

Board of Trustees

Ventura County Community College District

Larry O. Miller
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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, SEPTEMBER 11, 2007**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, September 11, 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
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
Kathryn Schoenrock, Ventura College Academic Senate President
Margaret Tennant, Moorpark College Academic Senate President
Juliana Hernández, Associated Students Ventura College President
Sara Yakhi, Director of External Affairs at Moorpark College
Mary Anne McNeil, Grants/Contracts

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

CALL TO ORDER

Chair Miller called the meeting to order at 5:30 p.m., and asked for a moment of silence in remembrance of September 11, 2001.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

John Wagner, Andrea Adlman, and Sumita Lall addressed the Board regarding negotiations.

RECESS TO CLOSED SESSION

At 5:35 p.m. the meeting was recessed to Closed Session.

The agenda was corrected as follows:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION {Government Code §54956.9(b)} (1 case)

- *Ventura County Community College Retirees Association, et. al., vs. Ventura County Community College District, et. al.*

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION {Government Code §54956.9(b)} (2 Cases)

- *Moorpark College EIR, Master Plan*

LEASE OF PROPERTY

- *Fire Department at Camarillo Airport*

CONFERENCE WITH LABOR NEGOTIATOR

- AFT/SEIU

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Chancellor

RECONVENE IN OPEN SESSION

Chair Miller called the meeting to order at 7:16 p.m.

PLEDGE TO THE FLAG

Chief Botting led the pledge to the flag.

CLOSED SESSION REPORT

It was moved by Vice-Chair Huber, seconded by Trustee Blum, and carried on a 5-0 vote to approve the continuance of the month-to-month lease with the Fire Department at Camarillo Airport through December 13, 2007.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

At 7:24 p.m. the meeting was recessed and reconvened at 7:34p.m.

The Board acknowledged Chief Botting for his service to the Ventura County Community College District. Chief Botting thanked the Board and provided an overview of the changes to the campus police since he began at VCCCD. A brief reception was held to recognize Chief James Botting on his retirement.

CHANGES TO THE AGENDA

Reports

- **Chancellor**
 - **Participatory Governance Handbook Accreditation Progress.** The Ventura County Community College District draft accreditation reports for Moorpark, Oxnard, and Ventura Colleges to the Accrediting Commission of Community and Junior Colleges/WASC was revised under Standards IV.A.2 and IV.A.3: Governance as follows:
 - “Throughout the Handbook development process, the board was provided draft copies of the document. The draft Ventura County Community College District Participatory Governance Handbook was presented to the board on September 11, 2007.”

Consent Calendar Items

Human Resources

C-2 Employment and Position Management

- C. **Approval/Ratification of Personnel – Academic (Full-Time)** was revised to change the effective date for Timothy Harrison, Athletic Director, from August 14, 2007, to September 17, 2007.

Business Services

- C-8 Award of Bid 314, Monument Sign at Ventura College** was revised to indicate that the monument sign will be located on the south east corner of the campus.

Trustees/Chancellor

- A-1 Resolution in Support of the California Community College Initiative [1]** was moved by Trustee Hernández, seconded by Trustee Heitmann, and carried on a 4-1 vote, with Vice-Chair Huber abstaining, to adopt the *Resolution in Support of the California Community College Initiative*. (Hawes – yes)

Vice-Chair Huber expressed his concerns regarding this resolution. Trustee Heitmann reported on the Community College League of California Legislative Committee's position on this item.

Reports

- **Chancellor**
 - **Update from College Presidents**
 - Robin Calote, Eva Conrad, and Richard Durán provided updates on the colleges.

Business Services

OPEN PUBLIC HEARING

At 8:13 p.m., Chair Miller opened the Public Hearing.

- **Proposed Budget for the Ventura County Community College District for Fiscal Year 2007-2008.** The Proposed Budget became available for public inspection on September 5, at 255 W. Stanley Avenue, Suite 150, Ventura, CA 93001, during normal business hours.

Sue Johnson distributed and reviewed the *Executive Summary, 2007-2008 Adoption Budget – September 11, 2007*. The Board expressed their concerns about unfunded liability. Sue Johnson reported the district was compliant with the requirements of GASB 45 and that an actuarial study will be performed every two years. There was a brief discussion regarding the 2007-2008 Adoption Budget.

CLOSE PUBLIC HEARING

At 8:44 p.m., Chair Miller closed the Public Hearing.

