1 Award of Bid to the Lowest Responsible Bidder for Project #19373 – Replace Plumbing Fixtures and Piping in Gym and Campus Center for Moorpark College** was granted to the lowest responsible bidder.

**6.4.2 Rejection of Bid #182, Site Lighting for Ventura College** was approved.

**6.4.3 Award of Bid #183, Multi Media Projectors for Oxnard College** was granted to the lowest responsible bidder.

**6.4.4 Award of Bid #184, Installation of Microwave Tower Districtwide** was granted to the lowest responsible bidder.

## 6.5 Budget Amendments

**6.5.1 Approval of Contract/Grant Amendments** was granted to accept the amendments to existing contracts/grants contained in the 1999-2000 FY adopted budget.

## 6.6 Budget Transfers

**6.6.1 Monthly Budget Transfer Summary** was approved to ratify the monthly budget transfer summary for the period ending March 31, 2000, for the General Fund-Unrestricted and the General Fund-Restricted.

**6.6.2 Budget Transfer: General Fund-Unrestricted** was granted to approve a budget transfer for General Fund – Unrestricted (Collegewide Services).

## 6.7 Contracts

**6.7.1 Approval of Contracts/Grants** was granted to accept contracts/grants for FY 1999/2000.

**6.7.2 Approval of Contract with CM West Construction Management for the Oxnard College – Community/Student Services Center (Preliminary, Working and Construction Phases)** was granted to authorize management to negotiate and execute the contract with CM West Construction Management in the amount not to exceed \$80,000 for construction management services for the Oxnard College – Community/Student Services Center (Preliminary, Working and Construction phases).

**6.7.3 Approval for Contract for Mr. Mike McCracken for Inspection Services for the Moorpark College – Math/Science Secondary Effects (Remodel) Project - FEMA** was granted to authorize management to negotiate and execute the contract with Mr. Mike McCracken for the inspection of record services for the Moorpark College – Math/Science Secondary Effects Project – FEMA project in the amount not to exceed \$48,000.00.

**6.7.4 Approval of Contract with CM West Construction Management for the Moorpark College – Math/Science Building Secondary Effects (Remodel)** was granted to authorize management to negotiate and execute the contract with CM West Construction Management in the amount not to exceed \$23,040.00 for construction management services for the Moorpark College – Math/Science Building – Secondary Effects.

### *Trustees/Chancellor*

- 7.1 **Action to Approve Board of Trustees Absence Due to Illness.** No absences were reported.
- 7.2 **Proposed Revision To Board Policy Manual Section A.g, Student Representative To The Governing Board** was approved.

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## **Action Items**

### *Human Resources*

1. **Duties/Responsibilities - Personnel Commission and Board of Trustees (5.4)** was moved by Trustee Tallman, seconded by Trustee Nagel, and carried on a unanimous vote, to pull the item regarding Access to Commission-Maintained Classified Records and to approve the *Duties/Responsibilities of the Personnel Commission and Board of Trustees* as amended. (Lawson - absent)

Trustee Tallman reported on the Board of Trustees/Personnel Commission Task Force. He acknowledged staff for their efforts in preparing this item. He expressed his concerns regarding access to commission-maintained classified records. Trustee Tafoya indicated that a policy needed to be developed regarding the duties and responsibilities of the Personnel Commission and the Board of Trustees. Chancellor Westin pointed out that the issue regarding maintenance of classified files for employees who report through chain of command to the personnel commission is unresolved.

### *Business Services*

2. **Acceptance of Gifts (6.1)** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to accept the following gifts: (Lawson - absent)
  - Moorpark College**
  - Refrigerator
  - Donated by: Dan Holloway

Perforator and Numbering Machine  
Donated by: Salerno Engineering

**Oxnard College**

Computers, Monitors, Keyboards for the Automotive Program  
Donated by: Community College Foundation

Automotive Supplies for the Automotive Program  
Donated by: AutoNation USA

Technical Equipment and Training Work Stations for Classes to be held at Oxnard College  
Donated by: Port Huemene Division, Naval Surface Warfare Center – John V. Craig

Trustee Tafoya acknowledged the gifts from Dan Holloway, Salerno Engineering, Community College Foundation, AutoNation USA, and Port Hueneme Division, Naval Surface Warfare Center.

- 3. Budget Amendment General Fund – Unrestricted (6.5.2)** was moved by Trustee Gonzales, seconded by Trustee Tafoya, and carried on a unanimous vote, to amend the General Fund Reserves and related expenditure account. (Lawson - absent)

It was pointed out that the reserves would be used for instructional network segregation for the Cisco Academy at Oxnard College and funds for increasing summer session at Moorpark, Oxnard and Ventura Colleges. There was a brief discussion regarding this item. Eva Conrad, Irene Pinkard and Steven Arvizu explained growth plans for summer session at the colleges.

