

Board of Trustees Ventura County Community College District

MINUTES FOR THE MEETING OF AUGUST 1, 2000

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, August 1, 2000, in the Cowan Conference Center – Ventura Room, Camarillo, California.

Roll Call

Board Members Present:

Allan W. Jacobs, President
Robert S. Gonzales, Vice-President
Norman J. Nagel
John D. Tallman
Becky Lawson, Student Trustee

Management Present:

Philip Westin, Chancellor
Michael Gregoryk, Deputy Chancellor
Marion Boenheim, Vice Chancellor, Human Resources
Steven Arvizu, President, Oxnard College
James Walker, President, Moorpark College
Ron Dyste, Executive Vice President, Student Learning for Larry Calderón, President, Ventura College
Jack Lipton, General Counsel
Anthony Tricoli, Associate Vice Chancellor, Student Learning
Vic Belinski, Associate Vice Chancellor, Information Technology
Harry Culotta, Director, College Budgets, Oxnard College
Patricia Kistler, Director of Governmental and Public Affairs
Patricia Parham, Director of Personnel, Office of Personnel Commission
Cheryl Shearer, Dean, Economic Development

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
Susan Bricker, CSA Representative
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 5:04 p.m. Trustee Nagel arrived at 5:08 p.m. and Trustee Gonzales arrived at 5:13 p.m.

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 5:05 p.m. in the Cowan Conference Center – Ojai Room, to address the following items.

Chancellor's Report on Public Employee Performance Discipline/Evaluation

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

- *Morris vs. VCCCD*
- *Herrera vs. VCCCD*
- *Rawn-Peterson vs. VCCCD*
- *AFT vs. VCCCD (facilitator grievance)*
- *AFT vs. VCCCD ("previous assigned load" grievance)*
- *AFT vs. VCCCD (Paula Muñoz reassignment)*
- *AFT vs. VCCCD (Paula Muñoz evaluation)*
- *AFT vs. VCCCD (Paula Muñoz summer assignment)*
- *AFT vs. VCCCD (Paula Muñoz discrimination)*
- *AFT vs. VCCCD (Paula Muñoz tenure review participation)*
- *AFT vs. VCCCD (PERB Case No. LA-CE-4170) (Paula Muñoz)*
- *AFT vs. VCCCD (PERB Case No. LA-CE-4082) (Ventura College Sheriff Academy)*
- *AFT and Paula Muñoz vs. VCCCD (PERB Case No. LA-CE-4206)*

Threatened Litigation [Gov't Code §54956(b)]

Possible Initiation of Litigation [Gov't Code §54956.9(c)]

RECONVENE IN OPEN SESSION

President Jacobs reconvened the meeting in Open Session at 7:00 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

Joseph Lipton, son of General Counsel Jack Lipton, led the pledge to the flag.

Trustees/Chancellor

- 7.1 Election of Vice-President of Board of Trustees** was moved by Trustee Nagel, seconded by Student Trustee Lawson, and carried on a unanimous vote, with Trustee Gonzales abstaining, to elect Trustee Gonzales as Vice-President of the Board of Trustees. (Lawson - yes)

CLOSED SESSION REPORT

Chancellor Westin read the following Closed Session Report:

In the case of *Ventura County Federation of College Teachers, AFT Local 1828 and Paula Muñoz vs. Ventura County Community College District, Public Employment Relations Board Case No. LA-CE-20, filed on or about July 10, 2000, the Board unanimously voted to respond to the Unfair Practice Charge.*

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

President Jacobs introduced Sylvia Muñoz-Schnopp, an applicant for the Board of Trustees.

There was a brief discussion regarding hearing Ms. Muñoz-Schnopp's request to speak prior to *Public Comments on Non-Agendized Items* and it was decided not to revise the agenda.

President Jacobs acknowledged Barbara Harison and Bob Saynay, Personnel Commissioners.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Human Resources

- 5.4 Approval of Salary Increase for Faculty, SEIU Classified Units A&B, Managers, Classified Supervisors, and Confidential Employees.** The Issue in Item 5.4 was clarified to add the statement that "the Pro-Rata Equalization will be \$466,626 broken down as indicated on the District's Side Letter of Agreement with the AFT."
- 5.5 Consideration of Extension of Employment Contract for District Chancellor.** Under Background, the Item number referred to should be 5.4 instead of 5.3.
- 5.6 Procedure for Establishing Board's Recommendation to Fill Vacancy on Personnel Commission.** Under the Issue, second paragraph, the second sentence was changed to read as follows: "A Personnel Commission Board Subcommittee shall be formed consisting of two Board members."

