

# 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, APRIL 13, 2004

#### CALL TO ORDER

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

#### Roll Call

##### Board Members Present:

Cheryl Heitmann, President

Mary Anne Rooney, Vice-President

Arturo D. Hernández

Allan W. Jacobs

Elizabeth Wolfel, Student Trustee

##### Absent:

Robert S. Gonzales

##### Management Present:

William Studt, Interim Chancellor

Eva Conrad, President, Moorpark College

Joan Smith, Executive Vice President, Student Learning for 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

Sue Johnson, Associate Vice Chancellor, Business Services

Vic Belinski, Associate Vice Chancellor, Information Technology

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

Angela Marquez, Ventura College Classified Senate President

Jose Fonseca, Oxnard College Student Government Representative  
Doreen Juarez, Ventura College Associated Student Government President  
Diane Moore, CMA  
Larry Miller, AFT

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

#### 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. Trustee Hernández arrived at 4:45 p.m.

The following items were considered during Closed Session:

#### 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)
- *Laura Hilton vs. VCCCD* (Ventura County Superior Court Case No. CIV219896)
- *Stephanie Ruef vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV223739)
- *Gasperi vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV225291)
- *Ann DeReus vs. VCCCD, et al.* (Ventura County Superior Court Case No. SC037389)

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

1. The Board convened into Closed Session to review the Small Claims Case filed against VCCCD by Coaster Lee Eggleston.
2. The Board convened into Closed Session to review the claim of Jacqueline Cooper against VCCCD.
3. The Board convened into Closed Session to review the claim of Vernon Van against Ventura College.

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

- Employee organizations: SEIU/AFT

#### RECONVENE IN OPEN SESSION

President Heitmann reconvened the meeting in Open Session at 6:15 p.m. in the Cowan Center – Ventura Room, with Trustee Gonzales absent.

## PLEDGE TO THE FLAG

Larry Miller led the pledge to the flag.

## CLOSED SESSION REPORT

President Heitmann read the following Closed Session Report:

1. The Board voted in Closed Session 4-0, with Trustee Gonzales absent, to deny the Small Claims Case filed against VCCCD by Coaster Lee Eggleston.
2. The Board voted in Closed Session 4-0, with Trustee Gonzales absent, to deny the claim of Jacqueline Cooper against VCCCD.
3. The Board voted in Closed Session 4-0, with Trustee Gonzales absent, to deny the claim of Vernon Van against Ventura College.

## OPEN JOINT MEETING OF BOARD OF TRUSTEES AND PERSONNEL COMMISSION

At 6:18 p.m. President Heitmann opened the Joint Meeting of the Board of Trustees and the Personnel Commission, with Trustee Gonzales absent. Raphael L. Pizarro, Chair, introduced the other Personnel Commissioners.

- David J. Gonzales
- Barbara M. Harison

Mr. Pizarro, Ms. Harison, and Mr. Gonzales acknowledged the Personnel Commission and their staff.

- **Public Comments** – There were no Public Comments.
- **Annual Report on the Personnel Commission** – Mr. Pizarro distributed and reviewed the *2002-2003 Personnel Commission Annual Report*.
- **Revised Personnel Commission Rules and Regulations** – David Gonzales distributed a copy of the revised *Personnel Commission Rules and Regulations*. Barbara Harison pointed out that training would be provided to the employees.
- **Organization of the Human Resources Department** – Barbara Harison commented on the reorganization of the Human Resources Department.

The Board acknowledged the Personnel Commission. President Heitmann asked for clarification on the *Personnel Commission Rules and Regulations Handbook*. Mr. Pizarro and Ms. Parham gave a brief overview on the revision and distribution of the Handbook. Ms. Parham pointed out that the *Rules and Regulations* and the *Annual Report* were available on the website. Dr. Jacobs asked about Professional Experts and Mr. Pizarro said the review process was effective.

