

Board of Trustees
Ventura County Community College District

MINUTES FOR THE REGULAR MEETING OF JANUARY 20, 1998
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The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, January 20, 1998, in the Cowan Conference Center – Ventura Room, Camarillo, California.

Roll Call

Board Members Present:

Norman J. Nagel , President
Allan W. Jacobs, Vice-President
Robert S. Gonzales
Pete E. Tafoya
John D. Tallman
Corey Scott, Student Trustee

Management Present:

Philip Westin, Chancellor
Michael Gregoryk, Deputy Chancellor
James Walker, President, Moorpark College
Steven Arvizu, President, Oxnard College
Irene Pinkard, Vice President of College Services, Ventura College
Elise Schneider, Provost, International Student Program
Eva Conrad, Executive Vice President, Student Learning, Moorpark College
Denis Cabral, Executive Vice President, Student Learning, Oxnard College
Patricia Parham, Interim Associate Vice Chancellor, Human Resources
Susan Johnson, Executive Director, Business Services and Financial Management
Victor Belinski, Director, Information Technology
Barbara Buttner, Director, Public Affairs
Harry Culotta, Director, Budget & Contracts
Gilbert Putnam, Director, Planning and Construction
Cheryl Shearer, Dean of Economic Development

Faculty/Staff/Student Representatives:

Elton Hall, Moorpark College Academic Senate President
Carmen Guerrero-Calderón, Oxnard College Academic Senate President
Octavio Sifuentes, Ventura College Academic Senate President
Larry Miller, AFT
Candace Peyton, SEIU

CALL TO ORDER

The meeting was called to order in the Cowan Conference Center – Ventura Room, Camarillo, at 5:00 p.m. by President Nagel.

President Nagel read the following Changes to the Closed Session Agenda:

Closed Session Agenda Workers' Compensation. This item was revised to remove Tobie Tuffillaro from the list of claims and add to Pending or Threatened Litigation to reject the claim.

PUBLIC RESPONSE TO CLOSED SESSION AGENDA ITEMS

There were no requests to speak.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 5:05 p.m. in the Cowan Conference Center – Santa Paula Room, to address the following items:

- **Pending or Threatened Litigation**
 - Tobie Tuffillaro

- **Workers' Compensation Claim**
 - X Charlene Blalock
 - X Vivian Lockard

RECONVENE IN OPEN SESSION

President Nagel reconvened the meeting in Open Session at 7:00 p.m. in the Cowan Conference Center – Ventura Room.

PLEDGE TO THE FLAG

Bedford Pinkard, Vice Mayor of the City of Oxnard, led the pledge to the flag.

CLOSED SESSION REPORT

In Closed Session the Board voted unanimously to reject the claim of Tobie Tuffillo.

In Closed Session the Board voted unanimously to approve the Workers' Compensation Claim of Vivian Lockard.

ACKNOWLEDGEMENT OF GUESTS

President Nagel acknowledged Mr. Bedford Pinkard, the Vice Mayor of the City of Oxnard.

SPECIAL RECOGNITIONS

President Nagel presented the *Award of Excellence* for Dr. Steven J. Pollock to Dr. Walker who accepted on Dr. Pollock's behalf.

Trustee Tafoya pointed out the significance of the award at the state level.

1. RESOLUTIONS

Award of Excellence was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the Award of Excellence for Dr. Steven J. Pollock, Moorpark College Professor in Psychology, in recognition of exemplary performance that has brought distinction to VCCCD. (Scott – yes)

PUBLIC NOTICE OF CHANGES TO AGENDA

<u>Action Item No.</u>	<u>Description</u>
5.2.1	Special Classified Actions. 5.2.1.2 – This item was revised to change the Clerical Assistant I designation to Clerical Assistant II.
5.2.1.4	Establishment of Chief of Police six-month limited term position, District Office was revised to include the salary range of Management Salary Schedule, Level 100 for \$51,403 - \$65,605.
6.8.1	Approval of Telecommunications Technology Infrastructure Certification of Conditions and Related Budget. This item was revised to remove that cataloging standards and protocol are in place, and to add that funds will be used to purchase new equipment and technology required by the library. Base requirements of this categorical funding have already been met and the college will extend its contract with Bilbliofile to add Internet access to the library catalog.

