

# 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 JANUARY 30, 2004 STUDY SESSION

The Study Session of the Board of Trustees of the Ventura County Community College District was held on Friday, January 30, in the Cowan Conference Center, Hueneme 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

Eva Conrad, President, Moorpark College

Michael Gregoryk, Acting President, Ventura College

Lydia Ledesma-Reese, President, Oxnard College

Patricia Parham, Interim Vice-Chancellor, Human Resources

Ramiro Sanchez, Executive Vice President, Student Learning

Rene Rodriguez, Vice President, Business Services

Tom Kimberling, Vice President, Business Services

Sue Johnson, Associate Vice Chancellor, Business Services

Carolyn Inouye, Director of Institutional Research

Jim Botting, Chief of Police

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

Mary Jones, Oxnard College Academic Senate President

Jack Miller, Moorpark College Academic Senate President

Becky Santillian-Hull, Ventura College Academic Senate President

CALL TO ORDER

President Heitmann called the meeting to order in the Cowan Conference Center – Hueneme Room at 12:08 p.m. Trustee Gonzales arrived at 1:00 p.m.

PLEDGE TO THE FLAG

Elizabeth Wolfel led the pledge to the flag.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

**ACTION ITEMS**

*Ceremonial Resolutions*

- R-1 Resolutions in Support of Propositions 55, 57, and 58** was revised to include the Resolutions for Proposition 55, 57, and 58 and to add the Resolution for Proposition 56 – The Budget Accountability Act, which was inadvertently omitted.

*Human Resources*

- A-1 Selection of Chancellor Search Committee Members** was revised to include the list of the committee members.
- A-2 Approval of Consulting Services for Chancellor Search** was revised to recommend for approval Betty M. Dean, EDD, to perform consulting services in the District’s Chancellor search process.

**First Reading Items**

- **First Reading: Revision to Board Policy Manual Section A.g: Student Trustee Policy** was revised to include changes made by the Rules, Operations and Procedures ad hoc committee and the Student Trustee Committee.

PUBLIC COMMENTS

There were no public comments.

## ITEMS FOR DISCUSSION

- **2004-2005 Budget Study Session.**

Sue Johnson distributed the *January 2004 Budget Workshop*. She reviewed the following items:

- Mid-Year Revenue Projections
- Mid-Year Financial Stability Plan
- Reserves
- Fiscal Year 2005 Estimated Revenue
- Fiscal Year 2005 Estimated Expenditure Increases
- Full-Time Faculty Hires
- District Allocation Process
- Fiscal Year 2005 Budget Assumptions

There was a brief discussion regarding the Full Time Faculty Obligation. Ms. Johnson commented on the shortfall in revenue and explained the steps that the District went through to find resources. Trustee Rooney acknowledged the collegial process that was used in the budget process to meet the shortfall. Mr. Studt commented on the Watch List.

Student Trustee Wolfel expressed her concerns that the \$25,000 donated by the Associated Students at Ventura College was included in the Mid-Year Financial Stability Plan. There was a brief discussion regarding this item and it was decided to change the wording on the line item from \$25,000 transferred in from AS at Ventura College to \$25,000 transferred in from summer school. Michael Gregoryk commented on the statewide recognition of the donation.

President Heitmann asked staff to prepare a report regarding the cost of books. Elizabeth Wolfel pointed out she was able to use the same biology book at Moorpark and Oxnard Colleges.

The meeting recessed at 1:45 p.m. and reconvened at 1:50 p.m.

Trustee Rooney commented on her meeting at the State Capitol with legislators. President Heitmann reported on the Board of Governor's meeting in Sacramento. Ms. Heitmann commented on her meeting with Senator Sheila Kuehl and encouraged the Board members and staff to be advocates for the Ventura County Community College District by writing letters and meeting with legislators.

Sue Johnson reported that the recommendation from DCAS was to stay with the allocation model at this time.

There was a brief discussion regarding the reserves. Trustees Jacobs and Gonzales suggested at least a 5% reserve. Bill Studt said it was prudent to maintain a higher reserve to provide flexibility to the Board. Sue Johnson said the unfunded liability such as: load banking, retiree benefits, full-time faculty obligation, and growth obligation needed to be addressed. Trustee Hernández pointed out other positions that aren't being filled. President Heitmann acknowledged Ms. Johnson for her presentation.

## Action Items

### *Ceremonial Resolutions*

**R-1 Resolutions in Support of Propositions 55, 56, 57, and 58** were moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a unanimous vote. (Wolfel – yes)

- The *Resolution in Support of Proposition 55 – Kindergarten-University Public Education Facilities Bond Act of 2004* was approved.
- The *Resolution in Support of Proposition 56 –The Budget Accountability Act* was approved.
- The *Resolution in Support of Proposition 57 –The Economic Recovery Bond Act* was approved.
- The *Resolution in Support of Proposition 58 –The California Balance Budget Act* was approved.

