

Board of Trustees

Ventura County Community College District

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Vice Chair

Cheryl Heitmann

Trustee

Arturo D. Hernández

Trustee

Larry O. Miller

Trustee

Donna Valle

Student Trustee



James M. Meznik

Chancellor/Secretary to the Board

**ORDER OF THE MINUTES FOR THE
FOR THE MEETING OF
TUESDAY, MARCH 10, 2009**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, March 10, 2009, at the District Administrative Center Multi-Purpose Room, Ventura, California.

ROLL CALL

Board Members Present:

Robert O. Huber, Chair

Stephen P. Blum, Esq., Vice Chair

Cheryl Heitmann, Trustee

Arturo D. Hernández, Trustee

Larry O. Miller, Trustee

Donna Valle, Student Trustee

Management Present:

James Meznik, Chancellor

Robin Calote, President, Ventura College

Richard Durán, President, Oxnard College

Pam Eddinger, President, Moorpark College

Richard Dawe, Vice Chancellor, Planning and Organizational Development

Sue Johnson, Vice Chancellor, Business Services

Patricia Parham, Vice Chancellor, Human Resources

Brenda Shubert, Executive Vice President, Student Learning

Dave Fuhrmann, Associate Vice Chancellor

Jaime Casillas, Interim Vice President

Ray Di Guilio, Vice President

David Keebler, Vice President

John al-Amin, Vice President

Michael Arnoldus, Director

Lori Bennett, Dean

Terry Cobos, Director

Dan Brown, Dean
Eleanor Brown, Dean
Clare Geisen, Director
Karen Gorback, Assistant Dean
Tim Harrison, Dean
Kim Hoffmans, Dean
Brian Hu, Director
Gwen Lewis-Huddleston, Dean
Victoria Lugo, Dean
Tim McGrath, Director
Mary Anne McNeil, Director
Darlene Melby, Business Manager
Lisa Miller, Dean
Jerry Mortensen, Assistant Dean
Inajane Nicklas, Dean
David Oliver, Dean
Rick Shaw, College Technical Services
John Sinutko, Director
Julius Sokenu, Dean
Kathy Scott, Dean
Rich DeLaO, Chief

Faculty/Staff/Student Representatives:

P. Scott Corbett, Academic Senate President, Oxnard College
Peter Sezzi, Academic Senate President, Ventura College
Lauren Lewow, Director of External Affairs, ASG, Moorpark College
Johnny Vasquez, Associated Student Government President, Oxnard College
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 Huber called the meeting to order at 5:32 p.m.

RECESS TO CLOSED SESSION

At 5:35 p.m., the meeting was recessed to Closed Session. Trustee Heitmann arrived at 5:40 p.m.

CONFERENCE WITH LABOR NEGOTIATOR

- AFT Local 1828
- SEIU Local 99

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

{Government Code §54956.9(a)}

- Case No. 56-2007-00303058-CU-WM-VTA, Ventura County Community College Retirees Association, Petitioners and Plaintiffs, vs. Ventura County Community College District; Board of Trustees of Ventura County Community College District; Does 1 through 50, inclusive, Respondents and Defendants

PUBLIC EMPLOYEE/DISCIPLINE/DISMISSAL/RELEASE {Government Code §54957}

REAL PROPERTY NEGOTIATIONS

RECONVENE IN OPEN SESSION

Chair Huber called the meeting to order at 8:08 p.m.

PLEDGE TO THE FLAG

The Pledge to the Flag was recited.

CLOSED SESSION REPORT

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

In Closed Session, the Board of Trustees took action by a motion from Vice Chair Blum, seconded by Trustee Miller, and carried on a 5-0 vote, not to enter into a contract for the following academic year for employee #900494641 and the employee be released from employment with the Ventura County Community College District, effective May 21, 2009.

REPORTS

- **Student Representatives**

Lauren Lewow reported on the following Moorpark College activities: *College Day* for high school students, *Multi-Cultural Day*, the visit from the State Chancellor's Office, and the upcoming American Student Association of Community Colleges (ASACC) Conference in Washington D.C.

