

# Board of Trustees Ventura County Community College District

## MINUTES FOR THE MEETING OF SEPTEMBER 18, 2001

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, September 18, 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  
John D. Tallman

#### **Absent:**

Allan W. Jacobs  
Becky Lawson, Student Trustee

#### **Management Present:**

Philip Westin, Chancellor  
Michael Gregoryk, Deputy Chancellor and Interim President, Oxnard College  
James Walker, President, Moorpark College  
Larry Calderón, President, Ventura College  
Dennis Cabral, Associate Vice Chancellor, Student Learning  
Jack Lipton, General Counsel  
Anthony Tricoli, Executive Vice President, Student Learning, Oxnard College  
Vic Belinski, Associate Vice Chancellor, Information Technology  
Susan Johnson, Assistant Vice Chancellor, Business Services and Financial Management  
Patricia Kistler, Director of Governmental and Public Affairs  
Harry Culotta, Director, College Budgets, Oxnard College  
Gil Putnam, Director, Facilities Planning and Construction

#### **Faculty/Staff/Student Representatives:**

Charlene Arnold, Moorpark College Academic Senate President  
Mary Jones, Oxnard College Academic Senate President  
Richard Goff, Ventura College Academic Senate President  
Lissette Sotelo, Director of External Affairs, Moorpark College  
Fenix Pleitez, President, Ventura College Associated Student Government  
Albert Mendez, President, Oxnard College Associated Student Government  
Larry Miller, AFT

### **CALL TO ORDER**

President Gonzales called the meeting to order in the Cowan Conference Center, Ventura Room, at 7:04 p.m. with Trustee Jacobs and Student Trustee Lawson absent.

PLEDGE TO THE FLAG

President Gonzales led the pledge to the flag.

President Gonzales said a brief prayer and asked for a moment of silence in memory of the victims of the recent terrorist attacks.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Chancellor Westin read the following changes to the agenda:

OPEN PUBLIC HEARING

- **Intent to Enter into Energy Service Contract** was pulled from the agenda.

*Student Learning*

- 3.1 **Approval of Cuba International Cultural and Educational Exchange – Ventura College** was pulled from the agenda.

*Human Resources*

- 5.1.6 **Establishment of Position – Moorpark College** was revised to change the position from Student Services Specialist to Student Outreach Specialist.

*Business Services*

6.3 **Purchase Orders**

- 6.3.1 **Approval/Ratification of Board Purchase Order Report #4 (FY 2001 - 2002)** was revised to include additional purchase orders.

**ACTION ITEMS**

- 1. **Approval of Contract with Siemens Building Technologies for the District Wide Energy Conservation Program and Adopt Resolution (6.7.15)** was pulled from the agenda.

*Trustees/Chancellor*

- 7.1 **Action to Approve Governing Board Member Absence** was revised to approve the absence of Student Trustee Lawson who was absent from the September 18 Board meeting due to a prior work commitment.

OPEN PUBLIC HEARING

- **Proposed Budget for the Ventura County Community College District for Fiscal Year 2001-2002**

At 7:09 p.m. President Gonzales opened the Public Hearing regarding the Proposed Budget for the Ventura County Community College District for Fiscal Year 2001-2002. The Budget became available for public inspection on September 4, 2001, at 333 Skyway Drive, Camarillo, CA 93010, during normal business hours. There were no public comments.

CLOSE PUBLIC HEARING

At 7:10 p.m. President Gonzales closed the Public Hearing.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

There were no requests to speak.

---

*Consent Calendar Items*

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

*Approval of Minutes*

- 2.1 **Action to Approve Minutes of the Regular Meeting of the Board of Trustees for August 7, 2001** was granted.
- 2.2 **Action to Approve Minutes of the Special Meeting of the Board of Trustees for August 8, 2001** was granted.

*Human Resources*

- 5.1 **Abolishment/Establishment/Increase of Positions/Addition of Bilingual Pay Differential**
  - 5.1.1 **Establishment of Position – Oxnard College** was approved to establish a classified position of Computer Maintenance Technician, 60%, PCN #XCU299, Oxnard College, effective September 13, 2001.
  - 5.1.2 **Establishment of Position – Oxnard College** was approved to establish a classified position of Student Services Assistant I, Bilingual, 25%, PCN #XCU297, Oxnard College, effective September 13, 2001.

