

Board of Trustees Ventura County Community College District

MINUTES FOR THE MEETING OF NOVEMBER 9, 1999

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, November 9, 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
Anthony Tricoli, Associate Vice Chancellor, Student Learning
Ron Dyste, Executive Vice President, Student Learning
Vic Belinski, Associate Vice Chancellor, Information Technology
Sue Johnson, Assistant Vice Chancellor, Business Services
Cheryl Shearer, Dean, Economic Development
Carolyn Inouye, Director, Institutional Research
Harry Culotta, Director, College Budgets, Oxnard College
Yvonne Bodle, Interim Director of Public Affairs
Gil Putnam, Director, Facilities Planning and Construction
Michael Johnson, Police Chief
Irene Pinkard, Vice President of College Services, Ventura College

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
Floyd Martin, CMA President
Carol Cressman, Classified Supervisors Representative
Chris Valenzano, Director of External Affairs, Associated Students, Moorpark College
Chris Fielder, Oxnard College Associated Students Representative
Antonio Murillo, President, Ventura College Associated Students

CALL TO ORDER

President Jacobs called the meeting to order in the Cowan Conference Center – Ventura Room at 5:04 p.m. Trustee Tafoya arrived at 5:30 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no requests to speak.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 5:05 p.m. in the Cowan Conference Center – Ojai Room, to address the following items:

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

Pending Litigation [Gov't. Code §54956(a)]

- **E. W. Scripps Co. vs. VCCCD**
- **Times Mirror Co. vs. VCCCD**
- **Rawn-Peterson vs. VCCCD**
- **Debbie Kirby vs. VCCCD**
- **Collier vs. VCCCD**
- **Environmental Coalition of Ventura County vs. City of Moorpark et. al.**

Public Employee Evaluation

- **Chancellor**

RECONVENE IN OPEN SESSION

President Jacobs reconvened the meeting in Open Session at 7:17 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

Floyd Martin led the pledge to the flag.

CLOSED SESSION REPORT

Chancellor Westin read the following Closed Session reports:

Pending Litigation [Gov't. Code §54956(a)]

- **Collier vs. VCCCD**
In the matter involving Chris Collier, the District unanimously voted, with Trustee Tafoya absent, to defend the District in Mr. Collier's appeal before the Personnel Commission.
- **Debbie Kirby vs. VCCCD**
Regarding the tort claim of Debbie Kirby, the District unanimously voted, with Trustee Tafoya absent, to deny the claim.
- **Rawn-Peterson vs. VCCCD**
In the case of Mary Rawn-Peterson vs. VCCCD, Department of Fair Employment and Housing Case No. E1999900-L-0206-00-e, the District unanimously voted, with Trustee Tafoya absent, to respond to the Charge of Discrimination.
- **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, with Trustee Tafoya absent, to ratify the District's opposition to the motion for attorney's fees.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

Student Trustee Lawson introduced the following Ventura College students: Brent Anderson, Tiffany Fields, Melanie Baldonado, and Antonio Murillo.

Michael Gregoryk introduced Mike Johnson, the new Ventura County Community College District Chief of Police.

Octavio Sifuentes introduced the following individuals from Ventura College: Marian Carrasco, Bill Thieman, Susan Webster, and Mayo de la Rocha.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Human Resources

5.1 Academic Actions

5.1.4 Granting of Sick Leave Days from Established Sick Leave Pool for Full-Time Faculty Member – Ventura College. This item was revised to add the name of David Robles for half pay sick leave days from the sick leave pool.

5.2 Classified Actions

- 5.2 Classified Actions.** The following items were pulled from the agenda:
- a. **This item presents for approval the revised job specification for Community College Police Officer I, Campus Police.**
 - b. **This item presents for approval the revised job specification for Community College Police Officer II – Sergeant, Campus Police.**
 - c. **This item presents for approval the revised job specification for Community College Police Lieutenant, Campus Police.**

Business Services

6.3 Purchase Orders

6.3.1 Approval/Ratification of Purchase Order List #4 (FY 1999-2000). This item was revised to add additional purchase orders to Purchase Order List #4 for September 18, 1999 – October 17, 1999.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Lydia Cosentino addressed the Board regarding the hiring of full-time faculty at Ventura College. Jack Lipton pointed out that the item stated was not an agenda item and that she should speak during Public Comments Regarding Non-Agendized Items. The Board decided to allow Lydia Cosentino, Ventura College, to speak first due to a personal medical emergency with her family.

