

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, MARCH 13, 2007

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, March 13, 2007, at the District Administrative Center Multi-Purpose Room in Ventura, California.

ROLL CALL

Board Members Present:

Larry O. Miller, Chair

Robert O. Huber, Vice-Chair

Stephen P. Blum, Trustee

Cheryl Heitmann, Trustee

Arturo D. Hernández, Trustee

Pardeese Ehya, Student Trustee

Management Present:

James M. Meznik, Chancellor

Robin Calote, Ventura College President

Eva Conrad, Moorpark College President

Richard Durán, Oxnard College President

Sue Johnson, Vice Chancellor, Business Services

Patricia Parham, Associate Vice Chancellor, Human Resources

Pam Eddinger, Executive Vice President, Student Learning

Lyn MacConnaire, Executive Vice President, Student Learning

Ramiro Sanchez, Executive Vice President, Student Learning

Tom Kimberling, 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

Jeannette Redding, Oxnard College Academic Senate President

Kathryn Schoenrock, Ventura College Academic Senate President

Andrew Anzalone, Moorpark College Student government Vice President

Lupe Jasso, Oxnard College Student Government Public Relations Officer

Mary Anne McNeil, Grants/Contracts

Handel Evans, Bond Measure S Program Director
Les Dickey, Heery International
John Wagner, AFT President
Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

Chair Miller called the meeting to order at 5:30 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

John Wagner addressed the Board regarding Tenure.

RECESS TO CLOSED SESSION

At 5:35 p.m. the meeting was recessed to Closed Session.

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- Employee No. 900-355-767

CONFERENCE WITH LABOR NEGOTIATOR

- AFT

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Employee No. 900-018-108
- Employee No. 900-007-862
- Employee No. 900-375-738
- Employee No. 900-008-156
- Employee No. 900-498-541
- Employee No. 900-485-828
- Employee No. 900-008-185
- Employee No. 900-007-818
- Employee No. 900-425-575

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Cont.)

- Employee No. 900-007-553
- Employee No. 900-393-333
- Employee No. 900-196-194
- Employee No. 900-000-603
- Employee No. 900-215-916
- Employee No. 900-007-468
- Employee No. 900-007-578
- Employee No. 900-479-439
- Employee No. 900-253-128
- Employee No. 900-466-044

RECONVENE IN OPEN SESSION

The meeting reconvened in Open Session at 7:10 p.m.

PLEDGE TO THE FLAG

Richard Durán led the pledge to the flag.

CLOSED SESSION REPORT

It was moved by Trustee Huber, seconded by Trustee Hernández, and carried on a unanimous vote, to discharge employee number 900-355-677's employment with the Ventura County Community College District, effective March 13, 2007.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

- **CLU Plaque of Congratulations**
 - **John R. Sladek, Ph.D.** – Chair Miller announced that a plaque would be sent to Dr. John Sladek, President, California Lutheran University. Trustee Heitmann commented on the inauguration ceremony that was held for Dr. Sladek.

PUBLIC NOTICES OF CHANGES TO AGENDA

Human Resources

Changes in Personnel/Employment Status

C-3B Approval of Probationary to Permanent Personnel was pulled from the agenda.

Capital Planning, Design and Construction

C-17 Ratification of "Takeover Agreement" between the District and XL Specialty Insurance Company [63] was pulled from the agenda.

C-31 Approval of Contract to J & H Engineering General Contractor, Inc. for Project # 39120: Advanced Tech/General Purpose Classrooms/Health Science (Paving) at Ventura College was revised from a contract with the lowest responsible bidder in the amount not to exceed \$35,000 to a contract with J & H Engineering General Contractor, Inc. in the amount of \$22,560.

Human Resources

A-3 Approval of Tenure Track Contract Recommendations [148] was pulled from the agenda.

Chair Miller announced that the Study Session on Accreditation would follow the Consent Calendar.

PUBLIC COMMENTS

Elisabeth Amador, Assistant to the Santa Paula City Manager, addressed the Board in support of the East Campus site in Santa Paula.