## CLOSE JOINT MEETING OF BOARD OF TRUSTEES AND PERSONNEL COMMISSION

At 6:35 p.m., President Heitmann closed the Joint Meeting of the Board of Trustees and the Personnel Commission.

The Board meeting was reconvened at 6:36 p.m., with Trustee Gonzales absent.

## Reports

### REPORTS

- **Student Government Representative**
  - Doreen Juarez reported on the following activities: Club Day, César Chávez Day, and the Ventura College student government's trips to Washington D.C. and Sacramento. Ms. Juarez commented on the student trustee election and read a statement regarding her concerns.
  - Trustee Hernández acknowledged Student Trustee Wolfel as student trustee.
  - Jose Fonseca reported on student government activities. Mr. Fonseca read a letter regarding the student trustee election.
  - Student Trustee Wolfel gave the Moorpark College student representative's report and acknowledged the Moorpark College Forensics Team.
  - Student Trustee Wolfel reported on her activities. She commented on the recent visit from State Chancellor Drummond and David Viar and also the Multi-Cultural Fair at Moorpark College.
- **Academic Senate Representative**
  - Mary Jones expressed her concerns regarding the proposed revisions to the design of the Performing Arts Building at Oxnard College.
- **Classified Senate Representative**
  - Angie Marquez acknowledged Alisa Moore. She pointed out that six classified staff members attended the April 9 meeting with Chancellor Drummond and David Viar. She reported on the administrative council meetings and classified staff participation. Ms. Marquez announced that April 18 – 24 was *Administrative Professionals Week*.
- **College Management Association Representative**
  - Diane Moore reported on a "Day in the Life of an Executive Vice President, Student Learning."
- **Chancellor**
  - **Vice Chancellor, Human Resources**
    - Patricia Parham updated the Board on the Chancellor's Search, the Ventura College President's Search, and faculty hiring. Ms. Parham acknowledged the Human Resources staff and volunteers from other departments for their efforts.
    - Trustee Hernández encouraged diversity in the hiring process. President Heitmann acknowledged those individuals who assisted in the hiring process. Patricia Parham will provide the Board an explanation of the hiring process on the campuses.
    - Ms. Parham reported on the Open Enrollment for the health plan.
- **Trustees**
  - **Subcommittees**
    - Trustee Rooney reported on the March 31 Construction Subcommittee meeting. She thanked the campuses for their efforts in selecting the architects.
    - Trustee Hernández reported on a recent meeting at Oxnard College. He commented on the architect selection process.

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PUBLIC NOTICE OF CHANGES TO THE AGENDA

Interim Chancellor Studt read the following changes:

**Human Resources**

**C-5 Academic Actions**

- D. Ratification and Approval of Part-time Faculty – Moorpark, Oxnard and Ventura Colleges** was revised to add the name of Linda Erlin, an emergency hire at Ventura College as an Instructor in Nursing – Spring 2004.

**Administrative Services**

**C-16 Capital Planning and Design Construction**

- D. Approval of Contract with the General Contractor Submitting the Lowest Responsible Bid for the Improvements to the Moorpark Athletic Field** was revised to award the contract to Granite Construction in the amount of \$2,416,694.
- O. Approval of Contract with the General Contractor Submitting the Lowest Responsible Bid for the Improvements to the Child Development Center, Oxnard College** was revised to award the contract to Pat McCarthy Construction in the amount of \$961,187.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

*Ceremonial Resolutions*

- R-1 Resolution to Acknowledge Dr. Paul J. Dougherty** was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent. (Wolfel – yes)

President Heitmann acknowledged Dr. Dougherty. Lydia Ledesma-Reese explained the process that was used to determine the students who received the lasik eye surgery donated by Dr. Dougherty.

PUBLIC COMMENTS

Jeff Matt expressed his concerns regarding the Ventura College student election and the flyer titled, “The Timetable for the General Election.” There was a brief discussion regarding the election process. Joan Smith said The League of Women Voters certified the votes. Trustees Hernández and Rooney asked for a report regarding this issue.

