

# Board of Trustees

## Ventura County Community College District

<p style="text-align: center;"><b>MINUTES FOR THE MEETING OF MAY 18, 1999</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, May 18, 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

#### **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  
Eva Conrad, Executive Vice President, Student Learning, Moorpark College  
Ron Dyste, Executive Vice President, Student Learning, Ventura College  
Susan Johnson, Executive Director, Business Services and Financial Management  
Vic Belinski, Executive Director, Information Technology  
Yvonne Bodle, Interim Director, Public Affairs  
Harry Culotta, Director, College Budgets, Oxnard College  
Gil Putnam, Director, Facilities Planning and Construction  
Ray DiGuilio, Director, Contracts, Grants and Budgeting  
Cheryl Shearer, Dean, Economic Development  
Steve Tobias, Dean, Health Sciences/PE/Athletics/Criminal Justice

#### **Faculty/Staff/Student Representatives:**

Elton Hall, Moorpark College Academic Senate President  
Carmen Guerrero-Calderón, Oxnard College Academic Senate President  
George Rosales, Ventura College Academic Senate Vice President  
Cheryl Herrmann, Ventura College Classified Senate President  
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 5:04 p.m. Trustee Tafoya arrived at 5:09 p.m. and Trustee Gonzales arrived at 5:29 p.m.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 5:06 p.m. in the Cowan Conference Center – Ojai Room, to address the following items:

**Pending Litigation [Gov't. Code §54956(a)]**

- **Martin v. VCCCD et. al.**
- **Ventura County Federation of College Teachers v. VCCCD (Passno)**
- **Matsui v. VCCCD**
- **Morris v. VCCCD**
- **Mundell v. VCCCD et al.**
- **Talili v. VCCCD**
- **Dow v. VCCCD**
- **Hefferman v. VCCCD et al.**

**Threatened Litigation [Gov't. Code §54956.9(b)]**

**Public Employee Discipline/Evaluation**

RECONVENE IN OPEN SESSION

President Jacobs reconvened the meeting in Open Session at 7:03 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

Trustee Nagel led the pledge to the flag.

CLOSED SESSION REPORT

Chancellor Westin made the following statements in his Closed Session Report:

"In the case of *Joseph Martin v. VCCCD*, et. al., Ventura County Superior Court Case No. CIV186238, the plaintiff dismissed the case in its entirety."

"With respect to the Claim filed by Kenneth Morris for personal injuries, the Board unanimously voted to deny the Claim."

"In the case of *Mundell v. VCCCD*, Ventura County Superior Court Case No. SC02316, the Board unanimously voted to defend this litigation on behalf of the District."

"In the case of *Deborah Talili v. VCCCD*, EEOC Charge No. 340-99-9761, the Board unanimously voted to respond to the Charge."

PUBLIC NOTICE OF CHANGES TO THE AGENDA

*Human Resources*

**5.1 Academic Actions**

- 5.1.1 Approval of Full-time Tenure Track Academic Personnel Appointment – Ventura College.** This item was revised to add the name of Greg Winslow for the full-time tenure track Instructor position in Physical Education/Head Men’s Basketball Coach at Ventura College.

*Business Services*

**6.3 Purchase Orders**

- 6.3.1 Approval/Ratification of Purchase Order List #11 (FY 1998-99).** This item was revised to add additional purchase orders to Purchase Order List #11.

PUBLIC COMMENTS REGARDING AGENDIZED ITEMS

Carmen Guerrero-Calderón addressed the Board representing the Oxnard College Academic Senate and expressed her concerns regarding the lack of notification of the Shared Governance Presentation. Ms. Guerrero-Calderón welcomed Bill Scroggins and David Viar on behalf of the faculty.

It was moved by Trustee Tallman, seconded by Trustee Nagel, and carried on a unanimous vote, to revise the agenda to hear the **Presentation and Discussion - Collegial Decisionmaking/Governance** prior to the Consent Calendar items.

It was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to revise the agenda to hear the **Approval of Reorganization Plan for Ventura County Community College Police** after the Consent Calendar items.

PRESENTATION AND DISCUSSION

- **Collegial Decisionmaking/Governance.** Philip Westin introduced Bill Scroggins, President of the Academic Senate for Community Colleges and David Viar, Executive Director, Community College League of California.

