

# Board of Trustees

## Ventura County Community College District

<p style="text-align: center;"><b>MINUTES</b> <b>FOR THE MEETING OF</b> <b>NOVEMBER 17, 1998</b></p>
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The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, November 17, 1998, in the Cowan Conference Center – Hueneme 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  
Steven Arvizu, President, Oxnard College  
Larry Calderón, President, Ventura College  
Jack Lipton, Vice Chancellor, Human Resources/General Counsel  
Anthony Tricoli, Associate Vice Chancellor, Student Learning  
Eva Conrad, Executive Vice President, Student Learning, Moorpark College  
Ron Dyste, Executive Vice President, Student Learning, Ventura College  
Ruth Hemming, Vice President, College Services, Moorpark College  
Irene Pinkard, Vice President, College Services, Ventura College  
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  
Floyd Martin, Dean, Math/Science/Engineering  
Barbara Buttner, Director, Public Affairs  
Harry Culotta, Director, College Budgets, Oxnard College  
Ray DiGuilio, Director, Budget and Administrative Support

#### **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

Maureen Harrigan, Molecular Biologist  
Richard Spaniard, Risk Management  
Cheryl Hermann, Ventura College Classified Senate President  
Larry Miller, AFT Local 1828 President  
Carol Cressman, Classified Supervisors Representative  
Candace Peyton, SEIU President  
Esperanza Martinez, Student Board Representative, Oxnard College  
Susan Carrasco, Associated Students President, Ventura College

#### CALL TO ORDER

President Nagel called the meeting to order in the Cowan Conference Center – Hueneme Room at 5:05 p.m.

#### RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 5:07 p.m. in the Cowan Conference Center – Ojai Room, to address the following items:

#### **Employer/Employee Relations**

- AFT
- SEIU

#### **Employee Performance Evaluations**

- Academic Managers
- Classified Managers

#### **Pending Litigation [Gov. Code §54956.9(a)]**

- Ralph v. City of Oxnard et al
- Stickley v. VCCCD
- Hefferman v. VCCCD et al
- Lucero v. VCCCD et al
- Kercher v. VCCCD
- Environmental Coalition of Ventura County v. City of Moorpark et al
- Avila v. VCCCD

#### **Workers' Compensation Claim**

- Vaughan

#### RECONVENE IN OPEN SESSION

President Nagel reconvened the meeting in Open Session at 7:15 p.m. in the Cowan Conference Center, Hueneme Room.

## PLEDGE TO THE FLAG

Philip Westin led the pledge to the flag.

## CLOSED SESSION REPORT

In Closed Session the Board unanimously authorized the Chancellor, on behalf of the District, to open negotiations with AFT on the specific topic of Golden Handshake.

In Closed Session the Board unanimous authorized the chancellor, on behalf of the District, to open negotiations with SEIU on the specific topic of term life insurance.

In the case of *Ralph vs. City of Oxnard*, Ventura County Superior Court Case No. CIV178344, the Board unanimously approved a settlement agreement which involves no financial obligations for the District. Pursuant to Section 53957.1 of the *Government Code*, the Settlement Agreement will be made available to the public after the other parties sign the Settlement Agreement.

In the case of *Stickley vs. VCCCD*, Ventura County Superior Court Case No. CIV184242, the Board unanimously voted to defend this litigation.

In the case of *Hefferman vs. VCCCD*, Ventura County Superior Court Case No. CIV183208, the Board unanimously voted to defend this litigation on behalf of the District and the individually-named Defendants.

In the case of *Lucero v. Didio*, Ventura County Superior Court Case No. SC018126, the Board unanimously approved a settlement agreement with Dr. Didio which involved no financial obligations for the District. Pursuant to Section 54957.1 of the *Government Code*, the Settlement Agreement will be made available to the public through the District Office.

In the case of *Kerscher v. VCCCD*, Ventura County Superior Court Case No. SC019102, the Board unanimously approved a settlement with the Plaintiff. Pursuant to Section 54957.1 of the *Government Code*, the settlement documents will be made available to the public through the District Office.

In the case of *Environmental Coalition of Ventura County vs. City of Moorpark*, Ventura County Superior Court Case No. SC012825, the Board approved the defense of the litigation. A group called the Environmental Coalition brought this lawsuit against the City of Moorpark challenging the City's environmental approval of a particular Project. The District is named in the lawsuit as a Real party in Interest only by virtue of owning some real property in the Project.

