

# Board of Trustees

## Ventura County Community College District

**Cheryl Heitmann**

*President*

**Mary Anne Rooney**

*Vice-President*

**Robert S. Gonzales**

*Trustee*

**Arturo D. Hernández**

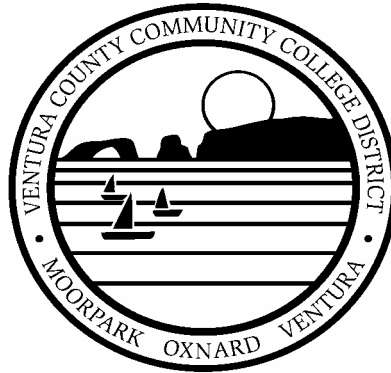
*Trustee*

**Allan W. Jacobs**

*Trustee*

**Doreen Juarez**

*Student Trustee*



**William Studt**

*Interim Chancellor/*

*Secretary to the Board*

### MINUTES FOR THE MEETING OF TUESDAY, JUNE 15, 2004

#### CALL TO ORDER

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, June 15, 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

Doreen Juarez, Student Trustee

##### Absent:

Robert S. Gonzales

##### 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, Oxnard College Vice-President of College Services

Sue Johnson, Associate Vice Chancellor, Business Services

Vic Belinski, Associate Vice Chancellor, Information Technology

Carolyn Inouye, Director of Institutional Research

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

Jack Miller, Moorpark College Academic Senate President

Lyn Fauth, Oxnard College Academic Senate President

Becky Hull, Ventura College Academic Senate President

Diane Moore, CMA

Eileen Welser, Executive Assistant to the Chancellor

President Heitmann 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.

RECESS TO CLOSED SESSION

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

The following items were considered during Closed Session:

CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION [*Gov't Code* § 54956.9(a)] The Board considered the following cases:

- *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)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION The Board considered the following academic administrators:

- Deputy Chancellor
- Vice Chancellor Human Resources

PUBLIC EMPLOYEE APPOINTMENT(S)/EMPLOYMENT The Board considered the following academic administrator:

- Chancellor

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 arose from the following:

1. The Board convened into Closed Session to review the claim of Myra Toth against the Ventura County Community College District.
2. The Board convened into Closed Session to review the settlement agreement of Javier Cervantes.
3. The Board convened into Closed Session to review the settlement agreement of Donna Kent.
4. The Board convened into Closed Session to review the claim of Golden Tee against the Ventura County Community College District.

5. The Board convened into Closed Session to review the claim of Catherine Miller against the Ventura County College Community College District.
6. The Board convened into Closed Session to review the claim from the County of Ventura against the Ventura County Community College District.

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

- Employee organizations: SEIU/AFT

STUDENT SUSPENSION/DISCIPLINE/EXPULSION [*Education Code* §66300]

- The Board considered one student expulsion.

RECONVENE IN OPEN SESSION

President Heitmann reconvened the meeting in Open Session at 6:09 p.m. in the Cowan Center – Ventura Room, with Trustee Gonzales absent.

PLEDGE TO THE FLAG

Michelle Klampe led the pledge to the flag.

*Trustees/Chancellor*

**A-1 Public Swearing in and Seating of Student Trustee** was moved by Trustee Rooney, seconded by Trustee Hernández, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve the public swearing in and seating of Doreen Juarez as Student Trustee to serve for the term from June 1, 2004, to May 31, 2005.

- **Oath of Office Administered to and Seating of New Student Trustee.** President Heitmann administered the Oath of Office to Doreen Juarez.

Student Trustee Juarez thanked the Board, Ventura College staff, and faculty.

CLOSED SESSION REPORT

President Heitmann read the following Closed Session Report:

- It was moved by Trustee Jacobs, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent, to enter into a tolling agreement regarding action – *County of Ventura vs. VCCCD*, (Ventura County Superior Court Case No. CIV227648) and to authorize the Interim Chancellor to engage in negotiations with the County of Ventura as follows:  
“Authorize the Chancellor or his designee to enter into an agreement tolling procedural and substantive statutory deadlines and requirements related to the matters which are the subject of the action entitled, County of Ventura vs. Ventura county Community College District, Case No. CIV 227648, for a period of sixty (60) days from the date of the agreement. Such tolling agreement shall extend to the rights and obligations of the County of Ventura only and shall be without prejudice to the rights, obligations and defenses of the District.

