

Board of Trustees Ventura County Community College District

MINUTES FOR THE MEETING OF SEPTEMBER 14, 1999

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, September 14, 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
Larry Calderón, President, Ventura College
Jack Lipton, General Counsel
Vic Belinski, Associate Vice Chancellor, Information Technology
Susan Johnson, Assistant Vice Chancellor, Business Services and Financial Management
Harry Culotta, Director, College Budgets, Oxnard College
Cheryl Shearer, Dean, Economic Development
Yvonne Bodle, Director, Public Affairs
Gil Putnam, Director, Facilities Planning and Construction
Richard Spaniard, Risk Manager

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
Larry Miller, AFT President
Janice Daurio, Moorpark College
Larry Kennedy, Oxnard College

Chris Valenzano, Associated Student Body Director of External Affairs
Rosen Mendez, Oxnard College Associated Student Body President
Chris Fielder, Oxnard College Associated Student Body Representative
Antonio Murillo, III, Ventura College Student Body President

CALL TO ORDER

President Jacobs called the meeting to order in the Cowan Conference Center – Ventura Room at 5:05 p.m., with Dr. Nagel arriving at 5:10 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:

Public Employee Evaluation

- **Chancellor**

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

- **Stickley vs. VCCCD et al.**
- **VCCCD vs. AFT**
- **AFT vs. VCCCD (PERB Case LA-CE-3802)**
- **AFT vs. VCCCD (Ventura County Superior Court Case CIV 190492)**
- **AFT vs. VCCCD (PERB Case LA-CE-4082)**
- **VCCCD vs. VCSSFA et al.**
- **E. W. Scripps Co. vs. VCCCD**
- **Times Mirror Co. vs. VCCCD**
- **Velasquez vs. VCCCD**

Threatened Litigation [Gov't. Code §54956.9(b)]

Public Employee Discipline/Evaluation

RECONVENE IN OPEN SESSION

President Jacobs reconvened the meeting in Open Session at 7:23 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

Larry Calderón led the pledge to the flag.

CLOSED SESSION REPORT

Chancellor Westin read the following Closed Session reports:

Threatened Litigation [Gov't. Code §54956.9(b)]

- **United States Postal Service vs. VCCCD.** Regarding the District's dispute with the United States Postal Services, the parties have agreed to an informal settlement of the dispute, which was unanimously approved by the Board. A copy of the Settlement Agreement is available upon request through the Chancellor's Office.

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

- **VCCCD vs. VCSSFA et al.** In the case of *Ventura County Community College District vs. Ventura County Schools Self-Funding Authority and California Insurance Company*, Ventura County Superior Court Case No. CIV190746, the District filed the Complaint on August 9, 1999, in Ventura County Superior Court. The Board also unanimously voted to ratify a separate Settlement Agreement with the Ventura County Schools Self-Funding Authority. A copy of the Settlement Agreement will be available upon request through the Chancellor's Office after it has been fully executed.
- **E. W. Scripps Co. vs. VCCCD.** In the case of *E.W. Scripps Co. vs. Ventura County Community College District*, Ventura County Superior Court Case No. CIV 190811, the Board unanimously voted to ratify the District responding to the Petition for Writ of Mandate.
- **Times Mirror Co. vs. VCCCD.** In the case of *Times Mirror Corporation vs. Ventura County Community College District*, Ventura County Superior Court Case No. CIV 190952, the Board unanimously voted to ratify the District responding to the Petition for Writ of Mandate.

Public Employee Evaluation

- **Chancellor.** The Board voted 4-1 with President Jacobs, Trustees Gonzales, Nagel and Tafoya voting yes and Trustee Tallman voting no, to adopt the Resolution Regarding Evaluation of Chancellor and Division of Responsibilities Between Board and Chancellor on Personnel Items. Copies of the Resolution are available in the Chancellor's Office and the office of Human Resources. The Board directed the Chancellor to develop a formal Board policy that delineates these functions in line with the Resolution.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

- **1999 County Fair Exhibit Special Thank You**
President Jacobs acknowledged the participants of the 1999 County Fair Exhibits. Vic Belinski, Information Technology; Larry Kennedy, Director of Workforce Center at Oxnard College; and Ed Lyon, School to Career Center, Ventura County Schools pointed out that this was a collaborative effort.

- **Presentation to Oxnard College**
 - **In Memory of Dr. Arthur Schechter, Founding President of Oxnard College**

President Jacobs presented a plaque to Dr. Steven Arvizu and Carmen Guerrero-Calderón in honor of Dr. Arthur Schechter, the founding president of Oxnard College.

