

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

Lorraine Hawes
Student Trustee



James M. Meznick
Chancellor/Secretary to the Board

MINUTES FOR THE MEETING OF TUESDAY, JULY 10, 2007

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, July 10, 2007, 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, Trustee
Cheryl Heitmann, Trustee
Arturo D. Hernández, Trustee
Lorraine Hawes, Student Trustee

Management Present:

James M. Meznick, Chancellor
Robin Calote, Ventura College President
Eva Conrad, Moorpark College President
Richard Durán, Oxnard College President
Sue Johnson, Vice Chancellor, Business Services
Ramiro Sanchez, Executive Vice President, Student Learning
Patricia Parham, Associate Vice Chancellor, Human Resources
Clare Geisen, Director of Administrative Relations
Jim Botting, Police Chief

Faculty/Staff/Student Representatives:

P. Scott Corbett, Oxnard College Academic Senate President
Kathryn Schoenrock, Ventura College Academic Senate President
Sergio Lagunas, Associated Student Government President Oxnard College
Mary Anne McNeil, Grants/Contracts
John Wagner, AFT President
Eileen Welser, Executive Assistant to the Chancellor
Handel Evans, Bond Measure S Program Director
Les Dickey, Heery International

Dave Fuhrmann, Chief Technology Officer

CALL TO ORDER

Chair Miller called the meeting to order at 5:30 p.m. Trustee Heitmann arrived at 5:41 p.m. and Trustee Hernández arrived at 5:44 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

Rene Rodriguez, President of the Retirees Association, addressed the Board regarding retiree benefits.

RECESS TO CLOSED SESSION

At 5:45 p.m., the meeting was recessed to Closed Session.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION {Gov't Code Section 54956.9(a)} (2 Case)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION {*Government Code §54956.9(b)*} (1 Case)

CONFERENCE WITH LABOR NEGOTIATOR

- AFT/SEIU

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- Employee #900355767
- Employee #900425478

RECONVENE IN OPEN SESSION

At 7:30 p.m., Chair Miller announced the meeting would convene at 7:45 p.m.

Chair Miller called the meeting to order at 7:47 p.m.

PLEDGE TO THE FLAG

Handel Evans led the pledge to the flag.

PUBLIC COMMENTS

John Wagner introduced Eileen McCarthy, AFT Executive Director. Ms. McCarthy addressed the Board.

Reports

- **Chancellor**

- **Update on Journalism Program.** Joanna Miller, Faculty Advisor, provided a status report on the Ventura County Community College District district-wide student newspaper, *Student Voice*. Jeremy Zeller, Editor of the *Student Voice*, reported on the multi-school edition of the student newspaper and commented on the online student newspaper.

The Board acknowledged staff of the *Student Voice*. Robin Calote and Richard Durán commented on courses that would be offered at Ventura and Oxnard colleges. There was a brief discussion and suggestions made to increase enrollment.

- **Update on State Budget.** Sue Johnson provided an update on the State Budget.

- **Academic Senates**

- Kathryn Schoenrock reported on Ventura College's Regional Meeting for the State Academic Senate Basic Skills Initiative Group and invited the Board to attend the meeting at Ventura College. She commented on the book, *Basic Skills for Student Success in California Community Colleges, What Works, Research Based Best Practices* by Boylan.

The Board suggested the following items should be discussed at the meeting:

- Common course numbering
 - Customer service
 - Consistent units for degrees among colleges
 - Student survey on college experience and ways to improve
 - Retention on each campus
- Scott Corbett provided an update on Oxnard College. He reported on the New Life Fitness Center and acknowledged Head Coach Jeff Theiler for his leadership on a mentorship program for athletes.
- **Student Representatives**
 - Sergio Lagunas reported on the ASG Conference in Washington, D.C., shared decision-making at Oxnard College, commented on ASG 411 magazine, and announced a Hip Hop show scheduled for November.
 - Student Trustee Hawes thanked the Board for sending her to a conference for new student trustees in August. She also thanked the Oxnard College Foundation and staff for her workspace at Oxnard College.

- **Trustees**

- **Subcommittees**

- Trustee Heitmann reported on the Legislative Subcommittee meeting on July 5.
- Vice Chair Huber provided an update on the Construction Facilities Subcommittee meeting and indicated the items on the agenda were recommended for approval.

- **Trustee Reports/Announcements/Correspondence**
 - Trustee Heitmann announced that Diane Woodruff was named the Interim Chancellor of the California Community Colleges and requested a letter of congratulations be sent to her.
 - Vice Chair Huber announced the Ventura County Board of Supervisors would be meeting in Simi Valley on July 17, 2007.
 - **Ventura County Civic Alliance State of the Region Report**
 - Rebecca Evans, Executive Director of the Ventura County Civic Alliance (VCCA), described the general role of the Alliance. She distributed and reviewed the *Ventura County Civic Alliance 2007 State of the Region Report*.

