

Board of Trustees

Ventura County Community College District

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Mary Anne Rooney

Vice-President

Arturo D. Hernández

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Robert O. Huber

Trustee

Larry O. Miller

Trustee



James M. Meznik

Chancellor/Secretary to the Board

MINUTES FOR THE MEETING OF TUESDAY, JUNE 21, 2005

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, June 21, 2005, in the Oxnard Union High School District Board Room.

Roll Call

Board Members Present:

Cheryl Heitmann, President

Mary Anne Rooney, Vice-President

Arturo D. Hernández

Robert O. Huber

Larry O. Miller

Management Present:

James M. Meznik, Chancellor

Lydia Ledesma-Reese, President, Oxnard College

Eva Conrad, President, Moorpark College

Michael Gregoryk, Interim President, Ventura College

William Studt, Vice Chancellor, Human Resources

Patricia Parham, Associate Vice-Chancellor, Human Resources

Sue Johnson, Associate Vice Chancellor, Business Services

Vic Belinski, Associate Vice Chancellor, Information Technology

Ramiro Sanchez, Executive Vice President, Student Learning

Ray DiGuilio, Vice President, Business Services

Carolyn Inouye, Director of Institutional Research

Cheryl Shearer, Dean, Business/Technology

Jim Botting, Chief of Police

Faculty/Staff/Student Representatives:

Jeff Baker, Moorpark College Academic Senate President

Jeannette Redding, Oxnard College Academic Senate President

Kathryn Schoenrock, Ventura College Academic Senate President

Harry Korn, AFT

Kay Faulconer, CMA
Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

President Heitmann called the meeting to order at 5:30 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no public comments.

RECESS TO CLOSED SESSION

At 5:30 p.m., President Heitmann recessed the meeting to Closed Session in the Oxnard Union High School District Board Room, Oxnard, California.

The following items were considered during Closed Session:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

The Board considered the following academic administrator:

- Chancellor

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

- *Gasperi vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV225291)
- *Peter Holmes vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV227266)
- *Rita Martinez and Raymond Brie vs. Board of Trustees of the VCCCD* (Ventura County Superior Court Case No. CIV227997)
- *Patricia Kistler vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV231014)
- *Jacqueline Cooper vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV230706)
- *Tiffane T. Williams and David E. Williams as the Surviving Heirs, Personal Representatives, Successors of Interest of Decedent, Sarah N. Williams vs. VCCCD et al.* (Ventura County Superior Court Case No. CIV232233)
- *Golden Tee, Inc. vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV230977)

CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION [*Gov't Code* § 54956.9(b)] None

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

- Employee organizations: SEIU – Chief Negotiator, Patricia Parham
AFT – Chief Negotiator, Jackson Parham

RECONVENE IN OPEN SESSION

President Heitmann reconvened the meeting in Open Session at 7:18 p.m.

PLEDGE TO THE FLAG

Michael Gregoryk led the pledge to the flag.

CLOSED SESSION REPORT

There was no Closed Session Report.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS**Certificates**

- ❖ **Ventura College Athletics Program** – Trustee Rooney presented the Certificate of Appreciation to Nancy Fredrickson, who accepted on behalf of the Ventura College Athletics Program. Nancy Fredrickson thanked the Board and introduced Nelson Emery, tennis coach.
- ❖ **Michael Gregoryk, Ventura College Interim President** – President Heitmann presented a plaque to Michael Gregoryk.

Recognition of Retirees 2004-05**Moorpark College**

Hugo Ekback
Joseph Gonzalez
Robert Herman
Peggy Izumo
Diana Lopez
Pamela Sheridan
Robert Stephens
Sexton Stewart
Leslie Wieder
Carol Woodward
Mary S. Baker
Dorothy Brooks
Jeri Chandler
Steve Grimm
Bernadette Vargas
Charles Campo
Harumi Takuyama

Oxnard College

Anthony Raptis
Cheryl Shearer
Marcia “Marti” Dibble
Linda Fintel
Patricia Gage
Antonio Mariscal
Thava Merrett

Ventura College

Paul Aiello
David Breslin
Lawrence Manson
George Rosales
Alice Slaton
William Thieman
Carol Weinstock
Hiroko Yoshimoto
Patricia Blain
Connie Drusen
Beverly Frank
Dolores Konczal
Linda Santillanes
Joyce Frenette

President Heitmann introduced Robin Calote, Ventura College, and Kathryn Schoenrock, Jeanette Redding, and Jeff Baker, Academic Senate Presidents.

