

Board of Trustees Ventura County Community College District

MINUTES FOR THE ANNUAL ORGANIZATIONAL MEETING OF DECEMBER 11, 2001

The Annual Organizational Meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, December 11, 2001, in the Cowan Conference Center, Ventura Room, Camarillo, California.

Roll Call

Board Members Present:

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

Absent:

John D. Tallman

Management Present:

Philip Westin, Chancellor
John Matulich, Interim Vice Chancellor, Human Resources
James Walker, President, Moorpark College
Anthony Tricoli, Executive Vice President, Student Learning, for Tom Harris, Jr., Interim President, Oxnard College
Ron Dyste, Executive Vice President, Student Learning for Larry Calderón, President, Ventura College
Eva Conrad, Executive Vice President, Student Learning, Moorpark College
Jack Lipton, General Counsel
Vic Belinski, Associate Vice Chancellor, Information Technology
Susan Johnson, Assistant Vice Chancellor, Business Services and Financial Management
Patricia Kistler, Director of Governmental and Public Affairs
Carolyn Inouye, Director, Institutional Research
Harry Culotta, Director, College Budgets, Oxnard College

Faculty/Staff/Student Representatives:

Stephen Doyle, Vice-President for Charlene Arnold, Moorpark College Academic Senate President
Mary Jones, Oxnard College Academic Senate President
Lissette Sotelo, Director of External Affairs, Moorpark College
Sarah McCarthy, CalSACC Representative, Ventura College Associated Student Government
Albert Mendez, President, Oxnard College Associated Student Government
Susan Brent, Classified Supervisors' Representative

CALL TO ORDER

President Gonzales called the meeting to order in the Cowan Conference Center, Ventura Room, at

Revision Date: January 30, 2002

5:17 p.m. with Trustee Tallman is 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 5:20 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)*]

- *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)*
- *Muñoz vs. VCCCD (Superior Court)*
- *Muñoz vs. VCCCD (PERB)*
- *Muñoz vs. VCCCD (DFEH)*
- *AFT vs. VCCCD (Ventura County Sheriff Academy)*
- *AFT vs. VCCCD (del Aguila)*
- *Carrasco vs. VCCCD (EEOC)*
- *Carrasco vs. VCCCD (Unemployment Insurance Appeals Board)*
- *Suel vs. VCCCD*
- *Hilton vs. VCCCD*
- *Herrera vs. VCCCD*
- *Castillo vs. VCCCD*
- *Donaldson vs. VCCCD*
- *Goldberg vs. VCCCD*
- *Matsui vs. VCCCD*
- *Reeves vs. VCCCD*
- *Hosseini vs. VCCCD*

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

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

Public Employee Evaluation

- **Chancellor**

RECONVENE IN OPEN SESSION

President Gonzales reconvened the meeting in Open Session at 7:15 p.m. in the Cowan Conference Center – Ventura Room with Trustee Tallman absent.

PLEDGE TO THE FLAG

Trustee Nagel led the pledge to the flag.

CLOSED SESSION REPORT

Chancellor Westin read the following Closed Session report:

In the case of Marian Carrasco vs. Ventura County Community College District, Unemployment Insurance Appeals Board Case No. 593209, the Board voted 4-0, with Trustee Tallman absent, to approve the District filing an appeal.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Chancellor Westin read the following changes to the agenda:

6.3 Purchase Orders

6.3.1 Approval/Ratification of Board Purchase Order Report #7. This item was revised to include additional purchase orders.

6.8 Other

6.7.2 Award of Bid to the Lowest Responsible Bidder for Project #39066: Learning Resource Center at Ventura College. This item was pulled from the agenda.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

There were no requests to speak.

Board Actions

Trustees/Chancellor

- 7.1 Election of President of the Board of Trustees** was moved by Trustee Jacobs, seconded by Trustee Hernández, and carried on a unanimous vote, with Trustee Tallman absent, to elect Trustee Nagel as President of the Board of Trustees. (Lawson – yes)

President Nagel commented on the challenges ahead and pointed out that the bond issue was a great opportunity for the Ventura County Community College District. Trustees Jacobs and Hernández acknowledged Trustee Gonzales for his work as President of the Board of Trustees.

