

Board of Trustees Ventura County Community College District

<p>MINUTES FOR THE MEETING OF JUNE 29, 1999</p>

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, June 29, 1999, 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
John D. Tallman
Becky Lawson, Student Trustee

Management Present:

Philip Westin, Chancellor
Michael Gregoryk, Deputy Chancellor
Marion Boenheim, Vice Chancellor, Human Resources
James Walker, President, Moorpark College
Steven Arvizu, President, Oxnard College
Ron Dyste, Executive Vice President, Student Learning, Ventura College for Larry Calderón
Elise Schneider, Provost, International Students
Irene Pinkard, Vice President, College Services, Ventura College
Susan Johnson, Executive Director, Business Services and Financial Management
Vic Belinski, Executive Director, Information Technology
Yvonne Bodle, Interim Director, Public Affairs
Harry Culotta, Director, College Budgets, Oxnard College
Gil Putnam, Director, Facilities Planning and Construction
Ray DiGuilio, Director, Contracts, Grants and Budgeting

Faculty/Staff/Student Representatives:

Charlene Arnold, Moorpark College Academic Senate President
Carmen Guerrero-Calderón, Oxnard College Academic Senate President
Octavio Sifuentes, Ventura College Academic Senate President

CALL TO ORDER

President Jacobs called the meeting to order in the Cowan Conference Center – Ventura Room at 5:05 p.m.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 5:06 p.m. in the Cowan Conference Center – Ojai Room, to address the following items:

Pending Litigation [Gov't. Code §54956.9(a)]

- Green v. VCCCD
- Castillo v. VCCCD
- Chandler v. VCCCD
- AFT v. VCCCD
- Hefferman v. VCCCD et al.

Threatened Litigation [Gov't Code §54056.9(b)]

Possible Initiation of Litigation [Gov't Code §54956.9(c)]

Public Employee Discipline/Evaluation

Public Employee Evaluation

- Chancellor

Public Employee Appointment

- General Counsel
- Chief Negotiator

RECONVENE IN OPEN SESSION

President Jacobs reconvened the meeting in Open Session at 7:14 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

Marion Boenheim led the pledge to the flag.

President Jacobs welcomed Dr. Boenheim, Vice Chancellor of Human Resources.

Trustees/Chancellor

7.1 Public Swearing in and Seating of Student Trustee was approved to swear in and seat Becky Lawson as Student Trustee to serve for the term from June 1, 1999, to May 31, 2000.

- **Oath of Office Administered to and Seating of New Student Trustee:**
 - **Becky Lawson**

President Jacobs administered the oath of office to Student Trustee Lawson. Student Trustee Lawson introduced her mother and father.

CLOSED SESSION REPORT

In the Closed Session Report Chancellor Westin made the following announcements:

Pending Litigation [Gov't. Code §54956.9(a)]

- **Castillo v. VCCCD.** In the case of *Armando Castillo v. Ventura County Community College District*, EEOC Case No. 340-99-9694, the Board unanimously voted to respond to the Charge of Discrimination.
- **Chandler v. VCCCD.** In the case of *Chandler v. Ventura County Community College District*, Ventura County Superior Court Case No. CIV182414, which involves a trip-and-fall accident at Ventura College, the Board unanimously voted to approve a settlement. This case will now be dismissed.
- **AFT v. VCCCD.** In the case of *Ventura County Federation of College Teachers, AFT Local 1828, AFL-CIO v. Ventura County Community College District*, Public Employment Relations Board Case No. LA-CE-4082, the Board voted 4-1, with President Jacobs, Trustees Gonzales, Nagel and Tafoya voting yes, and Trustees Tallman voting no, to respond to an Unfair Practice Charge involving the District's proposed police officer training program.

At 7:20 p.m. Trustee Gonzales left the dais.

Possible Initiation of Litigation [Gov't Code §54956.9(c)]

The Board voted 4-0-1, with President Jacobs, Trustees Gonzales, Nagel and Tafoya voting yes, and Trustee Tallman abstaining, to file an Unfair Practice Charge on behalf of the District with the Public Employment Relations Board against the Ventura County Federation of College Teachers

At 7:30 p.m. Trustee Gonzales returned.

