

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

**MINUTES
FOR THE MEETING OF
TUESDAY, DECEMBER 11, 2007**

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, December 11, 2007, at the District Administrative Center, 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
Pam Eddinger, Executive Vice President, Student Learning
Lyn MacConnaire, Executive Vice President, Student Learning
Ramiro Sanchez, Executive Vice President, Student Learning
Patricia Parham, Associate Vice Chancellor, Human Resources
Clare Geisen, Director of Administrative Relations
Richard DeLaO, Acting Police Chief

Faculty/Staff/Student Representatives:

P. Scott Corbett, Oxnard College Academic Senate President
Margaret Tennant, Moorpark College Academic Senate President
Kathryn Schoenrock, Ventura College Academic Senate President
Sara Yakhi, Director of External Affairs, Moorpark College

Sergio Lagunas, President, Oxnard College Associated Student Government
Juliana Hernández, President, Oxnard College Associated Student Government
Mary Anne McNeil, Grants/Contracts
Handel Evans, Bond Measure S Program Director
Les Dickey, Heery International
Dave Fuhrmann, Chief Technology Officer
John Wagner, AFT President
Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

Chair Miller called the meeting to order at 5:30 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no Public Comments.

RECESS TO CLOSED SESSION

At 5:31 p.m. the meeting was recessed to Closed Session.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

{Government Code §54956.9(a)} (1 Case)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

{Government Code §54956.9(b)}

- Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9(b)(1) and (3)(A) : (3 Cases)
- Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (2 Cases)

EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- #900006939

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Chancellor

RECONVENE IN OPEN SESSION

7:00 p.m.

CLOSED SESSION REPORT (if necessary)

Existing Litigation – City of Moorpark vs. VCCCD

It was moved by Vice Chair Huber, seconded by Trustee Heitmann, and carried on a 5-0 vote, to extend the Tolling and Standstill agreement between the Board and County of Ventura concerning matters subject to CEQA challenge by the County of Ventura until January 18, 2008 (the "tolling period").

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

It was moved by Vice Chair Huber, seconded by Trustee Blum, and carried on a 5-0 vote, to begin one semester suspension proceedings against employee #900006939, effective immediately.

It was moved by Trustee Blum, seconded by Chair Miller, and carried on a 5-0 vote, to approve the following goals established for the Chancellor during the 2007-2008 academic year:

Goals

- Develop and implement a comprehensive District-wide integrated Economic Development and Career Preparation program for Ventura County.
- Strengthen District/College administrative operations and services.
- Strengthen District-wide student access, enrollment, retention, and success.
- Implement a District-wide classified staff development program tied to strengthening professional practices and excellent customer service.
- Create reasonable progressive increases in instructional productivity for Moorpark, Oxnard, and Ventura Colleges.
- Complete data driven updated Educational Master Plans for Moorpark, Oxnard, and Ventura Colleges.
- Implement CalPASS agreement countywide with district public schools. Strengthen College curricular cooperation and program alignment with high schools.
- Implement College participation in Service Learning Programs to strengthen College partnerships with their respective communities.
- Strengthen College Science, Mathematics and Technical Education Programs to address the national shortage of scientists, engineers, and highly-skilled workers.
- Begin planning for the development of the District's Camarillo property.
- Strengthen College local public schools in the cooperation with areas of fine and performing arts programming.

PLEDGE TO THE FLAG

Trustee Heitmann led the pledge to the flag,

DISCUSSION

- **Discussion Regarding Board Leadership Succession [1].** Trustees Heitmann, Hernández, and Vice Chair Huber commented on the rotation of Board Chair and expressed their concerns regarding a two-year term.

Board Actions

Trustees/Chancellor

- A-1 Election of Chair of the Board of Trustees** was moved by Trustee Blum, seconded by Chair Miller, and carried on a 3-1-1 vote, with Trustee Hernández voting no, and Trustee Heitmann abstaining, to elect Trustee Miller as Chair of the Board of Trustees. (Hawes – yes)

(Voting History): Trustee Hernández nominated Vice Chair Huber, and Trustee Huber declined. Trustee Blum nominated Trustee Miller. It was moved by Trustee Blum, seconded by Vice Chair Huber, and carried on a 2-1-2 vote, with Trustee Hernández voting no, and Trustees Huber and Heitmann abstaining. Vice Chair Huber withdrew his abstention and voted yes.

- A-2 Election of Vice Chair of the Board of Trustees** was moved by Trustee Blum, seconded by Chair Miller, and carried on a unanimous vote, to elect Vice Chair Huber as Vice Chair of the Board of Trustees. (Hawes – yes)
- A-3 Appointment of Secretary to the Board of Trustees [4]** was moved by Trustee Blum, seconded by Vice-Chair Huber, and carried on a unanimous vote to appoint James M. Meznik, Ph.D., as Secretary to the Board of Trustees. (Hawes – yes)
- A-4 Certification of School Board Representative to Vote in Election for Member of the County Committee on School District Organization [5]** was moved by Vice-Chair Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, to appoint Trustee Blum as the school board 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. (Hawes – yes)
- A-5 Board of Trustees 2008 Schedule of Meetings [6]** was moved by Vice Chair Huber, seconded by Trustee Blum and carried on a unanimous vote to approve the following schedule of meetings. (Hawes – yes)

2008 BOARD OF TRUSTEES MEETINGS

DATE	LOCATION	TIME	PURPOSE
Tuesday, January 8	District Administrative Center 255 West Stanley Avenue – Suite 150 Ventura, CA 93001	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
Tuesday, February 12	Oxnard College 4000 South Rose Avenue Oxnard, CA 93030	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
Tuesday, March 11	District Administrative Center	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
Tuesday, April 8	VCOE Conference & Educational Services Center, 5100 Adolfo Rd., Camarillo, CA 93010	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
Tuesday, May 13	District Administrative Center	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
Tuesday, June 17	District Administrative Center	5:30 p.m.	Closed Session General Purpose Meeting
Tuesday, July 8	District Administrative Center	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
Tuesday, August 12	District Administrative Center	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
Tuesday, September 9	District Administrative Center	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
Tuesday, October 14	District Administrative Center	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
Tuesday, November 18	Moorpark College 7075 Campus Road Moorpark, CA 93021	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
Tuesday, December 9	District Administrative Center	5:30 p.m. 7:00 p.m.	Closed Session Annual Organizational Meeting

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

The college presidents introduced their Foundation representatives.

PUBLIC COMMENTS

Bob Pugh, John Wagner, and Andrea Adlman acknowledged the Board, negotiating teams, and staff on their efforts in negotiations and the resolution of grievances.

At 7:40 p.m. a brief recess was held to recognize newly elected officers. The meeting reconvened at 7:50 p.m.

Board Actions

Business Services

- A-6 Acceptance of the Annual Audited Financial Statements for Fiscal Year ending June 30, 2007 for the VCCCD District wide, Moorpark, Oxnard and Ventura College Foundations [8]** was moved by Vice Chair Huber, seconded by Trustee Blum, and carried on a unanimous vote. (Hawes – yes)

Reports

- **Student Representatives**

Sergio Lagunas reported on *ASG Live Speakers' Series* and asked for volunteer speakers. Mr. Lagunas invited the Board to the basketball games at Oxnard College.

Juliana Hernández gave an overview of activities at Ventura College. She distributed invitations to an upcoming event.

Sara Yakhi reported on environmentally friendly activities at Moorpark College.

At 8:10 pm. Student Trustee Hawes left the meeting.

- **Chancellor**

- **Yearly Report on College Foundations**

- **College Presidents and Foundation Presidents**

Robin Calote introduced Tom Anthony, Chair of the Ventura College Foundation, and Norbert Tan, Executive Director of the Foundation. Mr. Tan distributed and reviewed the *Ventura College Foundation Update to the Board – December 11, 2006*, and *Ventura College Foundation Financial Highlights Presented to VCCCD Trustees, December 11, 2007*.

Richard Durán introduced Robert England, President Elect, and Connie Owens of the Oxnard College Foundation. Mr. England explained the mission and goals of the Oxnard College Foundation and reported on Foundation activities.

Eva Conrad introduced Mike Wesner, Chair of the Moorpark College Foundation. Mr. Wesner gave a brief history of the Foundation and reported on the Foundation activities.

The Board acknowledged the Foundations for their efforts.

- **Chancellor's Office Reorganization**

Ms. Parham distributed and reviewed the *Human Resources Department Current FY 2007-2008* and the *Human Resources Department Proposed 2008-2010*.

The Board discussed their concerns regarding this item. It was decided that staff would provide to the Board a copy of the Human Resources recruitment report and an advance copy of any additional organizational charts prior to Board meetings.

Sue Johnson distributed and reviewed the *Business and Administrative Services Function Chart – Current FY 2007-2008* and *Business and Administrative Services Function Chart – Proposed FY 2008 – 2010*.

At 9:20 p.m. the meeting was recessed and reconvened at 9:30 p.m.

Richard Durán distributed and reviewed the *Current Oxnard College Organizational Chart – 2007-2008* and *Proposed Oxnard College Organizational Chart – 2007-2008*. Sue Johnson gave a brief overview of the function of the Foundation at the colleges.

- **Academic Senates**

- Margaret Tennant commented on priorities for future faculty at Moorpark College and explained the process that was used. Ms. Tennant invited the Board to the Moorpark College holiday luncheon.
- P. Scott Corbett reported on the Program Review Process at Oxnard College.
- Kathryn Schoenrock reported on the fall Plenary Session and acknowledged Jeanette Redding for her presentation on the Student Success Academy at Oxnard College. Ms. Schoenrock acknowledged Patricia Parham for resolving the issues regarding staff diversity facilitators. Ms. Schoenrock announced that she has resigned as Academic Senate President and indicated that Peter Sezzi was elected at the academic senate president for Ventura College.

- **Trustees**

- **Committees**

- Vice Chair Huber reported on the Construction and Facilities Committee meeting.
- Trustee Hernández reported on the Rules Committee meeting. Mr. Hernández indicated that an Environmental Policy would be on the January agenda for First Reading.
- Chair Miller reported on the Audit Committee meeting.

- **Trustee Reports/Announcements/Correspondence**

- Trustee Hernández reported on the Community College League of California conference and commented on the CalWorks conference. He suggested partnerships with the County of Ventura.
- Trustee Blum acknowledged the *Dancing on the Edge* event at Ventura College.
- Chair Miller reported on the *Geo Challenge* at Oxnard College. Chair Miller gave a brief update on a meeting regarding Proposition 92 with the Editorial 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 Items C-10 and C-18L. (Hawes – absent)

Approval of Minutes

C-1 Meeting Minutes

Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for November 13, 2007 [9] was granted.

Human Resources

C-2 Employment and Position Management [20 - 29] was approved as listed:

- A. Approval/Ratification of Abolishment and Establishment of Positions**
- B. Approval/Ratification of Change in Position**
- C. Approval/Ratification of Establishment of Positions**
- D. Approval/Ratification of Equivalency**
- E. Approval/Ratification of Personnel**
- F. Approval/Ratification of Limited Term/Provisional Assignments**

C-3 Changes in Personnel/Employment Status [30-38] was 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 of Extension of Full-time Temporary and/or Grant Funded Non-tenure Track Academic Position/Employee**
- E. Request for Extension of Leave of Absence without Pay**

C-4 Approval of Modification of Student Salary Schedule [39] was approved to modify the student salary schedule due to the increase in the minimum wage, effective January 1, 2008.

C-5 Approval of Instructional Calendars for 2008-2009 and 2009-2010 [41] was granted.

Business Services

C-6 Ratification of Accounts Payable and Payroll for the Period of October 23, 2007 to November 14, 2007 [44] was approved.

C-7 Approval/Ratification of Board Purchase Order Report #7 for FY 2007-2008 [45] was granted from October 22, 2007 to November 14, 2007.

- C-8 Surplus/Disposal of Equipment [65]** was approved as follows:
- A. Items less than a \$5,000 value to be disposed per Ed Code 81452.
Disposal of computers, telephones, a voicemail system, a projector, and a network repeater that are outdated and can no longer be repaired or used in the District.
 - B. Items exceeding a \$5,000 value to be sold per procedures outlined in Ed Code 81450.
N/A
- C-9 Approval of a Site Lease Agreement with Ventura Unified School District and Ventura County Community College District, Ventura College for El Camino High School [66]** was granted.
- C-10 Approval of New Grants and Contracts for Fiscal Year 2007-2008 and Approval of General Fund Restricted Budget Amendment [68]** was pulled for discussion.
- C-11 Approval of Amendments to Grants and Contracts for Fiscal Year 2007-08 [71]** was granted.
- C-12 Monthly Budget Transfer Summary [76]** was ratified for the month of October 2007 for the General Fund-Unrestricted and General Fund-Restricted.
- C-13 Approval of Lease between Foundation for California Community Colleges and the Ventura County Community College District [78]** was granted to renew a lease between the Foundation for California Community Colleges and the Ventura County Community College District for use of Oxnard College facilities in support of the State of California's BAR Smog Referee and Student Technician training program.
- C-14 Acceptance of Completion of Bid 312, Ventura College Roofing Project [79]** was approved.
- C-15 Award of Bid 318, Glass Door Replacement Project for Ventura College [80]** was granted to American Automatic Doors, with the low bid of \$76,811.
- C-16 Award of Bid 321, Supply and Installation of Parking Lot Emergency Phones [81]** was granted to Taft Electric Company, in the amount of \$306,417.
- C-17 Award of Bid 322, Fencing for Oxnard and Moorpark Colleges [82]** was granted to C&W Construction for \$79,232.

Capital Planning, Design and Construction

- C-18 Capital Planning [83-108]**
- A. **Approval of the 2008-2009 Scheduled Maintenance and Special Repairs Program Priority List** was granted.
 - B. **Budget Amendment: Capital Projects Fund (State Construction Funds)** was approved.

- C. **Approval of Easement and Right of Way with Southern California Edison at Camarillo Airport Site** was granted.
- D. **Acceptance of Completion of Contract with J&G Industries, Inc. for Project #89106: Demolition of Concrete Bunkers and End Walls, Camarillo Site** was approved to accept the completion and close-out a demolition contract with J&G Industries, Inc. for Project 89106: Demolition of Concrete Bunkers and End Walls, Camarillo site.
- E. **Approval of Contract with David Bury & Company, Architects, as Replacement for Architect on Ventura College Theatre Renovation Project #39117** was granted in the amount of \$1,308,294 to replace the architect originally selected for the Ventura College Theatre Renovation Project.
- F. **Approval of Contract with Pat McCarthy Construction, Inc. for Site Demo/Pad Prep/Rough Grading for ATC/GPC/HSC at Ventura College** was granted in the amount of \$362,033 for the Site Demo/Pad Prep/Rough Grading for the Advanced Technology Classrooms/General Purpose Classrooms/Health Science Complex, Project #39120, at Ventura College.
- G. **Approval of Measure S Budget Transfers at Ventura College** was granted.
- H. **Acceptance of Completion of contract with McGillivray Construction, Inc for the Library Renovation at Moorpark College, Project #19118** was approved to accept the completion and close-out of construction contract with McGillivray Construction, Inc. for Project #19118: Library Renovation at Moorpark College.
- I. **Approval of Division of State Architect Filing Fees for New Health Science Complex at Moorpark College** was granted to pay filing fees in the amount of \$87,430 required by the Division of State Architect (DSA) for review and approval of construction documents for the Health Science Complex at Moorpark College.
- J. **Approval to Supplement Contract with BTC/US Labs for Project #29110: Track/Field Improvements at Oxnard College** was granted in the amount of \$31,111 to provide Inspector of Records and Materials Testing and Inspection Services for the Track/Field Project at Oxnard College.
- K. **Approval of Division of State Architect Filing Fees for the Performing Arts Center at Oxnard College** was granted in the amount of \$91,000 required by the Division of the State Architect (DSA) for review and approval of construction documents for the Performing Arts Center at Oxnard College.
- L. **Acceptance of Change Order Summary Report for Capital Projects** was pulled for discussion.

Student Learning

- C-19 **Fall 2006 Candidates for Graduation and Certificates for Moorpark, Oxnard and Ventura Colleges [109]** were accepted.

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

Business Services

- C-10 Approval of New Grants and Contracts for Fiscal Year 2007-2008 and Approval of General Fund Restricted Budget Amendment [68]** was moved by Vice Chair Huber, seconded by Chair Miller, and carried on a unanimous vote. (Hawes – absent)

Vice Chair Huber requested an update on funding for the Small Business Grant.

Capital Planning, Design and Construction

- C-18 Capital Planning [83-108]**
L. Acceptance of Change Order Summary Report for Capital Projects was moved by Trustee Hernández, seconded by Vice Chair Huber, and carried on a unanimous vote. (Hawes – absent)

Trustee Hernández asked for an update on the Change Orders. Les Dickey explained the increased cost for the Change Order on renovation project of the library at Moorpark College.

Action Items/Second Reading Items

Business Services

- A-7 Approval for Use of Unallocated Reserves and Approval to Purchase Luminis Software and Services (Banner) from Sungard Higher Education, Inc. [138]** was moved by Vice Chair Huber, seconded by Trustee Hernández, and carried on a unanimous vote. (Hawes – absent)
- A-8 Approval of Resolution #A-8 to Declare District's Withdrawal of Membership from the Schools Excess Liability Fund (SELF) JPA [140]** was moved by Trustee Heitmann, seconded by Vice Chair Huber, and carried on a unanimous vote, effective July 1, 2008. The Board authorized staff to increase the current Excess Liability with State Wide Association of Community Colleges (SWACC) from a total of \$5 million to \$25 million. (Hawes – absent)
- A-9 Approval of Resolution #A-9 Approving Third Party Administrator/Common Remittance, 457(b) Plan Adoption Agreement and Participation in Deferred Compensation Plan Provided by TDS Group [144]** was moved by Vice Chair Huber, seconded by Trustee Blum, and carried on a unanimous vote. (Hawes – absent)
- A-10 Acceptance of the Audited Financial Statements for Ventura County Community**

College District for the Fiscal Year ending June 30, 2007 [147] was moved by Trustee Blum, seconded by Vice Chair Huber, and carried on a unanimous vote. (Hawes – absent)

Student Learning

A-11 Second Reading: Course Approvals – New Courses at Moorpark College. [148] was moved by Trustee Huber, seconded by Trustee Heitmann, and carried on a unanimous vote. (Hawes – absent)

Trustees/Chancellor

A-13 Appointment of Board of Trustees Committees -- Appointments to Serve for 2008 [153] was moved by Trustee Blum, seconded by Vice Chair Huber, and carried on a unanimous vote, to approved the following Committees.

Board of Trustees Committees for 2008

<u>Committee</u>	<u>Chair</u>	<u>Member</u>
Academic Affairs	<u>Larry O. Miller</u>	<u>Stephen P. Blum</u>
Audit/Budget/Foundation Relations	<u>Cheryl Heitmann</u>	<u>Larry O. Miller</u>
Capital Planning & Construction	<u>Stephen P. Blum</u>	<u>Robert O. Huber</u>
Legislative Program	<u>Robert O. Huber</u>	<u>Arturo D. Hernández</u>
Rules	<u>Cheryl Heitmann</u>	<u>Arturo D. Hernández</u>

End of Board Actions

ADJOURNMENT

The meeting was adjourned at 10:25 p.m.