Further authorize the Chancellor or his designee to enter into negotiations with the County of Ventura for the purpose of exploring a possible resolution of the lawsuit.”

- It was moved by Trustee Jacobs, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent, to deny the Claim from Golden Tee.
- It was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent, to deny the claim of Catherine Miller.
- It was moved by Trustee Hernández, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve the settlement agreement of Javier Cervantes.
- It was moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent, to deny the claim of Myra Toth.
- It was moved by Trustee Rooney, seconded, and carried on a 4-0 vote, with Trustee Gonzales absent, to expel student ID #900 18 4418 from all colleges of the Ventura County Community College District, effective June 15, 2004.

President Heitmann announced that the Board would reconvene in Closed Session at the end of the meeting.

#### ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

President Heitmann acknowledged Moorpark College staff and the Ventura County Community College District Campus Police for their part in the funeral proceedings for Former President Ronald Reagan.

Eva Conrad said Moorpark College was honored to be part of these proceedings. She acknowledged Al Nordquist, Vice President of Business Services, and John Sinutko, Director of Maintenance & Operations, for their assistance. Al Nordquist, John Sinutko, and Chief Botting gave a brief overview of the event.

#### *Ceremonial Resolutions*

- R-1 Resolution to Recognize Ventura College’s Sixth Athletic Supremacy Award** 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 Recognize Ventura College’s Sixth Athletic Supremacy Award*. (Juarez – yes)

Greg Winslow, Ventura College Co-Athletic Director, thanked the Board of Trustees and introduced the student athletes, coaches, dean, faculty and staff. Trustee Rooney acknowledged Ventura College teams.

## *Recognition of Retirees*

### Moorpark College

Richard Cardoni  
Richard Kurtik  
Sergio Monteiro  
James Peddie

### Oxnard College

Carol Eustice  
Edward Lynch  
Gary B. Morgan  
Rene Rodriguez

### Ventura College

Jeffrey Barsch  
Mary Mangham  
Carol Cressman

President Heitmann acknowledged the retirees. Lyn Fauth recognized Carol Eustice, Edward Lynch, and Gary B. Morgan. Lydia Ledesma-Reese presented a plaque to Rene Rodriguez. Mr. Rodriguez gave a brief overview of his career in the Ventura County Community College District. Trustee Hernández, President Heitmann, and Eva Conrad acknowledged Mr. Rodriguez.

Jack Miller acknowledged Richard Cardoni, Richard Kurtik, Sergio Monteiro, and James Peddie.

Becky Hull recognized Jeffrey Barsch, Mary Mangham, and Carol Cressman.

## **Reports**

- **Ventura College**

- **President**

Michael Gregoryk introduced Nancy Latham, Education Assistance Center. Ms. Latham distributed a brochure and introduced Diane Moore, Dee Konczal, Steve Turner, Billie Summers, Sandy Hajas, and Vic Belinski. She commented on the Assistive Technology Training Center. Diane Moore, Dee Konczal, Steve Turner, Billie Summers, and Sandy Hajas gave a brief overview of the Center.

Mike Gregoryk acknowledged the Assistive Technology Center.

- **Academic Senate Representative**

Becky Hull distributed, “New Faculty Hires – Spring 2004 – How Much Time Does it Take to Select a New Faculty Member” and commented on the hiring process.

- **College Management Association Representative**

Diane Moore gave a brief “Day in the Life” of the following District Service Center Managers

- Richard Spaniard
- Jim Botting
- Carolyn Inouye
- Vic Belinski.

- **Chancellor**
  - **Update on Measure S Construction Program**

Mr. Les Dickie distributed and reviewed, “Capital Program State Funds & Measure S.” Mr. Dickie commented on increased costs in construction, mitigation costs, and monitoring project costs and explained the organizational structure of JCM. It was pointed out that the schematic designs of the Measure “S” projects would be presented to the Board.
  - **Budget Update**

Sue Johnson gave a brief update on the budget and said no action had been taken on student fees, equalization, and growth. She pointed out the Tentative Budget would be presented to the Board on June 28, 2004.
  - **Update on Safety and Lighting**

Jim Botting gave a brief overview of safety and lighting within the Ventura County Community College District. He reported on the plans to increase lighting at the campuses. Trustee Hernández expressed his support for an up-to-date lighting program throughout the District. Michael Gregoryk pointed out that the Ventura College Facility Oversight Group reviewed standards and technology as part of the Facility Master Plan. President Heitmann commented on the Energy Consortium in Ventura County.
  - **Trustees**
    - **Subcommittees**

Trustee Rooney said the subcommittee would make a recommendation to follow provisions of the *Education Code* and maintain membership in the Citizens’ Oversight Committee at the minimum level, and also address staggering the terms. She said the next meeting would be next Monday, July 21.

