

Board of Trustees

Ventura County Community College District

Cheryl Heitmann

President

Board

Mary Anne Rooney

Vice-President

Arturo D. Hernández

Trustee

Robert O. Huber

Trustee

Larry O. Miller

Trustee

Brian Lovatt

Student Trustee



James M. Meznik

Chancellor/Secretary to the

MINUTES FOR THE MEETING OF OCTOBER 11, 2005

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, October 11, 2005, at Oxnard College in room CSSC-101.

Roll Call

Board Members Present:

Cheryl Heitmann, President

Mary Anne Rooney, Vice-President

Arturo D. Hernández

Robert O. Huber

Larry O. Miller

Brian Lovatt, Student Trustee

Management Present:

James Meznik, Chancellor

William Studdt, Vice Chancellor, Human Resources

Eva Conrad, President, Moorpark College

Lydia Ledesma-Reese, President, Oxnard College

Robin Calote, President, Ventura College

Ramiro Sanchez, Executive Vice President, Student Learning, Oxnard College

Ken Bailey, Vice President, Business Services, Oxnard College

Sue Johnson, Associate Vice Chancellor, Business Services

Patricia Parham, Associate Vice-Chancellor, Human Resources

Vic Belinski, Associate Vice Chancellor, Information Technology

Carolyn Inouye, Director of Institutional Research

Steve Hall, Dean, Oxnard College

Tim McGrath, Dean, Moorpark College

Steve Tobias, Dean, Ventura College

Faculty/Staff/Student Representatives:

Jeff Baker, Moorpark College Academic Senate President

Jeanette Redding, Oxnard College Academic Senate President
Kathryn Schoenrock, Ventura College Academic Senate President
Robert Arriaga, Oxnard College Associated Student Representative
Max Reyes, Moorpark College Associated Student Representative
Harry Korn, AFT
Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

President Heitmann called the meeting to order at 5:35 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no public comments.

RECESS TO CLOSED SESSION

President Heitmann recessed the meeting to Closed Session at 5:38 p.m.

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

- The Board convened into Closed Session to consider the claim of Pamela Snyder.

CONFERENCE WITH LEGAL COUNSEL -- EXISTING LITIGATION [Government Code Section: 54956.9(a)] The Board considered the following cases:

- *Peter Holmes vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV227266)
- *Patricia Kistler vs. VCCCD, et al.* (Ventura County Superior Court Case No. CIV231014)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Faculty Member

RECONVENE IN OPEN SESSION

At 6:35 p.m., the meeting reconvened into Open Session.

PLEDGE TO THE FLAG

Steve Hall led the pledge to the flag.

CLOSED SESSION REPORT

- It was moved by Trustee Huber, seconded by Trustee Miller, and carried on a 5-0 vote, to deny the verified claim submitted by Pamela Snyder.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

The Board acknowledged Oxnard College's 30th Birthday. Trustee Hernández announced that Dr. Lydia Ledesma-Reese received the National Community College Hispanic Council 2005 Leadership Award.

President Heitmann introduced the Health Center Directors: Mary Jones, Sharon Manakas, and Elaine Tennen.

Lydia Ledesma-Reese presented a Certificate of Recognition to James Telles, Oxnard College Fire Technology student.

At 6:54 p.m., the meeting was recessed for a short reception and reconvened at 7:10 p.m.

President Heitmann acknowledged the Oxnard College Culinary Arts Program for the food and the Art Department for the signs.

PUBLIC COMMENTS

Harry Korn, Greg Cross, and Todd McNamee addressed the Board regarding the Management Intern position, Chapter 2 and 3 of the Board Policy revision, and the district office building.