- **Presentation of Plaque in Recognition of Outstanding Service and Commitment to the Ventura County Community College District to the outgoing President of the Board of Trustees.** President Nagel presented the plaque to Trustee Gonzales.
- **Presentation of President's "Diamond Awards" by outgoing President of the Board of Trustees.** Trustee Gonzales presented *The Diamond Award* to the following individuals:
 - **David Breslin, Professor, Associate Librarian, Faculty Recognition**
 - **Jose Leon, Ventura College, Student Recognition**
 - **Gilbert Putnam, Director, Facility Planning & Construction, District Service Center Staff Recognition**
 - **James Walker, Ed.D. President, College Manager Recognition**
 - **Dianne Molina (posthumously), Administrative Assistant I, Classified Staff Recognition**

Dave Breslin introduced his wife, Cynthia Breslin. James Walker thanked the board and acknowledged his staff. Trustee Gonzales introduced the following members of Dianne Molina's family: Frank DeLaTorre (father), Joe Molina (husband), JoJo Molina (son), Jocelyn Molina (daughter), Frank Eric DeLaTorre (brother), and Peggy Harwood.

- 7.2 Election of Vice-President of the Board of Trustees** was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote, with Trustee Tallman absent, to elect Trustee Hernández as Vice-President of the Board of Trustees. (Lawson – yes)

Vice-President Hernández thanked the Board and commented on the upcoming bond election.

- 7.3 Appointment of Secretary to the Board of Trustees** was moved by Trustee Jacobs, seconded by Trustee Hernández, and carried on a unanimous vote, with Trustee Tallman absent, to appoint Dr. Philip Westin as Secretary to the Board of Trustees. (Lawson – yes)

- 7.4 Certification of School Board Representative to Vote in Election for Members of the County Committee on School District Organization** was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote, with Trustee Tallman absent, to select Trustee Hernández as the representative who shall have one vote for each member to be elected to the Ventura County Committee on School District Organization at its annual meeting. (Lawson – yes)

- 7.5 Board of Trustees 2002 Schedule of Meetings** was moved by Trustee Jacobs, seconded by Trustee Hernández, and carried on a unanimous vote, with Trustee Tallman absent, to approve the following 2002 Schedule of Meetings for the Board of Trustees: (Lawson – yes)
- January 29
 - February 26
 - March 26
 - April 23
 - May 28 (Location to be determined)
 - June 25
 - July 23
 - August 27
 - September 10
 - October 22
 - November 26
 - December 10

The Closed Session is scheduled for 5:00 p.m. in a conference room at the City of Camarillo and Open Session is scheduled for 7:00 p.m. in the City of Camarillo Council Chambers, unless otherwise indicated.

There was a brief discussion regarding the February 23 date for the Board Retreat and it was decided to change the date at the next Board meeting. Student Trustee Lawson pointed out that on the front page of Item 7.5, the date should be changed to 2002.

- 7.6 Review and Assignment of Board of Trustees Subcommittees and Ad Hoc Committees - Appointments to Serve for 2002** was moved by Trustee Hernández, seconded by Trustee Jacobs, and carried on a unanimous vote, with Trustee Tallman absent, to approve the assignments of the Board of Trustees subcommittees and ad hoc committee appointments to serve for 2002 as follows. (Lawson – yes)

<u>SUBCOMMITTEE</u>	<u>2002</u>
Audit	Mr. Tallman Dr. Jacobs
Legislative Program	Mr. Hernández Dr. Jacobs
Construction Projects	Chief Gonzales Dr. Nagel
Personnel Commission	Chief Gonzales Dr. Nagel

AD HOC COMMITTEE REPRESENTATION FOR 2002

<u>AD HOC COMMITTEE</u>	<u>2002</u>
Foundations	Chief Gonzales Mr. Hernández
Long-Range Planning	Dr. Nagel Dr. Jacobs
Rules, Operations & Procedures	Mr. Tallman Dr. Nagel
California State University, CI	Mr. Hernández Mr. Tallman
Technology Development	Mr. Hernández Dr. Jacobs

Consent Calendar Items

It was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote, with Trustee Tallman absent, 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 November 13, 2001** was granted.
- 2.2 Action to Approve Minutes of the Special Meeting of the Board of Trustees for December 4, 2001** was granted.

