

Board of Trustees

Ventura County Community College District

Mary Anne Rooney

Chair

Larry O. Miller

Vice-Chair

Cheryl Heitmann

Trustee

Arturo D. Hernández

Trustee

Robert O. Huber

Trustee

Brian Lovatt

Student Trustee



James M. Meznik

Chancellor/Secretary to the Board

MINUTES FOR THE ANNUAL ORGANIZATIONAL MEETING OF TUESDAY, DECEMBER 13, 2005

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, December 13, 2005, at Moorpark College Campus Center Conference Room.

Roll Call

Board Members Present:

Mary Anne Rooney, Chair

Larry O. Miller, Vice-Chair

Cheryl Heitmann

Arturo D. Hernández

Robert O. Huber

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

Sue Johnson, Associate Vice Chancellor, Business Services

Patricia Parham, Associate Vice-Chancellor, Human Resources

Carolyn Inouye, Director of Institutional Research

Jim Botting, Chief of Police

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 Students Director of External Affairs

Harry Korn, AFT

Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

President Heitmann called the meeting to order at 5:38 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

Lisa Sorensen addressed the Board regarding the District Administrative Center building.

RECESS TO CLOSED SESSION

President Heitmann recessed the meeting to Closed Session at 5:40 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)]

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

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

- Employee organizations: AFT – Chief Negotiator, Jackson Parham

PUBLIC EMPLOYEE APPOINTMENT

- Title: Vice Chancellor, Business and Administrative Services

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- Property:
 1. 255 West Stanley Avenue, Ventura
 2. 3750 Calle Tecate, Camarillo
 3. 5300 Adolfo Road, Camarillo
- Agency Negotiator: Sue Johnson
- Negotiating Parties: Bill Keifer and Steve Doll, NAI Capital
- Under Negotiation: The price, terms, and conditions were discussed.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. The Board considered the following academic administrator:

- Chancellor

RECONVENE IN OPEN SESSION

At 7:53 p.m., the meeting reconvened into Open Session.

PLEDGE TO THE FLAG

Eileen Welser led the pledge to the flag.

CLOSED SESSION REPORT

There was no Closed Session Report.

Board Actions

Trustees/Chancellor

- A-1 Election of Chair of the Board of Trustees (1)** was moved by Trustee Hernández, seconded by Trustee Huber, and carried on a unanimous vote, to elect Mary Anne Rooney as Chair of the Board of Trustees. (Lovatt – yes)

Chair Rooney presented a plaque to Trustee Heitmann acknowledging her efforts as Board President. Trustee Heitmann introduced her family and thanked the Board for their support.

- A-2 Election of Vice-Chair of the Board of Trustees (2)** was moved by Trustee Heitmann, seconded by Trustee Huber, and carried on a unanimous vote, to elect Larry Miller as Vice-Chair of the Board of Trustees. (Lovatt – yes)
- A-3 Appointment of Secretary to the Board of Trustees (3)** was moved by Trustee Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, to elect James Meznek as Secretary to the Board of Trustees. (Lovatt – yes)
- A-4 Certification of School Board Representative to Vote in Election for Members of the County Committee on School District Organization (4)** was moved by Trustee Heitmann, seconded by Trustee Hernández, and carried on a unanimous vote, to select Trustee Huber as the representative who shall have one vote for each member to be elected to the Ventura County Committee on School District Organization at its annual meeting. (Lovatt – yes)
- A-5 Board of Trustees 2006 Schedule of Meetings (5)** was moved by Trustee Huber, seconded by Trustee Miller, and carried on a unanimous vote, to approve the following 2006 Schedule of Meetings for the Board of Trustees: (Lovatt – yes)

2006 BOARD OF TRUSTEES MEETINGS

DATE	LOCATION	TIME	PURPOSE
Tuesday, January 17	Ventura College 4667 Telegraph Road Ventura, CA 93003	5:30 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
Tuesday, February 7	TBD	5:30 p.m.	Study Session
Tuesday, February 21	TBD	5:30 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
Tuesday, March 14	VCSSO 5189 Verdugo Way Camarillo, CA 93010	5:30 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
Tuesday, April 11	VCSSO	5:30 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
Tuesday, May 9	VCSSO	5:30 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
Tuesday, June 20	VCSSO	5:30 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
Tuesday, July 11	VCSSO	5:30 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
Tuesday, August 8	Oxnard College 4000 South Rose Avenue Oxnard, CA 93030	5:30 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
Tuesday, September 12	VCSSO	5:30 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
Tuesday, October 10	VCSSO	5:30 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
Tuesday, November 14	Moorpark College 7075 Campus Road Moorpark, CA 93021	5:30 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
Tuesday, December 12	VCSSO	5:30 p.m.	Closed Session
		7:00 p.m.	Annual Organizational Meeting

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

At 8:09 p.m., the meeting was recessed. A brief reception was held to recognize the newly elected officers and to honor past officers. The meeting reconvened at 8:20 p.m.

