

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. Meznik
Chancellor/Secretary to the Board

**ORDER OF THE MINUTES
FOR THE MEETING OF
TUESDAY, AUGUST 28, 2007**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, August 28, 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. Meznik, Chancellor
Robin Calote, Ventura College President
Eva Conrad, Moorpark College President
Richard Durán, Oxnard College President
Sue Johnson, Vice Chancellor, Business Services
Patricia Parham, Associate Vice Chancellor, Human Resources
Pam Eddinger, Executive Vice President, Student Learning
Lyn MacConnaire, Executive Vice President, Student Learning
Ramiro Sanchez, Executive Vice President, Student Learning
Clare Geisen, Director of Administrative Relations
Jim Botting, Police Chief

Faculty/Staff/Student Representatives:

P. Scott Corbett, Oxnard College Academic Senate President
Margaret Tennant, Moorpark College Academic Senate President
Andrew Anzalone, Moorpark College Associated Student Government President
Julianna Hernández, Ventura College Associated Student Government President
Mary Anne McNeil, Grants/Contracts

Handel Evans, Bond Measure S Program Director
Les Dickey, Heery International
Dave Fuhrmann, Chief Technology Officer
Eileen Welser, Executive Assistant to the Chancellor
John Wagner, AFT President

CALL TO ORDER

Chair Miller called the meeting to order at 6:05 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

Chair Miller indicated that the Board would adhere to the public speaking Board policy of three minutes per person and thirty minutes per topic. Chair Miller said the Board would receive any additional public comments at the end of the Board meeting.

Deborah McDaniel, David Donaldson, Dan Reyna, Troy Limar, Alma Rodriguez, Barbara Cogert, Debra Cronin, John Avery, Irene Coronado, Eloy Zepeda, Abel Santana, Carrie Shaver, Stacy Herbert, Donna Sanders, Cher Austin, Chad Carroll, Janice Feingold, Gabriela Alvarado, and Dan Kumpf addressed the Board regarding negotiations.

RECESS TO CLOSED SESSION

At 6:45 p.m. the meeting was recessed to Closed Session.

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

CONFERENCE WITH LABOR NEGOTIATOR

- AFT/SEIU

RECONVENE IN OPEN SESSION

At 8:10 p.m., the meeting reconvened in Open Session.

PLEDGE TO THE FLAG

Trustee Heitmann led the Pledge to the Flag.

CLOSED SESSION REPORT (if necessary)

There was no Closed Session Report.

PUBLIC COMMENTS

There were no Public Comments.

OPEN STUDY SESSION

At 8:15 p.m. Chair Miller opened the Study Session.

- **Actuarial Study** – Chair Miller distributed the Actuarial Study. Sue Johnson introduced Mr. Geoff Kischek, Total Compensation Systems, Inc. Mr. Kischek gave a presentation on GASB 43/45 and Retiree Health Benefits. Ms. Johnson gave a brief history of the preparation for GASB 43/45. There was a brief discussion regarding this item.

CLOSE STUDY SESSION

At 8:35 p.m. the Study Session was closed

Business Services

A-1 Acceptance of Actuarial Study [1] was moved by Trustee Hernández, seconded by Trustee Heitmann, and carried on a unanimous vote, to accept the actuarial study of Retiree Health Liability for Ventura County Community College District as presented by the firm Total Compensation Inc. (Hawes – yes)

OPEN STUDY SESSION

- **District Goals** – Chair Miller gave a summary of the August 27, 2007, Study Session and said the Board determined two overarching priorities facing the District:
 - A. Strengthening District-wide student access, enrollment, and success
 - B. Strengthening District/College administrative operations and services

*The Board directed that accountability and follow-through, clear communication, positive customer service, effective staff training, and fiscal stability be included as components of both the Enrollment Management Plan and the District/College Administrative Reorganization.

Chair Miller introduced Dr. Robert Jensen. Dr. Jensen thanked the Board for their participation during the Study Session. The Board, Student Trustee, and Chancellor acknowledged Dr. Jensen, explained the planning study session process and outcomes, and shared their comments regarding the study session.

Dr. Jensen indicated that a summary report would be prepared and available at the Chancellor's Office. Chair Miller said that at the Study Session, the Board unanimously agreed the Board would seek input from Chancellor Meznek and Senior Management in future Board evaluations.

