

# Board of Trustees

## Ventura County Community College District

**Cheryl Heitmann**

*President*

**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 Board*

### MINUTES FOR THE MEETING OF NOVEMBER 8, 2005

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, November 8, 2005, at Ventura College Campus Center.

#### **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 Studt, 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 of Student Learning, Oxnard College

Joan Smith, Executive Vice President of Student Learning, Ventura 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

##### **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

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 5:15 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 5:16 p.m.

CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION [*Gov't Code* § 54956.9(b)] *One Case*

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

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

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

- Employee organizations: SEIU/AFT

RECONVENE IN OPEN SESSION

At 7:15 p.m., the meeting reconvened into Open Session.

PLEDGE TO THE FLAG

Max Reyes led the pledge to the flag.

CLOSED SESSION REPORT

There was no Closed Session Report.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

- Michael Wesner, Citizens Oversight Committee Chair, reported that the Measure S Financial Audit was available online. He introduced Don Facciano, Connie Tushla, and Sandra Rosales. The Board acknowledged the members of the Committee.
- **Certificate of Appreciation - Served Two Terms on the Citizens Oversight Committee.** President Heitmann presented Certificate of Appreciations to the following individuals:

- **Hank Lacayo**
- **Sandra Rosales**
- **Connie Tushla**
  
- **Current Committee Members** – President Heitmann read the names of the committee members.
  - **Debra Dettenmayer**
  - **Don Facciano**
  - **Viviana Hernandez**
  - **Manual Lopez**
  - **James Stueck**
  - **Michael Wesner**
  - **Kay Wilson Bolton**

## PUBLIC COMMENTS

Mary Ann Krause, Mayor of Santa Paula, distributed and reviewed a Resolution regarding the Ventura College East Campus Center (*Santa Paula City Council Resolution No. 6226, Santa Paula Union High School District Board of Education Resolution No. 05-23, and Santa Paula Elementary School District Board of Education No. 2006:15*). President Heitmann introduced Santa Paula City Manager Wally Bobkiewicz.

Eric Barragan, Harry Korn, Janet Wall, Jim Downer, Joe Arellano, and Connie Tushla addressed the Board regarding the East Campus Center, the AFT Agreement, and the Agriculture Program.

There was a brief discussion regarding the Measure “S” list, bond language, and the history of the East Campus Center.

The Board asked for an update on the greenhouses at Ventura College. President Heitmann asked the Chancellor to coordinate the request from Mayor Krause for two trustees to join the roundtable discussion at Santa Paula.

## Reports

- **Reports**
- **Chancellor’s Report**
  - Sue Johnson gave a brief update on the bond rating.
- **Campus Update from College Presidents**
  - Robin Calote reported on campus activities. Ms. Calote recognized Bob Moskowitz, Simon Waltzer, Alisia Moore, and campus police for their efforts during a recent incident on campus.
  - Eva Conrad gave a brief overview of the activities of the Multi-Cultural Club and Academic Senate.
  - Lydia Ledesma-Reese reported on the Community Services Center and Campus Reproduction Center.
- **Student Government Representatives’ Reports**

- Student Trustee Lovatt commented on the Moorpark College *Student Club Day*.
- Max Reyes reported on the *Student Club Day*, student government activities, and legislative activities.
- **Academic Senates' Reports**
  - Katheryn Schoenrock reported on the California State Academic Senate Plenary Session.
  - Jeanette Redding gave a brief history of the Oxnard College budget.
  - Jeff Baker commented on meetings and governance at Moorpark College.

The Board acknowledged the academic senate presidents for their efforts. Trustee Hernández asked for an update on enrollment and suggested a study session.

- **Trustees**
  - **Subcommittees**
    - Trustee Miller reported on the Academic Affairs Committee meeting. He distributed and reviewed an overview of the committee structure. Trustee Rooney asked that the meeting notes include the names of those who attended and when the meeting was adjourned.
    - Trustee Rooney gave a brief report on the Construction Subcommittee meeting. She pointed out that the Chancellor was actively seeking alternative sites for the District Administrative Center.
  - **Trustee Reports/Announcements/Correspondence**
    - Trustee Rooney and President Heitmann thanked Eva Conrad for hosting them at the tailgate event at Moorpark College.
    - Trustee Miller commented on the *Campus Cleanup Day* at Oxnard College.
    - President Heitmann announced that Trustee Rooney was appointed to the Nominating Committee for the Community College League of California.
    - Trustee Hernández acknowledged Ventura College for their efforts in handling the recent incident on campus. He commented on the relocation of the District Administrative Center and asked for suggestions.
    - Trustee Huber acknowledged Vic Belinski for his work on the Ventura County Community College District Newsletter.