In the case of *Avila vs. VCCCD*, the Department of Fair Employment and Housing Case No. C9899-L0002, the Board unanimously voted to respond to the litigation.

## ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

Velia Soto introduced Esperanza Martinez, Student Board Representative at Oxnard College and Susan Carrasco, Associated Students President at Ventura College.

Lourdes Silva, Oxnard College Business instructor and General Motors Marketing Internship Advisor, invited the Board to the student-intern marketing promotional event, *Home for the Holidays with Silver Star Oldsmobile*, on November 21 at the Promenade in Westlake.

President Nagel announced that at the December 8 Board meeting, he will present an award called, "The Diamond Award" honoring five representatives of the district for their outstanding contributions to his presidency. President Nagel suggested to the Board that they make this a perpetual award.

## PUBLIC NOTICE OF CHANGES TO THE AGENDA

### ***CHANGES***

#### ***Human Resources***

**5.2.2 Classified Regular Actions.** This item was revised on page 3, Provisional Assignments, to change the percent of assignment for Lillian Manning from 47.5% to 50% and change the salary from \$1,893 to \$1,993 per month.

**5.3 Reclassifications.** This item was revised to pull the following item:

**1. Reclassification**

**a. Approval of Change in Classification Title and Specification**

2. From Community College Police Officer to Police Commander

**5.5 Approval to Provide \$50,000 Term Life Insurance to all District Academic Managers, Classified Managers, Supervisors and Confidential Employees.** This item was revised to indicate that the Fiscal Impact will be \$10,560.

#### ***Business Services***

**6.3 Purchase Orders**

**6.3.1 Approval/Ratification of Purchase Order List #5 (FY 1998-99).** This item was revised to include additional purchase orders.

**6.4 Award of Bids**

**6.4.1 Award of Bid to the Lowest Responsible Bidder for the Child-Care Facility Expansion at Ventura College.** This item was pulled from the agenda.

**6.4.2 Award of Bid #164, Computer Equipment.** This item was revised to reflect the lowest responsible bidders – Blue Max Technology and MAT Microsystems for

District-wide purchases.

## 6.7 Contracts

**6.7.2 Approval of Contracts and Grants.** This item was revised to reflect a grant received from the Kathryn Beynon Foundation in Pasadena to purchase and install two electronic scoreboards for Moorpark College's softball and baseball fields.

## *Trustees/Chancellor*

**7.2 Action to Approve Request for Board of Trustees Travel.** This item was revised to change the date for Robert Gonzales to attend a meeting in Washington D.C. from December 9-10, 1998, to January 11-12, 1999, and to add Robert Gonzales to attend the Community College League of California Annual Convention in Long Beach on November 19 – 21, 1998.

The agenda was revised to move Item 1.1 – Resolution Honoring California State Assembly Member Nao Takasugi and the Moorpark College Presentation to the beginning of the agenda by a motion from Trustee Jacobs, second by Trustee Tafoya, and carried on a unanimous vote.

## *Resolutions*

**1.1 Resolution Honoring California State Assembly Member Nao Takasugi** was moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a unanimous vote, to approve a Resolution Honoring Assembly Member Nao Takasugi on his retirement from the California State Legislature. (Soto – yes)

President Nagel presented the Resolution to Assembly Member Takasugi. Assembly Member Takasugi thanked the Board and pointed out that he was a student at Ventura College in 1941, when the college was co-mingled with Ventura High School.

## CHANCELLOR'S REPORT

- **Presidents' Reports**

- **College Presentation – Moorpark College.** James Walker announced that Moorpark College has developed a biotechnology program with an emphasis on manufacturing technology, in cooperation with California State University, Channel Islands, (CSUCI) and local biotechnology industries. He said that a Regional Biotechnology Training Laboratory will be housed at California State University, Channel Islands, and that Amgen, Inc., and Baxter Healthcare are donating substantial amounts of equipment to furnish the Center. James Walker introduced Floyd Martin, Division Dean, Science/Math/Engineering at Moorpark College; Dr. Barbara Thorpe, CSUCI; Handel Evans, CSUCI; Maureen Harrigan, Ph.D., Molecular Biologist at Moorpark College; Ernie Bogner, Baxter Healthcare Corporation; and Bob Bettis, Amgen.

The Board acknowledged Amgen, Baxter Healthcare, California State University, Channel Islands, and Moorpark College for their efforts in developing the Biotechnology Program.

