

Board of Trustees

Ventura County Community College District

<p>MINUTES FOR THE MEETING OF DECEMBER 8, 1998</p>

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, December 8, 1998, in the Cowan Conference Center – Ventura Room, Camarillo, California.

Roll Call

Board Members Present:

Allan W. Jacobs, President
Robert S. Gonzales, Vice-President
Norman J. Nagel
Pete E. Tafoya
Velia Soto, Student Trustee

Absent:

John D. Tallman

Management Present:

Philip Westin, Chancellor
Michael Gregoryk, Deputy Chancellor
James Walker, President, Moorpark College
Larry Calderón, President, Ventura College
Dennis Cabral, Executive Vice President, Student Learning, Oxnard College
Jack Lipton, Vice Chancellor, Human Resources/General Counsel
Anthony Tricoli, Associate Vice Chancellor, Student Learning
Susan Johnson, Executive Director, Business Services and Financial Management
Stephen Tobias, Dean of Health Sciences/Physical Education/Athletics/Criminal Justice at Ventura College
Barbara Buttner, Director, Public Affairs
Harry Culotta, Director, College Budgets, Oxnard College
Ray DiGuilio, Director, Budget and Administrative Support
Gil Putnam, Director, Facilities Planning and Construction

Faculty/Staff/Student Representatives:

Elton Hall, Moorpark College Academic Senate President
Carmen Guerrero-Calderón, Oxnard College Academic Senate President
Octavio Sifuentes, Ventura College Academic Senate President
Cheryl Hermann, Ventura College Classified Senate President
Carol Cressman, Classified Supervisors Representative
Jack Miller, AFT Representative

CALL TO ORDER

President Nagel called the meeting to order in the Cowan Conference Center – Ventura Room at 5:08 p.m. with Trustee Gonzales arriving at 5:20 p.m. and Trustee Tallman absent.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 5:09 p.m. in the Cowan Conference Center – Ojai Room, to address the following items:

Public Employees Evaluation/Discipline

Pending Litigation [Gov. Code §54956.9(a)]

- Hefferman v. VCCCD et al.
- Cespedes v. VCCCD et al.
- Ralph v. City of Oxnard et al.
- Butler v. VCCCD et al.
- AFT v. VCCCD (PERB Case No. LA-CE-3829)
- AFT v. VCCCD (PERB Case No. LA-CE-3802)
- AFT Grievance (A. Green)

Threatened Litigation [Gov. Code §54956.9(b)]

RECONVENE IN OPEN SESSION

President Nagel reconvened the meeting in Open Session at 7:05 p.m. in the Cowan Conference Center, Ventura Room, with Trustee Tallman absent.

PLEDGE TO THE FLAG

Harry Culotta led the pledge to the flag.

CLOSED SESSION REPORT

- **AFT Grievance (Arthur Green)** – The Board voted unanimously, with four Board members present and Trustee Tallman absent, to move to arbitration.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Human Resources

5.1 Academic Actions

5.1.1 Approval of Part-time Faculty to be Hired at Moorpark, Oxnard, and Ventura Colleges for the Spring and Summer 1999. This revision reflected the names of the candidates selected for the positions at Oxnard College as follows:

- a) Patrick L. Easley, Instructor in Fire Technology
- b) Rena Petrello, Instructor in Mathematics

5.2 Special Classified Actions

5.2.1.14 Establishment of Liaison for International Students, Classified Management Position. This item was revised to include the recommended salary level and amounts, and to attach the job specification (pages 107a and 107b).

Business Services

6.3.1 Approval/Ratification of Purchase Order List #6 (FY 1998-99). This item was revised to pull Purchase Order 80495.

This item was revised to include additional purchase orders.

Trustees/Chancellor

7.7 Board of Trustees Absence Due to Illness. This item was revised to add the name of John Tallman who was absent due to illness.