## PUBLIC NOTICES OF CHANGES TO THE AGENDA

### *Trustees/Chancellor*

- C-1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for October 11, 2005** was revised to include discussion with Bond Counsel that was inadvertently omitted.

### *Human Resources*

- C-3A Revision to Human Resources – Approval of Resignation/Retirement of Academic & Classified Employees** was revised to add to the retiree list the name of Gerald Bridgeman, a full-time instructor in Political Science at Moorpark College, effective December 30, 2005.

Student Trustee Lovatt acknowledged Mr. Bridgeman.

*Trustees/Chancellor*

- C-15 Approval of Date, Time and Location for the Annual Organizational Meeting** was revised to correct the date of the meeting.

*Consent Calendar Items*

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

*Approval of Minutes*

- C-1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for October 11, 2005 (1)** was approved.

*Human Resources*

**C-2 Employment & Position Management (13)**

- A. Approval of Abolishment and Establishment of Classified Positions** was granted.
- B. Approval of Establishment of Positions** was granted to establish two Instructional Lab Technicians II/Nursing at Ventura College and one Account Technician III at Moorpark College.
- C. Approval of Establishment of New Classification and Position** was pulled for discussion.
- D. Approval of Change in Positions** was granted as listed.
- E. Approval of Personnel** was granted as listed.
- F. Approval/Ratification of Limited Term/Provisional Assignments** was granted as listed.

**C-3 Changes in Personnel/Employment Status**

- A. Approval of Resignation/Retirement of Academic & Classified Employees** was granted to accept the resignation of Michelle Clisby and Lyn Medart at Ventura College.
- B. Approval of Granting Sick Leave Days from Established Sick Leave Pool for Part-time Academic Employee** was granted for 85 hours of sick leave from the Sick Leave Pool per VCCCD/AFT Agreement section 8.9D for Kevin Bessenbacher, part-time instructor at Moorpark College. The Sick Leave Pool Committee recommended approval of his request.

- C. **Approval of Termination of Employment of a Part-time Faculty Member** was granted to terminate employment of a part-time instructor, ID #900-00-7205, effective October 13, 2005.

### *Business Services*

- C-4 **Ratification of Accounts Payable and Payroll for the period of September 16, 2005-October 17, 2005 (30)** was approved for the period of September 16 to October 17, 2005.
- C-5 **Approval/Ratification of Board Purchase Order Report #6 for FY 2005/2006 for the period of September 19, 2005 to October 18, 2005 (31)** was granted for the period of September 19 to October 18, 2005.
- C-6 **Monthly Budget Transfer Summary (38)** was ratified for July through September 2005 for the General Fund-Unrestricted and General Fund –Restricted.
- C-7 **Surplus/Disposal of Equipment and Material (40)** was approved.
- C-8 **Acceptance of Gifts (41)** was approved to accept the following gifts.
- **Baxter Flo-Gard 6201 I.V. Pump** to be used at Moorpark College – Donated by Buenaventura Medical Group Management Company.
  - **Hewlett Packard LaserJet Printer 4** to be used in the maintenance and Operations Warehouse at Oxnard College – Donated by Caroline Tannehill.
- C-9 **Award of Bid 243, Custodial Supplies for Ventura Community College District (42)** was pulled for discussion.
- C-10 **Acceptance of Quarterly Financial Status Report, General Fund-Combined (CCFS-311Q) (43)** was approved.
- C-11 **Approval of New Contracts & Grants for Fiscal Year 2005-2006 (47)** was granted as listed.
- C-12 **Approval of Amendments to Grants, Contracts, and Categorical Programs for Fiscal Year 2005-2006 (50)** was granted.