Carmen Guerrero-Calderón thanked the Board of Trustees. Steven Arvizu indicated that the Oxnard College Foundation is creating a presidential scholarship in honor of each long-standing president of Oxnard College.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Human Resources

5.1 Academic Actions

5.1.10 Approval of Resignation/Retirement – Moorpark College. This item was pulled from the agenda.

5.4 Recommendation to Approve Continuation of Agreement Between Ventura County Community College District and Ventura County. This item was pulled from the agenda.

Business Services

6.3 Purchase Orders

6.3.1 Approval/Ratification of Purchase Order List #2 (FY 1999-2000). This item was revised to add additional purchase orders to Purchase Order List #2.

PUBLIC HEARING

President Jacobs opened the Public Hearing.

- **Proposed Budget for the Ventura County Community College District for Fiscal Year 1999-2000**

There were no requests to speak.

President Jacobs closed the Public Hearing.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

There were no public comments regarding agendized items.

Board Actions

Consent Calendar Items

It was moved by Trustee Nagel, 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 August 3, 1999** was granted.
- 2.2 **Action to Approve Minutes of the Special Meeting of the Board of Trustees for August 31, 1999** was granted.

Human Resources

5.1 Academic Actions

- 5.1.1 **Approval of Full-Time Tenure Track Academic Personnel – Moorpark College** was granted to approve the appointment of Roberta L. Harma, a full-time tenure track Instructor in Geology at Moorpark College.
- 5.1.2 **Approval of Full-Time Tenure Track Academic Personnel – Moorpark College** was granted to approve the appointment of Anitra D. Evans, a full time tenure track Counselor at Moorpark College.
- 5.1.3 **Approval of Reassignment of Full-Time Academic Personnel – Oxnard College** was granted to approve the reassignment of Gerald (Jerry) White, a full-time, 10-month academic Instructor to an 11-month Athletic Director position at Oxnard College.
- 5.1.4 **Approval of Part-Time Faculty – Oxnard, Ventura and Moorpark Colleges** was granted to approve the list of names of part-time faculty for the fall semester of 1999.
- 5.1.5 **Approval of Temporary Non-Tenure Track Academic Personnel – Moorpark College** was granted to approve the appointment of Barbara Braid, a temporary non-tenure track Project Specialist at Moorpark College, funded through the Student Success Grant.
- 5.1.6 **Declination of Sabbatical Leave for 1999-2000 – Moorpark College** was approved to accept the declination of a sabbatical leave granted by Brenda

Shubert, Coordinator in Nursing at Moorpark College for the Spring Semester of 2000.

5.1.7 Ratification of Academic Management Appointment – Moorpark College was approved to appoint Brenda Shubert as an Intern Dean, a temporary, 11 month, management position at Moorpark College.

5.1.8 Request for Reduction in Full-Time Contract Assignment – Moorpark College was granted to Gary Izumo, a full-time contract Instructor for a reduction in assignment from 100% to 80% for the fall 1999 semester and 60% for the spring 2000 semester.

5.1.9 Ratification of Reassignment of Full-Time Academic Personnel – Moorpark College was granted for the temporary reassignment of Denise Byrne from a full-time 10-month Instructor to an 11-month Coordinator position.

5.1.10 Approval of Resignation/Retirement – Moorpark College was pulled from the agenda.

5.1.11 Approval of Temporary Non-Tenure Track Academic Personnel – Oxnard College was granted to appoint Julie Lovejoy as a full-time temporary non-tenure track Instructor at Oxnard College.

5.2 Classified Actions

5.2.2 Approval of Probationary Personnel was granted.

5.2.3 Approval of Probationary to Permanent Personnel was granted to approve the change of probationary personnel to permanent status.

5.2.4 Resignations of Probationary Personnel were granted to approve the resignations of probationary personnel.

5.2.5 Change of Assignments was approved.

5.2.6 Temporary Change of Assignments was approved.

5.2.8 Reassignments were approved.

5.2.9 Termination Due to Exhaustion of Paid Leaves was granted to Yolanda Fernandez-McNutt, Moorpark College, due to exhaustion of paid leaves.

