

Board of Trustees Ventura County Community College District

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Mary Anne Rooney

Vice-President

Robert S. Gonzales

Trustee

Arturo D. Hernández

Trustee

Allan W. Jacobs

Trustee

Doreen Juarez

Student Trustee



James M. Meznik

Chancellor/Secretary to the Board

MINUTES FOR THE REGULAR MEETING OF TUESDAY, OCTOBER 12, 2004

CALL TO ORDER

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, October 12, 2004, 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

Doreen Juarez, Student Trustee

Management Present:

James M. Meznik, Chancellor

William Studt, Vice Chancellor, Human Resources

Dennis Cabral for Eva Conrad, President, Moorpark College

Michael Gregoryk, Acting President, Ventura College

Lydia Ledesma-Reese, President, Oxnard College

Patricia Parham, Associate Vice-Chancellor, Human Resources

Ramiro Sanchez, Executive Vice President, Student Learning, Oxnard College

Sue Johnson, Associate Vice Chancellor, Business Services

Vic Belinski, Associate Vice Chancellor, Information Technology

Carolyn Inouye, Director of Institutional Research

Faculty/Staff/Student Representatives:

Jack Miller, Moorpark College Academic Senate President
Lynn Fauth, Oxnard College Academic Senate President
Becky Hull, Ventura College Academic Senate President
Lisa Putnam, Moorpark College Classified Senate President
Ahmed Labnouj, Moorpark College Director of External Affairs
Jose Fonseca, Oxnard College Student Representative
Alberto Aparicio, Ventura College Student Representative
Larry Miller, AFT
Susan Cabral, CSA
Leanne Colvin, SEIU
Eileen Welser, Executive Assistant to the Chancellor

President Heitmann called the meeting to order at 4:05 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no public comments.

RECESS TO CLOSED SESSION

At 4:06 p.m., President Heitmann recessed the meeting to Closed Session in the Cowan Conference Center, Ojai Room. Trustees Gonzales and Hernandez arrived at 4:15 p.m.

At 4:50 p.m. Trustee Gonzales left the meeting.

The following items were considered during Closed Session:

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)
- *Stephanie Ruef vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV223739)
- *Doris Antal vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV221532)
- *Gasperi vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV225291)
- *Ann DeReus vs. VCCCD, et al.* (Ventura County Superior Court Case No. SC037389)
- *Peter Holmes vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV227266)
- *County of Ventura vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV227648)
- *Kathryn Kelly vs. VCCCD* (Superior Court of the State of California Case No. SCO39647)

CONFERENCE WITH LABOR NEGOTIATOR [*Gov't Code* § 54957.6]

- Employee organizations: SEIU/AFT

PUBLIC EMPLOYEE PERFORMANCE EVALUATION [*Gov't Code* § 54957]

- Chancellor
- Chief of Police
- Police Officer I

RECONVENE IN OPEN SESSION

President Heitmann reconvened the meeting in Open Session at 6:20 p.m. in the Cowan Conference Center, Ventura Room, with Trustee Gonzales absent.

PLEDGE TO THE FLAG

James Meznek led the pledge to the flag.

CLOSED SESSION REPORT

President Heitmann read the following Closed Session Report.

1. It was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a 5-0 vote, to approve the Settlement Agreement and General Release between Stephanie Ruef and the Ventura County Community College District.
2. It was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a 5-0 vote, to approve the Separation Agreement and General Release between Doris Antal and the Ventura County Community College District.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

Mike Gregoryk introduced Ventura College staff members Peter Sezzi, Mike Bastine, Stacy Sloan-Graham, and Donna Beatty. President Heitmann welcomed Dennis Cabral and indicated that Eva Conrad was at a Commission on Athletics meeting.

Reports

- **Enrollment Management Plan** – Mike Gregoryk made a presentation on the Ventura County Community College District Enrollment Management Plan. There was a brief discussion regarding the Plan. The following items were mentioned:
 - 6, 8 and 10 week sessions
 - Increase in class offerings
 - Projected FTES
 - Efficiency factor
 - Four-week summer session
 - Full-Time/Part-Time Ratio
 - Financial Aid
 - Outreach programs
 - Collaborative promotional efforts
 - Funding

James Meznek said the presidents were in the process of developing a backup plan, if they do not make enrollment.

