

Board of Trustees

Ventura County Community College District

MINUTES

FOR THE REGULAR MEETING OF

SEPTEMBER 8, 1998

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, September 8, 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
Velia Soto, Student Trustee

Management Present:

Philip Westin, Chancellor
Michael Gregoryk, Deputy Chancellor
James Walker, President, Moorpark College
Larry Calderón, President, Ventura College
Jack Lipton, Vice Chancellor, Human Resources
Dennis Cabral, Executive Vice President, Student Learning, Oxnard College
Patricia Parham, Associate Vice Chancellor, Human Resources
Ruth Hemming, Vice President, College Services, Moorpark College
Irene Pinkard, Vice President, College Services, Ventura College
Anthony Tricoli, Associate Vice Chancellor, Student Learning
Susan Johnson, Executive Director, Business Services and Financial Management
Victor Belinski, Executive Director, Information Technology
Stephen Tobias, Dean of Health Sciences/Physical Education/Athletics/Criminal Justice
at Ventura College
Cheryl Shearer, Dean of Economic Development
Barbara Buttner, Director, Public Affairs
Harry Culotta, Director of Budgeting, Oxnard College
Ray DiGuilio, Director, Budget and Administrative Support
Carolyn Inouye, Director of Institutional Research
Gil Putnam, Director of Facilities Planning and Construction

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
Cheryl Hermann, Ventura College Classified Senate President
Larry Miller, AFT Local 1828 President
Candace Peyton, SEIU President

CALL TO ORDER

Vice-President Jacobs called the meeting to order in the Cowan Conference Center – Ventura Room at 6:15 p.m., with President Nagel absent.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 6:16 p.m. in the Cowan Conference Center – Ojai Room, to address the following items:

Public Employee Performance Evaluation

- **Title: Deputy Chancellor**

Pending or Threatened Litigation

- Ralph v. City of Oxnard et al
- Edwin Cespedes v. VCCCD
- Butler v. VCCCD
- Joseph Martin v. VCCCD
- Barbara Kercher v. VCCCD

Employer/Employee Relations

- SEIU
- AFT
- Confidential Employees
- CMA
- CSA

At 6:20 p.m. President Nagel arrived.

RECONVENE IN OPEN SESSION

President Nagel reconvened the meeting in Open Session at 7:17 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

Sue Johnson led the pledge to the flag.

CLOSED SESSION REPORT

There were no Closed Session Reports.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Trustee/Chancellor

6.3.1 Approval/Ratification of Purchase Order List #3 (FY 1998-99) Supplemental.
This item was revised to include additional purchase orders.

7.2 Action to Approve Request for Board of Trustees Travel. This item was revised to add Velia Soto to attend the California Student Association of Community Colleges *Presidential Summit* on October 2-4, 1998, in Santa Clara.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

It was decided by the Board to present the *Award of Excellence* during this portion of the agenda.

Resolutions

1.1 Award of Excellence to Members of the Ventura College Women's Basketball Team was moved by Student Trustee Soto, seconded by Trustee Tallman, and carried on a unanimous vote, to grant an *Award of Excellence* to the members of the Ventura College Women's Basketball Team for the 1997-98 season. (Soto – yes)

Student Trustee Soto presented the *Award of Excellence* to members of the Ventura College Women's Basketball Team. Coach Ned Mercetic thanked the Board and introduced members of the team. Michelle Mullins and Whitney Robsen, addressed the Board on behalf of the team. They thanked the members of the Board of Trustees, Coach Ned Mercetic, Steve Tobias, Marie Christine and David Breslin.

President Nagel recognized Stephen Tobias, Dean of Health Sciences/Physical Education/Athletics/Criminal Justice, and Dick James, Athletic Coordinator, at Ventura College.

President Nagel asked for a moment of silence in memory of Jana L. DeMeire who lost her life in the Swisssaire plane crash at Peggy's Cove in Nova Scotia. Jana was a partner with the law firm of Burke, Williams & Sorensen.

OPEN PUBLIC HEARING

The Board of Trustees meeting was recessed.

Public Hearing

Proposed Budget for the Ventura County Community College District for Fiscal Year 1998-1999.

