

Board of Trustees

Ventura County Community College District

Cheryl Heitmann

President

Mary Anne Rooney

Vice-President

Robert S. Gonzales

Trustee

Arturo D. Hernández

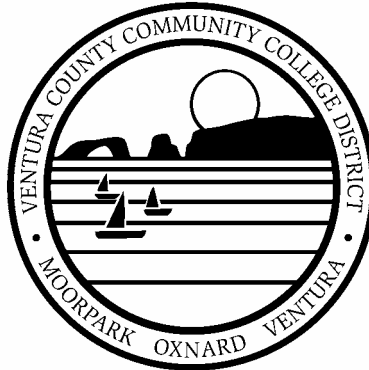
Trustee

Allan W. Jacobs

Trustee

Elizabeth Wolfel

Student Trustee



William Studt

Interim Chancellor/

Secretary to the Board

MINUTES FOR THE MEETING OF TUESDAY, JANUARY 13, 2004

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, January 13, in the Cowan Conference Center, Ventura Room.

Roll Call

Board Members Present:

Cheryl Heitmann, President

Mary Anne Rooney, Vice-President

Robert S. Gonzales

Arturo D. Hernández

Allan W. Jacobs

Elizabeth Wolfel, Student Trustee

Management Present:

William Studt, Interim Chancellor

Michael Gregoryk, Deputy Chancellor

Eva Conrad, President, Moorpark College

Joan Smith for 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

Vic Belinski, Associate Vice Chancellor, Information Technology

Sue Johnson, Associate Vice Chancellor, Business Services

Carolyn Inouye, Director of Institutional Research

Jim Botting, Chief of Police

Faculty/Staff/Student Representatives:

Jack Miller, Moorpark College Academic Senate President

Mary Jones, Oxnard College Academic Senate President

Becky Santillian-Hull, Ventura College Academic Senate President

Angela Marquez, Ventura College Classified Senate President
Jose Fonseca, Oxnard College Student Government Representative
Doreen Juarez, Ventura College Associated Student Government President
Larry Miller, AFT

CALL TO ORDER

President Heitmann called the meeting to order in the Cowan Conference Center – Ventura Room at 4:05 p.m. Trustee Rooney arrived at 4:15 p.m. Trustee Gonzales arrived at 4:39 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no public comments.

RECESS TO CLOSED SESSION

At 4:06 p.m. President Heitmann recessed the meeting to Closed Session in the Cowan Conference Center, Ojai Room to consider the following items:

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)
- *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)
- *Laura Hilton vs. VCCCD* (Ventura County Superior Court Case No. CIV219896)
- *Stephanie Ruef vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV223739)

CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION [*Gov't Code* § 54956.9(b)] The existing facts and circumstances that might result in litigation against the District arise from the following:

1. The Board convened into Closed Session to consider the claim of Patricia Kistler.

CONFERENCE WITH LABOR NEGOTIATOR [*Gov't Code* § 54957.6]

The District's negotiators are as follows: Jack Parham for AFT, and Interim Vice-Chancellor of Human Resources Patricia Parham for SEIU.

RECONVENE IN OPEN SESSION

President Heitmann reconvened the meeting in Open Session at 6:25 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

Becky Hull led the pledge to the flag.

Reports

REPORTS

- **Ventura College** – Joan Smith introduced and acknowledged Chuck Rockwood, Ventura College T-Ten Coordinator. Mr. Rockwood provided a brief overview of the Toyota Technical Education Network Program at Ventura College and invited the Board to visit the classes. He introduced Andrew Passage, the Area Manager from Toyota. The Board acknowledged Mr. Rockwood, Mr. Passage, and Ventura College for their Program. Becky Hull read a plaque that was presented to Ventura College at the T-Ten School Recognition Event.
- **Student Government Representative**
 - Doreen Juarez gave a brief overview of Ventura College activities. She invited the Board to Club Day and *Comic Express*. Ms. Juarez announced that the Ventura College student government donated \$25,000 from their budget toward a four-week summer school at Ventura College. The Board acknowledged the students for their donation.
 - Jose Fonseca reported on the activities at Oxnard College. He invited the Board to a Luau. Mr. Fonseca reported that the student government purchased a *Lost Student* statue that will be displayed on the lawn at the state capitol.
 - Elizabeth Wolfel reported on her activities and commented on a conference in Washington D.C. She gave an overview of the student trustee election activities.
- **Classified Senate Representative**
 - Angela Marquez reported on classified activities in developing the accreditation process. She announced that Glenda Plisky was presented the *Star Fish Award*. Ms. Marquez acknowledged P.J. Hughes and Connie Baker for their contributions toward enrollment management at Ventura College. She acknowledged Doreen Juarez and welcomed Michael Gregoryk to Ventura College.
 - Trustee Rooney asked the academic senate presidents about their selection process for the Chancellor's Search committee members.
- **College Management Association Representative**
 - Diane Moore reported on the District Management Team staff development day. She gave a brief report on a *Day in the Life of a Dean*.