Public Employee Appointment

- **General Counsel.** The Board unanimously voted to appoint Dr. Jack P. Lipton as the District’s General Counsel, subject to the Board approving the agreement with the law firm of Burke, Williams, & Sorensen, as set forth in Item Number 7.3 in the agenda.
- **Chief Negotiator.** The Board also unanimously voted to appoint Dr. Jack P. Lipton as the District’s Chief Negotiator.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

Recognition of Retirees

- | | |
|------------------|-----------------|
| Rita Beahan | Ben Matley |
| Mark Davis | Gail Metcalf |
| Raymond DiGuilio | Yvonne Olson |
| Margaret Edwards | John O’Neill |
| Bernie Ford | Carlos Ornelas |
| Edward French | Gilbert Ramirez |
| Winifred Gorell | Leon Rouge |
| Cheryl Holt | Pamula Sangster |
| Carol Howe | Elise Schneider |
| Donald Jackson | Nicholas Sharp |
| Hitoshi Kajihara | Don Smith |
| Hilda Karr | Richard Strong |
| Brian Marshall | Eliza Thomas |
| Martin Mason | German Torres |
| | James Whalen |

President Jacobs introduced the following retirees:

- Winifred Gorell – Moorpark College
- Nick Sharp – Oxnard College
- Ed French – Oxnard College
- Carol Howe – Ventura College
- Eliza Thomas – Ventura College
- Ray DiGuilio – District Office
- Elise Schneider – District Office
- Yvonne Olson – District Office

It was moved by Trustee Tafoya, seconded by Trustee Nagel, and carried on a unanimous vote, to move Action Item 6.1 – Acceptance of Gifts to this portion of the agenda.

- 3. Acceptance of Gifts (6.1)** was moved by Trustee Tafoya, seconded by Trustee Nagel, and carried on a unanimous vote, to accept the following gifts: (Lawson - yes)
 - \$5,476 for new construction/energy related projects for Moorpark College Math & Science Building donated by Southern California Edison.

- Hemacul and Pulse Oximetry for the Health Office at Oxnard College donated by Ventura County Medical Research Foundation.

Vance Williams and Elissa Torres, Southern California Edison, presented the Board with a check for \$5,476 for construction/energy related projects for the Moorpark College Math & Science Building.

Trustee Tafoya acknowledged the gift of \$5,476 for new construction/energy related projects for Moorpark College Math & Science Building donated by Southern California Edison and the Hemacul and Pulse Oximetry for the Health Office at Oxnard College donated by Ventura County Medical Research Foundation.

- **Presentation of Plaque**

- **Velia Soto, Outgoing Student Trustee.** Trustee Tafoya accepted the plaque on behalf of Ms. Velia Soto.

President Jacobs presented a plaque to Jamie Skeeters for his outstanding job as Chief of Police of the Ventura County Community College District. Chancellor Westin and Deputy Chancellor Gregoryk acknowledged Chief Skeeters for his efforts.

Chief Jamie Skeeters thanked the Board for their support. Chief Gonzales commented on his professionalism.

President Jacobs introduced Bryan Pierik, Esq., who is a partner in the Camarillo Office of Burke, Williams & Sorensen.

At 7:50 p.m. the meeting was recessed.

A brief reception was held to honor the retirees, recognize Becky Lawson and to honor Velia Soto.

President Jacobs called the meeting to order at 8:02 p.m.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

5.1 Academic Actions

5.1.7 Approval of Full-Time Tenure Track Academic Personnel, Ventura College.

The request for the appointment of Diane Anderson as an Instructor in Nursing Science at Ventura College was pulled from the agenda.

Business Services

6.3 Purchase Orders

- 6.3.1 Approval/Ratification of Purchase Order List #12 (FY 1998-99).** This item was revised to add additional purchase orders to Purchase Order List No. 12.

Board Actions

Consent Calendar Items

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

Approval of Minutes

- 2.1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for May 18, 1999** was approved.

Human Resources

5.1 Academic Actions

- 5.1.1 Approval of Extension of Intern Dean, Institutional Services, Oxnard College** was granted to approve the extension of the contract for Dr. Joan Smith, Intern Dean, Institutional Services at Oxnard College for the period July 1 through August 31, 1999.
- 5.1.2 Approval of Transfer Request to Transfer Center Coordinator Position, Oxnard College** was granted to approve the transfer request from Olivia Menchaca, Coordinator of Resources Development at Moorpark College, to the position of Transfer Center Coordinator at Oxnard College.
- 5.1.3 Approval of Reassignment of Full-time Academic Personnel, Ventura College** was granted to approve the reassignment of Larry Baratte, an Instructor in P.E. and Head Men's & Women's Swim & Water Polo Coach to the position of Coordinator of Aquatics at Ventura College, effective July 1, 1999.
- 5.1.4 Approval of Academic Management Appointment, Oxnard College** was granted to approve the appointment of Dr. Patricia Caldwell to the full-time academic management position of Dean of Planning, Administration and College Services at Oxnard College, effective June 8, 1999.

