

Board of Trustees Ventura County Community College District

MINUTES FOR THE ANNUAL ORGANIZATIONAL MEETING DECEMBER 7, 1999

The Annual Organizational Meeting of the Board of Trustees of the Ventura County Community College District was held on Tuesday, December 7, 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
Becky Lawson, Student Trustee

Management Present:

Philip Westin, Chancellor
Michael Gregoryk, Deputy Chancellor
Marion Boenheim, Vice Chancellor, Human Resources
James Walker, President, Moorpark College
Steven Arvizu, President, Oxnard College
Larry Calderón, President, Ventura College
Jack Lipton, General Counsel
Anthony Tricoli, Associate Vice Chancellor, Student Learning
Vic Belinski, Associate Vice Chancellor, Information Technology
Sue Johnson, Assistant Vice Chancellor, Business Services
Cheryl Shearer, Dean, Economic Development
Harry Culotta, Director, College Budgets, Oxnard College
Yvonne Bodle, Interim Director of Public Affairs
Michael Johnson, Police Chief

Faculty/Staff/Student Representatives:

Charlene Arnold, Moorpark College Academic Senate President
Carmen Guerrero-Calderón, Oxnard College Academic Senate President
Octavio Sifuentes, Ventura College Academic Senate President
Elton Hall, Chair, Futures Forum
Ron Jackson, Dean of Student Services

Larry Miller, AFT President
Floyd Martin, CMA President
Rosen Mendez, President, Oxnard College Associated Students

CALL TO ORDER

President Jacobs called the meeting to order in the Cowan Conference Center – Ventura Room at 5:02 p.m.

PUBLIC COMMENTS REGARDING CLOSED SESSION AGENDA ITEMS

There were no requests to speak.

RECESS TO CLOSED SESSION

The Board of Trustees recessed to Closed Session at 5:04 p.m. in the Cowan Conference Center – Ojai Room, to address the following items:

Chancellor's Report on Public Employee Evaluation:

- **President, Moorpark College**
- **President, Oxnard College**
- **President, Ventura College**

Possible Initiation of Litigation [Gov't Code §54956.9(c)]

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

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

- **E. W. Scripps Co. vs. VCCCD**
- **Times Mirror Co. vs. VCCCD**
- **Asaoka vs. VCCCD**

Chancellor's Report on Public Employee Discipline/Evaluation

RECONVENE IN OPEN SESSION

President Jacobs reconvened the meeting in Open Session at 7:25 p.m. in the Cowan Conference Center, Ventura Room.

PLEDGE TO THE FLAG

President Jacobs led the pledge to the flag.

CLOSED SESSION REPORT

Chancellor Westin read the following Closed Session report:

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

- **Asaoka vs. VCCCD**

Regarding the Verified Claim filed by Cord Asaoka, the Board unanimously voted to reject the Claim on the grounds that it was not filed on time.

ACKNOWLEDGEMENT OF GUESTS & SPECIAL RECOGNITIONS

Trustee Tafoya introduced Florence LaManno, president of Oxnard College Foundation, and Richard Regnier, past president of the Foundation. Ms. LaManno and Mr. Regnier thanked members of the Board and Dr. Arvizu for their continued support for the construction of a student center at Oxnard College.

Jack Lipton introduced Shannon Smith, Esq., and Matthew Davis, Esq., from Burke, Williams, and Sorensen, LLP.

PUBLIC NOTICE OF CHANGES TO THE AGENDA

Human Resources

5.2 Classified Actions

- b. **Establishment of a 6-month Limited Term position of Budget Analyst, Ventura College.** This position was revised to denote an Account Technician, rather than Budget Analyst, at the currently established salary range.

Business Services

6.3 Purchase Orders

- 6.3.1 Approval/Ratification of Purchase Order List #5 (FY 1999-2000).** This item was revised to add additional purchase orders to Purchase Order List #5 for October 18, 1999 – November 18, 1999.