Reports

- **Chancellor**
 - **Update on East Campus Site.** Robin Calote gave a brief overview of the East Campus site in the Santa Clara Valley and indicated that an update would be presented at the April Board meeting.
 - **Budget Allocation Model.** Sue Johnson gave a brief overview of the process that was used to develop the budget allocation model.
- **Academic Senates.**
 - Jeanette Redding thanked Chair Miller, Trustee Hernández, and Trustee Heitmann for visiting academic senate meetings. She commented on the Technical Assistance Visit and welcomed Dr. Durán.
 - Kathryn Schoenrock acknowledged the counseling staff and commented on faculty travel.
 - Jeff Baker acknowledged the counselors, expressed his concerns regarding the Human Resources software, and commented on the participatory governance process.

Trustee Heitmann asked for an update on the Online Requisition and Application Process System.

- **Student Representatives**
 - Lupe Jasso announced that the Associated Student Government carnival would be held at Oxnard College on April 11. She commented on the Associated Student Government magazine.
 - Andrew Anzalone reported on the United States Student Association conference in Washington D.C., commented on the cost of textbooks, and gave a brief overview of activities at Moorpark College.
 - Pardeese Ehya reported on activities at Ventura College.
 - Student Trustee Ehya commented on the Joint Associated Student Governments' meeting on March 16 at Ventura College.
- **Trustees**
 - **Subcommittees**
 - Trustee Hernández announced that the Rules, Operations and Procedures would be held on March 16 at Ventura College.
 - Trustee Huber gave a brief overview of the Capital Planning and Construction Subcommittee meeting and commented on a discussion with representatives from Fire/Sheriff Academy. Trustee Blum thanked Trustee Huber for his efforts related to the Capital Planning and Construction Subcommittee.
 - **Trustee Reports/Announcements/Correspondence**
 - Trustee Heitmann commented on Transfer Day at California State University,

- Channel Islands, and congratulated Ventura College's basketball teams. She reported on the Community College League of California Legislative Committee meeting in Sacramento.
- Trustee Hernández reported on the Legislative Conference in Washington D.C. He acknowledged the following individuals:
 - Lucia Haro, Oxnard College Workplace Learning Resources Director
 - Ned Mircetic, Ventura College Women's Basketball Head Coach
 - Andrew Anzalone, student representative.
 - Trustee Blum commented on a meeting with high school counselors.
 - Chair Miller read the following statement:

“At the December Board meeting, we discussed an interest in exploring more fully the opportunities available to meet the needs of those people in our District who are unable or unwilling to avail themselves of the opportunity for further, more formal education, as presently offered by our District and our four year Universities.

I proposed that we investigate our ability to meet these opportunities by a review of alternative paths through more vocational avenues with the thought that the District might wish to expand its offerings in these areas.

The Chancellor was asked to examine the issues and report back to the board at a later meeting. Since that time I have had a number of discussions with the Chancellor and his colleagues, and coincidentally I have also received encouragement and support from a number of our County community for our endeavors.

What I envisage might become a significant effort and the part of the Board is not a simple one. There is much to be discussed at many levels, but of most immediate concern, is whether this Board after hearing from our Chancellor and having had time to examine the policy implications of such an endeavor, is willing to fully recognize and fund an “improved aspect” of our offerings in Vocational Education.

What could turn out to be a major addition to our Educational Policy is worthy of more detailed discussion. I am therefore proposing to the members of the Board that we schedule a study session regarding the District's opportunities in the area of Vocational /Career education at a time to be determined. At this meeting I will invite the Chancellor and his colleagues to present to the Board their initial findings regarding the status of vocational education within the District and provide the board with recommendations which we might wish to consider for its future.”

There was a brief discussion on this item. Chair Miller asked the Chancellor to set up a Study Session.

- Chair Miller announced that April was *Child Abuse Prevention Month*.
- **Bea Herrera – Counseling.** Edna Ingram, Juan Hernandez, and Bea Herrera gave an overview of counseling at Moorpark, Oxnard and Ventura Colleges. There was a brief discussion regarding minimum qualifications for counselors. Bea Herrera invited the Board to matriculation activities at the high schools.

- Trustee Huber welcomed Jeanette Redding to the meeting and Dr. Durán to the District.

John Wagner expressed support for non-classroom teaching faculty.

At 8:45 p.m. the meeting recessed and reconvened at 8:55 p.m.