Bill Scroggins and David Viar made a presentation on collegial decisionmaking. (See *Participating Effectively in District and College Governance -- The Law, Regulations and Guidelines.*)

The Board of Trustees thanked Mr. Scroggins and Mr. Viar for their presentation. There was a brief discussion, followed by a question and answer period. Carmen Guerrero-Calderón arranged for a video of the presentation and copies will be available in the Chancellor's Office.

The meeting was recessed at 8:50 p.m. and was reconvened at 9:01 p.m.

## 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:

### *Instructional Services*

- 3.1 Course Approvals: New Courses—Moorpark and Ventura Colleges** were approved.

### *Human Resources*

#### **5.1 Academic Actions**

- 5.1.1 Approval of Extension of Full-Time Temporary Categorically Funded Academic Positions** was granted to approve the extension of the full-time temporary categorically funded positions of Biotechnology Trainer/Program Developer; Student Personnel Worker/Special Projects (Bilingual English/Spanish); and CalWORKs Specialist at Ventura College.
- 5.1.2 Approval of Extension of the Assignment Time for the Position of Intern Dean, Business, Industry & Technology at Ventura College** was granted to approve the extension of the assignment time for the position of Intern Dean, Business, Industry & Technology at Ventura College, effective July 1, 1999, through June 30, 2000.
- 5.1.3 Approval of Full-time Tenure Track Academic Personnel Appointment – Ventura College** was granted to approve the appointment of Greg Winslow as a full-time tenure track Instructor in Physical Education/Head Men's Basketball Coach at Ventura College.
- 5.1.4 Approval of Travel Requests for Great Teachers Seminar** was granted to approve the travel requests from faculty members at Moorpark, Oxnard, and Ventura Colleges to attend the Great Teachers Seminar.

**5.1.5 Declination of Sabbatical Leave for 1999-2000** was granted to approve the declination of a sabbatical leave for the Academic Year 1999-2000 from Dr. Desmond Jones, Instructor in Political Science at Oxnard College.

**5.1.6 Approval of Reassignment of Academic Personnel - Ventura College** was granted to approve the reassignment of Elaine Tennen, a full-time academic Instructor in Nursing Science, to the position of Coordinator, Student Health Services at Ventura College.

## **5.2 Classified Actions**

**5.2.1 Approval of Classification** was granted to approve the establishment of a Computer Specialist-High Tech Center Classification, Educational Assistance Center, Ventura College.

**5.2.2 Approval of Probationary Personnel** was granted.

**5.2.3 Approval of Probationary to Permanent Personnel** was granted to approve the change of probationary personnel to permanent status.

**5.2.5 Resignation of Probationary Personnel** was accepted.

**5.2.6 Retirement of Permanent Personnel** was approved for Gail Metcalf, Library Assistant, Oxnard College.

**5.2.7 Revision of Golden Handshake Retirement Date** was approved to revise the retirement date for Raymond Di Guilio, Director, Budgeting & Administrative Support, Business Services, District Office, from August 16, 1999, to August 31, 1999.

**5.2.8 Limited Term Appointments** were approved.

**5.2.9 Provisional Appointments** were approved.

**5.2.10 Termination of Provisional Assignments** was approved.

**5.2.11 Termination of Limited Term Appointments** was approved.

**5.2.12 Temporary Change of Assignment** was approved.

**5.3 Recommendation for Granting Tenure to Full-time Faculty** was granted to Letrisha Mai, a full-time third contract faculty member.

## *Business Services*

### **6.2 Checks**

**6.2.1 Ratification of Accounts Payable and Payroll for the Period March 23, 1999 – April 26, 1999** was approved.

### **6.4 Award of Bids**

**6.4.1 Award of Bid to the Lowest Responsible Bidder for the 'Y' Building Roof at Ventura College** was approved to grant a construction contract to Coast Roof Company, Inc., the lowest responsible bidder, for the 'Y' Building Roof at Ventura College.