Trustee Jacobs gave a brief overview of the budget subcommittee meeting. He commented on the following items:

      - Student Health Centers
      - Dental Hygiene Program
      - Redevelopment Agencies
      - Self-Insurance
      - Loadbanking Fund
      - Five Percent Reserve
      - Blue Cross Improvements

Trustee Jacobs reported that the subcommittee recommended hiring an independent consultant RDA Firm. Interim Chancellor Studt commented on the plan to address unfunded liabilities and said that a report would be presented to the Board in July.

At 8:40 p.m. the meeting was adjourned. At 8:55 p.m. the meeting reconvened.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

**C-7 Classified Actions** were revised to include the layoff of Jan Loren, Instructional Lab Technician, Ventura College, and the reassignment of Eloisa Limon to Instructional Assistant/Language Lab, Moorpark College, effective July 1, 2004.

**C-8 Academic Actions** were revised to include the names of the new full-time faculty positions and to delete an exception for salary placement due to a resignation.

PUBLIC COMMENTS

There were no Public Comments.

*Consent Calendar Items*

It was moved by Trustee Hernández, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve the following Consent Calendar items. (Juarez – yes)

*Approval of Minutes*

- C-1 Action to Approve Minutes of the Special Meeting of the Board of Trustees for May 7 and 8, 2004** was approved.
- C-2 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for May 11, 2004** was approved.
- C-3 Action to Approve Minutes of the Special Meeting of the Board of Trustees for May 21, 2004** was approved.
- C-4 Action to Approve Minutes of the Special Meeting of the Board of Trustees for May 26, 2004** was approved.
- C-5 Action to Approve Minutes of the Study Session of the Board of Trustees for May 26, 2004** was approved.

*Student Learning*

- C-6 Spring 2004 Candidates for Certificates at Moorpark, Oxnard, and Ventura Colleges** were approved.

*Human Resources*

- C-7 Classified Actions** were pulled for discussion.
- C-8 Academic Actions**
  - A. Rescission of Appointment to Full-Time Tenure Track Position – Ventura College** was granted to approve the rescission of the appointment of Sean Stratton to the full-time tenure track position of Instructor in English at Ventura College (PCN#VFT382). The Board approved the appointment on May 26, 2004.

- B. Approval of Appointment of Full-Time Tenure Track Academic Personnel and Approval of Equivalency for New Hires – Moorpark, Oxnard and Ventura College** was granted to approve the appointment of full-time tenure track academic personnel, effective, August 10, 2004, and to approve the equivalency for new hires.
- C. Approval of Exception to Salary Placement For a Full-Time Academic Employee - Ventura College** was granted to approve an exception to the salary placement of Donna Beatty, newly appointed Instructor in Mathematics at Ventura College.
- D. Ratification and Approval of Part-Time Faculty – Oxnard and Ventura College** was granted to ratify and approve the attached list of part-time hourly faculty employees at Oxnard and Ventura College for the Summer and Fall of 2004.
- E. Approval of Equivalency for Part-time Faculty – Ventura College** was pulled for discussion.
- F. Approval of Equivalency for Part-time Faculty – Ventura College** was granted to grant an equivalency to the following part-time instructor at Ventura College: James Graca; Discipline: Commercial Art.
- G. Establishment and Abolishment of Full-Time Temporary Non-Tenure Track Academic Positions – Ventura College** was approved to establish a Coordinator, Institutional Development (11 mos.) (PCN#-VFZ003) as a full-time temporary non-tenure track position at Ventura College, effective August 10, 2004 and to abolish the Biotechnology/Science/Technology Grant Projects Specialist (PCN#VFZ127).
- H. Approval of Request For Family Medical Leave and Leave of Absence Without Pay for a Full-Time Academic Manager - Ventura College** was granted to approve a request from Sandra Curiel, an academic manager, for a family medical leave (Oct. 1, 2004, through December 31, 2004) and a leave of absence without pay (Jan. 1, 2005, through Oct. 1, 2005).
- I. Approval of Extension of Full-Time Temporary Grant-Funded Non-Tenure Track Academic Positions/Employee Assignments – Moorpark, Oxnard and Ventura College** was granted to extend the temporary grant funded non-tenure track positions/assignments for academic personnel through the 2004-05 academic year or upon expiration of grant funding for position.
- J. Establishment of Temporary Coordinator, DSP&S Position – Ventura College** was approved to establish a temporary Coordinator, DSP&S (PCN#VFZ011) for the fall semester of 2004.
- K. Establishment of Academic Grant Funded Non-Tenure Position at Oxnard College** was granted to establish a full-time non-tenure track academic position, (10 month) Project Director for the Center for International Trade Development (PCN#XFZ016).
- L. Establishment of Academic Grant Funded Non-Tenure Position at Oxnard College** was granted to establish a full-time non-tenure track academic position (10 month) Project Director for the Workplace Learning Center (PCN#XFZ017).