- 5.1.3 Establishment of Position – Oxnard College** was approved to establish a classified position of Clerical Assistant I, Seasonal, PCN #XCU298, Oxnard College, effective September 13, 2001.
  - 5.1.4 Addition of Bilingual Pay Differential – Oxnard College** was approved to add bilingual pay differential to a classified position of Administrative Assistant II, PCN #XCU273, Oxnard College, effective September 13, 2001.
  - 5.1.5 Increase of Position – Oxnard College** was approved to increase a classified position of Equipment Manager, PCN #XCU234, Oxnard College, from 40% to 75%, effective July 1, 2001.
  - 5.1.6 Establishment of Position – Moorpark College** was approved to establish a classified position of Student Outreach Specialist, PCN #MCU411, Moorpark College, Student Learning, effective September 13, 2001.
  - 5.1.7 Increase of Position – Ventura College** was approved to increase a classified position of Food Services Asst. II, PCN #VCU081, Ventura College, from 94% to 100%, effective September 5, 2001.
  - 5.1.8 Establishment of Position – Moorpark College** was approved to establish a classified position of Maintenance Worker II, PCN #MCU412, Moorpark College, Maintenance & Operations, effective September 13, 2001.
  - 5.1.9 Abolishment of Position – District Service Center and Establishment of Position – District Service Center** was approved to abolish an academic management position of Dean, Planning and Quality Improvement, PCN #DMA055, District Service Center, Student Learning, effective July 1, 2001, and to establish a classified position Research Analyst, PCN #DCU100 at the District Service Center in the Institutional Research Department, effective September 13, 2001.
  - 5.1.10 Establishment of Position – Moorpark College** was approved to establish a full-time, temporary, one-year academic position of Project Manager for Service Learning, PCN #MFZ004, Moorpark College, effective September 13, 2001.
- 5.2 Academic Actions**
- 5.2.1 Request for Approval of Exception to Salary Placement for a Full-Time Academic Employee – Moorpark College** was granted to approve the granting of an exception to the salary placement for Cynthia Minet, a full-time academic Instructor in Studio Art at Moorpark College, effective August 14, 2001.
  - 5.2.2 Request for Extension of Leave of Absence Without Pay – Ventura College** was granted to approve the request from Dr. Tammy Pawloski, a full-time Instructor at Ventura College to extend her leave of absence through the Fall 2001 semester, effective August 14 through December 19, 2001.
  - 5.2.3 Approval of Reduction in Contract Assignment of Temporary Grant Funded Position – Moorpark College** was granted to approve the reduction in the contract assignment of Gwendolyn Alley, a temporary academic employee from 100% to 60% for the 2001-2002 Academic Year, effective August 14, 2001.

*Business Services***6.2 Checks**

**6.2.1 Ratification of Accounts Payable and Payroll for the Period of June 19, 2001 - August 24, 2001** was granted.

**6.3 Purchase Orders**

**6.3.1 Approval/Ratification of Board Purchase Order Report #4** was granted for the period July 20, 2001 through August 24, 2001.

**6.4 Award of Bids**

**6.4.1 Award of Bid #191, Custodial Supplies** was approved.

**6.4.2 Approval of Bid #194, Multipurpose Paper** was approved for printers, copiers, fax machines and other general office equipment for District-Wide use.

**6.4.3 Award of Bid #193, 3D Color Printer with Wax Module** was approved for Ventura College.

**6.5 Budget Amendments**

**6.5.1 Approval of 2001-2002 Contract/Grant and Categorical Amendments - General Fund Restricted** was granted to accept amendments to existing contracts, grants and categorical programs for FY 2001-2002.

**6.5.2 Approval of 2001-2002 Contract/Grant Amendments - General Fund Restricted** was granted to amend the contract amount on an existing contract (Oxnard College - California Department of Education, Child Development Division) for FY 2001-2003.

**6.6 Budget Transfers**

**6.6.1 Fiscal Year-End Budget Transfers** was approved for the 2000-2001 fiscal year-end closing budget transfers between major expenditure classifications in accordance with Education Code Section 70902 and Title 5, California Code of Regulations, Section 58307.

**6.6.2 Monthly Budget Transfer Summary** was approved to ratify the monthly budget transfer summary for the months ending June 30, 2001, for the General Fund-Unrestricted and General Fund-Restricted.

**6.7 Contracts****6.7.1 Approval of Sub-Contractor Substitution for Project 29026:**

**Community/Student Services Center at Oxnard College** was granted to substitute the subcontractor LAM Construction, Inc. for Project #29026: Community/Student Services Center at Oxnard College.

**6.7.2 Acceptance of Completion for Project #18505: Paving of 'F' Parking Lot at Moorpark College** was approved to accept the completion of Project #18505: Paving of 'F' Parking Lot at Moorpark College.