- 6.4.2 Award of Bid to Lowest Responsible Bidder for the 'B' Building Roof at Ventura College** was granted to approve a construction contract with Coast Roof Company, Inc., the lowest responsible bidder, for the 'B' Building Roof at Ventura College.
  - 6.4.3 Award of Bid to Los Angeles Air Conditioning for the Chillers and Boiler Replacement in the Science and Music Buildings at Moorpark College** was granted to approve a construction contract with Los Angeles Air Conditioning, who was the lowest responsible bidder, for the Chillers and Boiler Replacement in the Science and Music buildings at Moorpark College.
  - 6.4.4 Award of Bid #174, Machine Shop Equipment – Computer Numerical Control Lathes** was granted to award Bid #174, Machine Shop Equipment – Computer Numerical Control Lathes for the Ventura College Department of Machine Shop Technology.
  - 6.4.5 Rejection of Bid #172, Machine Shop Equipment – Computer Numerical Control Lathe** was granted to approve the rejection of Bid #172, Machine Shop Equipment – Computer Numerical Control Lathe for the Ventura College Department of Machine Shop technology.
  - 6.4.6 Award of Bid #175, Microscopes and Digital/Video Workstations** was granted to award Bid #175, Microscopes and Digital/Video Workstations for Moorpark College.
- 6.5 Budget Amendments**
- 6.5.2 Budget Amendment: Capital Projects Fund** was approved.
- 6.7 Contracts**
- 6.7.1 Approval of Contracts and Grants** was granted.
  - 6.7.2 Notice of Completion for Landscape and Irrigation Project at Moorpark College** was granted to approve filing of the notice of completion for the Landscape and Irrigation Project at Moorpark College.
  - 6.7.3 Approval of Completion for the HVAC Upgrade in 'Y' Building at Ventura College** was granted.
  - 6.7.5 Award of Contract to HA Group for Architectural Services for the Job and Career Center at Ventura College** was granted.
  - 6.7.6 Approval of Contracts and Grants for Fiscal Year 1999-2000** was granted.
- 6.8.1 Other**
- 6.8.1 Approval of Emergency Declaration for Extra Work Needed at Oxnard College – Job and Career Center** was granted to approve extra work that needs to be done at Oxnard College – Job and Career Center (Site Work), in the amount of \$67,750.00.
  - 6.8.2 Approval of a Mosler Safe at Moorpark College as Surplus** was granted to declare the Mosler safe as surplus property.

*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.
- 7.4 **Proposed Revision to Board Policy Manual Appendix E.X, Conflict of Interest Code** was approved.

*Action Items*

*Human Resources*

- 3. **Approval of Reorganization Plan for the Ventura County Community College Police** was moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve **Option 2 - Reorganize and Update the Current System** for the Ventura County Community College District Police Department and to direct the Chancellor to implement the reorganization. (5.4)

Chancellor Westin pointed out the advantages of Option 2 for ensuring the highest level of safety. Carmen Guerrero-Calderón indicated that the Oxnard College Academic Senate recommended Option 5. Candace Peyton, SEIU, expressed support for Option 2. Trustee Tallman commented on the cost and method of implementation. He requested that the campus police be notified when the District uses a satellite campus such as CSUCI. Trustee Tallman asked that the 11-point agreement be updated during the board policy manual revision.

Trustee Tafoya suggested that a task force review the level of security needed on the campuses.

*Resolutions*

- 1. **Resolution Honoring Classified School Employee Week** was moved by Trustee Gonzales, seconded by Trustee Nagel, and carried on a unanimous vote, to approve a Resolution Honoring Classified School Employee Week. (1.1)

Cheryl Herrmann and Candace Peyton accepted the Resolution on behalf of classified employees.

- 2. **Resolution Endorsing the Board of Governors' Resolution for Yvonne Bodle** was moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote, to add the Board of Trustees' endorsement to the California Community Colleges Board of Governors' resolution presented to Yvonne Bodle in January 1999. (1.2)

Trustee Tafoya acknowledged Dr. Bodle for her work at the State level.

At 9:40 p.m. Trustee Gonzales left the dais and at 9:46 p.m. Trustee Gonzales returned.

### *Business Services*

4. **1999-2000 Budget Assumptions** were moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a 4-1 vote, with President Jacobs, Trustees Gonzales, Nagel and Tafoya voting yes, and Trustee Tallman voting no, to approve the 1999-2000 Budget Assumptions. (6.8.6)

Michael Gregoryk reported on the Governor's budget. He suggested that the Board members contact members of the Assembly and Senate to request that they look at additional funding for community colleges.

Trustee Tafoya asked that members of the Board contact their legislators to increase the budget for community colleges.

It was moved by Trustee Tallman to include language that the District Office's budget will not increase at a higher rate than any of the colleges, and to leave the items in the District Budgets as they are. The motion died for lack of a second. President Jacobs expressed his concerns about an increase in non-resident tuition rates. The Board asked that the FTES borrowed during the summer be included as part of the Budget Assumptions and the equation.

