

Board of Trustees

Ventura County Community College District

Larry O. Miller
Chair

Robert O. Huber
Vice-Chair

Stephen P. Blum
Trustee

Cheryl Heitmann
Trustee

Arturo D. Hernández
Trustee

Pardeese Ehya
Student Trustee



James M. Meznik
Chancellor/Secretary to the Board

MINUTES FOR THE MEETING OF TUESDAY, FEBRUARY 13, 2007

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, February 13, 2007, in Room CSSC 101 at Oxnard College, Oxnard, California.

ROLL CALL

Board Members Present:

Larry O. Miller, Chair
Robert O. Huber, Vice-Chair
Stephen P. Blum, Trustee
Cheryl Heitmann, Trustee
Pardeese Ehya, Student Trustee

Absent:

Arturo D. Hernández, Trustee

Management Present:

James M. Meznik, Chancellor
Eva Conrad, Moorpark College President
Robert Jensen, Oxnard College Interim President
Robin Calote, Ventura College President
Sue Johnson, Vice Chancellor, Business Services
Patricia Parham, Associate Vice Chancellor, Human Resources
Pam Eddinger, Executive Vice President, Student Learning
Lyn MacConnaire, Interim Executive Vice President, Student Learning
Ramiro Sanchez, Executive Vice President, Student Learning
Ken Bailey, Vice President, Business Services
Clare Geisen, Director of Administrative Relations
Jim Botting, Police Chief

Faculty/Staff/Student Representatives:

Jeff Baker, Moorpark College Academic Senate President
F. Scott Corbett, Oxnard College Academic Senate Vice-President
Kathryn Schoenrock, Ventura College Academic Senate President
Jose Cornelio, Oxnard College Classified Senate President
Lupe Jasso, Oxnard College Associated Student Government Public Relations Officer

Mary Anne McNeil, Grants/Contracts
Les Dickey, JCM Group
John Wagner, AFT President
Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

Chair Miller called the meeting to order at 5:35 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no Public Comments.

RECESS TO CLOSED SESSION

At 5:37 p.m. the meeting was recessed to Closed Session, with Trustee Hernández absent.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION { *Gov't Code §54956.9(b)* } (2 Cases)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- Employee #900229721

CONFERENCE WITH LABOR NEGOTIATOR

- AFT/SEIU

RECONVENE IN OPEN SESSION

Chair Miller reconvened in Open Session at 8:00 p.m., with Trustee Hernández absent.

PLEDGE TO THE FLAG

Robert Jensen led the pledge to the flag.

CLOSED SESSION REPORT (if necessary)

It was moved by Trustee Huber, seconded by Trustee Blum, and carried on a 3-0-1 vote, with Trustee Hernández absent, to ratify the termination of Employee No. 900229721's employment with the Ventura County Community College District, effective February 2, 2007.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

- Dr. Richard Durán was welcomed to the Ventura County Community College District and Oxnard College.
- Dr. Robert Jensen was presented a Certificate of Appreciation for outstanding leadership of Oxnard College, dedication to academic excellence, and commitment to student success.

At 8:22 p.m. there was a brief reception to welcome Dr. Durán and to acknowledge Dr. Jensen.
At 8:35 p.m. the meeting reconvened.

PUBLIC COMMENTS

There were no Public Comments.

Reports

- **Chancellor**
 - **Citizens' Oversight Committee Annual Report**
 - **James Steuck, Chair.** On behalf of the Citizens' Oversight Committee, James Steuck presented to the Board the *Annual Report* and the *Resolution on the Citizens Oversight Committee on the Proper Expenditures of Measure "S" Bond Funds*. Trustee Huber thanked Mr. Steuck for his service on the Committee.
 - **On-Line Requisition and Application Processing (ORAP)**
 - Patricia Parham made a brief presentation on the Online Requisition and Application Process System. There was a brief discussion regarding online security and staffing levels in Human Resources.
 - **Tenure Presentation.** Eva Conrad and Robin Calote distributed and reviewed the PowerPoint Presentation, *An Overview of Tenure*. Dr. Conrad gave a brief explanation of the Community College Reformation Act – Assembly Bill 1725 and Dr. Calote reviewed the General Tenure Sequence. Trustee Heitmann thanked Dr. Conrad and Dr. Calote for their presentation. There was a brief discussion regarding the process.
- **Academic Senates.**
 - Kathryn Schoenrock commented on the ORAP System.
 - F. Scott Corbett acknowledged the recruiting process.
- **Classified Senates.** Jose Cornelio reported on scholarships and the classified senate luncheon. Mr. Cornelio welcomed Dr. Durán to the District.
- **Student Representatives.**
 - Lupe Jasso welcomed Dr. Durán and thanked Dr. Jensen for his efforts at Oxnard College. Ms. Jasso reported on Oxnard College "Sports Day," the 30th Anniversary Celebration, and fundraisers.
 - Andrew Anzalone announced that he was appointed the student representative to the Community College League of California Legislative Committee.
- **Trustees**
 - **Subcommittees.**
 - **Rules, Operations & Procedures Subcommittee.** Trustee Heitmann reported on the Rules, Operations & Procedures Subcommittee meeting.
 - **Construction Subcommittee.** Trustee Huber reported on the Construction Subcommittee meeting and indicated that an update on the Fire/Sheriff's Academy would be given at the next meeting.
 - **Trustee Reports/Announcements/Correspondence**
 - Trustee Heitmann announced that Trustee Miller was sworn in as the alternate on the Board of Directors of the Ventura County Regional Energy Alliance. She commented on proposed meetings with Ventura County Community College District (VCCCD) and VCREA staff regarding energy saving ideas. Trustee Heitmann

