



**Tuesday, August 10, 2021
Board of Trustees Meeting**

Order of the Agenda

Ventura County Community College District

Closed Session: 5:00 p.m.

Open Session: 6:30 p.m.

Link to join Webinar

<https://cccconfer.zoom.us/j/94768885878>

1. Regular Meeting of the Board 5:00 p.m.

Subject 1.01 Call to Order.

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 1. Regular Meeting of the Board 5:00 p.m.
Access Public
Type Procedural

Subject 1.02 Pledge to the Flag.

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 1. Regular Meeting of the Board 5:00 p.m.
Access Public
Type Procedural

Subject 1.03 2020 VCCCD Board of Trustees Ground Rules.

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 1. Regular Meeting of the Board 5:00 p.m.
Access Public
Type Information, Discussion

Background

On August 4, 2020, the Board of Trustees reviewed and agreed to the following Board Ground Rules:

Ground rules are flexible and advance mutual interest in promoting effectiveness, civility, and willingness to cooperate and collaborate in working together to serve the needs of students in the best interests of VCCCD.

1. The manner in which the Board operates matters. How it engages with the Chancellor, college community, and public impacts its effectiveness, the effectiveness of others in the college community, the District's work and educational environments, and accreditation.
2. Trustees and the Chancellor act in good faith on behalf of the District.
3. There is quality, honest, focused, respectful, and patient debate on any matter of concern to a Trustee or the Chancellor that is within the purview of the Board.
4. Decisions are based on sufficient, relevant data, and other reliable sources of information that have been made available to all members. Trustees may make requests for information to the Chancellor, and that information will be provided if it is readily available. Any such information provided will be provided to the full Board. All

other Trustees requests for data or information shall be made at Board meetings, and directed to the Board Chair. The Board Chair will then informally poll the Board to see if a majority supports the request. If so, the request will be made to the Chancellor. The request will include a date by which the information will be provided, with the date established collaboratively with the Chancellor. If a date for production cannot be established at the meeting, the Board Chair will work with the Chancellor to establish a timeline after the Chancellor has had an opportunity to confer with staff.

5. Trustees avoid backtracking; once the Board has heard and considered the views of its members and acted, all members will respect the action of the quorum, unless and until the Board takes up the matter again. The Board respects the requests of members to revisit issues when based on new information.
6. Trustees hold each other accountable for following these ground rules. No single Trustee can sidetrack the Board without the Board's acquiescence.
7. Continued Board development occurs through the purposeful application of these agreed-upon ground rules during productive work sessions.
8. The Board and Chancellor lead by example by engaging in transparent professional development activities.

Further Information

Greg Gillespie

Subject **1.04 Public Comments - Closed Session Agenda Items.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 1. Regular Meeting of the Board 5:00 p.m.

Access Public

Type Procedural

The Board Meeting is now being held in-person but will continue to be available via zoom. Due to COVID restrictions, space is limited to the public and those wishing to make in-person public comments. If you wish to attend in-person to give your public comments, please contact the Clerk of the Board at boardoftrusteesclerk@vcccd.edu. We will continue to receive public comments (no more than 250 words) using an electronic [Public Comment Card](#) by 5:00 p.m. on Monday, August 9, 2021. Persons may speak on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

A copy of all submitted public comments will be provided to each Trustee for their review prior to the Board Meeting. An electronic copy of all submitted public comments will be added to this agenda item prior to the start of the meeting.

Per [Board Policy 2350 Speakers](#), those wishing to speak to the Board are subject to the following:

- The Chair of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board, or if remarks consist of personal attacks on others.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- Individuals wishing to address the Board shall complete a public speaker card that includes the individual's name, name of organization or group represented, if any, and a statement noting the agenda item or topic to be addressed. The individual can submit the completed public speaker card to the Board Clerk prior to the start of Closed Session, Open Session, or prior to the agenda item he/she has requested to address. A speaker can elect to speak during Public Comments or speak at the time the agenda item is addressed by the Board. Public speakers are required to address unagenda items during Public Comments.
- No member of the public may speak without being recognized by the Chair of the Board.
- Each speaker will be allowed a maximum of three (3) minutes per topic; thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one (1) presentation per specific agenda item before the Board, and to one (1) presentation per meeting on non-agenda matters.