PUBLIC COMMENTS

Harry Korn, Bea Herrera, Ralph James, Kathy Stinson, Jonell Miller, Todd McNabey, and Elena Nua addressed the Board regarding the budget, counseling services, and the District Administration Center building.

Trustee Huber asked about the lease terms on the District Administrative Center building. Mr. McNabey explained the terms and indicated that the Department of Airports would be flexible.

Reports

- **Reports**
 - **Chancellor's Report** – Chancellor Meznek reported on the following items:
 - Chancellor's Task Forces
 - Meeting with the AFT.
 - Enrollment and Participatory Governance Manual
 - To be Reviewed by Consultation Council
 - To be Used in June Technical Assistance Visit

There was a brief discussion regarding the membership of the Enrollment Management Task Force. Chancellor Meznek updated the Board on the process that was used, membership of the Task Force, and employee participation. He said that employees will be provided an opportunity to comment and enhance recommended actions online. Trustee Hernández requested information regarding concerns raised by the counseling staff.

- **Enrollment/Budget Update** – Sue Johnson gave an update on enrollment and budget activities. There was discussion regarding the upcoming Board Study Session to discuss levels of service and funding priorities.
- **Campus Update from College Presidents**

Chair Rooney thanked Dr. Conrad for hosting the Board meeting at Moorpark College.

- Eva Conrad commented on Moorpark College's budget and enrollment activities. She also reported on the Task Forces and explained the process that would be used to seek input regarding enrollment recommendations on campus. Dr. Conrad announced that the Moorpark College student government accepted responsibility for all expenses related to graduation.

- Robin Calote reported on Ventura College's 80th Anniversary activities. She announced that the *Ventura County Star* agreed to donate \$10,000 in advertising space to enhance enrollment. Dr. Calote updated the Board on meetings that were held to discuss the planning model.
- Lydia Ledesma-Reese thanked members of her staff for their assistance in budget development, the accreditation response, the Mission Statement revision, and the *Holiday Giving Tree*. Dr. Ledesma-Reese commented on the Oxnard College float at the *Festival of Lights*.
- **Student Government Representatives' Reports**
 - Max Reyes reported on student government activities at Moorpark College.
 - Student Trustee Lovatt commented on the *Text Book Summit* at College of the Canyons. Mr. Lovatt reported on student government activities at Oxnard College.

Chair Rooney acknowledged Moorpark College student government for assuming graduation expenses.

- **Academic Senates' Reports**
 - Kathryn Schoenrock thanked Trustee Heitmann for meeting with the academic senates. She commented on the Oxnard College President's Reception, the Districtwide Task Forces, and the KH Report.
 - Jeanette Redding expressed her concerns regarding academic senate release time guidelines. Ms. Redding presented to the Board information regarding the senate release time.
 - Jeff Baker commented on campus activities and expressed his concerns about the timeline for the Enrollment Task Force activities.
- **Trustees**
 - **Subcommittees**
 - Trustee Huber reported on the Construction Subcommittee meeting and commented on the fine quality of the architects selected for the Oxnard College Performing Arts Center.
 - Trustee Miller reported on the Audit Subcommittee and commented on the Management Letter, Financial Report, and College Foundation Audits. Dr. Miller recommended that the Board accept the report as presented. He indicated that the administration had requested that the Board provide guiding principles for a revision of the district allocation model.
 - Trustee Hernández reported on the Rules, Operations & Procedures Subcommittee and indicated that they reviewed Chapters 3 and 4 of the Board Policy Manual. He said it was recommended that the academic calendar be used when scheduling subcommittee meetings and changing membership. Trustee Heitmann reported that the colleges Foundations were reviewing the proposed guidelines for naming of buildings.

- **Trustee Reports/Announcements/Correspondence**

Trustee Huber commented on the Oxnard College Academic Senate meeting and the Nurses' Pinning Ceremony at Ventura College.

Trustee Miller reported on the basketball game at Ventura College, the *GEO Challenge Bowl*, the *Good Morning Santa Paula* Chamber of Commerce Event, and the Ventura County Leadership Training Workshop.

Trustee Heitmann commented on the Ventura College basketball game, campus holiday parties, and a play at Ventura College. She also commented that she would hope to see greater input on Enrollment Task Force ideas.