Reports

- **Reports**
 - **Chancellor's Report**
 - Board Requests. James Meznik indicated that written reports were sent to the Board responding to requests made at the September 13 Board meeting.
 - Legislation. Dr. Meznik reported on the Community College League of California's request to support a ballot measure and said that it was cost prohibitive. He suggested that the Board continue their support of equalization funding.
 - Student Voice. James Meznik acknowledged the districtwide campus newspaper.
 - **Campus Update from College Presidents**
 - Eva Conrad commented on the Annual Foundation Ball at Moorpark College. Dr. Conrad reported on the death of Moorpark College counseling faculty member, Susan Izumo.
 - Robin Calote mentioned the campus-wide meeting to discuss student-learning outcomes and provided an update on the "One Book, One Campus" activities. Dr. Calote distributed the Ventura College flyer, *Key Facts*.
 - Lydia Ledesma-Reese acknowledged the Child Development Center project presented by the preschoolers. She welcomed the Board to Oxnard College and thanked the Health Center Directors, the HRM Program, Sandy Pack, and Cathy Garnica.
 - **Student Government Representatives' Reports**
 - Max Reyes reported on the Inter-club Council meeting and associated student government. He expressed his support for the Laird Health Bill.
 - Brian Lovatt updated the Board on his activities and the Ambassadors Program at Moorpark College.

- Robert Arroyo commented on the Masquerade Ball, discussions on budget cuts, the Leadership Conference, and fundraising efforts.
- **Academic Senates' Reports**
 - Jeanette Redding welcomed the Board to Oxnard College. She thanked Dr. Ledesma-Reese for the participatory process used for cost-saving measures and suggested focusing on enrollment growth.
 - Kathryn Schoenrock reported on the "One Campus, One Book" program, commented on events at Ventura College, and expressed her concerns regarding budget cuts.
 - Jeff Baker commented on faculty involvement in governance issues and the budget.

OPEN STUDY SESSION

- **Measure S – Series B Issuance** – At 7:56 p.m., President Heitmann opened the Study Session. She introduced Robert Barna, Citigroup and David Casnocha, Stradling, Yocca, Carlson & Rauth. Robert Barna updated the Board on the process for Series B. In response to questions from Trustees, David Casnocha read from the full text of the ballot proposition of Measure "S," *"The bond program is designed to provide facilities which will serve current and expected enrollment. In the event of an unexpected slow down in development or enrollment of students at the three colleges, certain of the projects described above will be delayed or may not be completed. In such case, bond money will be spent only on the most essential projects listed above."* Mr. Casnocha explained that if funds were not utilized, the District may reallocate bond moneys toward the most essential projects (within the information that was submitted to the voters), and that the District was not bound to the estimated amounts. He also said that it was not necessary for the District to complete all the projects that were listed in the Measure "S" Bond Measure and that there was no legal issue with the deletion of one or more projects. Mr. Casnocha pointed out that the projects listed generally cost more than the bond authorization and that costs for all the college construction projects have increased significantly. He also stated that based on the text language regarding estimates and state resources, dollars could be reallocated among the four sites. Some Trustees indicated that although the language legally allowed re-allocation among the sites, that they may not be willing to do so.

CLOSE STUDY SESSION

The Measure S – Series B Issuance Study Session was closed.

OPEN STUDY SESSION

The Athletic Program Reports Study Session was opened.

- **Athletic Program Reports** – Bill Studt commented on the Athletic Reports and introduced Steve Tobias, Steve Hall, and Tim McGrath, who reported on the athletic programs at the colleges.

CLOSE STUDY SESSION

At 8:50 p.m., the Study Session was closed.

Business Services

- A-1 Resolution: Authorization of the Issuance of Election of 2002 (Measure S) General Obligation Bonds, Series B (1)** was moved by Trustee Rooney, seconded by Trustee Miller, and carried on a unanimous vote. (Lovatt – yes)

Trustees/Chancellor

- A-8 Approval to Eliminate the Exemption for Low-Income Students from Paying the Health Services Fee and Revision to Board Policy Manual Section F.14: Student Fees (286)** was moved by Trustee Miller, seconded by Trustee Rooney, and carried on a unanimous vote, to approve the elimination of the exemption for low-income students from paying the health services fee and revision to Board Policy Manual Section F.14: Student Fees. (Lovatt – yes)

Mary Jones, Sharon Manakas, and Elaine Tennen thanked the Board for their support. There was a brief discussion regarding the impact of this item. The funding process for the Health Centers was explained. The Board asked for an update on the plan for the implementation of the fee and the impacts. The Board asked the Chancellor to discuss with the college Foundations possible Health Fee grants.