- 6.7.3 Acceptance of Completion for Project #18512: Paving of EATM Drive at Moorpark College** was approved to accept completion of Project #18512: Paving of EATM Drive at Moorpark College.
  - 6.7.4 Acceptance of Completion for Project #28516: Paving of 'C' & 'D' Parking Lots at Oxnard College** was approved to accept completion of Project #28516: Paving of 'C' and 'D' Parking Lots at Oxnard College.
  - 6.7.5 Acceptance of Completion for Project #28521: Paving of 'B' Parking Lot at Oxnard College** was approved to accept completion of Project #28521: Paving of 'B' Parking Lot at Oxnard College.
  - 6.7.6 Acceptance of Completion for Project #38523: Paving of the Tennis Court Parking Lot at Ventura College** was approved to accept completion for Project #38523: Paving of the Tennis Court Parking Lot at Ventura College.
  - 6.7.7 Acceptance of Completion for Project #38526: Paving of West Parking Lot at Ventura College** was approved to accept the completion of Project #38526: Paving of West Parking Lot at Ventura College.
  - 6.7.8 Acceptance of Completion for Project #38529: Paving of 'Q' Parking Lot at Ventura College** was approved to accept the completion of Project #38529: Paving of 'Q' Parking Lot at Ventura College.
  - 6.7.9 Acceptance of Completion for Project #38530: Paving of Shop Parking Lot at Ventura College** was approved to accept the completion of Project #38530: Paving of Shop Parking Lot at Ventura College.
  - 6.7.10 Acceptance of Completion for Project #38532: Paving of 'Y' Building Parking Lot at Ventura College** was approved to accept the completion of Project #38532: Paving of 'Y' Building Parking Lot at Ventura College.
  - 6.7.11 Approval of Change Order #1 for Project 29398: Restroom Building for the Fire Technology Program for Oxnard College** was granted for Change Order #1 in the amount of \$12,274 for Project #29398: Restroom Building for the Fire Technology Program for Oxnard College.
  - 6.7.12 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 Video Cassette Services, SPARKS Personnel System, Equipment and Data Communications Services.
  - 6.7.13 Approval of 2001-2002 Contracts/Grants - General Fund Restricted, General Fund Unrestricted - Designated** was granted to accept new contracts and grants and amendment to the FY 2001-2002 General Fund budgets in the amounts indicated.
  - 6.7.14 Approval of Additional Expenses for Project #19082: Math/Science - Secondary Effects/FEMA at Moorpark College** was granted to approve additional expenses in the amount of \$74,262.00 for Project #19082: Math/Science - Secondary Effects/FEMA at Moorpark College and payment to general contractor for it.
- 6.8 Other**
- 6.8.1 Quarterly Financial Status Report, General Fund - Combined (CCFS-311Q)** was accepted.
  - 6.8.2 Establishment of 2001-2002 Gann Appropriation Limit as required by the**

California Constitution and Government Code Section 7910 was approved.

### *Trustees/Chancellor*

- 7.1 **Action to Approve Governing Board Member Absence** was granted to approve the absence of Student Trustee Lawson.

## Action Items

Chancellor Westin announced that Senate Bill 735, regarding the restoration for community colleges' funding, was passed with only one dissenting vote from Senator Tom McClintock. Dr. Westin gave a brief update on the item. He said that the Siemens Districtwide Energy Conservation Program, along with the Ventura College Learning Resources Center, would be brought back to the Board to amend the budget, if funding is restored.

Trustee Hernández asked if there were any changes in the classes offered. Chancellor Westin pointed out that the instructional program was not cut.

### *Business Services*

2. **Approval of 2001-2002 Adoption Budget for the Ventura County Community College District (6.8.3)** was moved by Trustee Tallman, seconded by Trustee Nagel, and carried on a unanimous vote, with Trustee Jacobs absent. (Lawson - absent)

---

## Reports

### STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**
  - ❖ Lissette Sotelo gave an update on the activities at Moorpark College. She pointed out that Moorpark College is raising money for disaster relief.
  - ❖ Fenix Pleitez commented on activities at Ventura College. She mentioned that the *Day of Compassion* services were held at Ventura College on September 14 and thanked those who helped. Ms. Pleitez indicated that members of the Associated Student Government were working on fundraisers to establish a relief fund.
- **Academic Senate representatives**
  - ❖ Charlene Arnold commented on the presentation regarding the Moorpark College Foundation

that Dr. Walker made to the Academic Senate. She announced that the Academic Senate voted to support the Foundation and to send money for disaster relief. Ms. Arnold wished Mary Jones a Happy Birthday.

