

Board of Trustees

Ventura County Community College District

Arturo D. Hernández

President

Cheryl Heitmann

Vice-President

Robert S. Gonzales

Trustee

Allan W. Jacobs

Trustee

Mary Anne Rooney

Trustee

Elizabeth Wolfel

Student Trustee



Moorpark - Oxnard - Ventura

William Studt

Interim Chancellor/

Secretary to the Board

**MINUTES
FOR THE MEETING OF
OCTOBER 15, 2003**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Wednesday, October 15, 2003, in the Cowan Conference Center – Camarillo Room, Camarillo, California.

Roll Call

Board Members Present:

Arturo D. Hernández, President
Cheryl Heitmann, Vice-President
Robert S. Gonzales
Mary Anne Rooney
Elizabeth Wolfel, Student Trustee

Absent:

Allan W. Jacobs

Management Present:

William Studt, Interim Chancellor
Michael Gregoryk, Deputy Chancellor
Dennis Cabral, Executive Vice President, for Eva Conrad, President, Moorpark College
Larry Calderón, President, Ventura College
Lydia Ledesma-Reese, President, Oxnard College
Patricia Parham, Interim Vice-Chancellor, Human Resources
Ramiro Sanchez, Executive Vice President, Student Learning
Carolyn Inouye, Director of Institutional Research

Faculty/Staff/Student Representatives:

Mary Jones, Oxnard College Academic Senate President
Becky Santillian-Hull, Ventura College Academic Senate President
Larry Miller, AFT
Jim Botting, Police Chief

CALL TO ORDER

President Hernández called the meeting to order in the Cowan Conference Center – Camarillo Room at 4:30 p.m., with Trustees Jacobs, Rooney, and Student Trustee Wolfel absent.

PLEDGE TO THE FLAG

Dennis Cabral led the pledge to the flag.

PRESENTATION

• **Report to the Board Regarding Accreditation Process and Procedure**

- Dr. Barbara A. Beno, Executive Director of the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges gave an overview of the accreditation process and procedure.

Dr. Beno explained the three-part accreditation evaluation, which includes self-study, peer team review, and commission review. She distributed and reviewed the following documents:

- *PowerPoint Presentation – Accreditation Workshop*
- *Eligibility Requirements to Accreditation*
- *Policy and Procedures for the Evaluation of Institutions in Multi-College Districts or Systems*
- *Introduction to Accreditation Standards*

Dr. Beno indicated that a composite team would meet with members of the board. She explained student-learning outcomes.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no public comments.

At 6:00 p.m. Trustee Rooney and Student Trustee Wolfel arrived.

RECESS TO CLOSED SESSION

At 6:00 p.m. President Hernández recessed the meeting to Closed Session in the Cowan Conference Center, Ojai Room to consider the following items:

CONFERENCE WITH LABOR NEGOTIATOR [*Gov't Code* § 54957.6] The District's negotiator is Interim Vice-Chancellor of Human Resources Patricia Parham and the employee organizations are AFT and SEIU.

CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION [*Gov't Code* § 54956.9(a)]

- *Wood & Bender, LLP vs. VCCCD* (Ventura County Superior Court Case No. CIV216408)
- *Doris Antal vs. VCCCD, Board of Trustees, et al.* (Ventura County Superior Court Case No. CIV221532)
- *Tustin Surveying & Mapping, Inc. vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV222387)
- *Ann DeReus vs. VCCCD, et al.* – (Ventura County Superior Court Case No. SC037389)

CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION [*Gov't Code* § 54956.9(b)] The existing facts and circumstances that might result in litigation against the District arise from the following:

1. The Board will convene into Closed Session to discuss an employee's fitness for duty.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION [*Gov't Code* § 54957] The Board will consider the following academic administrators:

- Assistant Deans
- Deans
- Executive Vice Presidents
- Associate Vice Chancellors
- Vice Presidents
- Directors

At 7:30 p.m. President Hernández announced that the Board would return to Open Session in ½ hour.