The Board asked that copies of the resolutions be sent to the Community College League of California, Legislators, and the Press. It was suggested that the Resolutions be translated into Spanish.

### *Human Resources*

**A-1 Selection of Chancellor Search Committee Members** was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a unanimous vote, to approve the proposed membership of the Chancellor’s Search Committee. (Wolfel – yes)

<b>Manager</b>	<b>Academic Senate President</b>
Sue Johnson, District Service Center	Jack Miller, Moorpark College
Fabienne McPhail Naples, Moorpark College	Mary Jones, Oxnard College
Lydia Ledesma-Reese, Oxnard College	Becky Hull, Ventura College
Joan Smith, Ventura College	
<b>Full-Time Faculty</b>	<b>Part-Time Faculty</b>
Jeff Baker, Moorpark College	Larry Kennedy, Ventura College
Leo Orange, Oxnard College	
Aurora de la Selva, Ventura College	
<b>Classified</b>	<b>Student</b>
Laura Brower, District Service Center	Brent Lamb, Moorpark College
Peggy Spellman, Moorpark College	Adam Powers, Oxnard College
Sandra Allen, Oxnard College	Doreen Juarez, Ventura College
Angelica Ramos, Ventura College	Elizabeth Wolfel, Student Trustee

**Community Member**

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James King  
 Kevin Corse  
 Leah Lacayo  
 Bob Ponce

Bob Huber  
 Al Contarino  
 Debra Creadick  
 Carol Burhoe

**Facilitator**

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Patricia Parham

Trustee Hernández said that he would like to recommend Maria Teran, but was waiting for her approval. This appointment will be added to the next agenda. Trustees Jacobs and Rooney acknowledged the committee.

- A-2 Approval of Consulting Services for Chancellor Search** was moved by Trustee Gonzales, seconded by Trustee Rooney, and carried on a unanimous vote, to approve the retention of Betty M. Dean, EDD, to perform consulting services for the Chancellor search. (Wolfel – yes)

Trustee Jacobs explained the committee's recommendation. There was a brief discussion regarding the chancellor's search. The Board asked staff to invite Dr. Dean to the next Board meeting.

***Administrative Services***

- A-3 Budget Amendment** was moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a unanimous vote, to amend the budget for the Unrestricted General Fund Reserve Unrestricted General Fund-Designated Reserve, Bookstore and Cafeteria Reserve (Wolfel – yes)

This item was amended by a motion from Trustee Rooney, seconded by Trustee Jacobs, and carried on a unanimous vote, to change the \$25,000 *transferred in from AS* at Ventura College to \$25,000 *transferred in from summer school*. (Wolfel – yes)

***Trustees/Chancellor***

- A-4 Action to Approve Governing Board Member Absence.** There were no absences reported.
- A-5 Revision to Board Policy Manual Appendix D.IV: Travel and Meeting Expense Policies and Procedures** was moved by Trustee Hernández, seconded by Trustee Jacobs, and carried on a unanimous vote. (Wolfel – yes)

Michael Gregoryk reported that the Audit/Budget/Foundation subcommittee, the Rules, Operations & Procedures ad hoc committee, and Charles Weiss, Superintendent of School, reviewed the travel policy. He pointed out that the District requires receipts for all meals. Art Hernández reported on a meeting with the Superintendent of Schools office regarding the policy.

***End of Board Actions***

## First Reading Items

- **First Reading: Revision to Board Policy Manual Section A.g: Student Trustee Policy** was accepted for Second Reading.

Michael Gregoryk pointed out that the Rules, Operations & Procedures Committee and the Student Trustee Committee reviewed this policy. There was a brief discussion regarding the term of office for a student trustee.

- **Trustees**
  - **Subcommittees**

Trustee Rooney commended the campuses for working quickly to establish committees for architectural review. She said the Construction Subcommittee would provide a recommendation for architects.

It was suggested that the following items be placed on the February Board agenda:

- Full Time Faculty Hiring
- Recognition of the Ventura College Associated Student Government Donation

Trustee Jacobs distributed notes from the Chancellor's search committee meeting.

### RECESS TO CLOSED SESSION

At 3:55 p.m. President Heitmann 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*]

Employee organizations: The District's negotiator was Jack Parham and the employee organization was AFT.

### ADJOURNMENT

At 5:35 p.m., the meeting was adjourned.