

# Board of Trustees

## Ventura County Community College District

**Robert O. Huber**  
Chair

**Cheryl Heitmann**  
Vice Chair

**Stephen P. Blum, Esq.**  
Trustee

**Arturo D. Hernández**  
Trustee

**Larry O. Miller**  
Trustee

**Nick Turner**  
Student Member



**James M. Meznik**  
Chancellor/Secretary to the Board

### MINUTES FOR THE MEETING OF TUESDAY, DECEMBER 8, 2009

*Ventura County Community College District*  
**District Administrative Center**  
**Multi-Purpose Room**  
**255 W. Stanley Avenue, Suite 150**  
**Ventura, CA 93001**

#### *District Mission*

The Ventura County Community College District (VCCCD) is committed to assisting students in the attainment of its primary mission as a system of state supported two-year colleges.

The primary mission of the District is to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs. Effective, efficient student support services are offered to assist in the accomplishment of the District's primary mission based on need and available resources.

Ventura County Community College District works to enhance state, regional, and local economic growth and global competitiveness within the pursuit of its primary mission. Additionally, workforce and economic development activities and services are offered based on need and available resources.

English as a Second Language instruction, remedial, adult education, and supplemental learning services that contribute to student success are offered and operated based on need and available resources.

Ventura County Community College District improves the quality of community life by offering non-credit, recreational, vocational, cultural, and civic programming based on community demand and available resources.

All District programs, services, and activities operate within a framework of integrated planning and budgeting. Ongoing, student learning outcome assessment and systematic program review are used to ensure District-wide excellence through sustainable, continuous quality improvement in compliance with its mission.

ROLL CALL

**Board Members Present:**

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

**Management Present:**

James Meznik, 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  
Dave Fuhrmann, Associate Vice Chancellor, Information Technology  
Edward Knudson, Executive Vice President, Student Learning  
Ramiro Sanchez, Executive Vice President  
Iris Ingram, Vice President, Business Services  
David Keebler, Vice President, Business Services  
John al-Amin, Vice President, Business Services  
Richard DeLaO, Chief of Police  
Brian Hu, Director  
Michael Arnoldus, Director  
Lori Bennett, Dean  
David Bransky, Assistant Dean  
Dan Brown, Dean  
Terry Cobos, Director  
Patricia Ewins, Dean  
Kay Faulconer, Dean  
Clare Geisen, Director  
Karen Gorback, Assistant Dean  
Carmen Guerrero, Dean  
Tim Harrison, Dean  
Carolyn Inouye, Dean  
Victoria Lugo, Dean  
Mary Anne McNeil, Director  
Darlene Melby, Business Manager  
Lisa Miller, Dean  
Jerry Mortensen, Assistant Dean  
Inajane Nicklas, Dean  
Rick Shaw, Director  
Julius Sokenu, Dean  
John Sinutko, Director  
Robert Taylor, Dean

**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  
Trevor Zierhut, Associated Student Representative, Ventura College  
Kathleen Sage, AFT Executive Director  
Dan Casey, SEIU Chief Steward  
Handel Evans, Bond Measure S Program Director  
Laura Brower, Interim Executive Assistant to the Chancellor

OPEN SESSION

CALL TO ORDER

5:30 p.m.

RECESS TO CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR

- AFT/SEIU

CONFERENCE WITH REAL PROPERTY NEGOTIATOR *{Government Code § 54956.8}*

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION *{Government Code §54956.9(a)}*

- *Eva McMillin, an individual v. Oxnard College, a government entity; Henry Villanueva, an individual; and Does 1-20, inclusive; Ventura County Superior Court Case No. 56-2009-00357796-CU-WT-VTA*

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION *{Government Code §54956.9(b)}* (Two cases)

RECONVENE IN OPEN SESSION

There was no Closed Session report.

6:45 p.m.

PLEDGE TO THE FLAG

Mary Anne McNeil led the Pledge to the Flag.

ACKNOWLEDGEMENT OF GUESTS AND SPECIAL RECOGNITIONS

There were no acknowledgements of guests or special recognitions.

## PUBLIC COMMENTS

Laurie Touin and Paul Olmsted addressed the Board.

