

# 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

**MINUTES  
FOR THE MEETING OF  
TUESDAY, JANUARY 8, 2008**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, January 8, 2008, at the District Administrative Center, 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

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

Michael Arnoldus, Director of Human Resources

Ken Robinson, Director of Employment/Personnel Commission

Richard DeLaO, Acting Police Chief

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

P. Scott Corbett, Oxnard College Academic Senate President

Margaret Tennant, Moorpark College Academic Senate President

Kathryn Schoenrock, Ventura College Academic Senate President

Sergio Lagunas, President, Oxnard College Associated Student Government

Mary Anne McNeil, Grants/Contracts  
Les Dickey, Heery International  
Dave Fuhrmann, Chief Technology Officer  
John Wagner, AFT President  
Lynn-Marie Glaze, Executive Assistant to the Vice Chancellor  
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 5:01 p.m. the meeting was recessed to Closed Session.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
{*Government Code §54956.9(a)*} (3 Cases)

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

- Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9(b)(1) and (3)(A) : (2 Cases)
- Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (1 Case)

PUBLIC EMPLOYEE/DISCIPLINE/DISMISSAL/RELEASE

- Employee #900419368

COLLECTIVE BARGAINING

- AFT/SEIU

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Tenure Track Full-Time Faculty

RECONVENE IN OPEN SESSION

Chair Miller called the meeting to order at 7:15 p.m.

PLEDGE TO THE FLAG

Clare Geisen led the Pledge to the Flag.

## CLOSED SESSION REPORT

## PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

It was moved by Trustee Blum, seconded by Vice Chair Huber, and carried on a 5-0 vote, to begin termination proceedings against employee #900419368, effective immediately.

## PUBLIC COMMENTS

John Wagner addressed the Board regarding Proposition 92.

## Reports

- **Student Representatives**
  - Sergio Lagunas gave a brief update on the Oxnard College Associated Student Government and campus activities.
- **Chancellor**
  - **District Safety** – Richard DeLaO, Acting Chief of Police, distributed and reviewed a PowerPoint presentation, “VCCCD Campus Safety and Mass Notification.” Acting Chief DeLaO commented on the following items:
    - Safety Plans (SEMS)
    - Training Activities
    - Communications Upgrade
    - The 3n System (National Notification Network)
    - Video Surveillance

Dave Fuhrmann explained the proposed emergency phone upgrades on campuses and monitoring surveillance systems. The Board acknowledged Acting Chief DeLaO and Dave Fuhrmann for their work on district safety.

- **Update on State Budget** – Sue Johnson provided a brief update on the state budget.

Patricia Parham introduced Michael Arnoldus, Director of Human Resources, and Ken Robinson, Director of Employment/Personnel Commission.

- **Academic Senates**
  - Kathryn Schoenrock provided an update on campus activities.
  - P. Scott Corbett commented on part-time faculty orientations.
  - Margaret Tennant reported on activities at Moorpark College to increase student experience. She acknowledged Clare Geisen and the public information officers for the CareerFocus magazine.
- **Trustees**
  - **Subcommittees**
    - **Capital Planning, Design and Construction.** Trustee Blum reported that all construction project items were approved by the committee.

- **Trustee Reports/Announcements/Correspondence**
  - Vice Chair Huber requested a change in date for the June Board meeting. The Board will provide Chair Miller with dates for the June Board meeting.
  - Trustee Hernández acknowledged staff.
  - Trustee Heitmann requested a discussion item regarding housing on campus and suggested appointing an ad hoc committee. In May, Dr. Meznek will provide the Board with a report on several options that are in concurrence with the District’s mission.

CHANGES TO THE AGENDA

*Approval of Minutes*

- C-1 Meeting Minutes Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for January 8, 2008** was revised under Item A-1: Election of Chair of the Board of Trustees to correct the vote as follows:  
 “It was moved by Trustee Blum, seconded by *Chair Miller*, and carried on a 3-1-1 vote, ...”  
 On page 5, the Board meeting dates were corrected as follows:
- July 8
  - August 12
  - September 9

*Human Resources*

- C-2C Approval/Ratification of Personnel.** The following item was pulled from the agenda.

CLASSIFIED

<u>Name</u>	<u>Classification/Position #</u>	<u>Loc.</u>	<u>Salary</u>	<u>Eff.</u>
Marie Montes	Administrative Assistant II XCU206	OC	\$3,109/mo	01/02/08

*Consent Calendar Items*

It was moved by Vice Chair Huber, seconded by Trustee Blum, and carried on a unanimous vote, to approve the Consent Calendar Items with the exception of Items C-11 and C-14. (Hawes – yes)

*Approval of Minutes*

- C-1 Meeting Minutes**  
**Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for December 11, 2007 [1]** was granted as revised.

