

Board of Trustees

Ventura County Community College District

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Trustee

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Trustee

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Student



James M. Meznik

Chancellor/Secretary to the Board

BOARD MEETING MINUTES FOR THE MEETING OF TUESDAY, JULY 8, 2008

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, July 8, 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, Esq., Trustee

Cheryl Heitmann, Trustee

Arturo D. Hernández, Trustee

Donna Valle, Student Trustee

Management Present:

James Meznik, Chancellor

Robin Calote, Ventura College President

Richard Durán, Oxnard College President

Pam Eddinger, Moorpark 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

Michael Arnoldus, Director of Employment/Personnel Commission

Ken Robinson, Director of Human Resources

Jaime Casillas, Interim Vice President of Instruction

Richard DeLaO, Acting Police Chief

Faculty/Staff/Student Representatives:

P. Scott Corbett, Oxnard College Academic Senate President

Margaret Tennant, Moorpark College Academic Senate President

Sara Yakhi, President, Moorpark College Associated Student Government

Mary Anne McNeil, Grants/Contracts
Les Dickey, Heery International
Handel Evans, Bond Measure S Program Director
John Wagner, AFT President
Eileen Welser, Executive Assistant to the Chancellor

CALL TO ORDER

Chair Miller called the meeting to order at 6:00 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no Public Comments.

RECESS TO CLOSED SESSION

At 6:03 p.m., the meeting was recessed to Closed Session.

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)
(1 Case)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

RECONVENE IN OPEN SESSION

Chair Miller called the meeting to order at 6:30 p.m.

PLEDGE TO THE FLAG

Robin Calote led the pledge to the flag.

CLOSED SESSION REPORT

It was moved by Vice Chair Huber, seconded by Trustee Blum, and carried on a 4-0-1 vote, with Trustee Hernández abstaining, to approve the Settlement Agreement between the County and the Ventura County Community College District as presented. The Board authorized the Chancellor to execute the Settlement Agreement and present it to the County Board of Supervisors for approval.

ACKNOWLEDGEMENT OF GUESTS AND SPECIAL RECOGNITIONS

Chair Miller announced that the Simi Valley Rotary awarded Rotarian of the Year for 2007/2008 to Vice Chair Huber.

PUBLIC COMMENTS

There were no Public Comments.

REPORTS

- **Student Representatives**

- Sara Yakhi, President, Associated Student Government, Moorpark College, reported on the ASG Board meeting, participation in an upcoming Student Senate meeting, plans to modernize the AS Office, and introduced the new Director of External Affairs, Lauren Lewow. Ms. Yakhi also invited the Board to the *Freshmen Social* scheduled for August 16.

- **Chancellor**

- **ACCCA 2008 Benchmark Administrative Salary Survey** – Patricia Parham distributed and reviewed an analysis of the ACCCA 2008 Benchmark Administrative Salary Survey and responded to Board questions.

- **Academic Senates**

- Margaret Tennant commented on a successful summer at Moorpark College.
- P. Scott Corbett welcomed Jaime Casillas as Interim Vice President of Instruction and Floyd Martin as Dean of Math, Science, Health, Physical Education, and Fine and Performing Arts.

- **Trustees**

- **Committees**

- Trustee Blum reported all items were recommended for approval following the June 24, 2008, Capital Planning and Construction Committee meeting.
- Vice Chair Huber commented on his recent attendance at the City of Moorpark's 25th Anniversary Celebration with Pam Eddinger. Vice Chair Huber and Dr. Eddinger presented a certificate honoring the City of Moorpark for its accomplishments over the past 25 years.
- Trustee Hernández welcomed Dr. Pam Eddinger, Moorpark College President, and Student Trustee Donna Valle. He congratulated Dr. Jaime Casillas on his appointment as Interim Vice President of Instruction at Oxnard College.
- Trustee Hernández and Vice Chair Huber commented on the successful college graduations, graduation photos, and acknowledged the Board.

CHANGES TO THE AGENDA

Approval of Minutes**C-21 Capital Planning and Construction**

- A. Approval of Proposal to Provide Material Testing and Special Inspections to Bureau Veritas North America, Inc. for the Moorpark College Health Science Complex, Project #19117** was revised on page 8 to change the last line to "Health Science Complex."

