

# Board of Trustees

## Ventura County Community College District

**Arturo D. Hernández**

*President*

**Cheryl Heitmann**

*Vice-President*

**Robert S. Gonzales**

*Trustee*

**Allan W. Jacobs**

*Trustee*

**Mary Anne Rooney**

*Trustee*

**Elizabeth Wolfel**

*Student Trustee*



*Moorpark - Oxnard - Ventura*

**William Studt**

*Interim Chancellor/*

*Secretary to the Board*

**MINUTES  
FOR THE MEETING OF  
SEPTEMBER 16, 2003**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, September 16, 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:**

William Studt, Interim Chancellor

Michael Gregoryk, Deputy Chancellor

Eva Conrad, President, Moorpark College

Larry Calderón, President, Ventura College

Lydia Ledesma-Reese, President, Oxnard College

Patricia Parham, Interim Vice-Chancellor, Human Resources

Ramiro Sanchez, Executive Vice President, Student Learning

Tom Kimberling, Vice President, College Services

Vic Belinski, Associate Vice-Chancellor, Information Technology

Sue Johnson, Associate Vice Chancellor, Business Services

Carolyn Inouye, Director of Institutional Research

**Faculty/Staff/Student Representatives:**

Mary Jones, Oxnard College Academic Senate President  
Becky Santillan-Hull, Ventura College Academic Senate President  
Jack Miller, Moorpark College Academic Senate President  
Angela Marquez, Ventura College Classified Senate President  
Rene Navarro, Moorpark College Associated Student Government Representative  
Doreen Juarez, Ventura College Associated Student Government President  
Larry Miller, AFT  
Diane Moore, CMA

CALL TO ORDER

President Hernández called the meeting to order in the Cowan Conference Center – Ventura Room at 4:05 p.m., with Trustee Gonzales absent.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no public comments.

*Trustees/Chancellor*

- A-1 Appointment of Secretary to the Board of Trustees** was moved by Trustee Rooney, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Gonzales absent, to appoint William Studt as Secretary to the Board of Trustees.
- A-2 Appointment of District’s Negotiator** was moved by Trustee Rooney, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Gonzales absent, to appoint Patricia Parham as the District’s Negotiator.

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 Interim Vice-Chancellor of Human Resources Patricia Parham and the employee organizations are AFT and SEIU.

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

- *Ronald Segovia Dyste vs. VCCCD, Philip Westin, and Larry Calderón* (Ventura County Superior Court Case No. CIV214921)
- *Wood & Bender vs. VCCCD*
- *Doris Antal vs. VCCCD, Board of Trustees, et al.* (Ventura County Superior Court Case No. CIV221532)

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

- Significant exposure to litigation against the District – 2 cases.

Trustee Gonzales arrived at 4:15 p.m.

RECONVENE IN OPEN SESSION

President Hernández reconvened the meeting in Open Session at 6:20 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

Larry Calderón led the pledge to the flag.

CLOSED SESSION REPORT

There was no Closed Session Report.

## Reports

REPORTS

- **Ventura College**
  - **Presentation – On Becoming a Student-Centered Community**

Larry Calderón, Deborah Ventura, Ismael de La Rocha, Lyn MacConnaire, Luke Hall, Bill Thieman, Milo Ferro, Joan Smith, Jose Avila, Becky Hull, Angela Marquez, and Doreen Juarez made a presentation on the Council for Institutional Development at Ventura College. Dr. Calderón distributed a copy of the PowerPoint Presentation titled, *On Becoming a Student Centered Community*.
  - **Reports from Other Colleges**
    - **Student Government Representative**
      - Rene Navarro, Director of External Affairs, thanked the Board for providing the students the opportunity to speak and gave a brief update on the activities of the Moorpark College student government.
      - Doreen Juarez, Associated Student Government President, reported on the activities at Ventura College. She thanked Dr. Calderón, faculty and staff for their support. Ms. Juarez invited the Board to student government meetings.

Elizabeth Wolfel acknowledged Doreen Juarez for her efforts on the 9/11 ceremonies at Ventura College. Ms. Wolfel gave a brief report on the activities and meetings of Moorpark, Oxnard, and Ventura colleges' student governments.

President Hernández reported on his meeting with the academic senate presidents, and commented on the flex day activities at the colleges.

