

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
DECEMBER 9, 2003**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, December 9, in the Cowan Conference Center, Ventura Room.

Roll Call

Board Members Present:

Cheryl Heitmann, President

Mary Anne Rooney, Vice-President

Robert S. Gonzales

Arturo D. Hernández

Allan W. Jacobs

Elizabeth Wolfel, Student Trustee

Management Present:

William Studt, Interim Chancellor

Michael Gregoryk, Deputy Chancellor

Eva Conrad, President, Moorpark College

Joan Smith for 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

Vic Belinski, Associate Vice Chancellor, Information Technology

Sue Johnson, Associate Vice Chancellor, Business Services

Kay Faulconer-Boger, Dean, Community Resource Development

Steve Tobias, Dean, Health and Human Performance

Carolyn Inouye, Director of Institutional Research

Jim Botting, Police Chief

Faculty/Staff/Student Representatives:

Mary Jones, Oxnard College Academic Senate President
Becky Santillian-Hull, Ventura College Academic Senate President
Angela Marquez, Ventura College Classified Senate President
Renee Navarro, Director of External Affairs, Moorpark College Student Government
Chris Ortega, Oxnard College Student Government President
Doreen Juarez, Ventura College Associated Student Government President
Larry Miller, AFT

CALL TO ORDER

President Hernández called the meeting to order in the Cowan Conference Center – Ventura Room at 4:04 p.m. Trustee Gonzales arrived at 6:37 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no public comments.

RECESS TO CLOSED SESSION

At 4:06 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)]

- *Ronald Segovia Dyste vs. VCCCD, Philip Westin, and Larry Calderón* (Ventura County Superior Court Case No. CIV214921)
- *Marian A. Carrasco vs. VCCCD, Board of Trustees, Philip Westin, Larry Calderón, Becky Hull, and Guadalupe Guillén* (Ventura County Superior Court Case No. CIV217710)
- *Timothy Suel vs. VCCCD, Board of Trustees, Philip Westin, Larry Calderón, Becky Hull, and Guadalupe Guillén* (Ventura County Superior Court Case No. CIV217711)
- *Laura Hilton vs. VCCCD* (Ventura County Superior Court Case No. CIV219896)
- *Stephanie Ruef vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV223739)

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

1. The Board convened into Closed Session to consider the claim of Coaster Lee Eggleston v. VCCCD.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION [*Gov't Code* § 54957] The Board considered the following academic administrator:

- Interim Chancellor

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT [*Gov't Code § 54957*] The Board considered the following administrators:

- Associate Vice Chancellor (3)
- Executive Vice President (3)
- Vice President (3)
- Dean (17)
- Director (3)
- Assistant Dean (2)
- Interim President, Ventura College

RECONVENE IN OPEN SESSION

President Hernández reconvened the meeting in Open Session at 6:20 p.m. in the Cowan Conference Center, Ventura Room.

CLOSED SESSION REPORT

The Board voted unanimously, to deny the claim of Coaster Lee Eggleston.

PLEDGE TO THE FLAG

President Hernández led the pledge to the flag.

Reports

REPORTS

- **Oxnard College**
 - President Ledesma-Reese introduced the Associated Student Government President Chris Ortega. Chris Ortega, Paul Aguilera, Liz Newman, and Adam Powers gave a presentation on the Associated Student Government, clubs, and sports at Oxnard College. Jose Fonseca gave a brief PowerPoint presentation highlighting the activities at Oxnard College. Lydia Ledesma-Reese presented a video on the Community/Student Services Center Open House prepared by the students in the OC TV class.

At 6:30 p.m. the meeting recessed and was reconvened at 6:40 p.m.

- **Student Government Representative** – Rene Navarro acknowledged Trustees Rooney, Heitmann, and Dr. Conrad. She gave a brief update on the activities at Moorpark College. Ms. Navarro reported on the new smoking policy, increase in fees, and finals.
- **Academic Senate Representative**
 - Mary Jones acknowledged the associated students from Oxnard College. She commented on the Full-Time Faculty Obligation and hiring.
 - Becky Santillian-Hull gave a brief update on the activities at Ventura College.

