

# 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

**Lorraine Hawes**  
Student Trustee

**James M. Meznik**  
Chancellor/Secretary to the Board



### ORDER OF THE MINUTES FOR THE MEETING OF TUESDAY, October 9, 2007

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, October 9, 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  
Lorraine Hawes, Student Trustee

##### **Management Present:**

James M. Meznik, Chancellor  
Robin Calote, Ventura College President  
Pam Eddinger, Executive Vice President, for 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  
Patricia Parham, Associate Vice Chancellor, Human Resources  
Clare Geisen, Director of Administrative Relations  
Richard DeLaO, Acting Police Chief

##### **Faculty/Staff/Student Representatives:**

P. Scott Corbett, Oxnard College Academic Senate President  
Kathryn Schoenrock, Ventura College Academic Senate President  
Margaret Tennant, Moorpark College Academic Senate President  
Sara Yakhi, Director of External Affairs at Moorpark College  
Sergio Lagunas, President Oxnard College Associated Student Government  
Mary Anne McNeil, Grants/Contracts

John Wagner, AFT President  
Dave Fuhrmann, Chief Technology Officer  
Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

Chair Miller called the meeting to order at 5:00 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no Public Comments.

RECESS TO CLOSED SESSION

At 5:05 p.m. the meeting was recessed to Closed Session.

RECESS TO CLOSED SESSION

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

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Chancellor

CONFERENCE WITH LABOR NEGOTIATOR

- AFT/SEIU

STUDENT DISCIPLINE/DISMISSAL/RELEASE

- Student #900531875

RECONVENE IN OPEN SESSION

Chair Miller called the meeting to order at 7:42 p.m.

PLEDGE TO THE FLAG

P. Scott Corbett led the pledge to the flag.

CLOSED SESSION REPORT

- It was moved by Trustee Huber, seconded by Trustee Hernández, and carried on a 5-0 vote, to expel Student #900531875 from the Ventura County Community College District, effective October 9, 2007.
- It was moved by Trustee Huber, seconded by Trustee Heitmann, and carried on a 5-0 vote, to approve a Second Addendum to Tolling and Standstill Agreement between the VCCCD and the County of Ventura pursuant to which the VCCCD and the County agree to toll all statutes of limitations related to the County's objections to the VCCCD's approvals of the Oxnard, Ventura and Moorpark College Master Plans and certifications of the attendant EIRs through and including December 17, 2007.

## ACKNOWLEDGEMENT OF GUESTS &amp; SPECIAL RECOGNITIONS

- **Honoring Helen Yunker.** A *Certificate of Recognition* was presented to Helen Yunker. Ms. Yunker thanked the Board for the honor.
- **Chancellor's Award of Excellence.** Chancellor Meznek presented a \$1,000 check and the *Award of Excellence* to Johanna Miller, Journalism Instructor at Moorpark College. The Board acknowledged Ms. Miller.

## Reports

- **Student Representatives**
  - Sergio Lagunas updated the Board on activities at Oxnard College and commented on the student conference in Washington D.C.
  - Sara Yakhi reported on the events held at Moorpark College.

## PUBLIC COMMENTS

There were no public comments.

## OPEN STUDY SESSION

At 8:10 p.m. Chair Miller opened the Study Session.

- **Board of Trustees Role in District Governance – Dr. Barbara Beno, President, American Association of Community and Junior Colleges/WASC.** Dr. Beno explained the following items:
  - Accreditation and ACCJC
  - The Role of Trustees in Assuring Quality and Educational Effectiveness
  - The Role of the President in Assuring Quality and Educational Effectiveness

Dr. Beno distributed and reviewed the following documents:

- *Accreditation Standards Annotated for Continuous Quality Improvement and SLOs (Jan 06)*
- *Accreditation and Trusteeship: What Every Board Should Know*
- *Accrediting Commission for Community and Junior Colleges Standards – Training Exercise for Governing Boards.*

Trustee Huber expressed his concerns about the quality of previous accreditation reports. Dr. Beno commented on accrediting team training, workshops for executive leadership, code of ethics for the Board, and conflict of interest.

## CLOSE STUDY SESSION

At 10:30 p.m., Chair Miller closed the Study Session.

## OPEN STUDY SESSION

At 10:31 p.m., Chair Miller opened the Study Session.

- **Mid-Term Accreditation Report.** The mid-term accreditation reports for Moorpark, Oxnard, and Ventura Colleges were distributed and discussed. The Board acknowledged those who were involved in the preparation of the reports.

## CLOSE STUDY SESSION

At 10:40 p.m., Chair Miller closed the Study Session.