A brief reception was held to honor the retirees, welcome the new academic senate presidents, recognize Michael Gregoryk, and welcome Robin Calote, Ventura College President.

Trustee Rooney introduced her sister.

Reports

- **Reports**

- **Chancellor’s Report**

Handel Evans provided a status report on Oxnard College Measure S Projects. He briefly explained the Oxnard College Maintenance Building Fuel Tank Release Program remediation project.

- **Campus Report – Oxnard College**

Lydia Ledesma-Reese distributed and reviewed information on the Oxnard College Marine Education Center.

Mike Gregoryk thanked the faculty, staff and students at Ventura College. He announced he accepted a position at Mt. San Antonio College.

- **Academic Senates' Reports**

Katheryn Schoenrock acknowledged the Board, the Ventura College faculty, Mike Gregoryk, and Robin Calote. She commented on the "One Book, One Campus" program at Ventura College and the proposed Technical Assistance Visit.

Jeanette Redding thanked the Board for the reception and commented on collegial consultation.

Jeff Baker mentioned the shared governance process.

- **CMA**

Kay Faulconer acknowledged Mike Gregoryk.

PUBLIC COMMENTS

It was moved by Trustee Miller, seconded by Trustee Huber, and carried on a unanimous vote to suspend the time limit in the Board Policy to allow all speakers to address the Board.

Gregory Cross, Don Rodrigues, Richard Flours, Charles Duncan, Janet Wall, Dexter McDonald, June Behar, Christopher Bysshe, Susan Webster, Gary Morgan, Gail Metcalf (on behalf of Miriam Gunderson), Diane Volz, Richard Fox, Edward Buckle, Carol Smith, Al Miller, Jacki McCarthy, Kathy Tellez, Patricia McCarthy, Mary Ellen Kazmark, Carlos Macen, Denise Zweig, Higdalio Robles, Ben Mala, Jr., Hassan Fayyad, Patty Rush, Bea Herrera, Linda Loiselle, Fred Meyer, Jr., Harry Korn, Mimi Kairchnea, and Phil Bohan, addressed the Board regarding the college cafeterias, Horticulture Program, insurance benefits, Journalism Program, Reentry & Women's Center, funding, Oxnard College Performing Arts Program, staffing, part-time faculty assignment, and negotiations.

President Heitmann acknowledged SEIU for their good faith bargaining.

- **Trustees**

- **Subcommittees**

Trustee Rooney reported on the Construction Subcommittee meeting. There was a brief discussion regarding Item C-25G – Approval of Design and Installation of Monument Signage at Oxnard College North Parking Lot. She asked the college to review the signage to ensure it was consistent with the Oxnard College Facilities Master Plan.

Trustee Hernández gave a brief overview on the Rules, Operations & Procedures Subcommittee meeting. He commented on the process for the student trustee election.

President Heitmann reported on the Community College League of California Legislative Committee meeting.

Trustee Miller commented on the Latino Town Hall meeting in Santa Paula.

Trustee Rooney reported on the retirement dinner for Gary Davis, Oxnard Union High School District.

PUBLIC NOTICES OF CHANGES TO THE AGENDA

Human Resources

The Moorpark College retiree list was revised to remove Carolyn Rees and to add Harumi Tokayama.

C-3 Revision to Human Resources- Employment Position Management

C. Approval of Full-time Academic Personnel was revised to delete/remove the appointment of Riley Dwyer, Humanities/Film Instructor at Moorpark College.

C-4 Changes in Personnel/Employment Status

H. Approval of Extension of Full-time Temporary Grant-funded Non-tenure Track Academic Positions/Employee Assignments – Moorpark, Oxnard and Ventura College was revised under Ventura College to correct the numbering sequence.

I. Approval of Temporary Change of Assignment for Classified Personnel was revised to change the effective dates for Teri Spiker to 5/23 - 6/16/05.

Business Services

C-20 Approval of a Contract with Scottel Voice and Data, Inc. for PBX Phone System Replacement was pulled from the agenda.

C-25 Capital Planning, Design and Construction

C. Purchase of New Modular Building for Bond Measure S Consultants was revised to indicate that Construction Subcommittee recommended approval.

H. Approval of a Contract with Oilfield Electric Co., Inc., for the Electrical Systems Upgrade Phase II Improvements at Oxnard College, Project #29115 was revised to indicate that Construction Subcommittee recommended approval.

Consent Calendar Items

It was moved by Trustee Rooney, seconded by Trustee Miller, and carried on a unanimous vote, to approve the Consent Calendar Items.