- **Chancellor**
 - **Deputy Chancellor**
 - Michael Gregoryk distributed the collaborative marketing postcard for spring semester from Moorpark, Oxnard and Ventura Colleges and acknowledged Jeanne Bailey for her efforts.
 - **Equalization** – Michael Gregoryk distributed a newsletter titled, *Underfunded Caucus* and gave a brief update on funding issues.
 - **Full-Time Faculty Obligation** – Mr. Gregoryk distributed an estimated budget required to hire faculty to meet FTO for Fall 2004 and explained what was needed to meet the Full-Time Faculty Obligation. He pointed out that he would be attending the January California Community Colleges Board of Governor’s meeting regarding this issue.
 - **Measure “S” and Capital Construction Projects** – Handel Evans commented on the Measure “S” Bond information displayed on the District website and an informational meeting scheduled with the architects. Mr. Evans gave a brief update on the activities at Ventura College.
 - **Vice Chancellor, Human Resources** – Patricia Parham gave an update on the District Counsel on Human Resources. She reported on open enrollment, human resource activities, and retiree reenrollment.
- **Trustees**
 - **Subcommittees**
 - Trustee Jacobs commented on the auditor’s report.
 - Dr. Jacobs gave a brief overview on the Budget/Audit subcommittee meeting. He pointed out that the subcommittee asked staff to start early in gathering their budget data, to identify cuts, and to be conservative in their efforts. Dr. Jacobs said that the Board would have a budget study session in January. Trustee Heitmann said the budget subcommittee would meet more often this year to ensure they are involved in the budget development.
 - Trustee Jacobs reported on the ad hoc Chancellor Search committee meeting. He commented on the revision to the brochure, the proposed makeup of the selection committee, timeline, and additional assistance. Trustee Rooney explained the selection process for the committee members. Dr. Jacobs asked for any input on the process from members of the Board.
 - Trustee Rooney commented on the Construction Projects Subcommittee meeting.

C-4 Classified Actions

- B. Approval of Probationary Personnel** was moved by Trustee Rooney, seconded by Trustee Gonzales and carried on a unanimous vote as listed. (Wolfel – yes)

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

Chief Jim Botting administrated The Oath of Office to Police Officer Elizabeth Dille. Officer Dille’s mother pinned on her badge.

ACTION ITEMS

Trustees/Chancellor

- A-1 Election of President of the Board of Trustees** was moved by Trustee Jacobs, seconded by Trustee Rooney, and carried on a unanimous vote, to elect Cheryl Heitmann as President of the Board of Trustees. (Wolfel – yes)

President Heitmann presented a plaque to Trustee Hernández. Trustee Hernández thanked the Board and administrators for their hard work.

- A-2 Election of Vice-President of the Board of Trustees** was moved by Trustee Gonzales, seconded by Trustee Hernández, and carried on a unanimous vote, to elect Mary Anne Rooney as Vice-President of the Board of Trustees. (Wolfel – yes)

- A-3 Appointment of Secretary to the Board of Trustees** was moved by Trustee Jacobs, seconded by Trustee Rooney, and carried on a unanimous vote, to appoint William Studt as Secretary to the Board of Trustees. (Wolfel – yes)

- A-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 Rooney, and carried on a unanimous vote, 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. (Wolfel – yes)

- A-5 Second Reading: Board of Trustees 2004 Schedule of Meetings** was moved by Trustee Gonzales, seconded by Trustee Rooney, and carried on a unanimous vote, to approve the following 2004 Schedule of General Purpose Meetings for the Board of Trustees. (Wolfel – yes)

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>PURPOSE</u>
Tuesday, January 13	Cowan Conference Center	4:00 p.m.	Closed Session
	550 Airport Way	6:00 p.m.	General Purpose Meeting - Reports
	Camarillo, CA 93010	7:00 p.m.	General Purpose Meeting
Tuesday, February 10	Cowan Conference Center	4:00 p.m.	Closed Session
		6:00 p.m.	General Purpose Meeting - Reports
		7:00 p.m.	General Purpose Meeting
Tuesday, March 9	Ventura College	4:00 p.m.	Closed Session
	4667 Telegraph Road	6:00 p.m.	General Purpose Meeting - Reports
	Ventura, CA 93003	7:00 p.m.	General Purpose Meeting
Tuesday, April 13	Cowan Conference Center	4:00 p.m.	Closed Session
		6:00 p.m.	General Purpose Meeting - Reports
		7:00 p.m.	General Purpose Meeting