Capital Planning, Design, and Construction

- A-3 Approval of Memorandum of Understanding Between Ventura County Community College District and North Park Village (206)** was moved by Trustee Miller, seconded by President Heitmann, and carried on a unanimous vote, to approve a Memorandum of Understanding (MOU) between the Ventura County Community College District and North Park Village. (Lovatt – abstain)

Eva Conrad gave a brief overview of the project. Vince Daly, DalyOwens Group, explained the memorandum of understanding. Trustee Huber commented on the City of Simi Valley's concerns regarding this project. It was suggested that this development be discussed during a Board Study Session.

- **Trustees**
 - **Subcommittees**
 - Trustee Rooney reported on the Board Construction Subcommittee meeting and the Personnel Commission AdHoc Committee meeting.
 - Trustee Hernández reported on the audit subcommittee meeting and the Rules, Operations & Procedures ad hoc committee meeting.
 - **Trustee Reports/Announcements/Correspondence**
 - Trustee Huber acknowledged Oxnard College's 30th Birthday. He commented on the Moorpark College Ball, the districtwide student newspaper, outreach efforts at the colleges, and the Ambassador Program at Moorpark College.

- President Heitmann commented on Board requests and suggested clarification be provided to staff. Ms. Heitmann gave a brief update on legislative activities. She reported on her meeting with the editors of the *Ventura County Star* and her meetings with academic and classified senate presidents.

At 10 p.m., Student Trustee Lovatt left the dais.

- **Trustee Development**
 - **Polymaking and Planning** – Trustee Miller gave a brief PowerPoint presentation on the Governing Board role in policy making and planning.

Trustee Huber asked that an item be placed on the next Board agenda to discuss trustee development.

PUBLIC NOTICES OF CHANGES TO THE AGENDA

Human Resources

C-2 Employment & Position Management

B. Approval of Establishment of Management Intern Classification and Position was pulled for discussion.

D. Approval of Personnel. This item was revised to indicate the salary placements for Felicia Torres, Clerical Assistant II at MC (MCU427) at \$3,467/month and Cynthia Crispin, Administrative Assistant II, MC (MCU015) at \$ 4,075/month.

This item was pulled for discussion.

Trustees/Chancellor

A-7 Second Reading – Deletion of Board Policy Manual Section A: Governing Board and Addition of Board Policy Manual Chapter 2: Board of Trustees (224) was pulled from the agenda.

Consent Calendar Items

Approval of Minutes

It was moved by Trustee Rooney, seconded by Trustee Miller, and carried on a unanimous vote, to approve the Consent Calendar items. (Lovatt – absent)

C-1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for September 13, 2005 (31) was approved.

Human Resources

- C-2 Employment & Position Management (45)**
- A. Approval of Establishment of Classified Positions** was approved as listed.
 - B. Approval of Establishment of Management Intern Classification and Position** was pulled for discussion.
 - C. Approval of Equivalency** was granted as listed.
 - D. Approval of** was pulled for discussion.
 - E. Approval/Ratification of Limited Term/Provisional Assignments** was granted as listed.
- C-3 Changes in Personnel/Employment Status (57)**
- 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 Lay-off of Permanent Classified Personnel** was granted, effective October 30, 2005.
 - D. Approval of Changes in Assignments of Classified Employees** was granted as listed.
 - E. Approval of Extension of Interim Management Assignments** was granted to approve the extension of the Interim Dean assignments for Student Services and Liberal Studies at Oxnard College, effective November 2 until the positions are filled.
 - F. Approval of Reassignments of Classified Employees in Lieu of Lay-off** was granted as listed.