*Administrative Services*

- A-1 Approval of the Agreement Between the Ventura County Community College District and the County of Ventura Sheriff’s Department** was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve the Institutional Service Agreement between the Ventura County Community College District and the County of Ventura Sheriff’s Department. (Wolfel – Yes)

Sheriff Brooks thanked the Board and acknowledged staff. Interim Chancellor Studt acknowledged the efforts of AFT, Jerry Mortensen, Steve Tobias, and the Sheriff's staff in accomplishing this task.

- A-5 **Approval of Memorandum of Understanding Between the Ventura County Community College District and the Conejo Valley Unified School District** was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve a Memorandum of Understanding between the Ventura County Community College District and the Conejo Valley Unified School District to mutually construct, occupy and operate a facility to be known as the Conejo Community Learning Center (Learning Center). (Wolfel – yes)

Bob Fraisse, Superintendent of the Conejo Valley Unified School District, acknowledged the Board for their efforts in this item. Eva Conrad commented on the cooperation with Mr. Fraisse and his staff. President Heitmann and Trustee Hernández acknowledged the spirit of cooperation. Trustee Hernández commented on the build out of Oxnard College. Trustee Jacobs commented on the needs of the communities.

### *Consent Calendar Items*

It was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent, 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 March 9, 2004** was approved.
- C-2 **Action to Approve Minutes of the Special Meeting of the Board of Trustees for March 12, 2004** was approved.

### *Human Resources*

- C-4 **Classified Actions**
- A. **Approval of Limited Term/Provisional Assignments** was granted for the Limited Term/Provisional Personnel as listed.
  - B. **Approval of Probationary Personnel** was granted to appoint the Probationary Personnel as listed.
  - C. **Approval of Establishment of Position – Ventura College** was granted to establish a limited term Financial Aid Technician position at Ventura College.
  - D. **Approval of Establishment of Position – Ventura College** was granted to establish a Counselor Assistant (Limited Term) position at Ventura College.
  - E. **Approval of Establishment of Position – Oxnard College** was granted to establish a Financial Aid Technician (Limited Term) position at Oxnard College.
  - F. **Approval of Establishment of Position – Oxnard College** was granted to establish a Counselor Assistant (Limited Term) position at Oxnard College.
  - G. **Approval of Establishment of Position – Moorpark College** was granted to establish a Financial Aid Technician (Limited Term) position at Moorpark College.

- H. **Approval of Establishment of Position – Moorpark College** was granted to establish a Financial Aid Technician (Limited Term) position at Moorpark College.
- I. **Approval of Termination of Limited Term Assignment** was granted to terminate a limited term assignment at Oxnard College in the Financial Aid Department.
- J. **Approval of Limited Personnel** was granted as listed.
- K. **Approval of Employment of Relatives at Ventura and Oxnard Colleges** was granted as listed.
- L. **Approval of Probationary to Permanent Personnel** was granted as listed.
- M. **Approval of Change in Employment Status** was granted to increase in the months of employment from 11 months to 12 months for employees in the DSP&S Offices at Oxnard and Ventura Colleges.
- N. **Approval of Reassignment** was pulled for discussion.