Susan Webster presented to the Board resolutions from the Ventura College Academic Senate in opposition to Item 7.3 – Evaluation of Chancellor.

Bill Thieman distributed a statement in opposition to Board Policy Manual Section E.12, Evaluation of the Chancellor.

Board Actions

Consent Calendar Items

It was moved by Trustee Tallman, seconded by Trustee Gonzales, 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 October 5, 1999** was approved.

Student Learning

- 3.1 Interim Accreditation Report—Moorpark College** was approved. The Interim Report was submitted to the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges by Moorpark College.

Human Resources

5.1 Academic Actions

- 5.1.2 Approval of Establishment of a Full-Time Tenure Track Academic Position – Oxnard College** was granted to approved establishment of the full-time tenure track position, Instructor in Child Development at Oxnard College.
- 5.1.3 Approval of Request for Reduction in Full-Time Contract Assignment - Ventura College** was granted to approve the request of Deni Stevenson for a reduction of a full-time contract assignment from 100% to 93%.
- 5.1.4 Granting of Sick Leave Days from Established Sick Leave Pool for Full-Time Faculty Members – Ventura College** was granted to Paulette Freedenberg and David Robles for half pay sick leave days from the sick leave pool.

Business Services

6.2 Checks

6.2.1 Ratification of Accounts Payable and Payroll for the Period of September 17, 1999 – October 15, 1999 was approved.

6.4 Award of Bids

6.4.1 Award of Bid to the Lowest Responsible Bidder for the Math/Science Building – Secondary Effects Project for Moorpark College was granted to approve a construction contract with the lowest responsible bidder for the Math/Science Building – Secondary Effects project at Moorpark College.

6.5 Budget Amendments

6.5.1 Approval of Contract Amendments was granted to approve the acceptance of amendments to existing contracts contained in the 1999-2000 FY adopted budget.

6.5.2 Budget Amendment: Capital Projects Fund was granted to approve the amendment of the 1999-2000 Capital Projects Fund budget as presented.

6.7 Contracts

6.7.1 Approval of 1999-2000 Contracts General Fund-Restricted was granted to approve ongoing contracts for the FY 1999/2000.

6.7.2 Approval of 1999-2000 Grants General Fund-Restricted was granted to approve acceptance of grants for the FY 1999/2000.

6.7.3 Approval of Agreements with the Ventura County Superintendent of Schools was granted to approve agreements with the Ventura County Superintendent of Schools for the Film and Videocassette Services, SPARKS Personnel System, Equipment and Data Communications Services.

Trustees/Chancellor

7.1 Action to Approve Board of Trustees Absence Due to Illness. No absences were reported.

7.2 Approval of Date, Time, and Location for the Annual Organizational Meeting was granted to establish December 7, 1999, at 7:00 p.m., in the Cowan Conference Center - Ventura Room as the date, time, and place for the Annual Organizational Meeting.

It was moved by Trustee Nagel, seconded, and carried on a 4-1 vote, with President Jacobs, Trustees Gonzales, Nagel, and Tafoya voting yes, and Trustee Tallman voting no, to revise the agenda to hear the presentation on the Districtwide Planning Process prior to the Action items. (Lawson - yes)

Dr. Westin updated the Board on the planning process. He indicated that over the past eight months students, faculty, classified staff, and administrators have been involved in a comprehensive program to design a districtwide planning process. Dr. Westin pointed out that on Friday, October 29, a group of approximately 80 people reached consensus on the Planning Model, Key Performance Indicators, and Core Values. He explained that the definition of consensus was that every person in the room could live with and support the decision.

