

Board of Trustees

Ventura County Community College District

Cheryl Heitmann

President

Mary Anne Rooney

Vice-President

Arturo D. Hernández

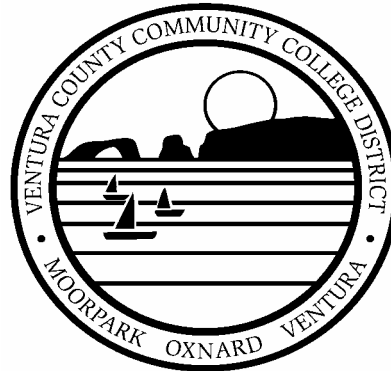
Trustee

Robert O. Huber

Trustee

Larry O. Miller

Trustee



James M. Meznik

Chancellor/Secretary to the Board

MINUTES FOR THE MEETING OF TUESDAY, AUGUST 9, 2005

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, August 9, 2005, in the Ventura County Superintendent of Schools Office, Conejo Room.

Roll Call

Board Members Present:

Cheryl Heitmann, President

Mary Anne Rooney, Vice-President

Arturo D. Hernández

Robert O. Huber

Larry O. Miller

Management Present:

James M. Meznik, Chancellor

Lydia Ledesma-Reese, President, Oxnard College

Eva Conrad, President, Moorpark College

Robin Calote, President, Ventura College

William Studdt, Vice Chancellor, Human Resources

Sue Johnson, Associate Vice Chancellor, Business Services

Vic Belinski, Associate Vice Chancellor, Information Technology

Joan Smith, Executive Vice President, Student Learning

Carolyn Inouye, Director of Institutional Research

Jim Botting, Chief of Police

Faculty/Staff/Student Representatives:

Jeff Baker, Moorpark College Academic Senate President

Jeannette Redding, Oxnard College Academic Senate President

Kathryn Schoenrock, Ventura College Academic Senate President

Kasey Crispin, Moorpark College Student Representative

Bea Herrera, AFT

Brenda Schubert, CMA

Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

President Heitmann called the meeting to order at 5:35 p.m. Trustee Hernández arrived at 5:55 p.m.

RECESS TO CLOSED SESSION

At 5:36 p.m., President Heitmann recessed the meeting to Closed Session.

CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION [Government Code Section: 54956.9(a)] The following items were considered during Closed Session:

- *Peter Holmes vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV227266)
- *Rita Martinez and Raymond Brie vs. Board of Trustees of the VCCCD* (Ventura County Superior Court Case No. CIV227997)
- *Patricia Kistler vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV231014)
- *Tiffane T. Williams and David E. Williams as the Surviving Heirs, Personal Representatives, Successors of Interest of Decedent, Sarah N. Williams vs. VCCCD et al.* (Ventura County Superior Court Case No. CIV232233)

DISCIPLINE/DISMISSAL/RELEASE

- Employee #900400233

PUBLIC EMPLOYEE PERFORMANCE EVALUATION {Gov't Code § 54957}

- Instructor

PUBLIC EMPLOYMENT {Gov't Code § 54957}

- Administrative Leave - Instructor

RECONVENE IN OPEN SESSION

President Heitmann reconvened the meeting in Open Session at 6:45 p.m.

PLEDGE TO THE FLAG

Trustee Miller led the pledge to the flag.

CLOSED SESSION REPORT

The Board Chair read the following Closed Session Report:

The Board voted 4-0, with Trustee Hernández recusing himself, to dismiss employee #900400233, effective August 10, 2005.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

President Heitmann welcomed Deborah Elwell, Ventura County Grand Jury.

Reports

- **Reports**
 - **Chancellor's Report**
 - Handel Evans gave a brief update on the Measure S Bond Program and pointed out that an overview of the projects was available on the Ventura County Community College District website. Mr. Evans indicated that he would provide the Board a report on JCM costs. There was a brief discussion about the Citizens' Oversight Committee. Handel Evans will invite the chair of the oversight committee to the next Board meeting.
 - Vic Belinski provided an overview of the student fee collection policy and described the process that was used to contact the students. Sue Johnson explained the laws concerning fee payment. There was a brief discussion and it was decided that the chancellor would present a report regarding enrollment management at a future Board meeting.
 - **Student Representatives' Reports.** Kasey Crispin commented on the preparation for the student trustee election. She reported on student government activities, an outreach program, and a retreat in September.
 - **Academic Senates' Reports**
 - Jeff Baker reported on Dale Tillery Institute in Berkeley and the President's Brunch. He commented on decision making on campus.
 - Jeanette Redding distributed and reviewed a report from *California Tomorrow* and expressed concerns about funding for community colleges.
 - Kathryn Schoenrock commented on the Dale Tillery Institute. She announced that "To Kill a Mockingbird" was chosen for the book for the *One Book, One Campus* event.