Consent Calendar Items

It was moved by Trustee Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, to approve the Consent Calendar Items. (Ehya – yes)

Approval of Minutes

C-1 Meeting Minutes

- A. Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for February 13, 2007 [1]** was approved.

Human Resources

C-2 Employment & Position Management [11] was approved as follows:

- A. Approval of Abolishment of a Position** was granted as listed.
- B. Approval of Abolishment and Establishment of Positions and Approval of a Classification Specification and Salary Range** was granted as listed.
- C. Approval of Change in Position** was granted as listed.
- D. Approval of Equivalency** was granted as listed.
- E. Approval/Ratification of Personnel** was granted as listed.
- F. Approval/Ratification of Limited Term/Provisional Assignments** was granted as listed.

C-3 Changes in Personnel/Employment Status [22] were approved as follows:

- A. Approval/Ratification of Separation from Employment - Academic & Classified Employees** was granted as listed.
- B. Approval of Probationary to Permanent Personnel** was pulled from the agenda.
- C. Approval of Reclassification** was granted as listed.
- D. Ratification of Change in Assignments of Classified Employees** was granted as listed.
- E. Approval of Request for Leave of Absence Without Pay** was granted to Jessica Gehle, full-time tenure track Librarian, at Moorpark College for an extension of an additional one year leave of absence without pay.

Business Services

- C-4 Ratification of Accounts Payable and Payroll for the Period of January 24, 2007 – February 15, 2007 [32]** was approved.

- C-5 Approval/Ratification of Board Purchase Order Report #11 for FY 2006-2007 [33]** was granted from January 22, to February 15, 2007.
- C-6 Surplus/Disposal of Equipment [44]** was approved for the surplus/disposal of equipment and materials.
- C-7 Acceptance of Gifts [45]** was granted as follows:
- Donation of a Roland KR4500 Digital Piano
To be used by the Music Department at Moorpark College.
Donated by: Sheila Winters
- Cash Donation of \$12,000
To be used by the Ventura College Football Program.
Donated by: Various businesses and individuals through the Ventura College Foundation
- Cash Donation of \$7,920
To be used by the Ventura College Women's Basketball Program.
Donated by: Various businesses and individuals through the Ventura College Foundation
- Cash Donation of \$900
To be used by the Ventura College Potters & Ceramics Program.
Donated by: Various businesses and individuals through the Ventura College Foundation
- Cash Donation of \$25,952
To be used by the Ventura College Aquatic Center, Art Galleries, Education Assistance, Fitness Center, Golf Program, Language Labs, Men's Tennis, Softball, Success Through Diversity Club, Swimming, Opera & Musical Program, Orchestra.
Donated by: Various businesses and individuals through the Ventura College Foundation
- C-8 Authorization for Destruction of Records – Ventura College [47]** was approved to destroy 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. The following Ventura College records will be destroyed: student registration records. 59025 Class 3 Disposable Records, Student Academic Records, Census detail reports, Request for class cards and student petitions for section change, Veterans Educational Services forms, Student Statements.
- C-9 Award of Bid 294, Ventura College Aquatic Center Roofing Project [48]** was approved to award Bid 294 to Channel Islands Roofing with the low bid of \$51,652.
- C-10 Award of Bid 297, Prefabricated Wood Utility Building for Ventura College [49]** was approved to award Bid 297, Prefabricated Wood Utility Building to Tuff Shed with the low bid of \$49,691.00

- C-11 Approval of Blackboard WebCT Software License Upgrade and Contract Renewal [50]** was granted to execute a three-year software license agreement with Blackboard/WebCT for on-line courses at Moorpark, Oxnard, and Ventura Colleges. The contract renewal is for the Learning System Vista 4 Enterprise Edition with systems hosting services for a three-year period beginning July 1, 2007.
- C-12 Monthly Budget Transfer Summary [52]** was approved for the month of February 2007, for the General Fund-Unrestricted and General Fund-Restricted.
- C-13 Approval of Amendments to Contracts and Grants for Fiscal Year 2006-2007 [54]** was granted.
- C-14 Approval of New Contracts and Grants for Fiscal Year 2006-2007 and Approval of General Fund Restricted Budget Amendment [57]** was granted to approve new contract and grants for FY 2006-2007 and authorization to amend the General Fund Restricted Budgets.
- C-15 Acceptance of Completion of Bid 286, Oxnard College Restroom Renovation [60]** was approved to accept completion for Bid 286, Oxnard College Restroom Renovation.
- C-16 Approval of Budget Amendment General Fund- Unrestricted [61]** was granted to amend the General Fund Revenue and Expenditure Accounts.