Elton Hall outlined the presentation as follows:

- Update on Activities
- Present the Community Colleges of Ventura County Strategic Planning Model for First Reading
- Share Supporting Materials
- Outline Future Activities

Mr. Hall acknowledged Carmen Guerrero-Calderón, Quint Morris, and Cheryl Shearer for their efforts. Burt Peachy gave a brief presentation on the Planning Model and outlined future activities. He pointed out that more than a dozen students representing each location were involved in the planning retreats, and thanked Student Trustee Lawson for her consistent support and attendance throughout. Steve Pollock explained the Core Values and Patti Ross commented on the Key Performance Indicators. Burt Peachy thanked Elton Hall, Patti Ross, Steve Pollock, Carolyn Inouye, Quint Morris, and Carmen Guerrero-Calderón for their efforts in this process.

Trustees Nagel and Tafoya acknowledged the planning team for a job well done. Trustee Tafoya commented on the flow-chart and suggested that in the input and analysis section, the stakeholder needed to be addressed individually and that the outside pressures needed to be incorporated into strategic issues. Trustee Tafoya also commented on the Core Values.

Student Trustee Lawson pointed out that she has been part of the Futures Forum planning meetings and suggested an intern credit should be given to students for attending meetings.

Quint Morris addressed the board to comment on the cooperative efforts in the Futures Forum and thanked Dr. Arvizu for allowing him to participate.

Action Items

Resolutions

- 1. Resolution in Recognition of the Dangers Associated with Helium Balloon Releases (1.1)** was moved by Trustee Tallman, seconded by Trustee Nagel, and carried on a unanimous vote, to adopt the Resolution in Recognition of the Dangers Associated with Helium Balloon Releases. (Lawson - yes)

Trustee Nagel commented on the dangers associated with helium balloon release.

Business Services

- 1. Acceptance of Gifts (6.1)** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to accept the gifts as listed on Item 6.1. (Lawson - yes)

Trustee Tafoya acknowledged the individuals who donated items to the District Office for use in the Wellness Program. Deputy Chancellor Gregoryk commented on the wellness/fitness room at the District Office.

- 2. Approval of Revenue Bonds/COP for Oxnard College CalWorks Building (6.8.1)** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve a resolution authorizing the execution and delivery of legal documents in connection with lease purchase financing for the Oxnard College CalWorks building and issuing revenue bonds in the amount of \$1.61 million. (Lawson - yes)

There was discussion about funding sources. Trustee Tafoya commented on the buildout of Oxnard College. Michael Gregoryk indicated that the CalWorks building provides a method for Oxnard College students to have a student center and that the design allows for expansion.

Steven Arvizu pointed out that the Student Union is a national model of a collaborative effort and that Oxnard College is the only community college with a one-stop center on its campus.

REPORTS

Antonio Murillo, ASB President at Ventura College, asked to be heard earlier on the agenda because he had a test in the morning. The Board agreed to hear the presentation from Mr. Murillo. Antonio Murillo, student body president at Ventura College, addressed the Board regarding the condition of the classrooms at Ventura College. He suggested that additional custodians were necessary to provide students with a clean, healthful, safe, convenient, and productive environment.

Larry Calderón and Irene Pinkard updated the Board on the process currently being

developed to alleviate the problem.

The meeting was recessed at 9:41 p.m. and reconvened at 10:00 p.m.

Trustees/Chancellor

3. **Second Reading and Adoption: Revision to Board Policy Manual Section E.12 “Evaluation of Chancellor” (7.3)** was moved by Trustee Gonzales, seconded by Trustee Nagel, and carried on a 3-2 vote, with President Jacobs, Trustees Gonzales and Nagel voting yes, and Trustees Tafoya and Tallman voting no, to approve the revision to the Board Policy Manual, to be added to the end of Section E.12 (“Evaluation of Chancellor”). (Lawson - no)

Trustee Tallman expressed his concerns about the Policy. He felt that this put too much authority in the hands of one individual. Trustee Tafoya commented on the role the Board has in evaluation of employees and was concerned about maintaining procedures and the rights of all employees.

President Jacobs and Trustees Nagel and Gonzales pointed out that the Board Policy Manual Section E.12 involved personnel issues and that the Chancellor will be held accountable. There was a brief discussion regarding the policy. Jack Lipton indicated that he could respond to the Board's question in Closed Session.

RECESS TO CLOSED SESSION

At 10:11 p.m. it was moved by Trustee Nagel, seconded by Trustee Gonzales, and carried on a 3-2 vote, with President Jacobs, Trustees Gonzales and Nagel voting yes, and Trustees Tafoya and Tallman voting no, to recess to Closed Session.