- **Chancellor**

Michael Gregoryk provided a brief analysis of the 2004-05 Budget based on the Governor's January Budget.

He highlighted the following items:

- Equalization Funding
- Full-Time Faculty Obligation
- COLA
- Growth
- Partnership for Excellence

Mr. Gregoryk commented on the Chancellor's Watch List and benefits programs increases. He acknowledged the bargaining units and the unrepresented groups for their efforts to cover the budget deficit.

- **Deputy Chancellor**

- **Full-Time Faculty Obligation** – Michael Gregoryk, President Heitmann, Becky Hull, and Mary Jones reported on their trip to the California Community Colleges Board of Governor's Meeting in Sacramento to request a deferral for the Full-Time Faculty Obligation of 2003. President Heitmann pointed out that the District received the deferral. She indicated that they also asked for the following items:

- Eliminate the penalty phase for failure to meet the full-time faculty obligation.
- Hire our full-time faculty obligation for Fall 2004 over a three-year period.

Ms. Hull gave a brief overview of the faculty hiring process. Michael Gregoryk acknowledged the academic senate presidents for attending the Board of Governors meetings. He commented on equalization.

- **Mid-Year Budget Cuts** – Michael Gregoryk distributed and reviewed the 2003-04 mid-year budget cuts. He acknowledged the colleges and District Service Center for their cuts. Trustee Jacobs asked about perspective income in the budget and suggested that the budget be conservative and not include the additional money. Mr. Gregoryk will provide an update to the Board at the January 30 study session. Bill Studt pointed out that in March a \$15 billion bond is proposed. Trustee Hernández pointed out that additional cuts have been made.
- **Equalization** – Michael Gregoryk asked the Board for direction.
- Chief Botting provided an update on the lighting at the colleges and Trustee Rooney gave an update on the funding. Lydia Ledesma-Reese acknowledged the colleges for their progress in addressing the lighting issue.

- **Measure “S” and Capital Construction Projects** – Handel Evans commented on the agreement to upgrade the general approach to professional services in construction. Mr. Evans said that the Santa Paula City Council asked for a presentation at the next council meeting. He announced that the Citizens Oversight Committee was scheduled for January 26 and updated the Board on the progress of evaluation of architects at the campuses.

It was decided that Trustees Hernández and Rooney would attend the Santa Paula City Council meeting on January 20.

- **Vice Chancellor, Human Resources**

- **District’s Initial Proposal to AFT**

- Patricia Parham announced that the District’s Initial Proposal was available to the public and that copies could be obtained at the Human Resources office during normal business hours. Mr. Parham said she would present the District’s Initial Proposal to AFT the following day. She also announced that a Public Hearing would be held on February 10th to obtain public comment, prior to adoption by the Board on the same day.
- Ms. Parham gave a brief update on the following searches: Chancellor, Ventura College President, and Moorpark College Vice President of Business Services.

- **Personnel Commission Representative** – Patricia Parham said that the members of the Personnel Commission were requesting a joint meeting with the Board.

- **Trustees**

- **Subcommittees**

Chancellor’s Search – Trustee Jacobs distributed to the Board copies of the brochure, the committee structure, and the timeline and asked for comments. He said that the committee would be selected on January 27th. There was a brief discussion regarding committee selection. Dr. Jacobs pointed out that Search Firms would be discussed at the next subcommittee meeting. President Heitmann expressed her concerns about the closing dates. Trustee Rooney thanked Patricia Parham’s staff and Moorpark College for their efforts on this brochure.

President Heitmann thanked Carolyn Inouye and Mike Gregoryk for preparing material for the trip to Sacramento.

At 9:00 p.m. the meeting recessed and reconvened at 9:10 p.m.

