

Board of Trustees Ventura County Community College District

MINUTES FOR THE MEETING OF MAY 1, 2001

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, May 1, 2001, in the Cowan Conference Center, Ventura Room, Camarillo, California.

Roll Call

Board Members Present:

Robert S. Gonzales, President
Norman J. Nagel, Vice-President
Arturo D. Hernández
Allan W. Jacobs
John D. Tallman

Absent:

Becky Lawson, Student Trustee (Excused)

Management Present:

Philip Westin, Chancellor
Michael Gregoryk, Deputy Chancellor and Interim President, Oxnard College
Marion Boenheim, Vice Chancellor, Human Resources
Gene Farrell, Acting Vice-Chancellor, Administrative Services
James Walker, President, Moorpark College
Larry Calderón, President, Ventura College
Dennis Cabral, Associate Vice Chancellor, Student Learning
Jack Lipton, General Counsel
Vic Belinski, Associate Vice Chancellor, Information Technology
Patricia Kistler, Director of Governmental and Public Affairs
Harry Culotta, Director, College Budgets, Oxnard College
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
Mary Jones, Oxnard College Academic Senate President
Lydia Cosentino, Ventura College Academic Senate President
Jorge Pongo, Moorpark College Associated Student Body Representative
Jose Leon, Ventura College Associated Student Government President
Larry Miller, AFT President
Ray Centeno, SEIU

CALL TO ORDER

President Gonzales called the meeting to order in the Cowan Conference Center, Ventura Room, at 5:05 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 5:07 p.m. in the Cowan Conference Center, Ojai Room, to address the following items.

Chancellor's Report on Public Employee Performance Discipline/Evaluation

Employer/Employee Relations

- AFT
- SEIU
- CMA

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

- *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, Muñoz, Carrasco, and Suel vs. VCCCD (PERB unfair practice charge)*
- *Muñoz vs. VCCCD (DFEH)*
- *Muñoz vs. VCCCD (EEOC)*
- *Cantu vs. VCCCD*
- *Beard vs. VCCCD*
- *Gallardo vs. VCCCD*
- *Herrera vs. VCCCD*
- *Kraige vs. VCCCD*
- *Gaspero vs. VCCCD*

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

RECONVENE IN OPEN SESSION

President Gonzales reconvened the meeting in Open Session at 7:20 p.m. in the Cowan Conference Center, Ventura Room, with Student Trustee Lawson absent.

PLEDGE TO THE FLAG

Eileen Welser led the pledge to the flag.

CLOSED SESSION REPORT

Chancellor Westin read the following Closed Session report:

In the case of *Paula Muñoz vs. VCCCD*, Equal Opportunity Commission Case No. 34012127, filed on April 12, 2001, the Board took no action because the EEOC dismissed the case on April 26, 2001.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

Elizabeth Amador, Assemblyman Strickland's Office, presented to Michael Gregoryk, who accepted on behalf of Oxnard College, a *Certificate of Recognition* in honor of the groundbreaking of the Community/Student Services Center.

Trustee Nagel presented to Michael Gregoryk, who accepted on behalf of Oxnard College, a *Certificate of Recognition* from Hannah Beth Jackson's Office in recognition of the Community/Student Services Center, which facilitates "an important link between student body and community."

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Student Learning

- 4.3 Annual Partnership for Excellence Local Investment Survey 2000 – Moorpark, Oxnard, and Ventura Colleges** was pulled from the agenda.

Human Resources

- 5.1 Establishment/Abolishment of Positions**
 - 5.1.2 Abolishment of Position – Oxnard College.** This item was revised to change the effective date to May 30, 2001.

Business Services

- 6.3 Purchase Orders**
 - 6.3.1 Approval/Ratification of Board Purchase Order Report #10 (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 #29398: Fire Technology Restroom Building for Oxnard College was revised to award the bid to Profile Structures, the lowest responsible bidder.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Larry Miller expressed his concerns about a newspaper article regarding the proposed 4/40 work week for Summer 2001.

Consent Calendar Items

It was moved by Trustee Nagel, seconded by Trustee Hernández, 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 3, 2001 was granted.

Student Learning

3.1 Course Approvals: New and Revised Courses – Oxnard and Ventura Colleges were approved.

4.1 Spring 2001 Candidates for Associate Degree at Moorpark, Oxnard, and Ventura Colleges were accepted.

4.2 Spring 2001 Candidates for Certificates of Achievement at Moorpark, Oxnard, and Ventura Colleges were accepted.

4.3 Annual Partnership for Excellence Local Investment Survey 2000 – Moorpark, Oxnard, and Ventura Colleges was pulled from the agenda.