RECONVENE IN OPEN SESSION

President Hernández reconvened the meeting in Open Session at 8:05 p.m. in the Cowan Conference Center, Camarillo Room, with Trustee Jacobs absent.

CLOSED SESSION REPORT

There was no Closed Session Report.

PLEDGE TO THE FLAG

Jim Botting led the pledge to the flag.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Human Resources

C-3 Classified Actions - This item was revised to add the following name to the list of probationary personnel to be approved:

Name	Classification	Location	Rate	Effective Date
Barbara L. Dalling	Custodian, 12 mo. 100% (PCN/VCU059)	VC	\$2,431/mo	11/3/03

Business Services

C-9 Contracts

E. Approval of Project #19110 Storm and Sewer Improvements, Moorpark College was pulled from the agenda.

C-10 Capital Planning and Design Construction

G. **Approval of Proposed Measure S Bond Program Phase IIA Projects at Oxnard College** was revised under Background and Analysis to change the estimated cost to \$35,200,000. This item was pulled from the Consent Agenda and placed on the Action Agenda.

ACKNOWLEDGEMENT OF GUESTS AND SPECIAL RECOGNITIONS

Trustee Rooney presented to the Board a calendar from the National Women's Political Caucus – Ventura County titled, “Eleven Remarkable Women & One good Guy” and pointed out that November highlights Trustee Heitmann.

Consent Calendar Items

It was moved by Trustee Gonzales, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Jacobs absent, to approve the following Consent Calendar Items: (Wolfel – yes)

Student Learning

C-2 Ventura College Study Abroad – Psychology of the Spanish Culture was approved for Summer 2004.

Human Resources

C-3 Classified Actions

A. Limited Term/Provisional Assignments was pulled for discussion.

B. Establishment of Position – Ventura College was approved to establish an Alternate Text Production Specialist position at Ventura College.

C. Establishment of Position – Ventura College was approved to establish a Grounds Maintenance Worker Limited Term position at Ventura College.

D. Establishment of Position – Ventura College was approved to establish a Student Services Assistant II/Financial Aid Limited Term position at Ventura College.

E. Establishment of Position – Ventura College was approved to establish a Student Services Assistant II/Financial Aid Limited Term position at Ventura College.

F. Establishment of Position – Oxnard College was approved to establish a Graphic Artist/Designer-Seasonal at Oxnard College.

G. Establishment of Position – Oxnard College was approved to establish a Student Services Assistant II/Financial Aid Limited Term position at Oxnard College.

- H. Establishment of Position – Oxnard College** was approved to establish a Student Services Assistant II/Financial Aid Limited Term position at Oxnard College.
- I. Establishment of Position – Moorpark College** was approved to establish a Student Services Assistant II/Financial Aid Limited Term position at Moorpark College.
- J. Establishment of Position – Moorpark College** was approved to establish a Student Services Assistant II/Financial Aid Limited Term position at Moorpark College.
- K. Transfer – From DSC to Oxnard College** was granted to approve the transfer of Grace Joe, Fiscal Budget Technician, from the District Service Center to Oxnard College.
- L. Approval of Employment of Relatives** was granted.
- M. Resignation of Classified Personnel** were accepted.
- N. Probationary Personnel** were approved.
- O. Temporary Increase of Assignment** was approved to temporarily increase the assignment of Sally A. Clark, Food Services Asst. I at Oxnard College.
- P. Reassignment of Classified Personnel** was granted to approve the reassignment in lieu of layoff of William L. Boicourt from Custodial Supervisor I at Moorpark College to Custodian at Moorpark College.
- Q. Limited Term Personnel** was approved for the Limited Term assignment of Karris Tidwell, Financial Aid Technology Support Specialist at Ventura College.
- R. Change in Classified Position** was approved to add a bilingual requirement for the classified position of Assistant Registrar at Oxnard College.