7.8 Action to Approve Request for Board of Trustees Travel. This item was revised to add Allan Jacobs to attend the Community College League of California Annual Legislative Conference on February 7-8, 1999, in Sacramento.

This item is also was revised to include requests to attend the ACCCA Annual Legislative Reception on January 13, 1999, in Sacramento.

TRUSTEES/CHANCELLOR

7.1 **Election of President of the Board of Trustees** was moved by Trustee Gonzales, seconded by Trustee Tafoya, and carried on a unanimous vote, with Trustee Tallman absent, to elect Allan W. Jacobs as President of the Board of Trustees. (Soto – yes)

- **Administration of the Oath of Office to and Seating of New Trustees.** President Jacobs administered the Oath of Office to the following Trustees:
 - **Norman J. Nagel**
 - **Pete E. Tafoya**

President Jacobs pointed out that Trustees Tallman, Gonzales and Nagel were legally sworn in prior to the Board meeting.

- **Presentation of Plaque in Recognition of Outstanding Service and Commitment to the Ventura County Community College District** was presented to Norman J. Nagel, the outgoing President of the Board of Trustees.
- **Presentation of President’s “Diamond Award” by outgoing President of the Board of Trustees.** Trustee Nagel presented *The Diamond Award* to the following individuals:
 - **Corey Scott, Former Student Trustee**
 - **Quint Morris, Part-Time Faculty Member at Oxnard College**
 - **Steve Tobias, Dean of Health Sciences, Physical Education, Athletics and Criminal Justice at Ventura College**
 - **Cheryl Hermann, Instructional Lab Technician at Ventura College**
 - **Eileen Welsler, Executive Assistant to the Chancellor, at the District Office**

Trustee Nagel delivered a \$2,000 check donated by the Conejo Valley Academy Dentistry to Oxnard College Acting President Dennis Cabral for the Dental Hygiene Program to support program needs. Trustee Nagel made a personal donation of \$2,500 to the Oxnard College Dental Hygiene Program and \$500 each to the Moorpark College Foundation, the Ventura College Foundation, and the Ventura County Community College District Foundation.

President Allan Jacobs gave a brief overview of his goals for the coming year which include:

- Free and Open Communication
- Improve Curriculum for the Benefit of the Students
- Maintain a Balanced Budget
- Upgrade and Maintain Facilities and Equipment
- Commitment to the Success of the *Partnership for Excellence*
- Address Issues in the CalWORKS Program
- Strengthen Distance Learning
- Address Diversity Issues
- Implement the Technology Migration Plan
- Strong Enrollment Growth
- Ensure a Relationship with California State University, Channel Islands

TRUSTEES/CHANCELLOR

- 7.2 **Election of Vice-President of the Board of Trustees** was moved by Trustee Nagel, seconded by Trustee Tafoya, and carried on a unanimous vote, with Trustee Tallman absent, to elect Robert S. Gonzales as Vice-President of the Board of Trustees. (Soto – yes)

- 7.3 **Appointment of Secretary to the Board of Trustees** was moved by Trustee Tafoya, seconded by Trustee Nagel, and carried on a unanimous vote, with Trustee Tallman absent, to appoint Dr. Philip Westin as Secretary to the Board of Trustees. (Soto – yes)

- 7.4 **Certification of School Board Representative to Vote in Election for Members of the County Committee on School District Organization** was moved by Trustee Nagel, seconded by Trustee Tafoya, and carried on a unanimous vote, with Trustee Tallman absent, to appoint Trustee Gonzales as the School Board Representative to vote in the election for members of the County Committee on School District Organization. (Soto – yes)

At 7:30 p.m. a brief reception was held to congratulate re-elected trustees, to recognize newly elected officers and to honor the past board officers. The meeting reconvened in Open Session at 7:40 p.m.