Capital Planning, Design and Construction

- C-17 Ratification of "Takeover Agreement" between the District and XL Specialty Insurance Company** was pulled from the agenda.
- C-18 Approval to Issue a Contract Addendum to Carrier Johnson Architects for Project # 89106: Fire and Sheriff Training Academy at Camarillo Airport Site [76]** was granted to approve a contract addendum with Carrier Johnson Architects in the amount of \$32,370 for additional professional services involving revision and redesign of District approved Design Development drawings for the Fire & Sheriff Training Academy at Camarillo Airport Site.
- C-19 Approval to Supplement the Agreement for Professional Services with Legal Firm of Orbach, Huff & Suarez LLP [78]** was granted to approve a supplement to an existing agreement with the legal firm of Orbach, Huff & Suarez LLP in an amount not to exceed \$200,000 for professional legal services relating to the District's Capital Planning and Construction and Facility issues.
- C-20 Budget Amendment: Capital Projects Fund (State Construction Funds) [79]** was approved to amend the Capital Projects Fund budget as presented.
- C-21 Approval to Issue a Supplement to Perkins & Will for Architectural Services for Project # 19117: Health Science Complex at Moorpark College [80]** was granted to approve a supplement to the contract with Perkins & Will for architectural services in the

amount of \$223,905 to provide design and construction administration for the new Health/Science Complex at Moorpark College.

- C-22 Approval to Issue a Contract to Scott Hunt for Project # 19118: Library Renovation at Moorpark College [82]** was granted to approve a contract with Scott Hunt for inspector of record services, as required by the Division of State Architect, for Project # 19118: Library Renovation at Moorpark College at a rate of \$70/hour, not to exceed \$60,000.
- C-23 Acceptance of Completion of Contract for Project # 19118: Library Renovation at Moorpark College [83]** was approved to accept completion of contract with Ventura Asbestos Control, Inc. for Project # 19118: Library Renovation at Moorpark College.
- C-24 Approval to Issue a Contract to Oilfield Electric Company, Inc. for Project # 19123: P.E. Facility Renovation (Fire Alarm System) at Moorpark College [84]** was granted to approve a contract with Oilfield Electric Company, Inc. as the lowest and most responsible bid of \$158,000 for the gymnasium fire alarm system for the P.E. Facility renovation at Moorpark College.
- C-25 Acceptance of Completion of Contract with Century Contractors for Project # 19123: P.E. Facilities Renovation at Moorpark College [85]** was approved to accept the completion of contract with Century Contractors Corporation for Project # 19123: gymnasium renovation at Moorpark College.
- C-26 Approval to Issue a Contract Addendum to Rincon Consultants, Inc. for Project # 29087: Maintenance & Operations Warehouse at Oxnard College [86]** was granted to approve a contract addendum for quarterly groundwater monitoring and preparation of bid documents in the amount of \$35,186 to Rincon Consultants, Inc. for the maintenance & operations warehouse at Oxnard College.
- C-27 Approval of Reduction in Retention for Project # 29110: Renovate Athletic Facilities at Oxnard College [88]** was granted to approve the reduction in retention for Kubly Golf Construction from a current balance of \$261,541.33 to a new balance of \$50,000 for the Track and Field project at Oxnard College until the close out of the contract.
- C-28 Approval to Issue a Supplement to BTC/US Laboratories for Project # 39068: Buildings 'D' and 'CR' remodel at Ventura College [89]** was granted to approve a supplement to the contract with BTC/US Laboratories in the amount "not to exceed" \$60,000 to provide DSA inspections and testing for buildings 'D' and 'CR' remodel at Ventura College.
- C-29 Approval of Reduction in Retention for Project # 39068: Building 'D' at Ventura College [90]** was granted to approve of the reduction in retention for Pat McCarthy Construction from 10% (\$23,664.28) to 5% (\$11,832.14) of the contract value for A/C Piping at Building 'D' at Ventura College.
- C-30 Approval to Issue a Supplement to BTC/US Laboratories for Project # 39105: Renovations at Athletic Events Center at Ventura College [91]** was granted to

approve a contract increase of \$100,000 to BTC/US Laboratories for additional DSA Inspector Services for renovations at the Athletic Events Center at Ventura College.