*Administrative Services*

- C-9 Ratification of Accounts Payable and Payroll for the Period of April 21, 2004 – May 24, 2004** was approved for the period of April 21, 2004 – May 24, 2004.
- C-10 Approval/Ratification of Board Purchase Order Report #14 FY 2003/04** was granted from April 23, 2004, through May 25, 2004.
- C-11 Monthly Budget Transfer Summary** was approved for the month of April 2004 for the General Fund-Unrestricted and General Fund-Restricted.
- C-12 Approval/Ratification of Board Purchase Order Report #1 FY 2004/05** was approved from April 23, 2004 to May 25, 2004.
- C-13 Quarterly Report of Investments for Ventura County Community College District** was accepted.
- C-14 Acceptance of Completion of Bid #220, Exterior and Interior Re-Painting of Aquatic Center at Ventura College** was approved.
- C-15 Approval of New Contracts, Grants and Designated Programs for Fiscal Years 2003-2004 & 2004-2005** was pulled for discussion.
- C-16 Acceptance of Completion of Bid #219, Replacement Doors and Framing at Ventura College Aquatic Center** was approved.
- C-17 Approval of Lease Agreement for the Ventura College Santa Paula Center located at 105-107 Dean Drive** was pulled for discussion.
- C-18 Approval of Lease Agreement for the Ventura College Santa Paula Center located at 115 Dean Drive** was granted.
- C-19 Acceptance of Completion of Bid 223, Roof Repair and Restoration at the Maintenance & Operations Complex of Moorpark College** was approved.
- C-20 Subcontract with Interface Children and Family Services for Staffing Services Under the Moorpark/Simi Valley Neighborhood for Learning (NfL) Grant** was approved to renew a subcontract for FY05, in the amount of \$197,054, with Interface Children and Family Services (Interface) for the provision of staffing services (\$182,457) and funding for administrative cost (\$14,597) related to the NfL grant from the Children and Families First Commission.
- C-21 Subcontract with Catholic Charities for the Administration of the Child Nutrition Program under the Moorpark/Simi Valley Neighborhood for Learning (NfL) Grant** was approved to renew a subcontract for FY05 in the amount of \$44,520 with Catholic Charities for the administration of the Child Nutrition Program under the NfL grant.
- C-22 Approval to Execute a Lease Agreement with Simi Valley Unified School District for the Moorpark/Simi Valley Neighborhood for Learning (NfL) Grant** was granted to authorize management to execute a lease agreement with Simi Valley Unified School District (SVUSD) for portable classroom space for the NfL's Simi Valley Family Resource Center and Headstart Preschool Program located at Berylwood Elementary School in Simi Valley.
- C-23 Approval of a Subcontract with Simi Valley Unified School District for Reimbursement of Modular Site Preparation Expenses for the Moorpark/Simi Valley Neighborhood for Learning (NfL) Grant** was granted to approve a subcontract in an amount not to exceed \$159,600 to Simi Valley Unified School District (SVUSD) for reimbursement of modular classroom site preparation expenses at Berylwood Elementary School in Simi Valley.