C-5 **Academic Actions**

- A. **Establishment of and Temporary Assignment of Part-time Faculty to Full-Time Temporary Long-term Substitute Contract Assignment – Moorpark College** was approved to establish a temporary Instructor, Environmental Science (PCN#MFZ021) position and the temporary assignment of Daniel Evans, part-time faculty member to a full-time temporary long-term substitute contract, 76% assignment, effective February 17, 2004 through May 19, 2004.
- B. **Establishment of and Temporary Assignment of Part-time Faculty to Full-Time Temporary Long-term Substitute Contract Assignment – Moorpark College** was approved to establish a temporary Instructor, Environmental Science (PCN#MFZ022) position and the temporary assignment of Janice Allen, part-time faculty member to a full-time temporary long-term substitute contract, 83% assignment, effective February 18, 2004 through May 19, 2004.
- C. **Establishment of and Temporary Assignment of Part-time Faculty to Full-Time Temporary Long-term Substitute Contract Assignment – Ventura College** was approved to establish a temporary Instructor, Nursing (PCN#VFZ126) position and the temporary assignment of Florence LaFemina, part-time faculty member to a full-time temporary long-term substitute contract, effective March 10, 2004 through May 19, 2004.
- D. **Approval of Transfer Request - Moorpark College to Ventura College** was granted to approve the transfer request from Tomas Sanchez, Instructor in History at Moorpark College to Instructor in History at Ventura College, effective August 10, 2004.
- E. **Approval of Transfer Request – Oxnard College to Moorpark College** was granted to approve the transfer request from Rena Petrello, Instructor in Mathematics at Oxnard College to Instructor in Mathematics at Moorpark College, effective August 10, 2004.
- F. **Approval of Equivalency for Part-time Faculty - Ventura College** was granted to approve the equivalency for the following part-time instructor: Tiffany Gilmartin, Discipline: ESL (English as a Second Language)
- G. **Approval of Part-time Faculty – Moorpark, Oxnard and Ventura Colleges** was granted to approve the list of part-time hourly faculty employees at Moorpark, Oxnard and Ventura Colleges for the Spring 2004.

- H. **Establishment of Full-time Temporary Non-tenure Track Academic Position – Ventura College** was granted to establish a full-time temporary non-tenure track position of Biotechnology/Science/Tech Grant Project Specialist, 10 months (PCN#VFZ127), effective August 1, 2004.
- I. **Abolishment of Full-Time Temporary Non-Tenure Track Academic Position and Establishment of Full-Time Tenure Track Academic Position – Oxnard College** was granted to abolish the full-time temporary non-tenure track position of Counselor-DSP&S, 80%, 11 months (PCN#XFZ013), effective May 19, 2004, and the establishment of a full-time tenure track position of Counselor-DSP&S, 11 months (PCN#XFN221), effective July 1, 2004.
- J. **Establishment of Full-Time Temporary Non-Tenure Track Academic Position – Ventura College** was granted to establish a full-time temporary non-tenure track position of Institutional Researcher, 10 months (PCN#VFZ002) at Ventura College, effective April 14, 2004.

### *Administrative Services*

- C-6 **Ratification of Accounts Payable and Payroll for the Period of February 18, 2004 – March 22, 2004** was granted.
- C-7 **Approval/Ratification of Board Purchase Order Report #12 FY 2003/04** was granted from February 16, 2004 through March 2, 2004.
- C-8 **Approval of New Contracts, Grants and Designated Programs for Fiscal Year 2003-2004** was granted to accept new contracts and grants for FY 2003-2004.
- C-9 **Approval of Amendments to Contracts, Grants and Designated Programs for Fiscal Year 2003-2004** was granted to accept the budget amendments to existing contracts, grants and designated programs for FY 2003-2004.
- C-10 **Budget Amendment: Capital Projects Fund** was approved to amend the Capital Projects Fund budgets as presented.
- C-11 **Monthly Budget Transfer Summary** was approved to ratify the monthly budget transfer summary for the months of January – February 29, 2004 for the General Fund-Unrestricted and General Fund-Restricted.
- C-12 **Rejection of Bid for Project #39422, Remove Underground Fuel Tank and Install Aboveground Fuel Tank, M&O Building at Ventura College** was pulled for discussion.
- C-13 **Award of Bid #222, Sound System Oxnard College Gymnasium** was granted to award the contract for Bid #222, Sound System Oxnard College Gymnasium to the lowest responsible bidder, Pro Sound CA.
- C-14 **Resolution: Issuance of 2004-2005 Tax and Revenue Anticipation Notes (TRANs) and Participation in the Community College League of California (CCLC) Pooled TRAN Program** was approved to issue 2004-2005 Tax and Revenue Anticipation Notes (TRANs) through participation in the Community College League of California (CCLC) pooled TRAN program in an amount not to exceed \$12,000,000 and to designate bond counsel and financial advisory services required in connection with this program.