4.4 Destruction of Student Records – Ventura College was granted to destroy unneeded CAPP forms, which are forms used by students for assessment testing. The CAPP forms to be destroyed are dated January – December, 1995, Class III – Disposable, Ventura College.

Human Resources

5.1 Establishment/Abolishment of Positions

- 5.1.1 Establishment of Position – Oxnard College** was approved to establish a full-time tenure track academic position of Instructor in Political Science, PCN #XFT239, Oxnard College, effective Fall 2001.
- 5.1.2 Abolishment of Position – Oxnard College** was approved to abolish a classified position of Instructional Assistant, Disabled Students, PCN #XCU074, Oxnard College, effective May 30, 2001.
- 5.1.3 Increase of Position – Oxnard College** was approved to increase a classified position of Administrative Assistant II, from 75% to 100%, PCN #XCU273, Oxnard College Economic Development, effective May 2, 2001.
- 5.1.4 Increase of Position – Ventura College** was approved to increase a classified position of Food Services Assistant I, from 10 mos. to 12 mos., PCN #VCU080, Ventura College Food Services, effective May 2, 2001.

5.2 Academic Actions

- 5.2.1 Granting of Sick Leave Days from Established Sick Leave Pool for full-time Academic Employee – Ventura College** was approved to grant four (4) half-pay sick leave days from the sick leave pool to Dr. Joseph Robinson, a full-time Instructor in Psychology at Ventura College.
- 5.2.2 Request for Long-term Leave of Absence Without Pay – Full-time Academic Employee – Moorpark College** was granted to approve the request of Dr. Tracy Tennenhouse, a full-time English Instructor at Moorpark College for a leave of absence without pay effective August 14, 2001, through December 19, 2001.
- 5.2.3 Request for Long-term Leave of Absence Without Pay – Full-time Academic Employee – Oxnard College** was granted to Dr. Lorraine Buckley, a full-time Biology Instructor at Oxnard College for a leave of absence without pay for the 2001-2002 academic year.

Business Services

6.2 Checks

- 6.2.1 Ratification of Accounts Payable and Payroll for the Period of March 10, 2001 – April 10, 2001** was approved.

6.3 Purchase Orders

- 6.3.1 Approval/Ratification of Board Purchase Order Report #10 (FY 2000 – 2001)** was granted for the period March 13, 2001 – April 13, 2001.

- 6.4 Award of Bids**
- 6.4.1 Authorize Chancellor to Award Bid to Lowest Responsible Bidder for Project #39065: Math/Science – Secondary Effects (reflective ceilings and chemical storage ventilation) at Ventura College** was granted to authorize the Chancellor to award the bid to the lowest responsible bidder for Project #39065: Math/Science – Secondary Effects (Reflective Ceilings and Chemical Storage Ventilation) at Ventura College.
- 6.4.2 Award of Bid to Lowest Responsible Bidder for Project #29398: Fire Technology Restroom Building for Oxnard College** was granted to award the bid to Profile Structures, the lowest responsible bidder and to authorize management to execute the contract for Project #29398: Fire Technology Restroom Building for Oxnard College.
- 6.4.3 Authorize Chancellor to Award Bid to Lowest Responsible Bidder for Project #39073: Cadaver Room Ventilation at Ventura College** was granted to authorize the Chancellor to award the bid to the lowest responsible bidder for Project #39073: Cadaver Room Ventilation at Ventura College.
- 6.4.4 Award of Bid #189, Purchase and Installation Audio Visual Equipment, Moorpark College** was granted to approve/ratify Bid #189, Purchase and Installation Audio Visual Equipment, Moorpark College.
- 6.5 Budget Amendments**
- 6.5.1 Budget Amendment General Fund – Unrestricted Oxnard College** was approved to amend the General Fund – Unrestricted budget for Oxnard College.
- 6.5.2 Approval of Contract/Grant and Categorical Amendments – General Fund Restricted** was granted to accept amendments to existing contracts, grants and categorical programs for FY 2000-2001.
- 6.6 Budget Transfers**
- 6.6.1 Monthly Budget Transfer Summary** was approved to ratify the monthly budget transfer summary for the month ending March 31, 2001, for the General Fund-Unrestricted and General Fund-Restricted.
- 6.7 Contracts**
- 6.7.1 Acceptance of Completion for Project #29389: Re-roof of the Dental Hygiene Building at Oxnard College (Emergency Project)** was approved to accept completion for Project #29389: Re-roof of the Dental Hygiene building at Oxnard College (Emergency Project).
- 6.7.2 Acceptance of Completion for Project #19082: Math/Science – Secondary Effects/FEMA at Moorpark College** was approved to accept completion for Project #19082: Math/Science – Secondary Effects/FEMA at Moorpark College.
- 6.7.3 Approval of New 2000-2001 Contracts/Grants – General Fund Restricted** was approved to accept a new contract and amendment to the General Fund Restricted budget as presented.