- 7.5 **Board of Trustees 1999 Schedule of Meetings** was moved by Trustee Nagel, seconded by Trustee Gonzales, and carried on a unanimous vote, with Trustee Tallman absent, to approve the 1999 Schedule of Meetings for the Board of Trustees. The date for the Board retreat will be determined at the January 19, 1999, Board of Trustees meeting. (Soto – yes)

- 7.6 **Review of Board of Trustees Subcommittees and Ad Hoc Committees – Appointments to Serve for 1999.** This item will be reviewed and returned to the January 19, 1999, meeting for recommendations.

It was the consensus of the Board to include Norman Nagel on the screening committee for the Personnel Commissioner.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

There were no public comments. Chancellor Westin gave a brief demonstration on the use of the new timer for the Public Comments portion of the agenda.



Board Actions

Consent Calendar Items

It was moved by Trustee Nagel, seconded by Trustee Gonzales, and carried on a unanimous vote, with Trustee Tallman absent, 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 November 17, 1998** was approved.

Human Resources

5.1 Academic Actions

5.1.1 Approval of Part-time Faculty to be Hired at Moorpark, Oxnard, and Ventura Colleges for the Spring and Summer 1999 was granted for the Spring and Summer 1999.

5.1.2 Approval of Appointment of Full-Time Academic Personnel was granted to appoint Patrick Easley as an Instructor in Fire Technology at Oxnard College and Rena C. Petrello as an Instructor in Mathematics at Oxnard College.

5.1.3 Approval of Change in Salary Level of Position of Associate Vice Chancellor, Student Learning from Level 180 to Level 195 on the Management Salary Schedule was granted.

5.2 Classified Actions

5.2.1 Special Actions were approved as follows:

- 5.2.1.1 Abolishment of Admissions & Records Assistant I, vacant Seasonal position, Moorpark College
Establishment of Student Services Assistant I, 5-month Seasonal position, Admissions & Records, Moorpark College
- 5.2.1.2 Abolishment of Admissions & Records Assistant II, vacant Seasonal position, Admissions & Records, Moorpark College
Establishment of Student Services Assistant I, 6-month Seasonal position, Admissions & Records, Moorpark College
- 5.2.1.3 Establishment of Child Development Associate, 10-month position, Child Development Center, Oxnard College
- 5.2.1.4 Establishment of Child Development Assistant, 11 month, 47.5% position, Child Development Center, Oxnard College
- 5.2.1.5 Establishment of Child Development Assistant, 11 month, 47.5% position, Child Development Center, Oxnard College
- 5.2.1.6 Establishment of Computer Specialist, Instruction/Innovation Departments, Oxnard College

- 5.2.1.7 Change of job title for vacant position, Painter to Maintenance Assistant II/Painter, M&O, Oxnard College
- 5.2.1.8 Establishment of Student Services Assistant I/Bilingual-Spanish position, Student Services, Oxnard College
- 5.2.1.9 Establishment of Accounting Technician II, 6-month Limited Term position, Business Services, District Office
- 5.2.1.10 Establishment of Communications Assistant, 6-month Seasonal position, College Services, Ventura College
- 5.2.1.11 Establishment of Clerical Assistant II position, M&O, Moorpark College
- 5.2.1.12 Increase of assignment for Student Services Assistant I position, from 20% to 40% assignment, Admissions & Records, Ventura College
- 5.2.1.13 Establishment of Theater Technician, 30% position, Community Services, Civic Center & Humanities, Ventura College

5.2.2 Regular Actions were approved for Probationary Personnel, Probationary to Permanent, Reclassification, Deletions, Change of Assignment, Provisional Assignments, Termination of Provisional Assignments and Hourly Provisional Special Services as listed in Action Item 5.2.2.

Business Services

6.2 Checks

6.2.1 Ratification of Accounts Payable & Payroll for the Period September 18, 1998 – October 30, 1998 was granted.

6.3 Purchase Orders

6.3.2 Approval/Ratification of Purchase Order List #6 (FY 1998-99) was granted for November 1, 1998 – November 18, 1998.

6.4 Award of Bids

6.4.1 Award of Bid #167, Landscaping and Irrigation System at Moorpark College was granted to the lowest responsible bidder.