reported on the Community College League of California Legislative Conference and the Ventura College's Phoenix Scholarship presentation. She announced that three Moorpark College students received a grant from Amgen to work at Thousand Oaks and Westlake High Schools as lab assistants.

- Trustee Huber commented on the Ribbon Cutting Ceremony at the Moorpark College Child Development Center.
- Chair Miller commented on Moorpark College's grand opening for the preservation of the Palos Verdes Blue Butterfly.
- **Student Participation in the Legislature** – Pardeese Ehya updated the Board on a proposed conference with Student Governments at Ventura County Community College District regarding student participation in the legislature.

OPEN PUBLIC HEARING

At 8:45 p.m. Chair Miller opened the Public Hearing. The following documents were presented.

- Ventura County Community College District's (VCCCD) Initial Proposals to American Federation of Teachers (AFT) Local 1828 and Service Employees International Union (SEIU) 535
- American Federation of Teachers (AFT) Local 1828 Initial Proposal and the Service Employees International Union (SEIU) 535 Initial Proposal to the Ventura County Community College District (VCCCD)

At 8:46 p.m. the Public Hearing was closed.

CLOSE PUBLIC HEARING

PUBLIC NOTICES OF CHANGES TO THE AGENDA

Human Resources

C-2 Employment & Position Management

B - Approval of Change in Position. The campus location of the Food Service Worker was changed to reflect Oxnard College.

C-3 Changes in Personnel/Employment Status

A – Approval/Ratification of Separation from Employment. The campus location of retiree John Roach was corrected to reflect Ventura College.

B – Approval of Probationary to Permanent Personnel. The campus location of Rick Ricardez was corrected to reflect Ventura College.

Consent Calendar Items

It was moved by Trustee Huber, seconded by Trustee Blum, and carried on a unanimous vote, with Trustee Hernández absent, to approve the Consent Calendar Items, with the exception of the following items pulled: C-2 and C-7. (Ehya – yes)

Approval of Minutes

- C-1 Meeting Minutes [1]**
A. Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for January 9, 2007, was approved.

Human Resources

- C-2 Employment & Position Management** was pulled for discussion.
- C-3 Changes in Personnel/Employment Status**
A. Approval/Ratification of Separation from Employment - Academic & Classified Employees [35] was granted as listed.
B. Approval of Probationary to Permanent Personnel [37] was granted as listed.
C. Ratification of Change in Assignments [39] was granted as listed.
D. Approval of Employment under Special Pre-Retirement Program [41] was granted as listed.
E. Approval of Granting of Sick Leave Days from Established Sick Leave Pool for Full-time Academic Employee and Request for Leave of Absence Without Pay [43] was granted as listed.
- C-4 Adoption of District's Initial Proposals to AFT and SEIU [45]** was approved.
- C-5 Acceptance of the AFT and SEIU Initial Proposals to the District [46]** was approved.

Business Services

- C-6 Ratification of Accounts Payable and Payroll for the Period of December 19, 2006 – January 23, 2007 [47]** was approved.
- C-7 Approval/Ratification of Board Purchase Order Report #10 for FY 2006/07 [48]** was pulled for discussion.
- C-8 Surplus/Disposal of Equipment [61]** was granted as listed.
- C-9 Acceptance of Gifts [62]** was granted to accept the following donations:
- Cash Donation of \$39,515.54 to support the Ventura College Staff Innovation Grant.
Donated by: The Ventura College Foundation
- Cash Donation of \$23,371.14 to be used by various departments at Ventura College.
Donated by: Various businesses and individuals through the Ventura College Foundation
- Cash Donation of \$4,600 to be used for printing of the Ventura College Annual Report.
Donated by: The Ventura College Foundation

- C-10 Quarterly Financial Status Report, General Fund – Combined (CCFS-311Q) [63]** was approved.
- C-11 Monthly Budget Transfer Summary for the Month of January 2007 for the General Fund-Unrestricted and General Fund-Restricted [66]** was approved.
- C-12 Approval of Amendments to Unrestricted – Designated Programs for Fiscal Year 2006-2007 [68]** was granted.
- C-13 Approval of New Contracts, Grants and Categorical Funds for Fiscal Year 2006-2007 and Approval of General Fund Restricted Budget Amendment [70]** was granted.