At 9:10 p.m. Student Trustee Wolfel left the meeting.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

Ceremonial Resolutions

R-1 Resolution to Acknowledge Ventura County Community College District Administrator, Dr. Larry Calderón was moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve the Resolution to Acknowledge Ventura County Community College District Administrator, Dr. Larry Calderón. (Wolfel – absent)

At 9 15 p.m. Trustee Gonzales arrived. Trustee Hernández commented on the reception for Larry Calderon on January 12.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Human Resources

C-2 Classified Actions were revised to add the following probationary personnel and to pull Clark Jefferson, at Ventura College from the agenda:

B. Approval of Probationary Personnel

Name	Classification	Location	Rate	Eff. Date
Kimberly A. Korinke	Student Services Asst. II/ Limited Term 6 mo., 100% (PCN/MCZ025)	MC	\$2,583.00	1/14/04
Ivana M. Gjurasic	Student Services Asst. II/ Limited Term 6 mo., 100% (PCN/MCZ026)	MC	\$2,583.00	1/14/04

C-3 Academic Actions were revised to add the following equivalencies:

F. Approval of Equivalency for Part-Time Faculty - Ventura College

This item presents for approval the granting of equivalency for the following part-time instructor: Elizabeth Cameron, in the Discipline: Construction Technology.

G. Approval of Equivalency for Part-Time Faculty - Ventura College

This item presents for approval the granting of equivalency for the following part-time instructor: Lonnie Warinner, in the Discipline: Welding.

Administrative Services

C-17 Capital Planning and Design Construction

F. Approval of Contract with Electrical Systems Engineering Company for Electrical Infrastructure Testing at Oxnard College (Project #29399) was revised to change the amount to \$39,266.

G. Approval to Award Contract to the Firm submitting the Lowest Responsible Proposal for the Design of Parking Facilities at Ventura College. The Construction Subcommittee reviewed this item.

A-8 Review and Assignment of Board of Trustees Subcommittees and Ad Hoc Committees -- Appointments to Serve for 2004 was revised to add committee members' names.

PUBLIC COMMENTS

Armando Castillo addressed the Board regarding his administrative leave and a letter he sent to the Board.

Consent Calendar Items

It was moved by Trustee Jacobs, seconded by Trustee Hernández, and carried on a unanimous vote, to approve the following Consent Calendar items. (Wolfel – absent)

Approval of Minutes

C-1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for December 9, 2003 was approved.

Human Resources

C-2 Classified Actions

- A. Approval of Limited Term/Provisional Assignments** was granted as listed.
- B. Approval of Probationary Personnel** was granted as listed.
- C. Abolishment of Position/Establishment of Position – Ventura College** was granted to abolish an Instructional Assistant/Language Lab position at Ventura College, effective 7/1/04, and establish an Instructional Lab Technician II/Learning Resources position at Ventura College, effective 7/1/04.
- D. Abolishment of Position/Establishment of Position – Ventura College** was granted to abolish an Instructional Lab Technician I/Learning Center at Ventura College, effective 7/1/04, and establish an Instructional Lab Technician II/Learning Resources position at Ventura College, effective 7/1/04.
- E. Approval of Change of Assignment – Moorpark College** was granted to increase the months of assignment for the listed classified personnel at Moorpark College, effective 1/14/04.
- F. Approval of Change of Assignment – Ventura College** was granted to increase the assignment from 60% to 75% for Luann Swanberg, performance Improvement Specialist at Ventura College, effective 1/14/04.

- G. Approval of Temporary Change of Assignment** was granted to increase the assignment from 75% to 100% for Lori Annala, Support Services Assistant/Disabled Students, at Ventura College, effective 1/5/04 to 6/30/04.
- H. Termination of Classified Personnel** was granted to approve the termination of Stephen Price, Community College Police Lieutenant, effective 1/20/04, due to exhaustion of all leaves.
- I. Approval of Probationary to Permanent Personnel** was granted to approve the listed probationary to permanent classified personnel.
- J. Approval of Reinstatement/Demotion of Classified Personnel** was granted to approve the reinstatement of Carlos Hernández, Oxnard College, from Food Services Assistant II to his former classification of Food Services Assistant I.
- K. Approval of Re-employment of Laid-Off Classified Personnel** was granted to approve the reinstatement of Elaine Hobbs to Library Assistant at Ventura College.
- L. Layoff of Permanent Classified Personnel** was approved to layoff Patricia Kistler, Placement Project Specialist at Ventura College, effective 12/31/03.

C-3 Academic Actions

- A. Approval of Full-Time Academic Personnel – Moorpark College** was granted to appoint Shara Chess as a full-time tenure track 2nd year contract status Instructor in Nursing at Moorpark College, effective August 10, 2004 (Fall Semester), at the appropriate Column and Step on the Academic Salary Schedule for 2004-05.
- B. Approval of Part-time Faculty – Oxnard, Ventura and Moorpark Colleges** was granted to approve the list of part-time hourly faculty employees at Oxnard, Ventura and Moorpark College for the Fall 2003 and the Spring 2004.
- C. Approval of Full-Time Temporary Non-Tenure Track Academic Personnel – Oxnard College** was granted to appoint Hussein Fahs as a full-time temporary non-tenure track Instructor in Mathematics (PCN#XFT170) at Oxnard College, effective January 8, 2004, at the appropriate Column and Step on the Academic Salary Schedule.
- D. Approval of Equivalency for Part-time Faculty – Moorpark College** was granted to grant equivalency for the following part-time instructor: Harlen Austin in the Discipline: Psychology.
- E. Approval of Equivalency for Part-time Faculty –Moorpark College** was granted to grant equivalency for the following part-time instructor: Roger Mason in the Discipline: Music.