- ❖ Mary Jones announced that a Candidates' Forum would be held on Tuesday, September 25 at 6 p.m. to interview the presidential candidates. She indicated that the interviews had begun for the Dean of Student Services. Ms. Jones mentioned that Oxnard College had a memorial service and that a blood drive is scheduled for disaster relief. She invited members of the Board to the *Campus Cleanup Day* on September 28.
- ❖ President Gonzales welcomed Richard Goff as Academic Senate President. Richard Goff commented on the memorial that was held at Ventura College and thanked President Calderón and those individuals who participated. He distributed a memorandum to the faculty from the Academic Senate Executive Officers for 2001-2002, the September 17 and September 20 agenda for the Academic Senate meetings, and invited the Board members to attend their meetings.

#### CHANCELLOR'S REPORT

- **Emergency Exemption to STRS - Oxnard College**
  - ❖ Chancellor Westin reported on the emergency exemption for STRS for Ray DiGuilio who is the Interim Dean of Student Services at Oxnard College.
- **Election Regarding Appointment of Personnel Commissioners**
  - ❖ Chancellor Westin commented on the recent election regarding the appointment of the Personnel Commissioners. He gave a brief overview of the process.

Chancellor Westin invited the members of the Board to the Oxnard College Candidates' Forum on September 25.

- **Presidents' Reports**
  - ❖ Larry Calderón pointed out that enrollment was increasing at Ventura College and commented on the growth at the East Campus. He reported on the Braille Production Center. Dr. Calderón invited members of the Board to the Ventura County Economic Development 2001 Conference on September 20. He welcomed Richard Goff and Fenix Pleitez.
  - ❖ James Walker distributed the *Moorpark College Fast Facts 2001*, the non-smoking card that is circulated throughout the campus, the *Campus Voice*, and the Performing Arts Schedule for the Fall Season 2001. He invited members of the Board to the 5<sup>th</sup> *Annual Community Ball* on October 20.

Chancellor Westin announced Dr. Walker's retirement at the end of the academic year.

- Michael Gregoryk commented on growth at Oxnard College. He acknowledged Anthony Tricoli, Eloy Oakley, and Mary Jones for their leadership at Oxnard College. Mr. Gregoryk announced that Mary Jones was elected as a member of the Toastmaster International Board



of Directors and wished her Happy Birthday.

❖ **College Presentation - Oxnard College**

- Anthony Tricoli reported on NASA's "Proyecto Access" Program and indicated that the program went from 70 students last summer to 100 students this summer. He showed a video regarding the program. Dr. Tricoli acknowledged Romero Sanchez, Steve Hall, and Mark Bates. Ramiro Sanchez gave a brief overview of the programs. He recognized Steve Arvizu, Rita Martinez, Ray Brie, and Oscar Chavez for their efforts. Steve Hall shared future plans for the program. Trustee Hernández acknowledged staff for their work. Michael Gregoryk thanked Mark Bates, Steve Hall, and Romero Sanchez.

• **Deputy Chancellor's Report**

- ❖ Vic Belinski distributed and reviewed the following Tables:

Table 1 - FTES for Weekly Census Courses Fall Comparisons at Census

Table 2 - FTES Projections for 2001 - 2002

Table 3 - FTES Comparisons Fall 2000 and Fall 2001

He thanked Carolyn Inouye, District Institutional Research Office, for her assistance.

There was a brief discussion regarding the reports. The Board asked for periodic reports.

- ❖ Michael Gregoryk distributed *the Fiscal Year 2000-2001 International Student Program Expenditures Report*.

• **Governmental and Public Affairs Report**

Patricia Kistler gave her *Governmental and Public Affairs Report*. She indicated that Senate Bill 735, which is the \$98 million Community College restoration bill, was still on the Governor's desk for consideration. She indicated that the "Report to the Community" is in the final stages and thanked Philip Westin, Michael Gregoryk, Marion Boenheim, Cheryl Shearer, Dennis Cabral, Eva Conrad, Ron Dyste, and Carolyn Inouye for their input.

## First Reading Items

- **Course Approvals: New Courses – Ventura College** was accepted for Second Reading.
- **Proposed Revision to Board Policy Manual Appendix D.1: Foundations** was accepted for Second Reading.