C-4 Academic Actions

- A. Approval of Part-time Faculty – Moorpark, Oxnard and Ventura College** was pulled for discussion.
- B. Request for Leave of Absence Without Pay for full-time academic employee due to exhaustion of all paid leaves – Ventura College** was granted to approval a leave of absence without pay for Mark Glover, full-time instructor at Ventura College, due to exhaustion of all paid leaves. The leave time requested will be effective as of October 16, 2003, through May 19, 2004.

Business Services

- C-5 Ratification of Accounts Payable and Payroll for the Period of August 28, 2003 – September 25, 2003** was approved.

- C-7 Surplus/Disposal of Equipment** was approved as follows:
Items less than a \$2,500 value to be disposed per Ed Code 81452.
Miscellaneous Computer Equipment

- C-8 Acceptance of Gifts** were accepted as follows:
Tennant Power Sweeper 810-3190 - To be used by the Oxnard College Campus and Community Market Parking Lot Clean-up.
Donated by: Oxnard College Foundation
4000 South Rose Avenue
Oxnard, CA 93033

Miscellaneous Network / Telecommunications Equipment
To be used for the District-wide Infrastructure / Phones
Donated by: Amgen Corporation
1 Amgen Center Drive
Thousand Oaks, CA 91320

Miscellaneous Network Equipment
To be used for the District-wide Infrastructure / Cisco Program
Donated by: Countrywide Home Loans
450 America Street
Simi Valley, CA 93065

C-9 Contracts

- A. Authority to Execute an Agreement with SBC for Long Distance Service** was pulled for discussion.
- B. Approval of New Contracts and Grants for Fiscal Year 2003-2004** was granted
- C. Amendment to the Original Lease Agreement Between Ventura County Community College District and the County of Ventura for Use of the Oxnard College Community/Student Service Center** was granted
- D. Award of Bid #210 – Food and Paper Supplies for Moorpark, Oxnard and Ventura College’s Food Services/Cafeteria** was granted to authorize management to execute a contract for the Food and Paper Supplies for Moorpark, Oxnard and Ventura Colleges for a six-month period, with six-month renewals not to exceed three years, per the terms and specifications of VCCCD Bid #210.
- E. Approval of Project #19110 Storm and Sewer Improvements, Moorpark College** was pulled from the agenda.
- F. Award of Bid #213 Aquatic Scoreboard for Ventura College** was granted to approve the purchase of a new Aquatic Scoreboard for Ventura College from the lowest responsible bidder, Daktronics, Inc., per the terms and specifications of Bid #213.
- G. Contract with Western Research and Development Center and Oxnard College** was granted to approve a contract with Western Research and Development Center and Oxnard College for technical assistance, advisory and consultant services for Title V funds.

C-10 Capital Planning and Design Construction

- A. Approval of Contract with CJ Seto Support Services for Installation of Monitoring Wells at Oxnard College** was granted to approve the contract to CJ Seto Support Services in the amount of \$43,735 for the installation of monitoring wells at the maintenance facility at Oxnard College
- B. Approval to Award Contract to Lowest Responsible Bidder for Cadaver Room Ventilation System at Ventura College** was granted to approve the award of a contract to the lowest responsible bidder for ventilation of the cadaver room at Ventura College.
- C. Approval to Negotiate a Contract with Rincon Consultants, Inc. to Provide Environmental Consulting Services for the Conejo Education Center** was granted to approve the authorization for management to negotiate a contract with Rincon