The Board acknowledged Ms. Evans for her presentation. Trustee Heitmann commented on the high school dropout rate and suggested partnerships to help decrease the rate.

PUBLIC NOTICES OF CHANGES TO THE AGENDA

The following changes were made to the agenda:

RECESS TO CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
{ *Government Code §54956.9(b)* } (4 Cases)
 - Three cases were pulled from the agenda.

Human Resources

C-2C Approval of Establishment of Positions was revised as follows:

- 4) Biology Instructor, VFX009, has been removed from the agenda.

C-2E Approval/Ratification of Personnel was revised as follows:

ACADEMIC (Full-time)

Joohwan Lee, Mathematics was removed from the agenda.

ACADEMIC (Part-time)

Joohwan Lee, Mathematics, was added to the agenda.

CLASSIFIED

Lino Magana, Jr., Custodian, was removed from the agenda.

STUDENTS

Devin Brown, Athletics/MC, effective dates were changed from 06/18/07-06/30/07 to 07/11/07-08/18/07.

Teresa Blum, Student Assistant, ATPC/VC, 07/11/07-12/12/07

(Relative/Father-Steve Blum, Trustee, no supervision), has been added to the agenda

Business Services

- C-6 Approval/Ratification of Board Purchase Order Report #2 for FY 2007-2008 [50]** – P0057825 – Textbooks – John B. Greer was pulled from the agenda (on the Addendum, Page 70 of the Board Packet).
- C-14 Award of Bid 310, Moorpark College Marquee** was revised after the July 5, 2007, bid opening to award to the lowest responsible bidder Daktronics, with a contract price of \$34,461.98.
- C-24 Award of Bid 311, Ventura County Community College District Concrete Walkway Renovation and Placement Project** was pulled from the agenda; Berry Engineering has withdrawn proposal due to clerical error. Project will be recommended for approval at August Board of Trustees Meeting after project is rebid.

At 9:25 p.m., the meeting was adjourned and reconvened at 9:35 p.m.

Consent Calendar Items

It was moved by Trustee Heitmann, seconded by Trustee Blum, and carried on a unanimous vote, to approve the Consent Calendar Items with the exception of Items C-2B, C-2C, C-6, C-10, and C-14. (Hawes – yes)

Approval of Minutes

- C-1 Meeting Minutes [1]**
Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for June 12, 2007, was approved.

Human Resources

- C-2 Employment and Position Management [12]** was approved as follows:
- A. Approval of Abolishment and Establishment of Positions**
 - D. Approval of Declination of Employment at Ventura College.**
 - F. Approval/Ratification of Limited Term/Provisional Assignments**
- C-3 Changes in Personnel/Employment Status [28]** was approved as follows:
- A. Approval/Ratification of Separation from Employment - Academic & Classified Employees**
 - B. Approval of Probationary to Permanent Personnel**
 - C. Approval and Ratification of Changes in Positions & Assignments**

Business Services

- C-4 Ratification of Accounts Payable and Payroll for the Period of May 18, 2007 – June 18, 2007 [34]** was approved.
- C-5 Approval/Ratification of Board Purchase Order Report #15 for Fiscal Year 2006-2007 [35]** was granted from May 22, 2007 to June 19, 2007.
- C-7 Surplus/Disposal of Equipment and materials [72]** was approved as listed.

Items less than a \$5,000 value to be disposed per Ed Code 81452.

Disposal of Computers, a Laser Printer, and a Library Cart that are outdated and can no longer be repaired or used in the District.

Disposal of vehicles that will be used for trade-in on Bid 281, Vehicles for VCCCD, Board approved May 23, 2006.

1. 2001 Dodge Ram 3500 Van License # 408649,
Vin #2B5WB35261K539356
2. 1999 Dodge Ram 350 Van License # 1030487,
Vin #2B5W35Y1XK529771
3. 2002 FORD E350 Van License # 1127154,
Vin #1FBSS31L92HB00782
4. 2002 FORD E350 Van License # 1139765,
Vin #1FBSS31L92HB32406

- C-8 Acceptance of Gifts [74].** The following item was donated:

Cash Donation of \$2,051

To be used by the Ventura College Football Program

Donated by: Various businesses and individuals through the Ventura College Foundation.

- C-9 Monthly Budget Transfer Summary [75]** was approved to ratify the Monthly Budget Transfer Summary for the time period of June 1 through June 26, 2007, for the General Fund-Unrestricted and General Fund-Restricted.
- C-11 Authorization for Destruction of Records [82]** was approved to authorize the destruction of Class 3 Records, Disposable Records. These records include copies of miscellaneous contracts and grants, files and reports for business services, payroll, accounting, accounts payable and copies of purchase orders with all related documentation from the 2002-2003 fiscal year. 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-12 Acceptance of Completion of Bid 299, Oxnard College Painting Project [83]** was approved.

