

Board of Trustees Ventura County Community College District

Robert O. Huber
Chair

Stephen P. Blum, Esq.
Vice Chair

Cheryl Heitmann
Trustee

Arturo D. Hernández
Trustee

Larry O. Miller
Trustee

Nick Turner
Student Member



James M. Meznick
Chancellor/Secretary to the Board

MINUTES FOR THE MEETING OF TUESDAY, JULY 14, 2009

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, July 14, 2009, at the District Administrative Center Multi-Purpose Room, Ventura, California.

ROLL CALL

Board Members Present:

Robert O. Huber, Chair
Stephen P. Blum, Esq., Vice Chair
Cheryl Heitmann, Trustee
Arturo D. Hernández, Trustee
Larry O. Miller, Trustee
Nick Turner, Student Trustee

Management Present:

James Meznick, Chancellor
Robin Calote, President, Ventura College
Richard Durán, President, Oxnard College
Pam Eddinger, President, Moorpark College
Sue Johnson, Vice Chancellor, Business and Administrative Services
Patricia Parham, Vice Chancellor, Human Resources
Ramiro Sanchez, Executive Vice President, Student Learning
Edward Knudson, Executive Vice President, Student Learning
David Keebler, Vice President
Michael Arnoldus, Director
Lori Bennett, Dean
David Bransky, Assistant Dean
Dan Brown, Dean
Jaime Casillas, Dean
Terry Cobos, Director
Clare Geisen, Director
Karen Gorback, Assistant Dean

Tim Harrison, Dean
Kim Hoffmans, Dean
Brian Hu, Director
Carolyn Inouye, Dean
Gwen Lewis-Huddleston, Dean
Victoria Lugo, Dean
Mary Anne McNeil, Director
Floyd Martin, Dean,
Darlene Melby, Business Manager
Lisa Miller, Dean
Jerry Mortensen, Assistant Dean
Inajane Nicklas, Dean
Kathy Scott, Dean
John Sinutko, Director
Robert Taylor, Dean
Jay Wysard, Director

Faculty/Staff/Student Representatives:

Robert Cabral, Academic Senate President, Oxnard College
Peter Sezzi, Academic Senate President, Ventura College
Jeff Baker, Academic Senate President, Moorpark College
Kathleen Sage, AFT Executive Director
John Wagner, AFT President
Dan Casey, SEIU Chief Steward
Handel Evans, Bond Measure S Program Director
Les Dickey, Heery International
Patti Blair, Interim Executive Assistant to the Chancellor

CALL TO ORDER

Chair Huber called the meeting to order at 6:08 p.m.

PLEDGE TO THE FLAG

Patricia Parham led the Pledge to the Flag.

ACKNOWLEDGEMENT OF GUESTS AND SPECIAL RECOGNITIONS

There were no acknowledgements of guests or special recognitions.

PUBLIC COMMENTS

Rod Cobos, Patricia Fausset, Linda Brown, Rachel Ulrich, Kathleen Sage, AFT, and David Maron.

Trustee Hernández requested that the matter of employee equivalency be brought forward in August so that he could be better aware of this process. Chair Huber indicated he would first

seek a legal opinion regarding same. Trustee Miller requested the issue might be taken up in public session. Chancellor Meznek indicated, after conferring with Patricia Parham, the items regarding employee dismissal are the subject of active grievances and therefore, should not be addressed outside AFT contract provisions. Chancellor Meznek will make a recommendation to the Board following review of this matter.

OPEN STUDY SESSION

Chair Huber opened the Study Session at 6:34 p.m.

- **Board Planning Session Summary Report – Dr. Sal Rinella**

Chancellor Meznek explained the mission statement modification process and commented on the District's goal to update its mission and identify objectives that are aligned with law and accreditation. Dr. Rinella, the Board Planning Session facilitator, provided a summary of the June 9 Board Planning Session and then outlined the highest priority objectives that emerged during the planning session as follows:

- Access and student success
- Partnerships with the high schools, colleges and universities
- Economic Development, including workforce training and partnerships
- Instructional productivity while maintaining quality
- Prudent fiscal stewardship
- Professional development for faculty and staff

Trustee Hernández acknowledged the Board for its work on the mission and requested the mission be posted in the interest of sharing the Board's work.

CLOSE STUDY SESSION

Chair Huber closed the Study Session at 6:42 p.m.

A-1 Action to Approve BP 1200: District Mission [Page 1]

This item presents for approval the revision of BP 1200: District Mission.

Trustee Hernández commented on future planning and the alignment of the colleges' mission statements to the District's mission statement. Chancellor Meznek indicated the colleges will provide reports at a future meeting regarding planning activities in support of the Board's objectives.

