

# Board of Trustees

## Ventura County Community College District

<p><b>MINUTES FOR THE MEETING OF NOVEMBER 13, 2001</b></p>
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The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, November 13, 2001, in the Cowan Conference Center, Camarillo 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  
John Matulich, Interim Vice Chancellor, Human Resources  
James Walker, President, Moorpark College  
Tom Harris, Jr., Interim President, Oxnard College  
Larry Calderón, President, Ventura College  
Dennis Cabral, Associate Vice Chancellor, Student Learning  
Jack Lipton, General Counsel  
Eloy Oakley, Vice President, College Services, 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  
Patricia Parham, Director of Personnel, Office of Personnel Commission and CMA President  
Harry Culotta, Director, College Budgets, Oxnard College

#### **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  
Susan Brent, Classified Supervisors' Representative  
Larry Miller, AFT

CALL TO ORDER

President Gonzales called the meeting to order in the Cowan Conference Center, Camarillo Room, at 5:15 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 5:17 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 (Superior Court)*
- AFT vs. VCCCD (work experience)*
- AFT vs. VCCCD (Ventura County Sheriff Academy)*
- AFT vs. VCCCD (del Aguila)*
- AFT vs. VCCCD (previous assigned load)*
- Suel vs. VCCCD*
- Carrasco vs. VCCCD*
- Hilton vs. VCCCD*
- Herrera vs. VCCCD*
- Castillo vs. VCCCD*
- Donaldson vs. VCCCD*
- Goldberg vs. VCCCD*
- Matsui vs. VCCCD*
- Reeves vs. VCCCD*
- Hosseini 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 7:00 p.m. in the Cowan Conference Center – Camarillo Room.

PLEDGE TO THE FLAG

Student Trustee Lawson led the pledge to the flag.

CLOSED SESSION REPORT

Chancellor Westin read the following Closed Session report:

**In the case of *Timothy D. Suel vs. Ventura County Community College District, Equal Employment Opportunity Commission Case No. 340A13955*, the Board unanimously voted to approve the District responding to the Charge of Discrimination.**

**In the case of *Marian A. Carrasco vs. Ventura County Community College District, Equal Employment Opportunity Commission Case No. 340A213953*, the Board unanimously voted to approve the District responding to the Charge of Discrimination.**

**In the case of *Laura A. Hilton vs. Ventura County Community College District, Equal Employment Opportunity Commission Case No. 340A13956*, the Board unanimously voted to approve the District responding to the Charge of Discrimination.**

**In the case of *Jamaladdin Hosseini vs. Ventura County Community College District, Department of Fair Employment and Housing Case No. E2001-02-L0117-00*, the Board unanimously voted to respond to the Charge of Discrimination.**

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Chancellor Westin read the following changes to the agenda:

**6.3 Purchase Orders**

**Approval/Ratification of Board Purchase Order Report #6.** This item was revised to include additional purchase orders.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

There were no requests to speak.

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## *Consent Calendar Items*

It was moved by Trustee Jacobs, seconded by Trustee Nagel, and carried on a unanimous vote, 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 October 9, 2001** was granted.

### *Student Learning*

- 3.1 Second Reading: Course Approvals: New Courses – Moorpark College** were approved.
- 4.1 Second Reading: Proposed Addition to Board Policy Manual Section C.13: Academic Renewal** was approved.

### *Human Resources*

- 5.1 Abolishment/Establishment/Increase of Positions**
- 5.1.1 Establishment of Position – Oxnard College** was approved to establish the classified position of Counselor Assistant, 10%, PCN #XCU282, Oxnard College PACE, effective November 14, 2001.
- 5.1.2 Abolishment of Position – Oxnard College** was approved to abolish the classified position of Project Specialist/Assistant to the Dean, PCN #XCU219, Oxnard College, effective November 14, 2001.
- 5.1.3 Increase of Position – Ventura College** was approved to increase the classified position of Accounting Technician II, PCN #VCU349, Ventura College ICPD, from 80% to 100%, effective November 14, 2001.
- 5.1.4 Increase of Position – Moorpark College** was approved to increase the classified position of Business Office Assistant I, PCN #MCU336, Moorpark College, Business Office, from 11 months to 12 months, effective November 14, 2001.
- 5.1.5 Increase of Position – Moorpark College** was approved to increase the classified position of Business Office Assistant I, PCN #MCU386, Moorpark College, Business Office, from 10 months to 12 months, effective November 14, 2001.
- 5.1.6 Establishment of Position – Oxnard College** was approved to establish the classified position of Administrative Asst. I, 60%, Oxnard College, Business Services, effective November 14, 2001.
- 5.1.7 Establishment of Positions – Ventura College** was approved to establish four (4) classified positions of Instructional Assistant/Emergency Medical Technician

Program, PCN #VCU436, VCU437, VCU438, VCU439, Seasonal, 3 months, 40%, effective November 14, 2001.