- 5.1.5 Approval of Full-Time Categorically Funded/Non-Tenure Track Academic Personnel Appointment, Moorpark College** was granted to approve the appointment of Margaret H. Tennant to the categorically funded/non-tenure track position of CalWORKs Specialist at Moorpark College, effective May 6 through June 30, 1999, and August 10, 1999, through May 16, 2000.
- 5.1.6 Approval of Full-time Tenure Track Academic Personnel, Moorpark College** was granted to approve the appointment of Sherry A. Ruter as Instructor, Physical Education at Moorpark College, effective August 10, 1999.
- 5.1.7 Approval of Full-Time Tenure Track Academic Personnel, Ventura College** was granted to approve the appointment of Judith Miller as an Instructor in Nursing Science at Ventura College, effective August 10, 1999.
- 5.1.8 Approval of Alternate for Sabbatical Leave – 1999-2000** was granted to approve the granting of a sabbatical leave to Dr. Ofelia Romero-Motlagh, Moorpark College counselor, as a replacement for a sabbatical leave previously approved which was subsequently declined.
- 5.1.9 Approval of Part-time Faculty** was granted to approve the names of part-time faculty at Ventura, Oxnard, and Moorpark Colleges to be hired during Summer 1999 and Fall 1999.
- 5.1.10 Approval of Extension of a Categorically Funded Academic Manager Position, Ventura College** was granted to approve the extension of the temporary categorically funded position of Director, ED>NET Biological Technology Initiative at Ventura College for July 1, 1999, through June 30, 2000.
- 5.1.11 Approval of Exception to Salary Placement for a Full-Time Academic Employee – Ventura College** was granted to approve the granting of an exception to the salary placement for Robert Moskowitz, an instructor in Two Dimension Studio Art, a Full-Time Academic employee, at Ventura College.
- 5.2 Classified Actions**
- 5.2.1 Approval of Classification** was granted to approve the establishment of the following positions:
- a. Instructional Assistant/Paramedic Classification, Paramedic Studies Program, Ventura College
 - b. Director of Construction and Special Projects
 - c. Director of Child Development Center/Bilingual
- 5.2.2 Approval of Probationary Personnel** was granted.
- 5.2.3 Approval of Promotion** was granted to Violet Morales, Admissions and Records Technician/Bilingual, to Student Services Assistant II at Oxnard College.
- 5.2.4 Approval of Probationary to Permanent Personnel** was granted to approve the change of probationary personnel to permanent status.
- 5.2.5 Resignations of Permanent Personnel** were accepted from Mary Ann McNeill, Supervisor of Accounting at the District Office and John Ostrander, Electrician at Oxnard College.
- 5.2.6 Resignation of Probationary Personnel** was accepted from Susan Barry, Clerical Assistant I at Moorpark College.

- 5.2.7 **Retirement of Permanent Personnel** was approved for the retirement of Hilda Karr, Admissions and Records Technician at Ventura College.
- 5.2.8 **Reassignment** was granted to approve the reassignment of David Abraham from Director of Maintenance and Operations at Oxnard College to Director of Construction and Special Projects.
- 5.2.9 **Reinstatement** was granted to approve the reinstatement of Karen Pena, Mentoring Project Assistant at Oxnard College.
- 5.2.10 **Revision of Initial Salary Placements** was granted to approve the revision of initial salary placements.
- 5.2.11 **Changes of Assignments** were approved.
- 5.2.12 **Temporary Changes of Assignments** were approved.
- 5.2.13 **Transfer** was granted to Karen Osher-Denton, from Accounts Payable at the District Office to Account Technician I at Oxnard College.
- 5.2.14 **Voluntary Demotion** was granted to Deborah Talili from Administrative Aide II to Clerical Assistant II at Oxnard College.
- 5.2.15 **Provisional Assignments** were approved.
- 5.2.16 **Termination of Provisional Assignments** was approved.
- 5.2.17 **Termination of Limited Term Assignment** was approved.
- 5.3 **Recommendation for Granting Tenure to full-time faculty** was granted to Dr. Marta de Jesus and Terry Pardee, Life Sciences Instructors at Ventura College.
- 5.4 **Addition of Professional Expert Category** was approved to add a Fire Technology Specialist category to Professional Experts.

