

Board of Trustees Ventura County Community College District

MINUTES FOR THE MEETING OF OCTOBER 6, 1998

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, October 6, 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
Michael Gregoryk, Deputy Chancellor
James Walker, President, Moorpark College
Larry Calderon, President Ventura College
Jack Lipton, General Counsel/Vice Chancellor, Human Resources
Anthony Tricoli, Associate Vice Chancellor, Student Learning
Eva Conrad, Executive Vice President, Student Learning, Moorpark College
Irene Pinkard, Vice President, College Services, Ventura College
Susan Johnson, Executive Director, Business Services and Financial Management
Victor Belinski, Executive Director, Information Technology
Cheryl Shearer, Dean of Economic Development
Barbara Buttner, Director, Public Affairs
Harry Culotta, Director of Budgeting, Oxnard College

Faculty/Staff/Student Representatives:

Elton Hall, Moorpark College Academic Senate President
Carmen Guerrero-Calderon, Oxnard College Academic Senate President
Octavio Sifuentes, Ventura College Academic Senate President
Cheryl Hermann, Ventura College Classified Senate President
Larry Miller, AFT Local 1828 President
Susan Bricker, CSA Representative

Claudine Nichols, Moorpark College Student Representative
Stephen A. Couchman, Ventura College Student Representative

CALL TO ORDER

President Nagel called the meeting to order in the Cowan Conference Center - Ventura Room at 6:00 p.m.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 6:01 p.m. in the Cowan Conference Center - Ojai Room, to address the following items:

Pending or Threatened Litigation

- Lucero v. VCCCD
- Green v. VCCCD
- Chandler v. VCCCD
- Pimley

Workers' Compensation

- Kriss

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

Trustee Jacobs led the pledge to the flag.

CLOSED SESSION REPORT

There were no Closed Session Reports.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

<u>Action Item No.</u>	<u>Description</u>
5.1.1	Academic Actions
5.1.2	Approval of Appointment of Intern Dean, Business, Industry, & Technology, Ventura College. This item was pulled from the agenda.
6.3.1	Approval/Ratification of Purchase Order List #3 (FY 1998-99) Supplemental. This item was revised to include additional purchase orders.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Cheryl Hermann expressed her concerns regarding the establishment of a Learning Resources Supervisor position at Ventura College.

Thomas Parker addressed the Board of Trustees regarding budget items.

Board Actions

Consent Calendar Items

It was moved by Trustee Tafoya, seconded by Trustee Gonzales, 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 September 8, 1998 was approved.

Instructional Services

None.

Student Services

None.

Human Resources

5.1 Academic Actions were approved as listed:

5.1.1 Approval of Appointment of Interim Dean, Administration/College Services, Oxnard College was granted to David Magallanes as Interim Dean, Administration/College Services (50%) at Oxnard College.

5.1.3 Approval of Appointment of Full-Time Academic Personnel was granted to Rene G. Navarro as Student Personnel Worker/Special Projects (Bilingual English/Spanish) at Ventura College.

5.1.4 Approval of Resignation - Oxnard College was accepted from Jeffrey Brouwer, a temporary, one-year non-tenure track Instructor in Mathematics at Oxnard College.

5.2. Classified Actions

5.2.1 Classified Special Actions were approved as listed:

5.2.1.1 Abolishment of Instructional Lab Technician II/Sciences, vacant position, Moorpark College
Establishment of Instructional Lab Technician II/Biology, position, Moorpark College

5.2.1.2 Establishment of Financial Aid Technical Assistant position, Moorpark College

5.2.1.3 Revision of job title for Accounting Clerk I/Registration Assistant, 11 month position, to Business Office Assistant 1, Moorpark College

5.2.1.4 Establishment of Accounting Technician 1, 25% position, Oxnard College

5.2.1.5 Establishment of Business Office Assistant 1, 4 month, 60% Seasonal position, Oxnard College

5.2.1.6 Abolishment of Administrative Assistant 1, 6 month, 25% Seasonal position, Ventura College
Establishment of Clerical Assistant 11, 6 month, 25% Seasonal position, Ventura College