- C-15 **Authorization for Destruction of Records** was approved to authorize destruction of records pursuant to provisions of “Regulations for Destruction of Records” (Title V, Division 6, Chapter 10, Subchapter 2.5, Sections 59020-59041), approved by the Board of Governors on September 23, 1976, as amended, that the following list of records be approved for destruction.
- C-16 **Capital Planning and Design Construction**
- A. **Purchase of Firewall Servers for District-Wide Technology Infrastructure Upgrade** was approved to purchase firewall servers from Dell Computers for the district-wide technology infrastructure upgrade.
  - B. **Award of Bid #229, Network Switch Infrastructure Equipment** was approved to award Bid #229, Network Switch Infrastructure Equipment, to one of the three lowest responsible bidders to be determined after the May bid opening.
  - C. **Award of Bid #231, Edge Equipment – Sonet to Ethernet Converters** was approved to award Bid #231, Edge Equipment – SONET to Ethernet Converters to one of the three lowest responsible bidders to be determined after the April 8, 2004, bid opening.
  - D. **Approval of Contract with the General Contractor Submitting the Lowest Responsible Bid for the Improvements to the Moorpark Athletic Field** was granted to award a contract to Granite Construction for the improvements to the athletic field at Moorpark College in the amount of \$2,416,694.
  - E. **Approval to Appoint Perkins & Will as the Architect for the Health Sciences Center at Moorpark College** was granted to appoint Perkins & Will as the architect for the Health Sciences Center at Moorpark College.
  - F. **Approval to Appoint Albert & Rachlin as the Architect for the Physical Education Expansion and Renovation at Moorpark College** was granted to appoint Albert & Rachlin as the architect for the Physical Education Expansion and Renovation project at Moorpark College, pending successful contract negotiations.
  - G. **Approval to Execute a Contract with Carde Ten Architects for the Library Renovation Project at Moorpark College** was granted to authorize management to execute a contract with Carde Ten Architects in the amount of \$332,076 for the design of the Library Renovation project at Moorpark College. This amount includes a \$20,000 allowance for reimbursable expenses. These fees may be subject to change depending on the evolution of the conceptual design process, or if additional specialty sub-consultants are required.
  - H. **Approval to Execute a Contract with Altoon + Porter Architects for the EATM Project at Moorpark College** was granted to authorize management to execute a contract with Altoon + Porter Architects in the amount of \$546,847 for the design of the EATM project at Moorpark College. This amount includes a \$45,000 allowance for reimbursable expenses. These fees may be subject to change depending on the evolution of the conceptual design process, or if additional specialty sub-consultants are required.
  - I. **Approval of Contract with Hanscomb, Faithful & Gould for Consulting Services at Moorpark College** was granted to award a contract to Hanscomb, Faithful & Gould for consulting services at Moorpark College.
  - J. **Acceptance of Completion of Project #19105: North Parking Lot Renovation at Moorpark College** was approved to accept completion for Project #19105: Renovation of the North Parking Lot at Moorpark College.

