

Board of Trustees Ventura County Community College District

Larry O. Miller

Chair

Robert O. Huber

Vice-Chair

Stephen P. Blum

Trustee

Cheryl Heitmann

Trustee

Arturo D. Hernández

Trustee

Pardeese Ehya

Student Trustee



James M. Meznik

Chancellor/Secretary to the Board

MINUTES FOR THE MEETING OF

TUESDAY, DECEMBER 12, 2006

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, December 12, 2006, at the District Administrative Center Multi-Purpose Room in Ventura, California.

ROLL CALL

Board Members Present:

Larry O. Miller, Chair

Robert O. Huber, Vice-Chair

Stephen P. Blum

Cheryl Heitmann

Arturo D. Hernández

Absent: Pardeese Ehya, Student Trustee

Management Present:

James M. Meznik, Chancellor

Eva Conrad, Moorpark College President

Robert Jensen, Oxnard College Interim President

Robin Calote, Ventura College President

Sue Johnson, Vice Chancellor, Business Services

Patricia Parham, Associate Vice Chancellor, Human Resources

Ramiro Sanchez, Executive Vice President, Student Learning

Clare Geisen, Director of Administrative Relations

Carolyn Inouye, Director of Institutional Research

Jim Botting, Police Chief

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

Jose Cornelio, Oxnard College Classified Senate President

Richard Debnan, Moorpark College Student Representative

Jose Hernandez, Oxnard College Student Representative

Mary Anne McNeil, Grants/Contracts

Les Dickey, JCM Group

John Wagner, AFT
Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

Vice-Chair Miller called the meeting to order at 5:00 p.m.

Gary Johnson addressed the Board on behalf of the Retirees Association. He distributed a letter from Martin Fassler dated December 11, 2006, titled Ventura County Community College District – Health Insurance for Retirees.

RECESS TO CLOSED SESSION

At 5:08 p.m. the meeting was recessed to Closed Session.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION {*Gov't Code §54956.9(b)*}. (2 Cases)

CONFERENCE WITH LABOR NEGOTIATOR

- AFT/SEIU

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Chancellor – Goal Setting

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- Employee #900328973

RECONVENE IN OPEN SESSION

Vice-Chair Miller reconvened in Open Session at 7:00 p.m.

PLEDGE TO THE FLAG

Harry Korn led the pledge to the flag.

CLOSED SESSION REPORT (if necessary)

There was no Closed Session Report

CEREMONIAL ADMINISTRATION OF THE OATH OF OFFICE TO AND SEATING OF NEW TRUSTEE Chair Miller administered the Oath of Office to the following trustees:

- Stephen Blum
- Cheryl Heitmann
- Arturo Hernández

Trustee Hernández commented on his reelection to the Board and acknowledged his family and friends. Trustee Heitmann introduced her husband. Trustee Blum introduced his wife and daughter. Vice-Chair Miller acknowledged the newly elected trustee.

Board Actions

Trustees/Chancellor

- A-1 Election of Chair of the Board of Trustees [1]** was moved by Trustee Huber, seconded by Trustee Hernández, and carried on a unanimous vote, to elect Trustee Miller as Chair of the Board of Trustees. (Ehya – absent)
- A-2 Election of Vice-Chair of the Board of Trustees [2]** was moved by Trustee Hernández, seconded by Trustee Heitmann, and carried on a unanimous vote, to elect Trustee Huber as Vice-Chair of the Board of Trustees. (Ehya – absent)
- A-3 Appointment of Secretary to the Board of Trustees [3]** was moved by Trustee Huber and seconded by Trustee Hernández to appoint James M. Meznek, Ph.D., as Secretary to the Board of Trustees. (Ehya – absent)
- A-4 Certification of School Board Representative to Vote in Election for Member of the County Committee on School District Organization [4]** was moved by Trustee Huber, seconded by Trustee Hernández, and carried on an unanimous vote, to appoint Stephen Blum to vote in the election for a member of the County Committee on School District Organization at its annual meeting. (Ehya – absent)
- A-5 Board of Trustees 2007 Schedule of Meetings [5]** was amended to change the date for the May meeting to May 15. It was moved by Trustee Huber and seconded by Trustee Hernández to approve the following 2007 Schedule of Meeting as amended. (Ehya – absent)