Approval of Minutes

- C-1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for May 10, 2005** was approved.
- C-2 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for May 26, 2005** was approved.

Human Resources

- C-3 Employment & Position Management**
 - A. Approval/Ratification of Limited Term/Provisional Assignments** was granted.
 - B. Approval/Ratification of Part-time Faculty** was granted to approve the list of part-time hourly faculty employees for the Spring, Summer and Fall of 2005.
 - C. Approval of Classified and Academic Personnel** was granted.
 - D. Approval of Establishment and Re-establishment of Positions** was granted to establish and re-establish the positions at all three colleges as listed.
 - E. Approval of Change of Position** was granted to approve the change of the Fire Academy Equipment Tech at Oxnard College (XCU253) from 40% to 45%.
 - F. Approval of Employment of Relatives** was granted as listed.
- C-4 Changes in Personnel/Employment Status**
 - A. Approval of Resignation/Retirement of Academic & Classified Employees** was granted as listed.
 - B. Approval of Probationary to Permanent Personnel** was granted as listed.
 - C. Approval of Voluntary Transfer Request for a Full-time Academic Employee** was granted to approve a voluntary transfer request for Michael Bowen from his full-time Physics/Mathematics instructor position at Oxnard College to the full-time Mathematics instructor position at Ventura College.
 - D. Lay-Off of Permanent Classified Personnel** was approved for the lay-off of classified personnel due to the elimination of their positions (as a result of a Board action taken on March 8 or as a result of bumping rights invoked by more senior employees) as listed.
 - E. Approval of Reassignments/Transfers/Voluntary Demotions in Lieu of Lay-off** was granted as listed.
 - F. Approval of Reinstatement to Former Classification** was granted as listed.
 - G. Approval of Extension of Temporary Full-time Management Leave Replacement – Ventura College** was granted to approve the extension of the temporary full-time leave replacement assignment of David Bransky as Assistant Dean, Student Services, at Ventura College for the period July 1, 2005, through September 30, 2005.
 - H. 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 for the 2005-06 Academic Year or upon expiration of grant funding for the position.

- I. Approval of Temporary Change of Assignment for Classified Personnel** was granted to approve temporary changes in the assignments for classified employees at Ventura College.
- J. Reinstatement of Faculty Member to Full-time Tenure Track Position** was granted to approve the reinstatement of Toni Allen to a full-time tenure track instructor position (MFT408) at Moorpark College in the disciplines and at the FTE indicated, effective July 1, 2005.
- K. Approval of Extension of Effective Date of Position Eliminations** was granted to extend the effective date previously indicated for elimination of the Risk Manager (DCU053) and Resource Development Coordinator/Trainer (MCU143) positions from July 1, 2005 – August 31, 2005.
- L. Approval of Reassignment In Lieu of Lay-off of Full-time Faculty** was granted to approve the reassignment in lieu of lay-off of a full-time faculty member from Moorpark College to Oxnard College.

Business Services

- C-5 Ratification of Accounts Payable and Payroll for the Period of April 12, 2005 – May 27, 2005** was approved.
- C-6 Approval/Ratification of Board Purchase Order Report #1 for Fiscal Year 2005-2006** was granted from May 1, 2005, to May 27, 2005.
- C-7 Approval/Ratification of Board Purchase Order Report #13 for Fiscal Year 2004-2005** was granted from May 19 2005, to May 27, 2005.
- C-8 Approval of Amendments to Grants, Contracts, and Categorical Programs for Fiscal Year 2004-2005** was granted to accept budget amendments to existing grants, contracts, and categorical programs for FY 2004-2005.
- C-9 Approval of New Contracts for Fiscal Year 2004-2005** was granted to accept new contracts for FY 2004-2005.
- C-10 Approval of Contract with Department of Rehabilitation for Fiscal Year 2005-2006** was granted.
- C-11 Approval of Contract with Department of Youth Authority for Fiscal Year 2005-2006** was granted.
- C-12 Approval of New Contracts for Fiscal Year 2005-2006** was granted.
- C-13 Monthly Budget Transfer Summary** was approved to ratify the monthly budget transfer summary for the month of April 2005 for the General Fund-Unrestricted and General Fund-Restricted.