6.4.2 Award of Contract to Cabrillo Mechanical and Sheet Metal, Inc., the Lowest Responsible Bidder, for the Replacement of Hot Water Storage Tanks and Pumps in P.E. Complex at Oxnard College was approved..

6.4.3 Award of Contract to Lowest Responsible Bidder for the Site Work on Career and Job Center Project at Oxnard College was approved.

6.4.4 Award of Contract to Lowest Responsible Bidder for the Electrical Work on Career and Job Center Project at Oxnard College was approved

6.4.6 Award of Bid #165, Computer Lab Furniture for Ventura College was granted to the lowest responsible bidder.

6.5 Budget Amendments

6.5.1 Approval of Contracts and Grant Amendments was granted for the 1998/99 Budget Amendments for Moorpark, Oxnard and Ventura Colleges.

6.5.2 Budget Amendment: Capital Projects Fund was approved to amend the Capital Projects Fund budget as presented.

6.5.3 Budget Amendment: Self-Insurance Fund was approved.

6.6 Budget Transfers

6.6.1 Budget Transfer Monthly Summary: General Fund Unrestricted was approved for October 1998.

6.6.2 Budget Transfers: Capital Projects Fund were approved.

6.7 Contracts

6.7.1 Approval of Contracts and Grants Included in Adopted Budget was granted.

6.7.2 Approval of Change Order #2 for the Moorpark College Performing Arts Parking Lot was granted in the amount of \$12,938.00 for the Moorpark College Performing Arts Parking Lot.

6.7.3 Approval of Change Order #5 for the Moorpark College Math & Science Complex was granted in the amount of \$123,343 for the Moorpark College Math & Science Complex.

6.7.4 Approval of Change Order #3 for the Moorpark College Hockey Field Parking Lot and Athletic Practice Field was granted in the amount of \$6,209.58 for the Moorpark College Hockey Field Parking Lot and Athletic Practice Field.

6.7.5 Approval of Contracts and Grants was granted

6.7.6 Acceptance of Completion for the Hockey Field Parking Lot and Football Practice Field at Moorpark College was granted.

6.7.7 Acceptance of Completion for the Suspended Acoustical Ceilings at the L.R.C. Building at Oxnard College was granted.

6.7.7 Acceptance of Completion for the Replacement of Hot Water Boiler/Pumps at L.A. and L.R.C. Buildings at Oxnard College was granted.

Trustees/Chancellor

7.7 **Board of Trustees Absence Due to Illness** was approved for Trustee Tallman who was absent due to illness.

7.8 **Action to Approve Request for Board of Trustees Travel** were approved as follows:

- Allan Jacobs and Norman Nagel to attend the Community College League of California Trustee Orientation and Annual Legislative Conference on February 6-8, 1999, in Sacramento.
- Robert Gonzales and Pete Tafoya to attend the AACC/ACCT Community College National Legislative Seminar on February 20-23, 1999, in Washington D.C.
- Requests to attend the ACCCA Annual Legislative Reception on January 13, 1999, in Sacramento.

Action Items

Business Services

6.1 **Acceptance of Gifts** was moved by Trustee Tafoya, seconded by Trustee Nagel, and carried on a unanimous vote, with Trustee Tallman absent. (Soto – yes)

Trustee Tafoya acknowledged the computer components donated to Oxnard College by Bay Networks/Nortel and the electronic lab equipment for the Engineering Technology Program at Oxnard College donated by Port Hueneme Division Naval Surface Warfare Center. He introduced the representatives from the Navy.

Michael Gregoryk acknowledged Anthony Tricoli's efforts in acquiring the equipment from Port Hueneme Division Naval Surface Warfare Center.