### *Human Resources*

- C-2 Employment and Position Management** was approved as listed.
- A. Approval/Ratification of Establishment of Positions [14]**
  - B. Approval/Ratification of Equivalency [17]**
  - C. Approval/Ratification of Personnel [18]**
  - D. Approval/Ratification of Limited Term/Provisional Assignments [21]**
  - E. Approval/Ratification of Abolishment and Establishment of Positions [22]**
- C-3 Changes in Personnel/Employment Status** were approved as listed.
- A. Approval/Ratification of Separation from Employment - Academic and Classified Employees [29]**
  - B. Approval/Ratification of Probationary to Permanent Personnel [30]**
  - C. Approval/Ratification of Changes in Positions and Assignments [32]**
  - D. Approval of Granting Sick Leave Days from Established Sick Leave Pool for full-time Academic Employee [34]**
  - E. Ratification of Request for Family and Medical Leave (FMLA) [35]**

### *Business Services*

- C-4 Ratification of Accounts Payable and Payroll for the Period of November 15, 2007 – December 6, 2007 [36]** was approved.
- C-5 Approval/Ratification of Board Purchase Order Report #8 for FY 2007-2008 [37]** was granted from November 14, 2007 to December 7, 2007.
- C-6 Surplus/Disposal of Equipment and Materials [46]** was approved as listed.  
Items less than a \$5,000 value to be disposed per Ed Code 81452:  
Disposal of a laser printer and a photocopier that are outdated and can no longer be repaired or used in the District.
- C-7 Acceptance of Gift [47]** was approved as follows:  
Donation of a 2006 Toyota 4Runner  
VIN JTEZU14R160081072 to be used by Ventura College Auto Technology to transport students for recruitment activities, donated by: Toyota Motor Sales, USA, Inc.
- C-8 Approval of New Grants and Contracts for Fiscal Year 2007-2008 [48]** was granted.
- C-9 Approval of Amendments to Grants, Contracts and Categorical Programs for Fiscal Year 2007-08 [52]** was granted.
- C-10 Monthly Budget Transfer Summary [55]** was ratified for the month of November 2007 for the General Fund-Unrestricted and General Fund-Restricted.
- C-12 Acceptance of Completion of Bid 304, Moorpark College Make-up Air Unit Replacement [59]** was approved.

*Capital Planning, Design and Construction*

**C-13 Capital Planning, Design and Construction**

- A. Budget Amendment: Capital Projects Fund - Oxnard College performing Arts Classroom/Auditorium [60]** was approved as presented.
  
- B. Approval of Proposal to Provide Geotechnical Construction Testing Services for Project #19119, Academic Center at Moorpark College [61]** was granted to IST Geotest Group to provide geotechnical construction testing services in the amount of \$62,115 for Project #19119: Academic Center at Moorpark College.
  
- C. Approval of Contract for Project Inspector Services for Project #19119: Academic Center at Moorpark College [62]** was granted to authorize management to execute a contract with Ernest Kyes for Project Inspection services as required by the Division of the State Architect for Project #19119: Academic Center at Moorpark College at a rate of \$70/hour, plus \$9,800 for insurance not to exceed \$304,800.00.
  
- D. Approval of Proposal to Provide Material Testing and Special Inspections to Construction Testing and Engineering, Inc., for Project #19119, Academic Center at Moorpark College [63]** was granted to award a contract for Material Testing and Inspection to Construction Testing and Engineering, Inc., for Project #19119 Academic Center at Moorpark College.
  
- E. Approval of Contract with BTC Labs to Provide DSA Inspector Services for ATC/GPC/HSC Project at Ventura College [64]** was granted for the Advanced Technology Classrooms/General Purpose Classrooms/Health Science Complex, Project #39120, at Ventura College.
  
- F. Approval of Contract with Roydan Contracting for the Auxiliary Field Event Area, Phase 4, at Ventura College [65]** was granted, in the amount of \$65,000, for the Auxiliary Field Event Area, Phase 4, Project #39105, at Ventura College.
  
- G. Acceptance of Completion of Bid 301, Ventura College Painting Project [66]** was approved.
  
- H. Acceptance of Change Order Summary Report for Capital Projects [67]** was approved.

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

### *Business Services*

- C-11 Approval of Contract with Emerald Data Solutions, Inc. to Provide Web-based Service “BoardDocs<sup>®</sup>” [57]** was tabled until March.

The Board expressed their concerns regarding this item. It was decided that the Board would be provided with additional information and a demonstration. An action item will be placed on a future agenda.

### *Student Learning*

- C-14 Moorpark College Study Abroad Program: Spanish in Oaxaca, Mexico [72]** was tabled until February.

There was a brief discussion regarding liability. The Board requested additional information and asked that the item be placed on the February agenda.