RECONVENE IN OPEN SESSION

The meeting reconvened in Open Session at 10:35 p.m.

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

Human Resources

5.1 Academic Actions

5.1.1 Approval of Exception to Salary Placement for a Temporary Academic Position – Oxnard College was moved by President Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the exception to the salary placement for Dr. Stephen McHargue, Instructor/Facilitator - PACE, a temporary full-time academic employee at Oxnard College. (Lawson - yes)

5.2 Classified Actions

5.2.1 Classified Actions were moved by President Jacobs, 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 following items: (Lawson - yes)

- d. The establishment of the new classification and position of Grants & Contracts Supervisor, Business Services, District Office.
- e. The establishment of the new classification and position of Clerical Assistant III.
- f. The establishment of the new classification and position of Lead Accounts Payable Technician.
- g. The establishment of a new position, Administrative Assistant II, Business/Industry & Technology, Ventura College.
- h. An increase of assignment for a Counselor Assistant position, EOPS – Moorpark College.
- i. An increase of assignment for a Clerical Assistant I, Community Services – Oxnard College.
- j. The abolishment of two vacant Seasonal Clerical Assistant I positions, Human Resources, District Office.

The establishment of a new position, Clerical Assistant I, Human Resources, District Office.

- k. The establishment of a new position, Clerical Assistant I, 25% position, Maintenance & Operations, Ventura College.
- l. The establishment of a new position, Learning Disability Technician, Disabled Student Program & Services, Moorpark College.

- 5.3 Reappointment of Personnel Commissioner** was moved by President Jacobs, seconded by Trustee Tafoya, and carried on a 4-0 vote, with Trustee Nagel abstaining, to reappoint Tony V. Grey as Personnel Commissioner for a three-year term of office beginning December 1, 1999, through November 30, 2002. (Lawson - yes)

Trustee Nagel expressed his concerns about this item and explained that he would abstain on the item, but that it did not reflect on Mr. Grey's performance as Personnel Commissioner.

Business Services

6.3 Purchase Orders

- 6.3.1 Approval/Ratification of Purchase Order List #4 (FY 1999-2000)** was moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote, for September 18, 1999 – October 17, 1999. (Lawson - yes)

6.5 Budget Amendments

- 6.5.3 Budget Amendment: General Fund – Restricted (State Categorical)** was moved by Trustee Tallman, seconded by Trustee Tafoya, and carried on a unanimous vote, to approve the amendment of the 1999-2000 General Fund – Restricted (State Categorical) budget as presented. (Lawson - yes)

End of Board Actions

FIRST READING ITEMS

- **Course Approvals: New Courses — Oxnard College** was accepted for Second Reading.
- **Board of Trustees 2000 Schedule of Meetings** was accepted for Second Reading. The Board decided to eliminate the June 6 meeting and to change the December 5 meeting to the Annual Organizational Meeting.
- **Proposed Board of Trustees Policy Manual Organization (First Reading of Many)** was accepted for Second Reading.

Chancellor Westin explained the process to be used for revision of the Board Policy Manual. Steve Pollock indicated that the entire manual and its organization needed to be reviewed. He commented on the proposed organization. Trustee Tallman asked that other Board Policy Manuals be reviewed. Trustee Tafoya commented on items that needed to be addressed. Trustee Nagel acknowledged Deborah Ventura and Steve Pollock for their efforts.

REPORTS

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**

Chris Fielder reported on the activities at Oxnard College. He commented the proposed student center for Oxnard College.

Chris Valenzano reported on the escort service at Moorpark College and commented on other activities of the Associated Student Government. Mr. Valenzano announced that he submitted a letter of intent to join the executive board as secretary of CalSACC. He reported on the CalSACC Legislative Agenda 2000. Trustee Tallman asked for a copy of the CalSACC priorities.

DISCUSSION

- **Process to be used to fill Future Vacancies on the Personnel Commission**

Trustee Tallman suggested that input from members of the Personnel Commission and classified staff would be beneficial to the discussion. Chancellor Westin indicated that a survey would be sent to classified staff to obtain input on the process. This item was postponed until after the meeting with the Personnel Commission on November 30.