Business Services

- A-2 Adoption of 2007-2008 Adoption Budget [102]** was moved by Trustee Heitmann, seconded by Vice-Chair Huber, and carried on a unanimous vote, to adopt the budget for all funds of the Ventura County Community College District. (Hawes – yes)

- **Student Representatives**
 - Sara Yakhi commented on activities at Moorpark College. Ms. Yahi invited the Board to a *Meet and Greet* event on September 28 at Moorpark College.
 - Juliana Hernández gave a brief overview of Ventura College Associated Student Government activities.
- **East Campus Community Survey.** Robin Calote summarized the East Campus Community Survey. There was a brief discussion regarding the survey and the needs of the Santa Clara Valley.
- **Draft Participatory Governance Handbook.** Eva Conrad distributed and reviewed the timeline for the development of the Ventura County Community College District Participatory Governance Handbook. She indicated that the Handbook was a procedural document. The Trustees asked for an update in October on the Participatory Governance Handbook.
- **Accreditation Progress.** Chancellor Meznik distributed and reviewed the mid-term accreditation reports. Dr. Meznik provided an overview of the draft mid-term reports and indicated that in October, the documents would be placed on Board agenda for discussion.
- **Selection Procedures for Presidents.** Chancellor Meznik distributed and reviewed AP 7120 – Recruitment and Hiring: College President. He asked if the procedure was consistent with the BP 7120 that is provided. Chair Miller indicated that this document was met the criteria of BP 7120.
- **Academic Senates**
 - P. Scott Corbett addressed the Board regarding increased morale at Oxnard College. He expressed his concerns regarding the Participatory Governance Handbook.
 - Kathryn Schoenrock commented on the Participatory Governance Handbook and the development process.
 - Margaret Tennant reported on activities at Moorpark College. She commented on the Mid-Term Accreditation Report, the Moorpark College Governance Handbook, and the Participatory Governance Handbook.
- **Trustees**
 - **Subcommittees**
 - Vice-Chair Huber commented on the Construction Projects Subcommittee meeting and recommended approval the items in the packet.
 - Chair Miller reported on the Audit/Budget/Foundation Relations Subcommittee meeting.
 - **Trustee Reports/Announcements/Correspondence**
 - Vice-Chair Huber commented on the Kick-Off of the 40th Birthday at Moorpark College. Vice-Chair Huber commented on the Participatory Governance Handbook.
 - Trustee Hernández commented on the Participatory Governance process. Trustee Hernández asked for a periodic progress report on tenure.
 - The Trustees pointed out that everyone has open access to the Board.

Consent Calendar Items

It was moved by Vice-Chair Huber, seconded by Trustee Blum, and carried on a unanimous vote, to approve the Consent Calendar Items with the exception of Item C-2A. (Hawes – yes)

Approval of Minutes

C-1 Meeting Minutes

- A. Action to Approve the Minutes of the Special Meeting of the Board of Trustees for August 27, 2007 [4] was granted.**
- B. Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for August 28, 2007 [9] was granted.**

Human Resources

C-2 Employment and Position Management [20] was approved as listed below:

- B. Approval/Ratification of Equivalency**
- C. Approval/Ratification of Personnel**
- D. Approval/Ratification of Limited Term/Provisional Assignments**

C-3 Changes in Personnel/Employment Status [31] were approved as listed below:

- 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 Return to Work from Leave of Absence without Pay**

Business Services

C-4 Ratification of Accounts Payable and Payroll for the Period of August 7, 2007 – August 21, 2007 [36] was approved.

C-5 Approval/Ratification of Board Purchase Order Report #4 for FY 2007-2008 [37] was granted from August 7, 2007, to August 23, 2007.

C-6 Surplus/Disposal of Equipment [47] was approved to surplus/dispose of the following items less than a \$5,000 value to be disposed per Ed Code 81452: Disposal of a copier machine, Wrightline Technical Work Benches, and Hayworth modular furniture that are outdated and can no longer be repaired or used in the District.

C-7 Acceptance of Gifts [48] was approved to accept donations of \$26,005.97 from various business and individuals, through the Ventura College Foundation, to be used by the Ventura College Aquatic Center, Baseball Program, Educational Assist Fund, Cross Country Program, Fitness Center, Golf Program, Language Lab, Mathematics Department, Men's Tennis Program, Music Department, Swimming Program, Ventura College Opera & Musical Theater Program, and the Ventura College Orchestra.

- C-8 Award of Bid 314, Monument Sign at Venture College [49]** was approved as revised.
- C-9 Approval of Microsoft Software License Renewal for Fiscal Year 2007-2008 [50]** was granted to approve the Microsoft Software License contract renewal with Computerland of Silicon Valley for FY 2007-2008.
- C-10 Acceptance of Completion of Bid 305, Moorpark College Painting Project [52]** was approved.
- C-11 Establishment of 2007-2008 Gann Appropriation Limit as Required by the California Constitution [53]** was approved.