Johnny Vasquez provided details regarding activities at Oxnard College, which included the conference at Oxnard College, *Sports Day*, the *Spring Carnival*, and the legislative conference.

Student Trustee Valle commented on the upcoming ASACC conference and the National Student Advocacy Leadership Conference.

- **Chancellor**
 - **Human Resources Initiatives**
 - Ms. Patricia Parham, Vice Chancellor, Human Resources, reported on Human Resources Initiatives. Ms. Parham distributed the HR Tools that were given to the managers during the District-wide management meeting.
 - **State Budget Report**
 - Ms. Sue Johnson, Vice Chancellor, Business and Administrative Services, provided an update on the state budget. Ms. Johnson read March 5, 2009, correspondence from Paul Navarro, Deputy Secretary of Legislative Affairs in the Governor's Office, regarding the state budget.
 - **Green Initiatives at Oxnard College**
 - Dr. Richard Durán, Oxnard College President, reported on green activities at Oxnard College. Vice President John al-Amin explained energy conservation activities and green initiatives at Oxnard College. He provided a brief overview of the following items:
 - Energy Conservation Measures
 - Building Design
 - Water Conservation
 - Green Landscape Practices
 - Recycling Program
 - Campus Use and Development
 - **Solar Energy Presentation.** Handel Evans, Bond Measure S Program Director, and Les Dickey, Heery International, gave a presentation on solar energy. Trustee Heitmann commented on sustainability issues and opportunities to generate and harvest solar energy. Trustee Heitmann suggested inviting Larry H. Eisenberg, Executive Director, Facilities Planning and Development for Los Angeles Community College District, to make a presentation regarding green initiatives.
 - **Academic Senates.**
 - Peter Sezzi, Ventura College Academic Senate President, commented on a professional development presentation by Mary Jones, Oxnard College, regarding handling disruptive and dangerous students. Mr. Sezzi acknowledged the Women's Basketball team and commented on the March 27 THINK Project hosted by the Ventura College Psychology Club promoting awareness of short and long-term effects of alcohol and substance abuse.
 - P. Scott Corbett, Academic Senate President, Oxnard College, mentioned Margaret Tennant was at an accreditation visitation, and Peter Sezzi was on his first day of paternity leave. Dr. Corbett commented on activities at Oxnard College.

- **Trustees**
 - **Committees**

Capital Construction and Planning Committee. The Capital Construction recommendations (C.16 A-G) were approved by the subcommittee.

Audit/Budget Committee. The Audit, Budget, Foundation Relations Committee recommended Vavrinek, Trine, Day & Company LLP, to conduct the independent audit for Ventura County Community College District. The committee also discussed an internal auditor.

Rules Committee. The Rules Committee recommended approval of BP 2220: Committees of the Board.

- **Reports/Announcements/Correspondence**

Trustee Heitmann acknowledged the McNish Gallery art opening at Oxnard College.

Trustee Hernández commented on an event at Oxnard College, an economic forecast presentation, and ethics policies.

Trustee Miller acknowledged the colleges for their efforts in attracting and retaining foster youths.

Vice Chair Blum commented on High School Counselor Day, a track meet, and the athletic complex bleachers at Ventura College.

Chair Huber reported on a letter he sent to officials regarding the Board’s opposition to the prison hospital in Camarillo and mentioned he received a letter from Supervisor Bennett thanking the Board for their position.

CHANGES TO THE AGENDA

Business Services

C-6: Acceptance of Gifts [page 29] was revised to read as follows:

Cash Donation of \$100,000
To be used for **Educational Programs**.

Donated by: Oxnard College Foundation/**Community Market (swap meet)**

C-10: Award of RFP 344, Copy Center for Moorpark, Oxnard, and Ventura Colleges [page 34] was pulled from the agenda.

Student Learning

- A-5 Second Reading/Action: Course Approvals: New and Revised Courses Moorpark College [Page 125]** was revised to correct a typographical error in course hours.