6.5 **Budget Amendments**

6.5.4 **Budget Amendment General Fund-Unrestricted** was moved by Trustee Nagel, seconded by Trustee Tafoya, and carried on a unanimous vote, with Trustee Tallman absent. (Soto – yes)

Michael Gregoryk pointed out that Board Policy provides that in the event the reserves are below the 5% level, projected additional resources are to be placed in the reserve to restore the reserve to the 5% level.

Chancellor Westin suggested that the proposed District Council of Human Resources and the District Council of Administrative Services begin a process separately and collaboratively to review the 1999-2000 budget

TRUSTEE ISSUES

- **Subcommittee Report**

- **Audit.** Trustee Tafoya gave a brief overview of the November 19, 1998, Audit Subcommittee Meeting at Oxnard College. He indicated that it was the recommendation of the Audit Subcommittee to accept the audit.

Business Services

6.8 Other

- 6.8.1 **Acceptance of the Audited Financial Statements for the Fiscal Year Ending June 30, 1998** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, with Trustee Tallman absent. (Soto – yes)

Michael Gregoryk gave an overview of the Audit and acknowledged Sue Johnson and her staff for their work.

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

Instructional Services

- 3.1 **Study Abroad Program Ventura College: Spanish in Mexico, Summer 1999** was moved by President Jacobs, seconded by Trustee Nagel, and carried on a unanimous vote, with Trustee Tallman absent to approve the Study Abroad Program: Ventura College, Spanish in Mexico. (Soto – yes)

There was a brief discussion regarding the evaluation process following the course. Student Trustee Soto commented on the benefits of the program.

Student Services

- 4.1 **Approval of Fall 1998 Candidates for Associate Degree from Moorpark, Oxnard and Ventura Colleges** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, with Trustee Tallman absent to approve the Fall 1998 candidates for Associate Degree from Moorpark, Oxnard and Ventura Colleges.

Trustee Tafoya acknowledged the Fall 1998 Candidates for Associate Degree at Moorpark, Oxnard and Ventura Colleges. (Soto – yes)

- 4.2 **Approval of Fall 1998 Candidates for Certificates of Achievement from Moorpark, Oxnard and Ventura Colleges** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, with Trustee Tallman absent. (Soto – yes)

Trustee Tafoya acknowledged the Fall 1998 candidates for Certificates of Achievement from Moorpark, Oxnard and Ventura Colleges.

Human Resources

5.2 Classified Actions

5.2.1 Special Actions

5.2.1.14 Establishment of Liaison for International Students, Classified

Management Position was moved by Trustee Gonzales, seconded by Trustee Nagel, and carried on a unanimous vote, with Trustee Tallman absent. (Soto - yes)

There was a brief discussion on the duties of the Liaison for International Students. Trustee Nagel suggested that a monthly international student report might draw more attention to the International Student Program.

- 5.3 **Ratification of Tentative Agreement to Provide \$50,000 Term Life Insurance to all Regular Full-Time Classified Unit Employees and 50% or More Regular Part-Time Classified Employees** was moved by Trustee Tafoya, seconded by Trustee Nagel, and carried on a unanimous vote, with Trustee Tallman absent. (Soto – yes)

- 5.4 **Approval of Golden Handshake for Academic Faculty and Academic Managers** was moved by Trustee Gonzales, seconded by Trustee Nagel, and carried on a unanimous vote, with Trustee Tallman absent, to grant the Golden Handshake for Academic Faculty and Academic Managers for retirement within the window period of May 14, 1999, through August 16, 1999. Notification of retirement must be given by February 15, 1999. (Soto – yes)

Chancellor Westin pointed out that the net savings to the District must accrue through a delay in replacing non-critical positions and by placing new hiring replacements on the salary schedule in a manner to provide savings.

Business Services

- 6.4.5 **Rejection of all Bids for the Child-Care Facility Expansion at Ventura College** was moved by Trustee Gonzales, seconded by Trustee Tafoya, and carried on a unanimous vote, with Trustee Tallman absent. (Soto – yes)

End of Board Actions

REPORTS

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Academic Senate representatives**
 - Carmen Guerrero-Calderón provided an update on the Accreditation study at Oxnard College.
 - Elton Hall commented on the Moorpark College Campus Task Force on Education and Facility Planning.