**5.1.8 Addition of Pesticide Differential – Oxnard College** was approved to include the permanent addition of 25% of the pesticide differential to the classified position of Grounds Maintenance Worker, PCN #XCU061, Oxnard College, effective November 14, 2001.

**5.1.9 Establishment of Position – Ventura College** was approved to establish the classified position of Counselor Assistant/Bilingual, 10 months, PCN #VCU440, Ventura College Off-Campus, effective November 14, 2001.

### *Business Services*

#### **6.2 Checks**

**6.2.1 Ratification of Accounts Payable and Payroll for the Period of September 17 - October 17, 2001** was approved to ratify Accounts Payable and Payroll for the period of September 17, 2001 - October 17, 2001.

#### **6.3 Purchase Orders**

**6.3.1 Approval/Ratification of Board Purchase Order Report #6** was granted to approve/ratify Board Purchase Order Report #6, September 15, 2001 - October 22, 2001.

#### **6.5 Budget Amendments**

**6.5.1 Approval of 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 Contract/Grant and Categorical Amendments - General Fund Restricted** was granted to amend the 2001-2002 General Fund Restricted budgets as presented.

**6.5.3 Approval of 2001-2002 Telecommunication & Technology Infrastructure Program Certification for Expenditures and Related Budget Amendment** was granted to approve the submission of the Telecommunication & Technology Infrastructure Program Certification of Expenditures and to authorize the amendment of the General Fund Restricted budgets for Moorpark College, Oxnard College, Ventura College and the District Service Center.

#### **6.7 Contracts**

**6.7.1 Approval of Contracts/Grants - General Fund Restricted** was granted to accept new contracts and grants and amendment to the FY 2001-2002 General Fund Restricted budgets in the amounts indicated.

**6.7.2 Approval of Service Contract with Fugro West Incorporated for Geotechnical Services for Project #19058: Learning Resource/Telecommunication Center at Moorpark College** was granted to authorize management to negotiate and execute the service contract with Fugro West Incorporated for Geotechnical Services for

Project #19058: Learning Resource/Telecommunication Center at Moorpark College.

- 6.7.3 Approval of Contract with Spencer/Hoskins Associates for Architectural Services for Project #19059: Child Development Center at Moorpark College** was granted to authorize management to negotiate and execute the service contract with Spencer Hoskins Associates for Architectural Services for Project #19059: Child Development Center at Moorpark College.
- 6.7.4 Approval of Service Contract with Fugro West Incorporated for Geotechnical Services for Project #39066: Learning Resource Center at Ventura College** was granted to authorize management to negotiate and execute the service contract with Fugro West Incorporated for Geotechnical Services for Project #39066: Learning Resource Center at Ventura College.
- 6.7.5 Acceptance of Completion for Project #29389: Replace Roof on PE Shower & Locker Building at Oxnard College** was approved to accept the completion of Project #29389: Replace Roof on PE Shower & Locker Building at Oxnard College.
- 6.7.6 Approval of Sub-Contractor Substitution for Project #29026: Community/Student Services Center at Oxnard College** was granted to substitute the subcontractor Countryside Development, Inc. for Project #29026: Community/Student Services Center at Oxnard College.
- 6.7.7 Approval of Service Contract with Doug L. Morris 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 Doug L. Morris for Inspection Services for Project #29026: Community/Student Services Center at Oxnard College.
- 6.7.8 Acceptance of Completion for Project #29398: Restroom Building for the Fire Technology Program for Oxnard College** was approved to accept the completion of Project #29398: Restroom Building for the Fire Technology Program for Oxnard College.

### *Trustees/Chancellor*

- 7.1 Action to Approve Governing Board Member Absence.** No absences were reported.
- 7.2 Approval of Date, Time and Location for the Annual Organizational Meeting** was granted to establish December 11, 2001, at 7:00 p.m. in the Cowan Conference Center - Ventura Room as the date, time, and place for the annual organizational meeting.
- 7.3 Appointment to Student Trustee Committee** was approved to evaluate the policy and procedures related to the student trustee.

