

Board of Trustees

Ventura County Community College District

MINUTES FOR THE MEETING OF NOVEMBER 14, 2000

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, November 14, 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
Irene Pinkard, Assistant Vice Chancellor, for Marion Boenheim, Vice Chancellor, Human Resources
Steven Arvizu, President, Oxnard College
James Walker, President, Moorpark College
Larry Calderón, President, Ventura College
Jack Lipton, General Counsel
Dennis Cabral, 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 and CMA President
Gil Putnam, Director, Facilities Planning and Construction
Cheryl Shearer, Dean, Economic Development

Faculty/Staff/Student Representatives:

Charlene Arnold, Moorpark College Academic Senate President
Carmen Guerrero-Calderón, Oxnard College Academic Senate President
Lydia Cosentino, Ventura College Academic Senate President
Susan Bricker, CSA Representative
Jorge Pongo, Moorpark College Student Director of External Affairs and Governmental Relations
Anabel Marquez, Oxnard College Associated Student Government Public Relations Officer
Jose Leon, Ventura College Associated Student Government President

CALL TO ORDER

President Jacobs called the meeting to order in the Cowan Conference Center – Ventura Room at 5:03 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

Revision Date: December 7, 2000

There were no requests to speak.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 5:04 p.m. in the Cowan Conference Center – Ojai Room, to address the following items.

Employer/Employee Relations

- **Conference with Chief Negotiator**
 - **AFT**

Chancellor's Report on Public Employee Performance Discipline/Evaluation

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

- *AFT vs. VCCCD* (facilitator grievance)
- *AFT vs. VCCCD* ("previous assigned load" grievance)
- *AFT vs. VCCCD* (Paula Muñoz reassignment)
- *AFT vs. VCCCD* (Paula Muñoz union discrimination)
- *AFT vs. VCCCD* (Paula Muñoz evaluation)
- *AFT vs. VCCCD* (Paula Muñoz summer assignment)
- *AFT vs. VCCCD* (Muñoz/Carrasco/Suel tenure review participation)
- *AFT vs. VCCCD* (Philip Anderson)
- *AFT vs. VCCCD* (Korn/Doyle/Frick grievances)
- *AFT vs. VCCCD* (Alexandra Zuromski grievance)
- *AFT vs. VCCCD* (PERB Case No. LA-CE4082) (Ventura College Sheriff Academy)
- *Dow vs. VCCCD*
- *Matsui vs. VCCCD*
- *Talili vs. VCCCD*
- *Beard vs. VCCCD*
- *Cantu vs. VCCCD*
- *Goldberg vs. VCCCD*

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 7:17 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

Cheryl Shearer led the pledge to the flag.

CLOSED SESSION REPORT

There was no Closed Session report.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

The Board acknowledged Art Hernandez, the newly elected trustee of the Ventura County Community College District.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Human Resources

- 5.3 **Approval of VCCCD-AFT Side Letter Agreement** and
- 5.4 **Approval of VCCCD-AFT Side Letter Agreement** were pulled from the agenda.

Business Services

- 6.3 **Purchase Orders**
 - 6.3.1 **Approval/Ratification of Board Purchase Order Report #4 (FY2000-2001)** was revised to include additional purchase orders.
- 6.4 **Award of Bids**
 - 6.4.2 **Award of Bid to Lowest Responsible Bidder for Project #19370: Replacement of Cooling Towers in the Applied Arts Building at Moorpark College.** This item was revised to indicate that the bid opening was held and to include the bid tabulation.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

There were no requests to speak.

Consent Calendar Items

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

Approval of Minutes

- 2.1 **Action to Approve Minutes of the Regular Meeting of the Board of Trustees for October 10, 2000** was approved.

Student Learning

- 3.1 **Course Approvals: New, Revised, and Deleted Courses: Moorpark College** were approved.