C-4 Instructional Calendar 2004-2005 was approved.

C-5 Authorization for Destruction of Records was approved for destruction of records pursuant to provisions of “Regulations for Destruction of Records,” approved by the Board of Governors on September 23, 1976, as amended.

C-6 Approval of VCCCD-SEIU Side Letter Agreement was granted to approve a Side letter of Agreement with the Service Employees International Union, Local 535, AFL-CIO (“SEIU”), whereby the deadline for service of initial proposals for a successor collective bargaining agreement is extended from January 15, 2004 to February 15, 2003.

- C-7 Approval of VCCCD-AFT Side Letter Agreement** was granted to approve a Side letter of Agreement with the Ventura County Federation of College Teachers, AFT, Local 1828, and the Ventura County Community College District regarding the Sheriff's Academy.
- C-8 Receipt of AFT's Initial Proposal to the District** was approved.
- C-9 Approval of Chancellor Search Selection Committee Composition** was granted as listed.

Administrative Services

- C-10 Ratification of Accounts Payable and Payroll for the Period of November 20, 2003 – December 18, 2003** was approved.
- C-11 Approval/Ratification of Board Purchase Order Report #9 FY 2003/04** was granted from November 19, 2003 to December 18, 2003.
- C-12 Approval of New Contracts, Grants and Designated Programs for Fiscal Year 2003-2004** was granted.
- C-13 Approval of Amendments to Contracts, Grants and Designated Programs for Fiscal Year 2003-2004** was granted to accept budget amendments to existing contracts, grants and designated programs for FY 2003-2004.
- C-14 Contract with Foundation/ERD and Ventura County Community College District (Oxnard College)** was approved to renew a sub-contract with Foundation/ERD and Ventura County Community College District (Oxnard College) for services provided in the second year of the WIB (Workforce Investment Board) contract. Services include case management and follow up services for KEYS (Keys to Empower Youth in the System) and transfer participants in the WIB Youth Project.
- C-16 Acceptance of Gifts** was approved as follows:

10 Cubicle Panel Walls to be used at the Moorpark College offices

Donated by: Sapato Design

- C-17 Capital Planning and Design Construction**
- A. Acceptance of Change Order Summary Report for Capital Projects** was approved.
- B. Approval to Execute a Contract with Gonzales/Goodale Architects to provide Architectural Service for the Track and Field Improvements at Moorpark College (Project #19113)** was granted to authorize management to execute a professional services contract in the amount of \$160,056 with the firm of Gonzales/Goodale Architects to provide architectural services for the track and field improvements at Moorpark College.

- C. Approval of Contract to the Firm Submitting the Lowest Responsible Proposal for Civil Engineering/Survey Work at the Moorpark College Athletic Field (Project #19113)** was granted to authorize management to execute a contract with the firm submitting the lowest responsible proposal for the civil engineering/surveying work for the proposed improvements to the Moorpark College athletic field.
- D. Approval to Award Contract to Lowest Responsible Bidder for the Repair of the Moorpark College Gym Deck Expansion Joint** was granted to award a contract to the lowest responsible bidder for the repair of the Moorpark College gym deck expansion joint.
- E. Approval of Contract with the Firm Submitting the lowest Responsible Proposal for Geotechnical Exploration at the Athletic Field at Oxnard College (Project #29110)** was granted to award a contract with the firm submitting the lowest responsible proposal for geotechnical exploration work at the athletic field at Oxnard College.
- F. Approval of Contract with Electrical Systems Engineering Company for Electrical Infrastructure Testing at Oxnard College (Project #29399)** was granted to approve the contract with Electrical Systems Engineering Company in the amount of \$62,687 for the maintenance and testing of the existing medium voltage electrical infrastructure at Oxnard College.
- G. Approval to Award Contract to the Firm submitting the Lowest Responsible Proposal for the Design of Parking Facilities at Ventura College** was granted to award a contract to the firm submitting the lowest responsible proposal for design services to produce a study and the construction documents for the remodel of the Ventura College parking facilities.