CLOSE STUDY SESSION

At 9:15 p.m. the Closed Session was closed.

Trustees/Chancellor

- A-8 Action to Adopt District Goals [170]** was moved by Trustee Blum, seconded by Trustee Heitmann, and carried on a unanimous vote, to approve the following Ventura County Community College District Goals. * (Hawes – yes)
1. Develop and implement a comprehensive District-wide Enrollment Plan.
 2. Develop and implement a comprehensive District/College administrative reorganization.

*The Board directed that accountability and follow-through, clear communication, positive customer service, effective staff training, and fiscal stability be included as components of both the Enrollment Management Plan and the District/College Administrative Reorganization.

Reports

- **Chancellor**
 - **Update on Facilities Projects** – Handel Evans, Bond Measure S Program Director and Les Dickey, Heery International reported on facilities projects. Mr. Dickey provided an update on the following items:

There was a brief discussion regarding this item. Trustee Heitmann asked that the District take advantage of funds available from the Ventura County Regional Energy Alliance. She asked for a report on what the District is doing to save energy and ensure the District is being environmentally responsible. Trustee Hernández acknowledged Vice-Chair Huber and Trustee Blum on their service on the Construction Projects Subcommittee.

At 9:50 p.m. the meeting was recessed and reconvened at 10:00 p.m.

- **Student Representatives**
 - Julianna Hernández provided an update on activities at Ventura College.
 - Andrew Anzalone introduced two members of the Moorpark College Associated Student Government and provided an update on activities of the Student Government.
 - Student Trustee Hawes commented on her attendance at the Student Trustee conference in August and thanked the Board.
- **Academic Senates**
 - Margaret Tennant provided an overview of activities at Moorpark College. She commented on the Basic Skills Initiative.
 - Scott Corbett gave a brief report and commented on accreditation.
- **Trustees**
 - **Subcommittees**
 - Vice-Chair Huber reported on the Construction Projects Subcommittee meeting.

- **Trustee Reports/Announcements/Correspondence**

Trustee Heitmann commented on flex day at the colleges. Ms. Heitmann distributed flyers regarding the United Way Day of Caring.

It was agreed to explore a policy regarding environmental responsibility to be reviewed at the Rules Subcommittee meeting.

Trustee Hernández reported on his attendance at flex day activities, the Ventura County Association of Builders barbeque, and the Ventura College football game.

Trustee Blum acknowledged all three colleges for their flex day activities.

Student Trustee Hawes acknowledged the Marine Studies Program at Oxnard College.

Chair Miller acknowledged Chief Botting and announced a reception would be held for him at the September 11 Board meeting.

PUBLIC NOTICES OF CHANGES TO THE AGENDA

Human Resources

C-2 Employment and Position Management

A. Approval/Ratification of Abolishment and Establishment of Positions was pulled from the agenda.

F. Approval/Ratification of Personnel Academic (Full-Time) was revised to change the effective date for Leslie Daily from August 14, 2007 to January 3, 2008.

First Reading

- **First Reading (Second Review): Addition of Board Policy Manual Chapter 6: Business and Fiscal Affairs and the Deletion of Board Policy Manual Section D [132]** was revised to provide the up-to-date version of the document. (An old version was included in the packet.)

Capital Planning, Design and Construction

- A-5 Certification of the Revised Environmental Impact Report and Adoption of Findings and Statement of Overriding Considerations for The Facilities Master Plan at Moorpark College [165]** was pulled from the agenda.

Consent Calendar Items

It was moved by Vice Chair Huber, seconded by Trustee Hernández, and carried on a unanimous vote, to approve the Consent Calendar Items with the exception of Item C-3D. (Hawes – yes)

Approval of Minutes

- C-1 Meeting Minutes [2]**
Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for July 10, 2007, was approved.

