

Board of Trustees
Ventura County Community College District

MINUTES FOR THE REGULAR MEETING OF FEBRUARY 3, 1998
--

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, February 3, 1998, in the Cowan Conference Center – Ventura Room, Camarillo, California.

Roll Call

Board Members Present:

Norman J. Nagel, President
Allan W. Jacobs, Vice-President
Robert S. Gonzales
Pete E. Tafoya
John D. Tallman
Corey Scott, Student Trustee

Management Present:

Philip Westin, Chancellor
Michael Gregoryk, Deputy Chancellor
James Walker, President, Moorpark College
Steven Arvizu, President, Oxnard College
Larry Calderón, President, Ventura College
Elise Schneider, Provost, International Student Program
Eva Conrad, Executive Vice President, Student Learning, Moorpark College
Denis Cabral, Executive Vice President, Student Learning, Oxnard College
Anthony Tricoli, Associate Vice Chancellor, Instruction and Student Services
Patricia Parham, Interim Associate Vice Chancellor, Human Resources
Susan Johnson, Executive Director, Business Services and Financial Management
Victor Belinski, Director, Information Technology
Barbara Buttner, Director, Public Affairs
Harry Culotta, Director, Budget & Contracts
Gilbert Putnam, Director, Planning and Construction
Cheryl Shearer, Dean of Economic Development
Carolyn Inouye, Director, Institutional Research

Faculty/Staff/Student Representatives:

Larry Miller, AFT
Claudine Nichols, Moorpark College Student Government Representative
Chris Valenzano, Ventura College Student Government Representative

CALL TO ORDER

The adjourned Study Session meeting of the Ventura County Community College District was called to order in the Cowan Conference Center – Ventura Room, Camarillo, at 5:15 p.m. by President Nagel, with Trustees Gonzales and Tallman absent.

President Nagel read the following change to the Closed Session Agenda:

Pending or Threatened Litigation. This item is being revised to add the following item:

- **Glen Hefferman - Denial of Claim**

At 5:05 p.m. the Board toured the Camarillo Airport Facilities as discussed at the February 1 Study Session. President Nagel indicated that Closed Session would begin at 6:00 p.m.

At 5:20 p.m. Trustee Tallman arrived.

At 5:50 p.m. Trustee Gonzales arrived.

PUBLIC RESPONSE TO CLOSED SESSION AGENDA ITEMS

There were no requests to speak.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 6:05 p.m. in the Cowan Conference Center – Santa Paula Room, to address the following items:

- **Pending or Threatened Litigation**
 - **Glen Hefferman**
- **Workers' Compensation Claim**

RECONVENE IN OPEN SESSION

President Nagel reconvened the meeting in Open Session at 7:00 p.m. in the Cowan Conference Center – Ventura Room.

PLEDGE TO THE FLAG

Corey Scott led the pledge to the flag.

CLOSED SESSION REPORT

In Closed Session the Board voted unanimously to deny the claim of Glen Hefferman.

ACKNOWLEDGEMENT OF GUESTS

Student Trustee Scott introduced Claudine Nichols, Moorpark College Student Representative and Chris Valenzano, Ventura College Student Representative.

PUBLIC NOTICE OF CHANGES TO AGENDA

<u>Action Item</u> <u>No.</u>	<u>Description</u>
First Reading	Revision to Board Policy Manual Appendix A.II: Board Agenda Format. This item was pulled from the agenda.
2.1	Minutes of the January 20, 1998, Board of Trustees Meeting. This item was revised on page 5 to reflect that President Nagel complimented Gary Morgan on his sabbatical proposal.
5.4	Human Resources Reclassification - The following items were pulled from the agenda: Page 2 3) Administrative Assistant I (Dominga Chavez only) Page 4 13) Matriculation Specialist (Jeri Chandler only) 14) Media Services Specialist II.1) Administrative Assistant III Page 7 13) Instructional Lab Technician I/Information Systems (Cheryl Hermann only) 14) Telecommunications Engineer
7.2.1	Trustees/Chancellor Action to Approve Request for Board of Trustees Travel. This item was revised to include <u>Corey Scott</u> to attend the ACCT/AACC National Legislative Seminar in Washington, D.C. on February 21-24, 1998.

PUBLIC COMMENTS: STAFF, STUDENTS AND COMMUNITY

There were no requests to speak.

CURRENT ISSUES OR PRESENTATIONS TO THE BOARD AND STUDY SESSIONS

a. **Trustee Issues**< **Governing Board Subcommittee Reports**

< **Construction Projects.** Trustee Gonzales gave an update on the District Office. He indicated that a trailer will be used for Human Resources. He also provided an update on the progress of the Moorpark and Ventura Colleges Math/Science buildings.