**BOARD ACTIONS***Trustees/Chancellor*

**A-1 Approval of Board Policy BP 2135, Board Officer Rotation, Option B [Page 11]** was moved for approval by Trustee Heitmann. Discussion followed regarding circumstances when the Board Chair may need to serve two years consecutively. Chair Huber requested a roll call vote, and Approval of Board Policy BP 2135, Board Officer Rotation, Option B, was denied on a 2-3 vote, with Trustees Heitmann and Hernández voting yes, and Chair Huber, Trustee Miller, and Vice Chair Blum voting no.

**Approval of Board Policy BP 2135, Board Officer Rotation, Option C [Page 11]** was moved for approval by Trustee Miller, and seconded by Vice Chair Blum. Chair Huber requested a roll call vote, and Approval of Board Policy BP 2135, Board Officer Rotation, Option C, was carried on a 3-2 vote, with Chair Huber, Trustee Miller, and Vice Chair Blum voting yes, and Trustees Heitmann and Hernández voting no.

## REPORTS

- **Student Representatives**
  - Nick Turner, Student Trustee, commented on the Student Senate for California Community Colleges (SSCCC) conference he attended in San Francisco.
  - Trevor Zierhut, Associated Student Representative, Ventura College, commented on the SSCCC Conference he attended in San Francisco and reported student government held a successful canned food drive in November. He also announced associated students were in the process of updating their website and working to enact a textbook exchange program.
- **Chancellor**
  - **Oxnard College Educational Master Plan (for information only)**
    - Dr. Durán introduced Dr. Karen Engelsen, the new Dean of Student Services, and provided an overview of the Oxnard College Educational Master Plan.
  - **Yearly Report on College Foundations**
    - Oxnard College Foundation report – Dr. Durán introduced Ms. Patricia Mackey, Vice President of Finance, Oxnard College Foundation, who provided an overview of foundation activities, including a breakdown of funds and events the Oxnard College Foundation supports. The Board thanked Ms. Mackey and the Oxnard College Foundation for its work.

- Moorpark College Foundation report – Dr. Eddinger introduced Mr. Dan Peate, President of the Moorpark College Foundation. Mr. Peate provided an overview of foundation activities, including new strategies in alumni outreach and the status of scholarships. The Board thanked Mr. Peate and the Moorpark College Foundation for its ongoing service.
- Ventura College Foundation report – Dr. Calote introduced Mr. Norbert Tan, Executive Director, Ventura College Foundation. Mr. Tan provided an overview of activities and distributed copies of the Foundation’s Report to the Community. The Board thanked Mr. Tan and the Ventura College Foundation for its work with Ventura College and the community.
- **Academic Senates**
  - Peter Sezzi, Academic Senate President, Ventura College, commented on the success of the Ventura College women’s soccer team, upcoming finals, release time, and the productive committee work occurring on campus involving employees and students.
  - Jeff Baker, Academic Senate President, Moorpark College, commented on morale, challenging times, and thanked the Board for their commitment to VCCCD.
  - Robert Cabral, Academic Senate President, Oxnard College, commented on the success of the Learning Resource Center groundbreaking and semester-end activities on campus.
- **Classified Senates**

No reports.
- **Trustees**
  - **Committees**
    - Policy Committee Meeting – November 12, 2009  
Vice Chair Blum commented on agenda items A-1 and A-13, indicating A-1 provided three options for the full Board to consider, and reported the Policy Committee reviewed and recommended approval of A-13 Board policies as presented.
    - Capital Planning and Facilities – November 18, 2009  
Trustee Hernández recommended approval for all Capital Planning and Facilities items as presented.
    - Audit/Budget/Foundation Relations – November 30, 2009  
Trustee Heitmann postponed her report to coincide with action items to be addressed in the meeting.
  - **Reports/Announcements/Correspondence**

Trustee Miller thanked Dr. Durán and staff for the successful groundbreaking ceremony at Oxnard College.

Vice Chair Blum wished everyone a Happy Holiday Season and thanked staff for their efforts throughout the year. He then complimented Ventura College regarding a dance performance he attended on campus.