Business Services

- 6.3 Purchase Orders**
- 6.3.2 Approval/Ratification of Board Purchase Order Report #1 (FY 2000-2001)**
This item was revised to include additional purchase orders.

Consent Calendar Items

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

Student Learning

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

Human Resources

- 5.1 Establishment/Elimination of Positions**
 - 5.1.1 Establishment of Position – Moorpark College** was approved to establish a full-time tenure track academic position of Instructor in Nursing, Moorpark College.
 - 5.1.2 Establishment of Position – Moorpark College** was approved to establish a full-time classified position of Administrative Assistant II, Moorpark College.
 - 5.1.3 Establishment of Position – Moorpark College**
Elimination of Position – Moorpark College was approved to establish a classified position of Clerical Assistant I, 40%, and eliminate a Student Services Assistant I, 40% position at Moorpark College.
 - 5.1.4 Establishment of Position – Moorpark College** was approved to establish a classified position of Clerical Assistant II, 47.5%, Moorpark College.
 - 5.1.5 Establishment of Position – Moorpark College** was approved to establish a classified position of Library Assistant, Moorpark College.
 - 5.1.6 Establishment of Position – Oxnard College** was approved to establish a classified position of Child Development Associate, 10 months, at Oxnard College.
 - 5.1.7 Establishment of Position – Oxnard College**
Elimination of Position – Oxnard College was approved to establish a classified position of Disabled Student Services Technician and to eliminate a classified position of Student Services Assistant II at Oxnard College.
 - 5.1.8 Establishment of Position – Ventura College** was approved to establish a classified position of Student Services Assistant II/Bilingual, 10 months, Ventura College.

5.1.9 Establishment of Position – Ventura College was approved to establish a classified position of Assistant College Trainer, 10 months, 60% at Ventura College.

5.1.10 Establishment of Position - Ventura College was approved to establish an academic non-tenure track position of MESA Coordinator at Ventura College.

5.2 Academic Actions

5.2.1 Approval of Request for Reduction in Full-time Contract Assignment – Moorpark College was granted to approve the request from Gary Izumo, a full-time Moorpark College Instructor, for a reduction in assignment from 100% to 50% for the 2000-2001 Academic Year.

5.2.2 Approval of Request for Reduction in Full-time Contract Assignment – Moorpark College was granted to approve the request from Judy Alexander, a full-time Moorpark College Instructor, for a reduction in assignment from 100% to 60% for the Fall 2000 semester (August 15 - December 20, 2000).

5.3 Classified Actions

5.3.1 Temporary Increase of Assignment – Moorpark College was granted to approve the temporary increase of assignment from 9 months, 81.25% to 11 months, 100% for Margie Briones, Food Services Assistant I, at Moorpark College, effective July 1, 2000, to June 30, 2001.

5.3.2 Temporary Increase of Assignment – Moorpark College was granted to approve the temporary increase of assignment from 9.5 months to 11 months for Kathy Campbell, Food Services Assistant II, at Moorpark College, effective July 1, 2000, to June 30, 2001.

5.3.3 Temporary Increase of Assignment – Moorpark College was granted to approve the temporary increase of assignment from 9 months to 11 months for Willadean Cummings, Food Services Assistant I, at Moorpark College, effective July 1, 2000, to June 30, 2001.

5.3.4 Increase of Assignment – Moorpark College was granted to approve the increase of assignment from 10 months, 47.5% to 12 months 100% for Hilda Ruiz, Clerical Assistant II, at Moorpark College, effective August 1, 2000.

5.3.5 Increase of Assignment – Oxnard College was granted to approve the increase of assignment from 47.5% to 100% for Zenaida Pena, Clerical Assistant I, at Oxnard College, effective July 1, 2000.

5.3.6 Temporary Increase of Assignment – Oxnard College was granted to approve the temporary increase of assignment from 10 months to 12 months for Linda Fintel, Child Development Associate, at Oxnard College.

5.3.7 Temporary Increase of Assignment – Oxnard College was granted to approve the temporary increase of assignment from 10 months to 11 months for Rosalie Wasef, Child Development Associate, at Oxnard College.

5.3.8 Temporary Increase of Assignment - Oxnard College was granted to approve the temporary increase of assignment from 47.5% to 100% for Adolphina Oliveros, Child Development Associate, at Oxnard College, effective July 7-31, 2000.