PUBLIC COMMENTS

Richard Flowers, Janet Wall, Gary Johnson, Richard Fox, and Linda Loisel addressed the Board regarding the Ventura College Horticulture Program, Hansen Trust grant, retiree benefits, enrollment, the Student Trustee Policy, and the chancellor's contract.

Trustee Huber asked that the Board adhere to the three-minute limit stated in Board Policy.

- **Campus Report – Ventura College**
 - Robin Calote commented on Ventura College's 80th anniversary, strategic planning, and alternative scheduling patterns. She invited the Board to the first home football game.
- **Trustees**
 - **Subcommittees**
 - Trustee Rooney reported on the July 26 Board Construction Subcommittee meeting. There was discussion about the upcoming architect interviews during the August Construction Subcommittee and the Board asked for an opinion from legal counsel regarding their attendance at this meeting

It was decided that the staff would send a letter to the Governor in support of AB 982: Student Health Services. There was a brief discussion regarding the following items:

- Senate Bill 361 – Community College Funding Formula.
- Letter of Support for Voting Rights Bill - Additional Information was Requested
- Letter of Support for Senate Bill 930

A Budget subcommittee meeting will be scheduled to discuss funding and the Budget.

- **Trustee Reports/Announcements/Correspondence**
 - Trustee Hernández reported on the Medical Assisting Program Graduation at Ventura College's East Campus.
 - Trustee Huber commented on the Court of Honor ceremony for Andre Hernández and indicated that President Heitmann presented a certificate on behalf of the Board.
 - It was announced that Trustee Rooney was elected Chair of the Community College League of California Advisory Committee on Education Services and that President Heitmann was elected Vice Chair of the CCLC Advisory Committee on Legislation.
 - President Heitmann reported on the Ventura County Regional Alliance meeting and the Mental Health Services Act.
 - Larry Miller commented on the Santa Paula Latina Awards banquet, the Workforce Investment Board, and the Horticulture Program at Ventura College.

Chancellor Meznek updated the Board on horticulture and the proposed Hansen Trust grant.

OPEN STUDY SESSION

At 9:50 p.m., the study session was opened.

- **Discussion Regarding Imperatives of the Ventura County Community College District (Action Item A-5)**

Chancellor Meznek gave a brief overview on the development of the District Imperatives at the July 10, 2005, Study Session.

The following suggestions were made:

- Dealings are Transparent
- Open Access
- Community Needs
- Participatory Governance
- Diversity in Contracts
- Local Emerging Business
- Communications

CLOSE STUDY SESSION

At 10:15 p.m., the study session was closed.

PUBLIC NOTICES OF CHANGES TO THE AGENDA

Human Resources

C-3 Revision to Human Resources- Employment Position Management

C. Approval of Personnel: This item was revised to remove the transfer of Frances Lewis (XCU011, Administrative Assistant II) and replace it with the appointment of Eileen Whitmore at Oxnard College, effective August 10, 2005. In addition, this item was revised to add the appointment of Deborah Tyson, Admissions & Records Technician (XCU006) at Oxnard College, effective September 1, 2005.

First Reading Items

Student Learning

- **First Reading – Deletion of Board Policy Manual Section A.g. (1-12): Student Representative to the Governing Board and Addition of Board Policy Manual Chapter 2 - BP 2015: Student Member** was revised to change the minimum semester units to five (5).

Consent Calendar Items

It was moved by Trustee Huber, seconded by Trustee Rooney, and carried on a unanimous vote, to approve the Consent Calendar Items.

Approval of Minutes

- C-1 Action to Approve Minutes of the Study Session of the Board of Trustees for July 10, 2005** was approved.
- C-2 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for July 12, 2005** was approved.

Human Resources

C-4 Changes in Personnel/Employment Status

- A. Approval of Resignation/Retirement of Academic & Classified Employees** was granted as listed.
- B. Approval of Probationary to Permanent Personnel** was granted as listed.
- C. Approval of Change of Assignment for Classified Personnel – Ventura College** was granted as listed.
- D. Approval of Request for an Unpaid Long-term Leave of Absence, Ventura College** was granted, effective September 20, 2005 to March 20, 2006.