- C-13 Award of Bid 309, PBX Maintenance Agreement for Ventura County Community College District [84]** was approved to Integrated Technology, with a bid amount of \$69,792.
- C-15 Approval of Addendum to Lease Agreement for the Ventura College Santa Paula Center [87]** was granted for an addendum to the lease agreement with Western Rotocraft, Inc., for the Ventura College Santa Paula Center located at 115 Dean Drive, Suites A and B, Santa Paula. This building is adjacent to the main facility currently leased from Martha Horning. The main building was Board approved June 15, 2004 and expires August 31, 2008.
- C-16 Approval of Amendment to Grant for fiscal Year 2007-2008 [89]** was granted.

Capital Planning, Design and Construction

- C-17 Budget Amendment: Capital Projects Fund (State Construction Funds) [91]** was approved as presented.
- C-18 Acceptance of Completion of Contract with McGillivray for Phase I of the Athletics Renovation Project # 39105 at Ventura College [92]** was approved.
- C-19 Acceptance of Completion of Contract with McGillivray for Phase II of the Athletics Renovation Project # 39105 at Ventura College [93]** was approved.
- C-20 Purchase of New Modular Building for Measure S Offices at Ventura College [94]** was approved.
- C-21 Approval of Measure S Budget Transfers at Ventura College [96]** was granted as listed.
- C-22 Acceptance of Change Order Summary Report for Capital Projects [97]** was approved.

Student Learning

- C-23 Approval of New Fall 2007 Community Education Classes at Ventura College [108]** was granted.

Business Services

- C-24 Award of Bud 311, Ventura County Community College District Concrete Walkway Renovation and Placement Project [131]** was removed from the agenda.
- C-25 Acceptance of Completion of Bid 294, Ventura College Aquatic Center Roofing Project [133]** was approved.

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

Human Resources

C-2 Employment and Position Management [12]

- B. Approval of Establishment of Positions** was moved by Chair Miller, seconded by Vice Chair Huber, and carried on a unanimous vote. (Hawes – yes)

John Wagner expressed his concerns regarding an involuntary transfer of an employee to Moorpark College. Chancellor Meznick said the appropriate procedure was to grieve the involuntary transfer with the Human Resources Department.

- C. Approval/Ratification of Personnel** was moved by Vice Chair Huber, seconded by Chair Miller, and carried on a 4-1-1 vote, with Chair Miller voting no and Trustee Blum abstaining (Hawes – yes)

C-6 Approval/Ratification of Board Purchase Order Report #2 for FY 2007-2008 [50] was moved by Vice Chair Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, as amended, from May 22, 2007 to June 19, 2007. (The amendment was in the Addendum – P0057825 for Textbooks.) (Hawes – yes)

Vice Chair Huber asked about page 55 – Traffic School Instructor. The process of payment was explained.

C-10 Approval of New Contracts and Grants for Fiscal Year 2007-2008 [77] was moved by Trustee Hernández, seconded by Vice Chair Huber, and carried on a unanimous vote. (Hawes – yes)

Trustee Hernández acknowledged the colleges on their grants and encouraged the colleges to pursue additional grants to provide extra resources to faculty and students.

C-14 Award of Bid 310, Moorpark College Marquee [86] was moved by Vice Chair Huber, seconded by Trustee Hernández, and carried on a unanimous vote to award a contract to Daktronics for \$34,461.98. (Hawes – yes)

It was pointed out this item was revised prior to the meeting.

Action Items/Second Reading Items

Business Services

- A-1 Approval of Execution of Contract for General Legal Service with Fagen, Friedman & Fulfrost [113]** was moved by Vice Chair Huber, seconded by Trustee Hernández, and carried on a unanimous vote. (Hawes – yes)

General discussion was held regarding process for reviewing contracts and a presentation from Fagen, Friedman & Fulfrost.

- A-2 Budget Amendment General Fund – Unrestricted [115]** was moved by Vice Chair Huber, seconded by Trustee Heitmann, and carried on a unanimous vote. (Hawes – yes)

Student Learning

- A-3 Second Reading: Course Approvals: New and Revised Courses, New Degree Pattern, and New Certificates at Moorpark College [117]** was moved by Vice Chair Huber, seconded by Trustee Heitmann, and carried on a unanimous vote. (Hawes – yes)

Trustees/Chancellor

- A-4 Revision to Board of Trustees 2007 Schedule of Meetings [128]** was moved by Vice Chair Huber, seconded by Trustee Blum, and carried on a unanimous vote, to change the August Board meeting to August 28, 2007, and to add a Study Session on August 27, 2007. (Hawes – yes)

End of Board Actions

ADJOURNMENT

At 10:00 p.m., the meeting was adjourned.