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

### *Approval of Minutes*

- 2.1 **Action to Approve Minutes of the Regular Meeting of the Board of Trustees for April 14, 1999** was revised by a motion from Trustee Nagel, seconded by Trustee Gonzales, and carried on a unanimous vote, to include the following statements:

"Trustee Tallman expressed his concerns about the Travel and Meeting Policies and asked for a travel expenses report. Trustee Nagel indicated that the report of travel expenses should include all employees."

There was a brief discussion regarding Trustee Tallman's request for a Travel Report. Chancellor Westin explained the problems with the current reporting system on DSK. He indicated that a comprehensive travel report would be time-consuming and asked for direction from the Board. It was the consensus of the Board to delay requesting a Travel Report until the Banner 2000 system is operational.

## 5.2 **Classified Actions**

- 5.2.4 **Resignations of Permanent Personnel** were moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote.



Trustee Tallman pointed out that the fiscal impact was not included in this item. The Board acknowledged Cheryl Herrmann for her service to the District. Ms. Herrmann thanked the Board for their support.

### 6.3 Purchase Orders

**6.3.1 Approval/Ratification of Purchase Order List #11 (FY 1998-99)** was moved by Trustee Tallman, seconded by Trustee Nagel, and carried on a unanimous vote, to ratify Purchase Order List #11 for March 23, 1999 – April 26, 1999.

### 6.5 Budget Amendments

**6.5.1 Approval of Budget Amendments** was moved by Trustee Tallman, seconded by Trustee Gonzales and carried on a unanimous vote.

### 6.6 Budget Transfers

**6.6.1 Quarterly Budget Transfer Summary** was moved by President Jacobs, seconded by Trustee Gonzales, and carried on a unanimous vote, to ratify the quarterly budget transfer summary, for the period ending March 31, 1999, for the General Fund-Unrestricted, General Fund-Restricted, General Fund-Designated, Child Development Fund, Health Services Fund, Parking Services, Capital Projects Fund and Self-Insurance Fund.

### 6.7 Contracts

**6.7.4 Award of Contract to HA Group for Architectural Services for the Community/Student Services Center at Oxnard College** was moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote.

Trustee Tallman asked about the use of student center fees. It was explained that the students at Oxnard College voted to assess fees to build a student union.

**6.7.7 Contract Approval: Lease of Oxnard College Soccer Fields** was moved by Trustee Tallman, seconded by Trustee Nagel, and carried on a unanimous vote, to approve an agreement with Interamerica F.C. Inc. - Strategic Sports Group L.L.C., for a renewable three-year lease of the soccer fields at Oxnard College in exchange for the donation of certain capital improvements and sports supplies.

Carmen Guerrero-Calderón indicated that the Oxnard College Academic Senate is in favor of this agreement.

### 6.8 Other

**6.8.3 Quarterly Financial Status Reports, General Fund – Combined** was moved by Trustee Tallman, seconded by Trustee Tafoya, and carried on a unanimous vote.

Trustee Tallman asked about ADA projections and declining supply budgets for

the colleges. There was a brief discussion about unfunded liabilities.

- 6.8.4 Resolution: Issuance of 1999-00 Tax and Revenue Anticipation Notes (TRAN) and Participation in the Community College League of California Pooled TRAN Program** was moved by Trustee Tafoya, seconded by Trustee Nagel, and carried on a unanimous vote, to issue 1999-00 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 \$12,000,000 and to designate bond counsel and financial advisory services required in connection with this program.

Trustee Tafoya congratulated staff for using the Community College League of California process and pointed out that there are other services offered by CCLC.

- 6.8.5 Second Reading: Proposed Revisions to Board Policy Manual Appendix D.IV: Travel and Meeting Expense Policies, and Section A, Governing Board** was moved by Trustee Gonzales, seconded by Trustee Tafoya, and carried on a 4-1 vote, with President Jacobs, Trustees Gonzales, Nagel and Tafoya voting yes, and Trustee Tallman voting no.

Trustee Tafoya thanked the Chancellor for making the changes he requested in the Travel and Meeting Expense Policy.