- 5.3.9 **Temporary Increase of Assignment - Ventura College** was granted to approve the temporary increase of assignment from 80% to 97.5% for Linda Santillas, Food Services Assistant I, at Ventura College, effective August 21, 2000, to May 15, 2001.
- 5.3.10 **Temporary Increase of Assignment - Ventura College** was granted to approve the temporary increase of assignment from 50% to 75% for Brenda Griego, Accounting Technician II, at Ventura College, effective July 19, 2000, to June 30, 2001.
- 5.3.11 **Increase of Assignment - Oxnard College** was granted to approve an increase of assignment from 20% to 35% for Gloria Cervantes, Clerical Assistant I, at Oxnard College, effective August 19, 2000.

Business Services

6.2 Checks

- 6.2.1 **Ratification of Accounts Payable and Payroll for the Period of June 8, 2000 – July 12, 2000** was approved.

6.3 Purchase Orders

- 6.3.1 **Approval/Ratification of Purchase Order Report #12 (FY 1999-2000)** was granted for the period June 23, 2000 – July 30, 2000.

6.4 Award of Bids

- 6.4.1 **Fire Alarm Upgrade System – Ventura College** was granted to the lowest responsible bidder for Bid #185, Fire Alarm System Upgrade for Ventura.
- 6.4.2 **Award of Bid to Goodrich-Baas & Associates for Project #29352: Replace Storm Drain – LRC Building at Oxnard College** was granted to authorize management to execute the contract with Goodrich Baas & Associates who was the lowest responsible bidder for Project #29352: Replace Storm Drain – LRC Building at Oxnard College.
- 6.4.3 **Award of Bid to Lowest Responsible Bidder for Project #19370: Replacement of Cooling Towers in the Applied Arts Building at Moorpark College** was granted to authorize management to execute the contract with the lowest responsible bidder for Project #19370: Replacement of Cooling Towers in the Applied Arts Building at Moorpark College.
- 6.4.4 **Award of Bid to Lowest Responsible Bidder for Project #29377: Repair Roof Penetrations at the Learning Resource Center at Oxnard College** was granted to authorize management to execute the contract with the lowest responsible bidder for Project #29377: Repair Roof Penetrations at the Learning Resource Center at Oxnard College.

6.5 Budget Amendments

- 6.5.1 **Approval of Contract/Grant Amendments for FY 1999/2000** was granted to accept 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 granted to ratify the monthly budget transfer summary for the month ending May 31, 2000, and June 30, 2000, for the General Fund-Unrestricted and General Fund-Restricted.

6.7 Contracts

6.7.1 Acceptance of Completion for the Ventura College – Pool Repair Project was approved to accept the completion of the Ventura College – Pool Repair Project.

6.7.2 Acceptance of Completion for the District Office – Warehouse Building was granted to accept the completion of the District Office – Warehouse Building.

6.7.3 Acceptance of Completion for the Oxnard College (Fire Technology Program) – Warehouse Building was granted to accept the completion of the Oxnard College (Fire Technology Program) – Warehouse Building.

Trustees/Chancellor

7.2 Action to Approve Board of Trustees Absence. No absences were reported.

Action Items

Greg Cross, SEIU, pointed out that he had requested to speak on Items 5.1.4, 5.3.6 and 5.3.7. The Board agreed to hear Mr. Cross' comments. Mr. Cross asked for clarification on these items. James Walker pointed out that Leanne Colvin had discussed Item 5.1.4 – Establishment of a Clerical Assistant II position with him prior to the Board meeting and indicated that he would update Mr. Cross. Mr. Cross expressed his concerns regarding the temporary increase of assignments for the Child Development Associates at Oxnard College. There was a brief discussion regarding Items 5.3.6 and 5.3.7. Michael Gregoryk indicated that these were retroactive items and that steps would be taken to ensure that this doesn't happen in the future. Trustee Gonzales asked for a report explaining why retroactive items were on the agenda.

Human Resources

1. Procedure for Establishing Board's Recommendation to Fill Vacancy on Personnel

Commission (5.6) was amended by a motion from Student Trustee Lawson, seconded by Trustee Tallman, and carried on a unanimous vote, to appoint Trustees Gonzales and Nagel to serve on the Personnel Commission Board Subcommittee. (Lawson – yes) It was moved by Trustee Gonzales, seconded by Trustee Nagel, and carried on a unanimous vote, to approve the procedure for establishing the Board's recommendation to fill the upcoming vacancy on the Personnel Commission as amended. (Lawson - yes)

Gregory Cross addressed the Board in support of Barbara Harison as Personnel Commissioner and asked the Board to consider re-appointing Ms. Harison to the Personnel Commission. Mr. Cross asked that the Board adopt a nomination procedure consistent with state guidelines. Patricia Parham addressed the Board on behalf of the Personnel Commission Chair. She suggested that a member of the Personnel Commission, Personnel Commission staff, and SEIU be included on the subcommittee. Chancellor Westin commented on the to fill a vacancy on the Personnel Commission. There was a brief discussion regarding this item.