- **Classified Senate representatives**
 - Cheryl Hermann reported that the Ventura College classified senate and staff development honored classified employees at the college with Certificates of Special Recognition.

CHANCELLOR'S REPORT

- **Chancellor's Report**
 - Chancellor Westin updated the Board on Steven Arvizu's condition following his car accident and read a hand-written letter from him.
 - Chancellor Westin reported that Barbara Buttner presented the Resolution Honoring Dr. William Simpson to his widow at her home.
 - Dr. Westin invited the Board of Trustees to the District Holiday Open House on December 10 from 2-4 p.m. in the District Office Conference Room.
 - **Districtwide Educational Facilities Master Planning**, Chancellor Westin updated the Board on the process and said that he attended planning meetings at all three campuses. He indicated that he would provide specific recommendations at the next Board meeting.
 - **District Council of Human Resources**. Chancellor Westin said that this committee would be an umbrella organization for staff development, staff diversity and procedures for hiring.
 - **District Council of Instruction/District Council of Student Services**. Chancellor Westin pointed out that the campuses have moved to the model of combining instruction and student services and suggested combining DCI and DCSS to form the District Council of Student Learning.

- **Presidents' Reports**
 - James Walker commented on an on-line business course at Moorpark College and acknowledged Gary Izumo for his efforts. He said that discussions were being held with California State University, Channel Islands regarding a teacher-training institute. He announced that the Office of Student Development was spearheading a Customer Service Campaign – I Can Help, to make an extra effort to welcome students.
 - Larry Calderón announced that the Ventura College Football team defeated West Los Angeles in the Western State Conference Bowl.
 - Dennis Cabral indicated that Oxnard College currently has Internet courses and acknowledged Scott Corbett for his efforts. He commented on partnerships with California State University, Channel Islands and Oxnard Union High School District.

Dennis Cabral invited the Board to visit the Commercial Art Exhibit in the McNish Gallery at Oxnard College.

- **Deputy Chancellor's Report**

- Michael Gregoryk announced that Gil Putnam would be serving on the Community College Facility Research and Development Committee.
- Mr. Gregoryk indicated that the Construction Projects Subcommittees would review proposals from architects on January 7 and that in January, a request for proposal would be distributed for districtwide facility planning.

FIRST READING ITEMS

- **Proposed Revision to Board Policy Manual Section A.27 E.1, Speaking to Board** was approved for Second Reading.
- **Course Approvals: New and Non-Credit Courses—Ventura College** were approved for Second Reading.

TRUSTEE ISSUES

- **Governing Board Subcommittee Reports**
 - **Construction Projects.** Trustee Nagel reported on the Construction Projects Subcommittee meeting.

Trustee Nagel thanked everyone for their support in his recent campaign.

Trustee Tafoya commented on new legislation to add the requirement of social security to STRS contributions. The Chancellor will pursue the STRS issue.

Velia Soto commented on common course numbering, safety issues and minimum requirements for student workers.

President Jacobs asked for representatives from the Board to attend the Ventura College Nurses Pinning Ceremony on December 16. Trustees Gonzales and Tafoya indicated that they would attend the ceremony.

PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

Student and Staff Issues

- Carmen Guerrero-Calderón acknowledged Dr. Dennis Cabral for his efforts during Dr. Arvizu's convalescence. She also thanked Commander Robert Gonzales for his support of Oxnard College's marketing students by his presence at their media event in Westlake Village on December 12; and finally she thanked the entire board for their service the community throughout this past year and wished everyone a Happy New Year.
- Greg Cross, SEIU, indicated that he has submitted a request to negotiate a Golden Handshake for classified employees. He asked about the status of the campus police reorganization.

ADJOURNMENT

The meeting was adjourned at 10:53 p.m.

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