- **College Management Association Representative** – Diane Moore, CMA President, announced that the College Management Association developed the following goals:
  1. Improve Board Relations with Managers through Better Communications.
  2. Review the Deans' Evaluation Process.
  3. Create and Implement a Comprehensive Management Staff Professional Development Plan.

President Hernández said that he would be happy to meet with members of CMA.

- **Chancellor**
  - **Deputy Chancellor**
    - **Measure “S” and Capital Construction Projects**
      - **Ventura College Facility Master Plan**  
Vince Coffeen, Architect, updated the Board on the Ventura College Facility Master Plan. Mr. Coffeen gave a brief explanation on energy conservation and infrastructure. Trustee Rooney pointed out that the Master Plan goes beyond our current Measure S facilities.

#### ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

#### *Ceremonial Resolutions*

President Hernández presented a *Certificate of Appreciation* to Dr. Irene Pinkard to acknowledge her 11-years of outstanding service to the District as Dean of Continuing Education, Vice President of College Services, and Associate Vice Chancellor of Human Resources. Trustee Rooney acknowledged Dr. Pinkard.

Dr. Pinkard thanked the Board for the presentation and recognition.

The meeting was recessed at 7:55 p.m. and reconvened at 8:15 p.m.

- **Chancellor (Continued)**
  - **Vice Chancellor, Human Resources**
    - Patricia Parham announced that the deans' evaluations were completed and on file in the Human Resources Office. She commented on the proposed reorganization of the Human Resources Department.
  - **Personnel Commission Representative**
    - Ms. Parham gave a brief update on the Personnel Commissioner appointment process. She updated the board on the revision to the Personnel Commission Rules and Regulations.

Trustee Rooney asked about employee contract procedures. A schedule of the rotation of employee contracts will be sent to the Board.

Trustee Heitmann announced that she would be serving on the Community College League of California Advisory Board on Education Services.

- **Trustees**
  - **Subcommittees**
    - **Construction Projects Subcommittee** – Trustee Rooney gave a brief report on the Construction Subcommittee meeting.

The Board asked the Legislative Subcommittee to review SB 6 and a resolution in opposition of Proposition 54.



PUBLIC NOTICE OF CHANGES TO THE AGENDA

*Human Resources*

- C-2 **Classified Actions** – On the agenda, Item K should reflect that the new job description was for the Community College Administrative Lieutenant, and Item F - Probationary Personnel – the location for Will Smith was Ventura College.
- C-3 **Academic Actions**
  - B. **Termination of Full Time Academic Employee** was pulled from the agenda.
- A-4 **Approval of VCCCD-SEIU Side Letter Agreement** was revised to update the Side Letter Agreement between VCCCD and SEIU pertaining to cost savings measures/restoration.

*Business Services*

- C-8 **Establishment of 2003-2004 Gann Appropriation Limit as Required by the California Constitution**– This item was revised to include the attachment that was inadvertently omitted.
- C-9 **Capital Planning and Design Construction** – The Board items for Capital Planning, Design and Construction (C-9A through C-9G) were revised to reflect that these items were presented and discussed at the Board Construction Subcommittee.

OPEN PUBLIC HEARING

- **Proposed Budget for the Ventura County Community College District for Fiscal Year 2003-2004** - At 8:40 p.m., it was moved by Trustee Gonzales, seconded by Trustee Rooney, and carried on a unanimous vote, to open the Public Hearing regarding the

Proposed Budget for the Ventura County Community College District for Fiscal Year 2003-2004. The Budget became available for public inspection on September 11, 2003, at 333 Skyway Drive, Camarillo, CA 93010, during normal business hours. (Wolfel – yes)

Michael Gregoryk gave a brief overview of the 2003-2004 Adoption Budget. He thanked the colleges, the District Service Center and their staff.

The following items were discussed:

- FTES
- Supplies
- Utilities
- Health & Welfare Benefits
- Child Development Fund
- Health Center\*

President Hernández thanked all those involved in the budget process. He expressed his concerns about funding for the build out of Oxnard College.

At 9:15 p.m., President Hernández closed the Public Hearing. The Board meeting was reconvened at 9:16 p.m.