5.2.1.8 Establishment of Clerical Assistant I/Bilingual position, Ventura College

5.2.1.9 Establishment of Student Services Assistant 1, 45% position, Ventura College

5.2.1.10 Establishment of Matriculation Specialist I/Bilingual, 10 month, 20% position, Ventura College, Fillmore site

5.2.1.11 Establishment of Matriculation Specialist I/Bilingual, 10 month, 20% position, Ventura College, Santa Paula site

- 5.2.1.12 Establishment of Matriculation Specialist I/Bilingual, 10 month,
20% position, Ventura College, Santa Paula site
- 5.2.1.13 Establishment of Matriculation Specialist I/Bilingual, 10 month,
20% position, Ventura College, Ojai site
- 5.2.1.14 Establishment of Matriculation Specialist I/Bilingual, 10 month,
20% position, Ventura College, Piru site
- 5.2.1.15 Establishment of Admissions & Records Assistant 1, 6 month, 75%
Seasonal position, Ventura College
- 5.2.1.16 Establishment of Admissions & Records Assistant 1, 6 month, 75%
Seasonal position, Ventura College
- 5.2.1.17 Establishment of Admissions & Records Assistant 1, 6 month, 75%
Seasonal position, Ventura College
- 5.2.1.18 Establishment of Admissions & Records Assistant 11, 6 month,
75% Seasonal position, Ventura College
- 5.2.1.19 Establishment of Admissions & Records Assistant 11, 6 month,
75% Seasonal position, Ventura College
- 5.2.1.20 Establishment of Admissions & Records Assistant 11, 6 month,
75% Seasonal position, Ventura College
- 5.2.1.21 Establishment of Matriculation Specialist 1, 3 month, 45%
Seasonal position, Ventura College
- 5.2.1.22 Establishment of Student Services Assistant 1, 6 month, 100%
Seasonal position, Ventura College
- 5.2.1.23 Establishment of Student Services Assistant 1, 3 month, 75%
Seasonal position, Ventura College
- 5.2.1.24 Establishment of Accounting Clerk 1, 40% position, Camarillo
Center, Oxnard College
- 5.2.1.25 Establishment of Clerical Assistant 1, 75% position, Camarillo
Center, Oxnard College
- 5.2.1.26 Establishment of Clerical Assistant 1, 20% position, Camarillo
Center, Oxnard College
- 5.2.1.27 Establishment of Clerical Assistant 1, 40% position, Oxnard
College
- 5.2.1.28 Establishment of Bookstore Cashier, 6 month, Seasonal position,
Oxnard College
- 5.2.1.29 Establishment of Bookstore Cashier, 4.5 month, Seasonal position,
Oxnard College
- 5.2.1.30 Revision of percentage for Clerical Assistant 1 6 month Seasonal
vacant position, from 60% to 75%, Moorpark College
- 5.2.1.31 Establishment of Admissions & Records Assistant 11, 6 month, 75%
Seasonal position, Oxnard College
- 5.2.1.32 Establishment of Admissions & Records Assistant 11, 6 month,
75% Seasonal position, Oxnard College
- 5.2.1.33 Establishment of Admissions & Records Assistant 11, 6 month,
75% Seasonal positions, Oxnard College
- 5.2.1.34 Establishment of Clerical Assistant 1, 6 month, 50% Seasonal
positions, Counseling, Oxnard College

- 5.2.1.35 Establishment of Special Projects Assistant, 10 month, 48.75% position, Child Development Center, Oxnard College
- 5.2.1.36 Establishment of Child Development Assistant, 11 month, 47.5% position, Child Development Center, Oxnard College
- 5.2.1.37 Establishment of Child Development Assistant 11 month, 47.5% position, Child Development Center (morning session) Oxnard College
- 5.2.1.38 Establishment of Heating/Ventilation/Air Conditioning & Refrigeration Technician (HVAC&R) position, Maintenance & Operations, Ventura College
- 5.2.1.39 Establishment of Matriculation Specialist 1, 10 month, 40% position, at Ventura College
- 5.2.1.40 Establishment of Matriculation Specialist 1, 10 month, 25% position, at Ventura College
- 5.2.1.41 Establishment of Matriculation Specialist I/Bilingual 45% position, at Ventura College

5.2.2 **Regular Actions** were approved as listed for Probationary Personnel, Probationary to Permanent, Limited Term Assignment, Provisional Assignments, Reinstatement, Temporary Change of Assignment, Temporary Voluntary Decrease of Assignment, Termination of Provisional Assignment, and Approval of Relatives.

Business Services

6.2 Checks

6.2.1 **Ratification of Accounts Payable & Payroll for the Period August 24, 1998 -September 18, 1998** was approved.

6.3 Purchase Orders

6.3.1 **Approval/Ratification of Purchase Order List #4 (FY 1998-99)** was granted for the period August 22, 1998 - September 18, 1998.

6.4 Award of Bids

6.4.1. **Award of Bid to Scotty Chitwood Company to Replace Suspended Acoustical Ceiling in L.R.C. Building at Oxnard College** was granted.

6.4.2 **Award of Bid to Lowest Responsible Bidder to Replace HVAC in Y Building at Ventura College** was approved.

6.5 Budget Amendments

6.5.1 **1988/99 Budget Amendments for Moorpark, Oxnard, and Ventura Colleges** were approved.

6.6 Budget Transfers

None.

6.7 Contracts

- 6.7.1 Acceptance of Completion for the Energy Management System & HVAC Upgrade at Ventura College B Building** was approved.
- 6.7.2 Approval of Change Order #2 for the Moorpark College Hockey Field Parking Lot & Athletic Practice Field** was granted to approve Change Order #2 in the amount of \$4,266.77 for the Moorpark College Hockey Field Parking Lot and Athletic Practice Field. This Change Order consists of ten items.
- 6.7.3 Approval of Change Order #1 for Energy Management System & HVAC Upgrade at Ventura College B Building** was granted to approve Change Order # I in the amount of \$399.00 for the energy management system and RVAC upgrade at Ventura College. This Change Order consists of one item.
- 6.7.5 Approval of Contracts and Grants Included in Adopted Budget** was granted.
- 6.7.6 Acceptance of Completion for the Parking Lot Access Roads Pavement Project at Ventura College** was granted.
- 6.7.7 Agreement Between the Ventura County Community College District and the Ventura Shooting Range, Inc.** was approved to provide Ventura College Criminal Justice students with access to a firearms shooting range for instructional purposes to meet the requirements of the Ventura College Criminal Justice Firearms Program.

6.8 Other

- 6.8.1 Contract Between VCCCD, Ventura College and CSUN** was approved to provide health care for CSUN extension students attending CSUN Ventura campus for the period August 1, 1998 to May 31, 1999.
- 6.8.2 Naming of the Ventura College Math/Science Complex Conference Room** was approved to name the Ventura College Math/Science Complex Conference Room to the George McNeely Conference Room pursuant to the procedures in the Governing Board Policy Section D. 15 a.

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 for Velia Soto to attend the CCCSAA Student Leadership Conference on October 23-24 in Costa Mesa, and Velia Soto to attend the American Student Association of Community Colleges Leadership and Advocacy seminar on November 13-15, 1998.

Action Items

Business Services

- 6.1 Acceptance of Gifts** was moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a unanimous vote, to accept an icing therapeutic device from Pamela Cohen for use in the athletic training room at Oxnard College.

Trustee Tafoya acknowledged the gift from Ms. Cohen.

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

5.2. Classified Actions

5.2.1 Classified Special Actions

- 5.2.1.7 Establishment of new classification/position, Learning Resources Supervisor, Ventura College** was moved by Trustee Jacobs, seconded by Trustee Tafoya, and carried on a 4-1 vote, with Trustee Tafoya voting no. (Soto - yes)

Larry Calderon explained the process used to develop the position of Learning Resources Supervisor at Ventura College.