Chancellor Westin pointed out that the budget includes a recommendation to use one-half of the Partnership for Excellence funds to hire 18 new full-time faculty and 7 new instructional support staff. He indicated that the remaining Partnership for Excellence dollars will go to the colleges for support of instructional programs. Dr. Westin also said that he received an E-mail from Tom Tyner, President, CCC/CFT, which acknowledged the Ventura County Community College District for publicly stating its commitment to spending a portion of its Partnership funding on new full-time faculty positions.

Michael Gregoryk gave a short presentation on the highlights of the budget. He indicated that this budget was one of the strongest budgets the District has ever had. He pointed out that the new budget represents an increase in the Proposition 98 split from 10.35 percent in 1997-98 to 10.45 percent for 1998-99.

Thomas Parker, Board of Trustees candidate, addressed the Board regarding fees received from international students. Mr. Parker expressed his concerns regarding the budget.

Trustee Tafoya expressed his apprehension about FTES-driven performance parameters for Partnership for Excellence funds. Mr. Tafoya acknowledged Denise Ducheny for her efforts in pushing for equalization in the Proposition 98 split. He asked about borrowing from summer school FTES to meet the district's cap. Mr. Gregoryk indicated that the district hopes to decrease borrowing this year. Mr. Tafoya expressed his concerns about unfunded liability for lifetime medical benefits and asked about planning for PERS savings.

Trustee Tallman expressed his concerns about the budget. He suggested that the District set goals and establish priorities. He asked about tracking the Partnership for Excellence funds.

Trustee Jacobs commented on the allocation formula and the decentralization of the budget. He indicated that a comparison of previous years should be included in the materials given to the Board. Dr. Jacobs suggested that a plan for maintenance be developed.

Michael Gregoryk gave a brief overview of the International Students Program budget.

Trustee Nagel pointed out that the colleges have a significant role in determining the use of the remainder of the Partnership for Excellence funds. Dr. Nagel acknowledged the Foreign Students Program and complimented Dr. Westin, Mr. Gregoryk, and staff on their work on the budget.

There was a brief discussion on the need for an Educational Master Plan. Chancellor Westin indicated that he would bring recommendations on this issue to the November Board meeting.

CLOSE PUBLIC HEARING

The Board meeting reconvened in Open Session.

Action Item

6.8 Other

6.8.2 Approval of 1998-99 Adoption Budget was moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a 4-0 vote, with President Nagel, Trustees Gonzales, Tafoya, and Jacobs voting yes, and Trustee Tallman abstaining, to approve the 1998-99 Adoption Budget for the Ventura County Community College District as required by law. (Soto – yes)

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Ben Guerrero, trustee candidate, addressed the Board regarding Action Item 5.1. He commented on the use of the Partnership for Excellence funds.

Board Actions

Consent Calendar Items

It was moved by Trustee Tallman, seconded by Trustee Jacobs, and carried on a unanimous vote, to approve the following Consent Calendar Items: (Soto – yes)

Approval of Minutes

2.1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for August 11, 1998 was granted.

Human Resources

5.1 Academic Actions

5.1.1 Approval of appointment of full-time academic personnel was granted as listed:

- a) Jennifer K. Lynch, Instructor in Child Development at Moorpark College, 1st contract status, effective August 14, 1998.

- b) Ronald H. Wallingford, Instructor in Astronomy/Physics at Moorpark College, 1st contract status, effective August 14, 1998
- d) Guadalupe Moriel-Guillen, Counselor-EOPS (Bilingual English/Spanish) at Ventura College, 1st contract status, effective September 9, 1998.
- e) Dr. Sandra Melton, Instructor in Nursing at Ventura College, temporary long-term substitute, (in place of C. Coltrin, sabbatical leave) effective August 20, 1998 through December 16, 1998.
- f) Diane Anderson, Instructor in Nursing at Ventura College, temporary long-term substitute, (in place of Elaine Tennen, sick leave) effective August 20, 1998 through December 16, 1998. (Relative: Robert Anderson, husband, part-time Instructor at Ventura College, no supervision)

5.1.2 **Approval of appointment of relatives-Part-time hourly Instructors, Moorpark and Oxnard Colleges** was granted to Christian Nordquist and Sayhber Rawles.

5.2 Classified Actions

- 5.2.1 Special Actions were approved as listed.
 - 5.2.1.1 Establishment of Student Services Assistant II, 12 mo., 60% position - Oxnard College
 - 5.2.1.2 Establishment of new job specification/position – Bilingual Project Specialist/Dean’s Asst. – Oxnard College
 - 5.2.1.3 Establishment of Clerical Assistant II, 6 mo., 60% seasonal position – Moorpark College
 - 5.2.1.4 Establishment of Student Services Specialist/International Students – Ventura College
 - 5.2.1.5 Increase of assignment, Costume Technician – Ventura College
 - 5.2.1.6 Establishment of Business Office Assistant I, 6 mo., 82.50% seasonal position – Ventura College
 - 5.2.1.7 Establishment of Business Office Assistant I, 6 mo., 82.50% seasonal position – Ventura College
 - 5.2.1.8 Establishment of Business Office Assistant I, 6 mo., 82.50% seasonal position – Ventura College
 - 5.2.1.9 Establishment of Business Office Assistant I, 6 mo., 90% seasonal position – Ventura College
 - 5.2.1.10 Abolishment of Accounting Clerk II, vacant position, Bookstore, Ventura College
Establishment of Bookstore Operations Assistant, 12 mo., 100% position – Ventura College

- 5.2.2 **Regular Actions** were approved for Probationary Personnel, Probationary to Permanent, Resignation, Declination of Position, Increase of Assignment, Limited Term/Provisional Assignments, Voluntary Demotion, Temporary Voluntary Decrease of Assignment, Termination of Provisional Assignment, and Transfer.

Business Services

6.2 Checks

- 6.2.1 **Ratification of Accounts Payable & Payroll for the Period July 27, 1998 – August 21, 1998**, was granted.

6.3 Purchase Orders

- 6.3.1 **Approval/Ratification of Purchase Order List #3 (FY 1998-99)** was granted to approve/ratify Purchase Order List #3 for July 25, 1998 - August 21, 1998.

6.4 Award of Bids

- 6.4.1 **Award of Bid to Cabrillo Mechanical & Sheet Metal, Inc. to Replace Hot Water Boiler/Pumps at L.A. and L.R.C. Buildings at Oxnard College** was approved to award a contract to Cabrillo mechanical & Sheet Metal, Inc. who was the sole responsible bidder for the Replacement of Hot Water Boiler/Pumps at the L.A. and L.R.C. Buildings at Oxnard College.

6.5 Budget Amendments

None.

6.7 Contracts

- 6.7.1 **Approval of Contracts and Grants** was granted to accept the contracts and grants for the Fiscal Year 1998-99.

- 6.7.2 **Acceptance of Completion for the Hockey Field Parking Lot and Football (Athletic) Practice Field at Moorpark College** was approved to accept the completion of the Hockey Field Parking Lot & Football (Athletic) Practice Field at Moorpark College.

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** was granted to approve the following Trustee Travel:

Pete E. Tafoya to attend the **Hispanic Border Leadership Institute** in Phoenix, Arizona on September 10-13, 1998.

Velia Soto to attend the California Student Association of Community Colleges **Presidential Summit** on October 2-4, 1998, in Santa Clara.

***Action on Items Listed on the
Consent Calendar but Not Yet Approved***

Instructional Services

- 3.1 Approval of an Emergency Medical Services/Paramedic Studies Program at Ventura College** was moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve a new instructional program in Emergency Medical Services/Paramedic Studies at Ventura College in which the college will offer two tracks – one leading to an Associate in Science Degree, the other leading to a Certificate of Achievement. (Soto – yes)

Student Trustee Soto expressed her support for the Emergency Medical Services/Paramedic Studies Program at Ventura College.

Human Resources

5.1 Academic Actions

- 5.1.1 Approval of appointment of full-time academic personnel** was moved by Trustee Tallman, seconded by Trustee Jacobs, and carried on a unanimous vote, to approve the following appointment: (Soto – yes)

- c) Robert Chaparro, Counselor – EOPS (Bilingual English/Spanish) at Ventura College, 1st contract status, effective September 9, 1998. (Relative: Linda Chaparro, sister, full-time Instructor at Oxnard College, no supervision)

Student Trustee Soto indicated that Mr. Chaparro is an excellent instructor.

- 5.1.3 Approval to Enter Into Two-Year Employment Contracts with the Vice Presidents, College Services and Authorize the Chancellor on an Ongoing Basis the Authority to Extend the Agreements** was moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a 4-1 vote, with President Nagel, Trustees Gonzales, Jacobs, and Tafoya voting yes, and Trustee Tallman voting no. (Soto – yes)

Trustee Tallman expressed his concerns regarding this item.

- 5.1.4 Approval of Request for a One-Year Extension of a Leave of Absence Without Pay to a Full-Time Instructor – Oxnard College** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a

unanimous vote, to grant to Nicholas Sharp, a full-time instructor in Information Processing Systems at Oxnard College, an extension of his leave of absence without pay for another academic year. (Soto – yes)

The Board inquired about the shortage of instructors who teach computer courses at Oxnard College. Trustee Tallman suggested that a letter be sent to Mr. Sharp explaining his options — should he return to work early.

- 5.3 Approval of Technical Revision of Classified Confidential Salary Schedule** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to include the 5.00% Confidential Differential in the monthly salaries. (Soto – yes)
- 5.4 Election to Provide Cash Balance Plan Offered by State Teachers Retirement System** was moved by Trustee Tafoya, seconded by Trustee Tallman, and carried on a unanimous vote, to adopt a resolution by the Governing Board to elect to provide a Cash Balance Plan offered by the State Teachers Retirement System (STRS) to eligible employees. (Soto – yes)
- 6.6 Budget Transfers**
- 6.6.1 **Fiscal Year-End Budget Transfers** were approved by a motion from Trustee Tallman, seconded by Trustee Jacobs, and carried on a unanimous vote, for the 1997-98 fiscal year-end closing budget transfers between major expenditure classifications in accordance with Education Code Section 70902 and Title 5, California Code of Regulations, Section 58307. (Soto – yes)
- 6.7 **Contracts**
- 6.7.3 **Renewal of Contract Between School Services of California, Inc. and Ventura County Community College District to Provide Legislative Services for the Period July 1, 1998 through June 30, 1999** was moved by Trustee Tafoya, seconded by Trustee Tallman, and carried on a unanimous vote, to renew the contract for legislative services to be provided by School Services of California, Inc. for the period beginning July 1, 1998, and ending June 30, 1999. (Soto – yes)
- Trustee Jacobs expressed his concerns regarding this item.
- 6.7.4 **Agreement Between Ventura County Community College District and the City of Oxnard to Form a Public Access Corporation** was moved by Trustee Tallman, seconded by President Nagel, and carried on a unanimous vote. (Soto – yes)

President Nagel welcomed Daniel Martinez, City Clerk, Dennis Scalla, Management Analyst, and Alan Homberg, City Attorney for the City of Oxnard.

Daniel Martinez pointed out the benefits of a Public Access Corporation to the community.

End of Board Actions

At 9:30 p.m. Trustee Tallman left.

Action Items

Human Resources

- 5.5 Extension of Delegation of Authority for the Granting of Minimum Qualification Equivalencies** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a 4-0 vote, with Trustee Tallman absent, to approve an extension through the date of the November Board meeting, the delegation of authority to the Chancellor to approve instructor minimum qualification equivalencies. (Soto – yes)

Business Services

- 6.1 Acceptance of Gifts** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a 4-0 vote, with Trustee Tallman absent, to accept the gift to Oxnard College from The Technical Group for cash and speakers for cafeteria upgrades. (Soto – yes)

Trustee Tafoya acknowledged the gift from the Technical Group.

6.8 Other

- 6.8.1 Quarterly Financial Status Reports, General Fund – Combined** were moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a 4-0 vote, with Trustee Tallman absent, to accept the quarterly financial status reports for the General Fund-Combined as required by law. (Soto – yes)

At 9:40 p.m. Trustee Tallman returned.

REPORTS

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives.** Stephen Couchmen, Ventura College representative, expressed his concerns about parking, and the level of security in the evening at Ventura College. Mr. Couchmen commented on the election of the student body president and suggested that the constitution and bylaws be reviewed.