Trustee Hernández reported on the reception for the Dental Hygiene Program.

Chair Rooney reported on the Community College League of California conference and acknowledged Kay Faulconer for her presentation.

The meeting was recessed at 10:15 p.m. and reconvened at 10:25 p.m.

PUBLIC NOTICES OF CHANGES TO THE AGENDA

Human Resources

C-2 Employment & Position Management

B. Approval of Abolishment and Establishment of Positions was revised to change the effective date to December 14, 2005.

Changes in Personnel/Employment Status

C-3A Approval of Resignation/Retirement of Academic & Classified Employees was revised to add the name of Eric Collins, part-time instructor at Moorpark College, who submitted his resignation effective as of December 14, 2005.

C-3D Approval of Changes in Assignments was revised to add the name of Stephanie Moses, Bookstore Cashier-45% at Oxnard College, to a temporary increase of assignment and to work out-of-class as a Business Office Assistant I – 100%.

C-3G Approval of Termination of Employment of a Part-time Faculty Member was pulled and no action was necessary.

Student Learning

C-16 Fall 2005 Candidates for Graduation and Certificates for Moorpark, Oxnard and Ventura Colleges was revised under Recommendation of Chancellor to delete interim.

Human Resources

A-8 Approval of Reorganization of Department was tabled until the January 17, 2006, Board meeting.

Trustees/Chancellor

A-11 Second Reading – Deletion of Board Policy Manual Sections and Addition of Board Policy Manual Chapter 3: General Institution was revised to delete pages 206 to 230 which were duplicates.

Consent Calendar Items

It was moved by Trustee Huber, seconded by Trustee Heitmann, 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 November 8, 2005 was pulled for discussion.

Human Resources

C-2 Employment & Position Management (17)

- A. Approval of Abolishment of Positions** was granted to abolish the Instructional Lab Technician I/Learning Resources Position at Ventura College, effective December 14, 2005.
- B. Approval of Abolishment and Establishment of Positions** was granted to abolish the Clerical Assistant II position and to establish a Purchasing Assistant position at the District Administrative Center, effective December 14, 2005.
- C. Approval of Establishment of Positions** was granted as listed.
- D. Approval of Change in Positions** was granted as listed.
- E. Approval of Rescission of Acceptance of Position** was granted to Daniel Smith and Susan Miller, Clerical Assistant II at Moorpark College.
- F. Approval of Advanced Salary Placement** was granted to Linda Lacunza, Student Services Specialist/Re-Entry & Women's Center at Ventura College.
- G. Approval of Equivalency** was granted as listed.
- H. Approval of Personnel** was granted as listed.
- I. Approval/Ratification of Limited Term/Provisional Assignments** was granted as listed.

- C-3 Changes in Personnel/Employment Status (32)**
- A. Approval of Resignation/Retirement of Academic & Classified Employees** was granted as listed.
 - B. Extension of Full-time Temporary Non-tenure Track Grant Funded Position/Employee Assignment** was granted to extend the full-time temporary non-tenure track grant funded position of Counselor-CalWORKS (XFZ009) at Oxnard College and the assignment of the employee currently assigned to the position, Danelle Fallert, effective March 1 through May 17, 2006.
 - C. Request for Long-term Leave of Absence without Pay and Family and Medical Leave** was approved to grant Nenagh Brown, full-time Instructor of History at Moorpark College, a long-term leave of absence and Family and Medical Leave (FMLA) for the Spring semester of 2006 (January 5 – May 17, 2006).
 - D. Approval of Changes in Assignments** was granted as listed.
 - E. Approval of Request from a Manager for Reassignment as a Tenured Faculty Member** was pulled for discussion.
 - F. Approval of Probationary to Permanent Personnel** was granted as listed.

Business Services

- C-4 Ratification of Accounts Payable and Payroll Checks for the period of October 17, 2005 - November 17, 2005 (42)** was approved.
- C-5 Approval/Ratification of Board Purchase Order Report #7 for FY 2005/2006 (43)** was granted from October 18, 2005 to November 18, 2005.
- C-6 Monthly Budget Transfer Summary (52)** was approved to ratify the monthly budget transfer summary for the month of November 2005 for the General Fund-Unrestricted and General Fund-Restricted.
- C-7 Surplus/Disposal of Equipment and Materials (54)** was approved.
- C-8 Acceptance of Gifts (55)** was approved.
The following item was donated.
Violoncello Trumpet
To be used by the Music Department at Moorpark College.
Donated by: Michael R. Boulton
333 Skyway Dr
Camarillo, CA 93010
- C-9 Acceptance of Audited Financial Statements for the Fiscal Year ending June 30, 2005 (56)** was approved.
- C-10 Approval of Amendments to Grants, Contracts, and Categorical Programs for Fiscal Year 2005-2006 (57)** was granted.