< **Rules, Operations & Procedures.** President Nagel indicated that the next meeting of the subcommittee would be on February 18 to review items discussed at the Study Session on February 1. Dr. Nagel thanked everyone who attended the Study Session.

b. **Chancellor's Reports on Issues Outstanding.** Chancellor Westin reported on the results of

the evaluation of the Study Session. He indicated that the two top sessions were the software presentation and the International Students Program report.

< **Presidents' Reports**

- < Larry Calderón noted that because of the heavy rain, evening classes were canceled. He said that KVEN will provide a status of classes and campus operations for Wednesday. Dr. Calderón announced that Ventura College was awarded a grant to establish a Center of Excellence and that the California Department of Health Services approved the Health Sciences Certified Nursing Assistant program.
- < Steven Arvizu indicated that Oxnard College closed at 4 p.m. because of heavy rain. Dr. Arvizu commented on the One Stops shops proposed for Oxnard College. He pointed out that Oxnard College is in the middle of their self-study.
- < James Walker said that Moorpark College was closed during the day because of a power outage, but evening classes were open. Dr. Walker introduced Brenda Schubert, Coordinator of the Health Science Program at Moorpark College.
- < **Moorpark College Presentation.** Brenda Schubert provided information on the Health Science Program and the Regional Health Information Technology Program with Santa Barbara City College. She commented on the RN program, Radiological Technologic Program and paraprofessional degrees.

The Board acknowledged Ms. Schubert's efforts in the program.

- < **Deputy Chancellor's Report.** Deputy Chancellor Gregoryk reported on enrollments. He indicated that FTES is between 800 and 900 below cap. He said that he would provide a presentation on enrollment at the next Board meeting.

Mr. Gregoryk commented on the "Partnership on Excellence" proposed funding formula.

c. **First Reading Items**

- **Revision to Board Policy Manual Section A.14: Authority of Members** was approved for Second Reading.
- **Contracts: Approval of District Technology Migration Plan** was approved for Second Reading.

Michael Gregoryk indicated that this was a first step in a process of identifying the Technology Migration Plan. Vic Belinski provided an overview of Technology Migration Plan. He indicated that the goal is to have a computer on the desk of every full-time faculty member. He said that he has given his presentation on the Plan at all three campuses. There was discussion on waiting list capability, computer security concerns, inservice training on the new system, costs, library capabilities, performance contracts, and the review of other colleges currently using the system.

Trustee Tafoya suggested that the following process be used as a model for integrated logistical support and should be addressed in the contract:

1. Technical Data
2. Maintenance
3. Hardware/Equipment
4. Configuration Control/Cost Management
5. Personnel
6. Facilities
7. Security
8. Reliability/Risk Management
9. Training
10. Disposal

He indicated that one of the most important questions to ask is: What is the life of the system? What is the operational cycle? How much up time versus down time will the system have?

The Board formed an ad hoc committee to discuss the Technology Migration Plan and directed Trustees Tallman and Jacobs and Student Trustee Scott to review this issue.

APPROVAL OF ACTION ITEMS

ACTION ITEMS

(The following items will be considered individually by the Board.)

6. ADMINISTRATIVE SERVICES

6.1 Acceptance of Gifts

- 6.1 **Acceptance of Gifts** was moved by Trustee Tafoya, seconded by Student Trustee Scott, and carried on a unanimous vote, to accept the gift from Jay Varela, Ventura. (Scott - yes)

Trustee Tafoya acknowledged the gift from Mr. Varela.

6.8 Other

- 6.8.2 **Resolution Declaring Official Intent to Issue Tax-Exempt Certificates of Participation** was moved by Trustee Tafoya, seconded by Trustee Gonzales and carried on a unanimous vote, to adopt the Resolution Declaring Official Intent to Issue Tax-Exempt Certificates of Participation and appoint bond counsel and the underwriter. This item is the first step of three in the process for Board review and action to allow the District to issue tax-exempt Certificates of Participation to finance long-term capital projects as specified. (Scott - yes)

Michael Gregoryk explained Certificates of Participation. He indicated that the District capital projects have been reviewed by the colleges' presidents and will be forwarded through the shared governance process for further discussion and final recommendation. He mentioned that the current Budget Allocation model,

in terms of a placeholder, budgeted a \$600,000 annual payment. Mr. Gregoryk indicated that a First Reading item will be presented at the March 3 Board meeting which will include additional information and a recommendation regarding the level to be financed, the length of term and the annual debt service payment.

CONSENT CALENDAR

APPROVAL OF CONSENT AGENDA AND CHANGES

(The items that are excluded will follow the approved Consent Agenda items.)

It was moved by Trustee Tallman, seconded by Trustee Tafoya, and carried on a unanimous vote, that the agenda be approved, revising the Closed Session Agenda and Action Items 2.1, 5.4, 7.1; deleting First Reading Item - Agenda Format; and excluding 5.2.1.1, 5.4, 5.6, and 6.8.1. (Scott - yes)

2. APPROVAL OF MINUTES

- 2.1 **Action to Approve Minutes of the Special Meeting of the Board of Trustees for January 20, 1998**, was approved.