Trustee Hernández thanked the Chancellor, presidents, managers, and staff for their work during challenging times and wished everyone a Happy Holiday.

Trustee Heitmann thanked Dr. Durán for the Learning Resource Center groundbreaking event. She commented on the idea of a student book exchange at Ventura College and appreciated the interest of the Ventura College Foundation. Trustee Heitmann mentioned the County Board of Supervisors would be electing the Office of Treasurer, an issue she believes all school districts should be aware of, and then wished everyone a Happy Holiday.

Chair Huber thanked Oxnard College for their goodwill at the recent groundbreaking and wished everyone a Happy Holiday. Chair Huber suggested that during these challenging times, the District may consider developing a citizens committee to provide input in projecting finances over the next five-year period.

#### CHANGES TO THE AGENDA

There were no changes to the agenda.

### BOARD ACTIONS

#### *Trustees/Chancellor*

- A-2 Election of Chair of Board of Trustees [Page 14]** was moved by Trustee Miller to elect Robert Huber as Chair of the Board. Trustee Hernández expressed his concern regarding a pattern of Board Chairs serving two terms consecutively and requested it be noted on record as unfair to other Board members and area constituents. Trustee Heitmann stated Chair rotation is a procedural matter, not a personal matter. Following discussion, Election of Chair of Board of Trustees was seconded by Vice Chair Blum. Robert Huber requested a roll call vote and action carried on a unanimous vote.
- A-3 Election of Vice Chair of the Board of Trustees [Page 15]** was moved by Trustee Hernández to elect Trustee Heitmann as Vice Chair of the Board, and seconded by Trustee Blum. Chair Huber requested a roll call vote and action carried on a unanimous vote.
- A-4 Appointment of Secretary to the Board of Trustees [Page 16]** was moved by Trustee Hernández to appoint Chancellor Meznek as Secretary to the Board, and seconded by Trustee Miller. Chair Huber requested a roll call vote and action carried on a unanimous vote.

- A-5 Certification Of School Board Representative To Vote In Election For Members Of The County Committee On School District Organization [Page 17]** was moved by Trustee Hernández to nominate Trustee Blum, and seconded by Vice Chair Heitmann. Chair Huber requested a roll call vote, and action carried on a unanimous vote.
- A-6 Board of Trustees 2010 Schedule of Meetings [Page 18]** was moved by Vice Chair Heitmann, seconded by Trustee Blum, and carried on a unanimous vote, to approve the 2010 Schedule of Meetings with the following two changes:
- January meeting changed to Wednesday, January 20, 2010
  - June meeting changed to Wednesday, June 16, 2010

#### CONSENT CALENDAR ITEMS

It was moved by Trustee Blum, seconded by Vice Chair Heitmann, and carried on a unanimous vote, to approve the Consent Calendar Items with the exception of Items C-3B and C-3.5.

#### *Approval of Minutes*

- C-1 Meeting Minutes**
- A. Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for November 3, 2009 [Page 20]** was approved.
- C-2 Meeting Minutes**
- A. Action to Approve the Minutes of the Special Meeting of the Board of Trustees for November 18, 2009 [Page 28]** was approved.

#### *Human Resources*

- C-3 Changes in Personnel/Employment Status**
- A. Reassignment in Lieu of Layoff [Page 31]** was approved.
- C. Approval of Extension of Full-Time Temporary and/or Grant Funded Non-Tenure Track Academic Positions/Employee Assignments [Page 35]** was approved.
- D. Approval of Changes to Positions [Page 38]** was approved.

#### *Business Services*

- C-4 Ratification of Accounts Payable and Payroll for the Period of October 13, 2009 to November 12, 2009 [Page 39]** was approved.
- C-5 Approval/Ratification of Board Purchase Order Report #7 [Page 40]** was approved.

