

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 MAY 15, 2007

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, May 15, 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
Lyn MacConnaire, Executive Vice President, Student Learning
Ramiro Sanchez, Executive Vice President, Student Learning
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
Jose Cornelio, Oxnard College Classified Senate President
Andrew Anzalone, Moorpark College Student Government Vice President
Mary Anne McNeil, Grants/Contracts
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

RECESS TO CLOSED SESSION

At 5:31 p.m. the meeting was recessed to Closed Session. Trustee Huber arrived at 5:40 p.m.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION { *Government Code §54956.9(b)* } (1 Case)

- **S.C. Anderson, Inc., Settlement Agreement** was pulled from the agenda.

CONFERENCE WITH LABOR NEGOTIATOR

- AFT/SEIU

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Chancellor

RECONVENE IN OPEN SESSION

Chair Miller called the meeting to order at 7:05 p.m. in the Ventura Unified School District McAuliffe Conference Room.

PLEDGE TO THE FLAG

Trustee Blum led the pledge to the flag.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

- **Certificates of Appreciation**
 - Trustee Heitmann presented a Certificate of Appreciation to the Moorpark College Forensics Team.
 - Trustee Huber presented a Certificate of Appreciation to Leo Orange, Oxnard College, in recognition of his upcoming induction to the H.B. McDaniel Hall of Fame at the Stanford School of Education.
 - Trustee Hernández presented a Certificate of Appreciation to Lucia Haro, Oxnard College, in recognition of the Exemplary Award she received at the 2007 Annual Conference of California Community Colleges Economic Workplace Development.
 - Trustee Blum read a Certificate of Recognition to recognize May 2007 as Adult Abuse Awareness Month.

PUBLIC COMMENTS

John Wagner, Dan Kumpf, Bret Black, Sumita Lall, Connie Jenkins, Maria Parker, Anitra Evans, and Balazs Becht addressed the Board regarding negotiations. The Trustees expressed their appreciation for the decorum and respect from the faculty during the meeting.

Reports

- **Chancellor**
 - **Vocational Education.** Eva Conrad distributed and reviewed, *Ventura County Community College District Occupational Program Core Course Enrollment – Fall 2006*. The Trustees asked for additional information on contract education and the cost of the Respiratory Therapy Program. Chancellor Meznek pointed out that Don Averill, Chancellor of the San Bernardino Community College District, would make a presentation regarding workforce development at the next board meeting.
 - **Sabbatical Reports.** Chancellor Meznek distributed a summary of the sabbatical reports to the Board. Trustee Huber commented on the Outreach Sabbatical Report and ways to increase FTES.
 - **Campus Security.** Jim Botting updated the Board on campus security. He announced that Jesus Fernandez, Oxnard College, was honored by the Peace Officers' Association. There was discussion regarding this item.

Sue Johnson introduced Dave Fuhrman, Chief Technology Officer.

- **Budget Update.** Sue Johnson gave a brief update on the budget. She distributed and reviewed the following documents:
 - Email from Erik Skinner, Vice Chancellor for Fiscal Policy providing a May Revision Update
 - Ventura County Community College District General Fund – Unrestricted (Fund 111) Revenue Projections – Fiscal Year 2008
 - Ventura County Community College District Fiscal Year 2008 Preliminary Revenues and Costs
- **Student Trustee.** Student Trustee Ehya updated the Board on the State General Assembly and textbook cost issues. She also commented on student evaluations in the tenure process and assessment of counselors. The Board expressed their appreciation to Student Trustee Ehya for her service on the Board of Trustees.
- **Academic Senates**
 - Jeanette Redding announced it was her last meeting as academic senate president and commented on campus and districtwide activities.
 - Kathryn Schoenrock acknowledged Jeanette Redding and Jeff Baker. Ms. Schoenrock reported on the 2006-2007 Faculty Recognition Awards.
 - Jeff Baker said it was his last Board meeting as academic senate president. He thanked Chancellor Meznek, the Trustees, and Eva Conrad for their support. Mr. Baker introduced Margaret Tennant, the new academic senate president.