2007 BOARD OF TRUSTEES MEETINGS

DATE	LOCATION	TIME	PURPOSE
January 9	District Administrative Center 255 West Stanley Avenue – Suite 150 Ventura, CA 93001	5:00 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
February 13	Oxnard College 4000 South Rose Avenue Oxnard, CA 93030	5:00 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
March 13	District Administrative Center	5:00 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
April 10	District Administrative Center	5:00 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
May 15	District Administrative Center	5:00 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
June 12	Moorpark College 7075 Campus Road Moorpark, CA 93021	5:00 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting

July 10	District Administrative Center	5:00 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
August 14	District Administrative Center	5:00 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
September 11	District Administrative Center	5:00 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
October 9	Ventura College 4667 Telegraph Road Ventura, CA	5:00 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
November 13	Moorpark College 7075 Campus Road Moorpark, CA 93021	5:00 p.m.	Closed Session
		7:00 p.m.	General Purpose Meeting
December 11	District Administrative Center	5:00 p.m.	Closed Session
		7:00 p.m.	Annual Organizational Meeting

Chair Miller read the following statement:

“As first a faculty member and now a Trustee of this District I am aware that the District and our Universities service a modest proportion of our County high school graduating class. It is also my opinion that while our Colleges are doing significant work in assisting those who wish to experience these Higher Educational opportunities, there is a group of young people who are being left behind. In Ventura County there were 8,488 public high school graduates. Out of this total only 32% of these graduates completed the courses required for UC/CSU.

In the Fall of 2005 3,659 high school graduates enrolled at our District colleges which suggest that around 43% of public high school graduates came to our colleges for that year. These numbers would suggest that there is a whole population of youngsters in this County who are not deriving benefit from the opportunities of further formal higher education, and I believe that this is an issue which should concern us all. I recognize that not all students should or want to participate in higher education, however; even then, I believe that we should assist in providing opportunities for these individuals to maximize their potential and thus their future contribution to the community. Recently, I had the privilege of visiting a college in San Diego which has been working with the local community on this issue. Their collaboration has led to the introduction of a number of programs which offer alternative paths usually through more vocational avenues to these individuals. It appears to me that this District might wish to give some consideration to meeting this need and should I have the support of my colleagues, I would like to make a request of the Chancellor. May I ask the Chancellor and his staff to examine the issue as I have raised it, examine its efficacy, and report back to the Board at a future meeting as to what options are available to the District to meet these concerns. I am not looking for a major in depth response, that may come later, but rather a more global analysis to which the board can respond and perhaps support as a District Initiative.”

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

At 7:30 p.m., the meeting was recessed for a reception to welcome a newly-elected Board member, congratulate reelected Trustees, and to recognize officers. The meeting reconvened at 7:40 p.m.

PUBLIC COMMENTS

Chief Botting reported on the Ventura College Foundation Scholarship Endowment Agreement to establish the *James Doyle Memorial Scholarship Fund* to provide annual scholarships to eligible students majoring in Criminal Justice.

Louise Franco, Harry Korn, and John Wagner addressed the Board regarding the Trustee campaign and introducing the President of AFT, Local 1828.

Reports

- **Chancellor**

Chancellor Meznik introduced Clare Geisen, Director of Administrative Relations. He welcomed Trustee Blum and congratulated Trustee Heitmann and Hernández. Dr. Meznik acknowledged Carolyn Inouye for her work on the Board Self-Evaluation.

- **Oxnard College Presidential Search Update.** Chancellor Meznik gave a brief update on the Oxnard College Search.
- **Load Banking.** Sue Johnson distributed and reviewed “Load banking (Workload Balancing).” Eva Conrad gave a brief overview of load banking at the campus level. Chair Miller and Trustee Blum acknowledged the benefits of load banking.

DISCUSSION

- **Discussion of College Organizational Structure**

- Eva Conrad distributed and reviewed the Moorpark College Division/Department Organization. There was a brief discussion regarding management training. A reading list for training will be sent to the Board.
- Chair Miller asked that the Board make requests for information to the Chancellor instead of the college presidents. It was pointed out that extensive requests needed to go to the Board.

- **Academic Senates**

- Katheryn Schoenrock congratulated Trustees Blum, Heitmann, and Hernández. She invited the Board to visit the Academic Senate Council. Ms Schoenrock acknowledged Harry Korn and John Wagner, welcomed Ramiro Sanchez to Ventura College, and gave a brief overview of the Academic Alliance at Ventura College.