# Board Actions

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## *Consent Calendar Items*

It was moved by Trustee Tafoya, seconded by Trustee Gonzales, 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 October 6, 1998** was granted.

### *Instructional Services*

- 3.1 Second Reading: Course Approvals: Reinstated Courses – Ventura College** was granted.

### *Human Resources*

**5.1 Academic Actions**

- 5.1.1 Approval of Appointment of Intern Dean, Business, Industry & Technology, Ventura College** was granted to appoint Gina Lynne LaMonica as Intern Dean, Business, Industry & Technology at Ventura College.
- 5.1.2 Approval of Retirement/Resignation – Oxnard College** was granted to accept the retirement of Bernie Ford, Instructor in Diesel Mechanics, effective May 14, 1999, and Kristine Ryan, Instructor in Mathematics at Oxnard College, effective December 31, 1998.
- 5.1.3 Approval of Additional Compensation for Oxnard College Instructor Currently on Sabbatical Leave** was granted for Gary Morgan, Journalism Instructor, for additional compensation as Accreditation Self-Study Editor at Oxnard College for the 1998-99 Academic Year.
- 5.2.2 Classified Regular Actions** was approved for Probationary Personnel, Probationary to Permanent, Resignation, Limited Term/Provisional Assignments, Removal of Chief of Police Differential, Temporary Increase of Assignment, Termination of Provisional Assignments, Transfers, Hourly Provisional, Hourly Limited Term Substitutes, and Approval of Relatives.

- 5.4 Extension of Personnel Commissioner's Term** was granted to extend the appointment of James Faulconer as a member of the Ventura County Community College District Personnel Commission for a period of 90 days.
- 5.5 Approval to Provide \$50,000 Term Life Insurance to all District Academic Managers, Classified Managers, Supervisors and Confidential Employees** was granted to provide \$50,000 term life insurance to all academic managers, classified managers, supervisors, and confidential employees.

### *Business Services*

- 6.2 Checks**
- 6.2.1 Ratification of Accounts Payable & Payroll for the Period September 18, 1998 – October 30, 1998** was approved.
- 6.3 Purchase Orders**
- 6.3.1 Approval/Ratification of Purchase Order List #5 (FY 1998-99)** was granted for September 19, 1998 – October 30, 1998.
- 6.4 Award of Bids**
- 6.4.2 Award of Bid #164, Computer Equipment** was granted to Blue Max Technology and MAT Microsystems for District-wide purchases.
- 6.5 Budget Amendments**
- 6.5.1 Approval of Contracts and Grant Amendments** was granted to approve 1998/99 Budget Amendments for Moorpark and Ventura Colleges.
- 6.5.2 Budget Amendment: Capital Projects Fund** was approved to amend the Capital Projects Fund budget as presented.
- 6.7 Contracts**
- 6.7.1 Approval of Contracts and Grants Included in Adopted Budget** was granted to accept contracts and grants, which were included in, and a part of the 1998/99 adopted budget.
- 6.7.2 Approval of Contracts and Grants** was granted to accept contracts and grants.
- 6.7.3 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.
- 6.7.5 Approval of Biotechnology Laboratory Use Agreement Between California State University Channel Islands (CSUCI) and Ventura County Community College District - Moorpark College** was approved for a Biotechnology Laboratory Use Agreement between California State University, Channel Islands.

### *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 for Robert Gonzales to attend a meeting regarding the Camarillo site Master Plan in Washington D.C. on January 11-12, 1999, and Robert Gonzales to attend the Community College League of California Annual Convention in Long Beach on November 19 – 21, 1998.
- 7.3 Approval of Date, Time and Location for the Annual Organizational Meeting.** was granted to establish December 8, 1998, at 7:00 p.m., in the Cowan Conference Center – Ventura Room as the date, time, and place for the annual organizational meeting.
- 7.5 Revision to Board Policy Manual Appendix E.X: Conflict of Interest Code** was approved to update the District’s Conflict of Interest Code, subject to review by the Ventura County Board of Supervisors.

### *Action Items*

#### *Resolutions*

- 1.2 Resolution in Memory of Dr. William M. Simpson, Former Trustee – Ventura County Community College District** was moved by Trustee Tafoya, seconded by Trustee Jacobs, and carried on a unanimous vote, to adopt a Resolution Honoring the Memory of Former Trustee Dr. William M. Simpson. (Soto – yes)

Trustee Tafoya acknowledged the contributions made by Dr. William M. Simpson.