- C-24 Bid 224, Furniture for Moorpark College LRTC Building** was approved. The purpose of this bid was to purchase and install new furniture for the Moorpark College LRTC Building.
- C-25 Bid 230, Interactive Language Lab Software and Hardware for Moorpark and Ventura Colleges** was approved. The purpose of this bid was to purchase web-based, interactive language lab software and hardware for Ventura College and Moorpark College.
- C-26 Award of Bid #233, Classroom Audio Visual Equipment Upgrade at Ventura College** was approved to award a contract for Bid #233, Classroom Audio Visual Equipment Upgrade at Ventura College to the lowest responsible bidder after the June bid opening.
- C-27 Surplus/Disposal of Equipment** was approved as listed.
- C-28 Capital Planning and Design Construction**
- A. Approval of Budget for Modernization to Existing Student Union Facility at Moorpark College** was granted to approve a construction budget in the amount of \$300,000 for modernization to the existing Student Union Facility at Moorpark College.
  - B. Approval to Appoint Gensler as the Design Architect for the Academic Center at Moorpark College** was granted to appoint Gensler as the architect for the Academic Center project at Moorpark College.
  - C. Approval to Appoint AC Martin as the Design Architect for the Arts Complex and Communication Building Remodel at Moorpark College** was granted to appoint AC Martin as the architect for the Arts Complex and Communication Building Remodel at Moorpark College.
  - D. Approval to Increase Contract with Boyle Engineering for Increased Scope of Work EATM Storm Drainage System at Moorpark College** was granted to authorize management to increase the cost of the professional services contract with Boyle Engineering by \$31,190 to provide additional engineering services for the design of a storm water collection system within the site of the EATM facility at Moorpark College.
  - E. Approval to Execute a Contract with TMAD Engineers for Electrical Site Services for the Master Plan at Moorpark College** was granted to authorize management to execute a professional services contract in the amount of \$16,000 with TMAD Engineers to provide engineering services to locate existing electrical site services in relation to the Master Plan for Moorpark College.
  - F. Approval to Execute a Contract with Triad/Holmes Associates for the Master Plan Utility Location and Mapping at Moorpark College** was granted to authorize management to execute a professional services contract in the amount of \$48,680 with Triad/Holmes Associates to provide engineering services in relation to the Moorpark College Master Plan.
  - G. Budget Amendment: Capital Projects Fund** was approved.
  - H. Approval to Execute a Contract with Lucci & Associates, Inc. to Provide Electrical Engineering Services for Campus Infrastructure Upgrades and Existing Parking Lot Lighting at Oxnard College** was approved to authorize management to execute a professional service contract in the amount of \$132,500, which includes \$7,000 for reimbursable expenses, with the firm of Lucci &

Associates, Inc. to provide electrical engineering services for the design and construction of the upgrades to the electrical infrastructure at Oxnard College.

- I. Approval to Execute a Contract with Landmark Design to Provide Landscape Design Services for the Rose Avenue/Bard Road Landscape Construction Project at Oxnard College** was granted to authorize management to execute a professional services contract in the amount of \$38,560 with the firm of Landmark Design of Westlake Village to provide Landscape Design Services for the proposed Rose Avenue/Bard Road landscape construction project at Oxnard College.
- J. Approval to Execute a Contract with Anderson Design Architects to Provide Architectural Services for the Warehouse Storage Building at Oxnard College** was granted to authorize management to execute a professional services contract in the amount of \$125,000, which includes \$6,000 for reimbursable expenses, with the firm of Anderson Design Architects to provide architectural services for the design and construction of the Warehouse Storage Building at Oxnard College.
- K. Award of Bid #228, Ventura College Re-Roofing Project** was granted to the lowest responsible bidder.
- L. Approval of Design Contract with Follis Design for Way finding Signage at Ventura College** was granted in the amount of \$35,000 for wayfinding and exterior design signage at Ventura College.
- M. Approval of an Increase to the Budget for the Science Building Upgrades at Ventura College** was granted to approve a \$40,000 increase in the budget for the Science Building upgrades at Ventura College; the adjusted total budget will now be \$180,000. Please refer to the attached sheet titled "Capital Program: Projects Budgets."
- N. Acceptance of Change order Summary Report for Capital projects** was pulled for discussion.

**C-29 Acceptance of the Educational Master Plan for Moorpark College** was approved.

Eva Conrad distributed and reviewed, "Moorpark College Executive Summary: Educational Master Plan." She gave a brief history of the Moorpark College planning process and pointed out the process was done annually on all programs. Jack Miller provided some highlights of the Plan. There was a brief discussion on this item.

