

Board of Trustees
Ventura County Community College District

MINUTES FOR THE REGULAR MEETING OF MARCH 3, 1998

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, March 3, 1998, in the Cowan Conference Center – Camarillo 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
Larry Calderón, President, Ventura College
Eva Conrad, Executive Vice President, Student Learning, Moorpark College
Ron Dyste, Executive Vice President, Student Learning, Ventura College
Anthony Tricoli, Associate Vice Chancellor, Instruction and Student Services
Patricia Parham, Acting Associate Vice Chancellor, Human Resources
Ray DiGuilio, Vice President, College Services, Oxnard College
Ruth Hemming, Vice President, College Services, Moorpark College
Susan Johnson, Executive Director, Business Services and Financial Management
Victor Belinski, Executive 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
Carolyn Inouye, Director, Institutional Research

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
Monica Zavala, Oxnard College Classified Senate President
Larry Miller, AFT
Terri Cobos, CSA

Candace Peyton, SEIU
Chris Valenzano, Ventura College Student Government Representative

CALL TO ORDER

President Nagel called the meeting to order in the Cowan Conference Center – Camarillo Room at 6:00 p.m.

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
 - Hefferman vs. VCCCD
 - Lucero vs. VCCCD
- Public Employee Evaluations
 - Executive Vice President, Student Learning, Moorpark College
 - Executive Vice President, Student Learning, Oxnard College
 - Executive Vice President, Student Learning, Ventura College

RECONVENE IN OPEN SESSION

President Nagel reconvened the meeting in Open Session at 7:12 p.m. in the Cowan Conference Center – Camarillo Room.

PLEDGE TO THE FLAG

Larry Calderón led the pledge to the flag.

President Nagel indicated that the order of the agenda was revised because Trustee Tafoya had to leave the meeting early. Dr. Nagel said that **Section b. - Chancellor's Reports on Issues Outstanding** would follow the Consent Agenda.

CLOSED SESSION REPORT

In Closed Session, the Board voted 4-1, with Trustee Tallman voting no, to leave to the discretion of the Chancellor on an ongoing basis the contract extension for the Executive Vice Presidents.

Chancellor Westin extended the following Contracts for Employment: The term of the Agreement was extended to June 30, 2000.

- Executive Vice President, Student Learning, Moorpark College
- Executive Vice President, Student Learning, Oxnard College
- Executive Vice President, Student Learning, Ventura College

Trustee Tallman said that he voted no because he does not agree with giving the chancellor the authority to award multi-year contracts. He suggested that it might be against board policy. Chancellor Westin will review the Board Policy Manual regarding this issue.

ACKNOWLEDGEMENT OF GUESTS

President Nagel acknowledged Supervisor Kathy Long.

PUBLIC NOTICE OF CHANGES TO AGENDA

First Reading **Revision to Board Policy Manual Section A.g.: Student Representative to the Governing Board**. This item was pulled from the agenda.

2. MINUTES

2.1 **Action to Approve the Minutes of the Study Session of February 1, 1998.** This item was revised on page 5 to read as follows:
 “**Planning for Short-Term Goals of the Board.** Chancellor Westin provided a brief overview of the issues discussed during the Study Session.”

2.2 **Action to Approve the Minutes of the Regular Meeting of the Board of Trustees for February 3, 1998.** This item was revised as follows:

Page 5 to delete Dr. Nagel’s name and add Dr. Jacob’s name to the Technology Migration Plan ad hoc committee.

Page 7 to add Trustee Jacobs to attend the Statewide Workforce Preparation Conference on March 16-18, 1998, in Palm Springs.

3. INSTRUCTIONAL SERVICES

3.1 **Course Approval: Study Abroad Program: Moorpark College, Spanish in Spain for Spring 1999.** The agenda was revised to reflect that this was not a First Reading item.

6. ADMINISTRATIVE SERVICES

6.1 **Purchase Orders**
Approval/Ratification of Purchase Order List #10 (FY 1997-98). This item was revised to add an additional purchase order.

PUBLIC COMMENTS: STAFF, STUDENTS AND COMMUNITY

Elton Hall addressed the Board regarding the visit to Chabot/Las Positas Community College District to review the SCT Banner 2000 system and indicated that he would provide the Board with a copy of his report to the Academic Senate.