PUBLIC COMMENTS: STAFF, STUDENTS AND COMMUNITY

There were no requests to speak.

CURRENT ISSUES OR PRESENTATIONS TO THE BOARD AND STUDY SESSIONS

a. **Trustee Issues**

< **Governing Board Subcommittee Reports**

< **Construction Projects**

- < President Nagel reported on the January 6, 1998, Construction Projects Subcommittee meeting. He indicated the employees in the Human Resources Department at the District Office have temporarily been moved to the Board Room. He commented on the discussion regarding an alternate location for the District Office. Dr. Nagel said that the next subcommittee meeting would be on January 27.

< **Rules, Operations & Procedures**

- Trustee Tallman indicated that the Board meeting location was changed to the Cowan Center because the County of Ventura Airport Facility was not handicap

accessible. He said that possible changes in the agenda format would be discussed at the Board Retreat.

Trustee Tafoya commented on a letter from Chris Bryson regarding his difficulty in obtaining classes.

b. **Chancellor's Reports on Issues Outstanding**

< **Presidents= Reports**

< James Walker, Moorpark College, reported on the success of 12-week, weekend, fast track, one-day and off-campus classes. He pointed out that enrollment had increased at Moorpark College for the spring semester.

< Irene Pinkard, Ventura College, announced that the Ventura College student production of the play *Los Vendidos* won the meritorious achievement award at the American College Theater Festival. Dr. Pinkard said that Dr. Calderón went the Seattle Shoreline Community College District to visit their automotive technician training center – the Advanced Center of Transportation.

< Steven Arvizu, Oxnard College, commented on the Oxnard College Self-Study. Dr. Arvizu invited the Board to Oxnard College's McNish Gallery exhibit of a collection of landscapes and other works by Lynn Morely, and the 1998 Spring Hotel and Restaurant Management Program's *Oxnard College Bistro* beginning January 27.

Dr. Arvizu said that Oxnard College is planning to hire three tenure-track faculty positions within the existing budget — English, ESL, and BIS; and a Dean of Instruction and Innovation funded by CalWorks. Dr. Arvizu noted his intention to proceed with the advertising unless the Board indicated that it had concerns.

< **Oxnard College Presentation.** Ed French, Fire Technology Instructor at Oxnard College, gave a brief overview of the Fire Technology Program. He indicated that there is one part-time and one full-time academy per year and pointed out that each academy generates approximately 25 FTE.

< **Deputy Chancellor's Report.** Mike Gregoryk updated the Board on the facility review at the three colleges and the District Office and commented on the scheduled maintenance projects. Mr. Gregoryk pointed out that an Educational Master Plan would need to be developed before devising a Facilities Master Plan.

Mike Gregoryk indicated that most of the Human Resources Department has been moved to the Board Room and pointed out that this is a temporary solution. He mentioned that he recently moved additional employees out of the area because of health reasons.

Mr. Gregoryk commented on enrollment. He pointed out that the District submitted for P1 at the same borrowing level of 657 FTE from summer enrollment as in the previous year. John Tallman requested an enrollment report.

c. **First Reading Items**

- **Course Approval: New and Revised Courses—Oxnard and Ventura Colleges** was approved for Second Reading.

APPROVAL OF ACTION ITEMS

ACTION ITEMS

(The following items will be considered individually by the Board.)

5. **HUMAN RESOURCES**

- 5.3 **Sabbatical Leave Recommendations, Per AFT Contract - 1998-99** were moved by Trustee Tafoya, seconded by Student Trustee Scott, and carried on a unanimous vote, to approve the required eight 1998-99 Sabbatical Leave recommendations of the District Sabbatical Leave Committee as follows: (Scott – yes)

1. Ishita Edwards – Oxnard College
2. Margaret Edwards – Ventura College
3. Lupe Aldana – Moorpark College
4. Evangeline Wilkes-Vacca – Oxnard College
5. Robert Arce – Ventura College
6. Sergio Monteiro – Moorpark College
7. Gary Morgan – Oxnard College
8. Myra Toth – Ventura College

President Nagel complimented Gary Morgan on his sabbatical proposal. Dr. Jacobs suggested that a special Board meeting be held to present sabbatical reports.

- 5.4 **Sabbatical Leave Recommendations, Up to 12 - 1998-99** were moved by Trustee Tallman, seconded by Trustee Tafoya, and carried on a unanimous vote, to approve nine through twelve 1998-99 Sabbatical Leave recommendations of the District Sabbatical Leave Committee as follows: (Scott – yes)

9. Gerald Fecht – Moorpark College
10. Carol Coltrin – Ventura College
11. Lynn Meschan – Moorpark College
12. Harry Korn – Ventura College

6. **ADMINISTRATIVE SERVICES**6.1 **Acceptance of Gifts**

- 6.1 **Acceptance of Gifts - Oxnard and Ventura Colleges** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the acceptance of the following gifts: (Scott – yes)

Micro Advanced Technology – Signal Hill, California

- Computer for Associated Student Government at Oxnard College

John K. and Diane I. Flynn – Oxnard, California

- Dodge Caravan for the Hotel & Restaurant Management Program at Oxnard College

Bebe Thoma

- Television for theater department prop at Ventura College

Ray Breslau – Lutherville, Maine

- Electron test equipment and components for drafting at Ventura College

Alice Slaton – Ventura, California

- Portable Mac PowerBook Stylewriter II computer, monitor and keyboard for Learning Center at Oxnard College.

Trustee Tafoya acknowledged the gifts from Micro Advanced Technology, John K. and Diane I. Flynn, Bebe Thoma, Ray Breslau, and Alice Slayton and asked that the appropriate expression of the Board's appreciation be sent to the donors. Student Trustee Scott thanked Micro Advanced Technology for their gift to the Associated Student Government at Oxnard College.

6.7 Contracts

6.7.3 Agreement Between the VCCCD and the City of Oxnard for Use of the Oxnard College Baseball Field by a Professional Minor League Baseball Team was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a 4-1 vote, with Trustee Tallman voting no, to approve an Agreement between the VCCCD and the City of Oxnard under which terms and conditions a professional minor league baseball team may utilize the Oxnard College baseball field.

Carol Lavendar, Bedford Pinkard and Gregory Ramirez addressed the Board in support of the agreement between the City of Oxnard and the Ventura County Community College District. Vice Mayor Pinkard indicated that the City of Oxnard City Council voted 5-0 to accept the mitigated designation that would address minor league baseball at Oxnard College.

Mike Gregoryk pointed out that the agreement with the City of Oxnard is renewable each year by mutual consent of both parties.

Trustee Tafoya asked Steven Arvizu to work with Mr. Gregoryk to address any complaints. Dr. Arvizu indicated that an Implementation Advisory Committee would work with the Pacific Suns.

David Bender from Burke, Williams & Sorensen, addressed the Board regarding any possible litigation. Gary Gillig, City Attorney for the City of Oxnard, said that the City would provide defense to the VCCCD for lawsuits pertaining to this agreement.

6.8 Other

- 6.8.1 **Approval of Telecommunications Technology Infrastructure Certification of Conditions and Related Budget Amendment** was moved by Trustee Tallman, seconded by Trustee Jacobs, and carried on a unanimous vote, to approve the submission of the Telecommunications Technology Infrastructure Certification of Conditions and related Budget amendment for Moorpark College, Oxnard College, Ventura College and the District Office. This certification is required for release of funding from the State Chancellor's Office for the telecommunication technologies to meet Internet connectivity requirements, interactive teleconferencing and district satellite capability, library automation, technology training and infrastructure upgrades.

CONSENT CALENDAR

APPROVAL OF CONSENT AGENDA AND CHANGES

(The items that are excluded will follow the approved Consent Agenda items.)

It was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, that the agenda be approved, revising the Closed Session Agenda and Action Items 5.2.1.2, 5.2.1.4 and 6.8.1; and excluding Action Items 4.1, 5.2.1.4, 6.6.1 and 6.7.2. (Scott - yes)

2. APPROVAL OF MINUTES

- 2.1 **Action to Approve Minutes of the Special Meeting of the Board of Trustees for December 3, 1997** was approved.
- 2.2 **Action to Approve Minutes of the Special Meeting of the Board of Trustees for December 9, 1997** was approved.
- 2.3 **Action to Approve Minutes of the Regular Meeting of the Board of Trustees for December 16, 1997** was approved.

3. INSTRUCTIONAL SERVICES

- 3.1 **Course Approval: New, Revised and Deleted Courses—Moorpark, Oxnard and Ventura Colleges** was granted for Second Reading approval of new, revised and deleted courses for Moorpark, Oxnard and Ventura Colleges.

5. HUMAN RESOURCES

- 5.1 **Academic Actions** were approved as follows:
- 5.1.1 Approval of the appointment of the following full-time academic personnel:
- a. **Instructor/Coordinator Dental Hygiene - Oxnard College** was approved to appoint Dr. Betsy Matsuno-Lindbergh, as a full-time tenure track

Instructor/Coordinator, Dental Hygiene at Oxnard College, effective January 5, 1998.

- b. Instructor, Dental Hygiene - Oxnard College** was approved appoint Stephanie Wall as a full-time tenure-track Instructor, Dental Hygiene at Oxnard College, effective February 2, 1998.
- c. Biotechnology Trainer/Program Developer - Ventura College** was approved to appoint Mary Pat Huxley as a temporary Biotechnology Trainer/Program Developer (categorically funded position) at Ventura College, effective January 6, 1998.
- d. BIS/Computer Systems – Oxnard College** was approved to appoint Ronald W. Barry as a temporary, long-term substitute (v. C. Guerrero-Calderón, reassigned time), effective January 5, 1998 – May 15, 1998.

5.1.2 **Approval of appointment of relatives - Part-time Hourly Instructors, Ventura College** was granted for Scott Brewer, Psychology, who is the relative of Lucy Capuano-Brewer; and Christine O'Neill, Language Arts, who is a relative of Earl O'Neill.

5.2 **Classified Actions**

5.2.1 **Special Actions**

5.2.1.1 **Decrease of assignment Disabled Student Services Technician - Disability Support Services - Oxnard College** was approved, effective January 21, 1998.

5.2.1.2 **Establishment of Clerical Assistant II position, PE/Athletics - Ventura College** was approved, effective January 21, 1998.

5.2.1.3 **Establishment of Bookstore Stock Clerk position, College Services - Oxnard College** was approved, effective January 21, 1998.

5.2.2 **Regular Actions** were approved for the following: Probationary Personnel, Probationary to Permanent, Reclassification, Termination of Provisional Assignments, Voluntary Reduction in Hours, and Approval of a Relative.

5.5 **Addition of Dentist/Doctor to List of Professional Experts** was approved as listed.

6.

ADMINISTRATIVE SERVICES

6.2 **Checks**

6.2.1 **Ratification of Accounts Payable & Payroll for the Period November 24, 1997 -December 17, 1997** was approved.

6.3 Purchase Orders

6.3.1 **Approval/Ratification of Purchase Order List #8 (FY 1997-98)** was granted for the period November 26, 1997 – December 22, 1997.

6.4 Award of Bids

None.

6.5 Budget Amendments

6.5.1 **Budget Amendments and Resolution for Oxnard College** were approved.

6.6 Budget Transfers

6.6.2 **Budget Transfers From Contingency to Districtwide Services** were approved to transfer funds from the Contingency for Unbudgeted Legal Expenses to Districtwide Services for the purposes indicated.

6.7 Contracts

6.7.1 **Approval of Contracts and Grants** was granted

6.8 Other

6.8.2 **Site Agreement With David Moon for the Coffee Cart at Ventura College** was approved to renew the agreement with David Moon, sole proprietor, for the operation of the coffee cart located at Ventura College.

6.8.3 **Approval of Agreements with The Ventura County Superintendent of Schools** was granted to approve Agreements with the Ventura County Superintendent of Schools for the Film and Videocassette Services, SPARKS Personnel System, and Equipment and Data Communications Services.

6.8.4 **Adoption of 1998-99 Nonresident Tuition Rate** was approved.

6.8.5 **Adoption of 1998-99 Foreign Application Processing Fee** was approved.

6.8.6 **Adoption of 1998-99 Foreign Student Capital Outlay Surcharge** was approved.

7. TRUSTEES/CHANCELLOR

7.1 Board of Trustees Absence Due to Illness. No absences were reported.

7.2 Action to Approve Request for Board of Trustees Travel. No travel was requested.

(END CONSENT AGENDA)

4. STUDENT SERVICES

- 4.1 **Proposed Addition to Board Policy Manual Section F.14: STUDENT FEES** was moved by Trustee Tafoya, seconded by Student Trustee Scott, and carried on a unanimous vote, to approve for Second Reading a proposed addition to the Governing Board Policy Manual, Section F.14: Student Fees. (Scott – yes)

Trustee Tafoya pointed out that the health fees could not be waived for high school students.

5. HUMAN RESOURCES

5.2 **Classified Actions**

5.2.1 Special Actions

- 5.2.1.4 **Establishment of Chief of Police, six-month Limited Term position, District Office** was moved by Trustee Jacobs, seconded by Trustee Tafoya, and carried on a unanimous vote, to establish a Chief of Police, six-month limited term position at the District Office, effective January 21, 1998. (Scott – yes)

Trustee Jacobs asked about the salary for the position and was told that the salary range is \$51,403 - \$65,605.

6. ADMINISTRATIVE SERVICES

6.8 **Budget Transfers**

- 6.6.1 **Monthly Budget Transfer Summary for Moorpark, Oxnard, Ventura Colleges, District Office, Districtwide Services and Contingency** were moved by Trustee Jacobs, seconded by Trustee Tafoya, and carried on a unanimous vote, for November 1997. (Scott – yes)

Trustee Jacobs inquired about the budget transfers from the classified accounts to Capital Outlay. James Walker indicated that the savings from positions that were not filled at the beginning of the year would be used on capital outlay.

It was moved by Trustee Tafoya, seconded by Trustee Gonzales, and denied on a 3-2 vote, to reconsider Action Item 6.6.2 – Budget Transfers from Contingency to Districtwide Services. President Nagel pointed out that a 2/3 vote was necessary to reconsider an item.

6.7 Contracts

6.7.2 Approval of Exclusive Beverage Rights Proposal Between Pepsi/Cola Company and Oxnard College was moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a unanimous vote, to approve an exclusive beverage rights proposal between Pepsi/Cola Company and Oxnard College. (Scott – yes)

Trustee Tafoya asked for additional information on the exclusive rights agreement with Pepsi. Mike Gregoryk indicated that a competitive process was used.

STAFF AND STUDENT REPORTS

< Academic Senate representatives

Carmen Guerrero-Calderón introduced Dr. Betsy Matsuno-Lindberg, Instructor/Coordinator and Stephanie Wall, Instructor, from the Dental Hygiene Program.

Ms. Guerrero-Calderón announced that Dr. Lynn Fauth has been asked to be a reader for the *Journal of Teachers of English in Two Year Colleges*. She said that Dr. Priscilla de Garcia will be the recipient of the Camarillo Health Care District's 1998 Apple of Excellence in Health Care Award for the Mental Health Professional of the Year.

Elton Hall said that Dr. Steven Pollock, Moorpark College, was injured in an accident.

Octavio Sifuentes commented on the upcoming Academic Senate Meeting.

TRUSTEE REPORTS OR COMMENTS

John Tallman requested an enrollment report on foreign students. He commented on Action Item 6.6.2 – Budget Transfer from Contingency to Districtwide Services, and said that the legal fees were somewhat inflated because of anticipated reimbursement from the Ventura County Self Funding Authority and SWACC.

Trustee Jacobs acknowledged staff for their efforts in moving the Human Resources Department to the Board Room.

Trustee Tafoya complimented staff on maintaining fees for foreign students at the current level.

President Nagel commented on the new location of the Board meetings. Dr. Nagel welcomed Dr. Betsy Matsuno-Lindberg and Stephanie Wall. He commented on the Board Retreat on January 31 and February 1.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned by President Nagel at 8:29 p.m.

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