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

***Human Resources***

- C-7 Classified Actions** were moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent to approve the Classified Actions as listed. (Juarez – yes)
  - A. Approval of Hourly Limited Term/Provisional Assignments** was granted as listed.
  - B. Approval of Resignation of Classified Personnel** was granted as listed.
  - C. Approval of Temporary Change in Classified Position** was granted to approve a temporary change in the classified position of Virginia Atmore, from Fiscal/Budget

- Technician to Fiscal Services/SBO Lead at Ventura College.
- D. Approval of Abolishment and Establishment of Position – Oxnard College** was granted to abolish a Student Services II/Bilingual position and to establish a Clerical Assistant I/Bilingual position at Oxnard College.
  - E. Approval of Establishment of Seasonal Position – Oxnard College** was granted to establish a Seasonal Clerical Assistant I position in the EOPS Department at Oxnard College.
  - F. Approval of Retirement of Classified Personnel** was granted to accept the retirement of Mary A. Taylor-Parr, Learning Disabilities Technician, EAC/OC, effective August 24, 2004, and Armando Castillo, Police Officer II, District Service Center, effective June 30, 2004.
  - G. Approval of Termination of Classified Employee** was granted to approve the termination of Connie S. Dollahite-Nard, Business Office Assistant I at Moorpark College.
  - H. Approval of Increase in Assignment** was granted to approve the increase in assignment from 11 months to 12 months for Abra Paudler, Costume Technician at Ventura College.
  - I. Approval of Request for Long-Term Leave** was granted for Hakeem Abdul Hasan, Sr., Community College Police Officer I.
  - J. Approval of Probationary to Permanent Personnel** was granted as listed.
  - K. Approval of Request for Furlough Without Pay** was granted to approve the request of Barbara Cochran, Administrative Assistant II at Oxnard College, for Furlough Without Pay from June 4 to June 25, 2004.
  - L. Approval of Employment of Relatives** was granted to approve the employment of Erin Brown as Student Aide in the Learning Center at Moorpark College and to approve Carole Cooley, Administrative Assistant I, Institutional Research at Oxnard College. Ms. Brown's father is an instructor at Moorpark College and Ms. Cooley's sister works at the District Service Center with no supervision.
  - M. Approval of Establishment of Position – Ventura College** was granted to establish a Financial Aid Technician (12 mo/100%) position (VCU048) in the Financial Aid Department at Ventura College, effective July 1, 2004.
  - N. Approval of Establishment of Position – Ventura College** was granted to establish a Counselor Assistant (12 mo/100%) position (VCU053) in the Financial Aid Department at Ventura College, effective July 1, 2004.
  - O. Approval of Abolishment of Two Positions and Establishment of Position – Oxnard College** was granted to abolish one vacant Administrative Assistant II position in the Workplace Learning Center and one filled Administrative Assistant II - bilingual position in the Center for International Trade and Development and to establish an Account Tech I regular position in the division of Economic Development and Community Initiatives, effective August 1, 2004.
  - P. Approval of Decrease in Assignment** was approved for two Child Development Assistant positions at Ventura College from 11 months to 9 months, effective August 1, 2004.
  - Q. Approval of Abolishment of Full-Time Child Development Associate and Full-time Child Development Assistant Positions at Oxnard College** was granted, effective August 1, 2004.

- R. Approval of Establishment of Position at Ventura College** was granted to establish a Supervisor, Student Business Office/Fiscal Services position.
- S. Approval of Establishment of Position at Ventura College** was granted to establish a Director Alternate Text Productions Center position and approve class specification at classified salary level 105, effective July 1, 2004.
- T. Approval of Abolishment of Position and Establishment of Position – Moorpark College** was granted to abolish a vacant Administrative Assistant II position and to establish an Administrative Assistant I position in the Student Learning Department at Moorpark College, effective July 1, 2004.
- U. Approval of Abolishment of Positions at Ventura College** was granted to abolish Child Development Assistants positions VCU314, VCU321, and VCU441 at the Ventura College Child Development Center, effective August 1, 2004.
- V. Approval of Probationary Personnel** was granted for Sally Clark, Food Services Assistant II, Oxnard College, effective June 21, 2004.
- W. Approval of Establishment of Position – Oxnard College** was granted to establish a Financial Aid Technician (12 mo/100%), position (XCU084), in the Financial Aid Department at Oxnard College, effective July 1, 2004.
- X. Approval of Establishment of Position – Oxnard College** was granted to establish a Counselor Assistant (12 mo/100%), position (XCU087), in the Financial Aid Department at Oxnard College, effective July 1, 2004.
- Y. Layoff of Permanent Personnel** was granted to approve the lay-off of Eloisa Limon, Instructional Assistant/Language Lab., Ventura College, effective June 30, 2004.
- Z. Reassignment of Classified Personnel** was granted to reassign in lieu of layoff Instructional Assistant/Language Lab., Moorpark College, effective June 30, 2004.