Student Learning

- 3.1 Course Approvals: New and Revised Courses – Moorpark, Oxnard, and Ventura Colleges, and Certificate Revision – Oxnard College** were approved.

Human Resources

5.1 Abolishment/Establishment/Increase of Positions

- 5.1.1 Establishment of Position – Oxnard College** was approved to establish a classified position of Tutorial Services Specialist, PCN #XCU304, Oxnard College Cal WORKS, effective December 12, 2001.
- 5.1.2 Abolishment of Position – Ventura College and Establishment of Positions – Ventura College** was approved to abolish a vacant classified position of Child Development Associate, PCN #VCU320, Ventura College, effective December 12, 2001 and to establish two classified positions of Child Development Assistant, PCN #VCU441 and PCN #VCU442, effective December 12, 2001.
- 5.1.3 Increase of Position – Oxnard College** was approved to increase a classified position of Assistant Food Services Supervisor, PCN #SCU225, Oxnard College, from 60% to 100%, effective December 12, 2001.
- 5.1.4 Increase of Position – Ventura College** was approved to the increase a classified position of Student Health Assistant, PCN #VCU417, Ventura College, from 47.5% to 100%, effective January 2, 2002.
- 5.1.5 Increase of Position – Ventura College** was approved to increase a classified position of Bookstore Cashier, PCN #VCU370, Ventura College, Bookstore from 45%, 10 months, to 100%, 12 months, effective December 12, 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 per Article 8.2(A)(6) and 8.9(C) of the VCCCD/AFT Agreement to grant an additional 45 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 Granting of Sick Leave Days from Established Sick Leave Pool for Full-time Academic Employee – Ventura College** was approved per Article 8.2(A)(6) and 8.9(C) of the VCCCD/AFT Agreement to grant 18 half-pay sick leave days from the sick leave pool to Dr. Jesus Gonzales, a full-time Instructor in English at Ventura College.
- 5.2.3 Approval of Employment Under Special Pre-Retirement Program, Section 4.13, VCCCD/AFT Agreement** was granted to employ Clara Lawson, an Instructor in Child Development at Oxnard College under the Special Pre-Retirement Program effective the 2002-2003 Academic Year.
- 5.2.4 Approval of Employment Under Special Pre-Retirement Program, Section 4.13, VCCCD/AFT Agreement** was granted to employ Deni Stevenson, an Instructor in English at Ventura College under the Special Pre-Retirement Program effective the 2002-2003 Academic Year.

Business Services

6.3 Purchase Orders

6.3.1 Approval/Ratification of Board Purchase Order Report #7 was granted for the period October 22, 2001 - November 20, 2001.

6.4 Award of Bids

6.4.1 Approval of Bid #190, Printing of Catalogs and Class Schedules for Moorpark, Oxnard and Ventura Colleges was granted.

6.5 Budget Amendments

6.5.1 Approval of Categorical Amendments - General Fund Restricted was granted to accept amendments to the 2001-2002 General Fund Restricted (State Categorical) budgets as presented.

6.5.2 Approval of Contract/Grants Amendments - General Fund Restricted was granted to accept amendments to existing contracts and grants for FY 2001-2002.

6.5.3 Approval of Budget Amendment - Child Development Fund was granted to accept an amendment to the Ventura College Child Development Fund budget as presented.