Human Resources**C-3 Changes in Personnel/Employment Status**

- B. Approval of Board Resolution to Appoint Executive Vice President of Moorpark College and Vice Chancellor of Planning & Organizational Development** was revised under *Background/Analysis* (paragraph 2). The last two sentences were deleted and replaced with "This action fulfills STRS requirements to pass a resolution stating the need to continue Mr. Studt through the end of the 2008 calendar year or until the position is filled on a permanent basis whichever is earlier." In addition, to change the resolution for Brenda Shubert (paragraph 4) to correct the ending date to June 30, 2009.

C-16 Capital Planning and Construction

- E. Approval of Measure S Budget Transfers at Ventura College to Fund Repairs to the Swimming Pool Facility** was revised under *Background and Analysis*, second paragraph. The cost total was changed from \$800,000 to \$868,005. The next sentence was eliminated. The transfers and ending budget was changed. It now reads \$868,005 on the first line under transfers and (\$868,005) on the second line under transfers. The ending budget reads \$868,005 on the first line and zero on the second line.

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. (Valle – yes)

*Approval of Minutes***C-1 Meeting Minutes**

- A. Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for June 19, 2008 [p. 1]** was granted.

Human Resources

- C-2 Employment and Position Management** were approved as listed.
- A. Approval/Ratification of Personnel Reclassification [p. 16]** was granted.
 - B. Approval of Advanced Step Placement for New Faculty** was granted. [p. 20]
 - C. Approval of Establishment of Positions and Related Assignments** was granted. [p. 21]
 - D. Approval of Management Contracts** was granted. [p. 22a]
- C-3 Changes in Personnel/Employment Status** were approved as listed.
- A. Approval/Ratification of Changes in Positions & Assignments [p. 23]** was granted.
 - B. Approval of Board Resolution to appoint Executive Vice President of Moorpark College and Vice Chancellor of Planning & Organizational Development [24]** was granted to appoint Brenda Shubert and William Studt as Executive Vice President, Moorpark College, and Vice Chancellor of Planning & Organizational Development, respectively.

Business Services

- C-4 Ratification of Accounts Payable and Payroll for the Period of May 22, 2008 – June 16, 2008 [p. 28]** was approved for the period of May 22, 2008 – June 16, 2008.
- C-5 Approval/Ratification of Board Purchase Order Report #14 for FY 2007-08 [p. 29]** was granted May 21, 2008 to June 16, 2008.
- C-6 Approval/Ratification of Board Purchase Order Report #2 for FY 2008-09 [p. 40]** was granted from May 21, 2008 to June 16, 2008.
- C-7 Acceptance of Gifts [p. 59]** was approved to accept the cash donation of \$300.00 to be used for grounds improvement and landscaping for Moorpark College, donated by Albert T. and Debra E. Goldstein.
- C-8 Surplus/Disposal of Equipment [p. 60]** was approved.
- C-9 Monthly Budget Transfer Summary [p. 62]** was approved for the month of June 1, 2008, through June 15, 2008, for the General Fund-Unrestricted and General Fund-Restricted.
- C-10 Approval of Amendments to Grants and Contracts for Fiscal Year 2007-08 [p. 64]** was granted.
- C-11 Approval of New Grants and Contracts for Fiscal Year 2008-09 [p. 67]** was granted.

- C-12 Award of Bid 328, Door Repair and Replacement Project [p. 73]** was approved to award Bid 328, Door Repair and Replacement, to American Automatic Doors, with the low bid of \$42,749.
- C-13 Award of Bid 337, Carpet and Flooring for Ventura County Community College District [p. 74]** was approved to award Bid 337, Carpet and Flooring for Ventura County Community College District to Floor Tech America and Reliable Floor Covering.
- C-14 Award of Bid 338, Telecommunications and Data Cable Installation for Ventura County Community College District [p. 76]** was approved to award Bid 338, Telecommunications and Data Cable Installation for Ventura County Community College District to PacifiCom, for ongoing District-wide projects.
- C-15 Approval of Contract with K. J. Kammerer & Associates, Inc., for Installation of the Faronics Power Save Management Software [p. 78]** was granted.