- C-14 Surplus/Disposal of Equipment** was pulled for discussion.
- C-15 Award of Bid 242, Supply and Installation of Floor and Carpet** was approved to award Bid 242, Supply and Installation for Flooring and Carpet to the lowest responsible bidder after the June bid opening.
- C-16 Award of Bid 260, Supply and Installation of Audio Visual Equipment for Moorpark College** was approved to award Bid 260, Supply and Installation of Audio Visual Equipment for Moorpark College to the lowest responsible bidder after the mid-June bid opening.
- C-17 Award of Bid 262, Electrical Upgrade for District Service Center** This item presents for approval the award of a contract for Bid 262, Electrical Upgrade for District Service Center to the lowest responsible bidder, Oilfield Electric, for \$35,350.
- C-18 Award of Bid 263, Slurry and Seal Coat of Parking Lots at Moorpark, Oxnard, and Ventura Colleges** will be granted to the lowest responsible bidder after the July bid opening.
- C-19 Acceptance of Completion of Bid 247, Ventura East Campus Maintenance Project** was approved.
- C-20 Approval of a Contract with Scottel Voice and Data, Inc. for PBX Phone System Replacement** was pulled from the agenda.
- C-21 Subcontract with the County of Ventura Employee Assistance Program (EAP) to Provide the LCSW/MFT Training Practicum** was approved to renew a subcontract for FY 2005-2006, in the amount of \$60,330, with the County of Ventura Employee Assistance Program (EAP) for the provision for the Licensed Clinical Social Worker/Marriage and Family Therapist (LCSW/MFT) Training Practicum.
- C-22 Extension of Contract with WK Enterprises, Inc. for Management of Golf Driving Range at Moorpark College** was pulled for discussion.
- C-23 WebCT Software License Agreement Between Ventura College and the Foundation of California Community Colleges** was approved.
- C-24 Video Captioning Service for Oxnard College** was granted to approve a contract with RapidText, Inc. for \$41,890. The contract includes offline video captioning for distance learning classes according to State Title 508 compliance requirements.
- C-25 Capital Planning, Design and Construction**
- A. Acceptance of a Revision to the District's State Five-Year Capital Construction Plan** was granted to approve a revision to the District State Five-Year Capital Construction Plan for 2007-11.
 - B. Supplement to the Professional Services Contract with Legal Firm of Orbach, Huff & Suarez LLP for Various Construction-Related Issues** was granted to approve a supplement for \$460,000 to the professional services

- contract with the legal firm of Orbach, Huff & Suarez LLP for various construction-related issues.
- C. **Purchase of New Modular Building for Bond Measure S Consultants** was approved.
 - D. **Approval of Agreement with Church of Jesus Christ of Latter Day Saints for Installation of a water Line at Moorpark College** was granted to approve a License Agreement, dated May 24, 2005, with the Church of Jesus Christ of Latter Day Saints (LDS) to install a water line across property, which is owned by LDS.
 - E. **Approval of Subcontractor Substitution for Project #19059: Child Development Center at Moorpark College** was granted to approve the substitution for subcontractor Environmentalists Commercial Services Company with DFS Flooring of the floor-covering portion of the work on Project #19059: Child Development Center at Moorpark College.
 - F. **Approval of Contract with Lucci & Associates, Inc., for Electrical Engineering Design Services for the Electrical Infrastructure at Moorpark College** was granted to approve a contract with Lucci & Associates, Inc. in the amount of \$189,500 to provide electrical engineering design services for the upgrade to the campus-wide electrical infrastructure at Moorpark College.
 - G. **Approval of Design and Installation of Monument Signage at Oxnard College North Parking Lot** was approved for a cost not to exceed \$20,000, subject to the review by the campus to ensure the font matches the Facilities Master Plan.
 - H. **Approval of a Contract with Oilfield Electric Co., Inc., for the Electrical Systems Upgrade Phase II Improvements at Oxnard College, Project #29115** was granted to approve a contract with Oilfield Electric Co., Inc., in the amount of \$473,000 for the construction of the Phase II improvements to the electrical infrastructure at Oxnard College.
 - I. **Rejection of all Bids for the West Parking Lot Renovation Project at Ventura College** was approved.
 - J. **Approval of Contract for the Building “D” and “CR” Renovation at Ventura College** was granted to contract with EA Environmental Construction, Inc., the lowest responsible bidder, in the amount of \$3,069,024 for the renovation of Buildings “D” and “CR” at Ventura College.
 - K. **Acceptance of Change Order Summary Report for Capital Projects** was approved.
 - L. **Approval to Extend the Contract with HE Consulting, Inc. for Capital Construction Management** was granted to extend a contract with HE Consulting, Inc. for the services of J. Handel Evans to provide oversight of the Measure S Capital Construction Program and general facilities work for the District.