- C-11 Approval of New Contracts & Grants for Fiscal Year 2005-2006** was pulled for discussion.
- C-12 Approval of Agreement between Gallo Nursery and the Ventura County Community College District, Oxnard College (63)** was granted for use of undeveloped land.
- C-13 Award of Request for Proposal 268 Beverage Pouring Rights for Ventura County Community College District (64)** was granted to the lowest responsible bidder, Pepsi Bottling Group.

Capital Planning, Design and Construction

- C-14 Capital Planning, Design and Construction (65)**
- A. Budget Amendment: Capital Projects Fund (State Construction Funds)** was approved.
 - B. Approval to Supplement Board-Approved Purchase Order to Scottel Voice and Data for Additional and Upgraded PBX Equipment (66)** was granted to approve a supplement of \$48,935 to the Board-approved purchase order for Scottel Voice and Data for additional and upgraded equipment for the PBX Phone System Replacement Project.
 - C. Approval to Contract with SBC to Provide and Install New Telephone Circuits for the PBX Phone System Replacement Project (67)** was granted to utilize the State-negotiated CalNet Agreement in the amount of \$60,908 with SBC to provide and install telephone circuits for the PBX Phone System Replacement Project.
 - D. Approval of the 2006-07 Scheduled Maintenance and Special Repairs Program Priority List (68)** was granted.
 - E. Approval of Subcontractor Substitution for the Child Development Center at Moorpark College (89)** was granted to substitute Lindero Masonry for Jassco Construction Services as the listed masonry subcontractor for the Moorpark College Child Development Center.
 - F. Approval of Contract with Spencer Hoskins Associates for the Design of New Electrical Substation and Switchgear Structures at Moorpark College (90)** was granted to approve a contract in the amount of \$84,000 with Spencer Hoskins Associates to provide architectural services of the design and construction of the new Electrical Substation and Switchgear structures for the Electrical Infrastructure Project at Moorpark College.
 - G. Approval of Contract for the Construction of the EATM Storm Water Drainage System at Moorpark College (92)** was granted.
 - H. Approval of Contract Retention Reduction to Bernards Brothers Construction for the Moorpark LRTC Project (93)** was granted
 - I. Approval to Increase Budget for the Master Plan/EIR at Moorpark College (94)** was granted for an increase of \$20,000 to the budget for completion of the Master Plan/Environmental Impact Report for Moorpark College.

- J. Approval to Issue a Contract Addendum to Paul Murdoch Architects for Increased Scope of Work on the Renovation of the LRC Building at Oxnard College** was pulled for discussion.
- K. Approval to Execute a Contract with Golden State Labor Compliance for Professional Services During the Construction of the Campus Warehouse at Oxnard College (97)** was granted in the amount of \$24,956 with Golden State Labor Compliance for professional services during the construction of the new campus warehouse at Oxnard College.
- L. Approval of Subcontractor Substitution for Demolition Work for the Building D & CR Renovation at Ventura College (98)** was granted to approve the substitution of Ventura Asbestos Control Company for TEG/LVI Environmental Services, Inc., as the listed demolition subcontractor for the Ventura College Building D & CR Renovation Project.
- M. Approval of Subcontractor Substitution for Doors and Frames for the Building D & CR Renovation at Ventura College (99)** was granted to approve the substitution of Montgomery Hardware Company for Sierra Wholesale Hardware, Inc., as the listed doors and frames subcontractor for the Ventura College Building D & CR Renovation Project.
- N. Approval of Subcontractor Substitution for Low Voltage Communications Work for the Building D & CR Renovation at Ventura College (100)** was granted to approve the substitution of Pacificom for Telenet VoIP, Inc., as the listed low voltage communications subcontractor for the Ventura College Building D & CR Renovation Project.
- O. Approval of Subcontractor Addition for Metal Framing Work for the Building D & CR Renovation at Ventura College (101)** was granted to approve the substitution of Versatile Coatings, Inc., for EA Environmental Construction, Inc., the General Contractor listed as self-performing, for the metal framing work for the Ventura College Building D & CR Renovation Project.
- P. Acceptance of Change Order Summary Report for Capital Projects (103)** was approved.

Student Learning

- C-15 Ventura College Study Abroad Program: Spanish in Cuernavaca – Summer 2006 (110)** was approved.
- C-16 Fall 2005 Candidates for Graduation and Certificates for Moorpark, Oxnard and Ventura Colleges (129)** was approved.

