

Board of Trustees Ventura County Community College District

<p style="text-align: center;">MINUTES FOR THE MEETING OF JUNE 12, 2001</p>
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The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, June 12, 2001, in the Cowan Conference Center, Ventura Room, Camarillo, California.

Roll Call

Board Members Present:

Robert S. Gonzales, President
Norman J. Nagel, Vice-President
Arturo D. Hernández
Allan W. Jacobs
John D. Tallman
Becky Lawson, Student Trustee

Management Present:

Philip Westin, Chancellor
Michael Gregoryk, Deputy Chancellor and Interim President, Oxnard College
Marion Boenheim, Vice Chancellor, Human Resources
Gene Farrell, Acting Vice-Chancellor, Administrative Services
James Walker, President, Moorpark College
Ron Dyste, Vice President College Services, for Larry Calderón, President, Ventura College
Dennis Cabral, Associate Vice Chancellor, Student Learning
Jack Lipton, General Counsel
Vic Belinski, Associate Vice Chancellor, Information Technology
Sue Johnson, Assistant Vice Chancellor, Business Services and Financial Management
Patricia Kistler, Director of Governmental and Public Affairs
Harry Culotta, Director, College Budgets, Oxnard College
Patricia Parham, Director of Personnel, Office of Personnel Commission and CMA President
Gil Putnam, Director, Facilities Planning and Construction
Cheryl Shearer, Dean, Economic Development

Faculty/Staff/Student Representatives:

Charlene Arnold, Moorpark College Academic Senate President
Mary Jones, Oxnard College Academic Senate President
Lydia Cosentino, Ventura College Academic Senate President
Susan Brent, CSA

CALL TO ORDER

President Gonzales called the meeting to order in the Cowan Conference Center, Ventura Room, at 5:03 p.m. with Trustee Nagel absent.

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 5:04 p.m. in the Cowan Conference Center, Ojai Room, to address the following items.

Chancellor's Report on Public Employee Performance Discipline/Evaluation

Employer/Employee Relations

- AFT
- CMA
- CSA
- Confidential
- SEIU

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

- *AFT vs. VCCCD (Paula Muñoz reassignment)*
- *AFT vs. VCCCD (Paula Muñoz union discrimination)*
- *AFT vs. VCCCD (Paula Muñoz evaluation)*
- *AFT vs. VCCCD (Paula Muñoz summer assignment)*
- *AFT vs. VCCCD (Muñoz/Carrasco/Suel tenure review participation)*
- *AFT, Muñoz, Carrasco, and Suel vs. VCCCD (PERB unfair practice charge)*
- *Muñoz vs. VCCCD (DFEH)*
- *Muñoz vs. VCCCD (EEOC)*
- *AFT vs. VCCCD (work experience)*
- *Cantu vs. VCCCD*
- *Beard vs. VCCCD*
- *Gallardo vs. VCCCD*
- *Rodriguez vs. VCCCD*
- *Kraige vs. VCCCD*
- *Gasperi vs. VCCCD*

Threatened Litigation [Gov't Code §54956(b)]

At 5:08 p.m. Trustee Nagel arrived.

RECONVENE IN OPEN SESSION

Vice-President Nagel reconvened the meeting in Open Session at 7:05 p.m. in the Cowan Conference Center, Ventura Room, with President Gonzales absent. Vice-President Nagel explained that President Gonzales was called away on business.

PLEDGE TO THE FLAG

Gil Putnam led the pledge to the flag.

- **Oath of Office Administered to and Seating of New Student Trustee:**
 - **Becky Lawson.** Vice-President Nagel administered the Oath of Office to Student Trustee Lawson.

CLOSED SESSION REPORT

There was no Closed Session Report.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

Recognition of Retirees

The Board recognized the following retirees from the Ventura County Community College District:

Moorpark College

Judy Alexander
Jan Andriese
Denise Byrne
Carole Doria
Sally Hale
Deborah Jacobson
Achla Jindal
Floyd Thionnet

Oxnard College

David Abraham
Jean Abraham
Rosalio Haro
Desmond G. Jones
Betty Newlee
Rosalie Souza

Ellen Young

Ventura College

Thomas Bertolino
Mary Cruz
Loretta Curtin
Sharon Davies
Jose De Guzman
Marjorie Hawkins
William Robinson

District Service Center

Klarene Merry

James Walker introduced Denise Byrne, Michael Gregoryk introduced Klarene Merry, and Ron Dyste read the names of the retirees at Ventura College. Vice-President Nagel recognized the retirees on behalf of the Board of Trustees.

Trustees/Chancellor

- 7.1 **Public Swearing in and Seating of Student Trustee** was moved by Trustee Jacobs, seconded by Trustee Hernandez, and carried on a unanimous vote, with President Gonzales absent, to approve the swearing in and seating of Becky Lawson as Student Trustee to serve for the term from June 1, 2001, to May 31, 2002. (Lawson - yes)

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Human Resources

- 5.1.3 **Establishment of Classified Position of Maintenance Worker II/Electrician – Moorpark College -, PCN #MCU407, Moorpark College M&O** was pulled from the agenda.

Business Services

- 6.3 **Purchase Orders**
 - 6.3.1 **Approval/Ratification of Board Purchase Order Report #11 (FY 2000 - 2001)** was revised to include additional purchase orders.

ACTION ITEMS

Trustees/Chancellor

4. **Revision to the Board of Trustees 2001 Schedule of Meetings (7.4)** was pulled from the agenda.

At 7:14 p.m. a brief reception was held to honor the retirees and to recognize Becky Lawson. The meeting reconvened at 7:30 p.m.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

There were no requests to speak.

It was moved by Trustee Tallman, seconded by Trustee Jacobs, and carried on a unanimous vote, with President Gonzales absent, to revise the agenda to hear *Reports, First Reading Items, and Trustee Issues* prior to the *Consent Calendar*. (Lawson - yes)

Reports

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government Representatives**

Student Trustee Lawson commented on the student trustee election process.

- **Academic Senate representatives**

Mary Jones gave a brief update on the Oxnard College presidential search.

Lydia Cosentino gave a brief update on the academic senate at Ventura College.

Resolutions

1. **Resolution to Acknowledge Dr. Paul Dougherty's Scholarship Donation (1.1)** was moved by Trustee Tallman, seconded by Trustee Hernández, and carried on a unanimous vote, with President Gonzales absent, to recognize Dr. Paul Dougherty and his staff for the three Lasik scholarships he donated to enhance the vision of Ventura County Community College District under-represented students, one each from Moorpark, Oxnard and Ventura Colleges, with the gift of Lasik surgery, free of charge and obligation to the students and the District. (Lawson - yes)

The Board acknowledged Dr. Dougherty for his donation. Dr. Dougherty addressed the Board and indicated that two out of the three students chosen to receive the scholarships have already received the Lasik surgery and were doing well.

CHANCELLOR'S REPORT

Chancellor Westin announced that the two unions AFT and SEIU have reached tentative agreements with the Ventura County Community College District. He thanked members of the negotiating teams for their efforts.

Dr. Westin commented on the Strategic Plan and pointed out that it took two years to develop. Elton Hall gave a brief overview of the Plan. On behalf of the Futures Forum, Mr. Hall acknowledged the Board of Trustees, Chancellor Westin, Cheryl Shearer, Barbara McGinley, and Eileen Welser for their efforts.

At 7:50 President Gonzales returned.

Trustee Jacobs acknowledged the Strategic Plan. He asked about the background data. It was pointed out that more accurate data would be obtained from additional sources.

President Gonzales announced that he resumed as Chair.

There was a brief discussion regarding the Strategic Plan.

- **Presidents' Reports**

James Walker announced that Daniel Berney would take a full-time position at El Camino College. Dr. Walker distributed a flyer with the Fall Schedule of Classes Cover and the Summer Arts Festival brochure. He pointed out that Arpit Malaviya, a Moorpark College student, was named a Caltech/JPL Scholar for 2001 and the state Academic Senate's Jonnah Laroche Memorial Scholarship winner.

Trustee Tallman commented on the *Instant Admission Night* at Moorpark College and suggested that the other two colleges consider implementing the program.

Michael Gregoryk gave a brief update on the Oxnard College Foundation fundraising activities to raise funds to construct a marquis at the front of the college and signage.

Ron Dyste commented on a donation that was received to establish and build a planetarium at Ventura College. He commented on the Public Access Station, the Paramedic Class graduation, and the Braille grant.

- **Governmental and Public Affairs Report**

Pat Kistler gave a brief report regarding the current projects underway and her governmental advocacy efforts.

First Reading Items

- **Course Approvals: New and Revised Courses – Moorpark, Oxnard, and Ventura Colleges** was accepted for Second Reading.
- **Proposed Revision to Board Policy Manual Section D.20 - Purchasing Policy** was accepted for Second Reading.

Trustee Issues

- **Governing Board Subcommittee Reports**

Trustee Nagel reported on the June 5 Construction Subcommittee meeting.

- **Trustee Issues**

Trustee Nagel reported on the CCLC Conference in Monterey. He indicated that he participated in a Roundtable with Jack Lipton and Santa Monica City College.

Trustee Hernández commented on the commencement ceremonies at Oxnard and Ventura Colleges. He indicated that was unable to attend the Moorpark College commencement, but that he would be there next year. Trustee Hernandez acknowledged the members of the Futures Forum and the negotiating teams for their efforts.

- **Events**

President Gonzales suggested that the colleges coordinate the graduation ceremonies next year in order to ensure trustee participation.

PUBLIC COMMENT ON AGENDIZED ITEM

There were no requests to speak.

Consent Calendar Items

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

Approval of Minutes

- 2.1 **Action to Approve Minutes of the Regular Meeting of the Board of Trustees for May 1, 2001** was granted.

Student Learning

- 3.1 **Course Approvals: New and Revised Courses – Moorpark and Ventura Colleges and New Degree at Moorpark College** were approved.

Human Resources

5.1 **Abolishment/Establishment of Positions/Increase of Assignment**

- 5.1.1 **Establishment of Position – Moorpark College** was granted to approve the establishment of a classified position of Admissions & Records Technician, PCN #MCU405, Moorpark College Admissions & Records, effective July 1, 2001.
- 5.1.2 **Establishment of Position – Moorpark College** was granted to approve the establishment of a classified position of Bookstore Operations Assistant, PCN #MCU400, Moorpark College Bookstore, effective July 1, 2001.
- 5.1.4 **Establishment of Position – Oxnard College** was granted to approve the establishment of full-time tenure track academic position of Instructor in Media Production, PCN #XFN215, Oxnard College, effective Fall 2001.
- 5.1.5 **Abolishment of Position – Oxnard College** was granted to approve the abolishment of a classified position of Clerical Assistant I, 50%, PCN #XCU271, Oxnard College, effective June 30, 2001.
- 5.1.6 **Establishment of Position – Oxnard College** was granted to approve the establishment of a classified position of Clerical Assistant II, 40%, 10 months, PCN #XCU295, Oxnard College Dental Hygiene, effective July 1, 2001.
- 5.1.7 **Establishment of Position – Ventura College** was granted to approve the establishment of a full-time tenure track academic position of Reading Specialist, PCN #VFT370, Ventura College, effective Fall 2001.
- 5.1.8 **Establishment of Position – Ventura College** was granted to approve the establishment of a full-time academic position of DSP&S Counselor, 50%, PCN #VFN326, Ventura College, effective July 1, 2001.
- 5.1.9 **Abolishment of Position – Ventura College and Establishment of Position – Ventura College** were granted to approve the abolishment of a classified position of Clerical Assistant II, 47.5%, PCN #VCU433, Ventura College, effective June 30, 2001 and to establish a classified position of Clerical Assistant I, Bilingual, 47.5%, PCN #VCU426, Ventura College EOPS, effective July 1, 2001.
- 5.1.10 **Abolishment of Position – Ventura College and Establishment of Position – Ventura College** were granted to approve the abolishment of a classified position of Matriculation Specialist II, 47.5%, PCN #VCU418, Ventura College, effective June 30, 2001, and to establish a classified position of Matriculation Specialist II/Bilingual, 25%, PCN #VCU434, Ventura College EOPS, effective July 1, 2001.

- 5.1.11 Establishment of Position – Ventura College** was granted to approve the establishment of a seasonal position of Student Services Assistant I, 47.5% PCN #VCU132, Ventura College Career Center, effective September 1, 2001.
- 5.1.12 Abolishment of Position – Ventura College** was granted to approve the abolishment of classified position of Food Services Assistant I, 45%, PCN #VCU393, Ventura College, effective July 12, 2001.
- 5.1.13 Abolishment of Position – Ventura College** was granted to approve the abolishment of classified position of Food Services Assistant I, 45%, PCN #VCU079, Ventura College, effective July 12, 2001.
- 5.1.14 Increase of Assignment – Ventura College** was granted to approve an increase of assignment of classified position of Matriculation Specialist I, PCN #VCU141, Ventura College Matriculation, from 10 months, 40%, to 12 months, 50%, effective July 1, 2000.
- 5.2 Academic Actions**
- 5.2.1 Acceptance of Resignation – Full-time Academic Personnel – Moorpark College** was granted to accept the resignation of Carmen Susan Escoto-Lloyd, a full-time Instructor in Nursing at Moorpark College, effective July 13, 2001.
- 5.2.2 Acceptance of Resignation/Retirement – Full-time Academic Personnel – Oxnard College** was granted to accept the retirement of Dr. Gary Brinkman, a full-time Counselor/Instructor at Oxnard College, effective May 15, 2002.
- 5.2.3 Recognition of Faculty Attending Great Teachers Seminars** was granted to recognize the following full-time faculty members who were recommended by their campuses to attend the Great Teachers Seminars being offered this summer in Hawaii, Santa Barbara, and Oregon.
- Moorpark College**
 Melanie Masters – Hawaii
 Priscilla Lee – Santa Barbara
 Timothy Stewart – Santa Barbara
 Susan Bennion – Santa Barbara
- Oxnard College**
 Gaylene Croker – Hawaii
 Elissa Caruth – Santa Barbara
 Ishita Edwards – Santa Barbara
 Julie Lovejoy – Santa Barbara
- Ventura College**
 Edelwina Rivere – Hawaii
 Norma Frisby – Santa Barbara
 Robert Porter - Oregon
- 5.2.4 Increase in Contract Assignment for a Full-time Faculty Member – Moorpark College** was granted to approve the return to a 100% contract assignment for

Melanie Masters, a full-time faculty member at Moorpark College, effective August 14, 2001.

- 5.2.5 Acceptance of Resignation/Retirement - Full-time Academic Personnel - Moorpark College** was granted to accept the retirement of Denise Byrne, a full-time Coordinator of Health Sciences at Moorpark College, effective June 30, 2001.

Business Services

6.2 Checks

- 6.2.1 Ratification of Accounts Payable and Payroll for the Period of April 11, 2001 - May 16, 2001** was granted.

6.3 Purchase Orders

- 6.3.2 Approval/Ratification of Board Purchase Order Report #1 (FY 2001 - 2002)** was granted.

6.5 Budget Amendments

- 6.5.2 Approval of Contract/Grant and Categorical Amendments - General Fund Restricted - General Fund Unrestricted - Designated** was granted to accept amendments to existing contracts, grants and categorical programs for FY 2000-2001.

6.7 Contracts

- 6.7.1 Approval of Service Contract with BTC Laboratories, Inc. for Inspection Services for Project #29026: Community/Student Services Center at Oxnard College** was granted to authorize management to negotiate and execute the service contract with BTC Laboratories, Inc. for the materials inspection services for Project #29026: Community/Student Services Center at Oxnard College.
- 6.7.2 Acceptance of Completion for Project #18511: Paving of 'P/A' Parking Lot at Moorpark College** was approved to accept completion of Project #18511: Paving of 'P/A' Parking Lot at Moorpark College.
- 6.7.3 Acceptance of Completion for Project #18054: Paving of 'G' Parking Lot at Moorpark College** was approved to accept the completion of Project #18054: Paving of 'G' Parking Lot at Moorpark College.
- 6.7.4 Approval of Change Order #1 for Project #18513: Paving of Roadways at Moorpark College** was granted to approve Change Order #1 of Project #18513: Paving of Roadways at Moorpark College.
- 6.7.5 Acceptance of Completion for Project #18513: Paving of Roadways at Moorpark College** was approved to accept completion of Project #18513: Paving of Roadways at Moorpark College.
- 6.7.6 Acceptance of Completion for Project #38531: Paving of 'M & O' Parking Lot at Ventura College** was approved to accept completion of Project #38531: Paving of 'M & O' Parking Lot at Ventura College.
- 6.7.7 Acceptance of Completion for Project #38527: Paving of 'T' Building**

Parking Lot at Ventura College was approved to accept completion of Project #38527: Paving of 'T' Building Parking Lot at Ventura College.

6.7.8 Acceptance of Completion for Project #38525: Paving of the Volleyball Parking Lot at Ventura College was approved to accept completion of Project #38525: Paving of the Volleyball Parking Lot at Ventura College.

6.7.9 Approval of New 2000-2001 Contracts/Grants - General Fund Restricted - General Fund Unrestricted - Designated was granted to accept new contracts and grants and amendment to the General Fund budgets as presented.

6.8 Other

6.8.1 Quarterly Report of Investments for Ventura County Community College District was approved to accept the Quarterly Report of investments for the Ventura County Community College District.

Trustees/Chancellor

7.2 Action to Approve Governing Board Member Absence. No absences were reported.

*Action on Items Listed on the
Consent Calendar but Pulled to be Considered Individually
End of Board Actions*

Student Learning

4.1 Annual Partnership for Excellence Local Investment Survey 2000 – Moorpark, Oxnard, and Ventura Colleges was moved by Trustee Tallman, seconded by Trustee Jacobs, and carried on a unanimous vote. (Lawson - yes)

Dennis Cabral indicated that the Partnership for Excellence Local Investment Survey 3000 was certified by the State Chancellor's Office.

Business Services

6.3 Purchase Orders

6.3.1 Approval/Ratification of Board Purchase Order Report #11 (FY 2000 - 2001) was moved by Trustee Jacobs, seconded by Trustee Tallman, and carried on a unanimous vote. (Lawson - yes)

There was a brief discussion regarding printing charges and legal costs. The Board asked for additional information on printing and postage costs.

6.5 Budget Amendments

6.5.1 Year-End Budget Amendment - General Fund - Unrestricted was moved by Trustee Nagel, seconded by Trustee Jacobs, and carried on a 4-1 vote, with President Gonzales, Trustees Hernandez, Jacobs and Nagel voting yes, and Trustee Tallman voting no, to amend the General Fund Reserve and revenue and expenditure accounts. (Lawson - yes)

Chancellor Westin gave a brief overview of the budget. He pointed out that the District will not know the status of the state budget until the third week of July and that additional hiring will be held until more information is available. Chancellor Westin indicated that the Community Colleges of Ventura County would not take teams to CQIN this year. There was a discussion regarding the issue of cap and borrowing to get to cap. It was pointed out that the District needed to increase enrollment without spending more money by being more efficient. Michael Gregoryk will update the Board on FTES. Trustee Tallman asked for information on classes within the district.

There was a brief discussion regarding the year-end budget amendment. It was pointed out that the litigation costs with AFT have increased. Michael Gregoryk and Larry Miller will form a task force to try to problem solve.

Action Items

Business Services

- 2. Acceptance of Gifts (6.1)** was moved by Trustee Nagel, seconded by Trustee Jacobs, and carried on a unanimous vote, to accept the following gifts. An appropriate expression of the Board's appreciation will be sent to the donors. (Lawson - yes)

The following items were donated to Moorpark College.

Art supplies

Donated by: Ursula Wolf-Rottkay
P.O. Box 1025
Camarillo, California 93011

The following items were donated to all campuses.

Miscellaneous telephone equipment

Donated by: AMGEN Inc.
One Amgen Center Dr.
Moorpark, California

The following items were donated to Oxnard College.

Miscellaneous computer hardware

Donated by: Dr. Jack P. and Marilyn Lipton
2300 Superior Avenue
Venice, California 90291

Trustee Jacobs acknowledged Dr. Jack Lipton and Marilyn Lipton for their donation. The Board directed staff to send an appropriate expression of their appreciation to the following donors: Ursula Wolf-Rottkay, AMGEN Inc. and Dr. Jack P. and Marilyn Lipton.

Trustees/Chancellor

- 3. Action to Approve the Community Colleges of Ventura County Strategic Plan, 2001-2005 (7.3)** was moved by Trustee Hernandez, seconded by Trustee Nagel, and carried on a unanimous vote. (Lawson - yes)

Chancellor Westin thanked the members of the Board for their unanimous affirmative vote and pointed out that this item was a tremendous step for the Community Colleges of Ventura County.

PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

- **Community Issues**

Martin Jones expressed his concerns about College Park.

- **Student and Staff Issues**

Chris Valenzano expressed his concerns regarding Banner Update for Student Center fee collection.

ADJOURNMENT

At 9:30 p.m., it was moved by Trustee Tallman, seconded by Student Trustee Lawson, and carried on a unanimous vote, to adjourn the meeting. (Lawson - yes)