- **Campaign for College Opportunity** – Michelle Siqueiros and Maricela Renteria, Community Organizer, addressed the Board regarding the campaign. The Board asked that a resolution in support of the Campaign for College Opportunity be placed on the next Board agenda.

PUBLIC COMMENTS – Lawrence Manson and Katherine Schoenrock expressed their concerns regarding the Ventura College president's search.

- **Ventura College Reports**
 - **Academic Senate Report** – Becky Hull introduced officers from the Ventura College Academic Senate. Ms. Hull commented on activities at the college.
- **Other College Reports**
 - **Academic Senate** - Lynn Fauth commented on negotiations and enrollment management.
 - **Classified Senate** - Lisa Putnam announced that she was the representative from the Classified Senate at Moorpark College.
- **Student Government**
 - Alberto Aparicio reported on California Performance Review, Ventura College clubs, positions available on the Associated Student Government Board, and the *One Book One Campus* event.
 - Jose Fonseca reported on Condor Pride Day, Mexican Independence Day, Winter Fest, the LULAC event, Campus Clean-Up Day, and accreditation at Oxnard College.
 - Ahmed Labnouj reported on the Moorpark College Associated Student rally, increase in tuition, and textbook prices.

At 8:20 p.m., the meeting was recessed and reconvened at 8:40 p.m. At 8:40 p.m., Trustee Gonzales returned.

- **Trustees**
 - **Subcommittees** – Trustee Rooney gave a brief report on the subcommittee meeting.
- **Trustee Reports/Announcements/Correspondence**
 - Student Trustee Juarez reported on her activities.
 - Trustee Hernández commented on the LULAC Youth conference at Oxnard College.
 - Trustee Rooney reported on the Community College League of California (CCLC) Education Committee meeting and indicated that she would be facilitating the CCLC Board Chair Workshop at the January conference.

- Trustee Rooney expressed her concerns regarding an editorial in the student newspaper regarding lighting at Oxnard College.
- President Heitmann commented on the Ventura County School Board's Association Dinner.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

Ceremonial Resolutions

R-1 Resolution in Support of the California Community College System Response to the California Performance Review was moved by Trustee Hernández, seconded by Student Trustee Juarez, and carried on a unanimous vote, to approve the Resolution in Support of the California Community College System Response to the California Performance Review. (Juarez – yes)

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Chancellor Meznik read the following changes:

C-16 Capital Planning and Design Construction

- E. **Approval to Execute a Contract with Austin Veum Robbins as the Architect for the Food Service Renovation at Ventura College** was revised to include the professional services contract amount of \$127,000.
- F. **Approval to Execute a Contract with HGA/Kulwiec** as the Architect for the Theater Building “G” Due Diligence Study at Ventura College was revised to include the professional services contract amount of \$195,000.
- G. **Approval to Appoint an Architect for the “F” Building Renovation at Ventura College** was revised to include the appointment of Austin Veum Robbins as the architect.

At 8:45 p.m., Trustee Gonzales left the dais.

Consent Calendar Items

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

Approval of Minutes

- C-1 **Action to Approve the Minutes of the Special Board Meeting of the Board of Trustees for October 6, 2004** was approved.
- C-2 **Action to Approve Minutes of the Regular Meeting of the Board of Trustees for October 12, 2004** was approved.