### *Trustees/Chancellor*

- 7.3 Proposed Revision to Board Policy Manual Section A.g, Student Representative to the Governing Board** was amended as follows by a motion from Trustee Tafoya, seconded by Trustee Nagel, and carried on a 4-1 vote, with Trustees Gonzales, Nagel, Tafoya and Tallman voting yes, and President Jacobs voting no.

#### SECTION A

- g. Student Representative to the Governing Board
1. Student Trustee Candidate Requirements
    - b. *"shall have completed eighteen (18) units as a student in this district prior to taking office as student trustee."*

It was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the Proposed Revision to Board Policy Manual Section A.g, Student Representative to the Governing Board.

There was a brief discussion regarding the revisions to the Board Policy. Trustee Tallman asked that the Student Trustee Committee be commended for their efforts and that they be notified of the changes to the policy.

- 7.5 Revised Board of Trustees 1999 Schedule of Meetings** was moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote, to delete the June 15 Board meeting. The Board agreed to delete the July 13 Board meeting, subject to the

Chancellor's need to have a meeting on that date, and subject to determination by General Counsel whether there must be a meeting in July.

There was a brief discussion regarding changing the dates of Board meetings.

*End of Board Actions*

## REPORTS

### STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Academic Senate Representatives.** Elton Hall announced that Char Arnold is the new Academic Senate President at Moorpark College.

President Jacobs acknowledged Elton Hall for his efforts as Academic Senate President and welcomed Char Arnold.

Carmen Guerrero-Calderón commented on the Oxnard College graduation. She pointed out that Moorpark College Professor Mary Lupe Ellis' son is a National Academic Decathlon champion.

- **Classified Senate representatives**

Cheryl Herrmann reported on the upcoming events for classified employees. She announced that Lynette Young is the new Classified Senate President at Ventura College.

### CHANCELLOR'S REPORT

- **Academic Senate Resolution No. 7.04 S99**

Chancellor Westin indicated that he received a memorandum from the presidents of the academic senates regarding Academic Senate Resolution No. 7.04 S99. He said that the resolution is in opposition to the "Joint Statement on Community College Governance" which was prepared by the Board of Governors and the California Community Colleges Trustees. David Viar, Executive Director, Community College League of California, noted that the action of the academic senates was based on misinformation and that the CCLC is addressing their concerns.

- **Planning Process Update**

Chancellor Westin updated the Board on the planning process and indicated that the process would continue throughout the summer.

- **Presidents' Reports**

- Steven Arvizu commented on the Oxnard College graduation. He announced that 16 individuals completed the Dental Hygiene Program and took their board exams with a 100% pass rate.
- Larry Calderón reported on the Ventura College graduation. He indicated that at the graduation breakfast, the retirees were honored and the Distinguished Service Awards

were distributed. Dr. Calderón updated the Board on the planning process at Ventura College. He commented on the Job Fair, the Foundation Retreat, and the Scholarship Awards Banquet. He invited the Board to the Open House on May 20 at 4 p.m. at the Ventura College Workforce in Performance Center for Excellence, sponsored by the Institute for Community & Professional Development.

- James Walker thanked David Viar for his leadership. Dr. Walker acknowledged Elton Hall for the fantastic job he has done representing Moorpark College and welcomed Char Arnold as the new Academic Senate President. He distributed the *Moorpark Review* developed by Professors Hart Schultz, Tracy Tennehouse and Nancy Haberman, and the *Campus Voice* published by the Public Relations Office at Moorpark College. Dr. Walker commented on "Cyber Summer '99" a communications seminar for high school juniors and seniors, and the "Summer Arts Festival," a weekend performance series.

- **Deputy Chancellor's Report**

Michael Gregoryk reported on monthly meetings with roundtable discussions that will be held with district office staff. Mr. Gregoryk pointed out that similar meetings are being held at the colleges with classified employees.

#### TRUSTEE ISSUES

- **Governing Board Subcommittee Reports**

Trustee Nagel reported on the Construction Projects Subcommittee meeting.

President Jacobs pointed out that a draft of the chancellor's goals was sent to board members. Dr. Jacobs indicated that the chancellor's goals will be released at the next Board meeting.

Trustee Tafoya invited the Board to participate in the Celebrity Waiter Fundraiser for the Oxnard College Foundation.

#### PUBLIC COMMENT REGARDING NON-AGENDIZED ITEM

Phil Passno addressed the Board of Trustees regarding his evaluation.

#### ADJOURNMENT

The meeting was adjourned at 11:45 p.m. by a motion from Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote.