

Board of Trustees

Ventura County Community College District

<p>MINUTES FOR THE MEETING OF JANUARY 19, 1999</p>

The regular meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, January 19, 1999, in the Cowan Conference Center – Ventura Room, Camarillo, California.

Roll Call

Board Members Present:

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

Absent:

Velia Soto, Student Trustee

Management Present:

Philip Westin, Chancellor
Michael Gregoryk, Deputy Chancellor
James Walker, President, Moorpark College
Steven Arvizu, Oxnard College
Larry Calderón, President, Ventura College
Elise Schneider, Provost
Jack Lipton, Vice Chancellor, Human Resources/General Counsel
Anthony Tricoli, Associate Vice Chancellor, Student Learning
Dennis Cabral, Executive Vice President, Student Learning
Susan Johnson, Executive Director, Business Services and Financial Management
Vic Belinski, Executive Director, Information Technology
Diane Moore, Dean of Liberal Arts and Learning Resources
Barbara Buttner, Director, Public Affairs
Harry Culotta, Director, College Budgets, Oxnard College
Gil Putnam, Director, 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
Carol Cressman, Classified Supervisors Representative
Larry Miller, AFT President
Candace Peyton, SEIU President

CALL TO ORDER

President Jacobs called the meeting to order in the Cowan Conference Center – Ventura Room at 6:02 p.m.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 6:03 p.m. in the Cowan Conference Center – Ojai Room, to address the following items:

Pending Litigation [Gov. Code §54956(a)]

- Dow v. VCCCD
- Hefferman v. VCCCD et al.

Threatened Litigation [Gov. Code §54956.9(b)]

Public Employee Discipline/Evaluation

Employer-Employee Relations

- SEIU

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

PLEDGE TO THE FLAG

Barbara Buttner led the pledge to the flag.

CLOSED SESSION REPORT

- In the case of *Charlene Dow v. VCCCD*, EEOC Charge No. 340990345 the Board unanimously voted to respond to the Charge.
- The Board voted unanimously to authorize negotiations with SEIU on the Golden Handshake.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Human Resources

5.1 Academic Actions

- 5.1.9 Approval of Part-Time Faculty to Be Hired - 1999 Spring Semester at Ventura College and Oxnard College.** This item was revised to add names to the emergency hire list.

5.1.10 Approval of Appointment of Full-Time Academic Management Personnel – Oxnard College. This item was revised to recommend Dr. Patricia Caldwell as the Director of Off-Campus Programs at Oxnard College.

Business Services

6.3.1 Approval/Ratification of Purchase Order List #7 (FY 1998-99). This item was revised to include additional purchase orders.

Action Item No. 2 (6.8.8)

Selection of Architects. This item was revised to include the selection of HA Group for Oxnard College, the Districtwide Plan and Ventura College and Spencer/Hoskins for Moorpark College.

Trustees/Chancellor

7.1 Action to Approve Governing Board Member Absence Due To Illness. This item was revised to add Velia Soto as absent due to illness.

7.3 Board of Trustees 1999 Schedule of Meetings. This item was revised to change the April Board meeting to April 13.

It was moved by Trustee Tafoya, seconded by Trustee Nagel, and carried on a unanimous vote, to modify the agenda to hear Public Comments on Non-Agenized items. (Soto – absent)

PUBLIC COMMENTS REGARDING NON-AGENDIZED ITEMS

Maria R. Tapia, asked the Board for an exception to her enrollment fees at Oxnard College. Linda L. Kamaila, instructor at Oxnard College expressed her support for Ms. Tapia's request.

President Jacobs pointed out that action could not be taken on a non-agendized item. Chancellor Westin asked that Ms. Tapia put her request in writing. Dr. Westin indicated that he would research this issue and update the Board at the February Board meeting and suspended the need for the payment of fees by Ms. Tapia during that timeframe. President Jacobs asked the Chancellor to review this issue to determine whether a procedure should be developed.

Board Actions

Consent Calendar Items

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

Approval of Minutes

- 2.1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for December 8, 1998** was granted.

Instructional Services

- 3.1 Course Approvals: New and Non-Credit Courses—Ventura College** were approved.

Human Resources

5.1 Academic Actions

- 5.1.1 Approval of Correction to Effective Date of Employment – Oxnard College** was granted for Patrick L. Easley, Instructor in Fire Technology, and Rena C. Petrello, Instructor in Mathematics at Oxnard College, to change the effective date to January 4, 1999.
- 5.1.2 Withdrawal of Notice of Intent to Resign/Retire – Oxnard College** was granted to withdraw the notice of intention of resignation/retirement submitted by Bernie Ford, an Instructor in Diesel Mechanics at Oxnard College.
- 5.1.4 Approval of Full-Time Tenure Track Academic Personnel Appointment – Moorpark College** was granted to appoint Martin W. Chetlen as a full-time tenure track Instructor in Computer Science at Moorpark College.
- 5.1.5 Approval of Full-Time Tenure Track Academic Personnel Appointment – Moorpark College** was granted to appoint Sally Ponce-O'Rourke as a full-time tenure track Instructor in Psychology at Moorpark College.
- 5.1.6 Approval of Full-Time Tenure Track Academic Personnel Appointment – Oxnard College** was granted to appoint Henry Bouma as a full-time tenure track Instructor in Business Information Systems at Oxnard College.
- 5.1.7 Approval of a Full-Time Tenure Track Academic Personnel Appointment – Ventura College** was granted to appoint Steve D. Palladino, as a full-time tenure track Instructor in Geography/G.I.S. at Ventura College.

- 5.1.8 Extension of Temporary Long-Term Substitute Assignment - Instructor in Nursing, Ventura College** was granted to approve the extension of Diane Anderson as a temporary, long-term substitute assignment for Instructor in Nursing, Ventura College.
 - 5.1.9 Approval of Part-Time Faculty To Be Hired 1999 Spring Semester – Ventura College and Oxnard College** was granted to approve the list of names of part-time faculty to be hired during the 1999 spring semester. (See Item 5.1.9 - Attachment E)
 - 5.1.10 Approval of Appointment of Full-Time Academic Management Personnel – Oxnard College** was granted to approve the appointment of Dr. Patricia Caldwell as the Director of Off-Campus Programs at Oxnard College.
 - 5.1.11 Approval of Appointment of Temporary Long-Term Substitute Instructor – Ventura College** was granted to approve the appointment of Deanna Pini, as a full-time temporary long-term substitute (sabbatical leave replacement) Instructor in Ceramics at Ventura College.
- 5.2 Classified Actions**
- 5.2.1 Establishment of a Web Developer classification** was approved.
 - 5.2.4 Approval of Probationary Personnel** was granted as listed. (See Item 5.2.4)
 - 5.2.5 Approval of Probationary to Permanent Personnel** was granted as listed. (See Item 5.2.5)
 - 5.2.6 Approval of Resignations of Permanent Personnel** was granted as listed. (See Item 5.2.6)
 - 5.2.7 Change of Employment Status** was granted to Sheelah Henry, Administrative Assistant III from Regular classified to Confidential status.
 - 5.2.8 Declination of Employment** was accepted from Anthony Michaelides, Community Research and Development at Ventura College.
 - 5.2.9 Resignations of Probationary Personnel** were approved as listed. (See Item 5.2.9)
 - 5.2.10 Termination of Limited Term Assignment** was granted for Rene Galvin, Custodian/Maintenance and Operations at Oxnard College
 - 5.2.11 Provisional Assignments** were approved as listed. (See Item 5.2.11)
 - 5.2.12 Revision of Date of Employment** was approved to revise the date of employment for Angelica Rosales from November 30 to December 7, 1998.
 - 5.2.13 Termination of Provisional Assignments** was approved as listed. (See Item 5.2.13)

Business Services

6.2 Checks

- 6.2.1 Ratification of Accounts Payable and Payroll for the Period November 20, 1998 – December 23, 1998** was granted for the period November 20, 1998 – December 23, 1998.

6.3 Purchase Orders

6.3.1 Approval/Ratification of Purchase Order List #7 (FY 1998-99) was approved/ratified for Purchase Order List #7 for November 19, 1998 – December 23, 1998.

6.4 Award of Bids – None.

6.5 Budget Amendments

6.5.1 Approval of Contract and Grant Amendments was granted to approve the 1998/99 Budget Amendments for Moorpark, Oxnard and Ventura Colleges and the District Office.

6.5.2 Budget Amendment: Capital Projects Fund was approved to amend the Capital Projects Fund budget as presented.

6.6 Budget Transfers

6.6.1 Budget Transfers: Capital Projects Fund were approved.

6.7 Contracts

6.7.1 Approval of Contracts and Grants was granted to accept, approve the budget and authorize the amendment of the Restricted General Fund budgets for contracts and grants for Moorpark, Oxnard and Ventura Colleges and Districtwide Services.

6.7.2 Approval of Contracts and Grants Included in Adopted Budget was granted to approve the acceptance of contracts and grants, which were included in, and a part of the 1998/99 adopted budget.

6.7.3 Approval of Change Order #6 for the Moorpark College Math and Science Complex was granted in the amount of \$21,823 for the Moorpark College Math and Science Complex

6.7.4 Acceptance of Completion for the Performing Arts Parking Lot at Moorpark College was granted to accept the completion of the Performing Arts Parking Lot at Moorpark College.

6.7.5 Approval of Contract to HA Group for the Reconstruction of L.A. Building at Oxnard College was granted to approve a contract with HA Group for architectural services for the reconstruction of L.A. Building at Oxnard College.

6.7.6 Award of Contract to HA Group for the Job and Career Center at Oxnard College was granted to approve a contract with HA Group for architectural services for the Job and Career Center (temporary) at Oxnard College.

6.8 Other

- 6.8.1 Approval of Telecommunications Technology Infrastructure Certification of Conditions and Related Budget Amendment** was granted to submit 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, library automation, technology training and infrastructure upgrades.
- 6.8.5 Declaration of Surplus Property – Disposal** was approved to declare the 1986 Chevrolet Celebrity used in the automotive program at Oxnard College as surplus property.
- 6.8.6 Addition of Signature for Notice of Completion for all Construction Projects** was approved to add the signature of the Director of Facilities Planning & Construction (Gilbert Putnam) for future Notice of Completion's to be filed with the County for all construction projects.

Trustees/Chancellor

- 7.1 Board of Trustees Absence Due to Illness.** Velia Soto was absent due to illness.
- 7.2 Second Reading: Proposed Revision to Board Policy Manual Section A.27 E.1, Speaking to Board** was approved.
- 7.4 Action to Approve Request for Board of Trustees Travel.** No travel was requested.
- 7.5 Board of Trustees 1999 Schedule of Meetings** was approved to add March 13 as the date for the Board Retreat and to change the April Board meeting to April 13.

Action Items

Business Services

- 1. Acceptance of Gifts (6.1)** was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to accept miscellaneous photography equipment donated to Moorpark College by Mariana Moss. (Soto - absent)

Trustee Tafoya acknowledged the gift from Ms. Moss.

TRUSTEE ISSUES

- **Governing Board Construction Project Subcommittee Report.** Trustee Nagel reported on the selection process that was used for the architects.

2. Other

Selection of Architect(s) (6.8.8) was moved by Trustee Nagel, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the selection of HA Group for Oxnard College, the Districtwide Facility Master Plan and Ventura College; and Spencer/Hoskins for Moorpark College as architect(s) for the Ventura County Community College District. (Soto – absent)

Trustee Nagel commented on the benefits of the monthly Board Construction subcommittee meetings. He thanked Trustee Tafoya for his actions and dedication in getting the process for selection of architects completed. President Jacobs commended the committee, subcommittee and staff for their efforts.

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

5.1 Academic Actions

5.1.3 Approval of Resignation/Retirement – Ventura College and Oxnard College was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the following resignations/retirements under the provisions of the Golden Handshake: (Soto – absent)

- a) Hitoshi Kajihara, Instructor in Engineering/Mathematics at Ventura College, effective May 14, 1999.
- b) Dr. Ben G. Matley, Instructor in Mathematics at Ventura College, effective May 14, 1999.
- c) Gilbert Ramirez, Counselor at Oxnard College, effective August 1, 1999.

Trustee Tafoya acknowledged Hitoshi Kajihara, Dr. Ben G. Matley, and Gilbert Ramirez.

5.2 Classified Actions

5.2.2 Establishment of Mentoring Project Assistant Classification was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote. (Soto – absent)

Trustee Tafoya asked that the position description include a requirement for the Mentoring Project Assistant to interface with faculty and support staff to ensure that the students' needs are met.

5.2.3 Establishment of Mentoring Project Specialist classification was moved by Trustee Tallman, seconded by Trustee Tafoya, and carried on a unanimous vote. (Soto – absent)

5.3 Sabbatical Leave Recommendations, Per AFT Contract – 1999-2000 were moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote to approve the following Sabbatical Leave recommendations. (Soto – absent)

Rank	Faculty Member	Discipline	Campus	Length of Leave
1.	John Wagner	ESL	VC	AY 1999-2000
2.	Donna Allyn	Counselor	MC	Spr. Sem. 2000
3.	Michael Bowen	Physics/Math	OC	AY 1999-2000
4.	Paulette Freedenberg	Counselor	VC	Spr. Sem. 2000
5.	Barbara Baker	Reading/Engl.	MC	AY 1999-2000
6.	Gaylene Croker	English	OC	AY 1999-2000
7.	Sara Essa Gallaway	History	VC	AY 1999-2000
8.	Mahyad Rahnamaie	Math	MC	AY 1999-2000

Trustee Tafoya suggested that future sabbaticals include proposals with tangible results for the district and asked that the review committee look at more comprehensive proposals.

5.4 Sabbatical Leave Recommendations, 9 through 12 – 1999-2000 were moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a 3-2 vote, with Trustees Gonzales, Tafoya and Tallman voting yes, and President Jacobs and Trustee Nagel voting no. (Soto – absent)

<u>Rank</u>	<u>Faculty Member</u>	<u>Discipline</u>	<u>Campus</u>	<u>Length of Leave</u>
9	Desmond Jones	Econ/Polit. Sci	OC	AY 1999-2000
10	Judy Garey	Theater Arts	VC	AY 1999-2000
11	Brenda Shubert	Coord. Health. Sci.	MC	Spr. Sem. 2000
12	Simon Waltzer	English	VC	AY 1999-2000

Trustee Tafoya expressed his concerns regarding the additional sabbaticals and asked that the requirements be strengthened. Trustees Nagel and Jacobs expressed their concerns about the quality of the additional proposals.

6.8 Other

- 6.8.2 Adoption of 1999-2000 Nonresident Tuition Rate** was moved by Trustee Nagel, seconded by Trustee Tallman, and carried on a unanimous vote, to adopt the 1999-2000 nonresident tuition rate as required by law. There was no increase in the tuition rate. (Soto – absent)

Trustee Nagel expressed his concerns about covering the cost of education. Chancellor Westin explained the process that will be put into place to address this issue. Dr. Westin indicated that it was the consensus of Cabinet to make the recommendation not to increase the tuition rate and to direct the International Student Committee to review the data from the state and make a recommendation for next year. Trustee Tafoya indicated that students should be involved in the process.

- 6.8.3 Adoption of 1999-2000 Foreign Application Processing Fee** was moved by Trustee Nagel, seconded by Trustee Tallman, and carried on a unanimous vote, to adopt the 1999-2000 foreign student-processing fee as permitted by law. There was no increase in the processing fee. (Soto – absent)

Trustee Nagel asked about the cost of processing an application and requested information on applicants who send in applications and pay the fees vs. those that actually matriculate.

- 6.8.4 Adoption of 1999-2000 Foreign Student Capital Outlay Surcharge** was moved by Trustee Nagel, seconded by Trustee Tallman, and carried on a 4-1 vote, with President Jacobs, Trustees Gonzales, Nagel and Tallman voting yes and Trustee Tafoya voting no, to adopt the 1999-2000 foreign student capital outlay surcharge rate as permitted by law. There was no increase in the surcharge. (Soto – absent)

Trustee Tafoya asked about the need for the Capital Outlay Surcharge.

- 6.8.7 Acceptance of Five-Year Capital Construction Plan** was moved by President Jacobs, seconded by Trustee Tafoya, and carried on a unanimous vote. (Soto – absent)

President Jacobs asked to receive the Capital Construction Plan prior to the Board meeting. Trustee Tafoya suggested that the District develop a process to buildout Oxnard College and refurbish Ventura College.

Trustees/Chancellor

- 7.3 Board of Trustees Subcommittees and Ad Hoc Committees – Appointments to Serve for 1999** were moved by Trustee Tallman, seconded by Trustee Gonzales and carried on a unanimous vote. (Soto – absent)

Trustee Tafoya inquired about a possible conflict of interest regarding his assignment on the Foundation Subcommittee and pointed out that he is a member of the Oxnard College Foundation. Trustee Tafoya asked that the following issues be addressed:

- Determining how the District looks at the audits of each Foundation.
- Requiring members of the Foundations to provide an audit suitable for review by the district.
- Developing procedures for checks and balances.
- Ensuring that fiduciary relationships are being carried out.
- Allow the Foundations to use the District's computer system.

End of Board Actions

President Jacobs asked about the placement on the agenda of the reports by the student representatives. This item was referred to the Rules, Operations and Procedures Subcommittee for review and recommendation.

REPORTS

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Academic Senate representatives**
 - Octavio Sifuentes pointed out that the retirees have been unable to obtain an appointment with the STRS Board within the Golden Handshake period. Chancellor Westin indicated that following negotiations with AFT, the recommendation to extend the deadline to March 31 will be on the February Board meeting agenda.
 - Carmen Guerrero-Calderón updated the Board on the Oxnard College Accreditation Self Study. She thanked Dr. Cabral and Dr. Morgan for their efforts in this process. Ms. Calderón mentioned that the steering committee is preparing for the Accreditation Team visit in March.
 - Elton Hall announced that the Distinguished Faculty Chair for 1998-99 is Professor James Stemen. Dr. Hall said that Dr. Stemen's presentation was a one-hour program by the Los Robles Master Chorale.

CHANCELLOR'S REPORT

• **Chancellor's Report**• **Update on Budget Review/Development**

- Chancellor Westin indicated that the District Council of Human Resources and the District Council of Administrative Services are reviewing the 1999-2000 budget. He said that a preliminary update would be provided to the Board at the February 9 Board meeting and a final report would be given at the March board meeting.

• **Update on Board Policy Manual**

- Chancellor Westin indicated that Deborah Ventura and Steve Pollock will work on the revision of the Board Policy Manual and that he expects the endeavor to take until the summer of 2000. Dr. Westin pointed out that Michael Gregoryk would be the administrative point person.

• **Update on Educational and Facilities Master Plans**

- Michael Gregoryk updated the Board on the timeline for the development of the Educational and Facilities Master Plans.
- Mr. Gregoryk thanked Carmen Guerrero-Calderón and Dennis Cabral for their work on the Oxnard College Accreditation Self-Study. He also acknowledged Dr. Cabral on behalf of district for his recent role as acting president.

• **Presidents' Reports**

- Steven Arvizu commended Carmen Guerrero-Calderón, Dennis Cabral and Gary Morgan for their outstanding work on the Oxnard College Self-Study Report. Dr. Arvizu acknowledged Dr. Cabral for his exceptional service as acting president. He updated the Board on enrollment and pointed out that there has been a 10 percent increase. Dr. Arvizu reported that Dee Tabor King, Oxnard College Registrar, is in a coma on life support at UCLA Medical Center.
- James Walker distributed copies of the Moorpark College *Campus Voice*, the Moorpark College *Staff Development Newsletter*, and the Institutional Research *Update*. Dr. Walker commented on the visit to Evergreen State College.
- Larry Calderón announced that Nancy Latham, Dee Konczal, and Larry Falxa have been selected by the State Chancellor's Office as team members for one of the nine forthcoming program reviews of Disabled Students Programs and Services. Dr. Calderón noted that that Judy Gearery, Tom Kimberling, Patricia Rush, and Kathryn Schoenrock will be included in the Fifth Edition of *Who's Who Among America's Teacher's 1998*. He invited the Board to the *Future Fest* on Saturday, January 23.

- **College Presentation – Ventura College.** Dianne Moore, Dean, Foreign Language, Theater, Language Arts, Learning Resource Center, at Ventura College updated the Board on courses being offered in multi-media. Jan Archibald, Multimedia department chair, introduced his staff: Mario Ricketts, instructor, Introduction to Multimedia; Doug Sutherland, 3D Modeling and Animation Class; Bill Long, instructor in multimedia authoring; and Jill Cherney, instructor in Digital Video Production and Editing. He thanked Larry Calderón and Dianne Moore for providing the department an opportunity to develop this program. There was a brief presentation on the multi-media program.
- **Deputy Chancellor’s Report**
 - Michael Gregoryk indicated that the negotiations team met with AFT to discuss the Academic Calendar. He thanked members of both teams for their efforts in this process.
 - Michael Gregoryk updated the Board on the Governor’s budget as follows:
 - COLA is 1.8 percent, growth increase 2 1/2 percent
 - Partnership for Excellence added only 10 more million
 - No funding for full time faculty positions

FIRST READING ITEMS

- **Course Approvals: New and Revised Courses—Moorpark, Oxnard and Ventura Colleges** were approved for Second Reading.

TRUSTEE ISSUES

- **Governing Board Subcommittee Reports**
 - Trustee Nagel reported on January 5 Construction Projects Subcommittee meeting regarding various ongoing projects.
- **Other**
 - Trustee Tafoya commented on the Legislative Reception in Sacramento. He pointed out that the District was well represented. Mr. Tafoya indicated that he, along with Trustee Gonzales, Chancellor Westin, and Deputy Chancellor Gregoryk spent time with Assemblyman Tony Strickland and Senator Cathie Wright at the reception.
 - President Jacobs pointed out that the Board Retreat would be held on March 13. Dr. Jacobs gave a brief overview of the schedule. The Board provided the Chancellor suggested items for discussion at the Retreat.

ADJOURNMENT

President Jacobs adjourned the meeting at 9:55 p.m.