

# Board of Trustees Ventura County Community College District

<p style="text-align: center;"><b>MINUTES FOR THE MEETING OF FEBRUARY 26, 2002</b></p>
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The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, February 26, 2002, in the City of Camarillo Council Chambers, Camarillo, California.

## **Roll Call**

### **Board Members Present:**

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

### **Management Present:**

Philip Westin, Chancellor  
Michael Gregoryk, Deputy Chancellor  
John Matulich, Interim Vice Chancellor, Human Resources  
James Walker, President, Moorpark College  
Tom Harris, Jr., Interim President, Oxnard College  
Larry Calderón, President, Ventura College  
Dennis Cabral, Associate Vice Chancellor, Student Learning  
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  
Patricia Parham, Director of Personnel, Office of Personnel Commission and CMA President  
Gilbert Putnam, Director, Facilities Planning and Construction  
Carolyn Inouye, Director, Institutional Research  
Harry Culotta, Director, College Budgets, Oxnard College

### **Faculty/Staff/Student Representatives:**

Charlene Arnold, Moorpark College Academic Senate President  
Mary Jones, Oxnard College Academic Senate President  
Richard Goff, Ventura College Academic Senate President  
Lisette Sotelo, Director of External Affairs, Moorpark College  
Albert Mendez, President, Oxnard College Associated Student Government  
Susan Brent, Classified Supervisors' Representative  
Bea Herrera, AFT

**CALL TO ORDER**

President Nagel called the meeting to order in the City of Camarillo Council Chambers at 5:02 p.m. Trustee Gonzales arrived at 5:12 p.m. and Trustee Hernández arrived at 5:15 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 City of Camarillo conference 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, summer assignment)*
- *Muñoz, Suel, Carrasco, and Herrera vs. VCCCD (Ed. Code §87673)*
- *Muñoz vs. VCCCD (Superior Court)*
- *Hilton vs. VCCCD*
- *Matsui vs. VCCCD*
- *Mandras vs. VCCCD*

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

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

**Public Employee Performance Evaluation/Tenure Review**

- **Faculty Member(s)**

**Public Employee Evaluation**

- **Chancellor**

**RECONVENE IN OPEN SESSION**

President Nagel reconvened the meeting in Open Session at 7:15 p.m. in the City of Camarillo Council Chambers.

**PLEDGE TO THE FLAG**

Richard Goff led the pledge to the flag.

CLOSED SESSION REPORT

Chancellor Westin read the following Closed Session report:

**In the case of *William Mandras vs. Ventura County Community College District, Department of Fair Employment and Housing Case #E2001-02-L0380-00, the Board voted unanimously to respond to the Complaint of Discrimination.***

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

George Lauterbach addressed the Board regarding the general obligation bond committee and the bond endorsers. The Board thanked Mr. Lauterbach for all his efforts.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Chancellor Westin read the following changes to the agenda:

***Business Services***

**6.3 Purchase Orders**

**6.3.1 Approval/Ratification of Board Purchase Order Report #9.** This item 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 Gonzales, seconded by Trustee Tallman, 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 January 29, 2002** was granted.

***Student Learning***

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

- 3.2 **Study Abroad Program, Ventura College: Spanish in Cuernavaca, Mexico** was approved for July 5, 2002 – August 3, 2002.
- 3.3 **Study Abroad Program, Ventura College: The Art of Spain** was approved for June 3 – July 19, 2002.
- 3.4 **Study Abroad Program, Moorpark College: Summer 2002 Abroad in Benalmadena (Malaga), Spain** was approved for June 1 – July 6, 2002.

### *Human Resources*

- 5.2 **Academic Actions**
  - 5.2.1 **Granting of Sick Leave Days from Established Sick Leave Pool for Part-time Academic Employee – Moorpark College** was approved per Article 8.2(A)(6) and 8.9(C) of the VCCCD/AFT Agreement to grant 64 hours of sick leave pay from the sick leave pool to Stephen Eberhart, a part-time Instructor in Mathematics at Moorpark College.
  - 5.2.2 **Acceptance of Resignation/Retirement of Full-time Academic Personnel – Moorpark College, District Service Center** was granted to accept the retirement of Elton Hall, Instructor in Philosophy and Chair, Futures Forum, District Service Center, effective March 1, 2002.
  - 5.2.2 **Acceptance of Resignation of Full-time Academic Personnel – Moorpark College** was approved to accept the resignation of Daniel Berney, Instructor in Dance at Moorpark College, effective February 11, 2002.
- 5.3 **Approval of VCCCD-AFT Side Letter Agreement** was granted to approve a Side Letter Agreement regarding the 2002-2003 instructional calendar between the Ventura County Community College District and the Ventura County Federation of College Teachers, AFT Local 1828, AFL-CIO.