- C-31 Approval of Contract for Paving Area for Project # 39120: Advanced Tech/General Purpose Classrooms/Health Science at Ventura College [92]** was granted to approve a contract with J & H Engineering General Contractor, Inc. in the amount of \$22,560 for the paving of an area which will support two modular classrooms to be used for swing space (temporary classrooms) during the construction of the Advanced Tech/General Purpose Classrooms/Health Science Project # 39120 at Ventura College.
- C-32 Purchase of Used Modular Classroom Buildings for Project # 39120: Advanced Tech/General Purpose Classrooms/Health Science at Ventura College [94]** was approved to purchase two used modular classroom buildings to be used for swing space (temporary classrooms) during the construction of the Advanced Tech/General Purpose Classrooms/Health Science Project # 39120 at Ventura College.
- C-33 Approval of Reduction in Retention for Project # 39126: Food Services Renovations at Ventura College [96]** was granted to approve of the reduction in retention for Frank Schipper Construction Co. from 10% (\$97,599.70) to 5% (\$48,799.85) of the contract value for Food Services renovation at Ventura College.
- C-34 Approval of Change Order Summary Report for Capital Projects [97]** was granted.

Student Learning

- C-35 Approval of Summer 2007 Community Education Classes at Ventura College [116]** was granted.
- C-36 Ventura College Study Abroad Program: Psychology of the Costa Rican Culture [120]** was approved for November 5, 2007 – January 4, 2008.

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

First Reading Items

- **First Reading: Course Approval: New at Ventura College [138]** was accepted for Second Reading.

The Board asked for an update on the student newspaper at the conclusion of the academic year. Student Trustee Ehya pointed out that the writers and editors were working at the three campuses.

Action Items/Second Reading Items

Human Resources

- A-1 Approval of Tenure Recommendations [142]** was moved by Trustee Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, to approve the recommendations for tenure for faculty at Moorpark and Ventura Colleges, effective the 2007-08 academic year as listed. (Ehya – yes)
- A-2 Approval of Tenure Track Contract Recommendations [144]** was moved by Trustee Heitmann, seconded by Trustee Huber, and carried on a unanimous vote, to approve the recommendations for 2nd and 3rd contract tenure-track status for faculty at Moorpark, Oxnard and Ventura Colleges, effective as of the 2007-08 academic year as listed. (Ehya – yes)
- A-3 Approval of Tenure Track Contract Recommendations [148]** was pulled from the agenda.

Trustees/Chancellor

- A-4 Second Reading: Approval of Vision, Mission, and Value Statement for the Ventura County Community College District [151]** was moved by Trustee Heitmann, seconded by Trustee Huber, and carried on a unanimous vote, to approve the Vision, Mission, and Value Statement for the Ventura County Community College District. (Ehya – yes)

There was a brief discussion regarding this item and the Board acknowledged staff for their hard work.

- A-6 Revision to the 2007 Schedule of Meetings for the Board of Trustees [154]** was moved by Trustee Huber, seconded by Trustee Hernández, and carried on a unanimous vote, to approve the following revisions to the 2007 Schedule of Meetings for the Board of Trustees. (Ehya – yes)
- Closed Session begins at 5:30 p.m.
 - The following statement will be placed on the website: “The Chair has the discretion to change the agenda posted on the website, as deemed necessary. Please call (805) 652-5502 to verify the actual date and time.”

End of Board Actions

OPEN STUDY SESSION

- **Accrediting Commission for Community and Junior Colleges/Western Association of Schools and Colleges Accreditation Reports**

Chancellor Meznek provided an update on the recommendations from the Accrediting Commission. There was a brief discussion regarding board training.

CLOSE STUDY SESSION

ADJOURNMENT

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