Business Services

- C-4 Ratification of Accounts Payable and Payroll for the period of August 23, 2005-September 15, 2005 (68)** was approved.
- C-5 Approval/Ratification of Board Purchase Order Report #5 (69)** was granted for Fiscal Year 2005/06 from August 22, 2005 to September 19, 2005.
- C-6 Acceptance of Annual Financial and Budget Report (CCFS-311) (74)** was pulled for discussion.
- C-7 Authorization for Destruction of Records (98)** was approved to destroy records, as listed, 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.
- C-8 Approval of New Contracts & Grants for Fiscal Year 2005-2006 (99)** was granted.
- C-9 Surplus/Disposal of Equipment and Materials (102)** was approved as listed.

- C-10 Acceptance of Gifts (103)** was approved as follows:
- Cash donation in the amount of \$4,000.00
To be used for the Arts & Sciences Division at Ventura College
Donated by: Various businesses and individuals through the Ventura College Foundation
4667 Telegraph Road
Ventura, CA 93003
- Cash donation in the amount of \$17,257.00
To be used by the Football Program at Ventura College.
Donated by: Fundraisers, Dinners and Raffles through the Ventura College Foundation
4667 Telegraph Road
Ventura, CA 93003
- Cash donation in the amount of \$548.00
To be used by various departments/programs at Ventura College.
Donated by: Various businesses and individuals through the Ventura College Foundation
4667 Telegraph Road
Ventura, CA 93003
- Cash donation in the amount of \$1,000.00
To be used for the Exotic Animal Training Management Program at Moorpark College.
Donated by: Moorpark College Foundation
7075 Campus Road
Moorpark, CA 93021
- Cash donation in the amount of \$4,600.00
To be used for the Technology Equipment Purchase Program.
Donated by: The Boeing Company through the Moorpark College Foundation
7075 Campus Road
Moorpark, CA 9302
- C-11 Renewal of Software and Maintenance License with College Board for PowerFAIDS (105)** was approved to renew the software and maintenance license with College Board for the Financial Aid management system, PowerFAIDS in the amount of \$40,050.
- C-12 Approval of a Memorandum of Understanding Between Ventura County Community College District, Ventura College and the Brain Injury Support Group to Lease Classroom and Office Space Located at 71 Day Road, in Ventura (106)** was granted for the period of September 1, 2005, through December 31, 2006.
- C-13 Acceptance of Completion of Bid 262, Electrical Upgrade for District Service Center (107)** was approved.

Capital Planning, Design and Construction

- C-14 Capital Planning, Design and Construction**
- A. Approval of Conceptual Design Drawings for the New Academic Center at Moorpark College (108)** was granted.
- B. Approval of the Conceptual Design Drawings for the Renovation of the Learning Resource Center at Oxnard College (111)** was granted.

- C. Approval of a Contract with Western Group, Inc. for the Phase III Electrical Infrastructure Systems Upgrade at Oxnard College (118)** was granted in the amount of \$798,000 for the construction of the Phase III improvements to the electrical infrastructure at Oxnard College.
- D. Approval of Budget Reallocations among Two Physical Education Projects and the Piped Utilities Project at Oxnard College (119)** was granted. This was a transfer of funds among projects; no additional funds were requested.
- E. Acceptance of Completion for Phase II of Project #29108, the Landscaping and Site Electrical Upgrades of the Retention Basin Associated with the Construction of the North Parking Lot at Oxnard College (121)** was approved.
- F. Approval of Subcontractor Substitution for Project #29118: LRC Phone MDF Renovation at Oxnard College (122)** was granted to substitute Scott and Sons Electric for RA Electric, Inc., the listed electrical subcontractor for the Oxnard College LRC Phone MDF Renovation.
- G. Approval of Cancellation of Ayala & Sons Change Order for Project #29101 and Issuance of Contract to Ayala & Sons for Project #29110 at Oxnard College (123)** was granted to cancel an approved Contract Change Order in the amount of \$6,750 to Ayala & Sons, concrete contractor and to issue a new and separate District Construction Contract to Ayala & Sons in the amount of \$6,750, both for work at Oxnard College.
- H. Approval of a Contract with David Bury & Co. Architects to Provide Architectural and Engineering Design Services for the Modernization of Buildings APP, S, and DP at Ventura College (125)** was granted in the amount of \$450,000 to provide architectural and engineering design services for the modernization of Buildings APP, S, and DP at Ventura College.
- I. Approval of Notice of Completion for Project #39066: Construction of the LRC at Ventura College (127)** was granted.
- J. Acceptance of Change Order Summary Report for Capital Projects (129)** was approved.