Trustees/Chancellor

7.5 Board of Trustees 2000 Schedule of Meetings

This item was revised to include the time for Closed Session, which begins at 5 p.m.

Board Actions

Trustees/Chancellor

- 7.1 Election of President of the Board of Trustees** was moved by Trustee Gonzales, seconded by Trustee Nagel, and carried on a unanimous vote, with President Jacobs abstaining, to re-elect Allan W. Jacobs as President of the Board of Trustees. (Lawson - yes)

There was a brief discussion regarding electing Trustee Gonzales as President of the Board of Trustees. Trustee Gonzales indicated that because of his current position on the Santa Paula Police Department, he would not be able to devote adequate time to the position of Board President.

It was moved by Trustee Tallman and seconded by President Jacobs to nominate Trustee Tafoya as Board President. Trustee Tafoya declined the nomination. He indicated that he was honored by the nomination but, at this time, he could not commit to the level of activity required as Board President.

- **Presentation of Plaque in Recognition of Outstanding Service and Commitment to the Ventura County Community College District to the outgoing President of the Board of Trustees.** Vice-President Gonzales presented the plaque to Dr. Jacobs.
- **Presentation of President's "Diamond Award" by outgoing President of the Board of Trustees.** President Jacobs presented *The Diamond Award* to the following individuals:
 - **Becky Lawson, Student Trustee**
 - **Elton Hall, Instructor, Philosophy at Moorpark College**
 - **Cheryl Shearer, Dean of Economic Development**
 - **Kitty Merrill, TV/Radio Production Specialist, Oxnard College**
 - **Shirley Baskin, Administrative Assistant IV, District Office**

Shirley Baskin introduced her husband Paul, and Kitty Merrill introduced her daughter Caitlin.

President Jacobs gave a brief history of the *Diamond Award*. He indicated that when Dr. Nagel was Board President, he initiated the program recognizing outstanding individuals within the district. Dr. Jacobs said that the recipients this year were selected from the Futures Forum team.

- 7.2 **Election of Vice-President of the Board of Trustees** was moved by Trustee Nagel, seconded by Student Trustee Lawson, and carried on a unanimous vote, with Trustee Tafoya abstaining, to elect Pete E. Tafoya as Vice-President of the Board of Trustees. (Lawson - yes)
- 7.3 **Appointment of Secretary to the Board of Trustees** was moved by Trustee Gonzales, seconded by Trustee Nagel, and carried on a unanimous vote to appoint Dr. Philip Westin as Secretary to the Board of Trustees. (Lawson - yes)
- 7.4 **Certification of School Board Representative to Vote in Election for Members of the County Committee on School District Organization** was moved by Trustee Tallman, seconded by Trustee Nagel, and carried on a unanimous vote, with Trustee Gonzales abstaining, to elect Trustee Gonzales as the representative who shall have one vote for each member to be elected to the Ventura County Committee on School District Organization at its annual meeting. (Lawson - yes)
- 7.5 **Board of Trustees 2000 Schedule of Meetings** was moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a 4-1 vote, with Trustee Nagel voting no, to approve the 2000 Schedule of Meetings for the Board of Trustees. (Lawson - yes)

Dr. Nagel indicated that he would be out of the country on April 4. There was a brief discussion about alternate dates.

7.6 **Review of Board of Trustees Subcommittees and Ad Hoc Committees -- Appointments to Serve for 2000**

Dr. Westin pointed out that the Budget/Allocation Model, Economic Development and Welfare Reform, and Innovation subcommittees have not been active.

It was moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote to eliminate the following ad hoc committees: (Lawson - yes)

1. Budget/Allocation Model
2. Economic Development and Welfare Reform
3. Innovation

It was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to develop an ad hoc Technology Development Committee. (Lawson - yes)

President Jacobs asked the Board members to identify their subcommittee choices for approval at the next Board meeting.

At 8:00 p.m. the meeting was recessed to hold a brief reception in recognition of the newly elected officers, to honor the past Board officers and the *Diamond Award* recipients.

At 8:13 p.m. the meeting reconvened.