- **Classified Senates.** Jose Cornelio announced that it was his last Board meeting as classified senate president for Oxnard College and introduced Monica Zavala as the new classified senate president. Mr. Cornelio expressed his support of the faculty.
- **Student Representatives.** Andrew Anzalone reported on the Associated Student Government Board, the General Assembly meeting, and the *Year of the Environment* at Moorpark College. Student Trustee Ehya read the report from Ventura College. She announced that Juliana Hernández was elected the Ventura College ASVC President.
- **Trustees**
 - **Subcommittees**
 - Trustee Huber reported on the Construction Subcommittee meeting.
 - **Trustee Reports/Announcements/Correspondence**
 - The Board acknowledged the Academic Senate Presidents for their work with the Board and their role in the budget allocation model development. Trustee Heitmann acknowledged the Oxnard College Classified Senate President.
 - **Textbook Fees Workshop Update.** Andrew Anzalone distributed and reviewed the document, *Reducing College Costs: CALPIRG's Affordable Textbooks Project and YOUR Textbook Campaign* workshop.

PUBLIC NOTICES OF CHANGES TO THE AGENDA

Human Resources

- C-2E Approval/Ratification of Personnel** was revised to change the effective dates of Heather Untalan, Assistance Dean, Distance Education, at Ventura College; Billie Sommars, Instructional Assistant/High Tech Center at Ventura College; and Barbara McGinley, Administrative Assistant II at Ventura College.

Capital Planning, Design and Construction

- C-27 Approval to Issue a Contract for Project # 19118: Library Renovation at Moorpark College** was revised to approve a contract with Mike Stanton Construction Inc., in the amount of \$ 16,900 for connection of the domestic water piping to the existing service for Project # 19118: Library renovation at Moorpark College.

Action Items

Trustees/Chancellor

- A-1 Interview and Appointment of Student Trustee** was moved by Trustee Blum, seconded by Trustee Huber, and carried on a unanimous vote, to appoint Lorraine Hawes as Student Trustee to serve for the term from June 1, 2007, to May 31, 2008.

The Board interviewed Nathaniel Guzik, Lorraine Hawes, Kyle McClure, and Andrea Salas.

Consent Calendar Items

It was moved by Trustee Huber, seconded by Trustee Blum, 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 April 10, 2007** was approved

Human Resources

- C-2 Employment and Position Management** were approved as listed:
- A. Approval of Abolishment and Establishment of Positions**
 - B. Approval of Change in Position**
 - C. Approval of Establishment of Positions**
 - D. Approval of Equivalency**
 - E. Approval/Ratification of Personnel**
 - F. Approval/Ratification of Limited Term/Provisional Assignments**
- C-3 Changes in Personnel/Employment Status** were approved as listed:
- A. Approval/Ratification of Separation from Employment - Academic & Classified Employees**
 - B. Approval of Probationary to Permanent Personnel**
 - C. Approval and Ratification of Changes in Positions & Assignments**
 - D. Approval of Request for Family and Medical Leave (FMLA/CFRA)**
 - E. Approval of Request for Long-term Leave of Absence without Pay**
 - F. Approval of Request for Exemption to Salary Placement of New Full-time Faculty** was granted for an exemption to the salary placement of a new full-time faculty member and a recommendation for placement at Column IV, Step 11 of the academic salary schedule.