5.2.10 Voluntary Demotion was approved for Gaynor McGhee from Accounting Technician III to Account Clerk II.

5.2.11 Provisional Assignments were approved.

5.2.12 Termination of Provisional Assignments was approved.

5.2.13 Limited Term Assignments were approved.

5.2.14 Termination of Limited Term Assignments was approved.

5.2.15 Revision of Initial Salary Placement was approved for Danielle Whiney, Dental Hygiene Administrative Assistant at Oxnard College.

5.2.16 Promotional Employee was approved for Lester Tong from Computer Maintenance Technician to Computer Specialist at Ventura College.

5.2.17 Transfer was approved for Mary Anne McNeil from Accountant, Business Services to Senior Budget Analyst/Confidential, Business Services.

Business Services

6.2 Checks

6.2.1 Ratification of Accounts Payable and Payroll for the Period of July 1, 1999 – August 26, 1999 was approved for the period July 1, 1999, to August 26, 1999.

6.3 Purchase Orders

6.3.1 Approval/Ratification of Purchase Order List #2 (FY 1999-2000) was granted to approve/ratify Purchase Order List #2 for July 23, 1999 – August 26, 1999.

6.4 Award of Bids

6.4.1 Award of Bid to BEGL Construction Company, Inc., the Lowest Responsible Bidder for the LRC Roof Replacement at Oxnard College was granted.

6.4.2 Award of Bid to THI Group, Inc. for the Boiler/Chiller Replacement and Controls Upgrade in the Science (HSS) and Music Buildings at Moorpark College was granted.

6.4.3 Award of Bid or Approval to Purchase from Another Public Agency's Contract a Storage Unit and Modular Building was granted to award the bid or authorization to purchase from another public agency's contract the purchase of modular buildings and a bunker storage building for the Oxnard College Fire Technology Program.

6.5 Budget Amendments

6.5.1 Approval of Budget Amendments Restricted – General Fund was granted to approve amendments to existing contracts and grants.

6.7 Contracts

6.7.1 Approval of New 1999-2000 Grants – General Fund Restricted was granted to accept the grants for the FY 1999/2000.

- 6.7.2 **Approval of New 1999-2000 Contracts - General Fund** Designated was granted to accept the contracts for the FY 1999/2000.
 - 6.7.3 **Approval of Change Order #1 for the “B” Building Re-Roof at Ventura College** was granted to approve change order #1 in the amount of \$9,750.00 for the Ventura College “B” Building Re-roof project.
 - 6.7.4 **Approval of Change Order #1 for the “Y” Building Re-Roof at Ventura College** was granted to approve change order #1 in the amount of \$2,800.00 for the Ventura College “Y” Building Re-roof project.
 - 6.7.5 **Approval of Change Order #2 for the Oxnard College Chemistry Lab Reconstruction** was granted to approve change order #2 in the amount of \$35,007.06, which is a credit to the District for the Oxnard College Chemistry Lab Reconstruction.
 - 6.7.6 **Approval of Change Order #2 for the Ventura College – East Campus Center (Santa Paula Center) Classroom Remodel** was granted to approve change order #2 in the amount of \$19,188.03 for the Ventura College – East Campus Center (Santa Paula Center) Classroom Remodel.
 - 6.7.7 **Approval of Architectural Contract with Spencer/Hoskins Associates for the Learning Resource and Telecommunications Center at Moorpark College** was granted to approve the contract with Spencer/Hoskins Associates for architectural services for the Learning Resource and Telecommunications Center at Moorpark College.
 - 6.7.8 **Approval of Architectural Contract with Kruger Bensen Ziemer Architects for the Learning Center at Ventura College** was granted to approve the contract with Kruger Bensen Ziemer Architects for the architectural services for the Learning Resource Center at Ventura College.
- 6.8 Other
- 6.8.2 **Approval of Signatures for Federal Surplus Property Program** was granted.
 - 6.8.4 **Establishment of 1999-2000 Gann Appropriation Limit as Required by the California Constitution** was granted.

Trustees/Chancellor

- 7.1 **Action to Approve Board of Trustees Absence Due to Illness.** No illnesses were reported.

PRESENTATION - BUDGET

Susan Johnson distributed an Executive Summary and reviewed the 1999-2000 Adoption Budget General Fund - Unrestricted budget process. She provided an overview of the membership of DCAS and explained the recommendations. Ms. Johnson also distributed four pages of corrections.

Michael Gregoryk pointed out the key highlights and acknowledged Susan Johnson and her staff, the college business officers and their staff for their efforts in preparing the budget.

Trustee Tafoya asked about FTES borrowed and future projections. He indicated that the following issues should be addressed:

- Equalization Money
 - Growth as a Whole in this District
 - Tidal Wave II
- Lost money to Unfunded Programs
- Partnership for Excellence

Trustee Tallman commented on equalization money for the colleges. Mr. Tallman acknowledged staff for their work on the budget. He expressed his concerns about the budget.

Student Trustee Lawson asked about the small school factor. Deputy Chancellor Gregoryk said that it is a statewide practice to equalize smaller colleges within a district and to equalize smaller districts within the state. Dr. Arvizu pointed out that Oxnard College is the smallest and youngest college within the District and that it will double in size within the next 8-10 years. He indicated that the some programs are expensive to maintain.

Trustee Nagel pointed out that the Dental Hygiene Program and the Fire Academy at Oxnard College are well known throughout the county, state and nation.

President Jacobs thanked the board for their diligence in reading the budget. He asked about FTES and fallback positions. Dr. Jacobs pointed out that equalization is a major issue for the district and suggested a plan be developed to alleviate this problem.

Chancellor Westin extended his appreciation to Michael Gregoryk and Susan Johnson for their efforts in preparing the budget.

Action Items

Business Services

2. **Approval of 1999-2000 Adoption Budget (6.8.1)** was moved by Trustee Nagel, seconded by Trustee Gonzales, and carried on a 4-1 vote, with President Jacobs, Trustees Gonzales, Nagel, and Tafoya voting yes, and Trustee Tallman voting no, to approve the 1999-2000 Adoption Budget for the Ventura County Community College District as required by law. (Lawson - yes)
1. **Acceptance of Gifts (6.1)** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to accept the following gifts and an appropriate expression of the Board's appreciation will be sent to the donors: (Lawson - yes)

The following items have been donated to Oxnard College automotive program.

1998 Honda Accord

Donated by: American Honda Motor Co. Inc.

1919 Torrance Blvd.

Torrance, CA 90501-2746

The following items have been donated to Oxnard College

Electronics Laboratory

Donated by: Commander, PHD, NSWC

Attn: Gary Farber, Code 1H20

4363 Missile Way

Port Hueneme, CA 94043

Donated through VCCCD Foundation

Trustee Tafoya acknowledged the gifts from American Honda Motor Company and Commander, PHD, NSWC.

Trustees/Chancellor

3. **Revision to the Board of Trustees 1999 Schedule of Meetings (7.2)** was moved by Trustee Tallman, seconded by Student Trustee Lawson, and carried on a unanimous vote, to revise the 1999 Schedule of Meetings for the Board of Trustees to include November 30 for a joint meeting with members of the Personnel Commission and the Board of Trustees. (Lawson - yes)

President Jacobs indicated that he would work with staff and the Chair of the Personnel Commission to develop an agenda.

*Action on Items Listed on the
Consent Calendar but Pulled to be Considered Individually*

5.2 Classified Actions

5.2.1 Approval of Classifications was moved by Trustee Tafoya, seconded by Trustee Tallman, and carried on a unanimous vote as follows: (Lawson - yes)

a. **The establishment of a Fire Academy Training and Operations Technician classification at Oxnard College** was approved.

b. **A revised job specification for Director of Maintenance & Operations** was approved.

c. **A revised job specification for Grounds Supervisor** was approved.

Trustee Tafoya commented on evaluations. Trustee Tallman complimented staff for their efforts in this process.

5.3 Reclassifications were approved as listed by a motion from Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote. (Lawson - yes)

Trustee Tafoya indicated that the role of the risk manager should include safety and health issues for employees and students. He pointed out the importance of a customer-input process to determine how well the risk manager is doing.

6.6 Budget Transfers

6.6.1 Approval of Fiscal Year-End Budget Transfers was moved by Trustee Tallman, seconded by Trustee Tafoya, and carried on a unanimous vote to approve the 1998-99 fiscal year-end closing budget transfers between major expenditure classifications. (Lawson - yes)

6.8 Other

6.8.3 Quarterly Financial Status Reports, General Fund-Combined were accepted.

End of Board Actions

REPORTS

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**

Chris Valenzano, Director of External Affairs at Moorpark College, commented on drop-off points for public buses, carpool parking on campus, plus-minus grading, and legislation regarding textbook cap for profit at the bookstore.

Trustee Tallman pointed out that bookstore profits have to be used for the benefit of students.

Trustee Tafoya suggested that a policy be developed regarding balloon release, which is endangering sea life. This item was deferred.