***Business Services***

**A-3 Adoption of 2003-04 Adoption Budget** was moved by Trustee Jacobs, seconded by Trustee Heitmann, and carried on a unanimous vote, to adopt the 2003-04 Adoption Budget for the Ventura County Community College District. (Wolfel – yes)

**PUBLIC COMMENTS**

There were no public comments.



***Consent Calendar Items***

It was moved by Trustee Gonzales, seconded by Trustee Rooney, and carried on a unanimous vote, to approve the following Consent Calendar Items: (Wolfel – yes)

***Approval of Minutes***

**C-1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for August 12, 2003** was approved.

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\* Added on October 15, 2003

### *Human Resources*

#### **C-2 Classified Actions** were approved as follows:

- A. Resignation of Classified Personnel as listed.
- B. Provisional Assignments as listed.
- C. Establishment of a Position of Child Development Assistant position at Moorpark College.
- D. Establishment of a Position of Child Development Assistant position at Moorpark College.
- E. Temporary Increase of Assignment as listed.
- F. Probationary Personnel as listed.
- G. Approval of Employment of Relatives as listed.
- H. Request for Family Medical Leave of Absence (FMLA) – Ventura College for Linda Lehman, Disabled Student Services Specialist/Interpreter (PCN#VCU070), Ventura College, for the time period of August 30, 2003 through November 21, 2003.
- I. Change of Assignment of Linda Callaway and Zenaida Pena at Oxnard College from 11 months to 12 months, effective September 17, 2003.
- J. Abolishment of Position of Custodial Supervisor I (PCN#MSC045) at Moorpark College, effective October 20, 2003.
- K. Abolishment of Position of a vacant classified position of Community College Police Officer I (PCN#WCU022) at the District Service Center; and the establishment of a Community College Administrative Lieutenant and new job description (PCN#WSC004) at the District Service Center, effective September 17, 2003.

#### **C-3 Academic Actions**

- A. Approval of List of Part-time Faculty – Moorpark, Oxnard and Ventura College was granted for the Fall 2003.
- C. Termination of Full Time Academic Employee was pulled from the agenda.
- D. Extension of Temporary Grant Funded Academic Manager Position/Employee Assignment – Ventura College was approved to extend through the academic year 2003-2004 and an increase back to a 100% assignment for Mary Pat Huxley, Director ED>Net Biological Technologies Initiative (PCN-VMZ001), temporary grant funded academic manager position at Ventura College. Effective date of change will be September 17, 2003 through June 30, 2004.
- E. Increase of Assignment time for a Temporary Grant Funded Non-Tenure Track Academic Position – Ventura College was granted to increase the percent of assignment from 75% to 85% for Virginia Estrella, Coordinator MESA Program at Ventura College. Effective date of this change will be September 17, 2003 through May 19, 2004.
- E. Extension of Position Assignment Time and Increase in Percent of Assignment for a Temporary Grant Funded Non-Tenure Track Academic Position – Ventura College was approved to extend the contract assignment time through the AY 2003-2004 and increase from 50% to 100% Dr. James Harber, Biotechnology Trainer/Program Developer (PCN-VFZ008) at Ventura College. Effective date of this change will be September 17, 2003 through May 19, 2004.

### *Business Services*

- C-4 Ratification of Accounts Payable and Payroll for the Period of July 19, 2003 – August 27, 2003** was granted for the period of July 19, 2003 – August 27, 2003.
- C-5 Approval/Ratification of Board Purchase Order Report #5 FY 2002/04** was granted, from July 30, 2003 to August 27, 2003.
- C-6 Contracts**
- A. Contract with Strata Information Group to Supply Support to the Colleges in Completing Implementation of Degree Audit for IGETC, UC and CSU Transfer was approved.
  - B. Approval of I-Net Memorandum of Understanding Amendment was granted.
- C-7 Quarterly Report of Investments for Ventura County Community College District** was accepted.
- C-8 Establishment of 2003-2004 Gann Appropriation Limit as Required by the California Constitution** was authorized as required by Article XIII B of the California Constitution and Government Code Section 7910.
- C-9 Capital Planning and Design Construction**
- A. Approval of Contract with P2S Engineering for District-wide Telephone/Data Infrastructure Study was granted in the amount of \$168,100 for a district-wide telephone/data infrastructure study. These fees may be subject to change depending on the evolution of the study or if additional specialty sub-consultants are required.
  - B. Approval of the Revised 2002-03 Scheduled Maintenance and Special Repairs Program Project Priority List was granted as listed.
  - D. Acceptance of Change Order Summary Report for Capital Projects was approved.
  - E. Approval of Increase in Project Costs for the EATM Storm Sewer Repair Project at Moorpark College was granted.
  - F. Approval of Contract with Penfield & Smith for Civil Engineering Services (Camarillo) at Oxnard College was granted in the amount of \$194,250 for civil engineering services to provide land survey work necessary to design and develop construction documents for the Measure S capital construction program.
  - G. Approval of Increase in Contract to BTC Laboratories for Required Testing and Inspection Services at the Moorpark College Learning Resource/ Telecommunications Center was granted to approve an increase of \$70,000 in the contract to BTC Laboratories, Inc. for additional testing and special inspection services for Project #19058: Moorpark College Learning Resource/Telecommunications Center.