Human Resources

C-3 Employment & Position Management

- A. **Approval/Ratification of Hourly Limited Term/Provisional Assignments** was granted.
- B. **Approval of Ratification and Approval of Part-time Faculty – Moorpark and Oxnard Colleges** was granted to approve the list of part-time hourly faculty employees at Moorpark and Oxnard Colleges for the Fall 2004.
- C. **Approval of Probationary Personnel** was granted as listed.
- D. **Approval of Employment of Relatives** was granted as listed.
- E. **Approval of Change in Step Placement – Ventura College** was granted to change the step placement of a classified manager, Director ATPC (VMC001) at Ventura College, effective October 5, 2004.
- F. **Approval of Abolishment and Establishment of Positions – Ventura College** was granted to abolish a HVAC Specialist (VCU356) position and to establish a Maintenance Supervisor (VSC148) (12 mo., 100%) in the M&O Department at Ventura College. The Board established a Clerical Assistant I (VCU470) (12 mo., 47.5%) position in the President's Office at Ventura College. The Board also established a Business Office Assistant (VCU471) (12 mo., 47.5%) in the Student Business Office at Ventura College. The effective date for all of these is October 13, 2004.
- G. **Approval of Establishment of a Temporary Full-time Academic Position and Employment of Academic Personnel – Ventura College** was granted to establish a temporary full-time academic position, Instructor in Nursing (VFX001) at Ventura College and to employ Heidi Dalton, current part-time instructor, as the full-time temporary long-term substitute in this position, effective September 28, 2004.
- H. **Approval of Appointment of Full-time Non-tenure Track Academic Personnel – Oxnard College** was granted to appoint Adalberto Escobar in the position of Project Manager, Center for International Trade Development (XFZ016) at Oxnard College, effective October 13, 2004.

C-4 Changes in Personnel-Employment Status

- A. **Approval of Resignation/Retirement of Full-time Classified Employees** was granted as listed.
- B. **Approval of Temporary Increase in Positions/Employee Assignments – Oxnard College** was granted to temporarily increase from 11 to 12 months two classified positions and the assignments of the employees assigned to those positions in the Child Development Careers grant funded program at Oxnard College.
- C. **Approval of Changes of Assignment – Ventura College** was granted to temporarily reduce the assignment of the Placement Project Specialist in the CalWORKS Program and to add a shift differential to an Instructional Assistant Multi-clerical position at Ventura College.
- D. **Approval of Probationary to Permanent Personnel** was granted as listed.

- E. **Approval of Exception to Salary Placement for a Full-time Temporary Academic Employee – Ventura College** was granted to Michael Callahan, Institutional Researcher, full-time academic temporary employee at Ventura College.
- F. **Approval of Employment Under Special Pre-Retirement Program – Ventura College** was granted to Dr. Alice Slaton, full-time Instructor at Ventura College, under the Special Pre-Retirement Program per Section 4.13 of the VCCCD/AFT Agreement, effective with the 2005-06 Academic Year.
- G. **Approval of Granting of Sick Leave Days from Established Sick Leave Pool for Part-time Academic Employee – Ventura College** was granted to Adalyn Mackey, for 84 hours of sick leave from the Sick Leave Pool per VCCCD/AFT contract to a part-time instructor at Ventura College.
- H. **Approval of Transfer** was granted to transfer Charlotte Velez, Custodian from Moorpark College, to the custodial position at the District Service Center.

Administrative Services

- C-5 **Ratification of Accounts Payable and Payroll for the Period of August 25, 2004 – September 21, 2004** was approved for the period of August 25, 2004 – September 21, 2004.
- C-6 **Approval/Ratification of Board Purchase Order Report #5 FY 2004/05** was granted, from August 25, 2004 to September 21, 2004.
- C-7 **Approval of New Grants and Contracts for Fiscal Year 2004-2005** was granted.
- C-8 **Approval of Amendments to Grants and Contracts for Fiscal Year 2004-2005** was granted.
- C-9 **Acceptance of Annual Financial and Budget Report (CCFS-311)** was approved.
- C-10 **Award of Bid #245, HVAC Upgrade in English/Photography/Foreign Language Building (F) at Ventura College** was approved to authorize management to execute a contract with the lowest responsible bidder for Bid # 245, HVAC Upgrade in the English/Photography/Foreign Language Building (F) at Ventura College after the bid opening.
- C-11 **Award of Bid #232, Audio Visual Equipment for Moorpark and Ventura Colleges** was granted to award Bid #232, Audio Visual Equipment for Moorpark and Ventura College to the lowest responsible bidder.
- C-12 **Acceptance of Completion of Bid #235, Seal Coating of Parking Lots at Moorpark, Oxnard and Ventura Colleges** was approved to accept completion for Bid #235, Seal coating of Parking Lots at Moorpark, Oxnard and Ventura Colleges.
- C-13 **Approval of Microsoft Software License Renewal for Fiscal Year 2004-2005** was granted to Computerland of Silicon Valley for FY 2004-2005.
- C-14 **Surplus/Disposal of Equipment** was approved.
- C-15 **Acceptance of Gifts** was approved.
- C-16 **Capital Planning and Design Construction**
 - A. **Approval of Revised Project Definition Report for New Performing Arts Classroom and Auditorium at Oxnard College** was granted to approve the revised Project Definition Report and corresponding budget adjustment for the new Performing Arts Classroom and Auditorium at Oxnard College. This building, which was previously approved as a Phase II project, has been reduced in size by