- **Classified Senates**
 - Jose Cornelio reported on the Classified Senate activities at Oxnard College.
- **Student Representatives**
 - Richard Debnan reported on the activities of the Associated Students at Moorpark College. He expressed his concerns regarding the District Council of Student Learning.
 - Jose Hernandez gave a brief overview of the activities of the student government for student outreach at Oxnard College.
- **Trustees**
 - **Subcommittees**
 - Trustee Heitmann commented on the Audit/Budget/Foundation Relations Subcommittee.
 - Trustee Huber gave a report on the subcommittee meeting and recommended for approval the items on the agenda.
 - **Trustee Reports/Announcements/Correspondence**
 - Trustee Heitmann acknowledged the student representatives and commented on a theater production at Ventura College.
 - Trustee Miller reported on a Health and Retirement Benefits course at Los Angeles Trade Tech College and the *GEO* Challenge at Oxnard College. Dr. Miller asked the Board to donate to the *Gift Tree* at Oxnard College.
 - Trustee Hernández acknowledged Trustee Huber for his work on the Construction Subcommittee and suggested that a project update be brought before the Board. Mr. Hernández commented on Verizon in the community, Economic Development, and Cheech Marin's art exhibit.
 - Trustee Huber asked for a Board presentation from the counseling staff at the colleges. Mr. Huber expressed his concerns regarding a recent article regarding community colleges.
 - Trustee Heitmann commented on councils throughout the District. Chancellor Meznik indicated that the Oxnard College Community Council would be formed in January.

PUBLIC NOTICES OF CHANGES TO THE AGENDA

Human Resources

- C-3 Changes in Personnel/Employment Status**
 - A. Approval/Ratification of Separation from Employment – Academic & Classified Employees [26]** was revised to change the effective date of separation for Alicia Rosas to December 29, 2006.
- C-4 Instructional Calendar 2007-2008.** The signed Instructional Calendar for 2007-2008 by the District and the AFT was presented for approval.
- A-10 Adoption of a Resolution in Support of the DREAM Act [206]** was pulled from the agenda.

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, with the exception of the following items pulled: (Ehya – absent)

Approval of Minutes

C-1 Meeting Minutes [8]

- A. Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for November 14, 2006, was approved.**

Human Resources

C-2 Employment & Position Management was approved as listed:

- A. Approval of Abolishments and Establishments [18]**
- B. Approval of Establishment of Positions [20]**
- C. Approval/Ratification of Personnel [22]**
- D. Approval/Ratification of Limited Term/Provisional Assignments [24]**

C-3 Changes in Personnel/Employment Status were approved as listed:

- A. Approval/Ratification of Separation from Employment - Academic & Classified Employees [26]**
- B. Approval of Probationary to Permanent Personnel [28]**
- C. Ratification of Change in Assignments [30]**
- D. Approval of Request for Family and Medical Leave (FMLA) [31]**
- E. Approval of Extension of Full-time Temporary and/or Grant Funded Non-tenure Track Academic Position/Employee Assignment [32]** was granted to extend the temporary grant funded non-tenure track position/assignment for Michael Callahan, VC, Institutional Researcher (VFZ002) through the Spring Semester 2007.
- F. Approval of Request for Extension of a Long-term Leave of Absence Without Pay [33]** was granted to approve a request from Liesel Rigsby, Learning Disabilities Specialist at Oxnard College for an extension of her leave of absence through the spring semester, May 16, 2007.
- G. Approval of Reassignment of Management Personnel [34]** was granted to approve the reassignment of Ramiro Sanchez from Oxnard College to Ventura College as Executive Vice President, Student Learning effective as of January 2, 2007.

C-4 Instructional Calendar 2007-2008 was approved.

Business Services

C-5 Ratification of Accounts Payable and Payroll for the Period of October 27, 2006 – November 27, 2006 [35] was approved for the period of October 27, 2006 – November 27, 2006.

- C-6 Approval/Ratification of Board Purchase Order Report #8 for FY 2006/2007 [36]** was granted from October 30, 2006 to November 22, 2006.
- C-7 Surplus/Disposal of Equipment and Materials [42]** was approved as listed.
- C-8 Award of Bid 291, Repair and Resurface Tennis Courts at Ventura College [43]** was approved to award a contract for \$28,000 to First Serve Tennis Courts for Bid 291, Repair and Resurface of Tennis Courts at Ventura College.
- C-9 Approval of New Contracts for Fiscal Year 2006-2007 and Approval of General Fund Restricted Budget Amendment [44]** was granted.
- C-10 Monthly Budget Transfer Summary [47]** was ratified for the month of November for the General Fund-Unrestricted and General Fund Restricted.
- C-11 Approval of Amendments to Grants, Contracts, and Categorical Programs for Fiscal Year 2006-2007 [49]** was granted.
- C-12 Approval to Execute a Multi-Year Memorandum of Understanding (MOU) with Dowden Associates, Inc. with Ventura College [52]** was granted to authorize the execution of a multi-year MOU with Dowden Associates, Inc. (DOWDEN) for grant writing services and technical assistance to Ventura College under a proposed U.S. Department of Education Hispanic-Serving Institutions (HIS) Title V Institutional grant.
- C-13 Acceptance of Gifts [54]** was approved as listed.

Capital Planning, Design and Construction

- C-14 Approval of the 2007-2008 Scheduled Maintenance and Special Repairs Program Priority List [56]** was granted as listed.
- C-15 Budget Amendment: Capital Projects Fund (State Construction Funds) Moorpark College [77]** was approved as presented.
- C-16 Budget Amendment: Capital Projects Fund (State Construction Funds) Oxnard College [79]** was approved as presented.
- C-17 Acceptance of Change Order Summary Report for Capital Projects [81]** was approved.

Student Learning

- C-18 Fall 2006 Candidates for Graduation and Certificates for Moorpark, Oxnard and Ventura Colleges [107]** were accepted as listed.
- C-19 Ventura College Study Abroad Program: Psychology of the German, Italian, and Swiss Cultures – Summer 2007 [132]** was approved for June 19 – June 28, 2007.

- C-20** **Ventura College Study Abroad Program: Cuernavaca, Mexico – Summer 2007** [150] was approved for June 30 – July 28, 2007.

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

First Reading Items

- **First Reading: Course Approvals: New and Revised Courses at Moorpark, Oxnard, and Ventura Colleges; Revised Associate Degree Pattern at Moorpark College; and New and Revised Programs at Oxnard College [165]** was accepted for Second Reading.

Action Items/Second Reading Items

Business Services

- A-6** **Acceptance of the Audited Financial Statements for the Fiscal Year Ending June 30, 2006 [201]** was moved by Trustee Hernandez, seconded by Trustee Huber, and carried on a unanimous vote. (Ehya – absent)

Trustee Heitmann indicated that it was the recommendation of Audit/Budget/Foundation Relations Subcommittee to accept the Financial Statements. There was a brief discussion.

- A-7** **Acceptance of the Annual Audited Reports for Fiscal Year Ending June 30, 2006 for the VCCCD Districtwide, Moorpark, Oxnard, and Ventura College Foundations [202]** was moved by Trustee Heitmann, seconded by Chair Miller, and carried on a unanimous vote. (Ehya – absent)

Trustee Heitmann indicated that it was the recommendation of Audit/Budget/Foundation Relations Subcommittee to accept the Annual Audited Reports for Fiscal Year. The Board directed staff to prepare a report regarding the checks and balances at the Swap Meets at Oxnard and Ventura College relating to cash handling.

Trustees/Chancellor

- A-8** **Review and Assignment of Board of Trustees Subcommittees and Ad Hoc Committees – Appointments to Serve for 2007 [203]**

Trustee Miller asked the members of the Board to forward to him the subcommittees on which they would like to serve. Trustee Huber indicated that he would like to remain the Chair on the Capital Planning and Construction Subcommittee, along with Trustee Blum. Trustees Heitmann and Hernández said they would like to be on the Rules, Operations & Procedures Subcommittee.

At 9:30 p.m. the meeting was recessed.

A-9 Action to Approve Governing Board Member Absence [205] was moved by Trustee Huber, seconded by Trustee Hernández, and carried on a unanimous vote, to approve the absence of Student Trustee Pardeese Ehya. (Ehya – absent)

OPEN STUDY SESSION

At 9:48 p.m. Chair Miller opened the Study Session.

- **Annual Self-Evaluation of the Governing Board.** Carolyn Inouye gave a brief overview of the Annual Self-Evaluation of the Governing Board for 2005-2006.

There was a brief discussion regarding protocol and communication within the District. Chair Miller explained the purpose of board development. Trustees Huber and Hernández expressed their concerns regarding training.

CLOSE STUDY SESSION

At 10:10 p.m., Chair Miller closed the Study Session.

Trustees/Chancellor

A-11 Acceptance of the Annual Self-Evaluation of the Governing Board for 2005-2006 [208] was moved by Trustee Huber, seconded by Trustee Blum, and carried on a unanimous vote, to accept the Annual Self-Evaluation of the Governing Board for 2005-2006. (Ehya – absent)

Trustee Blum thanked the chancellor and staff for welcoming him.

CLOSED SESSION

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

ADJOURNMENT

At 11:00 p.m., the meeting was adjourned.