Mr. Valenzano commented on the review of the district election code and on revitalizing the student center at Moorpark College. He indicated that the website for the Director of External Affairs is pages.prodigy.net/valenzano.

Christopher Fielder, Oxnard College Student Representative, expressed his support for the PACE program at Oxnard College.

Antonio Murio III, Ventura College Associated Student Body President, expressed his concerns about the Financial Aid Program at Ventura College.

Becky Lawson introduced Rosen Mendez, Oxnard College Associated Student Body President.

Ms. Mendez introduced Gonzalo Zaldivia, Oxnard College ASB Treasurer, Clarice Coronado, Oxnard College ASB Senator, and Frank Ochoa, Ventura College ASB.

Student Trustee Lawson indicated that she would be meeting with Rosen Mendez and Antonio Murillo III on Friday. Ms. Lawson expressed her concerns about Financial Aid. She commented on the PACE Program at Oxnard College.

President Jacobs thanked the students and indicated that there would be a discussion regarding the Financial Aid Program at the October Board meeting.

- **Academic Senate representatives**

- Octavio Sifuentes commented on the cancellation of the transfer of the Executive Vice Presidents. He thanked Chancellor Westin for visiting the Ventura College Academic Senate meeting on September 3.

- Carmen Guerrero-Calderón welcomed Chris Fielder to the Board meeting. She commented on the Oxnard College PACE Program and pointed out that additional programs are needed. Ms. Guerrero-Calderón invited the Board to attend the special performance of *Godspell* on September 24, for the benefit of the Oxnard College Library, sponsored by the Academic Senate of Oxnard College and the Oxnard College Foundation.

- Charlene Arnold commended Robert Escobedo, Campus Police, for the outstanding job his officers and cadets have done in taking care of the parking situation at Moorpark College.

CHANCELLOR'S REPORT

- **Trustee-Requested Board Items for September 14 Meeting** – Chancellor Westin pointed out that at the August 3 Board meeting, Student Trustee Lawson requested an item regarding reassignments be placed on the Board agenda and Trustee Tallman concurred. Dr. Westin said that Student Trustee Lawson and Trustee Tallman were contacted and indicated that they no longer wanted the item on the agenda.
- **Planning** - Chancellor Westin reported on the planning process. He pointed out that the Futures Forum would now include the Process Facilitators and the planning groups at the colleges.
 - **Presidents' Reports**
 - Dr. Walker acknowledged Ruth Hemming and Jan Andriese for their efforts in finding a solution to the bus problem. He distributed the *Dedication Times*, an article written in respect to two-year colleges, and the Moorpark College *Catalog at a Glance*. Dr. Walker indicated that he sent a copy of the Moorpark College *Community Times* to the CEOs in the state as an example of an inexpensive way to communicate with neighbors.
 - Steven Arvizu pointed out that Oxnard College is expanding the PACE Program to south Oxnard and the military bases. He indicated that last Friday the international students had "Pizza with the President" and that he plans to continue the event monthly with other groups from campus. Dr. Arvizu commented on the American Humanics program certificate and degree.
 - Larry Calderón commented on financial aid and enrollment at Ventura College. He invited the Board to the Ventura College Job and Career Center Open House on September 28 and to the fifth annual "Celebration of Achievement" banquet on September 17. Dr. Calderón pointed out that the Planning Committee is in the process of developing plans for the Learning Resource Center.
- **College Presentation – Moorpark College** was postponed until the October Board meeting.

TRUSTEE ISSUES

- **Governing Board Subcommittee Reports**
 - Trustee Nagel reported on the Construction Subcommittee meeting on September 21.

- **Other District Issues**

- Trustee Tafoya indicated that the Community College League of California would forward the final draft of the joint statement on shared governance to trustees. He pointed out the importance of implementation of the policies and procedures.
- Chief Gonzales commented on correspondence he received from Janet Lundgren, Board of Education of Ventura County. Dr. Yvonne Bodle, vice-president of the Board of Education of Ventura County, gave a brief overview of the issues being addressed by the Board.
- President Jacobs commented on the opening of the Oxnard College PACE Program at California State University, Channel Islands, and the dedication of the Fred Kavli building. He reported that he received a letter from ACCT asking the Board to select two voting delegates for the ACCT Convention in October, and asked the Chancellor to place this item on the next Board agenda.

ADJOURNMENT

The meeting was adjourned at 9:50 p.m. by a motion from Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote. (Lawson - yes)