Trustees/Chancellor

- 7.1 **Action to Approve Governing Board Member Absence.** No absences were reported.
- 7.2 **Reconfirmation of Student Trustee's Powers** was approved to reconfirm the Student Trustee's powers to make and second motions and to receive compensation per Section A.g.8 of the Board Policy Manual.

End Consent Calendar

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

Human Resources

- 5.3 **Ratification of VCCCD-SEIU Side Letter of Agreement on 4/40 Workweek for Summer 2001** was moved by Trustee Jacobs, seconded by Trustee Tallman, and carried on a unanimous vote, to grant the normal full-time workweek for classified employees covered by this Agreement to be changed on a temporary basis for the eleven-week period of May 21, 2001, to August 3, 2001. (Lawson - absent)

The Board expressed their support for this item and there was a brief discussion regarding the modified workweek. Chancellor Westin pointed out that a Side Letter Agreement would also be negotiated with AFT.

Business Services

- 6.8 **Other**
 - 6.8.1 **Acceptance of the Five-Year Capital Construction Plan** was moved by Trustee Jacobs, seconded by Trustee Tallman, and carried on a unanimous vote, to accept the District's Five-Year Capital Construction Plan. (Lawson - absent)
- Gil Putnam gave a brief overview of the plan. There was a brief discussion regarding partnerships with the community.

Action Items

Business Services

1. **Acceptance of Gifts (6.1.1)** was moved by Trustee Nagel, seconded by Trustee Tallman, and carried on a unanimous vote, to accept the following gifts. (Lawson - absent)

The following items have been donated to the Oxnard College Foundation.

8' X 20' Used Storage Container

8' X 40' Used Storage Container

Donated by: Diesel Equipment Company
1565 Callens Rd., Ste. D
Ventura, California 93003

The items will be used in the Automotive Technology Program.

Trustee Hernández acknowledged the gifts donated to the Oxnard College Foundation from Diesel Equipment Company.

2. **2001-2002 Budget Assumptions (6.8.2)** was moved by Trustee Jacobs, seconded by Trustee Nagel, and carried on a unanimous vote, to approve the 2001-2002 Budget Assumptions. (Lawson - absent)

Chancellor Westin and Gene Farrell gave an overview of the budget assumptions. There was a brief discussion regarding the funding of increased energy costs.

End of Board Actions

Reports

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**
 - Jorge Pongo commented on *Moorpark College Night*, the CalSACC Conference, upcoming events at Moorpark College, and announced that Sally Ponce-O'Rourke was chosen as *Teacher of the Year*. He indicated that the Associated Student Government would continue the coffee and scantrons program during finals. Mr. Pongo thanked the Board for the opportunity to serve as student government representative. President Gonzales thanked Mr. Pongo on behalf of the Board.
 - Jose Leon commented on the *Music Fair* and graduation at Ventura College. He announced that Fenix Pleitez was elected the president of the Associated Student Government. He thanked the Board for the opportunity to serve as student government representative. President Gonzales thanked Mr. Leon on behalf of the Board.

- **Academic Senate representatives**
 - Mary Jones thanked the Board and Chancellor Westin for attending the groundbreaking ceremony at Oxnard College. Ms. Jones announced that Albert Mendez was the new Associated Student Government president and said that one of the goals of the academic senate is to have a closer relationship with the student government. She commented on the *Awards Banquet* and graduation at Oxnard College.
 - Charlene Arnold commented on her trip to the state plenary session. She invited the Board to the Faculty/Staff lunch. Ms. Arnold acknowledged the student government, the Forensics Team, and Sally Ponce O'Rourke.
 - Lydia Cosentino acknowledged Jose Leon for his work as the Associated Student Government president. She asked for permission to show a presentation given to the Ventura College Academic Senate on faculty needs at Ventura College, and the Board requested that she submit this information to Larry Calderón. Ms. Cosentino indicated that Dr. Jacobs and Mr. Hernández are invited to the next academic senate meeting. She reported on the academic senate election and said that the results would be available on Wednesday.
- **Personnel Commission representative**
 - Patricia Parham presented to the Board the Personnel Commission *Annual Report, 1999-2000*. Ms. Parham gave a brief overview of the Personnel Commission Budget and indicated that a Public Hearing would be held.