- C-6 Acceptance of Gifts [Page 47] was approved.
- C-7 Surplus/Disposal of Equipment [Page 48] was approved.
- C-8 Approval of Month-to-Month Lease Agreement with Ventura County Fire Protection District (VCFPD) for the Training Facility at the Camarillo Airport [Page 49] was approved.
- C-9 Approval of Lease Agreement with Crown & Crown for the Ventura College Automotive Technology Program [Page 51] was approved.
- C-10 Approval of Lease Agreement with the Ventura County Office of Education for the Ventura College Welding Program [Page 53] was approved.
- C-11 Approval of Amendment to General Fund Unrestricted-Designated Programs for Fiscal Year 2009-10 [Page 55] was approved.
- C-12 Monthly Budget Transfer Summary [Page 57] was approved.
- C-13 Approval of New Grants Fiscal Year 2009-10 [Page 59] was approved.
- C-14 Approval of Amendment to Federal and State Grants and State Categorical Programs for Fiscal Year 2009-10 [Page 62] was approved.

### *Capital Planning and Facilities*

- C-15 Capital Planning and Facilities
- A. Appointment to the Citizens Oversight Committee [Page 76] was approved.
- B. Approval of Subcontractor Substitution for ARC-Accucon Construction Co., Inc. for the Moorpark College Exotic Animal Training and Management (EATM) Facility, Project #19116 [Page 77] was approved.
- C. Approval of Subcontractor Substitution for Roofing and Sheetmetal for the Moorpark College Exotic Animal Training and Management (EATM) Facility, Project #19116 [Page 78] was approved.
- D. Approval of Subcontractor Substitution for Shoring for the Moorpark College Exotic Animal Training and Management (EATM) Facility, Project #19116 [Page 79] was approved.
- E. Approval of Contract with Mackone Development, Inc. for the Ventura College S Building Renovation, Project #39082 [Page 80] was approved.



- F. Approval to Contract with Golden State Labor Compliance for Labor Compliance Services for the Ventura College S Building Renovation, project #39082 [Page 81] was approved.**
- G. Approval to Accept Bid Protest Filed by Viola, Inc. against Apparent Low Bidder, Delmac Construction and Development, Inc. for the Ventura College G Building (Theater) Renovation, Project #39117 [Page 82] was approved.**
- H. Approval to Reject Bid with Delmac Construction and Development, Inc. for the Ventura College G (Theater) Building Renovation, Project #39117 [Page 98] was approved.**
- I. Approval of Contract with Viola, Inc. for the Ventura College G (Theater) Building Renovation, Project #39117 [Page 99] was approved.**
- J. Approval to Contract with Golden State Labor Compliance for Labor Compliance Services for the Ventura College G Building (Theater) Renovation, project #39117 [Page 100] was approved.**
- K. Approval of Supplement to Contract with Bureau Veritas for Assistant Project Inspector Services for the Ventura College ATC/GPC/HSC, Project #39120 [Page 101] was approved.**
- L. Approval of Subcontractor Substitution for Cabinetry for the Regional Fire, Sheriff & Police Education and Training Academy, Project #89106 [Page 102] was approved.**
- M. Approval to Issue a Contract Addendum to Rincon Consultants, Inc. for the Regional Fire, Sheriff & Police Education and Training Academy, Project #89106 [Page 103] was approved.**
- N. Acceptance of Change Order Summary Report for Capital Projects [Page 104] was approved.**

### *Student Learning*

- C-16 Fall 2009 Candidates for Graduation and Certificates at Moorpark, Oxnard, and Ventura Colleges and Ventura Summer 2009 Candidates for Certificates [Page 112] was approved.**
- C-17 Approval of New Spring 2010 Community Education Classes at Ventura College [Page 141] was approved.**

**Action on Items Listed on the Consent Calendar but Pulled to be Considered Individually*****Human Resources*****C-3 Changes in Personnel/Employment Status**

**B. Approval/Ratification of Separation from Employment [Page 33]** was moved by Trustee Miller, and seconded by Trustee Blum. Chair Huber requested a roll call vote, and Approval/Ratification of Separation from Employment was carried on a 4-1 vote, with Trustee Hernández voting no.

**C-3.5 Employment and Position Control - Approval of Establishment of Position** was moved by Trustee Blum, seconded by Trustee Hernández, and carried on a unanimous vote.