Student Trustee Soto reported on behalf of the Oxnard College student representative. She invited the Board to a dance celebrating Mexican Independence Day on September 16, 1998 in the Oxnard College gym. Student Trustee Soto read a letter from Liliana Mejia in support of Dr. Arvizu. Ms. Soto indicated that the Oxnard College Republican Club will be hosting Dan Lundgren, candidate for Governor of California, for a campus visit.

- **Academic Senate representatives.** Elton Hall indicated that he is working with the Eva Conrad, Executive Vice President of Student Learning, to sort out committees and committee structures at the colleges.

Octavio Sifuentes expressed his support for the use of the Partnership for Excellence funds to hire new full-time faculty.

CHANCELLOR'S REPORT

- **Chancellor's Report.** Chancellor Westin indicated that a Side Letter of Agreement was signed with AFT for awarding stipends for faculty peers, department chairs and deans involved in evaluating part-time faculty.
- **Presidents' Reports**

James Walker distributed a brochure that describes performances scheduled in the Performing Arts Center for the Fall 1998 season. Dr. Walker announced that Cynthia Barnett-Shelby and Steve Pollock, institutional researchers, will be doing research on student effectiveness. He distributed a publication *Making Time* a campus calendar that is given to the students.

Larry Calderón indicated that on October 16, 300 business and government leaders will meet to discuss educational planning. Dr. Calderón said that Yvonne Gallegos Bodle, Ph.D., Jerry Dunlap, Joyce Kennedy, Ph.D., Jerry and Linda Mendelsohn, and Helen Junker will be honored by the Alumni & Friends of Ventura College Association for their contributions to the college and community when they are inducted into the Mary Guthrie Hall of Achievement. He indicated that Ventura College has been approved by the state for a new Learning Resources Building.

Dennis Cabral indicated that Steven Arvizu was called away due to a death in the family. Dr. Cabral commented on the Public Access Agreement.

- **College Presentation – Oxnard College.** Dennis Cabral gave a brief overview of the Cisco Networking Academy. He said that the academy is a cooperative venture between the school district and Cisco. Dr. Cabral indicated that the program will give students the school to work experience they need to take positions in networking.
- **Deputy Chancellor's Report.** Deputy Chancellor Gregoryk introduced Jamie Skeeters, the interim chief of police. Mr. Gregoryk acknowledged Sue Johnson and her staff for their efforts in the budget preparation.
- **Fiscal Independence.** Deputy Chancellor Gregoryk commented on concerns about fiscal independence and pointed out that this is a difficult process.
- **Update on SCT Banner2000.** Mr. Gregoryk indicated that Strata Information Group will supply project management and additional consulting services and support for SCT Banner 2000 implementation as part of the overall technology migration project.

TRUSTEE ISSUES

- **Governing Board Subcommittee Reports**

Commander Gonzales reported on the September 1 Subcommittee on Construction at the Reserve Academy.

Trustee Tafoya reported on the September 3 Board Subcommittee on Legislation.

- **Other**

Pete Tafoya pointed out that the Hispanic Leadership Institute he will be attending in Phoenix, Arizona, will be at no cost to the District. He said that he was one of 22 individuals throughout the country that will be sponsored by the Kellogg Foundation at the Academy. Mr. Tafoya indicated that he is the Pacific Region's nominee for the ACCT Executive Board and that the election will be held in San Francisco at the ACCT conference. The Board decided to support Mr. Tafoya and directed Trustee Gonzales to vote on the Board's behalf.

Trustee Tafoya asked the Chancellor to take extreme care in evaluations of faculty.

Student Trustee Soto thanked the Board for approving her attendance at the Student Trustee Leadership Orientation and distributed information from the workshop. Student Trustee Soto commented on her office in the Math & Science building at Oxnard College.

PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

Thomas Parker addressed the Board of Trustees regarding safety on campus and the International Student Program. Mr. Parker expressed his concerns regarding the chancellor and college presidents attending the Thousand Oaks Rotary Club and requested that they attend his Rotary Club meeting also.

ADJOURNMENT

At 10:36 p.m. the meeting was adjourned.

c:\my documents\minutes\min9-8.doc