Dr. Hall expressed his concerns regarding legal expenditures.

Candace Peyton expressed her concerns regarding Action Item 6.7.2 – Approval of Amendment to Copy Services Contract for Ventura College.

CURRENT ISSUES OR PRESENTATIONS TO THE BOARD AND STUDY SESSIONS

a. Trustee Issues

• **Governing Board Subcommittee Reports**

- **Construction Projects.** President Nagel indicated that the Human Resources Department has been moved and that the damaged portion of the District Office has been closed. Dr. Nagel commented on the Oxnard College Letters and Science building and the water problems at the Ventura College Math & Science building.
- **Information Technology Ad hoc Subcommittee.** Trustee Tallman commented on his conversation with the Chief Information Officer at Chabot/Las Positas Community College District.

Trustee Jacobs reported on the visit to Chabot/Las Positas Community College District to review the SCT Banner 2000 system. He indicated that the Board, faculty, management, and classified staff were represented. Dr. Jacobs said that an IT subcommittee meeting would be held to obtain feedback from those who went to Chabot.

Trustee Gonzales said that he visited Delaware County Community College in Media, Pennsylvania, to review their computer system and indicated that he also visited the SCT Headquarters in Malvern, Pennsylvania.

Student Trustee Scott pointed out that issues of concern were addressed during this visit and that the representatives from Chabot indicated that they would share their rules and validation table with the Ventura County Community College District.

The questions raised at the February 3 Board meeting regarding SCT Banner 2000 were addressed as follows:

- It was pointed out that because of the lack of availability of critical district data in the current DSK system, the development of new programs and additional funding are inhibited.
- It was pointed out that EOPS, VATEA, and DSP&S reports are completed through stand-alone systems at each of the college sites.
- A Certificate of Participation solely for the IT plan would not address the needs of the colleges.
- The 1998-99 budget process was stopped because the DSK system did not

recognize the year 2000.

- San Diego Community College District renewed with SCT for an additional five years.
- Kern Community College District is pleased with the system.
- A contract will be developed to ensure everything required is included.

Chancellor Westin reviewed and distributed a list of participants in the selection of Information Technology software.

John Tallman expressed his concerns regarding the following items:

- Staffing
- Contract
- Why San Diego Community College District went to Viotech

It was decided that another meeting of the IT Subcommittee would be held. Trustee Tallman suggested that the individuals who went to Chabot be invited to the next IT Subcommittee meeting.

- **Rules, Operations & Procedures.** President Nagel reported on the February 18 meeting of the subcommittee.

Trustee Tallman asked about a study session to discuss Board priorities.

b. **First Reading Items**

- **Revision to Board Policy Manual Section A, Appendix A.II Board Agenda Format** was approved for Second Reading.

Trustee Jacobs indicated that he favored the general format, but would prefer to have Trustee Issues appear earlier in the meeting.

- **Revision to Board Policy Manual Section A.27.e: Speaking to the Board** was referred to the Rules, Operations & Procedures Subcommittee for review.

Elton Hall expressed his concerns regarding the revised language in A.27.e. Speaking to the Board.

The Board asked that the following items in Section A.27.e. Speaking to the Board be addressed at the next Rules, Operations & Procedures subcommittee meeting.

- First sentence is awkward
- Limit for public comment

- **Course Approval: New, Revised and Deleted Courses – Moorpark, Oxnard and Ventura Colleges** was approved for Second Reading.

APPROVAL OF ACTION ITEMS

ACTION ITEMS

1. RESOLUTIONS

None.

6. ADMINISTRATIVE SERVICES

6.7 **Contracts**

- 6.7.3 Approval to Lease Space with County of Ventura Department of Airports for Facility for District Office** was moved by Trustee Tafoya, seconded by Student Trustee Scott, and carried on a 4-1 vote, with Trustee Tallman voting no, to authorize the Chancellor to negotiate with the County of Ventura Department of Airports, terms of a lease for a facility for the District Office. (Scott – yes)

It was moved by Trustee Tallman, seconded by Student Trustee Scott, and denied on a 1-4 vote, with Trustee Tallman voting yes, to amend Action Item 6.7.3 to include that following negotiations with the County of Ventura, Department of Airports, the agreement will be returned to the April 21, 1998, Board meeting for approval.

