

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

MINUTES FOR THE MEETING OF TUESDAY, MARCH 11, 2008

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, March 11, 2008, 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:

William S. Studt, Interim 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

Michael Arnoldus, Director of Human Resources

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

Barbara Cogert, Ventura College Classified Senate Representative

Andrew Anzalone, President, Moorpark College Associated Student Government
Sara Yakhi, Director of External Affairs, Moorpark College Associated Student Government
Mary Anne McNeil, Grants/Contracts
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 5:31 p.m., with Vice Chair Huber and Trustee Hernández absent. Trustee Hernández arrived at 5:37 p.m. Vice Chair Huber arrived at 5:45 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no Public Comments.

RECESS TO CLOSED SESSION

At 5:32 p.m., the meeting was recessed to Closed Session.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

{Government Code §54956.9(a)} (2 Cases)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

{Government Code 54956.9(b)} (3 Cases)

- Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9(b)(1) and (3)(A)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Employee #900238994

RECONVENE IN OPEN SESSION

Chair Miller called the meeting to order at 7:05 p.m.

PLEDGE TO THE FLAG

Eva Conrad led the Pledge to the Flag.

CLOSED SESSION REPORT

There was no Closed Session Report.

ACKNOWLEDGEMENT OF GUESTS AND SPECIAL RECOGNITIONS

Richard Durán introduced Tim Oliver, Vice President of Business Services at Oxnard College.

PUBLIC COMMENTS

John Wagner addressed the Board regarding concerns raised by the academic senate and the district's funding priorities.

Reports

- **Student Representatives**

- Sara Yakhi reported on activities at Moorpark College.
- Andrew Anzalone addressed the Board regarding upcoming events for associated students.

- **Chancellor**

- **Emergency Preparedness Report.** Richard DeLaO and David Fuhrmann reported on Ventura County Community College District campus safety and mass notification.

There was a brief discussion regarding of 911 calls, emergency phones, a backup data center, and funding.

- **Academic Senates**

- Kathryn Schoenrock acknowledged Trustee Blum's attendance at the Ventura College Academic Senate meeting. Ms. Schoenrock said representatives from the State Academic Senate visited the campuses and commented on the Women's Concerns Council event at Ventura College.
- Margaret Tennant commented on the visit from the State Academic Senate representatives, College Day at Moorpark College, and distributed the document, "Making Decisions at Moorpark College."

Classified Senates

Barbara Cogert provided an update on classified senate activities at Ventura College.

- **Trustees**

- **Committees**

- **Capital Planning, Design, and Construction (Capital Planning).** Trustee Blum commented on the February 28 meeting. Trustee Blum indicated that the items listed on the agenda were recommended for approval.
- **Rules, Operations & Procedures (Rules).** Trustee Heitmann reported on the February 25 meeting. Trustee Heitmann read proposed changes to the Environmental Policy.

Interim Chancellor Studt said Human Resources would provide a periodic recruitment progress report.

- **Audit, Budget & Foundation Relations.** Trustee Heitmann reported on the March 3 meeting. The committee recommended approval of the items listed on the agenda.
- **Trustee Reports/Announcements/Correspondence**
 - Trustee Hernández reported on recent activities at Moorpark and Oxnard Colleges. Trustee Hernández also expressed his support of management hires.
 - Trustee Blum commented on the budget. Trustee Blum mentioned his visits to Moorpark, Oxnard, and Ventura Colleges.
 - Trustee Heitmann reported on her recent visit to Ventura College. Trustee Heitmann also mentioned her nomination as one of the Top 50 Women in Business awarded by the *Pacific Coast Business Times*. She pointed out that Eva Conrad and Robin Calote were also nominated.
 - Vice Chair Huber acknowledged Trustee Heitmann, Eva Conrad, and Robin Calote.
 - Chair Miller acknowledged Vice Chair Huber for his recent Lifetime Achievement Award by the Simi Valley Chamber of Commerce. Chair Miller addressed concerns raised by the academic senate during the previous Board meeting.

The Board acknowledged William Studt for his work as Interim Chancellor.

CHANGES TO THE AGENDA

Human Resources

C-3 Changes in Personnel/Employment Status

- A. **Approval/Ratification of Separation from Employment** was revised to add the Shannon Galvin-Myren, Moorpark College, to the list of resignations.

Business Services

- C-10 Approval of Fiscal Year 2008-09 Budget Assumptions [p. 67]** was changed to an action item.

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 Regular Meeting of the Board of Trustees for February 12, 2008 [p. 1]** was granted.
- B. **Action to Approve the Corrected Minutes of the Special Meeting of the Board of Trustees for January 24, 2008 [p. 11]** was granted.

Human Resources

C-2 Employment and Position Management

A. **Approval/Ratification of Abolishment and Establishment of Positions [p. 15]** was pulled for discussion.

B. **Approval/Ratification of Establishment of Positions [p. 21]** was granted as follows:

<u>Classification</u>	<u>Pos #</u>	<u>FTE</u>	<u>Location</u>	<u>Effective</u>
Counselor- Coordinator of CalWORKS/ Bilingual-English/Spanish	XFN225	11 mo/100%	Oxnard	03/12/08
Counselor- EOPS/CARE/ CalWORKS/ Bilingual-English/Spanish	XFN224	11 mo/100%	Oxnard	03/12/08
Clerical Assistant I/ Seasonal	MCU464	6 mo/100%	Moorpark	03/12/08

C. **Approval/Ratification of Equivalency [p. 23]** was granted to the following instructors:

<u>Faculty Name</u>	<u>College</u>	<u>Discipline</u>
Jeanne Brown	Moorpark College	Journalism
Jean Lubin	Moorpark College	Dance

D. **Approval/Ratification of Personnel [p. 25]** was granted as listed.

E. **Approval/Ratification of Limited Term/Provisional Assignments [p. 27]** was granted as listed.

C-3 Changes in Personnel/Employment Status

A. **Approval/Ratification of Separation from Employment - Academic and Classified Employees [p. 29]** was approved as listed.

B. **Approval/Ratification of Probationary to Permanent Personnel [p. 31]** was granted as follows:

<u>Name</u>	<u>Classification</u>	<u>Location</u>	<u>Eff. Date</u>
Karen Bulger (DCU131)	Lead Employment Specialist	DAC	03/04/08
Antonio Huante (VCU497)	Instr. Lab Tech II/ Learning Resources	VC	03/12/08

- C. **Approval/Ratification of Extension of Sick Leave Days from Sick Leave Pool for full-time Academic Employee [p. 33]** was granted to extend sick leave days for Susan Kinkella, full-time faculty member at Moorpark College, for 50 days of half-pay sick leave from the Sick Leave Pool, effective February 28, 2008 through May 14, 2008.
- D. **Approval/Ratification of Tenure Track 3rd Contract Recommendations [p. 35]** was granted to approve faculty member ID#900238994 to advance to a 3rd contract, effective the 2008-09 Academic Year.

Business Services

- C-4 **Ratification of Accounts Payable and Payroll for the Period of January 18, 2008 – February 18, 2008 [p. 37]** was approved.
- C-5 **Approval/Ratification of Board Purchase Order Report #10 for FY 2007-08 [p. 39]** was granted from January 18 to February 14, 2008.
- C-6 **Approval of New Grant Funds for Fiscal Year 2007-08 [p. 55]** was granted.
- C-7 **Approval of Amendments to Grants and Contracts for Fiscal Year 2007-08 [p. 59]** was granted.
- C-8 **Approval of New Contract Funds for Fiscal Year 2008-09 [p. 63]** was granted.
- C-9 **Award of Bid 325, Painting Project for Ventura College B-Building Cafeteria and Capital Planning Ramp [p. 65]** was awarded to Prime Painting with the low bid of \$15,675.

Capital Planning, Design and Construction

- C-11 **Capital Planning, Design and Construction**
 - A. **Approval to Award to Cummins Cal Pacific LLC to Supply Diesel Generator for Gymnasium Emergency Lighting at Moorpark College, Project #19123 [p. 73]** was granted to accept Cummins Cal Pacific LLC to furnish and deliver a diesel generator for gymnasium emergency lighting at Moorpark College.
 - B. **Approval of Proposal to Provide Geotechnical Construction Testing Services at Moorpark College, Project #19119 [p. 75]** was granted in the amount of \$47,465 for the Academic Center at Moorpark College, project #19119.
 - C. **Approval to Issue Contract to Steven Ehrlich Architects for Entrance Road Modifications to the EATM Facility at Moorpark College, Project #19116 [p. 77]** was granted in the amount of \$35,000 to design entrance road modifications for the existing EATM facility at Moorpark College, project #19116.

- D. Approval of Contract for Project Inspector Services for Student Services Center II at Oxnard College, Project #29120 [p. 79]** was granted to authorize management to execute a contract with Scott Hunt at a rate of \$70/hr, not to exceed \$238,000 for Project Inspection services as required by the Division of the State Architect, for approximately 18 months.
- E. Approval of Contract with Fence Factory for New Fencing for the Learning Resource Center (LRC) Renovation at Oxnard College, Project #29124 [p. 81]** was granted in the amount of \$53,664.64 for the new fencing for the Learning Resource Center (LRC) Renovation at Oxnard College, project #29124.
- F. Approval of Contract with Geotechniques to Provide Geotechnical Observation and Testing Services for the ATC/GPC/HSC at Ventura College, Project #39120 [p. 83]** was granted in the amount of \$16,925 to provide geotechnical observation and testing services for the Advanced Technology Classrooms/General Purpose Classrooms/Health Sciences Center (ATC/GPC/HSC) at Ventura College, Project #39120.
- G. Approval of Contract with BTC Labs to Provide Materials Testing Services for the ATC/GPC/HSC at Ventura College, Project #39120 [p. 85]** was granted in the amount of \$66,861 to provide materials sampling, testing and special inspection services for the Advanced Technology Classrooms/General Purpose Classrooms/Health Science Center (ATC/GPC/HSC) at Ventura College, Project #39120.
- H. Approval of Measure S Budget Transfers at Ventura College [p. 87]** was granted.
- I. Approval to Cancel Existing Contracts with IST Laboratory, Inc. /IST Geotest Group at Moorpark, Oxnard, and Ventura Colleges [p. 89]** was granted to cancel existing IST Laboratory, Inc./IST Geotest Group contracts on projects 19119, 29120, and 39120.
- J. Approval to Develop Easement Documents for City of Camarillo Water Lines at Camarillo Property [p. 93]** was granted to authorize staff to develop easements for a new City of Camarillo water line that will cross the District property in Camarillo.
- K. Acceptance of Change Order Summary Report for Capital Projects [p. 95]** was approved.

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

Human Resources

C-2 Employment and Position Management

- A. Approval/Ratification of Abolishment and Establishment of Positions [p. 15]** was moved by Trustee Heitmann, seconded by Vice Chair Huber, and carried on a unanimous vote. (Hawes – yes):

<u>Classification</u>	<u>Pos #</u>	<u>FTE</u>	<u>Location</u>	<u>Effective</u>
<i>Abolishment:</i>				
Supervisor of Contracts and Grants	DSC054	12 mo/100%	DAC	07/01/08

<i>Classification</i>	<i>Pos #</i>	<i>FTE</i>	<i>Location</i>	<i>Effective</i>
<i>Establishment:</i>				
Director of Fiscal Services	DMC046	12 mo/100%	DAC	04/11/08
(Management Salary Range #170) (Classification Specification attached; approved 02/20/08 by the Personnel Commission)				

Trustee Heitmann expressed her concerns regarding this item.

OPEN STUDY SESSION

At 8:10 p.m., Chair Miller opened the following Study Session:

- **March 2008 Accountability Reporting for the California Community Colleges (ARCC)** was distributed and reviewed.
 - **Moorpark College.** Eva Conrad, President, explained the ARCC Report. She addressed the Board regarding the Moorpark College portion of the report. Dr. Conrad pointed out that additional information was available on the California Community Colleges State Chancellor's Office homepage.
 - **Ventura College.** Robin Calote, President, and Ramiro Sanchez, Executive Vice President, provided an update on the Ventura College report.
 - **Oxnard College.** Richard Durán, President, provided an overview of the Accountability Report for Oxnard College.

The Trustees indicated that they had received the March 2008 ARCC Report for review prior to the meeting and discussed the District's responses to the Report. The Board thanked the college presidents for their presentations.

CLOSE STUDY SESSION

At 8:35 p.m., Chair Miller closed the Study Session.

OPEN STUDY SESSION

At 8:42 p.m., Chair Miller opened the following Study Session:

- **District Budget 2008 – 2009.** Sue Johnson, Vice Chancellor of Business, and Administrative Services provided an update on the 2008-2009 budget. Ms. Johnson distributed and reviewed the following charts:
 - *Ventura County Community College District FTES comparisons 2006-07 (at Annual) compared to 2007-08 (as of 3/10/08)*
 - *VCCCD General Fund-Unrestricted (Fund 111) Revenue Projections – FY 09 Based on Governor's Initial Proposal*
 - *VCCCD FY09 Preliminary Revenues & Costs (in millions) as of February 28, 2008, based on the Governor's Initial Proposal*
 - *Productivity Factor from 525 Report as of March 10, 2008*
 - *VCCCD FY09 Tentative Budget Allocation*

CLOSE STUDY SESSION

At 9:15 p.m., Chair Miller closed the Study Session.

First Reading

- **First Reading: Amendment of BP6330 – Purchasing of Chapter 6 of the Board Policy Manual: Business and Fiscal Affairs [p. 109]** was accepted for Second Reading.
- **First Reading (Third Review): Addition to Chapter 6 of the Board Policy Manual: Business and Fiscal Affairs – BP 6560: Environment [p. 111]** was accepted for Second Reading.

Vice Chair Huber expressed his concerns regarding BP 6560: *Environment*. During discussion regarding the policy, the following suggestions were made:

- Use a general statement
- Address fiscal impact
- Ensure consistency throughout the document
- Determine impacts
- Include whenever financially practicable

Trustee Heitmann requested that the following language be added to the document:

“Prior to approval all new construction or modernization of existing facilities, the district architect of record shall provide the Board of Trustees a written/verbal report as to the environmental components incorporated in said projects. This requirement shall be applicable to all projects valued over \$100,000.”

Trustee Heitmann pointed out the February 25 Rules Committee revisions were not included in the Board packet.

The suggested changes to BP 6560: *Environment* will be discussed in the Rules Committee and returned to the April Board meeting for First Reading.

- **First Reading: Course Approvals: New and Revised Courses at Ventura College [p. 115]** were accepted for Second Reading.

Action Items/Second Reading Items

Business Services

- C-10 Approval of Fiscal Year 2008-09 Budget Assumptions [p. 67]** was moved by Trustee Hernández, seconded by Trustee Heitmann, and carried on a unanimous vote. (Hawes – yes)

Sue Johnson reviewed the following Budget Assumptions:

- Projected Restoration/Growth
- Summer FTES Borrowing
- Revenue Shortfall Contingency
 - Replenished from Unallocated Reserves

A-1 Approval of Budget Amendment – General Fund Unrestricted [p. 121] was moved by Trustee Heitmann, seconded by Trustee Hernández, and carried on a unanimous vote, to amend the General Fund Revenue and the use of the Revenue Shortfall Contingency Reserve funds. (Hawes – yes)

A-2 Approval for use of Unallocated Reserves for the Purchase of Materials, Equipment and Services to Implement a District-wide Safety Program and Emergency Preparedness Plan [p. 123] was moved by Vice Chair Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, to approve the request for use of Unallocated Reserves to purchase materials, equipment, and services to implement a District-Wide Safety Program and Emergency Preparedness Plan. (Hawes – yes)

A-3 Acceptance of Change Order Completing Ventura College Building ‘D’ and ‘CR’ Renovation [p. 127] was moved by Trustee Blum, seconded by Vice Chair Huber, and carried on a unanimous vote, to approve XL Specialties Insurance Change Order #15 for the Ventura College Building 'D' and 'CR' Renovation, project #39068. (Hawes – yes)

End of Board Actions

ADJOURNMENT

The meeting was adjourned at 9:58 p.m. Chair Miller announced that the April 8 Board meeting would be held in Camarillo at the Ventura County Office of Education Conference and Educational Services Center.