

Board of Trustees
Ventura County Community College District

MINUTES FOR THE MEETING OF JULY 8, 2003
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The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, July 8, 2003, in the Cowan Conference Center – Ventura Room, Camarillo, California.

Roll Call

Board Members Present:

Arturo D. Hernández, President
Cheryl Heitmann, Vice-President
Robert S. Gonzales
Allan W. Jacobs
Mary Anne Rooney
Elizabeth Wolfel, Student Trustee

Management Present:

James Walker, Interim Chancellor
Michael Gregoryk, Deputy Chancellor
Eva Conrad, President, Moorpark College
Ramiro Sanchez, Executive Vice President, Student Learning, for Lydia Ledesma-Reese, President, Oxnard College
Larry Calderón, President, Ventura College
Roberta Sistos, General Counsel
William Studt, Vice-Chancellor, Human Resources
Vic Belinski, Associate Vice-Chancellor, Information Technology
Sue Johnson, Associate Vice Chancellor, Business Services
Mary Anne McNeil, Contracts and Grants Supervisor
Carolyn Inouye, Director of Institutional Research
Jim Botting, Police Chief

Faculty/Staff/Student Representatives:

Richard Goff, for Becky Santillian-Hull, Ventura College Academic Senate President
Jack Miller, Moorpark College Academic Senate President
Elena Nua, SEIU

CALL TO ORDER

President Hernández called the meeting to order in the Cowan Conference Center – Ventura Room at 4:03 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

None

RECESS TO CLOSED SESSION

At 4:10 p.m. President Hernández recessed the meeting to Closed Session in the Cowan Conference Center, Ojai Room to consider the following items:

CONFERENCE WITH LABOR NEGOTIATOR [*Gov't Code* § 54957.6] The District's negotiator is Vice-Chancellor of Human Resources William Studt and the employee organizations are AFT and SEIU.

PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS [*Gov't Code* § 54957] The Board will consider all academic administrators.

CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION [*Gov't Code* § 54956.9(a)]

- *Marian A. Carrasco vs. VCCCD, Board of Trustees, Philip Westin, Larry Calderón, Becky Hull, and Guadalupe Guillén* (Ventura County Superior Court Case No. CIV217710)
- *Timothy Suel vs. VCCCD, Board of Trustees, Philip Westin, Larry Calderón, Becky Hull, and Guadalupe Guillén* (Ventura County Superior Court Case No. CIV217711)
- *Custom Metal & Air Conditioning vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV218825)
- *Ronald Segovia Dyste vs. VCCCD, Philip Westin, and Larry Calderón* (Ventura County Superior Court Case No. CIV214921)
- *William Mandras vs. VCCCD* (Ventura County Superior Court Case No. MS172797)
- *Hilton vs. VCCCD* (Ventura County Superior Court Case No. CIV219896)

CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION [*Gov't Code* § 54956.9(b)]

- A Claim was filed against the District on February 21, 2003. Because the claim involves an allegation of tortuous sexual conduct, the name of the claimant is not being released pursuant to the Brown Act, Section 54961(b) of the *Government Code*. Redacted copies of the Claim are available.
- A Claim was filed against the District on June 30, 2003. Because the claim involves an allegation of tortuous sexual conduct, the name of the claimant is not being released pursuant to the Brown Act, Section 54961(b) of the *Government Code*. Redacted copies of the Claim are available.

PUBLIC EMPLOYMENT [*Gov't Code* § 54957]

- The Board will consider appointment of Chancellor.

RECONVENE IN OPEN SESSION

President Hernández reconvened the meeting in Open Session at 6:57 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

Jack Miller led the pledge to the flag.

CLOSED SESSION REPORT

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

In the case of *Hilton vs. VCCCD* (Ventura County Superior Court Case No. CIV219896), the Board voted unanimously to deny the claim.

In the claim filed against the District regarding an allegation of tortuous sexual conduct the Board voted unanimously to deny the claim.

PUBLIC EMPLOYMENT [Gov't Code § 54957]

- Interim Chancellor: Interview of candidates and appointment.

President Hernández announced the appointment of William Studt as Interim Chancellor effective July 19, 2003. Salary to be same as Dr. Walker's, plus car allowance.

PUBLIC NOTICES OF CHANGES TO AGENDA

Item 5.1.8 Establishment of Position – Ventura College should read Ventura College, not East Campus.

Reports

REPORTS

- Moorpark College

Dr. Conrad congratulated Bill Studt on his assignment as interim chancellor. Jack Miller also congratulated Bill Studt and introduced John Gray and Victoria Bortollusi who gave a presentation on the Cyber Summer Program held at Moorpark College for high school students interested in a career in areas of multimedia.

- Ventura College

Dr. Calderon reported Ventura College was removed from “Warning Status” and the Accrediting Commission for Community and Junior Colleges has now reaffirmed their accreditation. He thanked the many individuals who were involved in making sure progress at Ventura College was effectively portrayed.

- Deputy Chancellor

Mike Gregoryk thanked Jim Walker for his dedication and leadership during these difficult times. He also congratulated Bill Studt on his interim assignment and stated he looks forward to working with him.

- Districtwide Police Operations Report

Jim Botting, Police Chief, gave a presentation on the current status of the campus police and stressed the need for continued training for the officers.

Mr. Gregoryk and Trustees Heitmann, Gonzales and Jacobs complimented Chief Botting on his report and the professionalism he has brought to the police department.

- Interim Chancellor

Dr. Jim Walker thanked Ramiro Sanchez for the great job he is doing while Dr. Lydia Ledesma-Reese has been off recuperating from neck surgery.

He also announced the death of Eileen Welser’s father and gave his condolences.

Dr. Walker called attention to the presentation made by Moorpark College and claimed it demonstrated what a great profession teaching is.

- Vice Chancellor

William Studt stated it was an honor to be selected as interim chancellor and he is looking forward to meeting with all staff. He said the District is a wonderful place to work.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

The Board of Trustees presented Dr. Jim Walker a glass plaque engraved with thanks and signed by all board members for his service and dedication to the Ventura County Community College District. Trustee Hernandez pointed out it was Jim's commitment and patience that brought calm and security to all of us at such a challenging time.

Trustee Heitmann thanked Jim Walker for his support and on behalf of the Board presented him a gift certificate to Copeland Sports. She thanked his wife for her dedication.

Ceremonial Resolutions

- 1.1. Resolution to Acknowledge Police Officer Richard Rudas for Military Service with the United States Marine Corps in Iraq** was moved by Trustee Gonzales, seconded by Trustee Rooney, and carried on a unanimous vote, to approve the Resolution to Acknowledge Police Officer Richard Rudas for Military Service with the United States Marine Corps in Iraq.
(Wolfel – yes)

PUBLIC COMMENTS

There were no public comments.

Consent Calendar Items

Approval of Minutes

- 2.1 Action to Approve Minutes of the Special Meeting of the Board of Trustees for June 6, 2003** was approved.
- 2.2 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for June 17, 2003** was approved.
- 2.3 Action to Approve Minutes of the Special Meeting of the Board of Trustees for June 27, 2003** was approved.

Human Resources

- 5.1 Classified Actions** were approved.
- 5.1.1 Provisional Assignments** were approved as follows:

Hourly Provisional and/or Hourly Limited Term

<u>Name/Classification</u>	<u>Loc.</u>	<u>Eff. Date</u>
Keefer, Brenda/Zoo Day Camp Technician	MC	07/01/03 – 08/22/03

Lanehart, Heidi/Tutor	VC	05/01/03 – 05/15/03
Leingang, Janelle/Zoo Day Camp Technician	MC	06/23/03 – 06/30/03
Nelson, Moretta/Lab Tech. II-Biology	VC	07/01/03 – 06/30/04
Pettit, William/Kiln Operator	VC	06/30/03 – 08/07/03
Vidana, Connie/Classified Personnel Specialist	DSC	07/09/03 – 12/05/03
Walter, Melisa/Zoo Day Camp Technician	MC	06/16/03 – 06/30/03
Walter, Melisa/Zoo Day Camp Technician	MC	07/01/03 – 08/22/03
Calderon, Linda/Std't Srv Spec'lst/Int'l Std't	OC	07/01/03 – 11/05/03
Llanes, Carmen/A&R Tech.-Bilingual	OC	07/01/03 – 11/05/03

5.1.2 Voluntary Demotion in Lieu of Lay-Off was approved for following voluntary demotion in lieu of lay-off:

<u>Name</u>	<u>Classification/Loc.</u>	<u>Rate</u>	<u>Eff. Date</u>
LaPaglia, Richard	Std't. Srv. Spec'lst/Int'l Std'ts. - OC (PCN#XCU088 – 12 mo./100%)	\$4,148/mo	7/21/03

5.1.3 Reassignment of Classified Personnel was approved for the reassignment in lieu of lay-off of the following classified personnel:

<u>Name</u>	<u>Classification/Loc.</u>	<u>Rate</u>	<u>Eff. Date</u>
Jameson, Kathryn	Administrative Asst. II/MC	\$3,173/mo.	July 1, 2003
Kinney, Peggy	Clerical Asst. II/VC (10 mos., 60%)	\$1707.60/mo.	July 21, 2003
Roach, John	Maint. Asst. II/Painter/VC	\$3,932/mo.	July 21, 2003
Tannehill, Caroline	Administrative Asst. II/OC	\$3,730/mo.	July 1, 2003
Verbeck, Mary Louise	Admin Asst. II/VC	\$3,531/mo.	July 1, 2003

5.1.4 Probationary Personnel

<u>Name</u>	<u>Classification</u>	<u>Rate</u>	<u>Eff. Date</u>
Douglas, Laura	Acct. Tech. II – Payroll-DSC	\$2,699/mo.	7/10/03
Newman, Elizabeth	Food Srv. Asst. I, OC, 11 mo., 45%	835.00/mo.	7/14/03
Munoz, Adriana	Clerical Asst. I/Bilingual	2,243/mo.	7/21/03

5.1.5 Establishment of Position – Moorpark College was approved to establish the classified position of Business Office Assistant, 12 mos., 48%, PCN#MCU419, Moorpark College, effective July 9, 2003.

5.1.5 Promotional Employee was approved for Carlos Hernandez, Food Services Asst. II (PCN#XCU275, 11 mos., 47.5% Salary Schedule #180, Step 1), effective July 14, 2003.

- 5.1.7 Establishment of Position – Ventura College** was approved to establish a Custodian (12 mo., 37.5%) position (PCN#VCU460), at Ventura College – East Campus, effective July 9, 2003.
- 5.1.8 Establishment of Position – Ventura College** was approved to establish a Theater Technician (12 mo., 47.5%) position (PCN#VCU461), at Ventura College effective July 9, 2003.
- 5.1.9 Abolishment of Position – Ventura College**
Establishment of Position – Ventura College was approved to abolish a vacant classified position of Warehouse Operator I (PCN#VCU138) at Ventura College, effective July 9, 2003, and the establish a Warehouse Operator II, 12 mos., 100% (PCN#VCU459), effective July 9, 2003, at the District Service Center.
- 5.1.10 Abolishment of Position – District Service Center**
Establishment of Position – District Service Center was approved to abolish a vacant classified position of Community College Police Officer II (PCN#WCU010), effective July 9, 2003, and the establish a Community College Police Officer I (PCN#WCU022), effective July 9, 2003, at the District Service Center.
- 5.1.11 Reinstatement – Ventura College** was approved to reinstate Roger Meyer from his previous position of Theater Technician, (PCN#VCU430), Ventura College to a newly created position of Theater Technician, 12 mos., 47.5% (PCN#VCU461), at Ventura College, effective approximately July 9, 2003.
- 5.1.12 Approval of Request for Voluntary Leave of Absence Without Pay** was granted for Teresa Beard, Financial Aid Technician-Financial Aid/VC Support Specialist, for the period August 1 - November 1, 2003.
- 5.2 Academic Actions**
- 5.2.1 Approval of Full-Time Temporary Non-Tenure Track Academic Personnel – Moorpark College** was granted to appoint, Michelle Harper, as a full-time temporary non-tenure track academic personnel, Grant Project Director for Neighborhoods for Learning (NfL) Grant at Moorpark College.
- 5.2.2 Request for Reassignment from Academic Manager Position to a Full-Time Faculty Tenure Track Position and a Reduction in Percent of Assignment – Ventura College** was granted for Dr. Glenn Hisayasu for reassignment from his current position of Dean of Programs and Services/Technology (PCN#VMA174) to a tenure track faculty position as a Counselor (80% - 11 months) (PCN#VFN153) at Ventura College.
- 5.2.3 Acceptance of Resignation/Retirement of an Academic Manager –District Service Center** was granted to accept the retirement of Dr. James W. Walker, Interim Chancellor, effective July 18, 2003.

- 5.2.4 Approval of Part-Time Faculty – Oxnard College** was granted to approve Patricia Colman, History Instructor (Emergency Hire) at Oxnard College for the Summer 2003, effective June 24, 2003.
- 5.3 Non-Represented Employee Groups Salary and Benefits Agreement** was granted to accept the non-represented employee group agreements regarding salary and benefit concessions.