3. INSTRUCTIONAL SERVICES

- 3.1 **Second Reading: Course Approvals for New and Revised Courses at Oxnard and Ventura Colleges** were approved.

4. STUDENT SERVICES

None.

5. HUMAN RESOURCES

5.1 **Academic Actions**

- 5.1.1 **Approval of Change in Resignation/Retirement Date** was approved to change the date of resignation/retirement for Teresa Archuleta, Oxnard College, to January 23, 1998.

5.2 **Classified Actions**

5.2.1 **Special Actions**

- 5.2.1.2 **Establishment of Clerical Assistant II 50% position, Community Resource and Development, Ventura College** was approved to establish a Clerical Assistant II 50% position, Community Resource and Development, Ventura College.

- 5.2.2 **Regular Actions** were approved for Probationary Personnel, Probationary to Permanent, Provisional Assignments, Termination of Limited Term/Provisional Assignments, and Approval of Relatives.

- 5.3 **Approval of Holiday Schedule for 1998-99** was granted.

5.5 **Approval of Revision to Student Hourly Schedule** was granted.

6. ADMINISTRATIVE SERVICES

6.2 **Checks**

6.2.1 **Ratification of Accounts Payable & Payroll for the Period December 18, 1997 - January 16, 1998** was approved for the period December 18, 1997 – January 16, 1998.

6.3 **Purchase Orders**

6.3.1 **Approval/Ratification of Purchase Order List #9 (FY 1997-98)** was approved for the period December 23, 1997 – January 16, 1998.

6.4 **Award of Bids**

None.

6.5 **Budget Amendments**

6.5.1 **Budget Amendments and Resolution for Moorpark and Ventura Colleges and the District Office** were approved.

6.6 **Budget Transfers**

6.6.1 **Budget Transfer Summary for Moorpark, Oxnard, Ventura Colleges, District Office, Districtwide Services and Contingency** were approved for ratification the monthly Budget Transfer Summary for Moorpark, Oxnard, Ventura Colleges, District Office, Districtwide Services and Contingency for December 1997.

6.6.2 **Quarterly Budget Transfer Summary** was approved to ratify the quarterly budget transfer summary, for the period ending December 31, 1997, for the General Fund-Unrestricted, General Fund-restricted, General Fund-Designated, Child Development Fund, Health Services Fund, Parking Services Fund and Capital Projects.

6.7 **Contracts**

6.7.1 **Approval of Contracts and Grants** was granted to accept the contracts and grants as listed. (See Action Item 6.7.1)

7. TRUSTEES/CHANCELLOR

7.1 **Board of Trustees Absence Due to Illness.** No absences were reported.

7.2 **Action to Approve Request for Board of Trustees Travel** was approved as follows:
Allan Jacobs to attend the Statewide Workforce Preparation Conference on March 16-18, 1998, in Palm Springs.
Corey Scott to attend the ACCT/AACC National Legislative Seminar in Washington, D.C. on February 21-24, 1998.

(END CONSENT AGENDA)

5. HUMAN RESOURCES

5.2 Classified Actions

5.2.1 Special Actions

- 5.2.1.1 **Increase of Assignment, Vacant Clerical Assistant I position, Financial Aid, Ventura College** was moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a unanimous vote. (Scott - yes)

Trustee Tafoya asked about the status of the Financial Aid Program at the colleges.

- 5.4 **Reclassification** was moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a unanimous vote, to approve the new job specifications, proposed revisions of job specifications and salary range changes as revised. (Scott - yes)

Trustee Tafoya asked about the status on remaining classifications. Chancellor Westin indicated that there were approximately eight additional reclassifications that will be on the March 3 agenda.

- 5.6 **Approval of Equivalency for Part-Time Instructors – Mathematics, Physical Education and Physics at Ventura College and Mathematics and Business at Oxnard College** was moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a unanimous vote, to grant an equivalency for part-time instructors in mathematics, physical education and physics at Ventura College and mathematics and business at Oxnard College as listed. (See Action Item 5.6) (Scott - yes)

Trustee Tafoya asked about the status of the Equivalency Policy. Chancellor Westin indicated that he would meet with the presidents, executive vice president and the academic senate presidents to develop a policy for First Reading at the April 21 Board meeting and if he is unable to do so, will recommend no further equivalencies.

6. ADMINISTRATIVE SERVICES

6.8 Other

- 6.8.1 **Quarterly Financial Status Reports, General Fund-Combined** were moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a unanimous vote. (Scott - yes)

STAFF AND STUDENT REPORTS

- **Student representatives.** Chris Valenzano addressed the Board and expressed his concerns regarding race relations, financial aid and limited parking.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned by President Nagel at 10:15 p.m.