Capital Planning, Design and Construction

- C-16 Capital Planning, Design, and Construction**
- A. Acceptance of Completion of Contract with Irwin Telescopic Seating Co. for the Moorpark College Gymnasium Bleacher Project #19123 [p. 80]** was granted to accept the completion and close-out of construction contract with Irwin Telescopic Seating Co. for the Moorpark College Gymnasium Bleacher Project #19123.
 - B. Approval of Contract with the Lowest and Most Responsible Bidder for the Oxnard College Track & Field Press Box Floor Replacement, Project #29110 [p. 81]** was granted.
 - C. Approval to Execute a Contract with Bureau Veritas North America, for the Oxnard College New Bleacher Annex Deep Pier Foundation Track and Field Project #29110 [p. 82]** was granted to approve a contract for \$26,221 with Bureau Veritas North America, for inspection services of the deep pier foundation for the Oxnard College Bleacher Annex Track and Field project #29110.
 - D. Approval to Supplement the Contract with MVE Institutional, Inc. for Architectural Services for the Performing Arts Classroom and Auditorium, Project #29117 [p. 83]** was granted to approve a supplement to the contract in the amount of \$45,278.27 with MVE Institutional, Inc., to expedite the DSA approval process for the Performing Arts Classroom and Auditorium at Oxnard College, Project #29117.
 - E. Approval of Measure S Budget Transfers at Ventura College to Fund Repairs to the Swimming Pool Facility [p. 84]** was granted to authorize funds to repair the facility.
 - F. Approval to Execute a Contract with Bureau Veritas to Provide Material Testing and Special Inspections for Construction of the Exterior Bleachers at Ventura College, Project #39105 [p. 86]** was granted to approve a contract with Bureau Veritas for materials testing and special inspections in the amount of

\$37,970 for the construction of the exterior bleachers at Ventura College, project #39105.

- G. Acceptance of Completion of Contract with Pat McCarthy Construction for HVAC Installation in the Ventura College Administration Building, Project #39443 [p. 87]** was approved to accept the completion of the contract with Pat McCarthy Construction for the HVAC installation in the Ventura College Administration Building, project #39443.
- H. Acceptance of Change Order Summary Report for Capital Projects [p. 88]** was approved.

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

ACTION ITEMS/SECOND READING ITEMS

Business and Administrative Services

- A-1 Budget Amendment – General Fund Unrestricted [p. 95]** was moved by Vice Chair Huber, seconded by Trustee Blum, and carried on a unanimous vote, to amend the General Fund Unrestricted Revenue and General Fund Unrestricted Expenses. (Valle – yes)
- A-2 Budget Amendment – Use of General Fund Unallocated Reserves (requires 2/3 vote) [p. 97]** was moved by Trustee Blum, seconded by Vice Chair Huber, and carried on a unanimous vote, to approve funding from General Fund-Unrestricted, Unallocated Reserves for the District In-Service Day.

OPEN STUDY SESSION

At 7:00 p.m., Chair Miller opened the Study Session

- **California Partnership for Achieving Student Success (Cal-PASS)** Dr. Brad Phillips, Executive Director of California Partnership for Achieving Student Success (Cal-PASS), and Dr. Carolyn Inouye, Dean of Educational Services and Research, Oxnard College, gave a presentation on Cal-PASS and responded to questions from the Board. Cal-PASS is a special collaboration between K-12, community colleges, and four-year colleges in building regional data-sharing consortia to advance student transition and academic success.

CLOSE STUDY SESSION

At 8:26 p.m., Chair Miller closed the Study Session.

- A-3 Approval of Memorandum of Understanding with California Partnership for Achieving Student Success (Cal-PASS) [p. 99]** was moved by Vice Chair Huber, seconded by Trustee Heitmann, and carried on a unanimous vote, to approve a

Memorandum of Understanding (MOU) between Ventura County Community College District (VCCCD) and California Partnership for Achieving Student Success (Cal-PASS) for the purpose of collecting, analyzing, and sharing student data to track performance and improve student success from elementary school through college. (Valle – yes)

Capital Planning, Design and Construction

- A-4 Approval of Continuation of Contract with Heery International as Program and Construction Managers for the Ventura County Community College District Measure S Program [p. 101]** was moved by Trustee Blum, seconded by Vice Chair Huber, 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, 2008 through September 30, 2009, at a contract price not to exceed \$3,943,170. This amount is a decrease of \$220,298 from the previous year. (Valle – yes)

Les Dickey distributed and reviewed information regarding previous contracts with Heery International for July 2002 through September 2008.

Student Learning

- A-5 Second Reading / Action: Course Approvals: New and Revised Courses at Moorpark and Oxnard Colleges [p. 103]** was moved by Trustee Heitmann, seconded by Vice Chair Huber, and carried on a unanimous vote, to approve new and revised courses at Moorpark and Oxnard Colleges. (Valle – yes)

End of Board Actions

ADJOURNMENT

At 7:40 p.m., the meeting was adjourned.