#### *Student Services*

- 4.1 Mid-Term Accreditation Report – Ventura College** was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the Ventura College Midterm Accreditation Report as required by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges. (Soto – yes)

#### *Business Services*

- 6.1 Acceptance of Gifts** was moved by Trustee Tafoya, seconded by Student Trustee Soto, and carried on a unanimous vote, to accept the following gifts to Moorpark College: (Soto – yes)
- Telescope and Equatorial Mount from Art Kollins
  - Biotechnology Equipment and Supplies for the Biotechnology Program from Amgen, Inc.
  - Biotechnology Equipment and Supplies for the Biotechnology Program from Baxter Healthcare Corporation.



Trustee Tafoya acknowledged the gifts from Art Kollins, Amgen, Inc., and Baxter Healthcare Corporation.

### *Trustees/Chancellor*

- 7.4 Appointments to Student Trustee Committee** was amended to include an international student on the Student Trustee Committee by a motion from Trustee Tallman, seconded by Trustee Tafoya, and carried on a unanimous vote. It was moved by Student Trustee Soto, seconded by Trustee Gonzales, and carried on a unanimous vote, to accept the recommendations for appointment to the Student Trustee Committee to evaluate the policy and procedures related to the student trustee. (Soto – yes)

Student Trustee Soto pointed out the need for an international student on the committee. The Board indicated that the primary role of the student trustee in the community college is to graduate. It was suggested that the district provide resources and services needed to assist them in doing their job as Student Trustee.

- 7.6 Appointment of Two Board Members to Participate in Accreditation – Standard 10 at Oxnard College** was moved by Trustee Tafoya, seconded by President Nagel, and carried on a unanimous vote, to appoint Norm Nagel and Pete Tafoya to participate in Standard 10 for the Oxnard College accreditation. (Soto – yes)
- 7.7 Appointment of Two Board Members to Serve on Screening Committee for Personnel Commissioner** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to appoint Allan Jacobs and Velia Soto to serve on the screening committee for a Personnel Commissioner. (Soto – yes)

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

### *Human Resources*

- 5.1 Academic Actions**
- 5.1.3 Ratification of Previously Authorized Two-Year Contracts – Vice Presidents of College Services, Moorpark and Ventura Colleges** was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a 4-1 vote, with President Nagel, Trustees Gonzales, Jacobs and Tafoya voting yes, and Trustee Tallman voting no, to ratify the previously authorized two-year contracts for the Vice Presidents of College Services at Moorpark and Ventura Colleges. (Soto – yes)
- 5.2 Classified Actions**
- 5.2.1 Classified Special Actions** were moved by President Nagel, seconded by Trustee Gonzales, and carried on a unanimous vote. (Soto – yes)
- 5.2.1.1 Establishment of 6-month Seasonal combination position, 40% Computer Operator/60% Computer Maintenance Technician, Information Technology, District Office
- 5.2.1.2 Establishment of new classification/position, Maintenance Worker/Courier, 6-month Limited Term position, Business Services, District Office

- 5.2.1.3 Establishment of new classification/position, Fiscal Analyst/Confidential, Business Services, District Office
- 5.2.1.4 Establishment of new classification/position, Community Development and Institutional Advancement Specialist, Institutional Advancement, 47.5% position, Oxnard College
- 5.2.1.5 Establishment of Community College Police Officer I, 12 month, 20% position, Campus Police – Moorpark College
- 5.2.1.6 Establishment of Community College Police Officer I, 12 month, 20% position, Campus Police – Oxnard College
- 5.2.1.7 Establishment of Community College Police Officer I, 12 month, 20% position, Campus Police – Ventura College
- 5.2.1.8 Establishment of new classification, Community College Police Officer Reserve Level I, Campus Police
- 5.2.1.9 Establishment of Student Services Assistant I, 11 month, 80% position, Disabled Student Programs & Services, Moorpark College
- 5.2.1.10 Temporary increase of assignment, Food Services Assistant II, from 9.5 month to 10 month assignment, Cafeteria, Moorpark College
- 5.2.1.11 Temporary increase of assignment, Food Services Assistant I, from 9 month to 10 month assignment, Cafeteria, Moorpark College
- 5.2.1.12 Temporary increase of assignment, Food Services Assistant I, from 9 month to 10 month assignment, Cafeteria, Moorpark College
- 5.2.1.13 Establishment of Student Services Assistant I, 6 month, 25% Seasonal position, Educational Assistance Center, Oxnard College
- 5.2.1.14 Establishment of Student Services Assistant II, 2 month, 30% Seasonal position, Educational Assistance Center, Oxnard College
- 5.2.1.15 Establishment of Administrative Assistant I, 10 month, 75% position, Fire Technology Department, Oxnard College
- 5.2.1.16 Increase of assignment, Clerical Assistant I, 11 month position, from 48.75% to 75%, Public Relations/Marketing, Ventura College
- 5.2.1.17 Establishment of Clerical Assistant II, 12 month, 45% position, Ventura Foundation/Scholarship Office, Ventura College
- 5.2.1.18 Establishment of Clerical Assistant I, 6 month Seasonal position, Sciences Division, Ventura College
- 5.2.1.19 Establishment of Instructional Assistant/Nursing, 6 month Seasonal position, Health Sciences, Ventura College
- 5.2.1.20 Abolishment of two vacant 4.5 month Seasonal Bookstore Cashier positions, Bookstore, Ventura College  
Establishment of Bookstore Cashier, 10 month, 45% position, Bookstore, Ventura College