Trustee Tallman expressed his concerns regarding the cost.

Michael Gregoryk indicated that he had started initial discussion with the Airport Authority. Mr. Gregoryk pointed out that the agreement with the County of Ventura, Department of Airports, will be on the April 21 Board meeting agenda for ratification.

Chancellor Westin said the following items need to be addressed:

- Use of the Day Road facility
- Alternative Financing Plans

CURRENT ISSUES OR PRESENTATIONS TO THE BOARD AND STUDY SESSIONS

b. **Deputy Chancellor's Report**

- **COP Report.** Celeste Davis, Dean Witter Reynolds Inc., provided a brief overview of the Certificate of Participation.

At 9:00 p.m., Trustee Tallman left the dais.

Ms. Davis distributed and reviewed the Financing Summary from Dean Witter Reynolds Inc.

At 9:06 p.m., Trustee Tallman returned.

At 9:16 p.m., Trustee Tallman left the dais.

Ms. Davis reviewed the individuals that are involved in the COP transaction and explained redemption provisions, sources and uses of funds, scenario analysis and budget impact.

At 9:22 p.m., Trustee Tallman returned.

Ms. Davis reviewed the financing timetable.

6.8 Other

6.8.1 Resolution Directing Formation of the Ventura County Community College District Facilities Corporation was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a 4-1 vote, with Trustee Tallman voting no, to approve a Resolution directing formation of the Ventura County Community College District Facilities Corporation, a nonprofit public benefit corporation; appoint the incumbent Board members as Directors of the Corporation; and authorize the Chancellor and Deputy Chancellor to take all necessary actions in connection therewith. (Scott – yes)

David Casnocha of Stradling, Yocca, Carlson, and Rauth, bond counsel for the District, explained the financing corporation.

Trustee Tallman expressed his concerns regarding the timeline for this item.

At 9:30 p.m., Trustee Tafoya left the meeting.

7. TRUSTEES/CHANCELLOR

7.4 Revision to Board of Trustees 1998 Schedule of Meetings was moved by Trustee Gonzales, seconded by Student Trustee Scott, and carried on a 4-0 vote, with Trustee Tafoya absent, to add the following Study Sessions to the 1998 Schedule of Meetings.

DATE	TIME	TOPIC
March 10	6:00 p.m.	Decision making Process
May 12	6:00 p.m.	Academic Senates – David Viar

(Scott – yes)

The Board decided to revise the agenda to place the Ventura College Presentation prior to the Consent Calendar.

CURRENT ISSUES OR PRESENTATIONS TO THE BOARD AND STUDY SESSIONS

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

- **Ventura College Presentation – One Stop Shop Collaborative.** Supervisor Kathy Long addressed the Board regarding the Santa Clara River Valley One Stop and Advanced Technology Center. She indicated that this is a collaborative partnership between Ventura College and the County of Ventura.

Trustee Tallman expressed his support for this program. He asked about performance accountability and job placement.

At 9:50 p.m., President Nagel recessed the meeting.

At 10:04 p.m., President Nagel reconvened the meeting.

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 Gonzales, seconded by Student Trustee Scott, and carried on a 4-0 vote, with Trustee Tafoya absent, that the agenda be approved, revising Action Items 2.1, 2.2, 3.1, and 6.3.1; deleting First Reading Item – Section A.g.; and excluding Items 2.1, 6.7.2, 6.8.2, 6.8.4, and 7.1. (Scott - yes)

2. APPROVAL OF MINUTES

- 2.2 **Action to Approve Minutes of the Regular Meeting of the Board of Trustees for February 3, 1998** was approved.

3. INSTRUCTIONAL SERVICES

- 3.1 **Course Approval: Study Abroad Program: Moorpark College, Spanish in Spain for Spring 1999** was approved.

4. STUDENT SERVICES

- 4.1 **Authorization for Destruction of Records, Ventura College** was granted to authorize the destruction of records pursuant to provisions of "Regulations for Destruction of Records."

5. HUMAN RESOURCES

5.1 **Academic Actions**

5.1.1 **Granting of sick leave days from established sick leave pool for full-time faculty members at Moorpark College** was approved to grant 17 days of full-pay sick leave to Anne Kairschner and 15 days of half-pay sick leave to Fred Schaak.

5.1.2 **Reassignment of full-time faculty member - Moorpark College** was approved to reassign Patricia Dozen from the position of Coordinator, Learning Assistance Center, 11 months, to a 10-month faculty position of teaching and duties within the Center for Learning Assistance.

5.2 **Classified Actions**

5.2.1 **Special Actions**

5.2.1.1 **Decrease of Maintenance Assistant II/HVAC (Vacant Position) from 100 percent to 50 percent Moorpark College** was approved, effective March 4, 1998.

5.2.1.2 **Increase of Assignment for Locksmith Position from 50 percent to 100 percent, Moorpark College** was approved, effective March 18, 1998.

5.2.2 **Regular Actions** were approved for Probationary Personnel, Probationary to Permanent, Resignation, Reclassifications, Separation, Termination of Provisional Assignment, Transfer/Change of Assignment, Voluntary Demotion, and Approval of Relatives.

5.3 **Approval of Equivalency for a Part-time Coach, Moorpark College** was granted for Sean Roche a part-time coach in soccer at Moorpark College.

6. ADMINISTRATIVE SERVICES

6.2 **Checks**

6.2.1 **Ratification of Accounts Payable & Payroll for the Period January 20, 1998 – February 12, 1998** was approved.

6.3 **Purchase Orders**

6.3.1 **Approval/Ratification of Purchase Order List #10 (FY 1997-98) and Supplemental List** was granted for the period January 17, 1998 – February 11, 1998.

6.4 **Award of Bids**

6.4.1 **Approval of Bid #157, Purchase and Installation of Freezer** was granted to the lowest responsible bidder to purchase and install a 16' x 16' freezer for food storage for the Moorpark College EATM Program.

6.5 **Budget Amendments**

6.5.1 **Budget Amendments and Resolution for Moorpark, Oxnard, and Ventura Colleges** were approved.

- 6.5.2 **Budget Amendment: Capital Projects Fund** was approved to amend the Capital Projects Fund budget as presented.
- 6.5.3 **Budget Amendment: Contingency for Unbudgeted Expenses** was approved to amend the General Fund Contingency for Unbudgeted Expenses from funds representing an additional rebate of workers' compensation premiums.
- 6.6 Budget Transfers**
- 6.6.1 **Budget Transfer Summary for Moorpark, Oxnard, Ventura Colleges, District Office, Districtwide Services and Contingency** was approved for ratification the monthly Budget Transfer Summary for Moorpark, Oxnard, Ventura Colleges, District Office, Districtwide Services and Contingency for January 1998.
- 6.6.2 **Budget Transfer from Districtwide Services to Contingency** was approved to transfer funds from Districtwide Services to the Contingency for Unbudgeted Expenses.
- 6.6.3 **Budget Transfer from Contingency to Districtwide Services** was approved to transfer funds from the Contingency for Unbudgeted Expenses to Districtwide Services for the purpose indicated.
- 6.7 Contracts**
- 6.7.1 **Approval of Contracts and Grants** was granted.
- 6.8 Other**
- 6.8.3 **Ratification of Final Project Proposals for Moorpark College and Ventura College** was approved for ratification the 1999-2000 Final Project Proposals for Moorpark College and Ventura College.
- 6.8.5 **Resolution: Issuance of 1998-99 Tax and Revenue Anticipation Notes (TRAN) and Participation in the Community College League of California Pooled TRAN Program** was approved to issue 1998-99 tax and Revenue Anticipation Notes (TRAN) through participation in the Community College League of California (CCLC) pooled TRAN program in an amount not to exceed \$15,000,000 and to designate bond counsel and financial advisory services required in connection with this program.
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.
- 7.3 **Revision to Board Policy Manual Section A.14: Authority of Members** was approved.

(END CONSENT AGENDA)

2. APPROVAL OF MINUTES

- 2.1 **Action to Approve Minutes of the Study Session of the Board of Trustees for January 31 and February 1, 1998** was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a 4-0 vote, with Trustee Tafoya absent. (Scott – yes)

Trustee Jacobs pointed out that he had to leave the meeting early on February 1 and asked what was discussed after he left. Chancellor Westin indicated that he would provide the Board with a listing of the goals that were discussed at the Study Session.