*Student Learning*

- A-1 Acceptance of Accreditation Focused Mid-Term Reports [1]** was moved by Trustee Huber, seconded by Trustee Hernández, and approved on a unanimous vote, to accept the Accreditation Focused Mid-Term Reports for Moorpark, Oxnard, and Ventura Colleges. (Hawes – yes)

**Reports**

- **Chancellor**
  - **Report on Technical Assistance Visit.** Chancellor Meznek gave a brief report on the Technical Assistance Visit.
  - **The Participatory Governance Handbook** was distributed. Chancellor Meznek reported that the members of the Consultation Council were in concurrence with the Handbook. Dr. Meznek acknowledged those who were involved in the development of the document. Chancellor Meznek pointed out that an evaluation of this process would occur to strengthen the document, in accordance with WASC Accreditation Guidelines.
  - **Communications Plan.** This item was postponed until the next Board meeting.
  - **Administrative Procedures.** The following two procedures were reviewed by the Board to ensure they were consistent with Board Policy.
    - **Chapter 6:**
      - AP 6320: Investments
      - AP 6620: Naming Buildings

The Board agreed that these procedures were consistent with Board Policy Chapter 6: BP 6320 and BP 6620.

- **Academic Senates**
  - Katheryn Schoenrock thanked the Board for attending the Technical Assistance Visit.
  - P. Scott Corbett reported that the majority of the senators in the Oxnard College academic senate were satisfied with the Participatory Governance Handbook.
  - Margaret Tennant commented on the Student Success conference and an upcoming retreat.
- **Trustees**
  - **Subcommittees** – Trustee Huber gave a brief report on the Capital Planning and Construction Subcommittee meeting.
  - **Cheryl Heitmann** provided an update on legislation.
  - **Trustee Reports/Announcements/Correspondence**
    - Chair Miller announced that the Board received a letter dated October 8, 2007, from Frank Torres, Lobbyist, SEIU Local 99, announcing that the Service Employees International Union submitted the name of Barbara Harison to be re-appointed to the Personnel Commission. This item will be placed on the November Board agenda.

#### CHANGES TO THE AGENDA

#### *Human Resources*

- Item C-2C Approval/Ratification of Changes to Classification Specifications.** The Background for Nos. 1 and 2 were changed as follows:  
 Chief of Police classification specification was changed. Basic Function now reads, “Under the general direction of the *Chancellor...*”
- Item C-2G Approval/Ratification of Personnel** was revised as follows:  
 Classified Employee David Gardner was a promotional hire, Maintenance Worker II/Welder, and his salary was revised to Step 6 - \$4,420/mo.

#### *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 with the exception of Item C-2E, and C5. (Hawes – yes)

#### *Approval of Minutes*

- C-1 Meeting Minutes [2]**
- A. Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for September 11, 2007,** was approved.

#### *Human Resources*

- C-2 Employment and Position Management [12]** was approved as listed.
- A. Approval/Ratification of Abolishment of a Position**
  - B. Approval/Ratification of Abolishment and Establishment of Positions**
  - C. Approval/Ratification of Changes to Classification Specifications**
  - D. Approval/Ratification of Change in Position**
  - E. Approval/Ratification of Establishment of Positions** was pulled for discussion.

- F. **Approval/Ratification of Equivalency of a Full-Time Instructor at Moorpark College**
  - G. **Approval/Ratification of Personnel**
  - H. **Approval/Ratification of Limited Term/Provisional Assignments**
- C-3 **Changes in Personnel/Employment Status [45]** was approved as listed.
- A. **Approval/Ratification of Separation from Employment - Academic & Classified Employees**
  - B. **Approval/Ratification of Probationary to Permanent Classified Personnel**
  - C. **Approval/Ratification of Changes in Positions & Assignments of Classified Positions**
  - D. **Approval of Granting Sick Leave Days from Established Sick Leave Pool for full-time Academic Employee to a Full-Time Instructor at Ventura College**
  - E. **Approval of Equivalency for Faculty Service Area (FSA) Purposes for a Full-Time Member at Moorpark College**
  - F. **Approval of Reclassification at Ventura College**

*Business Services*

- C-4 **Ratification of Accounts Payable and Payroll for the Period of August 22, 2007 – September 17, 2007 [54]** was approved.
- C-5 **Approval/Ratification of Board Purchase Order Report #5 for FY 2007-2008 [55]** was pulled for discussion.
- C-6 **Surplus/Disposal of Equipment [67]** was approved.
- C-7 **Acceptance of Gifts [68]** was approved.
- C-8 **Authorization for Destruction of Records – Oxnard College [69]** was approved.
- C-9 **Approval of New Grant for Fiscal Year 2007-2008 and Approval of General Fund Restricted Budget Amendment [70]** was granted.
- C-10 **Acceptance of Annual Financial and Budget Report for FY 2006-2007 (CCFS-311) [73]** was approved.
- C-11 **Approval of Agreement with the Association of Community College Trustees for the Moorpark College President Search [104]** was granted the amount of \$35,000.