CONSENT CALENDAR ITEMS

It was moved by Trustee Heitmann, seconded by Vice Chair Blum, and carried on a unanimous vote, to approve the Consent Calendar Items. (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 February 10, 2009. [Page 1]** was approved.

Human Resources

C-3 Changes in Personnel/Employment Status were approved as listed.

- A. Approval/Ratification of Separation from Employment [Page 13]**
B. Approval of Changes in Positions and Assignments [Page 15]

Business Services

C-4 Ratification of Accounts Payable and Payroll for the Period of January 16, 2009 to February 17, 2009 [Page 17] was approved.

C-5 Approval/Ratification of Board Purchase Order Report #10 for FY 2008-09 [Page 18] was granted from January 16, 2009 to February 12, 2009.

C-6 Acceptance of Gifts [Page 29] was approved as follows:

- Donation of an Orion Reflecting Telescope and Accessories to be used by the Oxnard College Astronomy Department, donated by Donna Gustafson through the Oxnard College Foundation
- Donation of a Lab Table and 3 Work Benches to be used in the Oxnard College Labs and Fitness Center, donated by Amgen Inc.
- Donation of a Lowry Tempest Organ to be used by the Moorpark College Music Department, donated by Barbara Walsh

- Cash Donation of \$3,803.83 to be used by the Ventura College Aquatic Center, various Athletic programs, Chemistry Department, Criminal Justice/Staff Innovation, Educational Assistant Fund, Faith George Textbook Lending Library, Foreign Language Lab, Music Department, Water Sciences, and the Welding Department, donated by various businesses and individuals through the Ventura College Foundation
 - Cash Donation of \$100,000 to be used for Educational Programs, donated by Oxnard College Foundation/Community Market (swap meet)
- C-7 Acceptance of Completion of Bid 342, Moorpark College Shade Structure Project [Page 31]** was approved.
- C-8 Acceptance of Completion of Bid 345, Multi-Campus Painting Project [Page 32]** was approved.
- C-9 Approval of Bid 346, Oxnard College Student Services Furniture [Page 33]** was granted to purchase and install furniture for the new Oxnard College Student Services Center.
- C-10 Award of RFP 344, Copy Center for Moorpark, Oxnard, and Ventura Colleges [Page 34]** was pulled from the agenda.
- C-11 Award of RFP 347, Beverage Pouring Rights for Ventura County Community College District [Page 36]** was approved to the lowest responsible bidder, Pepsi Bottling Group.
- C-12 Monthly Budget Transfer [Page 37]** was approved to ratify the monthly budget transfer summary for the month of January 2009 for the General Fund-Unrestricted and General Fund-Restricted.
- C-13 Approval of Contract with Secure Content Solutions, Inc., for Sophos Endpoint Security and Control Anti-Virus Licensing [Page 39]** was granted to execute a contract with Secure Content Solutions, Inc. for District-wide Anti-Virus Software Licensing for a four year period beginning July 1, 2009 through July 30, 2013.
- C-14 Approval of Amendments to Contracts and Grants for Fiscal Year 2008-09 [Page 41]** was granted, and amendment to the General Fund Restricted budgets.
- C-15 Approval of New Grants for Fiscal Year 2008-09 [Page 45]** was granted to authorize amendment to the General Fund Restricted budgets.