Chair Huber asked that an "s" be added to the title *BP122: District Mission Statement* to read "*BP122: District Mission Statements.*"

It was moved by Vice Chair Blum, seconded by Trustee Miller, and carried on a 5-0 vote, to approve the revision of BP 1200: District Mission Statement, with one change: add the letter "s" to the word *Statement* in the title.

REPORTS

- **Student Representatives**

Nick Turner provided an update on student trustee activities and indicated he is scheduled to help facilitate the upcoming California Student Association of Community Colleges Region VI meeting. Student Trustee Turner also reported he established contact with Ventura College and Oxnard College student governments to ensure open communication.

- **Chancellor**

Associate Vice Chancellor Dave Fuhrmann presented a distance learning plan. A discussion followed with Trustees asking questions about cost savings, future technology, and vendor selection.

- **Academic Senates**

Jeff Baker, Moorpark College Academic Senate President, spoke about on-campus dean reorganization specific to a dean's retirement and an organizational meeting regarding the budget and future campus sustainability.

Robert Cabral, Oxnard College Academic Senate President, reported the student activities center is becoming a robust community center. He then recognized Marlene Dean, Jeanette Redding, Shannon Ordonez, and Gwen Huddleston who recently attended the Curriculum Institute.

Peter Sezzi, Ventura College Academic Senate President, represented Ventura College at the Curriculum Institute with Jeff Ferguson and Ramiro Sanchez and gave a report on curriculum development as it applies to Ventura College. Mr. Sezzi also attended a statewide academic leadership conference and is working with the college president on membership for the accreditation report and program review. Mr. Sezzi then acknowledged the Women's Basketball team, Coach Ned Mircetic and Assistant Coach Robin Hester for ranking #2 in the nation for team grade point average.

- **Classified Senates**

There was no report given by Classified Senates.

- **Trustees**

- **Committees**

- Capital Planning and Facilities – July 1, 2009. Trustee Hernández recommended approval of the Capital Planning and Facilities items on the agenda.
 - Policy – June 25, 2009. Vice Chair Blum recommended approval of the items on the agenda and noted one policy change would be discussed under the appropriate action.

- **Reports/Announcements/Correspondence**

- Trustee Heitmann requested funding sources with reference to President Obama's recent announcement of \$12 billion for community colleges at some future date. Trustee Heitmann acknowledged the Ventura College Women's Basketball team for

- their grade point average achievement.
- Vice Chair Blum commented on the state budget and how it will impact the District.
- Trustee Miller acknowledged the upcoming California Youth Connection Conference in Chico.

CHANGES TO THE AGENDA

Business and Administrative Services

- C-9 Award of Bid 365, Ventura College, Fitness Area Flooring [Page 45]** was pulled from the agenda.

Capital Planning and Facilities

- A-9 Approval to Extend the Contract with HE Consulting, Inc., for Capital Construction Management [Page 100]** was revised to read as follows:

This contract is **95%** funded from Bond Measure S and **5%** from General Fund.

END OF CHANGES TO THE AGENDA

CONSENT CALENDAR ITEMS

It was moved by Trustee Heitmann, seconded by Vice Chair Blum, and carried on a unanimous vote, to approve the Consent Calendar Items with the exception of Items C-4, C-5, and C-13E pulled for discussion.

Approval of Minutes

- C-1 Meeting Minutes**
- A. Action to Approve the Minutes of the Planning Session of the Board of Trustees for June 9, 2009 [Page 5]** was approved.
 - B. Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for June 23, 2009 [Page 9]** was approved.

Human Resources

- C-2 Employment and Position Control [Page 21]**
- A. Approval of Establishment of Positions** was approved.

Business Services

- C-3 Ratification of Accounts Payable and Payroll for the Period of May 30, 2009 to June 18, 2009 [Page 22]** was approved.

- C-4 Approval/Ratification of Board Purchase Order Report #14 for FY 2008-09 [Page 23]** was pulled for discussion.
- C-5 Approval/Ratification of Board Purchase Order Report #2 for FY 2009-10 [Page 29]** was pulled for discussion.
- C-6 Surplus/Disposal of Equipment [Page 42]** was granted to surplus/disposal of the following equipment and materials:
- Items less than a \$5,000 value to be disposed per Ed. Code 81452.
- C-7 Acceptance of Completion of Bid 353, Accessible Sidewalks for Moorpark College [Page 43]** was approved.
- C-8 Award of Bid 357, Moorpark College, Kiln Relocation [Page 44]** was approved.
- C-9 Award of Bid 365, Ventura College, Fitness Area Flooring [Page 45]** was pulled from the agenda.
- C-10 Approval of RFP 364, Mass Notification Speaker System for Moorpark, Oxnard, and Ventura Colleges [Page 46]** was approved.
- C-11 Approval of New Contracts for Fiscal Year 2009-10 [Page 47]** was approved.
- C-12 Approval of Revision to Civic Center Facilities Usage Fee Schedule [Page 52]** was approved.