- Consultants, Inc. of Ventura to provide environmental consulting services for the Conejo Education Center.
- D. Approval of Renegotiated Contract with Gonzalez/Goodale Architects for Physical Education Facilities at Oxnard College** was granted to approve the renegotiated contract with Gonzales/Goodale Architects in the amount of \$485,000 for physical education facilities at Oxnard College. These fees have changed due to the evolution of the project.
- E. Approval of Renegotiated Contract with Gonzales/Goodale Architects for Physical Education Facilities at Ventura College** was granted to approve the renegotiated contract with Gonzales/Goodale Architects in the amount of \$547,000 for physical education facilities at Ventura College. These fees have changed due to the evolution of the project.
- F. Rescission of Contract Award to Irwin Telescopic Seating Company and Request to Approve Contract Award to Herk Edwards, Inc. for New Bleachers** at Ventura College was granted to approve the rescission of the contract award to Irwin Telescopic Seating Company in the amount of \$152,978, and the approval to award a contract to Herk Edwards, Inc. in the amount of \$174,344 for the new bleachers at Ventura College.
- H. Acceptance of Change Order Summary Report for Capital Projects** was granted to approve the Change Order Summary report for capital projects.
- I. Subcontract with Allan Hancock Joint Community College District for Services And Supplies/Equipment Under the U.S. Department of Agriculture Grant** was granted to approve a subcontract in the amount of \$114,871 with Allan Hancock Joint Community College District (AHJCCD) for the provision of services (\$75,871) and funding for direct operating expenditures and equipment (\$39,000) related to the grant from the U.S. Department of Agriculture (USDA) grant.

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

Approval of Minutes

- C-1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for September 16, 2003** was moved by Trustee Heitmann, seconded by Trustee Gonzales, and carried on a 4-0 vote, with Trustee Jacobs absent, to revised the minutes as follows: (Wolfel – yes)

On page 6 under *Proposed Budget for the Ventura County Community College District for Fiscal Year 2003-2004*, include Health Center under the items that were discussed.

Human Resources

- C-3 Classified Actions**
- A. Limited Term/Provisional Assignments** was moved by Student Trustee Wolfel, seconded by Trustee Gonzales, and carried on a 4-0 vote, with Trustee Jacobs absent, as listed. (Wolfel – yes)

Student Trustee Wolfel pointed out that Michael Oxford was approved at the last Board meeting. Ms. Wolfel asked about the approval of the relative to Michael Oxford under C-4 A – Sharon Oxford. Dr. Calderón will address this to ensure there is no direct supervision.

C-4 Academic Actions

- A. Approval of Part-time Faculty – Moorpark, Oxnard and Ventura College** was moved by Student Trustee Wolfel, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Jacobs absent, to approve the Part-Time Faculty as listed for the Fall 2003. (Wolfel – yes)

Student Trustee Wolfel expressed her support of the part-time faculty position at the tutoring center.

Business Services

- C-6 Approval/Ratification of Board Purchase Order Report #6 FY 2003/04** was moved by Trustee Heitmann, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Jacobs absent to approve Purchase Order Report #6 from August 27, 2003 to September 29, 2003.

Trustee Heitmann commented on the technical grants at Oxnard College.

C-9 Contracts

- A. Authority to Execute an Agreement with SBC for Long Distance Service** was moved by Trustee Rooney, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Jacobs absent, to authorize Management to execute a contract with SBC to provide long distance telephone service district-wide. (Wolfel – yes)

Trustee Rooney pointed out that she owned stock in SBC.

C-10 Capital Planning and Design Construction

- G. Approval of Proposed Measure S Bond Program Phase IIA Projects at Oxnard College** was moved by Trustee Rooney, seconded by Trustee Gonzales, and carried on a 4-0 vote, with Trustee Jacobs absent, to approve the proposed Measure S Bond Program Phase IIA projects at Oxnard College. (Wolfel – yes)

President Hernández asked about the renovation of the library. Lydia Ledesma-Reese expressed her concerns and Handel Evans commented on emergency state bond money. Trustee Heitmann expressed her concerns regarding the Performing Arts Center.

Ceremonial Resolutions

- A-1 Resolution Encouraging that the State Properly Fund the Classroom Instructional Improvement and Accountability Act** was moved by Trustee Heitmann, seconded by Trustee Gonzales, and carried on a 4-0 vote, with Trustee Jacobs absent, to approve a Resolution Encouraging that the State Properly Fund the Classroom Instructional Improvement and Accountability Act. (Wolfel – yes)

Michael Gregoryk said the Board Legislative Subcommittee requested the resolution.