**C-16 Capital Planning and Design Construction (Cont.)**

- K. Approval of Water Infrastructure Project – Moorpark College Warehouse** was granted to approve the infrastructure project that is necessary prior to commencement of the Warehouse project.
- L. Acceptance of Project #19383 Replacement Roofs HSS, Music, PS, and Gym – Moorpark College Seismic Joint** was approved. Project #19383 Replacement Roofs HSS, Music, PS, and Gym – Moorpark College Seismic Joint is complete. Acceptance of the project is required prior to filing of the Notice of Completion and for release of retention. Staff will file a Notice of Completion with the County of Ventura and release the project funds to the Contractor.
- M. Approval of Facilities Master Plan at Oxnard College** was pulled for discussion.
- N. Approval to Execute a Contract with Nadel + JSA Architects to Provide Architectural Services for the Student Services Building and the Renovation/Expansion of the Bookstore at Oxnard College** was granted to authorize management to execute a professional services contract in the amount of \$1,129,150 with the firm of Nadel + JSA Architects to provide architectural services for the design and construction of the Student Services Center and the renovation/expansion of the Bookstore at Oxnard College. This contract amount includes an allowance of \$60,342 for reimbursable expenses.
- O. Approval of Contract with the General Contractor Submitting the Lowest Responsible Bid for the Improvements to the Child Development Center, Oxnard College** was granted to award a contract to Pat McCarthy Construction for the improvements to the Child Development Center at Oxnard College in the amount of \$961,187.
- P. Approval for Allocation of Measure “S” Bond Funds to be Used for Infrastructure Improvements at Oxnard College** was granted to approve a request for the allocation of Measure S funds to be used for the purpose of infrastructure development and construction for the west campus storm drainage system and the first phase of the proposed campus loop road.
- Q. Approval to Appoint Leo A Daly as the Architect for the Advanced Technology/General Purpose Classroom and Health Sciences Project at Ventura College** was granted to appoint Leo A Daly as the architect for the Advanced Technology/General Purpose Classroom and Health Sciences projects at Ventura College.
- R. Approval of Facilities Master Plan at Ventura College** was granted.
- S. Award of Contract to Berry General Engineering Contractors for Project #39130, Renovation of East Parking Lot at Ventura College** was granted to award a contract in the amount of \$1,221,187 to Berry General Engineering Contractors, the lowest responsible bidder for Project #39130, Renovation of the East Parking Lot at Ventura College.
- T. Approval of Proposed Measure S Bond Program Phase IIA Projects at Ventura** was granted to approve the proposed measure S Bond Program Phase IIA projects at Ventura College.
- U. Professional Service Contracts with Legal Firm of Gibbs, Giden, Locher & Turner LLP and JCM Group Construction Management** were approved for the professional service contracts for the above-mentioned firms and to cover other costs in anticipation of contract negotiations with FTR International at the Ventura College

- Learning Resource Center. The total costs for these services are estimated at \$125,000, not including the cost of the actual arbitration hearings.
- V. **Supplement to the Professional Services Contract with Legal Firm of Gibbs, Giden, Locher & Turner LLP for Various Construction-Related Issues** was approved to supplement the professional services contract with the legal firm of Gibbs, Giden, Locher & Turner LLP for various construction-related issues that may arise not to exceed \$50,000.
- W. **Approval of the Revised Resolution Authorizing Lease of Real Property to Ventura County Fire Protection District** was granted to approve the revised resolution authorizing the District's Chancellor or his designee to enter into a lease with the Ventura County Fire Protection District pursuant to the provisions of Education Code §81430 and as defined in the attached resolution.
- X. **Approval of Contract with the JCM Group for Services Related to the Preparation and Submission of the Five-Year Capital Construction Plan 2006-10 Incorporating Certain Works at the Three College Locations** was granted to award a contract to the JCM Group for a total of \$50,000 to provide capital planning services in support of the Five Year Capital Construction Plan 2006-10 and the preparation of certain Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) at the three campus locations.
- Y. **Approval to Award Contract to Burgess Group, Inc. for Consulting Services at Ventura College** was granted to approve the award of a contract to Burgess Group, Inc. for assistance in the analysis of causes surrounding certain deteriorating pipes in the Ventura College Math and Sciences Building.
- Z. **Acceptance of Change Order Summary Report for Capital Projects** was granted to approve the Change Order Summary Report for capital projects.

### *Trustees/Chancellor*

- C-17 **Resolution of the Ventura County Community College District Ordering a Regular Governing Board Member Election, Ordering Consolidation with Other Elections, and Constituting "Specification of the Election Order" to be Held on November 2, 2004** was approved.
- C-18 **Reconfirmation of Student Trustee Powers** was approved to reconfirm the Student Trustee's powers to make and second motions and to receive compensation per Section A.g. of the Board Policy Manual.