Business Services

- 2. **Emergency Repair to Replace Cable at Moorpark College (6.8.1)** was moved by Trustee Tallman, seconded by Student Trustee Lawson, and carried on a unanimous vote, to proceed with the cable replacement repairs at Moorpark College in order to restore power to several of the buildings on campus. Under Public Contract Code §26054 "Emergency work; contracts without bids" this work can be done without going to formal bid. (Lawson - yes)

Trustees/Chancellor

- 3. **Revision to Board of Trustees Subcommittees and Ad Hoc Committees - Appointments to Serve for 2000 (7.3)** was moved by Trustee Nagel, seconded by Trustee Gonzales, and carried on a unanimous vote, to revise the Board of Trustees Subcommittees and Ad Hoc Committees as follows: (Lawson - yes)

SUBCOMMITTEES FOR 2000

SUBCOMMITTEE	2000
Audit	Dr. Nagel Mr. Tallman
Legislative Program	Chief Gonzales Dr. Jacobs
Construction Projects	Chief Gonzales Dr. Nagel

**BOARD OF TRUSTEES
AD HOC COMMITTEE REPRESENTATION FOR 2000**

AD HOC COMMITTEE	2000
Foundations	Dr. Nagel Chief Gonzales
Long-Range Planning	Dr. Nagel Mr. Tallman
Rules, Operations & Procedures	Dr. Nagel Mr. Tallman
California State University, Channel Islands	Mr. Tallman Dr. Jacobs
Technology Development	Dr. Nagel Dr. Jacobs

*Action on Items Listed on the
Consent Calendar but Pulled to be Considered Individually
End of Board Actions*

Approval of Minutes

- 2.1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for June 27, 2000** was moved by Trustee Tallman, seconded by Student Trustee Lawson, and carried on a unanimous vote. (Lawson – yes)

Trustee Tallman indicated that the revision to the May 16, 2000, minutes on page 13 of the June 27 minutes, should be revised to include the following statement:
“Chancellor Westin indicated that no backfilling would be required for the Human Resources Department as a result of the Human Resources/Personnel Commission split.”

- 5.4 Approval of Salary Increase for Faculty, SEIU Classified Units A&B, Managers, Classified Supervisors, and Confidential Employees** was moved by President Jacobs, seconded by Trustee Nagel, and carried on a unanimous vote, to approve a salary increase of 6.3% for all District employees effective July 1, 2000. (Lawson – yes)

Gregory Cross acknowledged the increase for all District employees. He pointed out that the increase was due to the presence of legislators with community college backgrounds. President Jacobs and Trustee Tallman commented on the need for Equalization Funding. Chancellor

Westin explained the formula that drives the raises and pointed out that Pro-Rata Equalization Pool will be broken down as indicated on the District's Side Letter of Agreement with AFT.

5.5 Consideration of Extension of Employment Contract for District Chancellor was moved by Trustee Nagel, seconded by Trustee Gonzales, and carried on a 3-1 vote, with Trustee Tallman voting no, to approve the addition of one year to the employment contract for the District Chancellor. (Lawson – yes)

6.3 Purchase Orders

6.3.2 Approval/Ratification of Board Purchase Order Report #1 (FY 2000-2001) was moved by President Jacobs, seconded, and carried on a 3-0-1 vote, with Trustee Nagel absent, to ratify Purchase Order Report No. 1 for the period July 1, 2000 – July 15, 2000.

President Jacobs asked about the purchase order to All Star for stadium bleachers. Michael Gregoryk explained the process of reimbursement to the District over a five-year period.

Reports

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**
 - Student Trustee Lawson indicated that she would be attending the Student Trustee Orientation in Sacramento.
- **Academic Senate representatives**
 - Carmen Guerrero-Calderón announced that Dr. Gary Morgan was inducted into the Community Colleges Journalism *Hall of Fame*. She commented on the Statewide Academic Senate Curriculum Institute in San Jose. Ms. Guerrero-Calderón invited the Board members to Flex Day activities at the college. She pointed out that a stone bench would be dedicated in the memory of Alice Mills on August 18. She acknowledged Betty Sahota and Steven Arvizu who for hosting the Welcome Back Barbecue on August 18 at College Park.
 - Charlene Arnold commented on the *Teacher Training Grant* under the direction of Tanya Burke. She announced that Larry Miller would be a delegate at the Democratic National Convention. Ms. Arnold announced that Police Chief Michael Johnson will be speaking to faculty on Mandatory Flex Day and that Student Trustee Lawson will be speaking to the Moorpark College Academic Senate regarding Common Course Numbering.