Capital Planning and Facilities

- C-13 Capital Planning and Facilities**
- A. Acceptance of Completion of Contract with JPL Electric for the Moorpark College Gymnasium Emergency Lighting, Project #19123 [Page 54]** was approved.
 - B. Approval of Contract with David Bury & Company Architects to Provide Bid Documents for a Temporary Re-locatable Building to be Used During Construction of the Building G (Theatre) Renovation Work, Project #39117 [Page 55]** was approved.
 - C. Approval of Contract with New Turf Construction for the Installation of a Water Line for the Regional Fire, Sheriff & Police Education and Training Academy, Project #89106 [Page 57]** was approved.

- D. **Approval of Subcontractor Substitution for Concrete Work for the Regional Fire, Sheriff & Police Education and Training Academy, Project #89106 [Page 58]** was approved.
- E. **Approval of Subcontractor Substitution for the Plumbing Work for the Regional Fire, Sheriff & Police Education and Training Academy, Project #89106 [Page 59]** was pulled for discussion.
- F. **Approval of Subcontractor Substitution for Doors, Frames and Hardware for the Regional Fire, Sheriff & Police Education and Training Academy, Project #89106 [Page 60]** was approved.
- G. **Acceptance of Change Order Summary Report for Capital Projects [Page 61]** was approved.

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

It was moved by Chair Heitmann, seconded by Vice Chair Blum, and carried on a unanimous vote, to approve the remainder of the Consent Calendar Items C-4, C-5, and C-13E.

Business Services

- C-4 **Approval/Ratification of Board Purchase Order Report #14 for FY 2008-09 [Page 23]** was approved.
- C-5 **Approval/Ratification of Board Purchase Order Report #2 for FY 2009-10 [Page 29]** was approved.
- C-13 **Capital Planning and Facilities**
 - E. **Approval of Subcontractor Substitution for the Plumbing Work for the Regional Fire, Sheriff & Police Education and Training Academy, Project #89106 [Page 59]** was approved.

Action on Items Listed on the Consent Calendar but Withdrawn for Corrections

It was moved by Trustee Heitmann, seconded by Vice Chair Blum, and carried on a unanimous vote, to withdraw Trustee Heitmann's move and Vice Chair Blum's second on Item C-1A Action to Approve the Minutes of the Planning Session of the Board of Trustees for June 9, 2009, and C-1B Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for June 23, 2009.

- C-1 **Meeting Minutes**
 - A. **Action to Approve the Minutes of the Planning Session of the Board of Trustees for June 9, 2009 [Page 5]** was moved by Vice Chair Blum, seconded by Trustee

Miller, and carried on a 4-0-1 vote, with Trustee Heitmann abstaining, to approve Item C-1A Action to Approve the Minutes of the Planning Session of the Board of Trustees for June 9, 2009.

- B. Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for June 23, 2009 [Page 9]** was moved by Vice Chair Blum, seconded by Trustee Miller, and carried on a 4-0-1 vote, with Chair Huber abstaining, to approve Item C-1B Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for June 23, 2009.

ACTION ITEMS/SECOND READING ITEMS

Human Resources

- A-2 Approval of Abolishment and Establishment of Positions [Page 78]** was moved by Trustee Hernández, seconded by Vice Chair Blum, and carried on a unanimous vote to approve the abolishment and establishment of positions.

Business Services

- A-3 Approval of Contract with Desire2Learn for Distance Learning Software and Services [Page 79]** was moved by Trustee Heitmann, seconded by Trustee Hernández, and carried on a unanimous vote to approve the contract with Desire2Learn for Distance Learning Software and Services for a period of three years beginning July 1, 2009 and ending June 30, 2012, with an option to renew for one additional year.
- A-4 Approval of Budget Amendment and Use of Reserves (requires a 2/3 vote) [Page 81]** was approved by a 5-0 vote.
- A-5 Approval to Extend the Contract with Fickewirth and Associates for Insurance Broker Services [Page 83]** was moved by Trustee Hernández, seconded by Vice Chair Blum and unanimously approved to extend a professional services contract with Fickewirth and Associates for insurance broker services for the period of September 1, 2009 through June 30, 2010.
- A-6 Approval to Extend the Contract with Strata Information Group to Provide Project Management Services for Banner and Luminis Administrative Systems [Page 85]** was moved by Trustee Miller, seconded by Trustee Heitmann, and unanimously approved to extend the contract with Strata Information Group (SIG) for ongoing project management services and specialized technical support for the Banner administrative software system, the Luminis web portal system, and related database applications for the period September 1, 2009 through June 30, 2010.
- A-7 Approval to Extend the Contract with Walter Johnson & Associates, Inc. for Investigative Services [Page 88]** was moved by Trustee Miller, seconded by Vice Chair

Blum, and carried on a unanimous vote to approve extending a professional services contract with Walter Johnson & Associates, Inc. for Investigative Services for the period September 1, 2009 through June 30, 2010.

