

Board of Trustees

Ventura County Community College District

Larry O. Miller
Chair

Robert O. Huber
Vice Chair

Stephen P. Blum, Esq.
Trustee

Cheryl Heitmann
Trustee

Arturo D. Hernández
Trustee

Donna Valle
Student Trustee



James M. Meznik
Chancellor/Secretary to the Board

MINUTES
FOR THE MEETING OF
TUESDAY, AUGUST 12, 2008

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, August 12, 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, Esq., Trustee
Cheryl Heitmann, Trustee
Arturo D. Hernández, Trustee
Donna Valle, Student Trustee

Management Present:

James Meznik, Chancellor
Robin Calote, Ventura College President
Richard Durán, Oxnard College President
Pam Eddinger, Moorpark College President
Sue Johnson, Vice Chancellor, Business Services
Richard Dawe, Vice Chancellor, Planning and Organizational Development
Ramiro Sanchez, Executive Vice President, Student Learning
Patricia Parham, Associate Vice Chancellor, Human Resources
Eleanor Brown, Interim Vice President
Jaime Casillas, Interim Vice President
Ray Di Giulio, Vice President
Michael Arnoldus, Director
Lori Bennett, Dean
Dan Brown, Dean
Pat Ewins, Dean

Kay Faulconer Boger, Dean
Clare Geisen, Director
Carmen Guerrero, Dean
Kim Hoffmans, Dean
Brian Hu, Director
Carolyn Inouye, Dean
Gwendolyn Lewis Huddleston, Dean
Victoria Lugo, Dean
Tim McGrath, Dean
Darlene Melby, Business Manager
Inajane Nicklas, Dean
Ken Robinson, Director
Kathy Scott, Dean
John Sinutko, Director
Julius Sokenu, Dean
Heather Untalan, Assistant Dean

Faculty/Staff/Student Representatives:

P. Scott Corbett, Oxnard College Academic Senate President
Peter Sezzi, Ventura College Academic Senate President
Margaret Tennant, Moorpark College Academic Senate President
Lauren Lewow, Moorpark College Student Government, Director of External Affairs
Mary Anne McNeil, Grants/Contracts
Handel Evans, Bond Measure S Program Director
John Wagner, AFT President
Eileen Welsler, 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

There were no Public Comments.

RECESS TO CLOSED SESSION

At 5:33 p.m., the meeting was recessed to Closed Session.

CONFERENCE WITH REAL PROPERTY NEGOTIATOR *{Government Code § 54956.8}*

Property: Portion of Camarillo Airport Site -- approximately 16 acres located west of Las Posas Road and north of Pleasant Valley Road currently in use by the Ventura County Fire Protection District (VCFPD).

Agency Negotiator: Chancellor James Meznek and/or designee.

Negotiating Parties: VCCCD and VCFPD.

Under negotiation will be the amount of lease payments and duration of lease including specific lease requirements as to the use of the property.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
{Government Code § 54956.9(a)} (1 Case)

RECONVENE IN OPEN SESSION

Chair Miller called the meeting to order at 6:15 p.m.

CLOSED SESSION REPORT (if necessary)

The Board of Trustees took action in Closed Session on a vote of 5-0 to continue the use and occupancy by the Ventura County Fire Protection District on a month-to-month basis through and including June 30, 2009, of the approximately 16 acres of land which is the subject of the 2001 Lease entered into between the VCCCD and the VCFPD (Areas A, B and C as depicted therein) upon the terms and conditions of the 2001 Lease, and to authorize the Chancellor or his designee to negotiate a new lease of Areas A, B and C past June 30, 2009, such new lease to include additional land for VCFPD parking purposes and a radio communications tower.

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

It was moved by Trustee Hernández, seconded by Vice Chair Huber, and carried on a 4-0-1 vote, with Trustee Blum abstaining, that the Board reject the Claim for Damages of Donald Green against Dr. James Meznik, Chancellor of Ventura County Community College District; Board of Trustees of the Ventura County Community College District.

PLEDGE TO THE FLAG

Richard Dawe led the Pledge to the Flag.

REPORTS

- **Student Representatives**
 - Student Trustee Valle gave a brief overview of the Community College League of California Student Trustee Workshop in San Francisco.
 - Lauren Lewow reported on activities at Moorpark College and invited the Board members to the *Freshman Social*. Ms. Lewow commented on a planning retreat in Santa Barbara at Casa De Maria.
- **Chancellor**
 - Chancellor Meznik introduced Richard L. Dawe, Ph.D., Vice Chancellor of Planning and Organizational Development. Dr. Dawe introduced Dr. Brian Hu, Director of Institutional Research.