Action Items/Second Reading Items

Human Resources

- A-2 Approval of Tentative Agreement Between VCCCD-SEIU** was moved by Trustee Gonzales, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Jacobs absent, to approve a Tentative Agreement between VCCCD and SEIU pertaining to Cost Savings Measures/Restoration. (Wolfel – yes)
- A-3 Approval of Department Organizational Structure** was moved by Trustee Gonzales, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Jacobs absent, to approve the organizational structure for a combined Human Resources and Personnel Commission department. (Wolfel – yes)

Barbara Harrison, Personnel Commission Chair, addressed the Board regarding the proposed organizational structure for a combined Human Resources and Personnel Commission department. Trustee Gonzales and President Hernández acknowledged the Personnel Commission.

PUBLIC COMMENTS

Alejandra Acosta, Conception Forcano, Maria Olivares, Teresa Aviles, and Samuel Martinez expressed their concerns regarding the office of bilingual services at Ventura College. A student petition and a letter from Dana Philips, Ventura College Job and Career Center, was presented to the Board. President Hernández thanked them for attending the meeting and expressed his support for bilingual services. Elizabeth Wolfel reported on the students' concerns.

Business Services

- A-4 Contract with Stratus to Provide Planning and Advisory Services for a Proposal to Establish the Ventura College East Campus Educational Center** was moved by Trustee Heitmann, seconded by Trustee Gonzales, and carried on a 3-0 vote, with Trustees Jacobs and Rooney absent, to approve a contract with STRATUS to provide planning and advisory services to Ventura College, in support of its proposal to present for review by the Board at a future meeting the establishment of the Ventura College East Campus Educational Center. (Wolfel – yes)

There was a brief discussion regarding this item.

- A-5 Approval to Proceed with Negotiations to Construct Classrooms and Support Facilities for the Conejo Education Center** was moved by Trustee Heitmann, seconded by Trustee Gonzales, and carried on a 3-0 vote, with Trustees Jacobs and Rooney absent, to approve the Interim Chancellor to begin negotiations with representatives of the Conejo Valley Unified School District to construct an educational facility adjacent to the Conejo Valley Unified School District office on Janss Road in Thousand Oaks. (Wolfel – yes)

Trustees/Chancellor

- A-6 Action to Approve Governing Board Member Absence** was moved by Trustee Gonzales seconded by Trustee Heitmann, and carried on a 3-0 vote, with Trustees Jacobs and Rooney absent, to approve Governing Board Member Absence of Trustee Jacobs. (Wolfel – yes)

End of Board Actions

President Hernández said that a former trustee, Mr. Bob Addison, passed away.

ITEMS FOR DISCUSSION

Trustee Issues

Trustee Heitmann reported on the Ventura County School Boards Association dinner and the Community College League of California Advisory Board on Education Services meeting. Ms. Heitmann suggested the Chancellor's Search ad hoc committee begin the search process. President Hernández will notify Trustee Rooney.

- **Governing Board Subcommittee Reports**
 - **Audit Subcommittee:** Trustee Heitmann reported on the audit subcommittee.

The update on the District wide foundation will be placed on the November agenda.

- **Rules, Operations & Procedures:** President Hernández pointed out the Travel Policy will be on the November agenda for first reading. He indicated that the student trustee election process, compensation, and committee were being reviewed.
- **Construction Subcommittee:** President Hernández commented on the meeting.
- **Trustee Reports/Announcements/Correspondence** – President Hernández read a letter from Dana Phillips regarding the Office of Bilingual Services.

Student Trustee Wolfel invited the Board to the following events:

- Moorpark College Dare to Dream LULAC Conference
- Oxnard College Student Center Ribbon Cutting Ceremony
- Ventura College Club Day
- Ventura College Dia de los Muertos

Student Trustee Wolfel and Trustee Heitmann commented on the tour of the Learning Resources Center at Ventura College.

President Hernández thanked the administrative staff for arranging the accreditation workshop.

Larry Calderón announced that because of conflicts in their schedules the Ventura College ASB President, Classified Senate President, and the CMA President were unable to attend the meeting.

ADJOURNMENT

At 9:30 p.m. the meeting was adjourned.