Consent Calendar Items

It was moved by Trustee Gonzales, seconded by Student Trustee Lawson, and carried on a unanimous vote, to approve the following Consent Calendar Items: (Lawson - yes)

Approval of Minutes

- 2.1 Action to Approve Minutes of the Regular Meeting of the Board of Trustees for November 9, 1999** was approved.

Student Learning

- 3.1 Course Approvals: New Courses—Oxnard College** were approved.

Human Resources

- 5.1 Approval of VCCCD-AFT Side Letter Agreement** was granted to approve a side letter agreement between the Ventura County Community College District and the Ventura County Federation of College Teachers, AFT Local 1828, AFL-CIO.
- 5.2 Classified Actions** were approved as follows:
- a. The establishment of a Clerical Assistant I, 47.5% position, Moorpark College.
 - b. The establishment of a 6-month Limited Term position of Account Technician, Ventura College.
 - c. The establishment of a Seasonal Business Office Assistant I, Oxnard College.

Business Services

- 6.2 Checks**

- 6.2.1 Ratification of Accounts Payable and Payroll for the Period of October 18, 1999 – November 17, 1999** was approved.

6.5 Budget Amendments

6.5.1 Approval of Contract and Grant Amendments was granted to accept amendments to existing contracts contained in the 1999-2000 FY adopted budget.

6.7 Contracts

6.7.1 Approval of 1999-2000 Contracts General Fund-Restricted was granted.

6.7.2 Approval of 1999-2000 Grants General Fund-Restricted was granted.

Trustees/Chancellor

7.7 Action to Approve Board of Trustees Absence Due to Illness. No absences were reported.

7.11 Appointments to Student Trustee Committee were approved, to evaluate the policy and procedures related to the student trustee.

Action Items

1. Acceptance of the Audited Financial Statements for the Fiscal Year ending June 30, 1999 (6.8.1) was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote. (Lawson - yes)

Trustee Tafoya reported on the Audit Report. He pointed out the recommendation to conduct an advertisement and bid process for next year's audit. Mr. Tafoya commented on the Management Letter findings regarding a written agreement with the County of Ventura on the COP.

Trustee Tafoya reported on the 1992-94 Account Receivable for the Moorpark College Foundation. It was decided to place this issue on the agenda.

Deputy Chancellor Gregoryk acknowledged Sue Johnson and her staff for their efforts on the audit.

Trustee Tafoya suggested that the Technology Subcommittee review issues addressed by Banner conversion of historical data.

2. **Approval of Districtwide Planning Process—Review of Planning Model, Key Performance Indicators, and Values (7.8)** was moved by Student Trustee Lawson, seconded by Trustee Gonzales, and carried on a unanimous vote. (Lawson - yes)

Chancellor Westin pointed out that the comments given by the Board at the last meeting regarding this item were taken to the Planning Group and have been incorporated. Elton Hall updated the Board on the changes made to the Key Performance Indicators and Values. Mr. Hall thanked members of the Board for their support in this process. Burt Peachy addressed the Board and acknowledged the Futures Forum participants.

Trustee Nagel commended members of the Futures Forum team. Trustee Tafoya asked that during the revisions of the Board Policy Manual, staff ensure that all guidance documents, procedures, etc. are connected to planning. Elton Hall pointed out that this issue is being addressed and that during the spring integration process, any proposed Board Policy Manual changes will be taken to the Board for approval.

Student Trustee Lawson acknowledged those involved in the Futures Forum.

*Action on Items Listed on the
Consent Calendar but Pulled to be Considered Individually*

Student Learning

- 4.1 **Fall 1999 Candidates for Associate Degree at Moorpark, Oxnard, and Ventura Colleges** were moved by Trustee Tafoya, seconded by Trustee Nagel, and carried on a unanimous vote. (Lawson - yes)

Trustee Tafoya acknowledged the 1999 Candidates for Associate Degree at Moorpark, Oxnard, and Ventura Colleges.