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

Interim Chancellor Studt commented on the revision to the agenda numbering and asked for comments.

At 9:30 p.m. Trustee Gonzales left the meeting.

### *Business Services*

#### **C-9 Capital Planning and Design Construction**

**C. Approval of Proposed Bond Measure S Phase II Projects** was moved by Trustee Rooney, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Gonzales absent, as defined in the Project Definition Booklet. (Wolfel – yes)

Handel Evans reviewed the Project Definition Booklet and gave a brief overview of the proposed Bond Measure S Phase II Projects. The Board commended the bond measure efforts and the Project Definition Booklet. There was a brief discussion regarding the Board's concerns.

## **Action Items/Second Reading Items**

### *Human Resources*

**A-4 Approval of VCCCD-SEIU Side Letter Agreement** was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve a Side Letter Agreement between VCCCD and SEIU pertaining to Cost Savings Measures/Restoration. (Wolfel – yes)

**A-5 Ratification of Salary Increase for Faculty** was moved by Trustee Rooney, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Gonzales absent, to ratify the approval of the .51% salary increase for faculty in accordance with the existing VCCCD/AFT Agreement for 2003-2004. (Wolfel – yes)

### *Trustees/Chancellor*

**A-7 Revision to Board of Trustees 2003 Schedule of Meetings** was moved by Trustee Rooney, seconded by Trustee Heitmann, and carried on a 4-0 vote, with Trustee Gonzales absent, to revise the 2003 Schedule of Meetings for the Board of Trustees as follows: (pending approval of Trustee Gonzales) (Wolfel – yes)

- October 14 Board Meeting changed to October 15.
- November 25 Board Meeting changed to November 18.
- Board Retreat scheduled for October 4 from 8:00 a.m. to 2:00 p.m.

Trustee Heitmann suggested that the Board meetings be held at each of the three colleges, with a tour of the college prior to the meeting.

### *End of Board Actions*

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## ITEMS FOR DISCUSSION

- **Discussion Regarding Timeline and Process for Selection of Chancellor:** This item will be discussed at the Board Study Session. There was a brief discussion regarding the process, timeline, services, budget, brochure, and composition of the committee. A copy of the brochure will be given to the Board members for review.
- **Discussion Regarding Meeting with New General Counsel:** There was discussion regarding guidelines for General Counsel Howard Friedman from Lozano Smith. Trustee Rooney asked for clarification on conflict of interest for board members. It was decided that the Board would meet with the General Counsel on September 29<sup>th</sup> at 3 p.m. or October 2 at 3 p.m.

## Trustee Issues

- **Trustee Reports/Announcements/Correspondence**

Trustee Rooney asked about the title, Community Colleges of Ventura County. There was a brief discussion regarding the use of the title and it was pointed out that it was a recommendation from the Futures Forum group.

Trustee Rooney reported on her visit to Ventura College English classes and encouraged the Board to spend time in the classroom with the students. Trustee Heitmann commented on her tour of the East Campus.

President Hernández expressed his concerns about email. He suggested that the policy be reviewed and that a message be sent to the colleges regarding misuse. Interim Chancellor Studt updated the Board on the development of a policy. Student Trustee Wolfel expressed her concerns regarding the current email policy for the student government.

## ADJOURNMENT

At 10:55 p.m., the meeting was adjourned.