Tuesday, May 11	Cowan Conference Center	4:00 p.m.	Closed Session
		6:00 p.m.	General Purpose Meeting - Reports
		7:00 p.m.	General Purpose Meeting
Tuesday, June 15	Cowan Conference Center	4:00 p.m.	Closed Session
		6:00 p.m.	General Purpose Meeting - Reports
		7:00 p.m.	General Purpose Meeting
Tuesday, July 13	Oxnard College 4000 South Rose Avenue Oxnard, CA 93033	4:00 p.m.	Closed Session
		6:00 p.m.	General Purpose Meeting - Reports
		7:00 p.m.	General Purpose Meeting
Tuesday, August 10	Cowan Conference Center 550 Airport Way Camarillo, CA 93010	4:00 p.m.	Closed Session
		6:00 p.m.	General Purpose Meeting - Reports
		7:00 p.m.	General Purpose Meeting
Tuesday, September 14	Cowan Conference Center	4:00 p.m.	Closed Session
		6:00 p.m.	General Purpose Meeting - Reports
		7:00 p.m.	General Purpose Meeting
Tuesday, October 12	Cowan Conference Center	4:00 p.m.	Closed Session
		6:00 p.m.	General Purpose Meeting - Reports
		7:00 p.m.	General Purpose Meeting
Tuesday, November 9	Moorpark College 7075 Campus Road Moorpark, CA 93021	4:00 p.m.	Closed Session
		6:00 p.m.	General Purpose Meeting - Reports
		7:00 p.m.	General Purpose Meeting
Tuesday, December 14	Cowan Conference Center	4:00 p.m.	Closed Session
		6:00 p.m.	General Purpose Meeting - Reports
		7:00 p.m.	General Purpose Meeting

There was discussion regarding the scheduling of the study sessions. It was decided that the calendar for the study sessions would be on the next agenda.

A-6 Review and Assignment of Board of Trustees Subcommittees and Ad Hoc Committees -- Appointments to Serve for 2004 was postponed until the next Board meeting. President Heitmann asked members of the Board to send her their committee preferences. The Board appointed Trustees Jacobs and Rooney to serve on an adhoc committee to discuss Equalization.

Human Resources

- A-8 Acceptance of Resignation of Ventura College President** was moved by Trustee Jacobs, seconded by Trustee Hernández, and carried on a unanimous vote, to accept the resignation of Dr. Larry Calderón as President of Ventura College, effective January 30, 2004. (Wolfel – yes)

Interim Chancellor Studt acknowledged Larry Calderón.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

Ceremonial Resolutions

- The following individuals presented Resolutions to Dr. Larry Calderón, Ventura College President:
- Doreen Juarez presented the Resolution from the Ventura College Associated Students.
 - Angela Marquez presented the Resolution from the Ventura College Classified Senate.
 - Becky Hull presented the Resolution from the Academic Senate.
 - Steve Tobias presented the Resolution from the Ventura College Management Team.
 - Paul Iannaccone presented the Resolution from the Ventura College Foundation.
 - President Heitmann presented the Resolution from Hannah Beth Jackson.

Joan Smith acknowledged Larry Calderón and thanked him. President Heitmann said that the VCCCD Board would present their resolution at the January Board meeting. Larry Calderón thanked the Associated Students, Classified Senate, Academic Senate, Management Team, Foundation and Hannah Beth Jackson. He gave a brief statement on his tenure within the Ventura County Community College District and thanked Ed Robings, John Tallman, Bob Gonzales, Pete Tafoya, Allan Jacobs, Norman Nagel, Bill Studt, Joan Smith, Tom Kimberling, Deborah Ventura, Luke Hall, Octavio Sifuentes, Richard Goff, and the leadership groups of Ventura College for their support.

The meeting was recessed at 8:30 p.m. for a brief reception and reconvened at 8:50 p.m.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Human Resources

- C-4 Classified Actions**
- B. Approval of Probationary Personnel** was revised to change the rate for Lyn Medart, Instructional Lab Tech II in Nursing from Step 1 to Step 3 (\$3,531/mo).

Administrative Services

C-15 Capital Planning and Design Construction

C. Approval to Award Contract to Lowest Responsible Bidder for Electrical Infrastructure Testing at Oxnard College was pulled from the agenda.

PUBLIC COMMENTS

There were no public comments.

Consent Calendar Items

It was moved by Trustee Gonzales, seconded by Trustee Rooney, and carried on a unanimous vote, to approve the following Consent Calendar items. (Wolfel – yes)

Approval of Minutes

C-1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for November 18, 2003 was approved.