Human Resources

5.1 **Establishment/Elimination of Positions**

- 5.1.1 **Establishment of Position – Moorpark College** was approved to establish the classified position of Instructional Lab Tech II/Nursing, PCN #MCU387, effective November 15, 2000.
- 5.1.2 **Establishment of Position – Moorpark College** was approved to establish the classified position of Business Office Assistant I, 10 mos., PCN #MCU386, effective November 15, 2000.
- 5.1.3 **Establishment of Position – Oxnard College** was approved to establish the classified position of Administrative Assistant II, 75%, PCN #XCU273, effective November 15, 2000.
- 5.1.4 **Establishment of Position – Oxnard College** was approved to establish the classified position of Clerical Assistant I, 45%, 10 mos., PCN #XCU274, effective November 15, 2000.
- 5.1.5 **Abolishment of Position – Oxnard College**
Establishment of Position – Oxnard College was approved to abolish the classified position of Food Services Assistant I, 75%, PCN #XCU056 and to establish the classified position of Food Services Assistant II, 47.5%, PCN #XCU275, effective November 15, 2000.
- 5.1.6 **Increase of Classified Position – Oxnard College** was approved to increase the Accounting Clerk I classified position from 40% to 75%, PCN #XCU242, effective November 15, 2000.
- 5.1.7 **Establishment of Position – Ventura College** was approved to establish a full-time, non-tenure track academic position of Multimedia Project Coordinator, PCN #VFN323, effective November 15, 2000.
- 5.1.8 **Establishment of Position – Ventura College** was approved to establish the classified position of Clerical Assistant I, 48.75%, 11 mos., PCN #VCU415, effective November 15, 2000.
- 5.1.9 **Establishment of Position – Ventura College** was approved to establish the classified position of Student Health Center Assistant, 47.5%, PCN #VCU417, effective November 15, 2000.

5.1.10 Establishment of Position – Ventura College was approved to establish the classified position of Administrative Assistant II, PCN #VCU416, effective November 15, 2000.

5.1.11 Abolishment of Position – Ventura College

Establishment of Position – Ventura College was approved to abolish the classified position of Clerical Assistant II, PCN #VCU242, 45%, and to establish the classified position of Office Assistant, PCN #FCU004, 45%, effective November 15, 2000.

5.1.12 Increase of Assignment for Full-Time Academic Manager – Ventura College was approved to increase the number of months assigned to the management position of Dean/Liberal Arts and Learning Resources, from 11 months to 12 months, effective July 1, 2001.

5.1.13 Abolishment of Position – District Service Center

Establishment of Position – District Service Center was approved to abolish the classified position of Senior Budget Analyst, PCN #DCC042, and to establish the classified position of District Budget Officer, PCN #DSC056, effective November 15, 2000.

5.2 Academic Actions

5.2.1 Acceptance of Resignation/Retirement of Full-Time Academic Personnel – Oxnard College was approved to accept the retirement of Ellen L. Young, a full-time Coordinator/Disabled Students Programs & Services, effective February 5, 2001.

Business Services

6.2 Checks

6.2.1 Ratification of Accounts Payable and Payroll for the Period of September 21, 2000 – October 25, 2000 was approved to ratify Accounts Payable and Payroll for the period of September 21, 2000 – October 25, 2000.

6.3 Purchase Orders

6.3.2 Approval/Ratification of Board Purchase Order Report #4 (FY 2000 - 2001) was granted to ratify Board Purchase Order Report #4 for September 21, 2000 – October 30, 2000.

6.4 Award of Bids

6.4.1 Rejection of Bids for Project #19370: Replacement of Cooling Towers in the Applied Arts Building at Moorpark College was approved to reject all bids for Project #19370: Replacement of Cooling Towers in the Applied Arts Building at Moorpark College, which bid on August 21, 2000.