Student Learning

- C-15 Approval of Spring 2006 Community Education Classes at Ventura College (139)** was granted as listed.
- C-16 Review and Adoption of the Oxnard College Accreditation Progress Report (148)** was approved to adopt the Oxnard College Accreditation Progress Report.

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

Human Resources

It was moved by Trustee Huber and seconded by President Heitmann to reconsider the September 13, 2005, vote on the establishment of the Management Intern Classification (C-2H).

C-2 Employment & Position Management (45)

- B. Approval of Establishment of Management Intern Classification and the Establishment of a 12-month/100% Management Intern Position** was moved by Trustee Huber, seconded by President Heitmann, and carried on a 4-1 vote, with Trustee Miller voting no. (Lovatt – absent)

There was a brief discussion regarding this item. Trustees Hernández and Miller expressed their concerns. Chancellor Meznek pointed out that a Human Resources Plan was being developed.

- D. Approval of Personnel** was moved by Trustee Miller, seconded by Trustee Huber, and carried on a 4-0-1, with Trustee Rooney abstaining. (Lovatt – absent)

Trustee Rooney indicated that she would not join the discussion because of conflict of interest.

Business Services

- C-6 Acceptance of Annual Financial and Budget Report (CCFS-311) (74)** was moved by Trustee Miller, seconded by Trustee Rooney, and carried on a unanimous vote. (Lovatt – absent)

First Reading Items

- **First Reading – Deletion of Board Policy Manual Sections and Addition of Board Policy Manual Chapter 3: General Institution (150)**

Chancellor Meznek pointed out that the membership in the Consultation Council was expanded to include the AFT and SEIU presidents to discuss changes to the Board Policy.

At 11:10 p.m., the meeting was recessed at 11:20 p.m. the meeting reconvened.

Action Items/Second Reading Items

Capital Planning, Design and Construction

- A-2 Acceptance of the Audited Reports of the Bond Construction fund for the fiscal year ending June 30, 2005: Measure S Financial Audit, Measure S Performance Audit (204)** was moved by Trustee Rooney, seconded by Trustee Miller and carried on a unanimous vote (Lovatt – absent)

A-4 Appointments to Citizens Oversight Committee (217) was moved by Trustee Hernández, seconded by Trustee Rooney, and carried on a unanimous vote, to appoint the following new members to the Citizens Oversight Committee for the Measure S Bond Program. (Lovatt – absent)

- James Stueck
- Manuel Lopez
- Debra Dettenmayer
- Viviana Hernandez

Trustee Huber expressed his concerns and suggested that the committee be expanded.

Human Resources

A-5 Recruitment/Selection Process for Board’s Appointment to the Personnel Commission (218) was moved by Trustee Miller, seconded by Trustee Hernández, and carried on a unanimous vote, to approve the recruitment/selection process for the Board’s appointment to the Personnel Commission. (Lovatt – absent)

Trustee Rooney gave a brief overview of the procedure and timeline. Patricia Parham explained the process.

End of Board Actions

ADJOURNMENT

At 11:35 p.m., the meeting was adjourned.