Capital Planning and Facilities

C-16 Capital Planning and Facilities

- A. Approval of Subcontractor Substitution for Aluminum Windows/Glazing Work for the Oxnard College Performing Arts Classroom and Auditorium, Project #29117 [Page 48]** was granted to approve the substitution of Continental Glazing for Delta Structures, Inc. as the listed aluminum windows and glazing subcontractor for the Oxnard College Performing Arts Classroom and Auditorium, project #29117.
- B. Approval to Issue a Supplement to Nadel Public Sector Architects, LLP for Increased Scope of Professional Services at the Oxnard College Student Services Center, Project #29120 [Page 49]** was granted to approve a Contract Addendum for increased architectural services in the amount of \$25,000 to Nadel Public Sector Architects, LLP for additional construction administration services due to extended construction period at the Oxnard College Student Services Center, project #29120.
- C. Approval Measure S Budget Transfers at Oxnard College [Page 50]** was granted.
- D. Acceptance of Completion of Contract with All-Star Bleachers for the Exterior Bleachers at Ventura College, Project #39105 [Page 51]** was approved.
- E. Approval of Contract with Geotechniques to Provide Geotechnical Construction Observation and Testing Services for the AT/GPC/HSC at Ventura College, Project #39120 [Page 52]** was granted in the amount of \$60,660 to provide geotechnical construction observation and testing services for the Advanced Technology /General Purpose Classrooms/Health Sciences Center (AT/GPC/HSC) at Ventura College, Project #39120.
- F. Approval to Release the Health Risk Assessment Report Prepared by Rincon Consultants for the Camarillo Site to the Department of Toxic Substance Control [Page 53]** was granted to release to the Department of Toxic Substance Control (DTSC) the health risk assessment report prepared by Rincon Consultants, Inc. (Rincon) for the Camarillo site.
- G. Acceptance of Change Order Summary Report for Capital Projects [Page 59]** was approved.

Student Learning

- C-17 Approval of New Summer 2009 Community Education Classes at Ventura College [Page 82]** was granted.

The meeting was recessed at 9:10 p.m.

OPEN STUDY SESSION

At 9:20 p.m. Chair Huber opened the Study Session.

- **Accountability Reporting for the California Community Colleges (ARCC) 2009**
An overview and background of the 2009 Accountability Reporting for the California Community Colleges was provided. It was noted that the ARCC report is due annually and local Boards are required to interact with the report. The state Chancellor's Office has developed a model for reporting of specified measures.
- Dr. Pam Eddinger, Moorpark College President, explained the Moorpark College Progress Report 2008–2009 and presented the highlights of the measures in the following areas.
 - How students progressed from fall to fall.
 - How well Moorpark College did in vocational completion as well as basic skills.

Dr. Eddinger also gave a brief overview of the following items.

- Three strategic directions: basic skills, distance education, and awareness of marketplace.
- Productivity
- Strategic Planning
- Accreditation 2010
 - College consultation and presentation of appropriate documents to the Board and Chancellor.
 - Districtwide Accreditation Coordination Workgroup.
 - Planning process.
 - Schematic calendar for planning.
 - Allocate resources, implement planning, assessment, and use assessment to improve programs.
- Dr. Richard Durán, Oxnard College President provided the following summary of the ARCC report for Oxnard College and highlighted system-wide measures as follows:
 - How students progressed from fall to fall.
 - How well Oxnard College did in vocational completion as well as basic skills.
 - Trends in obtaining AS degrees.
 - Persistence rates for first time students.
 - Successful course completion rate for vocational courses.
 - Student success committee.
 - Working to improve basic skills and ESL.
 - Title 5 and STEM grant investing.
 - Staff development of faculty and staff.
 - Enrollment growth.
 - Productivity.
 - Utilize what was learned this year to improve productivity, programming, scheduling, and online education.
 - Accreditation formed teams addressing four criteria.
 - Planning a first draft by mid-April.

- Educational master plan.
 - Five-year plan to provide vision.
 - Research to develop new courses.
 - Student Progress and Achievement: Degree/Certificate/Transfer.
 - Students who earned at least 30 Units.
 - Persistence rate.
 - Annual Successful Course Completion Rate for Vocational Courses
 - Annual Successful Course Completion Rate for Basic Skill Courses
 - Basic Skills Improvement Rate (Currently no data)
 - ESL Improvement Rate (Currently no data)
- Dr. Robin Calote, Ventura College President reported on the Ventura College ARCC Report.
 - Mid-size college.
 - Majority/minority institution fall 2008.
 - Enrollment growth.
 - Ventura College Promise primary outreach effort.
 - Persistence rate impressive.
 - New students decreased in poor performance indicators.
 - Units.
 - Persistence rates.
 - Course descriptions.
 - Productivity.
 - Highly enrolled online classes.
 - Educational master plan.
 - Restructuring career offerings.
 - Increase student persistence.
 - Growing middle-college program.
 - Enhancing partnership.
 - Community advisory committee.
 - Persistence rate impressive.