- 6.4.2 Award of Bid to Lowest Responsible Bidder for Project #19370: Replacement of Cooling Towers in the Applied Arts Building at Moorpark College** was approved 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.
- 6.4.3 Award of Bid to Lowest Responsible Bidder(s) for Project #82144: Asphalt and Slurry (District-Wide)** was approved to authorize management to execute the contract with the lowest responsible bidder(s) for Project #82144: Asphalt and Slurry (District-Wide)
- 6.5 Budget Amendments**
- 6.5.1 Approval of Contract/Grant Amendments** was granted to accept amendments to existing contracts/grants contained in the 2000/2001 Adoption Budget.
- 6.6 Budget Transfers**
- 6.6.1 Monthly Budget Transfer Summary** was approved to ratify the monthly budget transfer summary for the month ending September 30, 2000, for the General Fund-Unrestricted and General Fund-Restricted.
- 6.7 Contracts**
- 6.7.1 Approval of 2000-2001 Grants – General Fund Restricted General Fund Unrestricted-Designated** was granted to accept new grants for the FY 2000/2001.
- 6.7.2 Acceptance of Completion for Project #19373: Replacement of Plumbing Fixtures and Piping in the Gym at Moorpark College** was granted to accept the completion of Project #19373: Replacement of Plumbing Fixtures and Piping in the Gym at Moorpark College.
- 6.7.3 Acceptance of Completion for Project #29352: Replace Storm Drain at the LRC Building at Oxnard College** was granted to accept the completion of Project # 29352: Replace Storm Drain – LRC Building at Oxnard College.
- 6.7.4 Acceptance of Completion for Project #29377: Repair Roof Penetration at the LRC Building at Oxnard College** was granted to accept the completion for Project # 29377: Repair of Roof Penetration at Oxnard College.
- 6.7.5 Approval of Change Order #1 for Project #19080: HSS Building Renovation (FEMA) Project at Moorpark College** was granted to approve change order #1 in the amount of \$12,527.00 for Project #19080: HSS Building Renovation (FEMA) Project at Moorpark College.

Trustees/Chancellor

- 7.1 **Action to Approve Governing Board Member Absence.** No absences were reported.
- 7.2 **Approval of Date, Time and Location for the Annual Organizational Meeting** was granted to establish December 5, 2000, at 7:00 p.m. in the Cowan Conference Center - Ventura Room as the date, time, and place for the annual organizational meeting.
- 7.3 **Appointment to Student Trustee Committee** was granted to approve the recommendations for appointment to the Student Trustee Committee to evaluate the policy and procedures related to the student trustee.
- 7.4 **Proposed Revision to Board Policy Manual Section Appendix E.X., Conflict of Interest Code** was granted for second reading and approval the revision to Board Policy Manual Section E.X., Conflict of Interest Code, Exhibit A.1, to include new/updated job titles.
- 7.5 **Proposed Addition to Board Policy Manual, Section J “District Wellness Policy”:** **Subsection J.13 “Policy on Bloodborne Pathogen Exposure Control”** was granted for second reading and approval the proposed addition to Board Policy Manual Section J (District Wellness Policy), Subsection J.13 (Policy on Bloodborne Pathogen Exposure Control) and attendant materials to incorporate the proposed Bloodborne Pathogen Exposure Control Program into the Policy Manual.

Action Items

Human Resources

- 5.7 **Appointment of Personnel Commissioner** was moved by Trustee Nagel, seconded by Trustee Gonzales, and carried on a unanimous vote, to forward the name of James L. King to the State Chancellor to fill the vacancy on the Personnel Commission. (Lawson - yes)

Gregory Cross, SEIU expressed his concerns about the subcommittee recommendations because of the process that was used. Trustee Nagel gave a brief report on the October 9 and November 13 Personnel Commission Subcommittee meetings.

There was a brief discussion by the Board regarding the process to be used in the interviews.

The following individuals were interviewed:

- Robert G. Hilgerman
- Mary M. Howard
- Lawrence O. Kennedy
- James L. King
- Edward B. Vega

Trustee Tallman expressed his concerns regarding affirmative action.