Student Learning

C-2 Fall 2003 Candidates for Associate Degree at Moorpark, Oxnard and Ventura Colleges were approved.

C-3 Fall 2003 Candidates for Certificates of Achievement at Moorpark, Oxnard and Ventura Colleges were approved.

Human Resources

C-4 Classified Actions

A. Approval of Limited Term/Provisional Assignments was granted as listed.

B. Approval of Probationary Personnel was approved earlier on the agenda.

C. Approval of Revision of Classification Specification was granted to revise the classification specification for the Disabled Student Services Specialist/Interpreter position.

E. Approval of Abolishment of Position – District Service Center was granted to abolish the vacant Community College Police Officer II/Sergeant classified position at the District Service Center.

F. Approval of Establishment of Position – District Service Center was granted to establish a Community College Police Officer I position at the District Service Center.

- G. Approval of Reinstatement – Oxnard College** was granted to approve the reinstatement of Masoomeh Lashkari from her classification of Accounting Technician I, Oxnard College, to her previous classification of Accounting Technician II and the vacant position of Accounting Technician II at Oxnard College.
- H. Approval of Temporary Increase of Assignment** was granted to approve a temporary change of assignment for Dickie Talmage, Business Office Assistant at Oxnard College.
- I. Approval of Request for Long-Term Leave of Absence Without Pay** was granted to approve the request for long-term leave of absence without pay for Connie Dollahite-Nard, Business Office Assistant at Moorpark College.
- J. Resignation of Classified Personnel** was approved to accept the resignation of Diana Salberg, Library Assistant at Ventura College.

C-5 Academic Actions

- A. Termination of Part-time Faculty – Moorpark College** was approved to terminate a part-time faculty member, ID#900007873, at Moorpark College, effective December 17, 2003.
- B. Change of Title to Academic Manager Position** was approved to change the title of Vice President of College Services to Vice President of Business Services for all three of the current Vice President positions in the District, effective December 10, 2003.

Administrative Services

- C-7 Ratification of Accounts Payable and Payroll for the Period of October 29, 2003 – November 19, 2003** was approved to ratify Accounts Payable and Payroll for the period of October 29, 2003 – November 19, 2003.
- C-8 Approval/Ratification of Board Purchase Order Report #8 FY 2003/04** was granted from October 31, 2003 to November 19, 2003.
- C-9 Approval of New Contracts, Grants and Designated Programs for Fiscal Year 2003-2004** was granted.
- C-10 Approval of Amendments to Contracts, Grants and Designated Programs for Fiscal Year 2003-2004** was granted to accept budget amendments to existing contracts, grants and designated programs for FY 2003-2004.
- C-11 Award of Bid #216 Plumbing Repairs and Fungal Remediation in Building 12, Oxnard College** was approved to award Bid #216, Plumbing Repairs and Fungal Remediation in Building 12, HRM Kitchen, at Oxnard College to the lowest responsible bidder to be determined after the December 4, 2003 bid opening.
- C-12 Award of Bid #217 Protective Coating on Pool Deck at Ventura Community College** was approved to award Bid #217, Protective Coating on Pool Deck at Ventura Community College, to the lowest responsible bidder to be determined after the December bid opening.
- C-13 Quarterly Report of Investments for Ventura County Community College District** was accepted.
- C-14 Acceptance of Gifts** was approved as follows:
Door Locks and Door Hardware to be used at the Moorpark College Campus for door repairs, donated by Paul Judd.

C-15 Capital Planning and Design Construction

- A. Approval to Supplement the Contract with BTC Laboratories for the Learning Resource/Telecommunications Center at Moorpark College** was granted to approve an increase of \$175,000 in the contract to BTC Laboratories, Inc. for additional testing and special inspection services for Project #19058: Learning Resource/Telecommunications Center at Moorpark College.
- B. Approval to Award Contract to Bing Yen & Associates, Inc. for Subsurface Soils Investigation Work at the Camarillo Airport Fire/Sheriff Training Academy** was granted to approve the award of a contract to Bing Yen & Associates, Inc. in the amount of \$12,460 for subsurface soils investigation work at the Camarillo Airport Fire/Sheriff Training Academy.
- D. Approval of an Additional Proposed Measure S Phase II Project at Moorpark College (Physical Education Facilities Renovation and Expansion)** was granted to approve the addition to the Phase II Measure S construction program of the Physical Education Facilities Renovation and Expansion at Moorpark College.
- E. Acceptance of Change Order Summary Report for Capital Projects** was approved.