CHANCELLOR'S REPORT

Chancellor Westin informed the Board that Becky Lawson had a family emergency. Dr. Westin updated the Board on redistricting and it was decided that Trustees Hernández and Tallman would work with staff to provide recommendations to the Board.

- **Presidents' Reports**
 - James Walker commented on an article in the *Ventura County Star* regarding Mike Madrid, Glen Becerra, and Lance Lewis. Dr. Walker distributed the May/June edition of the *Campus Voice* and commented on a 15-week series of courses at Moorpark College. He indicated that Dr. Peddie, EATM instructor, gave a lecture on elephants and said that Connie Bosso, Executive Assistant to the President, rode the elephant through campus.
 - Michael Gregoryk reported on the groundbreaking ceremony at Oxnard College. He thanked the Board of Trustees and Dr. Westin for attending the ceremony. Mr. Gregoryk gave a brief update on activities at Oxnard College.
 - **Presentation - Ventura College**
 - **Development of East Campus.** Larry Calderón provided a brief overview of the program at the East Campus and introduced members of the faculty and staff. Sandra Avalos presented a video prepared by George Sandoval and gave a brief outline of a proposed grant, in conjunction with Oxnard College. Joan Smith explained the programs at the center.

- Larry Calderón provided an update on the Braille Transcription Grant at Ventura College. He announced that the Academic Senate for California Community Colleges, with the support from the Foundation for California Community Colleges, recognized Ola Washington for her commitment to serving students of diverse backgrounds and interests.
- **Vice Chancellor's Report**
 - Marion Boenheim congratulated Jorge Pongo, Jose Leon and Lydia Cosentino.
- **Governmental and Public Affairs Report**
 - Patricia Kistler reported on *Capitol* Days hosted by the CCLC in Sacramento and the Community Colleges of Ventura County ad campaign.

Trustee Tallman asked the Board to reconsider Action Item 7.1.

- 7.1 Action to Approve Governing Board Member Absence.** It was moved by Trustee Tallman, seconded by Trustee Nagel, and carried on a unanimous vote, to amend Action Item 7.1 to approve Becky Lawson's absence.

First Reading Items

- **Course Approvals: New and Revised Courses – Moorpark and Ventura Colleges and New Degree at Moorpark College** was accepted for Second Reading.
- **Proposed Revision to Board Policy Manual Section D.11 - Budget** was accepted for Second Reading.

Chancellor Westin gave an overview of the Board Policy Manual revision and commented on the proposed reserve. There was a brief discussion regarding this item and the Board suggested some changes in the wording.

Trustee Issues

- **Governing Board Subcommittee Reports**
Trustee Nagel reported on the April 17 Construction Projects Subcommittee meeting. He commented on the Five Year Construction Plan, energy conservation, and bid limit on projects. Trustee Tallman acknowledged the Board Construction Subcommittee for their efforts.
- **Trustee Issues**
 - Trustee Hernández acknowledged Michael Gregoryk, Mary Jones and the Oxnard College staff for their efforts in organizing the groundbreaking ceremony.

There was a brief discussion regarding the following upcoming events.

- **Events**
 - **Moorpark College**
 - **May 17** - Moorpark College Graduation (5 p.m.)
 - **Oxnard College**
 - **May 16** - Oxnard College Graduation (4 p.m.)
 - **May 17** - Oxnard College Certificate Ceremony (6 p.m.)
 - **Ventura College**
 - **May 17** - Ventura College Graduation (1:30 p.m.)
 - **District Service Center**
 - **May 4** - Community Colleges of Ventura County *Golf Classic*
-

PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

- **Community Issues**
 - Martin Jones addressed the Board regarding Oxnard College, College Park, and the Pacific Suns.
 - Eric Deardorff expressed his concerns about funding at Oxnard and Ventura Colleges.

ADJOURNMENT

At 9:56 p.m., it was moved by Trustee Tallman, seconded by Trustee Nagel, and carried on a unanimous vote, to adjourn the meeting. (Lawson – absent)