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

6.5 Budget Amendments

6.5.2 Approval of Telecommunications Technology Infrastructure Certification of Conditions and Related Budget Amendment was moved by Trustee Nagel, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the submission of the Telecommunications Technology Infrastructure Certification of Conditions and related Budget amendment for Moorpark College, Oxnard College, Ventura College and the District Service Center. This certification is required for release of funding from the State Chancellor's Office for the telecommunication technologies to meet Internet connectivity requirements, interactive teleconferencing, library automation, technology training, and infrastructure upgrades. (Lawson - yes)

There was a brief discussion regarding the undecided Staff Position by the Ventura College Academic Senate. President Calderon explained the process that was used to review this item.

6.7 Contracts

6.7.6 Approval of Contract for Kruger Bensen Ziemer Architects for the District Wide Architectural Barrier Removal Program – Phase 1B was moved by Trustee Nagel, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve a contract for Kruger Bensen Ziemer Architects for architectural services for the District Wide – Architectural Barrier Removal Program – Phase 1B. (Lawson - yes)

Reports

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**

Anabelle Marquez commented on the *Harvest Festival* and *Toys for Tots* activities at Oxnard College. She announced that Chris Fielder is the student board representative to CalSacc for Region 6.

Jorge Pongo, reported on the *Random Acts of Kindness* event, the *Associated Students Talent Show* and the *Relay for Life* Walk. He commented on the campus escort program and the campus high school.

Jose Leon reported on *Club Day*, the International Students Thanksgiving meal, *Dia de los Zapatistas*, *Quanza*, and the *Gala* events scheduled at Ventura College. He commented on the Town Hall style meeting with campus police and students.

Student Trustee Lawson reported that the ASB presidents were scheduled to meet with campus police representatives. Ms. Lawson indicated that she is still working on common course numbering.

- **Academic Senate representatives**

Carmen Guerrero-Calderón congratulated Art Hernandez for his recent election to the Board of Trustees, Chief Gonzales for his reelection to the Board, and Dr. Arvizu for recent election as Chair of the Governing Board of the Hispanic Association of Colleges and Universities (HACU). Ms. Guerrero-Calderón announced that the *Geography Bowl* is scheduled for November 18. She expressed her concerns regarding the reassignment of campus police.

Lydia Cosentino welcomed Art Hernandez. She commented on the TAG agreement and expressed her concerns about the GPA required and the effect on student access. Ms. Cosentino stated that the Ventura College Academic Senate election of officers would be in the fall.

Charlene Arnold welcomed Art Hernandez. She reported that the Moorpark College Dance Program was the host performing company for the statewide Academic Senate of the California Community Colleges fall plenary session in October. She commented that a student representative was added to the Moorpark College Hiring Priorities Committee. Ms. Arnold thanked Dr. Walker for providing additional scholarship funds from the Moorpark College Foundation.

- **Personnel Commission representative**

Patricia Parham welcomed Art Hernandez. She updated the Board on the Office of the Personnel Commission. Ms. Parham indicated that she would have a reception for Ms. Harison thanking her for her service on the Personnel Commission.

- **College Management Association representative** – Patricia Parham reported that the CMA committee was reviewing the Managers' Policy and Operations Manual.