6.7 **Contracts**

- 6.7.2 **Approval of Amendment to Copy Services Contract for Ventura College** was moved by Student Trustee Scott, seconded by Trustee Gonzales, and carried on a 3-0-1 vote, with Trustee Tallman abstaining, and Trustee Tafoya absent, to approve an amendment to the College Enterprise, Inc. (CEI) copy service proposal to Ventura College previously approved at the September 9, 1997 meeting. (Scott – yes)

Chris Valenzano expressed his concerns regarding CEI selling the same items as the Ventura College bookstore. He asked whether CEI would honor the ASB card for supplies. Larry Calderón indicated that he would discuss this issue with CEI.

Trustee Tallman expressed his concerns about privatization and suggested that a Board policy needed to be developed.

6.8 **Other**

- 6.8.2 **Ratification of Five-Year Capital Construction Plan (1999-2004)** was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a 4-0 vote, with Trustee Tafoya absent, to ratify the 1999-2004 Five-Year Construction Plan for Moorpark College, Oxnard College, Ventura Colleges and the District Office. (Scott – yes)

The Board requested that a calendar of activities be developed in order to ensure the Board receives the Five-year Plan in a timely manner.

- 6.8.4 **Acceptance of Annual Audited Reports for Fiscal Year Ending June 30, 1997 for Moorpark, Oxnard, and Ventura College Foundations** was moved by President Nagel, seconded by Trustee Gonzales, and carried on a 4-0 vote, with Trustee Tafoya absent, to accept the annual audited reports for fiscal year ending June 30, 1997 for Moorpark, Oxnard, and Ventura College Foundations. (Scott – yes)

The Board directed staff to schedule a Foundation Subcommittee meeting to discuss a standardized format for the audit reports.

CURRENT ISSUES OR PRESENTATIONS TO THE BOARD AND STUDY SESSIONS

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

< **Board Policy Review Process Update.** Chancellor Westin updated the Board on the proposed Board Policy review process. He indicated that members of Cabinet, DCSS, DCI, and the Rules, Operations & Procedures Subcommittee have reviewed the process and that so far, the consensus has been to have a point person, steering committee, legal review, and a clearinghouse.

- **Presidents= Reports**

- James Walker reported on the success of the Moorpark College forensics team. He invited the Board to the *1998 Moorpark College Career Fair* on March 25 and *Science Expo 1998* on April 22. Dr. Walker announced that Moorpark College was selected to receive a Student Success Award from the State Chancellor's Office of the California Community Colleges for their Math/Engineering/Science Association's Science Exposition and Symposium.
- Steven Arvizu indicated that a memorial service will be held for Teresa Archuleta on March 18 from 12-1:30 p.m.
- Larry Calderón announced that the Council for Institutional Development is connected to the Ventura College web site. He commented on the success of the Women's basketball team.
- **Ventura College Presentation – One Stop Shop Collaborative.** Larry Calderón reported on the Santa Clara River Valley One Stop and Advanced Technology Center which is a collaborative partnership between Ventura College and the County of Ventura (see copy of Presentation).

The Board acknowledged Dr. Calderón and his staff for development of this plan.

- **Deputy Chancellor's Report**

- **Enrollment Report.** Anthony Tricoli distributed and reviewed the Enrollment Data Report (see copy of Presentation).

At 11:28 p.m., Trustee Tallman left.

Dr. Tricoli explained the following strategies to increase enrollment:

- Marketing and Advertising
- Access and Recruitment
- Class Scheduling
- Student Retention

STAFF AND STUDENT REPORTS

- **Academic Senate representatives**

Carmen Guerrero-Calderón announced that Dr. Lourdes Silva was honored at the La Sierra University Tribute to Women and Dr. Lynn Fauth was elected president of the Statewide English Teachers Association. Ms. Guerrero-Calderón commented on the Marine Science display at the Esplanade.

Elton Hall commented on the Study Session on Shared Governance in May.

Sharon Dwyer introduced Terry Cobos who is the classified supervisors' representative.

- **Student representatives**

Chris Valenzano addressed the Board regarding shared governance on campus, ASB orientation, One-Stop-Shop for Ventura College, parking on campus, and safety issues. Mr. Valenzano expressed his support of the revision to the agenda to place Student Reports earlier on the agenda.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned by President Nagel at 11:50 p.m. following a moment of silence in memory of Teresa Archuleta.