***Trustees/Chancellor***

- 4. Appointment of Student Trustee (7.5)** was moved by Trustee Tafoya, seconded by Trustee Nagel, and carried on a unanimous vote, to appoint Becky Lawson as Student Trustee to serve for the term of June 1, 2000, to May 31, 2001. (Lawson - absent)



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

*Student Learning*

- 3.2 Approval of Moorpark, Oxnard and Ventura Colleges to Offer a Multimedia Program Which Would Have Two Tracks: (1) An Associate in Science Degree or (2) A Certificate of Achievement** was moved by President Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote. (Lawson – absent)

Dr. Jacobs acknowledged staff for their efforts in developing this program.

- 4.3 Second Reading: Proposed Graduation Competencies** was moved by Trustee Nagel, seconded by Trustee Tafoya, and carried on a unanimous vote. (Lawson – absent)

President Jacobs asked for an update on this item. Chancellor Westin indicated that he convened a meeting with a large number of faculty and administrators representing the varying viewpoints and that the group reached consensus of support of the recommendations.

*Human Resources*

- 5.1 Establishment of New Positions and Elimination of Existing Positions**
- 5.1.4 Establishment of Assistant Vice Chancellor, Human Resources** was moved by Trustee Gonzales, seconded by Trustee Tafoya, and carried on a 4-0, with President Jacobs, Trustees Gonzales, Nagel and Tafoya voting yes, and Trustee Tallman abstaining, to establish a Full-time Academic Management Assistant Vice Chancellor, Human Resources Position, Level 180 at the District Office, effective July 1, 2000. Creation of this position is a result of the separation of functions between the Board/District and the Personnel Commission. (Lawson – absent)

**Elimination of the District Office Portion for the Position of Director of Human Resources, effective June 30, 2000** was approved to eliminate the District Office portion for the Director of Human Resources position at the District Office, effective June 30, 2000.

**Elimination of the position of Financial Aid Fiscal Services Supervisor, effective June 30, 2000** was approved to eliminate the position of Financial Aid Fiscal Services Supervisor at the District Office, effective June 30, 2000.

Trustee Tallman expressed his concerns regarding the budget for districtwide services and the District Office. Trustee Nagel pointed out that districtwide services should be called collegewide services because they include the three colleges as well as the District Office.

### **Approval of VCCCD-AFT Side Letter Agreements**

President Jacobs pointed out that Jack Miller had requested to speak on Item 5.3 – Approval of VCCCD-AFT Side Letter Agreements. It was agreed by consensus of the Board to hear Mr. Miller's comments.

Jack Miller expressed his concerns about the wording on the agenda item. Chancellor Westin pointed out that the Side Letters had not been signed when the item was developed and that the Side Letters were accurate.

## **6.8 Other**

- 6.8.1 Approval of Civic Center Fees for 2000-2001** was moved by Trustee Tafoya, seconded by Trustee Tallman, and denied on a 1-4 vote, with Trustee Tafoya voting yes, and President Jacobs, Trustees Gonzales, Nagel and Tallman voting no, to amend Item 6.8.1 to keep the current fees. It was moved by Trustee Nagel, seconded by Trustee Gonzales, and carried on a 4-1 vote, with President Jacobs, Trustees Gonzales, Nagel and Tallman voting yes and Trustee Tafoya voting no, to approve the Civic Center Fees for 2000-2001. (Lawson – absent)

Trustee Tafoya expressed his concerns about raising the Civic Center Fees. Michael Gregoryk pointed out that the colleges have requested the fee increase to cover operational costs.

- 6.8.2 Quarterly Financial Status Report, General Fund – Combined (CCFS-311Q)** was moved by Trustee Nagel, seconded by Trustee Tafoya, and carried on a unanimous vote. (Lawson – absent)

Trustee Tallman commented on the Quarterly Financial Status Report, General Fund.

### *Trustees/Chancellor*

- 7.3 Resolution of the Ventura County Community College District Ordering a Regular Governing Board Member Election, Ordering Consolidation with Other Elections, and Constituting “Specification of the Election Order” to be Held on November 7, 2000** was tabled until May 16 by a motion from Trustee Nagel, seconded by Trustee

Tallman, and carried on a unanimous vote. (Lawson – absent)

Trustee Tafoya read a statement announcing his retirement from the Ventura County Community College District Board of Trustees, effective June 30, 2000, to relocate to the Washington D.C. area to attend the National Defense University. Mr. Tafoya recommended Silvia Munoz-Schnopp as a potential candidate for his seat. Members of the Board congratulated Trustee Tafoya. Chancellor Westin commented on Trustee Tafoya's activities on the CCCT, AACC and ACCT Board of Directors.

- 7.4 Revision to the Board of Trustees 2000 Schedule of Meetings** was moved by Trustee Tafoya, seconded by Trustee Nagel, and carried on a unanimous vote, to add the May 16 General Purpose Meeting and Joint Board of Trustees/Personnel Commission meeting; to change the June 20 Board meeting to June 27; and to delete the July 11 General Purpose Meeting.

President Jacobs reminded the Board that a meeting was added on May 16, the June meeting was changed to June 27, and that the July meeting was cancelled. He indicated that Closed Session for the May 16 meeting would be 6:00 p.m.