Business Services

- C-4 Ratification of Accounts Payable and Payroll for the Period of March 16, 2007 – April 23, 2007** was approved.
- C-5 Approval/Ratification of Board Purchase Order Report #13 for Fiscal Year 2006-2007** was approved from March 16 to April 24, 2007.
- C-6 Surplus/Disposal of Equipment and Materials** was approved.
- C-7 Acceptance of Gifts** was approved as follows:
- Donation of Stryker Wheelchair/Evacuation Chair
To be used by Moorpark College Health Science EMT Program.
Donated by: Stryker EMS Equipment.
- Donation of 1998 Ford Sedan
To be used by Oxnard College Automotive Technology Program.
Donated by: Cheri Phillips
- Donation of Cabinet Parts Washer
To be used by Oxnard College Automotive Technology Program.
Donated by: BMW Group through the Oxnard College Foundation.
- Cash Donation of \$3,000
To be used by Oxnard College Marine Education Center.
Donated by: Ultralight Control Systems through the Oxnard College Foundation.
- Cash Donation of \$19,983.78
To be used by the Ventura College Aquatic Center, Baseball Program, Educational Assist Fund, Fitness Center, Golf Program, Language Lab, Men's Tennis Program, Success through Diversity Program, Ventura College Opera and Musical Theater Program, and the Ventura College Orchestra.
Donated by: Various businesses and individuals through the Ventura College Foundation.
- C-8 Monthly Budget Transfer Summary** was approved to ratify the Monthly Budget Transfer Summary for the month of April 2007, for the General Fund-Unrestricted and General Fund-Restricted.
- C-9 Approval of Budget Amendments for the Ventura College Student Health Center and Moorpark College Child Development Center for Fiscal Year 2006-2007** was granted to approve the amendment to the Ventura College Student Health Center and the Moorpark College Child Development Center budgets for 2006-2007.
- C-10 Quarterly Financial Status Report, General Fund – Unrestricted (CCFS-311Q)** was approved to accept the quarterly financial status report (CCFS-311Q) for the General Fund – Unrestricted as required by law.

- C-11 Approval of New Contracts and Grants for Fiscal Year 2006-2007 and Approval of General Fund Restricted Budget Amendment** was granted to approve new contracts and grants for FY 2006-2007 and to authorize the amendment of the General Fund Restricted budgets.
- C-12 Authorization for Destruction of Records - Ventura College** 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.
- C-13 Authorization for Destruction of Records - Moorpark College** was approved to destroy the records at Moorpark 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.
- C-14 Acceptance of Completion of RFP 256, Scottel Voice and Data, for the PBX Phone System Replacement** was approved.
- C-15 Acceptance of Completion of Bid 291, Repair and Resurfacing of Tennis Courts at Ventura College** was approved.
- C-16 Award of Bid 299, Oxnard College Painting Project** was approved to award Bid 299, Oxnard College Painting Project to Kronos Painting with the low bid of \$44,000.
- C-17 Acceptance of Completion of Bid 289, Refurbish Tennis Courts at Moorpark College** was approved.
- C-19 Approval of FY 2007-2008 Budget Assumptions** was granted.
- C-20 Award of Bid 301, Ventura College Painting Project** was approved to award Bid 301 to Prime Painting with the low bid of \$99,000.
- C-21 Award of Bid 303, Television Studio Equipment for Moorpark College** was approved to award a contract to CCS for \$63,019.89, Keycode Media for \$41,607.20 and VMI Inc., for \$74,492.62 for Bid 303, Television Studio Equipment for Moorpark College.
- C-22 Award of Bid 305, Moorpark College Painting Project** was approved to award Bid 305 to Kronos Painting Company with the low bid of \$47,000.
- C-23 Award of Bid 306 Track and Field Equipment for Ventura College** was approved to award Bid 306 to Aluminum Athletic Equipment Co., with the low bid of \$34,918.
- C-24 Award of Bid 307, Asphalt Maintenance at Moorpark and Ventura Colleges** was approved to award a contract to J & H Engineering, for \$258, 306 for Bid 307, Asphalt Maintenance at Moorpark and Ventura Colleges.
- C-25 Award of Bid 308, Dental Equipment for Oxnard College** was approved to award a contract to the lowest responsible bidder.