### *Capital Planning, Design and Construction*

- C-13 **Capital Planning, Design and Construction**
- A. **Approval to Issue a Contract to Lucci & Associates for Energy Conservation Study (55)** was granted to approve a \$20,000 contract with Lucci & Associates to study the electrical and mechanical systems at all three colleges and recommend projects for consideration by the Ventura County Regional Energy Alliance (VCREA) and the California Community Colleges Investor Owned Utilities (CCC-IOU) Program.

- B. Approval of Subcontractor Substitution for the Track and Field Renovation at Oxnard College (57)** was granted to substitute Oilfield Electric Company for Taft Electric as the listed electrical subcontractor for the Oxnard College Track and Field Renovation.
- C. Approval of a Contract with Fugro West, Inc. for Soils Engineering and Construction Materials Testing Services for the Construction of the New Warehouse at Oxnard College (58)** was granted to approve a contract with Fugro West, Inc. in the amount of \$36,500 to provide soils engineering and construction materials testing services for the construction of the new campus warehouse at Oxnard College.
- D. Approval of a Contract with L.A. Contractors Corp. for the Construction of the New Warehouse at Oxnard College (59)** was granted to approve a contract with L.A. Contractors Corporation in the amount of \$2,498,000 for the construction of the new warehouse at Oxnard College.
- E. Acceptance of Change Order Summary Report for Capital Projects (60)** was granted.

### *Student Learning*

- C-14 Ventura College Study Abroad Programs: Psychology of the Italian and Greek Cultures – Summer 2006 (68)** was approved.

### *Trustees/Chancellor*

- C-15 Approval of Date, Time and Location for the Annual Organizational Meeting (86)** was granted to establish December 13, 2005, at 7:00 p.m., in the Moorpark College Campus Center conference room, as the date, time, and location for the annual organizational meeting.

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

### *Human Resources*

- C-2 Employment & Position Management (13)**
  - C. Approval of Establishment of New Classification and Position** was moved by Trustee Hernández, seconded by Trustee Miller, and carried on a unanimous vote, to establish a Scholarship Technician classification and position at Moorpark College. (Lovatt – yes)

Trustee Hernández expressed his concerns regarding additional positions. Eva Conrad gave a brief explanation of the proposed Scholarship Technician Position.

## *Business Services*

- C-9 Award of Bid 243, Custodial Supplies for Ventura Community College District (42)** was moved by Trustee Rooney, seconded by Trustee Huber, and carried on a unanimous vote, to award Bid 243, Custodial Supplies for Ventura Community College District, to the lowest responsible bidder(s). (Lovatt – abstain)

Sue Johnson explained the bidding process.

## **First Reading Items**

### *Student Learning*

- **First Reading: Course Approvals: New and Revised Courses – Moorpark and Oxnard Colleges (87)** was accepted for Second Reading.

### *Trustees/Chancellor*

- **First Reading – Deletion of Board Policy Manual Sections and Addition of Board Policy Manual Chapter 3: General Institution (93)** was accepted for Second Reading.

Trustee Huber commented on public participation. He asked the Rules, Operations & Procedures AdHoc Committee to clarify Brown Act issues regarding responding to public comments.

- **First Reading – Board of Trustees 2006 Schedule of Meetings (147)** was accepted for Second Reading.

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

### *Trustees/Chancellor*

- A-2 Second Reading – Deletion of Board Policy Manual Section A: Governing Board and Addition of Board Policy Manual Chapter 2: Board of Trustees (150)** was moved by Trustee Huber, seconded by Trustee Rooney, and carried on a unanimous vote. (Lovatt – abstain)

Trustee Rooney asked for clarification regarding Trustee areas. Chancellor Meznik indicated that the areas would be designated in Chapter 2 of the Board Policy on the website.

- A-3 Action to Approve Ad Hoc Committee-Personnel Commission's Nomination for Personnel Commissioner (212)** was moved by Trustee Rooney, seconded by Trustee Huber, and carried on a unanimous vote, to appoint James L. King as Personnel Commissioner, effective December 1, 2005. (Lovatt – yes)



Trustee Rooney reported on the Personnel Commission AdHoc committee recommendation. The Board welcomed James King to the Personnel Commission. President Heitmann suggested a Joint Personnel Commission meeting.

**End of Board Actions**

RECESS TO CLOSED SESSION

At 9:00 p.m., the meeting reconvened into Closed Session.

ADJOURNMENT

At 11:30 p.m., the meeting was adjourned.