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

Approval of Minutes

- C-1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for November 8, 2005** was moved by Trustee Huber, seconded by Trustee Hernández, and carried on a unanimous vote, as amended. (Lovatt – yes)
Correction on page 3:
- Kay Wilson “*Bolton*”

Human Resources

- C-3 Changes in Personnel/Employment Status (32)**
- E. Approval of Request from a Manager for Reassignment as a Tenured Faculty Member** was moved by Trustee Miller, seconded by Trustee Hernández, and carried on a unanimous vote, to grant the reassignment of Dr. Steve Hall, Dean, to a tenured faculty position at Oxnard College, to be effective as of the beginning of the Academic Year 2006-07 (August 2006). His request had the support and approval of President Ledesma-Reese. (Lovatt – yes)

Trustee Hernández acknowledged Dr. Hall.

Business Services

- C-11 Approval of New Contracts & Grants for Fiscal Year 2005-2006** was moved by Trustee Heitmann, seconded by Trustee Huber, and carried on a unanimous vote. (Lovatt – yes)

Trustee Heitmann acknowledged Ventura College. The Board requested a report on grants.

Capital Planning, Design and Construction

- C-14 Capital Planning, Design and Construction (65)**
- J. Approval to Issue a Contract Addendum to Paul Murdoch Architects for Increased Scope of Work on the Renovation of the LRC Building at Oxnard College (95)** was moved by Trustee Heitmann, seconded by Trustee Miller, and carried on a unanimous vote, to approve a contract addendum in the amount of \$680,780 to Paul Murdoch Architects for increased architectural services for additional programming, planning and design services for the renovation of the LRC Building at Oxnard College. (Lovatt – yes)

Handel Evans explained the increase in cost.

First Reading Items

Student Learning

- **First Reading: Course Approvals: New and Revised Courses – Moorpark and Ventura Colleges (153)** was accepted for Second Reading.

Action Items/Second Reading Items

Business Services

- A-6 Authorization for the Chancellor to Negotiate a One-Year Contract With Integrated Support Solutions, Inc. Per RFP 272 For Management of College Food Services Operations (166)** was moved by Trustee Heitmann, seconded by Trustee Huber, and carried on a unanimous vote, to authorize the Chancellor to negotiate a one-year contract with Integrated Support Solutions, Inc. per RFP 272 for management of the College Food Services operations. (Lovatt – yes)

Trustee Miller expressed his concerns about the cost and Student Trustee Lovatt commented on the cafeteria. There was a brief discussion regarding this item.

- A-7 Approval of Lease Addendum Between Ventura County Community College District and County of Ventura, Department of Airports (167)** was moved by Trustee Huber seconded by Trustee Hernández, and denied on a 0-5 vote. (Lovatt – no)

The Board debated the merits regarding a renewal of the airport lease. Discussion regarding the adequacy of the preventative maintenance of the heating/cooling system occurred. Alternate temporary sites and a permanent location for the District Administrative Center were discussed. Trustee Huber clarified statements he made at the Construction Subcommittee meeting regarding the need to relocate from the current facility. He remained unconvinced that all due diligence had been followed in the matter of relocation. He expressed concerns regarding staff follow-up on maintenance recommendations made in the reports and requested additional information. Sue Johnson explained the process that was used to mitigate problems identified in previous air quality reports. The Board asked for additional information and records used to alleviate the problems with the existing facility.

Human Resources

- A-8 **Approval of Reorganization of Department (169)** was tabled until January 17, 2006.

Student Learning

- A-9 **Second Reading: Course Approvals: New and Revised Courses – Moorpark and Oxnard Colleges (171)** was moved by Trustee Heitmann, seconded by Trustee Miller, and carried on a unanimous vote. (Lovatt – yes)

Trustees/Chancellor

- A-11 **Second Reading – Deletion of Board Policy Manual Sections and Addition of Board Policy Manual Chapter 3: General Institution (178)** was moved by Trustee Heitmann, seconded by Trustee Hernández, and carried on a unanimous vote. (Lovatt – abstain)
- A-12 **Review and Assignment of Board of Trustees Subcommittees and Ad Hoc Committees – Appointments to Serve for 2006 (257)** was tabled until January 17, 2006.

Chair Rooney asked members of the Board send her their subcommittee preferences.

End of Board Actions

RECESS TO CLOSED SESSION

At 11:42 p.m. the meeting recessed to Closed Session.

ADJOURNMENT

At 12:00 a.m. the meeting was adjourned.