Human Resources

- C-2 Employment and Position Management [13] was approved as listed:**
- B. Approval/Ratification of Change to Classification Specifications and Changes to Classified Salary Ranges**
 - C. Approval/Ratification of Change in Position**
 - D. Approval/Ratification of Establishment of Positions**
 - E. Approval/Ratification of Equivalency**
 - F. Approval/Ratification of Personnel**
 - G. Approval/Ratification of Limited Term/Provisional Assignments**
- C-3 Changes in Personnel/Employment Status [34] were approved as listed.**
- A. Approval/Ratification of Separation from Employment - Academic & Classified Employees**
 - B. Approval/Ratification of Probationary to Permanent Personnel**
 - C. Approval/Ratification of Changes in Positions & Assignments**
 - D. Approval/Ratification of Change in Employment under Special Pre-Retirement Program was pulled for discussion.**
 - E. Approval/Ratification of Request for Leave of Absence Without Pay**
 - F. Request for Family & Medical Leave (FMLA)**

Business Services

- C-4 Fiscal Year-End Budget Transfers [44] was approved for the 2006-2007 fiscal year-end closing budget transfers between major expenditure classifications in accordance with Education Code Section 70902 and Title 5, California Code of Regulations, Section 58307.**
- C-5 Ratification of Accounts Payable and Payroll for the Period of June 19, 2007 – August 6, 2007 [46] was approved.**
- C-6 Approval/Ratification of Board Purchase Order Report #16 for Fiscal Year 2006-2007 [47] was granted from June 19, 2007 to August 7, 2007.**
- C-7 Approval/Ratification of Board Purchase Order Report #3 for FY 2007-2008 [53] was granted from June 19, 2007 to August 7, 2007.**
- C-8 Surplus/Disposal of Equipment – Items Less than a \$5,000 Value was approved as follows:**
- Disposal of a gas analyzer, charging system tester, computers, and dental chairs that are outdated and can no longer be repaired or used in the District.

- C-9 Acceptance of Gifts [77]** was approved as follows:
- Donation of a Celestron Classic 8 Schmidt Cassagrain Telescope donated by Michael Kuhn, to be used by the Astronomy Department at Moorpark College.
- Donation of a 1998 Chevrolet Suburban Sport Utility Vehicle donated by Silver Star Cadillac, to be used by the Automotive Technology Department at Oxnard College.
- Donation of a 1999 Ford Focus Sedan donated by Alan R. Young, to be used by the Automotive Technology Department at Oxnard College.
- Donation of a 1996 Ford Taurus Sedan donated by Harvey Sneed, to be used by the Automotive Technology Department at Oxnard College.
- Cash Donation of \$18,172.13 donated by various businesses and individuals through the Ventura College Foundation, to be used by the Ventura College Aquatic Center, Fitness Center, Language Lab, Golf Program, Lending Library/Re-entry Center, Educational Assistance Center, Men's Basketball, Men's Tennis, Opera and Musical Theatre, and the Orchestra.
- C-10 Award of Bid 311, Ventura County Community College District Concrete Walkway Renovation and Placement Project [79]** was approved to award the bid to Berry Engineering for \$119,946 and FS Construction for \$42,200.
- C-11 Award of Bid 312, Ventura College Roofing Project [81]** was approved to award a contract for Bid 312, Ventura College Roofing Project, to the lowest responsible bidder, Best Contracting Service, Inc. for \$112,820.
- C-12 Approval of New Contracts & Grants for Fiscal Year 2007-2008 [82]** was granted.
- C-13 Approval of Amendments to Grants & Contracts for Fiscal Year 2007-2008 [87]** was granted.
- C-14 Quarterly Financial Status Report, General Fund – Unrestricted (CCFS-311Q) [90]** was approved.
- C-15 Monthly Budget Transfer Summary [93]** was ratified for the time period of June 27 through June 30, 2007, for the General Fund-Unrestricted and General Fund-Restricted.

Capital Planning, Design and Construction

- C-16 Acceptance of Completion of Contract with Mike Stanton Construction, Inc. For Project #19118: Water Connection for Library Renovation at Moorpark College [95]** was approved to accept completion and close-out of construction contract with Mike Stanton Construction, Inc., for Project #19118: Water Connection for the Library Renovation Project at Moorpark College.
- C-17 Approval of Measure S Budget Transfers At Oxnard College [96]** was granted.