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

Human Resources

C-4 Classified Actions

- D. Approval of New Classification Specification** was moved by Trustee Jacobs, seconded by Trustee Hernández, and carried on a unanimous vote, to approve the new classification specification for the Instructional Lab Technician II-Learning Resources position. (Wolfel – no)

Student Trustee Wolfel expressed her concerns about this position. Patricia Parham pointed out that this was a new classification specification. Joan Smith gave a brief overview of the position.

- C-6 Approval of District Management Contracts** was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the renewal of contracts for the management positions at the District Service Center, Moorpark, Oxnard and Ventura Colleges, effective July 1, 2004. All of the listed contracts, with the exception of categorically/grant-funded positions, are for a two (2)-year term from July 1, 2004 through June 30, 2006. The categorically/grant-funded positions are for a one (1)-year term from July 1, 2004 through June 30, 2005. (Wolfel – abstain)
-

Administrative Services

- A-12 Acceptance of the Audited Financial Statements for the Fiscal Year Ending June 30, 2003** was moved by Trustee Jacobs, seconded by Trustee Rooney, and carried on a unanimous vote. (Wolfel – yes)

Heidi White presented the Audited Report and commented on the Executive Summary Report. She gave a brief explanation of the auditing system. Trustee Jacobs commented on the deficit, the reserves, retiree commitment, and cafeterias. He pointed out that there were no compliance issues. Michael Gregoryk thanked Sue Johnson and her staff. President Heitmann said that the subcommittee would be meeting with the auditor twice a year. She expressed her concerns about the vendor credits at the bookstores and suggested that the academic senates work together to combine ordering.

First Reading Items

- **First Reading: Course Approvals: Request to Add New Option or Certificate Within Existing Criminal Justice Program at Moorpark College** were accepted for Second Reading.
- **First Reading: Course Approvals: New and Revised Courses at Ventura College** were accepted for Second Reading.

Action Items/Second Reading Items

Student Learning

- A-9 Second Reading: Course Approvals: New and Revised Courses – Moorpark, Oxnard and Ventura Colleges** were moved by Trustee Rooney, seconded by Trustee Hernández, and carried on a unanimous vote. (Wolfel – yes)
- A-10 Second Reading: Course Approvals: Proposed Certificate and Associate in Arts Program in Human Services at Ventura College** were moved by Trustee Hernández, seconded by Trustee Gonzales, and carried on a unanimous vote. (Wolfel – yes)

Administrative Services

- A-11 Approval for Release of Preliminary Notice for Ventura College East Campus “Center” Project** was moved by Trustee Rooney, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the letter of Preliminary Notice to the California Post Secondary Education Commission (CPEC) and the Chancellor’s Office, California Community Colleges (COCCC) (Wolfel – yes)

Trustee Gonzales asked about a presentation to the Santa Paula City Council. It was decided that Trustee Hernández would attend the meeting in January.

End of Board Actions



ITEMS FOR DISCUSSION

Trustee Issues

- **Governing Board Subcommittee Reports**
 - Trustee Hernández reported that trustee equipment and the travel policy were being reviewed by the Rules, Operations and Procedures ad hoc committee and a report would be presented in January.
 - Trustee Jacobs said that he had his teeth cleaned by a former Oxnard College dental hygiene student. Cheryl Heitmann acknowledged the Moorpark College nursing students at Los Robles hospital. Lydia Ledesma-Reese acknowledged the Ventura College nursing students.
 - Trustee Rooney thanked Moorpark and Ventura College Academic Senates for their hospitality. She commented on a radio program in which Tim Gallagher complimented the Board.
 - Student Trustee Wolfel pointed out that all three student representatives attended the Board meeting.
 - William Studt reported on his visits to Oxnard and Moorpark Colleges and said he is looking forward to visiting Ventura College. He acknowledged the instructional programs in the Ventura County Community College District. Mr. Studt said it was important to find a way to celebrate the learning going on at the District.
 - Mary Anne Rooney reported on her meeting with the CMA group.

RECESS TO CLOSED SESSION

At 9:50 p.m. the meeting was recessed to Closed Session.

ADJOURNMENT

At 11:25 p.m., the meeting was adjourned.