There was discussion with the Board regarding the following items:

- The tracking system used when students do not return.
- Persistence level and how District manages programs.
- Ensuring student surveys are distributed and reviewed.
- Effective evaluations when students leave classes.
- Students that return, testing procedures.
- Need to know why students do not return.
- Determine what District can do to make a difference.

CLOSE STUDY SESSION

At 9:45 p.m. Chair Huber closed the Study Session.

ACTION ITEMS

Business Services

- A-1 Selection of Audit Firm for Year Ending June 30, 2009 to June 30, 2011 [Page 86]** was moved by Trustee Heitmann, seconded by Vice Chair Blum, and carried on a unanimous vote, to accept the recommendation of the Audit, Budget, Foundation Relations Committee and award the contract to Vavrinek, Trine, Day & Company LLP, to conduct the independent audit for Ventura County Community College District for a three-year engagement period, commencing with the audit for the fiscal year ending June 30, 2009, with an option to renew for a fourth and fifth year. (Valle – yes)
- A-2 Approval of Modifications to the District-wide Resource Budget Allocation Model for FY 2009-10 [Page 89]** was moved by Trustee Heitmann, seconded by Vice Chair Blum, and carried on a unanimous vote. (Valle – yes)
- A-3 Approval of Budget Amendment and Use of Reserves – (2/3 vote required) [Page 92]** was moved by Trustee Heitmann, seconded by Vice Chair Blum, and carried on a unanimous vote, to amend the General Fund Revenue and use the Revenue Shortfall Contingency Reserve funds. (Valle – yes)
- A-4 Resolution: Issuance of 2009-10 Tax and Revenue Anticipation Notes (Trans) and Participation in the Community College League of California (CCLC) Tax and Revenue Anticipation Notes Program [Page 94]** was moved by Trustee Hernández, seconded by Trustee Heitmann, and carried on a unanimous vote, to approve a Resolution to issue 2009-10 Tax and Revenue Anticipation Notes (TRANS) through participation in the Community College League of California (CCLC) Tax and Revenue Anticipation Notes program in an amount not to exceed \$20,000,000 and to designate bond counsel and financial advisory services required in connection with this program. (Valle – yes)

Student Learning

- A-5 Second Reading/Action: Course Approvals: New and Revised Courses Moorpark College [Page 125]** was moved by Trustee Hernández, seconded by Trustee Heitmann, and carried on a unanimous vote. (Valle – yes)

Trustees/Chancellor

- A-6 Action to BP 2220: Committees of the Board [Page 133]** was tabled by a motion from Trustee Hernández and a second by Vice Chair Blum.

Trustee Hernandez requested a Board discussion on Committees of the Board. This item will be placed on the April Board agenda.

INFORMATION ITEM [Page 137]

James Meznek gave a brief history on the process for the Ventura County Community College District Board Policy and Procedures. It was pointed out administrative procedures were being developed through the District Council Student Learning, District Council Administrative Services, and District Technical Review Workgroup. Dr. Meznek indicated the administrative procedures were sent to the Rules Committee for information to ensure the procedures were consistent with Board Policy. Dr. Dawe commented on the District Accreditation Workgroup.

The following Administrative Procedures were provided to assure the Board the procedures are consistent with the intent of the Board Policy. The Board of Trustees discussed the Procedures briefly with no objections.

- **AP 2105: Election of Students**
- **AP 2110: Vacancies on the Board**
- **AP 2320: Special and Emergency Meetings**
- **AP 2340: Agendas**
- **AP 2360: Minutes**
- **AP 2365: Recording**
- **AP 2410: Board Policy**
- **AP 2411: Administrative Procedures**
- **AP 2510: Participation in Local Decision Making**
- **AP 2610: Collective Bargaining**
- **AP 2710: Conflict of Interest**
- **AP 2740: Board Education**
- **AP 2745: Board Self-Evaluation**

ADJOURNMENT

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