Under **Approval of Hourly/Limited Term Assignments**, President Heitmann expressed her concerns about hiring tutors during the summer. Michael Gregoryk pointed out the tutors were hired on an hourly basis. Trustee Rooney suggested that ratification should have been placed on the heading along with approval.

#### **C-8 Academic Actions**

- E. Approval of Equivalency for Part-time Faculty – Ventura College** was moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent, to grant an equivalency to the following part-time instructor at Ventura College: Barbara Obermeier; Discipline: Graphic Arts. (Juarez – yes)

Trustee Jacobs asked for additional information on equivalency requests.

### *Administrative Services*

- C-15 Approval of New Contracts, Grants and Designated Programs for Fiscal Years 2003-2004 & 2004-2005** was moved by Trustee Rooney, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent. (Juarez – yes)

Trustee Rooney thanked Oxnard College for detailing how the grant tied into the college's mission. Trustee Hernández commented on this program.

- C-17 Approval of Lease Agreement for the Ventura College Santa Paula Center located at 105-107 Dean Drive** was moved by Trustee Rooney, seconded by Trustee Hernández, and carried on a 4-0 vote, with Trustees Gonzales absent. (Juarez – yes)

Trustee Rooney asked about the use of the vacant space at the Santa Paula Center. Michael Gregoryk gave an update on the use of the space.

- C-28 Capital Planning and Design Construction**  
**N. Acceptance of Change order Summary Report for Capital projects** was moved by President Heitmann, seconded by Trustee Hernández, and carried on a 4-0 vote, with Trustee Gonzales absent. (Juarez – absent)

President Heitmann expressed her concerns about overruns.

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

### *Administrative Services*

- A-2 Acceptance of Gifts** was moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent, to accept the following gifts: (Juarez – yes)

New Phillips Agilent Tech EDG Model 1770A to be used by Physiology Labs at Oxnard College – donated by Michael Abram.

- A-3 Acceptance of the District's State Five-Year Capital Construction Plan** was moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a 4-0 vote, with Trustee Gonzales absent, to accept the District's State Five-Year Capital Construction Plan, as outlined on the attachment. (Juarez – yes)

Handel Evans gave a brief overview of the District's Five-Year Capital Construction Plan. President Heitmann expressed her concerns. There was a brief discussion regarding this item. The Board asked for training on state funding. Interim Chancellor Studt reported that the state chancellor's office have agreed to make a presentation at a Board study session on funding mechanisms.

### *Trustees/Chancellor*

- A-4 Approval of 2004/2005 Board Goals/Objectives** was moved by Trustee Rooney, seconded by Trustee Hernández, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve the 2004/2005 Board Goals/Objectives as amended. The Goals/Objectives were amended as follows: (Juarez – yes)

Item No. 2

- Continue to develop a renewed sense of trust and credibility with the communities the district serves.

- Continue to develop relations with local media.

**A-5 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 approve the revision to the 2004 Schedule of Meetings for the Board of Trustees. (Juarez – yes)

There was a brief discussion regarding a study session with the state chancellor’s office. It was decided to add a study session at 2:00 p.m. on July 13, 2004, at Oxnard College.

**A-6 Action to Approve Governing Board Member Absence** was moved by Trustee Hernández, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Gonzales absent, to approve Board of Trustees Member Absence of Trustee Gonzales, pending verification of absences. (Juarez – yes)

**End of Board Actions**

ITEMS FOR DISCUSSION

**Trustee Issues**

- **Trustee Reports/Announcements/Correspondence**

Cheryl Heitmann commented on the Campaign for College Opportunity.

RECESS TO CLOSED SESSION

At 10:15 p.m. the meeting recessed to Closed Session.

ADJOURNMENT

At 11:25 p.m. the meeting was adjourned to June 17, 2004, at 8:30 a.m. in the District Service Center conference room.