- A-8 Approval to Release Request for Proposal (RFP) for Legal Services [Page 90]** was moved for approval by Trustee Heitmann, and seconded by Trustee Hernández. Following discussion, Trustee Heitmann requested the entire Board interview candidates versus a sub-committee. Trustee Hernández supported Trustee Heitmann's request, reminded the Board that attorneys report to the Board, and the Board should participate in the hiring process. Trustee Miller indicated that forming sub-committees was an effective way to accomplish business. Chair Huber reiterated the effectiveness of appointing a hoc committee to screen and recommend legal firms to the Board. Trustee Hernández and Trustee Heitmann reiterated they wanted to be a part of any committee and would make themselves available for future meetings.

Trustee Hernández called for the question. Chair Huber restated the motion that the Board approve the RFP for Legal Services and requested a roll call vote. Approval to Release Request for Proposal (RFP) for Legal Services [Page 90] was unanimously approved.

Trustee Heitmann made an additional motion that the entire Board be part of the interviewing panel, seconded by Trustee Hernández. A discussion followed regarding contracts and the attorney hiring process. Chancellor Meznek addressed the Board regarding the hiring process and cautioned the Board's involvement in designing the process, as hiring a vendor is separate from hiring an employee.

Chancellor Meznek stated the Board had moved away from the agenda item. Therefore, following discussion, it was determined the Chancellor will present an RFP process for full Board participation in screening and recommending legal firms in a future Board meeting.

Trustee Heitmann made a motion, seconded by Trustee Hernández, and carried on a unanimous vote, to table the motion made by Trustee Heitmann, seconded by Trustee Hernández, for the entire Board to be a part of the interviewing panel.

Capital Planning and Facilities

- A-9 Approval to Extend the Contract with HE Consulting, Inc., for Capital Construction Management [Page 100]** was approved on a motion by Trustee Miller, seconded by Vice Chair Blum, and carried on a unanimous vote to extend a contract with HE Consulting for the services of J. Handel Evans to provide oversight of the Measure S Capital Construction Program and general facilities work for the District for the period September 1, 2009 through June 30, 2010.
- A-10 Approval of Continuation of Contract with Heery International as Program and Construction Managers for the Ventura County Community College District Measure S Bond Program [Page 102]** was approved on a motion by Trustee Miller, seconded by Vice Chair Blum, and carried on a unanimous vote to a one year extension of the contract with Heery International to provide program and construction management services to the Measure S Bond program for the Ventura County Community College District from October 1, 2009 through September 30, 2010, at a contract price not to exceed \$3,943,170. This amount is equal to the contract extension for the previous year, no increase has been provided.

Student Learning

- A-11 Second Reading/Approval: Course Approvals: New Courses, Revised Programs and Degrees at Moorpark and Oxnard Colleges. [Page 104]** was approved on a motion by Trustee Heitmann, seconded by Trustee Hernández, and unanimously approved.

Trustees/Chancellor

- A-12 BP 2215: Role of the Board Chair, BP 2715: Code of Ethics/Standards of Practice, BP 3050: Institutional Code of Ethics, BP 3720: Computer and Network Use, BP 7220: Academic Employees: Honorific Title [Page 119]** was approved, with the exception of BP 2215, on motion by Vice Chair Blum, seconded by Trustee Miller, and carried on a unanimous vote to approve items BP 2715: Code of Ethics/Standards of Practice, BP 3050: Institutional Code of Ethics, BP 3720: Computer and Network Use, and BP 7220: Academic Employees: Honorific Title.

BP 2215 was pulled, will be reviewed by the Policy Committee, and returned at a future meeting.

INFORMATION ITEM [Page 126]

AP 2715A: Code of Ethics, provided for informational purposes, was corrected under the Code of Ethics heading, Advocate and Support the District and Colleges, line one, from “*communicatieand pormotethe*” to “**communicate and promote the**”.

(These items are being provided to assure the Board the procedures are consistent with the intent

of Board Policy.)

- AP 2715A: Code of Ethics
- AP 2715B: Standards of Practice
- AP 3720A: Computer and Network Use
- AP 3720B: Local Administrative Permissions to Information Technology Resources
- AP 4025: Philosophy and Criteria for Associate Degree and General Education
- AP 4030: Academic Freedom
- AP 4040: Library and Other Instructional Support Services
- AP 4060: Delineation of Functions
- AP 4102: Occupational/Vocational Technical Programs
- AP 4103: Work Experience
- AP 4235: Credit by Examination
- AP 7120B: Recruitment and Hiring: Faculty
- AP 7220: Academic Employees: Honorific Academic Title

ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

Pursuant to the federal Americans with Disabilities Act, if you need any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Chancellor James Meznick, Ph.D., VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.