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

### *Student Learning*

- C-3 **Action to Approve the Moorpark College Study Abroad Program: History, English and Humanities in London, England, Fall 2004** was moved by Trustee Jacobs, seconded by Trustee Hernández, and carried on a 4-0 vote, with Trustee Gonzales absent. (Wolfel – yes)

Trustee Jacobs asked for clarification on safety and the budget in this Study Abroad Program. Dr. Conrad will provide the Board with a brief summary. Trustee Hernández asked about the cost. Joan Smith commented on the Study Abroad Programs at Ventura College and Lydia Ledesma-Reese explained the process at Oxnard College.

### *Human Resources*

#### **C-4 Classified Actions**

**N. Approval of Reassignment** was moved by Student Trustee Wolfel, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve the change from Seasonal to Regular Full-time for Carla J. Kramer, Business office Assistant I at Ventura College. (Wolfel – Yes)

Student Trustee Wolfel acknowledged Carla Kramer.

### *Administrative Services*

**C-12 Rejection of Bid for Project #39422, Remove Underground Fuel Tank and Install Aboveground Fuel Tank, M&O Building at Ventura College** was moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent, to reject bids for Project #39422 to remove the underground fuel tank and install an aboveground fuel tank at the Maintenance and Operations Building at Ventura College.

Trustee Hernández asked for additional information.

#### **C-16 Capital Planning and Design Construction**

**M. Approval of Facilities Master Plan at Oxnard College** was moved by Trustee Jacobs, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent. (Wolfel – Yes)

Warren Harwood addressed the Board regarding this item and expressed his support of a Performing Arts Center at Oxnard College. Trustee Hernández acknowledged those involved in the Master Plan. He asked for copies of the Educational Master Plans from the colleges. Eva Conrad said Moorpark College's Educational and Facilities Master Plans were presented to the Board in March 2002.

At 8:00 p.m. the Board meeting recessed and reconvened at 8:10 p.m.

## **First Reading Items**

- **First Reading: Course Approvals: New and Revised Courses – Moorpark College** was accepted for Second Reading.

## Action Items/Second Reading Items

### *Administrative Services*

- A-2 **Approval of the FY 2004-2005 Student Health Services Fee Increase** was moved by Trustee Rooney, seconded by Trustee Hernández, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve the student health services fee increase as allowable, effective Summer 2004, resulting in an approved fee to all students (full-time and part-time except as exempted per Education Code Section 76355) of \$13.00 per semester, \$10.00 for summer session, and \$10.00 for each intersession of at least 4 weeks. (Wolfel – No)

Mr. Studt gave a brief overview of this item. He commented on his recent discussion with Chancellor Drummond regarding this issue and indicated that he would send him a follow-up letter. Trustee Hernández asked for an update on the Student Health Center issue at Oxnard College. There was a brief update on the discussions regarding the student health centers and it was decided that the Board would be updated at the May meeting. Student Trustee Wolfel expressed her concerns.

- A-3 **Approval to Negotiate a Contract for Forensic Auditing** was moved by Trustee Rooney, seconded by President Heitmann, and carried on a 4-0 vote, with Trustee Gonzales absent, to authorize the Interim Chancellor to negotiate a contract for forensics auditing services for the review of FY 2003-2004 contracts and grants at Oxnard College. (Wolfel – Yes)

Interim Chancellor Studt gave a brief overview of this item. He indicated that all federal, state, and county contract and grants at Oxnard College were being reviewed. It was pointed out that Interim Chancellor Studt, Mary Anne McNeil, and Sue Johnson made a preliminary review of the documents.

- A-4 **Acceptance of Gifts** was moved by Trustee Rooney, seconded by Trustee Hernández, and carried on a 4-0 vote, with Trustee Gonzales absent, to accept the following gifts. (Wolfel – Yes)

The following items were donated.

