

Board of Trustees  
**Ventura County Community College District**

MINUTES  
FOR THE REGULAR MEETING OF  
AUGUST 11, 1998

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, August 11, 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  
Velia Soto, Student Trustee

**Management Present:**

Philip Westin, Chancellor  
James Walker, President, Moorpark College  
Steven Arvizu, President, Oxnard College  
Larry Calder6n, President, Ventura College  
Elise Schneider, Provost, International Students Program  
Anthony Tricoli, Associate Vice Chancellor, Student Learning  
Dennis Cabral, Executive Vice President, Student Learning, Oxnard College  
Patricia Parham, Associate Vice Chancellor, Human Resources  
Susan Johnson, Executive Director, Business Services and Financial Management  
Victor Belinski, Executive Director, Information Technology  
Stephen Tobias, Dean of Health Sciences/Physical Education/Athletics/Criminal Justice at Ventura College  
Cheryl Shearer, Dean of Economic Development  
Barbara Buttner, Director, Public Affairs  
Ray DiGuilio, Director, Budget and Administrative Support  
Carolyn Inouye, Director of Institutional Research  
Gil Putnam, Director of Facilities Planning and Construction

**Faculty/Staff/Student Representatives:**

Elton Hall, Moorpark College Academic Senate President  
Carmen Guerrero-Calder6n, Oxnard College Academic Senate President  
Larry Miller, AFT Local 1828 President

Revision Date: September 1, 1998

### **RECESS TO CLOSED SESSION**

The Board of Trustees recessed to Closed Session at 5:03 p.m. in the Cowan Conference Center - Ojai Room, to address the following items: Employer/Employee Relations SEIU AFT Confidential Employees CMA CSA

#### **Public Employee Performance Evaluation**

- President, Moorpark College
- President, Oxnard College
- President, Ventura College
- Deputy Chancellor
- Chancellor

#### **Evaluation of Management Personnel**

Social Security No. 560-60-2865

### **CALL TO ORDER**

President Nagel called the meeting to order in the Cowan Conference Center - Ventura Room at 6:30 p.m.

### **PLEDGE TO THE FLAG**

Michael Gasperi led the pledge to the flag.

None.

### **CLOSED SESSION REPORT**

#### **ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS**

President Nagel introduced Mr. Tom Parker, a candidate for the Office of Area 2 Trustee for the Ventura County Community College District.

Carmen Guerrero-Calder6n introduced Marina Pisklakova, Director of the Association for No Violence, in Moscow and her son Peter. She said that Ms. Pisklakova is the leading women's rights activist on spousal abuse and domestic violence in Russia.

**PUBLIC NOTICE OF CHANGES TO THE AGENDA**

**CHANGES  
September 1, 1998**

**Action Item No.      Description**

*Human Resources*

- 5.2.2      **Regular Classified Actions.** This item was revised to pull the following item:  
IV.      **OTHER**  
         **Limited Term Assignment**  
         • **Chief of Police**

**Changes in Terms and Conditions of Employment Contract(s) Including Extension of Term(s) of the Agreements.** This item was revised to present the Chancellor's recommendation to extend each of the contracts by one year and modify the agreements to reflect any *conditions approved* by the Governing Board

**Business Services**

- 6.3.1      **Approval/Ratification of Purchase Order List #2 (FY 1998-99).** This item was revised to include additional purchase orders.
- 6.4.1      **Award of Bid #162, Multimedia Projectors.** This item was revised to award the bid to INIED, the lowest responsible bidder.
- 6.7.3      **Approval of Pacific Bell Public Payphones Contract.** This item was revised to include negotiated contract terms.

**PUBLIC COMMENTS REGARDING AGENDIZED ITEMS**

Mr. Tom Parker expressed his concerns regarding Action Item 5.9 and the extension of the chancellor's contract.

**Board Actions**

***Consent Calendar Items***

It was moved by Trustee Jacobs, seconded by Trustee Tafoya, and carried on a unanimous vote, to approve the following Consent Calendar Items: (Soto - yes)

*Approval of Minutes*

- 2.1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for July 7, 1998, was approved.
- 2.2 Action to Approve Minutes of the Special Meeting of the Board of Trustees for July 28, 1998, was approved.

*Instructional Services*

- 3.1 Second Reading Approval of New Instructional Program in Biotechnology at Moorpark College was granted to approve a new instructional program in Biotechnology at Moorpark College. Moorpark College and representatives from local industry have designed a curriculum in Biotechnology to provide training in the theoretical background and laboratory skills needed for employment in the manufacturing side of this expanding industry.

*Student Services*

- 4.1 Summer 1998 Candidates for Associate Degree at Moorpark, Oxnard and Ventura Colleges were approved.
- 4.2 Summer 1998 Candidates for Certificates of Achievement for Moorpark, Oxnard and Ventura Colleges were approved.

*Human Resources*

- 5.1 Academic Actions were approved as listed.
  - 5.1.1 Rescission of Academic Appointment to Full-Time Tenure Track Academic Position at Moorpark College was approved to rescind the appointment of Ronald Evans as a full-time tenure track Instructor in Computer Science at Moorpark College.
  - 5.1.2 Resignation - Oxnard was approved to accept the resignation of Carmen Carillo, a temporary, one-year non-tenure track Instructor in English at Oxnard College.
  - 5.1.3 Granting of Sick Leave Days from Established Sick Leave Pool For A Full-Time Faculty Member at Ventura College was approved to grant 100 sick leave days of half-pay sick leave to David Robles, a full-time Counselor at Ventura College.
  - 5.1.4 **Reduction in Contract Assignment from 100% to 80% for Learning Disabilities Specialist at Moorpark** College was approved for Melanie Masters for a reduction in contract assignment from 100% to 80% as a Learning

Disabilities Specialist at Moorpark College, effective August 14, 1998 through May 14, 1999.

- 5.1.6 **Approval of Reassignment of Full-time Academic Manager - Oxnard** College was approved for a reassignment and voluntary reduction in pay for Mr. Ray DiGuilio, a full-time academic manager at Oxnard College, effective August 12, 1998.
- 5.1.7 Approval of Change in Title of the Position of Associate Vice Chancellor, Instruction/Student Services to Associate Vice Chancellor, Student Learning was approved to change the title of the position of Associate Vice Chancellor, Instruction/Student Services to Associate Vice Chancellor, Student Learning and to authorize the Chancellor on an ongoing basis to extend the contract for the Associate Vice Chancellor, Student Learning.

5.2 Classified Actions were approved as follows:

5.2.1 Special Actions

- 5.2.1.1 Establishment of Disabled Student Services/Interpreter, 11 mos., 37.50% position, EAC - Ventura College
- 5.2.1.2 Establishment of Accounting Technician 11, 12 mos., 50% position, Community, Resource & Economic Development - Ventura College
- 5.2.1.3 Establishment of Child Development Associate, 10 mos. Position, Children's Center - Ventura College
- 5.2.1.4 Establishment of Child Development Assistant, 10 mos., 47.50% position, Children's Center - Ventura College
- 5.2.1.5 Establishment of Child Development Assistant, 10 mos., 47.50% position, Children's Center - Ventura College
- 5.2.1.6 Establishment of Child Development Assistant, 10 mos., 47.50% position, Children's Center - Ventura College
- 5.2.1.7 Establishment of Special Projects Assistant, 12 mos., Community and Resource Development - Ventura College
- 5.2.1.8 Establishment of Administrative Assistant 1, 6 mos., 25% seasonal position, Maintenance and Operations - Ventura College
- 5.2.1.9 Establishment of Food Services Assistant 1, 6 mos., 85% Seasonal position, Cafeteria - Ventura College
- 5.2.1.10 Establishment of Food Services Assistant 1, 6 mos., 85% Seasonal Position, Cafeteria - Ventura College
- 5.2.1.11 Establishment of Accounting Clerk 1, 4.5 mos. seasonal Position, Bookstore - Ventura College
- 5.2.1.12 Establishment of Bookstore Cashier, 4.5 mos. seasonal Position, Bookstore - Ventura College
- 5.2.1.13 Establishment of Bookstore Cashier, 4.5 mos. seasonal Position, Bookstore - Ventura College
- 5.2.1.14 Establishment of Bookstore Stock Assistant, 6 mos. Seasonal position, Bookstore - Ventura College
- 5.2.1.15 Establishment of Disabled Student Services

- Specialist/Interpreter, I I mos., 37.50% position, DSP&S -Moorpark College
- 5.2.1.16 Establishment of Food Service Assistant 1, 6 mos., 85% Seasonal position, Food Service - Moorpark College
- 5.2.1.17 Establishment of Food Service Assistant 1, 6 mos., 85% Seasonal position, Food Service - Moorpark College
- 5.2.1.18 Establishment of new job specification/position, Support Services Assistant/Disabled Students, 12 mos., 80% Position, DSP&S - Moorpark College
- 5.2.1.19 Establishment of new job specification/position, Instructional Assistant/High Tech Center, 6 mos., 80% Position, DSP&S - Moorpark College
- 5.2.1.20 Establishment of new job specification/position, Zoo Operations Assistant, 12 mos., 75% position, Technology/EATM - Moorpark College
- 5.2.1.21 Establishment of new job specification/position, Zoo Enrichment Technician, 12 mos., 20% position, Technology/EATM - Moorpark College
- 5.2.1.22 Revision of three job titles previously approved to Business Office Assistant
- 5.2.1.23 Establishment of Admissions & Records Assistant 1, 6 mos. seasonal position - Moorpark College
- 5.2.1.24 Establishment of Admissions & Records Assistant 1, 6 mos. seasonal position - Moorpark College
- 5.2.1.25 Establishment of Admissions & Records Assistant 1, 6 mos. seasonal position - Moorpark College
- 5.2.1.26 Establishment of Admissions & Records Assistant 1, 6 mos. seasonal position - Moorpark College
- 5.2.1.27 Establishment of Admissions & Records Assistant 1, 6 mos. seasonal position - Moorpark College
- 5.2.1.28 Establishment of Admissions & Records Assistant 11, 6 mos. seasonal position - Moorpark College
- 5.2.1.29 Establishment of Admissions & Records Assistant H, 6 mos. seasonal position - Moorpark College
- 5.2.1.30 Establishment of Admissions & Records Assistant 11, 6 mos. seasonal position - Moorpark College
- 5.2.1.31 Establishment of Admissions & Records Assistant 11, 6 mos. seasonal position - Moorpark College
- 5.2.1.32 Establishment of Admissions & Records Assistant U, 6 mos. seasonal position - Moorpark College
- 5.2.1.33 Establishment of Admissions & Records Assistant 11, 6 mos. seasonal position - Moorpark College

5.2.2. **Regular Actions** were approved as follows: Probationary personnel, probationary to permanent, resignations/retirements, limited term, provisional assignment, reassignment resignation of probationary personnel, termination of probationary personnel, transfer, temporary voluntary decrease of assignment, voluntary demotion, and approval of relatives.

- 5.5 Increase to Faculty Salary Schedule** was approved to increase the faculty salary schedule effective January 1, 1998, in the amount of the 1997-98 state COLA (2.97%) and effective July 1, 1998, to increase the faculty salary schedule by the 1998-99 state COLA (estimated to be 2.18%) plus a percentage of the 1997-98 growth dollars in the amount of .97%, for a total increase to the faculty salary schedule, effective July 1, 1998, of approximately 3.15%.
- 5.6 Retroactive Increase to Classified Units A&B Salary Schedule and Increase for 1998-99** was granted to approve the application of the 1997-98 state COLA of 2.97% from January 1, 1998, through April 21, 1998, to the Classified Units A&B salary schedule and effective July 1, 1998, to increase the Classified Units A&B salary schedule in the amount of the 1998-99 state COLA plus a percentage of 1997-98 growth dollars in the amount of .97%, for a total increase to the Classified Units A&B salary schedule effective July 1, 1998, of approximately 3.15%.
- 5.7 Increase to Management, Classified Supervisors, Confidential Employees Salary Schedules and Managers not on a Salary Schedule** was granted to approve the application of the 1997-98 state COLA (2.97%) to the classified supervisors and confidential employees' salary schedules from January 1, 1998, through April 21, 1998. The Board also approved the application of the 1997-98 state COLA (2.97%) to the management salary schedule less \$500 off-schedule payment already received. Approval was granted to increase the compensation of the provost, college presidents, deputy chancellor, and chancellor in the same amount effective January 1, 1998. Effective July 19 1998, approval was granted to increase the management, classified supervisors, confidential employees' salary schedules and the compensation of the college presidents, deputy chancellor, and chancellor in the amount of the 1998-99 state COLA (estimated to be 2.18%) plus a percentage of 1997-98 growth dollars in the amount of .97%, for a total increase for all of these employees effective July 1. 1998, of approximately 3.15%.

**Business Services**

**6.2 Checks**

**6.2.1. Ratification of Accounts Payable & Payroll for the Period June 22, 1998 -July 24, 1998** was approved.

**6.3 Purchase Orders**

**6.3.1 Approval/Ratification of Purchase Order List #2 (FY 1998-99)** was approved, for July 2, 1998 - July 24, 1998.

**6.4 Award of Bids**

**6.4.1 Award of Bid #162, Multimedia Projectors** was granted to award bid #162, Multimedia Projectors to the lowest responsible bidder, WED, for future District wide purchases.

**6.5 Budget Amendments**

**6.5.1** None.

**6.6. Budget Transfers**

**6.6.2 Quarterly Budget Transfer Summary** was approved for ratification the quarterly budget transfer summary, for the period ending June 30, 1998, for the General Fund-Unrestricted, General Fund-Restricted, General Fund-Designated, Child Development Fund, Health Services, Fund, Parking Services Fund and Capital Projects Fund.

**6.7 Contracts**

**6.7.1 Approval of Contracts and Grants** were granted.

**6.8 Other**

**6.8.1 Declaration of Surplus Property** was approved for the declaration of surplus property as listed. (See Item 6.8. 1)

**6.8.3 Revised Certification of Signatures for 1998/99 Fiscal Year** was approved for the revised Certification of Signatures as required by the Ventura County Superintendent of Schools (VCSS).

**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:**

- Robert Gonzales to attend the 1998 ACCT Annual Convention in San Francisco on September 23-26, 1998, in conjunction with the California Latino Trustees' mini conference on September 24-26, 1998.
- Pete E. Tafoya. to attend the HACU Conference in San Diego on Sotember 27-29-



## Action Items

### Resolutions

- 1.1 **Recognition of Gilbert Putnam, Director of Facilities, Planning and Construction** was granted to Gilbert Putnam, Director of Facilities, Planning, and Construction for his leadership during the District Office relocation.

President Nagel presented a *Bucket and Brush Award* to Gilbert Putnam for his leadership during the District Office relocation.

- 1.2 **Recognition of Ventura College Stand Down 1998** was moved by Trustee Tallman, seconded by Trustee Jacobs, and carried on a unanimous vote, to provide recognition of the Ventura College *Stand Down* 1998. (Soto -yes)

Trustee Tallman read and presented the certificate of recognition to Sharon Dwer. Larry Calder6n acknowledged Sharon Dwyer and Claire Hope for their efforts In *Stand Down* 1998.

Trustee Tafoya thanked Sharon Dwyer, Bob Reeves, and Claire Hope for their work and suggested an increase in Board participation next year.

### Business Services

- 6.1 **Acceptance of Gifts**

- 6.1 **Acceptance of Gifts** was moved by Trustee Jacobs, seconded by Trustee Tafoya, and carried on a unanimous vote to accept the following gifts: (Soto - yes)

- Moorpark College**

Storage container to be used by the physical education department:  
 Donated by:Denny and Donna Santschi  
 1726 Shirley St  
 Camarillo, CA 93010

Canopies, stands, and canvas  
 Mandevilla Restaurant  
 951 S. Westlake Blvd., #102  
 Westlake Village, CA 91361

Vehicle for automotive department Donated by:  
Toyota Motor Sales  
P O Box 2991  
Torrance, CA 90509-9941  
through Ventura College Foundation

Trustee Tafoya acknowledged Denny and Donna Santschi, Mandevilla Restaurant, and Toyota Motor Sales.

## 6.8 Other

- 6.8.2 **Approval of District Authorization for the Chancellor to Negotiate and Execute a Contract with Strata Information Group to Supply Project Management and Additional Consulting Services and Support for SCT Banner2000 Implementation as Part of the Overall Technology Migration Project** was moved by Trustee Tafoya, seconded by Trustee Jacobs and carried on a 4-1 vote, with President Nagel, Trustees Gonzales, Jacobs, and Tafoya voting yes, and Trustee Tallman voting no, to approve the selection of Strata Information group as the Consultants to supply Project Management and other resources for the implementation of the critical core functionality of the SCT Banner2000 Administrative Software Suite. (Soto - yes)

Trustee Tallman expressed his concerns regarding this item. Vic Belinski indicated that the budget for the consulting services was included in the original plans that were approved by the Board at a previous Board meeting. The Board directed staff to provide the necessary budget information on this item to them and to include budget information in future Board items.

- 6.8.4 **Authorization for the Chancellor to Submit Application to the County of Ventura Auditor and Superintendent of Schools for Fiscal Independence for Ventura County Community College District** was moved by Trustee Gonzales, seconded by Trustee Jacobs, and carried on a unanimous vote, to authorize the Chancellor to submit an application to the County of Ventura Auditor and Superintendent of Schools for fiscal independence for the Ventura County Community College District. (Soto - yes)

Chancellor Westin indicated that Deputy Chancellor Gregoryk will report on fiscal independence at the September Board meeting. Sue Johnson pointed out that members of the District have met with staff in the County Schools Office, the County Treasurer and County Auditors to discuss this item to determine the impact to the Ventura County Community College District and Ventura County Schools.

*Action on Items Listed on the  
Consent Calendar but Not Yet Approved*

**Human Resources**

5.2 Academic Actions.

5.1.5 **Emergency Hire, Temporary Status, Director of Economic Development/Grants and Contracts - Oxnard College** was moved by Trustee Jacobs, seconded by Trustee Tallman, and carried on a unanimous vote, to appoint Rita Martinez as an emergency hire in the temporary status of the Director of Economic Development/Grants and Contracts at Oxnard College. (Soto - yes)

5.3 **Delegation of Authority for Employment of Provisional Employees** was amended pursuant to Education Code 70902(d), for the Board to delegate the authority for the employment of provisional employees in the categories of interpreters, tutors, reader graders, accompanists, and models on an emergency basis to the Chancellor or his designee, with subsequent ratification by the Board by a motion from Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote. (Soto - yes)

Members of the Board expressed concern about the delegation of authority for employment of provisional employees.

5.4 **Delegation of Authority for the Granting of Equivalency** was amended to sunset on September 30, 1998, by a motion from Trustee Tallman, seconded by Trustee Jacobs, and carried on a unanimous vote. It was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to delegate the authority to grant equivalency to the Chancellor or designee as amended. (Soto - yes)

5.8 **1998-99 Stipend Payment to Deans,, Department Chairs, and Faculty Peers** was moved by Trustee Jacobs, seconded by Trustee Tafoya, and carried on a unanimous vote for a one-time stipend payment to Deans, Department Chairs, and Faculty Peers involved in the evaluation of part-time faculty in 1998-99 in the amount of one hour of their hourly rate times the number of part-time faculty each person actually evaluates in fiscal year 1998-99. (Soto - yes)

Trustee Tallman expressed his support of this item. Chancellor Westin indicated that in order to implement this stipend, a Side Letter between AFT and the District would be developed.

5.9 **Changes in Terms and Conditions of Employment Contract(s) Including Extension of Term(s) of Agreement(s)** were moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a 4-1 vote, with President Nagel, Trustees Gonzales, Jacobs, and Tafoya voting yes, and Trustee Tallman voting no, to approve the terms and conditions of employment contracts to be amended to include new expiration dates and any other changes approved by the Board for the following individuals: (Soto - no)

<u>Name</u>	<u>From Current Contract Expiring</u>	<u>To Revised Contract Expiring</u>
President, Moorpark College	June 30, 2000	June 30, 2001
President, Oxnard College	June 30, 2000	June 30, 2001
President, Ventura College	June 30, 2000	June 30, 2001
Deputy Chancellor	December 31, 2000	December 31, 2001
Chancellor	December 31, 2000	December 31, 2001

Trustee Tallman expressed his concerns regarding multi-year contracts. During the discussion on this item, it was pointed out that in order to attract quality people, multiyear contracts are essential.

***Business Services***

**6.6 Budget Transfers**

**6.6.1 Budget Transfer Summary: General Fund Unrestricted** was moved by Trustee Gonzales, seconded by Trustee Tafoya, and carried on a unanimous vote, to ratify the Budget Transfer Summary for June 1998. (Soto - yes)

Trustee Tallman commented on the format.

**6.7 Contracts**

**6.7.2 Acceptance of Completion of Tenant Improvements for the New District Office** was moved by Trustee Gonzales, seconded by Trustee Jacobs, and carried on a 4-1 vote, with President Nagel, Trustees Gonzales, Jacobs, and Tafoya voting yes, and Trustee Tallman voting no, to accept the completion of tenant improvements for the new District Office. (Soto - yes)

Trustee Tallman expressed his concerns regarding the new District Office location. Trustee Jacobs said that he visited the new District Office and indicated that it is an improvement over the previous facility.

- 6.7.3 Approval of Pacific Bell Public Payphones Contract was moved by Trustee Gonzales, seconded by President Nagel, and carried on a unanimous vote. (Soto -yes)

Trustee Tafoya suggested that negotiations with Pacific Bell be done on a districtwide level.

### ***Trustees/Chancellor***

- 7.3 Consideration of Board of Trustees 1998 Schedule of Meetings was moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a unanimous vote, to change the November Board meeting date to November 17, 1998. (Soto - yes)

Trustee Gonzales said that he will be out of town for the next Board meeting on September 15.

## **REPORTS**

### **STUDENT AND STAFF ORGANIZATIONS REPORTS**

Academic Senate representatives.

- Carmen Guerrero-Calder6n acknowledged Sue Johnson and her staff for processing the retroactive pay so quickly. Ms. Guerrero-Calder6n announced that Margarita Corral, Oxnard College Counselor, has been asked to serve as a community judge of the entries for the "Outstanding Latina Women of the Year" awards.
- Elton Hall thanked Sue Johnson and her staff for processing the checks so quickly.

### **CHANCELLOR'S REPORT**

- **Chancellor's Report**
  - **Presidents' Reports**

James Walker thanked the Board for the two new parking lots at Moorpark College. He invited the Board members to the Annual Barbecue at Moorpark College on August 14. Dr. Walker announced that Dan Peate, Moorpark Student Representative, has been accepted to the University of Notre Dame. He commented on two articles in the August 7, 1998, *The Star* regarding Moorpark College.

Steven Arvizu reported on the progress made in seeking outside funding. Dr. Arvizu announced that 31 CalWorks participants graduated from the 8-week child care providers training program.

- **College Presentation - Ventura College.** Larry Calder6n introduced Kay Faulconer, Dean of Community Resources Development. Dr. Faulconer distributed and commented on the *Community & Resource Development Team Newsletter*. Ellen Gaynor explained the marketing and public relations campaign for this program.

#### **TRUSTEE ISSUES**

- **Governing Board Subcommittee Reports.** Trustee Gonzales gave a brief overview of the July 28 subcommittee meeting.

Trustee Tafoya, commented on a report in the newspaper suggesting that the Board works for the Chancellor. Mr. Tafoya pointed out that the Chancellor works for the Board of Trustees.

#### **RECESS TO CLOSED SESSION**

At 8:50 p.m. the Board recessed to Closed Session.

#### **ADJOURNMENT**

The meeting was adjourned at 9:37 p.m.