Business Services

6.2 Checks

- 6.2.1 **Ratification of Accounts Payable and Payroll for the Period April 27, 1999 – June 8, 1999** was approved.

6.4 Award of Bids

- 6.4.1 **Award of Bid to Mission Paving, Inc., for the Field Hockey Overflow Parking Lot at Moorpark College** was granted to approve a construction contract with Mission Paving, Inc., the lowest responsible bidder, for the Field Hockey Overflow Parking Lot at Moorpark College.
- 6.4.2 **Award of Bid #178, Multi Media Projectors** was granted to the lowest responsible bidder.

6.4.3 Award of Bid #179, Communication and Cable Installation Services was granted to the lowest responsible bidder.

6.4.4 Award of Bid #176, Machine Shop Equipment was granted to the lowest responsible bidder for machine shop equipment for the Ventura College Department of Machine Shop Technology.

6.5 Budget Amendments

6.5.1 Approval of Budget Amendments was granted.

6.6 Budget Transfers

6.6.1 Budget Transfer Monthly Summary: General Fund Unrestricted was approved to ratify the monthly Budget Transfer summary to the General Fund Unrestricted for April and May 1999.

6.7 Contracts

6.7.1 Approval of Contracts and Grants for Fiscal Year 1999-2000 was granted.

6.7.2 Approval of Contracts and Grants for Fiscal Year 1998-1999 was granted.

Trustees/Chancellor

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

Action Items

Resolutions

1. Resolution Supporting Stand Down 1999 (1.1) was moved by Trustee Nagel, seconded by Trustee Tafoya, and carried on a unanimous vote, to adopt the Resolution supporting Stand Down 1999 at Ventura College. (Lawson - yes)

Trustee Nagel presented the Resolution to Ron Dyste who accepted on behalf of Ventura College.

2. Resolution in Support of SCA 1 (1.2) was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a 4-1 vote, with President Jacobs, Trustees Gonzales, Tafoya and Tallman voting yes, and Trustee Nagel voting no, to adopt the Resolution supporting SCA 1. (Lawson - yes)

Jere Robings addressed the Board in opposition to this issue. Trustee Nagel expressed his concerns regarding this item. Trustee Tafoya spoke on behalf of the Trustees of CCCT who are in support of SCA 1.

Business Services

4. **Adoption of 1999-2000 Tentative Budget (6.8.1)** was amended to direct the Chancellor to send a letter to the Governor indicating that the Ventura County Community College District is concerned that certain districts are getting special funding, by a motion from Trustee Gonzales, seconded by Trustee Tafoya, and carried on a unanimous vote. The Board of Trustees adopted the 1999-2000 Tentative Budget for all funds of the District and established the date, time, and location of the public hearing for adoption of the 1999-2000 Adopted Budget. Adoption of the Tentative Budget authorizes expenditures as proposed within various Fund categories of this budget and estimates revenue for each program that supports such expenditures. (Lawson - yes)

Chancellor Westin pointed out that the tentative budget is based on the May revise and that in September, the adoption budget will contain real numbers. Michael Gregoryk gave a brief overview of the effect of the signed Governor's budget on the community colleges. Sue Johnson reported on the 1999-2000 Tentative Budget.

The Board asked that the final budget be distributed to them for review a few weeks prior to adoption. Trustee Nagel asked for a three-year comparison of the budget when the Banner 2000 system is operational.

Trustees/Chancellor

5. **Approval of Contract for Legal Services (7.3)** was moved by Trustee Gonzales, seconded by Trustee Nagel, and carried on a 4-1 vote, with President Jacobs, Trustees Gonzales, Nagel, and Tafoya voting yes, and Trustee Tallman voting no, to enter into a contract between Burke, Williams & Sorensen, L.L.P., and the Ventura County Community College District for legal services, including the services of Jack P. Lipton, Ph.D., Esq., as the District's General Counsel for 1999-2000. (Lawson - yes)

Chancellor Westin pointed out that in Closed Session the Board made the selection of Jack Lipton as General Counsel and Chief Negotiator pending approval of this item. Trustee Tallman indicated that he would like to see a report on legal services.

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

Human Resources

5.3 Academic Actions

5.1.12 Approval of Change to Time Period of Previously Approved Sabbatical Leave - Oxnard College was pulled from the agenda.