Business Services

- C-5 Ratification of Accounts Payable and Payroll for the period of June 21, 2005 – July 18, 2005** was approved for the period of June 21, 2005 – July 18, 2005.
- C-7 Approval/Ratification of Board Purchase Order Report #15 FY 2004/05** from June 21, 2005 to July 18, 2005, was granted.
- C-9 Surplus/Disposal of Equipment** was approved as listed.
- C-10 Acceptance of Gifts** was approved as follows:
HP Printer and Gateway Laptop Computer with Case and Bag
To be used in the Nursing Program at Moorpark College
Donated by: Kim Hoffmans
- Cash donation in the amount of \$40,000
To be used for Musical Instruments and Equipment for Ventura College.
Donated by: Ventura College Foundation by the Gwendolyn Sexton Foundation
- 30 Technician Handbooks
To be used in the Toyota T10 Program
Donated by: Ventura College Foundation
- C-12 Acceptance of Completion of Bid 257, Ventura College Roofing Project** was approved.
- C-15 Approval of Agreement Between Ventura County Community College District (VCCCD) and California State University Channel Islands (CSUCI)** was granted to provide Police Dispatch Services.
- C-16 Capital Planning, Design and Construction**
- A. Approval of Subcontractor Substitution for the Maintenance Warehouse at Moorpark College** was granted to substitute Reid Electric Company as the listed subcontractor with J. Evans Construction, the general contractor, for the electrical installation portion of the work on Project #19111: Maintenance Warehouse at Moorpark College.
- B. Approval of Contract with Plan Net Consulting Group to Provide Consulting Services for the Information Technology Portion of the Construction Documents for the Student Services Building at Oxnard College** was granted in the amount of \$6,000.
- C. Approval to Increase Contract with BTC Labs to Provide Inspector of Record Services for the Gymnasium Renovation at Oxnard College** was granted in the amount of \$27,780.
- D. Approval of Contract with BTC Labs to Provide Inspector of Record Services for Improvements to the Auto Technology Building at Oxnard College** was granted in the amount of \$57,700.

- E. Approval of Contract with BTC Labs to Provide Inspector of Record Services for the LRC Telephone MDF (Main Distribution Frame) Renovation at Oxnard College** was granted in the amount of \$31,800.
- F. Approval of Subcontractor Substitution for the Improvements to the Auto Technology Building at Oxnard College** was granted to substitute Epcon Industrial Systems, the listed subcontractor, with Maximum Equipment Systems, as the paint booth supplier/installation subcontractor for the work on Project #29208: Improvements to the Auto Technology Building at Oxnard College.
- G. Approval of Contract with Plan Net Consulting Group to Provide Consulting Services for the Information Technology Portion of the Construction for the Building “D” and “CR” Renovation Project at Ventura College** was granted in the amount of \$12,210.
- H. Approval of Contract with McGillivray Construction, Inc. for the Renovation of the Athletic Fields, Phase I, at Ventura College** was granted in the amount of \$3,192,000.
- I. Acceptance of Change Order Summary Report for Capital Projects** was approved.

Student Learning

- C-17 Summer 2005 Candidates for Graduation and Certificates for Moorpark, Oxnard and Ventura Colleges and Additional Ventura College Candidates for Graduation for Spring 2005** were accepted.
- C-18 Authorization for Destruction of Records – Ventura College** was granted to approve the destruction of records at Ventura College pursuant to provisions of “Regulations for Destruction of Records” (Title V, Division 6, Chapter 10, Subchapter 2.5, Sections 59020-59041), approved by the Board of Governors on September 23, 1976.

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

Human Resources

- C-3 Employment & Position Management** was moved by Trustee Rooney, seconded by Trustee Huber, and carried on a 4-1 vote, with Trustee Miller voting no.
 - A. Approval/Ratification of Limited Term/Provisional Assignments** was granted.
 - B. Approval of Equivalency, Ratification, and Approval of Part-time Faculty** was granted for the Summer and Fall of 2005 as listed.
 - C. Approval of Personnel** was granted.

D. Approval of Establishment of Positions was granted as listed.

Trustee Miller expressed his concerns regarding the following items:

- C-3 D: Approval of Establishment of Positions
- C-19: Approval of Student Trustee Privileges 2005-2006.

There was a brief discussion regarding the Associate Vice Chancellor Facility Planning position and the Board asked for position descriptions prior to the Board meeting. President Heitmann reported on student trustee benefits.

E. Approval of Abolishment of Vacant Positions was granted to abolish the vacant positions at Ventura College, Oxnard College, and the District Administrative Center as listed.

F. Approval of Change in Position was granted to change in XCU327 Job Developer, Disabled Students from 45.7% to 25%FTE effective August 10, 2005.