- C-18 Approval to Issue a Contract to BTC/US Laboratories for Project # 29120: Student Services and Food Services Center at Oxnard College [98]** was granted in the amount of \$106,835 for material testing and inspecting for Project # 29120: Student Services Center and Food Services Center.
- C-19 Approval to Amend a Contract with Nadel Architects Inc., For Project #29120: Student Services and Food Services Center at Oxnard College [99]** was granted to Nadel Architects, Inc. The name of the firm has changed to Nadel Public Sector Architects, LLP. This company name change in the contract is for the Student Services Center and Food Services Center, Project #29120.
- C-20 Approval of Reduction in Retention for Project #29302: Infrastructure Piped Utility Systems at Oxnard College [101]** was granted to reduce retention for C & S Pipeline, Inc., from 10% to 5% of the contract value for the Infrastructure Piped Utility Systems project at Oxnard College.
- C-21 Acceptance of Change Order Summary Report for Capital Projects [102]** was approved.

Student Learning

- C-22 Summer 2007 Candidates for Graduation and Certificates at Moorpark, Oxnard, and Ventura Colleges [108]** were accepted as listed.

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

Human Resources

- C-3 Changes in Personnel/Employment Status [34]**
- D. Approval/Ratification of Change in Sabbatical Leave** was moved by Trustee Heitmann, seconded by Trustee Huber, and carried on a unanimous vote. (Hawes – yes)

The Board commended Graciela Casillas regarding modification of her sabbatical leave to stay on campus to help her department. It was suggested that her sabbatical be extended in order for her to complete it at a later date.

First Reading

- **First Reading (Second Review): Addition of Board Policy Manual Chapter 6: Business and Fiscal Affairs and the Deletion of Board Policy Manual Section D [132]** was accepted for Second Reading.
- **First Reading: Course Approvals: New Courses and Revised Program at Oxnard College [154]** was accepted for Second Reading.

Action Items/Second Reading Items

Business Services

- A-2 Approval of Extension of a Professional Services Contract for Legal Services with Atkinson, Andelson, Loya, Ruud, and Romo [160]** was moved by Trustee Huber, seconded by Trustee Hernández, and carried on a unanimous vote. (Hawes – yes)

There was discussion regarding this item. It was agreed that Chancellor Meznik would provide a report to the Board within the next six months to ensure that the District is obtaining competitive rates for all attorneys.

- A-3 Budget Amendment General Fund – Unrestricted [162]** was moved by Trustee Hernández, seconded by Trustee Huber, and carried on a unanimous vote, to approve the amendment of the General Fund Reserve and Expenditure Accounts, and to use Reserves for the demolition of concrete bunkers and walls that are located outside of the Fire and Sheriff complex and cannot be paid by bond funds. The total contract amount is \$263,000 of which approximately 40% is to be paid from the General Fund. (Hawes – yes)

Capital Planning, Design and Construction

- A-4 Approval of a Contract with J & G Industries for Project #89106: Concrete Bunker and End Wall Demolition at Fire & Sheriff Training Academy at Camarillo Airport [163]** was moved by Trustee Huber, seconded by Trustee Blum, and carried on a unanimous vote, in the amount of \$263,000.00 for the demolition and pulverization of a maximum of five (5) reinforced concrete bunkers and fourteen (14) reinforced concrete end walls, and storage of certain material on site. (Hawes – yes)

- A-6 Approval of Continuation of Contract with Heery International as Program and Construction Managers for the Ventura County Community College District Measure S Program [166]** was moved by Huber, seconded by Blum, and carried on a unanimous vote, to approve a one-year extension of the contract with Heery International to provide program and construction management services to the Measure S program for the Ventura County Community College District from October 1, 2007, through September 30, 2008, at a contract price not to exceed \$4,163,468. This amount is an increase of \$524,754 over the previous year. The increase is required to provide additional support during the next year when several of the large Measure S buildings start construction, including the Oxnard student services building & library renovation, the Moorpark academic building & health science building and the Ventura advanced technology, general purpose classroom and health science buildings. (Hawes – yes)

Sue Johnson gave a brief overview of bond requirements. Les Dickey commented on the District's contract with Heery International as Program and Construction Managers. It was suggested that a presentation of the projects be made for public access television and that the renderings be placed on the District website.

Vice-Chair Huber provided an update on the Ventura County Community College District's Measure S Project and acknowledged Handel Evans and Heery International.

End of Board Actions

ADJOURNMENT

At 10:50 p.m., the meeting was adjourned.