CHANCELLOR'S REPORT

- **Update on Board Policy Manual Revision Process**
 - Chancellor Westin gave a brief update on the Board Policy Manual revision process. He indicated that Steve Pollock and Deborah Ventura would make a presentation at the next meeting.
- **Emergency Exemption for STRS - Oxnard College**
 - **Vice President, College Services**
Chancellor Westin reported on the emergency exemption for STRS for Gene Farrell who is the Interim Vice President, College Services, at Oxnard College.
- **Presidents' Reports**
 - Dr. Arvizu reported on the accreditation site visit at Oxnard College on November 9 and announced that there was a positive exit interview. He said that Oxnard College is actively searching for 4 Deans and a Vice President of College Services. He announced that Oxnard College student Gabriela Gutierrez was recognized as the "Student of the Year" for 2000 by the California Association of Postsecondary Educators of the Disabled (CAPED) and that Ellen Young, Oxnard College Educational Assistance Center Director, was selected as president of the CAPED organization.
 - Dr. Walker congratulated Art Hernandez and welcomed Jorge Pongo. He introduced Jeannie Bailey, Moorpark College Public Information officer and acknowledged her work. Dr. Walker reported on the semi-annual media breakfast on November 16 and indicated that Pat Kistler, Director of Governmental and Public Affairs, will speak on district-wide enrollment trends and marketing plans. He commented on *Into the Woods*, a play at Moorpark College directed by Marilyn Anderson.
 - Larry Calderón indicated that the Ventura College presentation was delayed until next month. He announced that Corey Cerovsek and the Rossetti String Quartet would play in a benefit holiday performance on December 2. Dr. Calderón reported on the Cuba trip and said that during another trip sponsored by UC Davis, Tom O'Neill became ill and was hospitalized in Cuba. He invited the Board to the Ventura College 75th Anniversary Gala on December 1.
 - **College Presentation – Ventura College** was postponed until December.
- **Deputy Chancellor's Report**
 - Michael Gregoryk reported on the collegial process for the review of Budget Allocation Model.

- **Vice Chancellor's Report**
 - Irene Pinkard acknowledged Robert Gonzales for his re-election to the Board of Trustees and Art Hernandez for his election to the Board of Trustees. She reported on a STRS benefits workshop, a chart for the hiring process, and the expanded sources for the community college registry. Dr. Pinkard announced that in January the Human Resources Department would send out a quarterly newsletter.

First Reading Items

- **Board of Trustees 2001 Schedule of Meetings** was accepted for Second Reading.
 - Carmen Guerrero-Calderón commented on the schedule of meetings and asked the Board to avoid rescheduling meetings. She inquired about the Board Retreat and suggested that the Board discuss their goals at the Retreat and include in those goals the buildout of Oxnard College.
 - It was decided to change the June 5th meeting to June 12th and to include the Board Retreat on March 24th.
- **Proposed Revision to Board Policy Manual Section E.12: Evaluation of Chancellor** was accepted for Second Reading.
 - Chancellor Westin reported on the meetings held to solve an issue relative to grants and contracts and economic development. He reported that during the Contracts and Grants meeting it was agreed that a category called professional expert would be used for temporary positions that are not in the classified bargaining unit or AFT.

Trustee Nagel left the dais at 9:26 p.m. and returned at 9:30 a.m.

- **Course Approvals: New, Revised, and Deleted Courses – Moorpark and Oxnard Colleges** were accepted for Second Reading.
- **Proposed Adoption of a Ventura County Community College District Plan for Cooperative Work Experience Education** was accepted for Second Reading.
- **Proposed Adoption of a Transfer Admission Guarantee (TAG) Agreement between California State University Channel Islands and the Ventura County Community College District** was accepted for Second Reading.

Chancellor Westin pointed out the importance of this agreement. Dennis Cabral explained the process that was used to develop the agreement.

Trustee Issues

- **Governing Board Subcommittee Reports**
 - Trustee Nagel reported on the October 31 Construction Subcommittee meeting. He indicated that the subcommittee would meet with members of the Board of Education regarding the Camarillo Facilities Master Plan.
 - **Trustee Issues**
 - President Jacobs thanked Trustees Gonzales and Nagel for their work on the Personnel Commission Subcommittee
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PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

- **Student and Staff Issues**
 - Lorraine Rodriguez, Oxnard College student, a group of Oxnard College International Students, and Ralph Smith, Counselor addressed the Board regarding the reassignment of a police officer at Oxnard College.

ADJOURNMENT

At 9:50 p.m., it was moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote, to adjourn the meeting. (Lawson – yes)