## First Reading

- **First Reading: Course Approvals: New and Revised Courses, at Moorpark and Ventura Colleges [74]** was accepted for Second Reading.
- **First Reading: Addition to Chapter 6 of the Board Policy Manual: Business and Fiscal Affairs [93]**

The following items will be addressed by staff:

- Transportation
- Cost benefits
- Fiscal liability

## Action Items/Second Reading Items

### *Business Services*

- A-1 Adoption of 2008-2009 Nonresident Tuition Rate, Foreign Student Capital Outlay Surcharge, and Foreign Student Application Processing Fee [95]** was moved by Trustee Blum, second by Vice Chair Huber, and carried on a unanimous vote, to adopt the 2008-2009 Nonresident Tuition Rate, as required by law; the 2008-2009 Foreign Student Capital Outlay Surcharge, as permitted by law; and the 2008-2009 Foreign Student Application Processing Fee as permitted by law. (Hawes – yes)

The Governing Board approved the following:

- A) A Nonresident Tuition Rate, effective Fall 2008, of \$181 per semester unit (the District’s cost of education rate, an increase of \$6 per unit and an increase in revenue estimated at \$52,000)
- B) A Foreign Student Capital Outlay Surcharge Rate, effective Fall 2008, of \$14 per semester unit (representing no increase from prior year)

C) A Foreign Student Application Processing Fee, effective Fall 2008, in the amount of \$50 per applicant (representing no increase from prior year)

Trustee Heitmann asked for an update on the International Student Program.

***Capital Planning, Design, and Construction***

**A-2 Approval to Issue a Contract Addendum #11 to Carrier Johnson, Architects for Project #89106: Fire and Sheriff Training Academy at Camarillo Airport Site [98]** was moved by Trustee Blum, second by Trustee Heitmann, and carried on a unanimous vote, in the amount of \$29,360, for additional professional services involving addition of Curtain Wall Design and related System Construction Documents to the documents submitted for DSA approval. (Hawes – yes)

***Human Resources***

**A-3 Approval of Sabbatical Leave Recommendations for 2008-09 [99]** was moved by Trustee Heitmann, second by Vice Chair Huber, and carried on a unanimous vote, to approve the following sabbatical leave recommendations of the District Sabbatical Leave Committee. (Hawes – yes)

<u>Rank</u>	<u>Faculty Member</u>	<u>Campus</u>	<u>Discipline</u>	<u>Length of Leave</u>	
1.	Bea Herrera		VC	Counseling	Spring '09
2.	Jeff Baker		MC	English	Acad. Yr. '08-'09
3.	Lynn Fauth		OC	English	Spring '09
4.	Deborah Ventura		VC	English	Spring '09
5.	Cynthia Minet		MC	Studio Art	Acad. Yr. '08-'09
6.	Patti Dozen		OC	Engl./ESL	Acad. Yr. '08-'09
7.	Patty Wendt		VC	Counseling/DSPandS	Spring '09
8.	Rena Petrello		MC	Math	Acad. Yr. '08-'09
9.	Carmen Eblen		OC	Spanish	Fall '08
10.	Gabriel Arquilevich		VC	English	Spring '09
11.	Linda McDill		MC	Sociology	Fall '08
12.	Henny Kim		VC	English	Fall '08
13.	Sydney Sims		MC	English	Acad. Yr. '08-'09

**Alternates for Regular Sabbaticals** (In the event sabbatical is declined)

1.	Victor Fontaine		MC	Philosophy	Fall '08
2.	Andrea Ehrgott		MC	Geog./GIS	Fall '08
3.	Michael Johnson		MC	Counseling	Acad. Yr. '08-09

There was a brief discussion regarding this item. It was requested that the next sabbatical recommendation to the Board include a copy of the signed application.

**A-4 Approval of Revisions to Chancellor’s Employment Contract [109]** was moved by Trustee Huber, second by Trustee Blum, and carried on a 4-1 vote, with Trustee Hernández voting no, to approve revisions to the employment contract for Dr. James Meznek, Chancellor, effective July 1, 2007 through June 30, 2011. (Hawes – yes)

Trustee Hernández expressed his concerns regarding the length of the contract. Trustee Huber acknowledged Chancellor Meznek for his efforts.

**A-5 Approval of Board Resolution to Appoint Interim Vice Chancellor of Planning and**



**Organizational Development from mid-January through March 2008 [110]** was moved by Trustee Blum, second by Trustee Huber, and carried on a unanimous vote, to adopt a Board Resolution to appoint William G. Studt as Interim Vice Chancellor of Planning and Organizational Development and assign chancellor responsibilities while Chancellor James Meznek is on an extended leave. (Hawes – yes)

***Trustees/Chancellor***

- A-7 Appointment of Interim Secretary to the Board of Trustees [113]** was moved by Trustee Huber, second by Trustee Blum, and carried on a unanimous vote, to approve the appointment of William Studt as Interim Secretary to the Board of Trustees, from January 14 – March 31, 2008. (Hawes – yes)
- A-8 Action to Nominate a Member of the VCCCD Board of Trustees to Serve on the California Community Colleges Trustees Board of Directors [114]** failed for lack of a motion.

***End of Board Actions***

ADJOURNMENT

The meeting was adjourned at 9:20 p.m.