- Chancellor Meznek commented on management staff development activities. The College presidents introduced the managers at Ventura, Moorpark, and Oxnard Colleges. Trustees Heitmann and Hernández acknowledged and welcomed the managers. Chancellor Meznek welcomed Peter Sezzi, Margaret Tennant, and P. Scott Corbett, Academic Senate Presidents, and John Wagner, AFT President.
- **Classified Employees' Staff Development Program.** Patricia Parham reported on the Classified Employees' Staff Development Program. She said the goals of the Development Program were as follows:
 - District Strategic Planning Efforts
 - Board Goal
 - Implement a Districtwide staff development program tied to strengthening professional practices and excellent customer service
 - Professional Development Opportunities
- **Recycling Report,** Sue Johnson reported on recycling within the Ventura County Community College District. Ms. Johnson introduced Terry Cobos, who is assigned to the District Recycling Program. Cheryl Heitmann thanked Ms. Cobos for working on this effort and asked for periodic updates for her meetings with the Ventura County Regional Energy Alliance.
- **Academic Senates**

Margaret Tennant reported on the Mini Tech Conference at Moorpark College and other campus activities. Ms. Tennant invited the Board members to the Moorpark College Flex day on Friday.

Peter Sezzi commented on enrollment, degrees approved by state chancellor's office, and Flex Day Activities on Friday.

P. Scott Corbett said Oxnard College is building a new future or "Under Construction." Mr. Corbett acknowledged Moorpark College for their partnership with the Museum of Ventura County to offer students the opportunity to research, edit, and design the *Journal of Ventura County History*.
- **College Presidents**

Pam Eddinger said her goal for the management team and leadership team at Moorpark College is to make the transition as seamless as possible. The college presidents reported on enrollment at all three colleges.
- **Trustees Comments**
 - **Capital Planning and Facilities Committee.** Trustee Blum reported on the July 21 Capital Planning and Facilities Committee meeting
 - **Oxnard College Performing Arts Classroom/Auditorium Groundbreaking Ceremony.** Trustee Hernández reported on the groundbreaking ceremony at the

Oxnard College Performing Arts Center and acknowledged Trustee Blum and Vice Chair Huber for their work in the Construction and Facilities Committee. Trustee Hernández commented on counseling, student services, online courses, and El Camino High School.

- **Emergency Preparedness/Energy Awareness**
Chair Miller thanked Vice Chair Huber and Trustee Heitmann for their leadership roles in advancing emergency preparedness and energy awareness, respectively, for Ventura County Community College District.
- **California Youth Connection.** Chair Miller reported on a trip with emancipation-age foster youth and his participation in a higher education workshop.

CHANGES TO THE AGENDA

Human Resources

C-2B Approval of Establishment of Positions

- 1) Assistant Dean, Economic Development Initiatives was removed from the agenda.

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-14, C-15, and C-16.
(Valle – yes)

Approval of Minutes

C-1 Meeting Minutes

- A. **Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for July 8, 2008 [p. 01]** was granted.

Human Resources

C-2 Employment and Position Management

- A. **Approval/Ratification, Abolishment, and Establishment of Positions [p. 10]** was granted as listed.
- B. **Approval of Establishment of Positions and Related Assignments [p. 14]** was granted as revised.

C-3 Changes in Personnel/Employment Status

- A. **Approval of Changes in Sabbatical Leave Plan [p. 18]** was granted to Cynthia Minet, Moorpark College, to conduct a year of workshop and gallery visits abroad for the fall 2008 semester and academic study at Geneva University for the spring 2009 semester.

Business Services

- C-4 Ratification of Accounts Payable and Payroll for the Period of June 17, 2008 – July 21, 2008 [p. 24]** was approved.
- C-5 Approval/Ratification of Board Purchase Order Report #15 for FY 2007-08 [p. 25]** was granted from June 16, 2008 to July 18, 2008.
- C-6 Approval/Ratification of Board Purchase Order Report #3 for FY 2008-09 [p. 34]** was granted from June 16, 2008 to July 18, 2008.
- C-7 Surplus/Disposal of Equipment and Materials [p. 52]** was granted as follows:
Items less than a \$5,000 value to be disposed per Ed Code 81452.
- Disposal of 1984 Dodge Minivan, VIN 1B7EK13G3ER151555, that is outdated and is too costly to be repaired by the District.
- Surplus of Oxnard College Bookstore Obsolete Textbook Inventory to be donated to Better World Books/National Center for Family Literacy Program.
- C-8 Monthly Budget Transfer Summary [p. 53]** was approved to ratify the monthly budget transfer summary for the time period of June 16, 2008 through June 30, 2008 for the General Fund-Unrestricted and General Fund-Restricted.
- C-9 Fiscal Year-end Budget Transfers [p. 55]** was approved for 2007-2008 fiscal year-end closing budget transfers between major expenditure classifications in accordance with Education Code Section 70902 and Title 5, California Code of Regulations, Section 58307.
- C-10 Quarterly Financial Status Report, General Fund – Unrestricted (CCFS-311Q) [p. 57]** was accepted for the General Fund-Unrestricted as required by law.
- C-11 Approval of New Grants and Contracts for Fiscal Year 2008-09 [p. 60]** was granted.
- C-12 Award of Bid 339, Restroom Renovation at Oxnard College [p. 63]** was approved to award Bid 339, Restroom Renovation at Oxnard College, to SBS Corporation, with the low bid of \$87,953.
- C-13 Approval of Contract for Consultant Services with Stratus, a Division of Heery International, Inc., to update the Ventura College Educational Master Plan [p. 64]** was granted.