- approximately 18,000 Gross Square Feet in order to qualify for State-provided funding for a portion of the new project.
- B. **Approval of Ventura County Waterworks District Fees for Child Development Center at Moorpark College** was granted to approve fees payable to Ventura County Waterworks District for the construction of the new Child Development Center at Moorpark College.
 - C. **Approval of Contract with Contractor Submitting the Lowest Bid for the Construction of the New Child Development Center at Moorpark College** was granted to award a contract to the lowest responsible bidder for the construction of the new Child Development Center at Moorpark College.
 - D. **Approval of Contract for Inspector of Record Services for Project #19058: Learning Resource/Telecommunications Center at Moorpark College** was granted to authorize management to execute a contract with Darrin Yarbrough for inspector of record services as required by the Division of the State Architect for Project #19058: Learning Resources/Telecommunications Center at Moorpark College at a rate of \$70/hr., not to exceed \$85,000.
 - E. **Approval to Execute a Contract with Austin Veum Robbins as the Architect for the Food Service Renovation at Ventura College** was granted to authorize management to execute a professional service contract with Austin Veum Robbins to provide architectural services for the design and renovation of the Food Service area at Ventura College.
 - F. **Approval to Execute a Contract with HGA/Kulwicz as the Architect for the Theater Building “G” Due Diligence Study at Ventura College** was pulled for discussion.
 - G. **Approval to Appoint an Architect for the “F” Building Renovation at Ventura College** was granted to approve the appointment of the architect for the “F” Building Renovation at Ventura College, pending successful contract negotiations.
 - H. **Acceptance of Change Order Summary Report for Capital Projects** was pulled for discussion.

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

- F. **Approval to Execute a Contract with HGA/Kulwicz as the Architect for the Theater Building “G” Due Diligence Study at Ventura College** was moved by Trustee Hernández, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent, to authorize management to execute a professional services contract with HGA/Kulwicz to provide architectural services for the due diligence study of the Theater Building “G” at Ventura College. (Juarez – yes)

At 8:55 p.m., Trustee Gonzales returned.

- H. **Acceptance of Change Order Summary Report for Capital Projects** was moved by Trustee Jacobs, seconded by Trustee Hernández, and carried on a unanimous vote. (Juarez – yes)

There was a brief discussion regarding change orders.

Trustee Gonzales pointed out that he was absent during the vote for Item No. C-16 F and would have abstained because of a conflict of interest.

Sue Johnson gave a brief overview of the 311 Report.

Action Items

Administrative Services

- A-1 Budget Amendment** was moved by Trustee Gonzales, seconded by Trustee Hernández, and carried on a unanimous vote, to amend the budget by the amount of the one-time payments to the classified, faculty, and unrepresented employee groups. (Juarez – yes)

Human Resources

- A-2 Approval of VCCCD-AFT Side Letter Agreement** was moved by Trustee Rooney, seconded by Trustee Hernández, and carried on a unanimous vote, to approve the Side Letter Agreement regarding the final recalculation and settlement of the side letter agreement between Ventura County Federation of College Teachers, AFT, Local 1828 and the Ventura County Community College District dated April 10, 2004. (Juarez – yes)
- A-3 Approval of New and Revised Management Job Descriptions** was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a unanimous vote to amend page 2 of the job description as follows:
- “Work cooperatively with the academic senate, classified senate, and *the student government* through a participatory governance model.”
- The item was approved as amended by a motion from Trustee Hernández, seconded by Trustee Rooney, and carried on a unanimous vote. (Juarez – yes)

End of Board Actions

ADJOURNMENT

At 9:08 p.m., the meeting was adjourned.