### *Business Services*

- 6.2 **Checks**
  - 6.2.1 **Ratification of Accounts Payable and Payroll for the Period of January 11, 2002 – February 6, 2002** was granted to ratify Accounts Payable and Payroll for the period of January 11, 2002 – February 6, 2002.
- 6.3 **Purchase Orders**
  - 6.3.1 **Approval/Ratification of Board Purchase Order Report #9** was granted to approve/ratify Board Purchase Order Report #9, January 12, 2002 – February 7, 2002.

## 6.5 Budget Amendments

**6.5.1 Approval of Budget Amendment – Capital Projects Fund** was granted to accept an amendment to the Capital Projects Fund Budget.

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

## 6.6 Budget Transfers

**6.6.1 Monthly Budget Transfer Summary** was approved to ratify the monthly budget transfer summary for the month ending January 31, 2002, for the General Fund-Unrestricted and General Fund-Restricted.

## 6.7 Contracts

**6.7.1 Approval of Service Contract with BTC Laboratories, Inc. for Materials Inspection Services for Project #19058: Learning Resource /Telecommunications Center at Moorpark College** was granted to authorize management to execute the service contract with BTC Laboratories, Inc. for the materials inspection services for Project #19058: Learning Resource/ Telecommunications Center at Moorpark College.

**6.7.2 Approval of Service Contract with BTC Laboratories, Inc. for Materials Inspection Services for Project #39066: Learning Resource Center at Ventura College** was granted to authorize management to execute the service contract with BTC Laboratories, Inc. for the materials inspection services for Project #39066: Learning Resource Center at Ventura College.

**6.7.3 Award of Bid to the Lowest Responsible Bidder for Project #19383: Roof Replacement on Humanities/Social Sciences, Music, Physical Science and Gymnasium Buildings at Moorpark College** was granted to authorize management to execute the contract with the lowest responsible bidder for Project #19383: Roof Replacement on Humanities/Social Sciences, Music, Physical Science and Gymnasium Buildings at Moorpark College if bids are within budget.

**6.7.4 Approval of Change Order #1 and Acceptance of Completion for Project #39397: Re-Roof of ‘K’ and ‘HC’ Buildings at Ventura College** was granted to approve Change Order #1 in the amount of \$1,103 and the Acceptance of Completion for Project #39397: Re-roof of ‘K’ and ‘HC’ Buildings at Ventura College.

**6.7.5 Acceptance of Completion for Project #39079: Braille Institute at Ventura College** was granted to accept the completion for Project #39079: Braille Institute at Ventura College.

**6.7.6 Approval of New Contracts/Grants – General Fund Restricted** was granted to accept a new contract and amendment to the FY 2001-2002 General Fund budget in the amounts indicated.

## 6.8 Other

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

### *Trustees/Chancellor*

- 7.1 Action to Approve Governing Board Member Absence** was granted to approve the absence of Student Trustee Lawson who will be absent at the March 26 meeting because Ms. Lawson will be attending the American Student Association of Community Colleges Conference on Student Advocacy from March 21 through March 26, 2002, in Washington, D.C.

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## Reports

### STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**
  - ❖ Albert Mendez gave a brief overview of the activities on campus to promote the bond. He reported on the Valentine’s Day Dance and the compressed calendar survey. Mr. Mendez thanked Mr. Gregoryk for his support.
  - ❖ Lissette Sotelo reported on salsa lessons on campus, the Valentine’s Day Dance, and Club Day. She gave a brief overview of the activities on campus to promote “Measure S.”
- **Academic Senate representatives**
  - ❖ Mary Jones welcomed Ruth Hemming to Oxnard College. Ms. Jones indicated that the academic senate was working on unit plans, program review, and course outlines. She commented on senate elections.
  - ❖ Char Arnold said that the Moorpark College retreat was a success. She welcomed Sue Johnson to Moorpark College and commented on the hiring priorities committee. She announced that Eva Conrad won the ACCCA *Administrative Excellence Award*.
  - ❖ Richard Goff reported on the revision to the Ventura College academic senate constitution. He commented on the March 17-19 accreditation visit and reminded the Board members that a meeting was scheduled with the accreditation committee. He reported on curriculum committee activities. Mr. Goff encouraged the administration to hire new full-time faculty to serve the students. John Tallman pointed out that if the bond issue passes, there would be serious constraints on how the money was used. Mr. Goff commented on the planning and placing of the buildings at Ventura College.