G. Approval of Advanced Salary Placement for Academic Personnel was granted to approve the advanced salary placement for a Nursing Instructor at Ventura College.

Business Services

C-6 Approval/Ratification of Board Purchase Order Report #3 FY 2005/06 was moved by Trustee Huber, seconded by Trustee Rooney, and carried on a unanimous vote, to approve Board Purchase Order #3 FY 2005/06, from June 21, 2005 to July 18, 2005.

There was a brief discussion about the contract renewal process and the coordination of the purchase of textbooks.

At 10:35 p.m., President Heitmann left the dais and returned at 10:40 p.m.

C-8 2004-2005 Fiscal Year-End Budget Transfer was moved by Trustee Huber, seconded by President Heitmann, and carried on a unanimous vote.

C-11 Approval of Lease Agreement Between the Fellows Family Trust and Ventura County Community College District, Oxnard College was moved by Trustee Miller, seconded by Trustee Huber, and carried on a unanimous vote, to approve the office rental for the Foster & Kinship Care Education Program.

Trustee Huber expressed his concerns regarding the location of the facility.

C-13 Bid 255 Printing of the Schedule of Classes was moved by Trustee Rooney, seconded by Trustee Miller and carried on a unanimous vote, to award Bid 255 to the lowest responsible bidder after the August bid opening.

There was a brief discussion regarding the scheduled of classes and Trustee Rooney asked for an agenda item in the future that has one schedule for the entire district.

- C-14 Bid 259 Printing – General** was moved by Trustee Rooney, seconded by Trustee Miller, and carried on a unanimous vote, to award Bid 259, Printing – General, to the lowest responsible bidder after the August bid opening.

Trustees/Chancellor

- C-19 Approval of Student Trustee Privileges 2005-2006** was moved by Trustee Rooney, seconded by Trustee Huber, and carried on a 4-1 vote, with Trustee Miller voting no.

First Reading Items

Student Learning

- **First Reading – Course Approvals: New and Revised Courses – Moorpark College** was accepted for Second Reading.
- **First Reading – Deletion of Board Policy Manual Section A.g. (1-12): Student Representative to the Governing Board and Addition of Board Policy Manual Chapter 2 - BP 2015: Student Member** was accepted for Second Reading.

Trustee Rooney acknowledged the Rules, Operations & Procedures ad hoc committee for their efforts in reviewing this item. Chancellor Meznek said this policy is patterned for the Community College League of California policy. He pointed out that the *Education Code* states a minimum of 5 units and that the procedure would be revised to be consistent with Code. There was a brief discussion regarding the 2.0 GPA.

Kasey Crispin expressed her concerns about the elimination of fringe benefits.

Action Items/Second Reading Items

Human Resources

- A-1 Approval of Tentative Agreement between Ventura County Community College District and the Ventura County Federation of College Teachers (AFT, Local 1828)** was moved by Trustee Rooney, seconded by Trustee Hernández, and carried on a 4-0 vote, with Trustee Miller abstaining, to approve the Agreement between Ventura County Community College District and the Ventura County Federation of College Teachers (AFT, Local 1828). The term of the Agreement will be from August 10, 2005, to June 30, 2007.

President Heitmann acknowledged the negotiating team.

- A-2 Approval of Chancellor's Employment Contract** was moved by Trustee Huber, seconded by Trustee Rooney, and carried on a 4-1 vote, with Trustee Miller voting no, to approve the employment contract for Dr. James Meznek, Chancellor, effective July 1, 2005, through June 30, 2008.

Trustee Miller expressed his concerns regarding the term of the contract. There was a brief discussion regarding the language in the contract.

Business Services

- A-3 Action to Approve the Continuation of Contract with JCM Group as Construction and Program Managers for the Ventura County Community College District** was moved by Trustee Huber, seconded by Trustee Rooney, and carried on a unanimous vote, to approve a one-year extension of the contract with JCM Group, a Division of Heery International, Inc., as the construction and program managers for the Ventura County Community College District from October 1, 2005, through September 30, 2006, at a contract price not to exceed \$3,376,863.

Trustees/Chancellor

- A-5 Discussion and Approval of the Ventura County Community College District Board of Trustees' District Imperatives** was postponed until the September Board meeting.

End of Board Actions

Trustee Issues

- **Governing Board Subcommittee Reports Subcommittees**

Trustee Miller requested that an item be placed on the next Board agenda regarding establishing an education policy.

ADJOURNMENT

At 11:05 p.m., the meeting was adjourned.