- **Personnel Commission**
 - Patricia Parham indicated that the Office of the Personnel Commission and Human Resources Department has moved. She reported on activities within the Office of the Personnel Commission. Ms. Parham thanked Vic Belinski and Marc Boman for their efforts in developing the Personnel Commission website.
- **College Management Association representative**
 - Floyd Martin reported on the Continuous Quality Improvement Network Teams, which are part of the districtwide planning team, and announced an upcoming event. President Jacobs indicated that he would like to receive an update on the findings of the team.

CHANCELLOR'S REPORT

- Chancellor Westin announced that Dr. Anthony Tricoli and Dr. Dennis Cabral would be switching positions. He indicated that Dr. Tricoli will become the Executive Vice President, Student Learning at Oxnard College and Dr. Cabral will become the Associate Vice Chancellor of Student Learning at the District Office.
- **Presidents' Reports**
 - Dr. Walker announced that a temporary parking lot located across from the campus, owned by Messenger Corporation, would be opened for overflow parking. He commented on the grant for high school students at Moorpark College to meet their needs in a more effective way and acknowledged Victoria Bortolussi for her efforts. Dr. Walker reported that summer school was successful and indicated that fees are now being collected for the Student Center.
 - Ron Dyste commented on three former faculty members at Ventura College who recently passed away – Floyd Singer, Frank Salazar, and Jolly Griegs. Mr. Dyste commented on summer camp programs at Ventura College. He reported on the 8th Annual Stand Down at Ventura College and the Institute for Professional Training and Development.
 - **College Presentation – Oxnard College** was postponed until the September Board meeting.
 - Dr. Arvizu acknowledged Dennis Cabral for his efforts as Executive Vice President and welcomed Anthony Tricoli to Oxnard College. He commented on the 25th Anniversary Dinner Dance and invited the Board to the upcoming Mega Mixer on August 24th. Dr. Arvizu acknowledged Dr. Gary Morgan for his induction into the *Hall of Fame*.
- **Deputy Chancellor's Report**
 - Michael Gregoryk expressed his support of the reassignment of Anthony Tricoli to Oxnard College and Dennis Cabral to the District Office and acknowledged Anthony's contributions and dedication to the District.
- **Vice Chancellor's Report**
 - Marion Boenheim announced that Rita Karl would be retiring from the District. She indicated that Mary Jones would be organizing a committee to develop a process for acknowledging retirees and their contribution to the District. Dr. Boenheim commented on Flex Day activities and announced that John Gardner would be at Moorpark College on August 17 and pointed out that he is well known for his expertise in the *Student Learning Model*. She commented on a

cultural educational exchange between the Ventura County Community College District and Cuba and asked that those who are interested contact Yvonne Bodle at Ventura College. Dr. Boenheim mentioned that there was a 26% increase in cost for health benefits and pointed out that the district is absorbing the additional cost for the classified employees.

- **Governmental and Public Affairs Report**

- Pat Kistler commented on the Board of Trustees photo gallery at the District Office. She commented on the 1999-2000 Annual Report. Ms. Kistler acknowledged Vic Belinski and his staff for their efforts in setting up the booths at the Ventura County Fair. She reported on the Marketing Campaign.
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Trustee Issues

- **Governing Board Subcommittee Reports**

- Trustee Nagel reported on the July 25 Construction Projects Subcommittee meeting. He commented on an upcoming report regarding partnering with the Conejo Unified School District. Dr. Nagel suggested that the District consider self-funding for medical and direct reimbursement for dental.

- **Trustee Issues**

- Trustee Tallman asked that the agenda format be reviewed to ensure that it is correct. He pointed out that all three colleges have articulation grants and suggested that students should get involved.

PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

- **Community Issues**

- Sylvia Muñoz-Schnopp acknowledged the Board of Trustees and pointed out that she was a candidate actively seeking election as a member of the Board. She invited the members of the Board to a *Meet the Candidate* event on Thursday.

ADJOURNMENT

At 8:45 p.m., it was moved by Trustee Nagel, seconded by Trustee Tallman, and carried on a unanimous vote, to adjourn the meeting in memory of Floyd Singer, Frank Salazar, and Jolly Griegs.