---

## Trustee Issues

- **Governing Board Subcommittee Reports** – Trustee Nagel reported on the August 28, 2001,

Board Construction Subcommittee meeting. He expressed his concerns regarding the removal of the Siemens Project from the agenda.

- **Trustee Issues**

- ❖ Trustee Nagel commented on the joint meeting with Ventura County Board of Education regarding the development of the Camarillo Airport site. He announced that he was on alert with the National Guard. Dr. Nagel invited the members of the Board to join him at Moorpark College for the *Relay for Life* at Griffin Stadium on October 13 and 14.
- ❖ Trustee Tallman asked about the absences of Student Trustee Lawson and Trustee Jacobs. Chancellor Westin indicated that Student Trustee Lawson had rearranged her work schedule to be at the meeting scheduled for September 12, however, when the meeting was rescheduled to September 18, she was unable to change her work schedule. Dr. Westin pointed out that Trustee Jacobs was on vacation until next week.
- ❖ Trustee Hernández reported on his trips to Oxnard College and Ventura College. He indicated that he would be visiting Moorpark College as soon as possible.
- ❖ Trustee Tallman gave a brief report on the Redistricting Task Force. He thanked Dennis Cabral, Vic Belinski, and Gil Putnam for their efforts in the project. Mr. Tallman distributed maps and explained the current districts and the proposed changes. He pointed out that this item would be placed on the October agenda for First Reading. Dennis Cabral gave a brief report regarding Redistricting and commented on the Task Force membership.

---

## PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no requests to speak.

The Board decided to allow Oxnard College's Student Representative, Albert Mendez, to report on events at Oxnard College. Mr. Mendez reported on the prayer and remembrance service at Oxnard College. He announced that the Associated Student Government collected \$1,100 for disaster relief. He invited members of the Board to the blood drive on September 19 and the Health Fair on October 7.

## RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 8:40 p.m. in the Cowan Conference Center, Ojai Room, to address the following items.

### **Chancellor's Report on Public Employee Performance Discipline/Evaluation**

#### **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)*
- *Muñoz vs. VCCCD (DFEH)*
- *Muñoz vs. VCCCD (EEOC)*
- *AFT vs. VCCCD (work experience)*
- *AFT vs. VCCCD (Ventura County Sheriff Academy)*
- *AFT vs. VCCCD (del Aguila)*
- *AFT vs. VCCCD (Hosek)*
- *Kraige vs. VCCCD*
- *Castillo vs. VCCCD*
- *Donaldson vs. VCCCD*
- *Matsui vs. VCCCD*
- *Talili vs. VCCCD*
- *Reeves vs. VCCCD*
- *Kent vs. VCCCD*
- *Goldberg vs. VCCCD*
- *Robles vs. VCCCD*

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

Possible Initiation of Litigation [*Gov't Code §54956.9(c)*]

RECONVENE IN OPEN SESSION

President Gonzales reconvened the meeting in Open Session at 10:00 p.m. in the Cowan Conference Center, Ventura Room.

CLOSED SESSION REPORT

Chancellor Westin read the following Closed Session Reports:

**In the case of *AFT vs. VCCCD* involving the assignment of Paula Muñoz for Summer 2000, the Board voted 4-0, with Trustee Jacobs absent, to defend the District at Arbitration.**

**In the grievance filed by the AFT on behalf of Jeanette Hosek, the Board voted 4-0, with Trustee Jacobs absent, to defend the District at Arbitration.**

**In the case of *Armando Castillo vs. Ventura County Community College District*, California Unemployment Insurance Appeals Board Case No. 519748, the Board voted 4-0, with Trustee Jacobs absent, to ratify the District's appeal.**

**In the case of *Charles Reeves vs. Ventura County Community College District*, Department of Fair Employment and Housing Case No. E2001-02-L-0055-00, the Board voted 3-0-1, with Trustee Jacobs absent and Trustee Tallman abstaining, to respond to the Complaint of Discrimination.**

**In the case of *Donna Kent vs. Ventura County Community College District*, Workers'**

**Compensation Appeals Board Case No. OXN0123152, the Board voted 4-0, with Trustee Jacobs absent, to respond to the Petition.**

**In the case of *David Robles vs. Ventura County Community College District*, Workers' Compensation Appeals Board Case No. VEN-113161, the discrimination case against the District was withdrawn on August 10, 2001.**

ADJOURNMENT

At 10:05 p.m., it was moved by Trustee Hernández, seconded by Trustee Nagel, and carried on a unanimous vote, with Trustee Jacobs absent, to adjourn the meeting. (Lawson - absent)

C:/mydocuments/board/agenda/min9-12