Capital Planning, Design and Construction

- C-12 Approval of a Finding of Categorical Exemption for the Fire & Sheriff Training Academy and Approval to Issue a Notice of Exemption (COE) [57]** was granted to adopt a Finding of Categorical Exemption for the proposed Fire & Sheriff Training Academy (FSTA) at the Camarillo Airport Site and the approval to issue a Notice of Exemption (NOE).
- C-13 Approval of Contract Addendum to Nadel Public Sector Architects, LLP, for Increased Scope of Professional Services for Project #29120: Student Services Center at Oxnard College [59]** was granted in the amount of \$65,709 for increased construction administration services due to an extended construction period at Oxnard College.
- C-14 Approval of Contract Addendum to Paul Murdoch Architects for Increased Scope of Professional Services for Project #29124: LRC Renovation at Oxnard College [61]** was granted in the amount of \$65,795.00 to provide specialty lighting design (interior central areas and exterior), security systems, audio/visual systems, security hardware systems, and plan implementation and coordination for Project #29124: LRC Renovation at Oxnard College.
- C-15 Approval of Reduction in Retention for C&S Pipeline, Inc. Project #29302: Infrastructure Piped Utility Systems at Oxnard College [63]** was granted from \$154,584.24 (5%) of the contract value to \$50,000 for the Infrastructure Piped Utility Systems project at Oxnard College.
- C-16 Approval of Subcontractor Substitution for Project #19115: Electrical Infrastructure Phase I at Moorpark College [64]** was granted substitution of Edrow Construction Company, the listed subcontractor, with DJS Contracting, Inc. for the concrete installation for Project #19115: Electrical Infrastructure Phase I at Moorpark College.
- C-17 Approval of Measure S Budget Transfers at Moorpark College [66]** was granted.
- C-18 Acceptance of Completion of Contract with Schipper Construction for Project #39126: Food Services Renovation at Ventura College [68]** was approved.

- C-19 **Acceptance of Change Order Summary Report for Capital Projects [69]** was approved.

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

Human Resources

- C-2 **Employment and Position Management [20]**
A. **Approval/Ratification of Establishment of Positions and Approval of a Classification Specification and Salary Range** was moved by Trustee Hernández, seconded by Vice-Chair Huber, and carried on a 4-1 vote, with Trustee Heitmann voting no. (Hawes – yes)

Trustee Heitmann expressed her concerns regarding the Director of Human Resources position.

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 [79]** was accepted for Second Reading.

Action Items/Second Reading Items

Business Services

- A-3 **Approval of Continuance of Agreement for Professional Services with Legal Firm of Orbach, Huff & Suarez, LLP [103]** was moved by Trustee Blum, seconded by Chair Miller, and carried on a unanimous vote, to approve the agreement for professional services with Orbach, Huff & Suarez related to the District's Capital Planning and Construction and Facility issues. (Hawes – yes)

Student Learning

- A-4 **Second Reading: Course Approvals: New Courses and Revised Program at Oxnard College [105]** was moved by Vice-Chair Huber, seconded by Trustee Blum, and carried on a unanimous vote. (Hawes – yes)

Capital Planning, Design and Construction

- A-5 **Certification of the Final Environmental Impact Report and Adoption of Findings, Statement of Overriding Considerations, and Mitigation Monitoring and Reporting Program for the Moorpark College Campus Master Plan [111]** was moved by Trustee Hernández, seconded by Vice-Chair Huber, and carried on a unanimous vote, to

certify the Final Environmental Impact Report (EIR) for the Moorpark College Campus Master Plan (Master Plan) and additional requirements to satisfy the California Environmental Quality Act (CEQA) before the Master Plan can be approved. (Hawes – yes)

- A-6 Approval of Revised Facilities Master Plan 2005-2015 for Moorpark College [114]** was moved by Trustee Heitmann, seconded by Vice-Chair Huber, and carried on a unanimous vote. (Hawes – yes)

OPEN STUDY SESSION

- **District Presidential Search – Moorpark College**
 - **Executive Search Consultants**
 - **Search Options**

There was a brief discussion regarding the search options.

CLOSE STUDY SESSION

Trustees/Chancellor

- A-8 Recruitment/Selection Process for Presidential Search – Moorpark College [116]** was moved by Vice-Chair Huber, seconded by Trustee Hernández, and carried on a unanimous vote, to contract with an external search firm to coordinate the recruitment and selection process for the presidential search for Moorpark College: (Hawes – yes)

End of Board Actions

ADJOURNMENT

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