- 4.2 **Fall 1999 Candidates for Certificates of Achievement at Moorpark, Oxnard, and Ventura Colleges** were moved by Trustee Tafoya, seconded by Student Trustee Lawson, and carried on a unanimous vote. (Lawson - yes)

Trustee Tafoya acknowledged the Fall 1999 Candidates for Certificates of Achievement at Moorpark, Oxnard, and Ventura Colleges.

Business Services

6.3 Purchase Orders

6.3.1 Approval/Ratification of Purchase Order List #5 (FY 1999-2000) was moved by Trustee Tafoya, seconded by Trustee Nagel, and carried on a unanimous vote, for October 18, 1999 to November 18, 1999. (Lawson - yes)

Trustee Tallman commented on the purchase order for BHC Associates, Incorporated and asked for additional information on the International Students Program.

6.5 Budget Amendments

6.5.2 Approval of Telecommunications Technology Infrastructure

Certification of Conditions and Related Budget Amendment was moved by Trustee Tafoya, seconded by Trustee Gonzales, and carried on a unanimous vote, to approve the submission of 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. (Lawson - yes)

Trustee Tafoya reported on discussions at the state level regarding the Telecommunications Technology Infrastructure Program. He expressed the importance of integrating TTIP and Banner.

6.8 Other

6.8.2 Quarterly Financial Status Reports, General Fund - Combined were moved by Trustee Tallman, seconded by Trustee Gonzales, and carried on a unanimous vote. (Lawson - yes)

Deputy Chancellor Gregoryk responded to Trustee Tallman's questions about the General Fund cash balance.

Trustees/Chancellor

7.9 Approval of Proposed Board of Trustees Policy Manual Organization was granted to approve the concept for the Board of Trustees Policy Manual organization.

Trustee Nagel asked about the proposed table of contents and how it fits in with planning and suggested that the Board members meet with the Futures Forum group to discuss issues that concern the Board regarding the Board Policy Manual.

There was a brief discussion regarding the Board Policy Manual. Trustee Tafoya suggested that a preamble be included in order to address issues such as use of the manual, contents, and links with procedures.

End of Board Actions

DISCUSSION

- **Process to be used to fill Future Vacancies on the Personnel Commission**

President Jacobs reported on the November 30 meeting with the Personnel Commissioners. There was a discussion regarding the process to fill vacancies. It was decided to place on the Board meeting agenda a Board Policy regarding the process to be used to fill future vacancies on the Personnel Commission.

Reports

STUDENT AND STAFF ORGANIZATIONS REPORTS

- **Student Government representatives**

- Rosen Mendez reported on activities on campus at Oxnard College. She indicated that the Oxnard College Associated Students will host a "Toys for Tots" giveaway in December.
- Student Trustee Lawson presented to Deputy Chancellor Gregoryk and Ventura College President Larry Calderón T-shirts from the Ventura College Associated Students Government.

- **Academic Senate representatives**

- Octavio Sifuentes expressed his support for adjunct faculty. He reported that Lydia Cosentino was elected as Academic Senate President at Ventura College.

President Jacobs acknowledged Mr. Sifuentes for all his efforts as Academic Senate

President at Ventura College.

- Charlene Arnold read a Resolution passed by the Moorpark College Academic Senate commending Octavio Sifuentes for his contributions to the Ventura College Academic Senate and to the Ventura County Community College District.
- Carmen Guerrero-Calderón thanked Dr. Westin, Octavio Sifuentes, Char Arnold, and Elton Hall for their assistance throughout the year.
- **College Management Association Representative**
Floyd Martin congratulated members of the Board for approving the Futures Forum Planning Model and acknowledged the winners of the *Diamond Award*. Mr. Martin indicated that the Management Association would be working with Dr. Westin on the Managers' Policy Manual.