*End of Board Actions*

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## Reports

### STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**

Chris Valenzano thanked the board on the behalf of Chris Fielder, who was elected as Oxnard College Student Body President. Mr. Valenzano gave a brief update on legislative activities. He asked about the status of the common course numbering task force. Chancellor Westin updated him on the issue and indicated that Carmen Guerrero-Calderón and Dennis Cabral would bring common course numbering up for discussion at DCSL. He pointed out that PCAP couldn't be implemented during the terms of agreement. Trustee Tallman gave a brief history of PCAP (Program Course Articulation Project) and pointed out that the emphasis was on articulation, not common course numbering.

- **Academic Senate representatives**

Charlene Arnold reported that the Moorpark College Academic Senate supported the CCVC fundraiser Golf Tournament as a Tee Sponsor. She invited members of the Board to the faculty/ staff brunch this Friday on campus. Ms. Arnold announced that Elton Hall is the statewide representative at large for the California State Academic Senate for the California Community Colleges. She congratulated Mr. Tafoya.

Carmen Guerrero-Calderón congratulated Mr. Tafoya and expressed her support for Ms. Schnopp, Mr. Tafoya's recommendation as a potential replacement for his seat on the Board of Trustees. Ms. Guerrero-Calderón pointed out that the Oxnard College Academic Senate was also a Tee Sponsor. She commented on the *Big Six Award* recipients at Oxnard College. She reported on election results for next year's officers.

- **College Management Association representative**

Floyd Martin, CMA congratulated Trustee Tafoya.

#### CHANCELLOR'S REPORT

Chancellor Westin thanked and commended Deputy Chancellor Gregoryk for his efforts in coordinating the Golf Tournament. He also thanked Moorpark and Oxnard College Academic Senates, Laura Brower, and Eileen Welser for their support in the CCVC Golf Tournament.

Irene Pinkard reported that Dr. Calderón was attending the Ventura College Foundation Scholarship Awards Dinner, along with Student Trustee Lawson. She congratulated Mr. Tafoya. Ms. Pinkard commented on registration, the staff breakfast, and an infrastructure for new technology at Ventura College.

Eva Conrad indicated that Dr. Walker was attending the Intelcom Board Meeting. She acknowledged Mr. Tafoya. Dr. Conrad reported on upcoming events at Moorpark College.

- **Presidents' Reports**

Steven Arvizu thanked Trustee Tafoya for his many years of service to this district and his advocacy to Oxnard College. He reported on upcoming events at Oxnard College.

- **College Presentation – Oxnard College**

Ed Lynch and Vic Belinski reported on the Cisco Program at Oxnard College. Mr. Lynch commented on the activities of the students in the program.

Vic Belinski distributed meeting notes and information on student enrollment and performance in the Cisco Program.

- **Deputy Chancellor's Report**

Deputy Chancellor Gregoryk said that he would have a presentation on the Golf Tournament at the next meeting. He commented that volunteers from the four sites were working together for a specific cause and that the end result was positive.

- **Vice Chancellor's Report**

- Marion Boenheim commented on Trustee Tafoya's retirement.

- **Governmental and Public Affairs Report**

Pat Kistler, Director of Governmental and Public Affairs reported on May activities in the Department of Governmental and Public Affairs. She indicated that Tony Strickland was invited to the District's last Futures Forum, but was unable to attend. Ms. Kistler said that there would be a listing of all graduates in the *Ventura County Star* with photos and feature stories.

## First Reading Items

- **Course Approvals: New, Courses—Moorpark College** were accepted for Second Reading.

### DISCUSSION

- **Reassignment of Ventura College EOPS Coordinator**

President Jacobs pointed out that there was a 21-minute limit for speakers. Juan Godinez, Elizabeth Lerma, Ana Olivares, Bernie Lopez Gonzales, Patricia Navarro, and Diane Volz expressed their concerns regarding the reassignment of Paula Muñoz as EOPS Coordinator at Ventura College. Elizabeth Lerma presented a petition to the Board of Trustees regarding this issue.

### PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

Handi Hariadi, International Student, expressed his support for Zeke Simmons, counselor, and his concerns regarding Mr. Simmons resigning in the Fall.

## Trustee Issues

- **Governing Board Subcommittee Reports**
  - Dr. Nagel reported on the Construction Projects Subcommittee meeting.
- **Events**
  - **Moorpark College**
  - **Oxnard College**
    - Dental Hygiene Graduation Ceremony - May 19
  - **Ventura College**
    - Nursing Pinning Ceremony - May 18
- **Graduation**
  - Moorpark - May 17 - 5 p.m.
  - Oxnard - May 19 - 1 p.m.
  - Ventura - May 18 - 1:30 p.m.

Trustee Gonzales indicated that he would be at the Oxnard College Dental Hygiene Graduation Ceremony and President Jacobs said that he would go to the Ventura College Nursing Pinning Ceremony.

### ADJOURNMENT

At 9:38 p.m., it was moved by Trustee Tallman, seconded by Trustee Nagel, and carried on a unanimous vote, to adjourn the meeting.