6.6 Budget Transfers

6.6.1 Monthly Budget Transfer Summary was approved to ratify the monthly budget transfer summary for the month ending October 31, 2001 for the General Fund-Unrestricted and General Fund-Restricted.

6.7 Contracts

6.7.1 Approval of New Contracts & Grants - General Fund Restricted was granted to accept a new grant and amendment to the FY 2001-2002 General Fund Restricted budget in the amounts indicated.

6.8 Other

6.8.1 Quarterly Financial Status Report, General Fund - Combined (CCFS-311Q) was approved to accept the quarterly financial status report (CCFS-311Q) for the General Fund-Combined as required by law.

6.8.2 Quarterly Report of Investments for Ventura County Community College District was approved to accept the Quarterly Report of Investments for the Ventura County Community College District.



At 7:40 p.m. the meeting was recessed to hold a brief reception in recognition of the newly elected officers, and to honor the past Board officers and the Diamond Award recipients. At 7:56 p.m. the meeting reconvened.

Action Items

Business Services

1. **Acceptance of the Audited Financial Statements for the Fiscal Year ending June 30, 2001 (6.8.3)** was moved by Trustee Jacobs, seconded by Trustee Hernández, and carried on a unanimous vote, with Trustee Tallman absent, to accept the audited financial statements for the fiscal year ending June 30, 2001. (Lawson – yes)

Trustee Jacobs gave a brief overview of the Audit Subcommittee meeting on November 28. He pointed out the positive comments and explained the discrepancies in the Audited Financial Statements. The subcommittee requested that the following items be prepared.

- Review the Audit and provide a report in the middle of the year.
- Internal audit.
- Procedures manual for policies and procedures and internal control.
- Review bookstore procedures and establish an inventory control system.
- Review cafeteria operations and report back.
- Program accountability (e.g. Ventura College Civic Center and Contract Education review and report).

2. **Second Reading: Proposed addition to Board Policy Section D.20 - Purchasing Policy to allow for issuance of Procurement Cards and authorize Chancellor to execute an Agreement with Bank of America (6.8.4)** was moved by Trustee Gonzales, seconded by Student Trustee Lawson, and carried on a unanimous vote, with Trustee Tallman absent, to approve the addition to the Board of Trustees Policy Manual Section D.20 - Purchasing Policy to allow issuance of procurement cards to District employees and to authorize the Chancellor or designee to execute an agreement with Bank of America for issuance of credit cards. (Lawson – yes)

Trustee Jacobs asked about the procurement cards and Chancellor Westin explained the process. Dr. Jacobs requested that the procurement cards be reviewed after 6 months.

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

Human Resources

- 5.3 Approval of VCCCD-AFT Side Letter Agreement** was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote, with Trustee Tallman absent, to approve the Side Letter Agreement between the Ventura County Community College District and the Ventura County Federation of College Teachers, AFT Local 1828, AFL-CIO, to add Article 3.5A(3), Work Experience. (Lawson – yes)

Trustee Jacobs acknowledged the negotiating team for their effort.

Business Services

6.2 Checks

- 6.2.1 Ratification of Accounts Payable and Payroll for the Period of October 18 - November 19, 2001** was moved by Trustee Jacobs, seconded by Trustee Hernández, and carried on a unanimous vote, with Trustee Tallman absent. (Lawson – yes)

Trustee Jacobs commented on the purchase order for the restroom facilities at Ventura College.

Trustees/Chancellor

- 7.7 Action to Approve Governing Board Member Absence** was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote, with Trustee Tallman absent, to approve the absence of John Tallman due to illness. (Lawson – yes)

Reports

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**
 - Albert Mendez reported on a student/teacher get together and said that the student government was organizing a voter registration drive.
 - Lissette Sotelo expressed her support for the bond issue. She said that the Associated Student Government is providing free coffee and hot chocolate for finals and commented on a fundraiser.
 - Sarah McCarthy commented on the barbeque to promote the Student Center Fee. She reported on a cafeteria survey, an ASG retreat, and a letter of support for the library.