### *Capital Planning, Design and Construction*

- C-12 Acceptance of a Revision to the District's Five-Year Capital Construction Plan [105]** was approved for 2009-2013.
- C-13 Approval of Contract with Golden State Labor Compliance for Labor Compliance Services for the Academic Center at Moorpark College, Project #19119 [106]** was granted.
- C-14 Approval to Issue an Addendum to Gensler for Additional Design Services for the New Academic Center at Moorpark College, Project #19119 [107]** was granted in the amount of \$42,375 for additional design services for the new Academic Center at Moorpark College.
- C-15 Approval of Contract for the Electrical Infrastructure Phase 2 Conduit Installation at Moorpark College, Project #19115 [108]** was granted in the amount of \$943,648 for the installation of Electrical and Communication Conduits for Electrical Infrastructure Phase 2 at Moorpark College.
- C-16 Approval of Addendum to Spencer Hoskins/NTD Stichler for Additional Design Services for Electrical Infrastructure Phase 1 Design at Moorpark College, Project #19119 [109]** was granted in the amount of \$46,413.50 for additional design services for the Electrical Edison Substation and three Electrical Switching Structures at Moorpark College.
- C-17 Approval of Contract with BTC Laboratories, Inc. to provide Testing and Special Inspection Services for the ATC/GPC & HSC Utility Relocation at Ventura College [110]** was granted in the amount of \$35,000.00 for the ATC/GPC & HSC Utility Relocation at Ventura College.
- C-18 Approval of Contract with Pat McCarthy Construction for Renovating the Administration Building HVAC System at Ventura College, Project #39443 [111]** was granted in the amount of \$164,349.00 to renovate the HVAC system in the Administration Building at Ventura College.
- C-19 Acceptance of Change Order Summary Report for Capital Projects [112]** was approved.

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

### *Human Resources*

- C-2 Employment and Position Management [12]** was approved as listed.
- E. Approval/Ratification of Establishment of Positions - Director of College Technology Services** was moved by Trustee Huber, seconded by Trustee Blum, and carried on a unanimous vote. This item was related to Accreditation Recommendation No. 6 – to develop a comprehensive technology plan, address staff, and coordination of computer technicians. (Hawes – yes)

*Business Services*

- C-5 Approval/Ratification of Board Purchase Order Report #5 for FY 2007-2008 [55]** was moved by Trustee Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, from August 23, 2007 to September 17, 2007. (Hawes – yes)

**Action Items/Second Reading Items***Business Services*

- A-2 Second Reading: Addition of Board Policy Manual Chapter 6: Business and Fiscal Affairs and the Deletion of Board Policy Manual Section D [130]** was moved by Trustee Heitmann, seconded by Trustee Huber, and carried on a unanimous vote. (Hawes – yes)
- A-3 Acceptance of the Audited Reports of the Bond Construction Fund for the Fiscal Year ending June 30, 2007: Measure S Financial Audit Measure S Performance Audit [153] for the Fiscal Year Ending June 30, 2007,** was moved by Trustee Huber, seconded by Trustee Blum, and carried on a unanimous vote. (Hawes – yes)

This item was reviewed by the Citizens Oversight Committee. There was discussion regarding the membership on the Oversight committee. Sue Johnson reported that the Audited Reports had no findings. It was suggested during that the next audit of the Bond Construction Fund, an audit be provided to the Audit/Budget/Foundation Relations Subcommittee for review and recommendation, with a summary staff report sent to the Capital Planning and Construction Subcommittee for information.

- A-4 Approval for Use of Unallocated Reserves (Requires 2/3 Vote) and Contract with West Coast Consulting Group, Inc. for the District-Wide Emergency Preparedness and Response Plan [155]** was moved by Trustee Huber, seconded by Trustee Hernández, and carried on a unanimous vote. (Hawes – yes)

This phase of the Emergency Preparedness and Response Plan is estimated at \$72,000 for consultant fees and all applicable out-of-pocket expenses, including travel costs, and binders/plans for each site.

*End of Board Actions*

## ADJOURNMENT

At 11:10 p.m., the meeting was adjourned.