CHANCELLOR'S REPORT

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

- **Presidents' Reports**

- Chancellor Westin reported on a meeting with Handel Evans, President of California State University, Channel Islands. He distributed to the Board three letters he received from Mr. Evans proposing a student transfer guarantee agreement for police and fire professionals, an agreement for guaranteed admission, and collaboration on remediation in math and English. Dr. Westin indicated that he would respond to President Evans indicating that the Community Colleges of Ventura County are interested and excited in pursuing these issues.

At 9:34 Trustee Tallman returned.

At 9:47 p.m. Trustee Tafoya left the dais.

There was a brief discussion regarding the letters from Mr. Evans.

At 9:50 Trustee Tafoya returned.

Larry Calderón presented to members of the Board a fully transcribed calendar from the Ventura College Educational Assistance Center and the Braille Institute. Dr. Calderón commented on a meeting with Dr. Joseph Spirito, Superintendent of the Ventura Unified School District and Judy Warner, Principal, regarding a magnet high school that would articulate with the community colleges.

Dr. Calderón expressed his concerns about an article in the November 27 *Ventura County Star*. He reported on the Ventura College 75th Anniversary Celebration. Dr. Calderón congratulated Trustee Gonzales on his recent marriage.

James Walker reported on the athletic program at Moorpark College.

Steven Arvizu updated the Board on the Oxnard College Growth Plan.

- **College Presentation – Oxnard College**
 - **Educational Assistance Center.** Ron Jackson, Dean of Student Services, introduced staff members who are involved in the Oxnard College WorkAbility Project III Program with the Department of Rehabilitation. Ellen Young, Coordinator, addressed the Board and made a presentation on the Educational Assistance Center at Oxnard College. She indicated that WorkAbility III is a job placement and career guidance service available to Oxnard College students participating in the Students with Disabilities Service Department; and who are eligible consumers with the Department of Rehabilitation. Ms. Young introduced Leo Orange and Priscilla McMurtry, members of the WorkAbility team and Rodney Chandler a student in the program. Leo Orange gave a PowerPoint presentation explaining the project. Rodney Chandler gave a brief overview of his experiences in the program.
- **Deputy Chancellor’s Report**
 - Deputy Chancellor Gregoryk acknowledged members of the Financial Aid Team.
 - **Financial Aid - Quality Circles**

Anthony Tricoli gave a brief presentation on Quality Circles. Dr. Tricoli acknowledged Pat Gage, Floyd Thionnet, Brenda Jerez, and Shirley Baskin for their efforts in this process. Floyd Thionnet reported on an issue that was addressed with the Quality Circle process regarding the allocation of money to campuses. Brenda Jerez and Pat Gage commented on Financial Aid problems that need to be addressed. There was a recommendation made that a qualified full-time financial aid coordinator was needed at the District Office.

First Reading Items

- **Proposed Board of Trustees Policy Manual Sections A and B** were accepted for Second Reading.

Chancellor Westin asked the Board members to review the proposed policy and contact his office with any suggestions.

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

Trustee Issues

- **Governing Board Subcommittee Reports**
 - Trustee Nagel reported on the Construction Projects Subcommittee meeting. He indicated that the meeting was a joint meeting with the following members of the Board of Education and Superintendent of Schools:
 - Marty Bates, Board of Education
 - Ron Matthews, Board of Education
 - Charles Weis, Superintendent
 - Stan Mantooth, Associate Superintendent
 - Janet Lindgren, Chair, Ventura County Board of Education (observer)

Trustee Nagel commented on the discussion regarding common concerns and goals, and possible collaboration on the development of the Camarillo site.

- **Events**

President Jacobs asked the college presidents to place on the agenda any college events that should be attended by Board members.

 - **Nursing Pinning Ceremony - Ventura College**

Trustee Gonzales and Student Trustee Lawson indicated that they would be attending the Nursing Pinning Ceremony at Ventura College.
 - **Other District Issues**
 - President Jacobs and Student Trustee Lawson indicated that they would be attending the Community College League of California Legislative Conference.

RECESS TO CLOSED SESSION

At 10:50 p.m. the meeting was recessed to Closed Session.

ADJOURNMENT

At 11:45 p.m. the meeting was adjourned.