- 5.2.1.21 Establishment of Clerical Assistant II, 6 month, Limited Term position, Purchasing, District Office
- 5.2.1.22 Establishment of Accounting Clerk I, 30% position, Student Business Office, Oxnard College

Trustee Jacobs asked about the changes in the police officer positions. Michael Gregoryk indicated that the campus police organization is being reviewed and he would provide a recommendation in January.

- 5.3 **Reclassifications** were moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the following: Approval of New Job Specifications and Proposed Revisions of Job Specifications and Salary Range Changes for Classified Supervisors, as revised. (Soto – yes)

Trustee Tafoya expressed his support for this item and pointed out that the purpose of every employee within the district is to provide for student success.

At 8:25 p.m. Trustee Tafoya left the dais.

### *Business Services*

#### 6.6.1 Budget Transfers

**6.6.1 Quarterly Budget Transfer Summary** was moved by Trustee Tallman, seconded by Trustee Jacobs, and carried on a 4-0 vote, with Trustee Tafoya absent, to ratify the quarterly budget transfer summary, for the period ending September 30, 1998, for the General Fund-Unrestricted, General Fund-Restricted, General Fund-Designated, Child Development Fund, Health Services, Fund, Parking Services Fund and Capital Projects Fund. (Soto – yes)

At 8:35 p.m. Trustee Tafoya returned to the dais.

#### 6.7 Contracts

**6.7.4 Approval to Adopt a Resolution with the State of California Commission on Peace Officer Standards and Training (POST)** was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote, to adopt a resolution with the State of California Commission on Peace Officer Standards and Training. (Soto – yes)

There was a brief discussion on the need for the POST Certification.

#### 6.8 Other

**6.8.1 Quarterly Financial Status Reports, General Fund – Combined** was moved by Trustee Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote, to accept the quarterly financial status reports for the General Fund-Combined as required by law.

*End of Board Actions*

## REPORTS

### STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**

Esperanza Martinez, Oxnard College Student Representative, addressed the Board of Trustees regarding a drive at Oxnard College, sponsored by the Associated Student Governing Senate in conjunction with the ESPIGA Program, to help the victims of *Hurricane Mitch* in Central America. She asked for donations of blankets, clothing, cash, and first aid kits.

Susan Carrasco, Ventura College Associated Students President, reported on the Annual Semester Club Day, Food Share Project, and Fall Sports Recognition Day with elected student leaders. She commented on concerns expressed by night students regarding financial aid office hours.

- **Academic Senate representatives**

Elton Hall, Moorpark College Academic Senate President, indicated that the Distinguished Faculty Chair will be announced on January 8. He reported on the 1998 Fall Plenary Session, and said that a large committee is reviewing the Education Code.

Octavio Sifuentes announced that he was reelected as the Academic Senate President at Ventura College.

Carmen Guerrero-Calderón encouraged the Board to attend the “*Home for the Holidays*” media event, sponsored by the General Motors marketing Internship Program, on Saturday, November 21 from 11 a.m. to 3 p.m. at the Promenade in Westlake Village.

- **Classified Senate representatives**

Cheryl Hermann congratulated Norm Nagel, Pete Tafoya, and John Tallman on their reelection to the Board of Trustees. She commented on the classified recognition luncheon on November 24 at Ventura College.