Capital Planning, Design and Construction

- C-14 Approval of Reduction in Retention for Project # 39105: Renovate Athletic Facilities, Phase I at Ventura College [74]** was granted to reduce the retention for McGillivray Construction from 5% to 2.5% of the contract value for renovations at the Athletic Fields at Ventura College.
- C-15 Acceptance of Change Order Summary Report for Capital Projects [75]** was approved.

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

Human Resources

- C-2 Employment & Position Management** was moved by Chair Miller, seconded by Trustee Huber, and carried on a unanimous vote, with Trustee Hernández absent. (Ehya – yes)
- A. Approval of Abolishment and Establishment of Positions [11]** was granted as listed.
- B. Approval of Change in Position [16]** was granted as listed.
- C. Approval of Establishment of Positions [17]** was granted as listed.

There was a brief discussion regarding the establishment of the Director of DSP&S and it was pointed out that the position was responsible for the college's compliance with federal and state regulations; supervision and evaluation of faculty and staff; and oversight of the services provided to students.

- D. Approval of Equivalency [29]** was granted as listed.
- E. Approval/Ratification of Personnel [30]** was granted as listed.
- F. Approval/Ratification of Limited Term/Provisional Assignments [33]** was granted as listed.

Business Services

C-7 Approval/Ratification of Board Purchase Order Report #10 for FY 2006/07 [48] was moved by Trustee Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, with Trustee Hernández absent, to approve Board Purchase Order Report #10 from December 19, 2006 to January 25, 2007.

OPEN STUDY SESSION

At 8:55 p.m. the Study Session was opened.

Presentation

- **Vision, Mission, and Value Statement Overview.** Robin Calote distributed and reviewed the Presentation regarding the process used to develop the Vision, Mission and Value Statement.

Trustee Heitmann read the following statement from Trustee Hernández regarding the Vision, Mission and Value Statement:

“I have reviewed the Vision, Mission, and Value Statement and I am comfortable with approval, but would like to make sure that within the statement there is a commitment to the following areas:

Greater Emphasis on Issues and the Importance Diversity.

- Hiring and retention of personnel that adequately reflect the population of our county, especially in management and the administrative team. It should be recognized that with a diverse staff throughout all levels, the district will receive the benefit of having access to knowledge and experiences with providing education to all the communities that we serve.
- Training throughout the district should include a component that discuss and present issues of delivering education to the diverse populations we serve.

Community Partnerships. The Board, district office and colleges need to have a serious and ongoing commitment to building long term partnerships with the communities we serve. A detailed plan with outcomes and accountability needs to be developed.

Customer Service and Mutual Respect. Training, policies and procedures and evaluation need to be developed on how we serve and treat each other and our communities.”

It was pointed out that the Vision, Mission and Value Statement would be placed on the website when it was approved. Jeff Baker provided a brief history of the process that was used to develop the Vision, Mission, and Value Statement.

Trustee Heitmann included the following suggestions:

Vision Statement

- Where you hope to be in five years.
- Write the statements as if you there.
- Include leader in things trying to do
- Include Students Come First
- Define Community Commitment
- Provide outreach and inclusion
- Decisions based on serving students

It was decided that the Board of Trustees would provide the Chancellor with any additional changes. Dr. Meznek pointed out the importance of completing this statement to continue the planning process.

CLOSE STUDY SESSION

At 9:20 p.m. the Study Session was closed.

John Wagner addressed the Board regarding additional paths to Tenure.

First Reading Items

- **First Reading (Second Review): Approval of Vision, Mission, and Value Statement for the Ventura County Community College District [96]** was accepted for Second Reading.

Action Items

Business Services

- A-1 Approval of the Appointment of the District Representatives to the Commission of the Santa Paula Redevelopment/Community College Joint Powers Improvement Authority [98]** was moved by Trustee Huber, seconded by Trustee Blum, and carried on a unanimous vote, with Trustee Hernández absent, to appoint the following District Representatives to the Commission: (Ehya – yes)
- Larry Miller, Chair, Board of Trustees
 - Robin Calote, President, Ventura College
 - Sue Johnson, Vice Chancellor of Business and Administrative Services

Trustees/Chancellor

- A-2 Action to Approve Governing Board Member Absence [100]** was moved by Trustee Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, with Trustee Hernández absent to approve the absence of Trustee Hernández. (Ehya – yes)

DISCUSSION

- **Discussion Regarding Community Advisory Committees [101]** Trustee Heitmann commented on Strategic Planning and Community Outreach and Involvement.

Andrew Anzalone addressed the Board regarding student participation in district governance. Chair Miller commented on class credit for students in governance.

End of Board Actions

ADJOURNMENT

At 9:32 p.m. the meeting was adjourned.