## ACTION ITEMS/SECOND READING ITEMS

***Human Resources***

**A-7 Approval of Tentative Instructional Calendar for 2010-2011 Academic Year [Page 143]** was moved by Trustee Miller, seconded by Trustee Blum, and carried on a unanimous vote to approve the Tentative Instructional Calendar for the 2010-2011 academic year.

**A-8 Approval of Abolishment and Reduction of Grant-Funded Positions [Page 146]** was moved by Trustee Miller, seconded by Trustee Blum, and carried on a unanimous vote to approve the abolishment and reduction of grant-funded positions.

***Business Services***

**A-9 Acceptance of the Audited Financial Statements for the Fiscal Year Ending June 30, 2009 [Page 149]** was moved by Vice Chair Heitmann, seconded by Trustee Blum, and carried on a unanimous vote to approve to accept the audited financial statements for the fiscal year ending June 30, 2009.

Vice Chair Heitmann provided her report of the Audit/Budget/Foundation Relations Committee meeting held on November 30, 2009, commented on the successful outcome of audits, and thanked the Citizens Oversight Committee for its hard work related to the Measure S Bond Program. Trustee Blum thanked Vice Chancellor Johnson and staff for work well done.

**A-10 Acceptance of the Annual Audited Reports for Fiscal Year Ending June 30, 2009 for the Moorpark, Oxnard, and Ventura College Foundations [Page 150]** was moved by Vice Chair Heitmann, seconded by Trustee Hernández, and carried on a unanimous vote to accept the annual audited reports for fiscal year ending June 30, 2009 for the Moorpark, Oxnard, and Ventura College Foundations.

- A-11 Acceptance of the Audited Reports of the Bond Construction Fund for the Fiscal Year ending June 30, 2009: Measure S Financial Audit and Measure S Performance Audit [Page 151]** was moved by Trustee Miller, seconded by Vice Chair Heitmann, and carried on a unanimous vote to accept the Financial Audit report and the Performance Audit report for the Bond Construction Fund/Measure S Bond Program, for the fiscal year ending June 30, 2009.

### *Student Learning*

- A-12 Course Approvals: New/Revised Courses, New/Revised Programs at Moorpark and Ventura Colleges [Page 153]** was moved by Trustee Miller, seconded by Trustee Blum, and carried on a unanimous vote to present for First Reading and Approval of new/revised courses and new/revised programs at Moorpark and Ventura Colleges.

### *Trustees/Chancellor*

- A-13 Approval of Board Policies BP 2425, BP 2347, BP 2430 (revised), BP6100 (deleted in its entirety) and BP 7110 (deleted in its entirety) [Page 162]** was moved by Trustee Miller, seconded by Vice Chair Heitmann, and carried on a unanimous vote to approve Board Policies BP 2425 *Board/District Planning*, BP 2347 *Order of Public Protocol*, BP 2430 *Delegation of Authority to Chancellor*, BP 6100 *Delegation of Authority*, BP 7110 *Delegation of Authority*.
- A-14 Action to Approve Governing Board Member Absence [Page 169]** – No action required.
- A-15 Action to Approve Moorpark College Educational Master Plan [Page 170]** was moved by Trustee Miller, seconded by Trustee Hernández, and carried on a unanimous vote to approve the Moorpark College Educational Master Plan that was presented as an information item at the Board of Trustees meeting on November 3, 2009.

### **DISCUSSION**

- **Board of Trustees Requested Committee Appointments to Serve for 2010 [Page 171]**  
This item presented for discussion the appointments to serve on the Board of Trustees committees for 2010. Trustees were advised to notify Chair Huber or Chancellor Meznick of their committee interests for discussion and appointments at the January Board meeting.

### **INFORMATION ITEM [Page 173]**

The following Procedures were provided for information only. These items were assessed by the Policy Committee to assure consistency with existing Board Policy. Administrative Procedures describe how staff will address Board Policy.

- **AP 2431: Recruitment and Hiring: Chancellor**
- **AP 7211: Minimum Qualifications and Equivalencies**
- **AP 7367: Employee Rehiring Prohibition**

**ADJOURNMENT**

Chair Huber adjourned the meeting at 9:26 p.m. in memory of Nao Takasugi, former Oxnard Mayor, Community Leader, and California State Assemblymember.