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

*Human Resources*

- 5.3 **Approval of Classified Employees' Nomination for Personnel Commissioner** was moved by Trustee Nagel, seconded by Trustee Tallman, and carried on a unanimous vote, to approve the appointment of Barbara M. Harison as Personnel Commissioner effective December 1, 2001. (Lawson – yes)

Trustees Nagel and Tallman welcomed the new Personnel Commissioner, Barbara Harison. Trustee Hernández acknowledged Larry Kennedy and commented on the Personnel Management Class at Oxnard College.

*Business Services*

- 6.4 **Award of Bids**
  - 6.4.1 **Award of Bid #196, Fleet Vehicles for Moorpark College** was moved by Trustee Jacobs, seconded by Student Trustee Lawson, and carried on a unanimous vote, to approve Bid #196, Fleet Vehicles for Moorpark College. (Lawson – yes)

Trustee Jacobs commented on the maintenance of the Moorpark College vehicles and asked if there were adequate regulations in place. James Walker will update the Chancellor on the vehicle maintenance at Moorpark College.

**Action Items**

- 7.4 **Second Reading: Redistricting of Boundary Lines for the Board of Trustees** was moved by Trustee Tallman, seconded by Trustee Hernández, and carried on a unanimous vote, to approve a proposal for the redistricting of boundary lines for the Board of Trustees. (Lawson – yes)

Trustee Jacobs acknowledged the work done by the Redistricting Task Force. Trustees Hernández and Tallman acknowledged staff for all their efforts.

*End of Board Actions*

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## Reports

### STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**

- Student Trustee Lawson commented on student identification numbers and suggested that the District choose another form of identification. The Board asked for an update on this issue at the next Board meeting.
- Fenix Pleitez gave a brief update on the events at Ventura College. She announced that the Ventura College Associated Students voted in favor of the proposed bond issue and offered their help. Ms. Pleitez pointed out that the students voted to waive the health fee for high school students at Santa Paula and the outlying areas.
- Albert Mendez commented on the Halloween Dance, guest speakers at the Nations Club and the food drive to help families in need. He announced that the Associated Student Government voted to support the proposed bond issue and offered their help. Mr. Mendez reported that Oxnard College sent 4 students to the HACU conference.
- Lissette Sotelo reported on events at Moorpark College. She pointed out that on Halloween, the Associated Student Government handed out pumpkins to those students with student ID. Ms. Sotelo commented on the candlelight vigil held on November 11. She announced that Moorpark College Associated Student Government supported the proposed bond issue.

- **Academic Senate representatives**

- Charlene Arnold said that the Academic Senate is in the process of codifying the hiring priorities process. She expressed the support of the Moorpark College Academic Senate on the proposed bond issue and offered to help.
- Mary Jones commented on discussions regarding the change in accreditation standards and repeatability at the statewide academic senate meeting. Ms. Jones introduced members of the Oxnard College Leadership Class.
- Richard Goff distributed copies of the Ventura College Academic Senate agenda. He commented on a proposed resolution regarding the faculty discipline process. Mr. Goff said that members of the academic senate would participate in the mini accreditation visit. He said that the Ventura College Academic Senate supports the proposed bond issue.

- **Personnel Commission representative**

- Patricia Parham reported that the Personnel Commission voted to take a “no stance” on the proposed bond issue.

- **College Management Association representative**

- Patricia Parham announced that the College Management Association supports the proposed bond issue, including volunteer support and a \$1,000 donation on behalf of CMA.

- **Classified Supervisors Association representative**

- Susan Brent said that the Classified Supervisors support the proposed bond issue.



## CHANCELLOR'S REPORT

**• Presidents' Reports**

- James Walker distributed the cover of the Moorpark College schedule of classes. He reported on upcoming productions at the Performing Arts Center and a Moorpark College fundraiser on April 12.
- Tom Harris distributed the Oxnard College schedule of classes and mentioned the Geography Bowl.
- Larry Calderón commented on the Community Resource Development Division.

**• Ventura College Presentation**

- Luanne Swanberg, Performance Improvement Specialist, gave a PowerPoint presentation regarding the Institute for Community and Professional Development. Dee Konzcal reported on the Alternate Text Production Center. The Board was invited to the *ICPD Thank You Reception* on November 30. Dr. Calderón acknowledged those who developed the presentation.