At 9:35 p.m. Chief Gonzales left the meeting.

5.1.13 Approval of Extension of Temporary Management Assignment - Oxnard College was moved by Trustee Tallman, seconded by Trustee Nagel, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve the extension of the Director of Economic Development and Grants and Contracts, a temporary management assignment - Oxnard College. (Lawson – yes)

Trustee Tallman expressed his concerns about the extension of this assignment. Chancellor Westin asked the college presidents to report at the next meeting on the outside funding that has been raised by the colleges.

6.3 Purchase Orders

6.3.1 Approval/Ratification of Purchase Order List #12 was moved by Trustee Tallman, seconded by Trustee Tafoya, and carried on a 4-0 vote, with Trustee Gonzales absent, for the period April 27, 1999 – June 11, 1999. (Lawson – yes)

End of Board Actions

REPORTS

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Academic Senate representatives**
 - Char Arnold expressed her concerns about safety on campus. Vic Belinski indicated that safety issues are being addressed on the campuses and that he would periodically report the progress to the Board.
 - Carmen Guerrero-Calderón expressed her concerns about the size of the Oxnard College budget compared to the District Office and District-wide services budget.
 - Octavio Sifuentes commented on the use of TTIP funds for students with disabilities.

CHANCELLOR'S REPORT

- **Planning Process Update**

Chancellor Westin welcomed Dr. Boenheim. He acknowledged Vic Belinski, Sue Johnson and Lyn MacConnaire for their efforts in the implementation of the Banner 2000 system. Dr. Westin reported on meetings with the SCT CEOs using Banner 2000. He indicated that he met with the president of SCT to address issues particular to community colleges.

- **Presidents' Reports**

- Steven Arvizu announced that Carmen Guerrero-Calderón received the Outstanding Educator Award from the Port Hueneme Chamber of Commerce and Maria Encarnacion was honored as the 1999 Student of the year. He indicated that the Oxnard Chamber of Commerce honored Dr. Priscilla Partridge de Garcia as the Outstanding Educator of the Year. Dr. Arvizu announced that a letter from the Accreditation Commission is on file to reaffirm Oxnard College's accreditation for the next six years.
- **College Presentation – Oxnard College** – Dr. Patricia Caldwell, Dean of Planning, at Oxnard College, and Dr. Steve McHargue, part-time instructor and PACE professor in LA district reported on the Program for Accelerated College Education (PACE) at Oxnard College. Dr. Caldwell explained the partnership with California State University, Channel Islands/California State University Northridge, Ventura at Channel Islands for this program.
- Ron Dyste indicated that Dr. Calderón was on vacation. He commented on the July 4th program and invited the board to the celebration. He mentioned that the Ventura College Stand Down would be held later in the month.
- James Walker commented on an article in the *Los Angeles Times*, titled "Summer enrollment up 20% at Moorpark College." He reported on a workshop he attended in San Francisco on Student Success Curriculum for next year. Dr. Walker invited the Board to the Dedication of Math Science/Computer Science Building August 13.

- **Deputy Chancellor's Report**

Michael Gregoryk introduced Alan Chertok, the Ventura County Community College Interim District Chief of Police.

FIRST READING ITEMS

1. **Course Approvals: New, Revised and Deleted Courses—Oxnard and Ventura Colleges** was accepted for Second Reading.
2. **New Program: Interpretation: American Sign Language & English -- Oxnard College** was accepted for Second Reading. This item presented for First Reading a new instructional program in Interpretation: American Sign Language & English at Oxnard College, whereby the college will provide core instruction for interpreting between the languages of American Sign Language (ASL) and English, thereby facilitating communication between deaf and

hearing people, and to recognize the cultural differences that exist among deaf and hearing people.

3. Proposed Revision to Board Policy Manual Sections E.17 and F.22, Policy on Sexual Harassment was accepted for Second Reading.

There was a brief discussion regarding this item. The Board asked that all student materials be updated to reflect these changes.

TRUSTEE ISSUES

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

- **Other District Issues**
 - Trustee Nagel suggested that districtwide services should be called collegewide services in the budget, because they include the campuses as well as the District Office.
 - Trustee Tafoya indicated that he is the Chair of the CCCT. He commented on upcoming meetings and events.

ADJOURNMENT

The meeting was adjourned at 10:40 p.m. by a motion from Trustee Tallman, seconded by Trustee Tafoya, and carried on a unanimous vote.