### CHANCELLOR'S REPORT

- **Chancellor's Report**

- **Districtwide Educational and Facilities Master Planning.** Chancellor Westin indicated that he is currently meeting with the college planning groups to discuss this issue and will provide an update to the Board at the December meeting.
- **Shared Governance.** Chancellor Westin commented on the shared decision making process. He indicated that he has been reviewing the shared governance committees and pointed out that there is no District Council for Human Resources. Dr. Westin said that he would like to invite Bill Scroggins and David Viar from the Community College League of California to present a workshop on shared governance. He

pointed out the need for a shared governance policy for classified employees.

Trustee Tafoya commented on the need for a staff diversity committee.

- **Board Policy Revision Process.** Chancellor Westin announced that he will be sending a memorandum to all faculty on November 18, inviting a faculty member to work in an editing and facilitating role for a methodical review and revision of the Board Policy.

- **Presidents' Reports**

Steven Arvizu announced that a team from Camarillo High School captured the first place award in the team competition at the annual Geo Bowl at Oxnard College. He pointed out that Pete Tafoya was one of the judges. Dr. Arvizu indicated that the U.S. Army Field Band and Soldiers Chorus performed at the Oxnard College Gymnasium on November 10, with a special appearance by guest conductor Chancellor Philip Westin. He also commented on basketball camps and jazz/modern dance classes at Oxnard College.

James Walker distributed and commented on the *Moorpark College Spring Schedule of Classes*. Dr. Walker indicated that the front cover of the schedule of classes was the winning poster in a contest held last spring, to represent multi-cultural day.

Larry Calderón acknowledged Ventura College staff for their efforts in preparing the Ventura College Mid-Term Accreditation Report. Dr. Calderón thanked Trustees Tafoya and Jacobs and Handel Evans for their participation in the *Beyond 2000* event on October 16.

Larry Calderón asked for a moment of silence for Julie Lynn Asaoka, a Ventura College student who died in a diving accident.

- **Deputy Chancellor's Report**

- **Technology Migration Plan**

Vic Belinski updated the Board of Trustees on the Technology Migration Project. He provided a brief project background, and also implementation, infrastructure and fiscal updates. He pointed out that updates on the Technology Migration Projects are available on the Web.

- **Risk Management Program**

Richard Spaniard, Risk Manager, provided an overview of the Risk Management Program. He indicated that Risk Management Program includes claims management, compliance, insurance, cutting the cost of claims, and education.

Trustee Jacobs asked about pre-employment physical exams. Trustee Tafoya commented on safety issues, emergency planning, and insurance.

- **Equalization**

Michael Gregoryk reported on the Equalization/Scheduled Maintenance shortfall. He indicated that a budget amendment will be prepared for approval at the December 8 Board meeting. He said that in accordance with Board Policy, additional revenue received will first go to restore the reserves to the 5% level.

Trustee Tallman asked about the payback status of summer FTE. Trustee Jacobs pointed out the importance of scheduled maintenance.

#### FIRST READING ITEMS

- **Board of Trustees 1999 Schedule of Meetings** was approved for Second Reading. There was a brief discussion on the date for the retreat.

#### TRUSTEE ISSUES

- **Other**

Trustee Tallman asked about articulation with California State University, Channel Islands.

Trustees Tallman and Tafoya commented on the Partnership for Excellence Program and the impact to the District, should the program be pulled.

Trustee Tafoya reported on a meeting with Supervisor Flynn regarding support to Oxnard College. He commented on marketing the colleges at the County Fair.

Trustee Jacobs acknowledged the *Beyond 2000* event sponsored by Ventura College.

Student Trustee Soto commented on the CCCSAA Conference in Costa Mesa and the ASACC Conference in Florida. She reported that the Student Trustee Cabinet met on October 28 and discussed a full agenda of issues and concerns including, campus safety and common course numbering within the District. She indicated that she met with the Chancellor on November 6 and that a *Student Trustee Mixer* was held that afternoon.

#### PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

- **Student and Staff Issues**

Carmen Guerrero-Calderón updated the Board on the status of Dee Tabor, Oxnard College Registrar, who is out ill.

Phil Passno addressed the Board regarding safety, a health-screening program at the District Office, transfer programs and the hiring process.

#### ADJOURNMENT

At 10:36 p.m. the meeting was adjourned in memory of Julie Lynn Asaoka and Sarah Tietjen, who were students at Ventura College.