- **Academic Senate representatives**

- Mary Jones announced that Oxnard College has a new Dean of Student Services, Joe Ramirez. She indicated that the Oxnard College Academic Senate was reviewing a compressed calendar and pointed out the need for remedial classes at Oxnard College.

CHANCELLOR'S REPORT

- **Presidents' Reports**
- Ron Dyste pointed out that Ventura College's Civic Center and Community Services programs were self-supporting. He commented on the retirement of Gary Johnson, the Spring Emeritus Institute, and the award that Ola Washington received from the State Academic Senate. Mr. Dyste said that the production, "Collision Course," held at the Ventura College Theater, received recognition from the Kennedy Center/American College Theater Festival Regional Competition. He invited the Board to the Ventura College Nursing Department Pinning Ceremony on December 17. Mr. Dyste commented on the Women's Basketball team, the awards banquet hosted by the Disabled Student Program, the Educational Assistance Program, and a visit from the accreditation team.
- Anthony Tricoli gave a brief overview of the fall semester. He announced that Oxnard College signed a TAG agreement with CLU. He commented on the new Dean of Student Services. Dr. Tricoli reported that the Holiday Reception was a success and said that the students decorated the holiday tree in the LRC building.
- Moorpark College Presentation
 - ❖ Eva Conrad reported on the Moorpark College Career and Student Services Center and acknowledged Victoria Bortolussi for her efforts in reviving the center. Dr. Conrad introduced Judy Gould and Margaret Tennant. They distributed booklets and gave a brief overview of the Career and Student Services Center. It was pointed out that the Associated Students donated their lounge for the center. Ms. Tennant invited the Board to participate in *Job Shadow Day* by asking a student to job shadow them. Trustee Jacobs pointed out the connection between future employment and the classroom and suggested that a list of job opportunities be posted in each classroom. Trustee Hernández encouraged involvement with the Workforce Investment Board and the Youth Council.
- **Deputy Chancellor's Report**
- **Update on FTES Projection**
 - Susan Johnson gave a brief overview of the FTES Projections for 2001-2002. Vic Belinski distributed and explained the following items: *FTES Projections for 2001-2002 as of December 10, 2001*, and *FTES Projections 2001-2002*. He thanked Carolyn Inouye, Director, Institutional Research, for her hard work.
- **Student Fee Enforcement**
 - Susan Johnson reported on student fee collection and Vic Belinski distributed and explained, "Student Fee Collection Policy, Chronology of Events – 1999/2000. There was a brief discussion regarding the cost to develop the student fee collection process. Susan Johnson commented on the decrease in the uncollected fee amount.
- **Alternate Student Identification**

- Vic Belinski reported on the current student identification process and said that the current policy at the Registrar's office was that a student could request an alternate identification number. Mr. Belinski pointed out that the current system uses the social security number as identification and indicated that the operation procedures at the colleges would have to be revised in order to provide alternate identification numbers. Trustee Jacobs asked about requests from immigration for information regarding international students. Student Trustee Lawson asked for a timeline for changing the alternate student identification numbers. Mr. Belinski will update the Board at the next meeting.
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Trustee Issues

- **Governing Board Subcommittee Reports**
 - Trustee Gonzales reported on the November 6, November 27 and November 29 Board Construction Subcommittee meetings. He gave a brief overview on the meetings regarding the bond issue to finalize the project list for the colleges.
 - **Other District Issues**
 - Chancellor Westin pointed out that the District would begin issuing paychecks for managers, supervisors, and classified staff using the Banner System and acknowledged Susan Johnson and District staff.
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PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

- **Community Issues**
 - Christopher Valenzano commented on student fees.

President Nagel announced that the Ventura Community College District Public Facilities Financing Corporation meeting would be held immediately after the Board of Trustees meeting.

ADJOURNMENT

At 9:25 p.m., it was moved by Trustee Hernández, seconded by Student Trustee Lawson, and carried on a unanimous vote, with Trustee Tallman absent, to adjourn the meeting. (Lawson - yes)