Student Learning

- C-26 **Ratification of Degrees** was approved to ratify degrees awarded to students who followed an associate degree pattern without prior approval by the Board of Trustees. This ratification of a degree pattern validated the degrees awarded to Moorpark College students from Spring 2004 through Spring 2005.

- C-27 Action to Authorize a Special Election of a Student Trustee** was approved to authorize a special election of a student trustee pursuant to the procedures for elections set forth in the Student Trustee Election Procedures publication.

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

Business Services

- C-14 Surplus/Disposal of Equipment** was moved by Trustee Huber, seconded by Trustee Rooney, and carried on a unanimous vote.

There was a brief explanation of the process used to determine the cost of the surplus/disposal equipment.

- C-22 Extension of Contract with WK Enterprises, Inc. for Management of Golf Driving Range at Moorpark College** was moved by Trustee Huber, seconded by Trustee Rooney, and carried on a unanimous vote, to authorize management to extend the contract for the Management of the Moorpark College Golf Driving Range to WK Enterprises Inc., for the period effective July 1, 2005 through August 31, 2005.

Sue Johnson indicated that this was an extension until the RFP process was concluded.

Action Items/Second Reading Items

Business Services

- A-2 Adoption of 2005-2006 Tentative Budget** was moved by Trustee Hernández, seconded by Trustee Huber, and carried on a unanimous vote, to adopt the 2005-2006 Tentative Budget for all funds of the District, and establish September 13, 2005, at 7:00 p.m., at the Ventura County Superintendent of Schools Office in Camarillo, as the date, time and location of the public hearing for adoption of the 2005-2006 Adopted Budget. Adoption of the Tentative Budget authorizes expenditures as proposed within various fund categories of the budget and estimates revenue for each program that supports such expenditures.

Sue Johnson distributed and reviewed the following documents:

- *State Budget Process Timeline*
- *FTES Analysis FY 04 vs. FY 05 as of June 20, 2005*
- *Executive Summary – 2005-2006 Tentative Budget, June 21, 2005*
 - *Budget Highlights*
 - *2005-06 Tentative Budget General Fund – Unrestricted Balanced Budget Overview*
 - *2005-06 Tentative Budget General Fund – Unrestricted Budget Comparison*
 - *2005-06 Tentative Budget Comparison by Site*
 - *By Expenditure Category*
 - *By Location*
 - *By Program*
 - *2005-06 Tentative Budget Summary by Fund*
 - *Budget Challenges*

Sue Johnson gave a brief overview of the budget process. There was discussion regarding the contingency reserve.

The Board asked for the following:

- Reserves in multi-college districts and low-revenue districts
- Review health benefit plans for a more efficient program
- District program and class size information

A-3 Budget Amendment General Fund – Unrestricted and General Fund Unrestricted - Designated (Requires 2/3 Vote) was moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a unanimous vote, to amend the General Fund Reserve, General Fund Unrestricted and General Fund Unrestricted – Designated expenditure accounts.

The Board acknowledged Trustee Miller’s and Chancellor Meznec’s visit to Barstow College. There was a brief discussion regarding a community outreach program at Oxnard College.

A-4 Approval of the FY 2005-2006 Student Health Services Fee Increase was moved by Trustee Miller, seconded by Trustee Hernández, and carried on a unanimous vote, to grant the increase to the Student Health Fee to \$14 per semester, \$11 per summer session, and \$11 for each intersession of at least 4 weeks.

Human Resources

A-5 Approval of the Reinstatement of Food Service Operations was moved by Trustee Rooney, seconded by Trustee Huber, and carried on a unanimous vote, to re-instate the Food Service Operations at Moorpark, Oxnard, and Ventura Colleges and the establishment of positions as listed.

Trustee Hernández acknowledged SEIU and administrative staff for their efforts.

A-6 Approval of the Revisions to Employment Contracts was moved by Trustee Miller, seconded by Trustee Rooney, and carried on a unanimous vote, to accept the revisions of three employment contracts for College President(s) and Vice Chancellor, Human Resources.

There was a brief discussion regarding the revisions to the contacts.

End of Board Actions

Trustee Issues

- **Trustee Reports/Announcements/Correspondence**
Trustee Miller moved to rescind the deletion of the Journalism, Horticulture, and Water Science Programs and asked for an item to be placed on the agenda for the July Board meeting. Trustee Huber expressed his concerns regarding this item.

RECESS TO CLOSED SESSION

At 12:45 a.m., the meeting was recessed to Closed Session.

ADJOURNMENT

At 1:10 a.m., on June 22, 2005, the meeting was adjourned.