Business Services

- 6.2 Checks**
- 6.2.1 Ratification of Accounts Payable and Payroll for the Period of May 29, 2003 – June 20, 2003** was approved.
- 6.3 Purchase Orders**
- 6.3.2 Approval/Ratification of Board Purchase Order Report #3 FY 2003/04** was approved from May 30, 2003 to June 23, 2003.
- 6.9 Capital Planning, Design and Construction**
- 6.9.1 Acceptance of Completion of Project #29026: Community/Student Services Center at Oxnard College** was granted to accept the completion for Project #29026: Community/Student Services Center at Oxnard College.
- 6.9.2 Approval to Execute a Contract with Spencer/Hoskins for Master Plan Services at Moorpark College** was granted to authorize management to execute a contract with Spencer/Hoskins in the amount of \$115,000 for Master Plan Services at Moorpark College. These fees may be subject to change depending on the evolution of the Master Plan process or if additional specialty sub-consultants are required.
- 6.9.3 Approval of Contract with Nye & Nelson for Paving the Fire Access Road at Ventura College** was granted to approve the contract with Nye & Nelson in the amount of \$14,774 for paving work required to repair an existing fire access road at Ventura College.
- 6.9.4 Approval to Execute Change Order #5 with FTR International to Expand the Terrace at the Ventura College Learning Resource Center, Project #39066** was granted to authorize management to execute a change order to the contract with FTR International for up to \$47,882 for the expansion of the terrace at the Ventura College Learning Resource Center. The amount of the change order may be reduced through subsequent negotiations with FTR.
- 6.9.5 Approval of Contract with Irwin Folding Bleacher Company for New Bleachers at Ventura College Athletic Event Center** was granted to approve the contract with Irwin Folding Bleacher Company in the amount of \$152,978 for new bleachers at the Athletic Event Center at Ventura College.

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

6.3 Purchase Orders

6.3.1 Approval/Ratification of Board Purchase Order Report #14 FY 2002/03 was granted, from May 30, 2003 to June 23, 2003.

Student Trustee Wolfel inquired about purchase order #P0032796 to Smarthinking Inc. for Online Student Tutoring Service. Dr. Calderon advised there were no additional costs for upkeep and the system is available to all students who have access to the web.

Dr. Walker suggested that Student Trustee Wolfel meet with the Chancellor prior to the Board meeting to ensure her questions are answered.

6.7 Contracts

6.7.1 Ratification of License Agreement Between the Ventura County Community College District and Ramon Gallo Doing Business as Gallo's Nursery was approved to ratify the License Agreement between the Board of Trustees of the Ventura County Community College District and Gallo's Nursery.

Trustee Jacobs questioned whether the agreement had the appropriate legal review and past problems with payments had been rectified. Ramiro Sanchez said the current contract was reviewed and all concerns addressed.

Action Items/Second Reading Items

Business Services

1. **Approval of Increase in Parking Permit Fees and Parking Fines for FY 2003-2004 (6.8.1)** was moved by Trustee Heitmann, seconded by Trustee Rooney, and carried on a unanimous vote, to increase in parking fees to \$40 per semester, and parking fines to \$35 for FY 2003-2004.

Student Trustee Wolfel expressed her concerns about increases in fees and distributed a report regarding parking fees and fines at various cities and other community colleges. (Wolfel - no)

2. **Authority to Execute an Agreement with Harris Communications for Annual Repair Service Program of Hardware Maintenance on District-wide Microwave System (6.8.2)** was moved by Trustee Gonzales, seconded by Trustee Heitmann, and carried on a

unanimous vote, to authorize management to execute a contract with Harris Communications to provide hardware maintenance to support District-wide Area Network (WAN). (Wolfel - yes)

End of Board Actions

ITEMS FOR DISCUSSION

- **Board of Trustees Self-Evaluations**

There was a brief discussion regarding a retreat to discuss self evaluations and it was agreed to bring this item back at a later date.

- **Discussion Regarding Negotiations with Strata Information Group**

President Hernandez requested more information on savings are due to the implementation of the Banner system. (e.g. Payroll).

Trustees Rooney and Heitmann commented on their meeting with Vic Belinski regarding this issue.

There was a brief discussion regarding this item and it was agreed that Vic Belinski would come back to the Board with a one-year contract proposal and backup material giving the Board members a choice over which programs would be beneficial and which would have serious repercussions if we did not continue on a short-term basis.

- **Discussion Regarding a Primary Law Firm to Provide Legal Services for the District**

Trustee Gonzales excused himself from this discussion. Mike Gregoryk gave a short report on his findings during reference checks on the final three firms. It was decided the Subcommittee members Art Hernandez and Cheryl Heitmann would make further review and an action item would be brought to the next board meeting or a special board meeting would be called, if a decision was made sooner on which law firm will be offered a contract.

ADJOURNMENT

At 9:57 p.m. the meeting was adjourned.