**• Deputy Chancellor's Report**

- **Update on FTES Projection** – Michael Gregoryk said that he would provide an update at the December 11 Board meeting. Trustee Tallman expressed his concerns regarding the current policy on nonpayment of student fees. Mr. Gregoryk indicated that he would provide a report regarding drops and reenrollments.
- Mr. Gregoryk acknowledged the students who attended the HACU conference. He commented on the efforts to improve the air quality at the District Service Center.

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## First Reading Items

- **Course Approvals: New and Revised Courses – Moorpark, Oxnard, and Ventura Colleges, and Certificate Revision – Oxnard College** was accepted for Second Reading.
- **Board of Trustees 2002 Schedule of Meetings** was accepted for Second Reading. There was a brief discussion regarding the Board Retreats. It was decided to include additional dates for Retreats for Second Reading.
- **Proposed Addition to Board Policy Section D.20 - Purchasing Policy to Allow for Issuance of Procurement Cards** was accepted for Second Reading.

Michael Gregoryk pointed out that during meetings of the Futures Forum, this item was suggested in order to increase efficiency. He said that training sessions would be held, and acknowledged Susan Johnson and her staff for their efforts. Richard Goff suggested information be distributed on credit card fraud penalties.

- **Placement of a Ventura County Community College District Bond Initiative on the March 2002 Ventura County Election Ballot** was accepted for Second Reading for the placement of a Ventura County Community College District \$320 million bond initiative on the March 2002 Ventura County election ballot to support the refurbishment of aging facilities and construction of new facilities at Moorpark, Oxnard, and Ventura Colleges and at the VCCCD's affiliated off-site higher educational facilities.

Chancellor Westin gave a brief background on this item. He said that during the Futures Forum meetings, the need to fix major facilities' problems in order to provide quality education at the colleges was discussed. Dr. Westin indicated that the District commissioned a professional organization to perform a formal poll to determine the support of taxpayers for a bond initiative and noted that the results indicated that 70% of likely voters said that they would support the measure. Dr. Westin commented on the Preliminary Facility Project List. He pointed out that if the Board calendar revision were approved, the Second Reading item would be on December 4, in order to meet the December 7 deadline. Dr. Westin said that he sent an email to all users and a letter to District constituencies regarding this issue and that the responses he received were in support of the proposed bond initiative.

Michael Gregoryk commented on the preliminary facilities list and explained the process used to develop the list. He acknowledged the support of the three associated student governments. Mr. Gregoryk introduced the consultant, Catherine Lew. Catherine Lew explained the results of the Baseline Survey and gave a brief overview of the process that would be used in obtaining support for the bond initiative. She pointed out that a volunteer advocacy committee would be convened and indicated that the Board Trustees and district employees could not participate in planning and strategies after the Board vote, but that as private individuals, they could volunteer their time. Ms. Lew said that she would provide an information sheet explaining the process. There was a brief discussion regarding this item. It was decided to hold a special Construction Projects Subcommittee meeting on November 26 to discuss the Facility Project List. Jack Lipton, General Counsel, pointed out that under the Brown Act if the meeting is agendaized and proper notice is given, all five Board members could be at the subcommittee meeting and engage in discussions.

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## Action Items

- 7.5 Revision to Board of Trustees 2001 Schedule of Meetings** was moved by Trustee Jacobs, seconded by Trustee Hernández, and carried on a unanimous vote, to approve the revision to the 2001 Schedule of Meetings for the Board of Trustees to add a Special Board Meeting on December 4, 2001, for the Board to consider placing a General Obligation Bond on the March ballot. (Lawson – yes)
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## Trustee Issues

- **Governing Board Subcommittee Reports**

Trustee Nagel reported on the October 30 Board Construction Subcommittee meeting. He pointed out that the Braille Institute construction project began on October 17 and that there was a chemical storage tank available at Moorpark College.

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### PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

- **Student and Staff Issues**

Michael Terman, California Federation of Teachers, expressed his concerns regarding recent discipline.

Jose De Leon, Ventura College student, expressed his concerns about recent discipline and lawsuits.

Veronica Vera, former Ventura College student, expressed her concerns about recent discipline.

Christopher Valenzano announced that he is currently working for Assemblyman Tony Strickland as his higher education consultant and field representative to Ventura County for Oxnard and Moorpark Colleges. He gave a brief update on current legislation.

### ADJOURNMENT

At 9:35 p.m., it was moved by Trustee Nagel, seconded by Student Trustee Lawson, and carried on a unanimous vote, to adjourn the meeting. (Lawson - yes)