1976 Chevrolet ¾ Ton Utility Truck – Vin #CCT236Z123417, Plate #E673030  
To be used by the Moorpark College Grounds Department  
Donated by: Rancho Simi Recreation and Park District  
1692 Sycamore Drive  
Simi Valley, CA 93065

Print Vac 600 Diazo Printer  
To be used by Moorpark College Drafting Program  
Donated by: Robert F Gehricke  
Gehricke Architects, AIA

483 E High Street  
Moorpark, CA 93021

Trailer Touch Tank for Marine Organisms  
To be used by the Oxnard College Marine Studies Program  
Donated by: Saline Enterprises  
1587 Morse Avenue Apt 13

### *Student Learning*

- A-6 **Second Reading: Course Approvals: New and Revised Courses at Moorpark, Oxnard and Ventura Colleges** was moved by Trustee Rooney, seconded by Trustee Hernández, and carried on a 4-0 vote, with Trustee Gonzales absent. (Wolfel – yes)

### *Trustees/Chancellor*

- A-8 **Action to Vote for up to 10 Nominees in the California Community College Trustees Board of Directors Election – 2004** was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent, to appoint the following nominees: (Wolfel – Abstain)  
Edward C. Ortell, Citrus CCD  
Jeanette Mann, Pasadena Area CCD  
Bill McMillin, Ohlone CCD  
William G. McGinnis, Butte-Glenn CCD  
Paul Fong, Foothill-De Anza CCD  
Kay Albiani, Los Rios CCD  
Marie Kiersch, San Luis Obispo County CCD  
Donald L. Singer, San Bernardino CCD  
Fred M. Tovar, San Jose-Evergreen CCD  
Rebecca J. Garcia, Cabrillo CCD
- A-9 **Appointment of Student Trustee** was moved by Trustee Hernández, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent, to appoint Doreen Juarez as Student Trustee to serve for the term from June 1, 2004, to May 31, 2005. (Wolfel – Yes)
- A-10 **Revision to Board of Trustees 2004 Schedule of Meetings** was moved by Trustee Jacobs, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent, to revise the 2004 Schedule of Meetings to include the Chancellor interviews on May 3 and 4, and a Budget Study Session on June 29, 2004. (Wolfel – Yes)

There was a brief discussion regarding the finalists' interviews.

### *End of Board Actions*

ITEMS FOR DISCUSSION

## Trustee Issues

- **Trustee Reports/Announcements/Correspondence**

Trustee Jacobs reported on the Equalization issue and suggested the following items:

- Meet in Sacramento on April 20 and 21
- Develop a comprehensive Position Paper
- Set aside funds for School Services to help with legislators

There was a brief discussion on equalization. President Heitmann reported on meetings regarding this issue and Trustee Rooney read a letter to the CCCT Board.

Cheryl Heitmann reported on the meeting with Chancellor Drummond. She commented on the National Forensics Team dinner and competition.

Trustee Rooney announced that Assemblyman Strickland was visiting Moorpark College on Friday. She commented on the Oxnard Chamber Education Committee. Trustee Rooney reported that Chancellor Drummond and David Viar toured the new LRC building at Ventura College.

Student Trustee Wolfel thanked Dr. Ledesma-Reese for the special lunch at Oxnard College. She thanked the interim chancellor and college presidents for addressing the issues regarding the student election and pointed out the need for a District Election Code for the District. Ms. Wolfel thanked the Board for their support.

Trustee Hernández pointed out that his son, who lives in Oxnard, received a recruitment letter from Moorpark College. He asked the college presidents to provide a report on their recruiting practices and how recruitment has affected enrollment.

Dr. Jacobs thanked Dr. Ledesma-Reese for the invitation to meet with Assemblyperson Pavley at Oxnard College.

### RECESS TO CLOSED SESSION

At 9:50 p.m. the Board recessed to Closed Session.

### ADJOURNMENT

At 10:15 p.m., the meeting was adjourned.