Capital Planning and Facilities

C-17 Capital Planning and Facilities

- A. Approval of Architectural Agreement for Design of New P.E. Annex at Moorpark College, Project #19210 [p. 71]** was granted to award a contract to Villarruel Architects, Inc in the amount of \$44,577.34 for the design of the new P.E. Annex at Moorpark College, project #19210.
- B. Budget Amendment: Capital Projects Fund (State Construction Funds) for the Construction Phase Funding the Moorpark College Health Science Complex [p. 72]** was approved to amend the Capital Projects Fund budget in the amount of \$7,886,000 of construction phase funding for the Moorpark College Health Science Complex project.
- C. Budget Amendment: Capital Projects Fund (State Construction Funds) for the Construction Phase Funding the Oxnard College Performing Arts Classroom/Auditorium [p. 74]** was approval to amend the Capital Projects Fund budget in the amount of \$6,629,000 for the Construction Phase funding for the Oxnard College Performing Arts Classroom/Auditorium.
- D. Approval to Supplement the Contract with MVE Institutional, Inc., for Architectural Services for the Oxnard College Performing Arts Classroom and Auditorium Project #29117 [p. 76]** was granted to supplement the contract with MVE Institutional, Inc. in the amount of \$62,071, to expedite the DSA approval process for the Oxnard College Performing Arts Classroom and Auditorium Project #29117.
- E. Approval of Contract with PacifiCom for the Ventura College Sports Complex Audio System, Project #39827 [p. 78]** was granted in the amount of \$95,590 to provide and install an Audio System for the Ventura College Sports Complex, project #39827.
- F. Approval to Issue a Contract for Emergency Work on Moorpark College High Voltage System, Project #19115 (Phase III Electrical Infrastructure) [p. 79]** was granted to DeYoung Power Systems, Inc. in the amount of \$108,000 for emergency work on the Moorpark College High Voltage System.
- G. Acceptance of Change Order Summary Report for Capital Projects [p. 80]** was approved.

Student Learning

- C-18 Summer 2008 Candidates for Graduation and Certificates at Moorpark, Oxnard, and Ventura Colleges [p. 93]** were accepted.
- C-19 Approval of a New Fall 2008 Community Education Classes at Ventura College [p. 115]** was granted as listed.

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

Business Services

- C-14 Approval of Extension of Contract for General Legal Services with Fagen, Friedman & Fulfrost [p. 65]** was amended to extend the contracts until December 31, 2008, and conduct a Study Session at the September 9, 2008, Board meeting. It was moved by Trustee Heitmann, seconded by Trustee Hernández, and carried on a unanimous vote, to extend a professional services contract with the law firm of Fagen, Friedman & Fulfrost effective for the period October 1, 2008, through December 31, 2008.
- C-15 Approval of Extension of Contract for Legal Services with Atkinson, Andelson, Loya, Ruud, and Romo [p. 67]** was amended to extend the contracts until December 31, 2008, and conduct a Study Session at the September 9, 2008, Board meeting. It was moved by Trustee Heitmann, seconded by Trustee Hernández, and carried on a unanimous vote, to extend a professional services contract with the law firm of Atkinson, Andelson, Loya, Ruud, and Romo for the period of October 1, 2008 through December 31, 2008.
- C-16 Approval of Extension of Contract for Legal Services with Orbach, Huff & Suarez, LLP [p. 69]** was amended to extend the contracts until December 31, 2008, and conduct a Study Session at the September 9, 2008, Board meeting. It was moved by Trustee Heitmann, seconded by Trustee Hernández, and carried on a unanimous vote, to extend a professional services contract with the law firm of Orbach, Huff & Suarez, LLP for the period of October 1, 2008 through December 31, 2008.

There was a brief discussion regarding District legal services.

FIRST READING ITEMS

- **First Reading: Course Approvals: New and Revised Courses, New Proficiency Awards at Ventura College [p 118]** was accepted for Second Reading.

ACTION ITEMS/SECOND READING ITEMS

Business and Administrative Services

- A-1 FY 2007-08 Budget Amendment General Fund – Unrestricted [p. 124]** was moved by Trustee Blum, seconded by Vice Chair Huber, and carried on a unanimous vote, to amend the General Fund Revenue and Expenditure accounts. (Valle – yes)

Trustees/Chancellor

A-3 **Biennial Update of the Designated Position List in AP 2712: Conflict Of Interest Code [p. 127]** was moved by Vice Chair Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, to accept the update to the Designated Position List in AP 2712: Conflict of Interest Code. (Valle – yes)

End of Board Actions

DISCUSSION

Discussion Regarding the Appointment of a Personnel Commissioner [p. 137]. The Board discussed the process that would be used for the appointment of a Personnel Commissioner. The Trustees agreed to form an ad hoc committee to screen applications, interview Personnel Commissioner applicants, and determine the Personnel Commissioner candidates to interview. Trustee Heitmann and Vice Chair Huber were appointed to the Personnel Commission Ad hoc Committee.

ADJOURNMENT

At 8:33 p.m., the meeting was adjourned.