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

Administrative Services

- C-15 Approval of Memorandum of Understanding Between VCCCD and XAP Corporation for SCT Banner Interface Services** was moved by Trustee Rooney, seconded by Trustee Gonzales, and carried on a unanimous vote. (Wolfel – absent)

Vic Belinski gave a brief overview of this item.

First Reading Items

- **First Reading: Course Approvals: New and Revised Course at Moorpark, Oxnard and Ventura Colleges** was accepted for Second Reading.

Action Items/Second Reading Items

Student Learning

- A-1 Second Reading: Course Approvals: Request to Add New Option or Certificate Within Existing Criminal Justice Program at Moorpark College** was moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a unanimous vote, to add a new option or certificate within the existing Criminal Justice Program at Moorpark College. (Wolfel – absent)
- A-2 Second Reading: Course Approvals: New and Revised Courses at Ventura College** was moved by Trustee Rooney, seconded by Trustee Hernández, and carried on a unanimous vote. (Wolfel – absent)

Human Resources

- A-3 Sabbatical Leave Recommendations, Per AFT Contract 2004-2005** was moved by Trustee Gonzales, seconded by Trustee Rooney, and carried on a unanimous vote, to approve the required Sabbatical Leave recommendations of the District Sabbatical Leave Committee, along with those recommended as alternates. (Wolfel – absent)

Trustees Hernández and Jacobs expressed their concerns about this item.

- A-4 Consideration of Additional Sabbatical Leave Recommendation for 2004-2005** died for lack of motion. (Wolfel – absent)

Administrative Services

- A-5 Adoption of 2004-2005 Nonresident Tuition Rate, Foreign Student Capital Outlay Surcharge, and Foreign Application Processing Fee** was moved by Trustee Rooney, seconded by Trustee Gonzales, and carried on a unanimous vote, to adopt the 2004-2005 nonresident tuition rate, as required by law, the 2004-2005 foreign student capital outlay surcharge, as permitted by law, and the 2004-2005 foreign application processing fee, as permitted by law. (Wolfel – absent)

Trustee Jacobs asked for changes in enrollment of Non-Resident Students.

Trustees/Chancellor

- A-6 Action to Approve Governing Board Member Absence** No absences were reported.

- A-7 Revision to the Board of Trustees 2004 Schedule of Meetings** was moved by Trustee Jacobs, seconded by Trustee Rooney, and carried on a unanimous vote, to approve the revision to the 2004 Schedule of Meetings for the Board of Trustees as follows: (Wolfel – absent)
 January 30 12:00 p.m.
 February 27 1:00 p.m.

President Heitmann read a letter from Ray Pizarro, Personnel Commission Chair, requesting a joint meeting with the Board and the Personnel Commission. Patricia Parham will check on the Personnel Commission’s availability to attend the March or April Board meeting.

Ms. Heitmann asked the colleges to prepare a master calendar that lists events they would like the board members to attend. The Board indicated that they would approve additional study sessions at the February Board meeting.

- A-8 Review and Assignment of Board of Trustees Subcommittees and Ad Hoc Committees -- Appointments to Serve for 2004** was moved by Trustee Jacobs, seconded by Trustee Rooney, and carried on a unanimous vote, to approve the Board of Trustees subcommittees and ad hoc committee appointments to serve for 2004. (Wolfel – absent)

Subcommittee

Audit/Budget/Foundation	Allan Jacobs Cheryl Heitmann
Legislative Program	Bob Gonzales Cheryl Heitmann
Construction Projects	Mary Anne Rooney Arturo Hernández
Personnel Commission	Bob Gonzales Art Hernández

Ad Hoc Committee Representation

AD HOC COMMITTEE

Accreditation	Allan Jacobs Art Hernández
Chancellor’s Search	Mary Anne Rooney Allan Jacobs
Equalization	Mary Anne Rooney Allan Jacobs
Rules, Operations & Procedures	Cheryl Heitmann Art Hernández
Technology Development	Bob Gonzales

- A-9 Action to Nominate a Member of the VCCCD Board of Trustees to Serve on the California Community Colleges Trustees Board of Directors.** There were no nominations made. (Wolfel – absent)

End of Board Actions

Trustee Issues

- **Trustee Reports/Announcements/Correspondence**

Trustee Rooney commented on the Oxnard College Fire Academy graduation and the Ventura County Reserve Academy graduation.

Trustee Hernández wished everyone a Happy New Year and acknowledged Mike Gregoryk as the Ventura College Acting President.

President Heitmann commented on a Network of Trustees meeting she attended for joint lobbying of Legislature. She said that the Ventura County School Board's Association meeting was scheduled for January 29.

ADJOURNMENT

At 10:05 p.m., the meeting was adjourned.