### CHANCELLOR'S REPORT

- **Presidents’ Reports**
  - ❖ James Walker announced that Sherry Ruter, women’s basketball coach, was elected “Coach of the Year.” He said that the Teaching Zoo would be hosting the *Spring Spectacular* in March and that the Moorpark College Foundation was having a fundraiser

- on April 13.
- ❖ Tom Harris reported that the Oxnard College men and women's basketball teams were in the first round of the Western State Conference playoffs. He thanked the students at Oxnard College for their efforts in promoting Measure S.
  - ❖ Larry Calderon announced that the men and women's basketball teams won the Western State Conference championships.
    - **Ventura College Presentation** – Diane Moore distributed and reviewed the *Ventura College Comprehensive Staff Development Plan*.
  - **Classified Employees Online Application** – Patricia Parham gave a brief demonstration on the online application form for classified employees. Mr. Gregoryk indicated that the academic applications would be available online in the future.
  - **Deputy Chancellor's Report**
    - **State Budget**
      - ❖ Michael Gregoryk gave a brief update on the Governor's budget.
    - **Enrollment Update**
      - ❖ Vic Belinski distributed and reviewed, *Headcount Enrollment Statistics*. There was a brief discussion regarding enrollment. Trustee Tallman suggested that the colleges have computers available on campus for students to enroll online. Trustee Hernández suggested that the colleges develop a partnership with the County to use the One Stops Centers' computers to register.
      - ❖ Dennis Cabral gave a brief report regarding Power Planning Sessions to build class schedules to maximum FTES, review data, and running key reports.
      - ❖ Carolyn Inouye distributed and reviewed, *FTES Projections for 2001-2002*. She pointed out that the projected shortfall from revised CAP was 15. Michael Gregoryk thanked Dennis Cabral, Vic Belinski, Carolyn Inouye and the staff at the three colleges for their efforts.
  - **Governmental and Public Affairs Report** – Pat Kistler announced that the Ventura County Community College District sent a *Certificate of Excellence and Appreciation* to the Commission on Athletics acknowledging their achievements. She commented on a new digital video that appeared on the district website and acknowledged Victory Kitamura, District Service Center, and members of the Ventura College faculty. Ms. Kistler indicated that she contacted Governor Gray Davis, Assembly member Herb Wesson, and Senator John Burton regarding the negative effects the passage of Assembly Bill 907 would have.
  - Chancellor Westin expressed his gratitude to members of his staff and faculty for the quality of their work and for what they have done for students in this district.

## First Reading Items

- ❖ **Course Approvals: New and Revised Courses – Moorpark, Oxnard, and Ventura Colleges** was accepted for Second Reading.
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## Trustee Issues

- **Governing Board Subcommittee Reports**
  - ❖ Trustee Gonzales reported on the February 19 Construction Projects Subcommittee meeting. He announced that an Audit Subcommittee meeting is scheduled for February 27 at 11 a.m.
- **Trustee Issues**
  - ❖ Trustee Hernández thanked administrators and staff who attended the El Concilio Awards Dinner.
  - ❖ Trustee Gonzales reported on the ACCT National Legislative Seminar. Trustee Nagel pointed out that the Secretary of Labor said that the community colleges are the first point for workforce development.

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### PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

There were no requests to speak.

### RECESS TO CLOSED SESSION

At 9:05 p.m. the Board recessed into Closed Session.

### RECONVENE IN OPEN SESSION

At 9:23 p.m. reconvened in Open Session.

### CLOSED SESSION REPORT

**The Board unanimously voted to grant tenure to the following faculty members:**

**Diana Nguyen, Mathematics**

**Christine Cole, Mathematics**

**Carol Higashida, Nursing  
Systems**

**Mary Mills, Computer Information**

**Ron Wallingford, Astronomy/Physics**

**Nenagh Brown, History**

**Anitra Evans, Counselor**

**Vernon Simmen, Basic English/ESL**

**Mark Bates, Mathematics**

**Anthony Rodriguez, English**

**Gloria Lopez, Counselor**

### ADJOURNMENT

At 9:25 p.m. the meeting was adjourned. (Lawson - yes)