- 6.7.4 Approval of Contracts and Grants** was moved by Trustee Jacobs, seconded by Trustee Tafoya, and carried on a unanimous vote to accept the contracts and grants. (Soto - yes)

Velia Soto indicated that Oxnard Union High School District has a contract with Oxnard College to tutor high school students. The Board asked the Chancellor to provide a periodic update on the CalWorks Program.

End of Board Actions

REPORTS

STUDENT AND STAFF ORGANIZATIONS REPORTS

Student Government representatives

Stephen Couchman reported on the upcoming student body president election. Mr. Couchman acknowledged Jaime Skeeters and Irene Pinkard for their efforts in nighttime security at Ventura College.

Claudine Nichols said that a new identification card system was installed at Moorpark College. She reported that the campus police now handle the campus escort program at the college.

Velia Soto commented on upcoming events at Oxnard College.

Academic Senate Representatives

Carmen Guerrero-Calderon updated the Board on the progress of the Oxnard College accreditation self-study and announced that she would be serving on an accreditation team site visit at Saddleback College.

Octavio Sifuentes expressed his concerns regarding maintaining equity in the hiring process. Chancellor Westin indicated that he would update the Board on this issue at the November Board meeting.

At 7:45 p.m. President Nagel left the dais.

There was a brief discussion regarding affirmative action.

At 7:55 p.m. President Nagel returned to the dais.

Elton Hall asked about the status of the distribution of faculty contracts. Dr. Westin indicated that the contracts would be sent out before the next Board meeting.

Classified Senate Representatives

Cheryl Hermann commented on the Ventura College classified recognition luncheon. She indicated that the classified senate constitution and bylaws are being reviewed.

Chancellor's Report

Chancellor Westin announced that the Information Technology Department has moved to the District Office building in Camarillo.

Presidents' Reports

Steven Arvizu reported that Ron Jackson, Ralph Smith, and Dee Tabor are in the hospital. Dr. Arvizu invited the Board to the community opening of the Letters and Science building on October 19. He commented on Multicultural Day on October 7.

James Walker reported on his recent field trip to community colleges in Washington State to view their innovative learning techniques. Dr. Walker commented on the press breakfast at Moorpark College on October 14 and Multicultural Day planned in the spring.

College Presentation - Ventura College

Sharon Dwyer reported on a decision-making process, **Beyond 2000: Education & Training in the Next Century Creating the Future at Ventura College** to be held on October 16,

Deputy Chancellor's Report

Mike Gregoryk indicated that at the next Board meeting, Richard Spaniard, Risk Manager, will report on the Risk Management program, Vic Belinski, Executive Director, Information Technology, will comment on the Technology Migration Plan, and in December, Jaime Skeeters will provide an update on the campus police.

James Walker announced that Moorpark College Foundation received a check for \$ 100,000 from Paul Griffin, Jr.

FIRST READING ITEMS

Course Approvals: Reinstated Courses - Ventura College were approved for Second Reading.

TRUSTEE ISSUES

Governing Board Subcommittee Reports

President Nagel reported on the Construction Projects Subcommittee meeting.

Student Trustee Soto commented on the California Student Association of Community Colleges Presidential Summit on October 2-4, 1998, in Santa Clara.

Trustee Tafoya announced that he was unanimously elected to the ACCT Board of Directors as the Pacific Region Director. Mr. Tafoya distributed a brochure from the United States Department of Agriculture titled, ***Excess Personal Property Program***. He commented on discussions at the CCCT meetings.

PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

Staff and Student Issues

Carmen Guerrero-Calderon asked for volunteers to donate blood or bone marrow for Dee Tabor who has hospitalized at UCLA and is currently undergoing treatment for leukemia. Ms. Guerrero-Calderon provided information on the blood drive that will be held by the American Red Cross and information on bone marrow donation from the National Marrow Donation Program.

Jane Advani addressed the Board.

Quint Morris pointed out that the Board members and the Chancellor have visited the college campus on numerous occasions. He suggested that scheduled maintenance funds be used to address electronics at Oxnard College.

ADJOURNMENT

At 8:41 p.m. the meeting was adjourned,