- **Academic Senate representatives**

Char Arnold expressed her concerns about the purchasing process. She also indicated that the Moorpark College Academic Senate does not agree with the resolutions from Ventura College. She commented on the campus police at Moorpark College and the use of parking fees and pointed out that the machines for the daily parking permits, which are under the purview of the campus police, were not working. Ms. Arnold acknowledged the support of the Futures Forum. She commented on the State Plenary Session of the Academic Senates. Trustee Gonzales pointed out that there is a new police chief for the campus police and that Ms. Arnold's concerns are being addressed.

Carmen Guerrero-Calderón acknowledged the Chancellor for his efforts in addressing her concerns raised at Cabinet regarding the Board Policy Manual Revision and Agenda Item No. 7.3 – Evaluation of the Chancellor. She commented on the graduation date at Oxnard College, the Academic Senate Plenary Session, and the resolution from Ventura College. She indicated that the Oxnard College Academic Senate does not agree with the Ventura College Academic Senate resolutions.

Octavio Sifuentes read five resolutions that were passed by the Ventura College Academic Senate regarding staffing, Partnership for Excellence, and Futures Forum.

- **College Management Association representative**
Floyd Martin commented on the managers' training session.
- **Districtwide Planning Process – Review of Planning Model, Key Performance Indicators, and Values** was accepted for Second Reading.

REPORTS

CHANCELLOR'S REPORT

- **Districtwide Planning**
- **Board Policy Revision**
Chancellor Westin asked for direction on the revision to the Board Policy Manual. It was suggested that the policies within the Board Policy Manual be linked with the procedures.
- **California State University, Channel Islands**
Chancellor Westin indicated that he had several productive meetings with Handel Evans at the California State University, Channel Islands regarding transfer and partnering on remediation.
- **Student Election Code.** Chancellor Westin congratulated Chris Valenzano who brought to the Board's attention discrepancies in the Student Election Code. Dr. Westin indicated that the section that restricted campaigning on Election Day would be deleted.
- **Presidents' Reports**
 - **College Presentation** – The Oxnard College presentation was postponed until the December Board meeting.
 - James Walker distributed the publication from the Moorpark College Foundation regarding the Moorpark College 1999 Community Ball and thanked Mary and Mike Gregoryk for their participation. Dr. Walker also distributed the November/December *Campus Voice*.
 - Steven Arvizu commented on the Oxnard College growth plan and the PACE Program. Dr. Arvizu commented on the HACU Conference and announced that he was elected Vice Chair of the HACU Board and Chair Elect.
 - Larry Calderón reported on Ventura College football, women's soccer, water polo, cross-country, and volleyball. He announced that the Ventura College Foundation made a large contribution to the Ventura College Re-Entry Center. He invited the Board to the Grand Opening of the Job and Career Referral Center in Santa Paula on November 16.

- **Deputy Chancellor's Report**
 - Michael Gregoryk indicated that the report on Financial Aid Quality Circles would be given next month.
- **Vice Chancellor's Report**
 - Marion Boenheim reported on the Sexual Harassment Policy and the awareness training that will be conducted on November 10. She indicated that a brochure and pamphlet are available.

TRUSTEE ISSUES

- **Other District Issues**

Trustee Tafoya commented on campus awards, evaluation of the computer system for Y2K compliance, and the graduation date change. There was a brief discussion regarding the change in the graduation date. Trustee Tafoya asked about the cost for the Futures Forum. Chancellor Westin provided an update on the cost for planning.
- **Governing Board Subcommittee Reports** – Trustee Nagel acknowledged Gil Putnam for his efforts. Dr. Nagel gave a brief report on the October 26 Subcommittee meeting.
- Student Trustee Lawson recognized Rosen Mendez, Student Body President of Oxnard College. Ms. Mendez commended Dr. Arvizu for his outstanding contribution to the Hispanic Association of Colleges and University conference. She thanked him for his support.

ADJOURNMENT

At 12: 01 a.m. it was moved by Trustee Tallman, seconded by Student Trustee Lawson, and carried on a unanimous vote to adjourn the meeting.