Capital Planning, Design and Construction

- C-26 Acceptance of Completion of Contract with S. C. Anderson, Inc. for Project # 19059: Child Development Center at Moorpark College** was approved to accept the completion and close-out of construction contract with S. C. Anderson, Inc. for Project # 19059: Child Development Center at Moorpark College.
- C-27 Approval of Contract for the Domestic Water Connection for Project # 19118: Library Renovation at Moorpark College** was granted for a contract with Mike Stanton Construction, Inc. in the amount of \$ 16,900 for connection of the domestic water piping to the existing service for Project # 19118: Library Renovation at Moorpark College.
- C-28 Acceptance of Completion of Contract with Oilfield Electric & Motor for Project # 19446: Fire Alarm System at Moorpark College** was approved to accept the completion and close-out of construction contract with Oilfield Electric & Motor for Project # 19446: Fire Alarm System at Moorpark College.
- C-29 Approval of Measure S Budget Transfers at Moorpark College** was granted to approve budget transfers between the Measure S funded projects at Moorpark College. (Project # 19105 North Parking Lot Renovation & Project # 19111 Maintenance Warehouse)
- C-30 Acceptance of Completion of Contract with Kubly Golf for Project # 29110: Track & Field at Oxnard College** was approved to acceptance of completion of contract with Kubly Golf for Project # 29110: Track and Field at Oxnard College.
- C-31 Approval of Measure S Budget Transfers at Oxnard College** was granted to approve budget transfers to the Measure S funded projects at Oxnard College. (Project # 29806 Cancel North Parking Lot Restrooms & Project # 29303 Campus Site Finishes)
- C-32 Approval of Contract with Oilfield Electric for Purchase and Installation of Three Transformers and Emergency Generators at Ventura College** was granted in the amount of \$482,690 for the replacement of three transformers and the installation of an emergency generator for the following projects at Ventura College: Service Upgrade to Substation "Q" (#39456), Advanced Technology Center/General Purpose Classroom (#39120), Health Science Complex (#39118), and the modernization of the APP/DP/S Buildings (#39082).
- C-33 Acceptance of Change Order Summary Report for Capital Projects** was approved.

Student Learning

- C-34 Spring 2007 Candidates for Graduation and Certificates at Moorpark, Oxnard and Ventura Colleges** were accepted as listed.

Trustees/Chancellor

- C-35 Approval of Student Trustee Privileges 2007-2008** was granted to approve the annual establishment of Student Trustee privileges for 2007-2008.

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

First Reading Items

- **First Reading: Course Approvals: New and Revised Courses, New and Revised Certificates, and Revised AA Degrees at Moorpark College and New Courses and Revised Programs at Oxnard College** was accepted for Second Reading.

Action Items/Second Reading Items

Business Services

- A-2 Second Reading: Budget Allocation Model** was moved by Trustee Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, to approve a new District-wide Resource Allocation Model to be effective in Fiscal Year 2007-2008. (Ehya – yes)
- A-3 Approval of the Fiscal Year 2007-2008 Student Health Services Fee Increase** was moved by Trustee Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, to approve the FY 2007-2008 student health services fee increase, effective the Fall Term of FY 2008, and to authorize the District to charge the maximum allowable fee authorized by the State Chancellor's Office. (Ehya – yes)

It was decided to discuss fee waivers for low income students at a future meeting.

Capital Planning, Design and Construction

- A-4 Approval to Extend the Contract with HE Consulting, Inc. for Capital Construction Management** was moved by Trustee Huber, seconded by Trustee Blum, and carried on a unanimous vote, to approve extending a contract with HE Consulting, Inc. for the services of J. Handel Evans to provide oversight of the Measure S Capital Construction Program and general facilities work for the District. (Ehya – yes)

Trustees Hernández and Heitmann expressed their concerns regarding this item. It was decided to review the contract in six months.

Trustees/Chancellor

- A-6 Second Reading (Third Review) Addition of Board Policy Manual Chapter 7: Human Resources and Deletion of Board Policy Manual Section E** was moved by Trustee Heitmann, seconded by Trustee Huber, and carried on a unanimous vote. (Ehya – yes)

End of Board Actions

RECESS TO CLOSED SESSION

At 10:15 p.m. the meeting recessed to Closed Session.

RECONVENE IN OPEN SESSION

At 10:45 p.m. the meeting reconvened.

CLOSED SESSION REPORT

Human Resources

- A-5 Approval of Request for Leave of Absence** was moved by Trustee Huber, seconded by Trustee Blum, and carried on a unanimous vote, to approve a request from Chancellor James Meznek for a leave of absence, effective January 14 through March 28, 2008. (Ehya – yes)

ADJOURNMENT

At 10:46 p.m. the meeting was adjourned.