Pursuant to the federal Americans with Disabilities Act, if you need any special accommodation or assistance to attend or participate in the meeting, please direct your request, as far in advance of the meeting as possible, to:

2. Closed Session

Subject **2.01 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code, § 54957); 1 case.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 2. Closed Session

Access Public

Type Closed Session, Action

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code, § 54957); 1 case.

Additional Information

Greg Gillespie

Subject **2.02 CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation - 1 Case (Gov. Code, § 54956.9, subd. (b)).**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 2. Closed Session

Access Public

Type Closed Session, Action

CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation - 1 Case (Gov. Code, § 54956.9, subd. (b)).

Further Information

David El Fattal

Subject **2.03 PUBLIC EMPLOYEE PERFORMANCE ANNUAL EVALUATION - Chancellor (Gov. Code § 54957).**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 2. Closed Session

Access Public

Type Closed Session

Further Information

Greg Gillespie

3. Reconvene in Open Session 6:30 p.m.

Subject **3.01 Report of Action in Closed Session.**

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 3. Reconvene in Open Session 6:30 p.m.
Access Public
Type Action, Report

Further Information
Greg Gillespie

Subject 3.02 Chancellor's Recommendation of the Agenda.

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 3. Reconvene in Open Session 6:30 p.m.
Access Public
Type Procedural

The Chancellor's Consultation Council is the representative body designed to support the governance processes at each College, assist in District governance through the review and analysis of the Board of Trustees agenda prior to action by the Trustees, and advise the Chancellor. Critical to the integrity of the College and District governance structure is that each member of the District community understands the roles, responsibilities, and accountability of each constituent group in the governance process. Members of the District have the authority and responsibility to make recommendations in matters appropriate in scope. The scope for each constituent group is derived from several sources: the Government Code of California, California Code of Regulations, VCCCD Board Policy, District practices and procedures, and job descriptions.

The purpose of the Board Meeting is to provide the venue for the Trustees to meet together as a unit to conduct a business meeting. The business meeting contains items where Board action is required for approval of new/revised Board Policies, budget adoption, financial actions, and other reports and documents that require Board approval. Board review and approval is the final step of the participatory governance process where applicable governance committees and the college and/or district level have discussed, reviewed, and provided recommendations for action. The review and approval of these items by the Board supports the timely and effective operations of the Ventura County Community College District and the services that we provide to our students and communities. The Board Meeting also contains study sessions, information items, and reports to provide background information for the Trustees as they work together as a Board in meeting their responsibilities.

The following excerpt from the Community College League of California Trustee Handbook defines the key responsibilities of the Board:

The Board as a Unit

Trustees have authority only when they are meeting as a board. The board as a whole is the legal governing unit. Trustees contribute their collective talents, skills, and perspectives to their boards, but have no individual power. Individual trustees have no authority to direct any college staff, make no statements representing the board (unless they are reports of adopted board positions and policy), and support board decisions once they are made.

Governs through Policy

The most important board responsibility is to make good policy, which then provides guidance for college staff. Policy is defined as broad statements that set the general direction and standards for acceptable practice.

This emphasis on policy reflects the nature of trusteeship. Board members are community representatives who hire a CEO to lead the institution. The CEO hires staff members who have the expertise to implement board policy and fulfill the purposes of the institution. The system works best when trustees focus their efforts on representing community interests through the policies they adopt. The policies are most effective when they delegate the day-to-day operations to the CEO and college staff; the board can then concentrate on future needs and institutional effectiveness.

A primary policy focus for boards is the district's vision and mission. It requires that boards are strategic in their thinking and focused on the future learning needs of their communities. Trustees must be aware of broad and diverse

community values and needs. They must provide leadership for the mission of the college to provide access, promote equity, and ensure that students are successful. They ensure that strategic and educational plans support what is needed for students and the community.

Boards adopt policies that guide the operations of the district. They periodically review their policy manual to ensure that it is both current and relevant.

The items presented to the Board of Trustees have been reviewed within the District's Consultation Council and are hereby presented to the Trustees, without constituent objection.

Administrative Decision-Making Bodies

Chancellor's Cabinet

Members: Chancellor; Vice Chancellor, Business and Administrative Services; Vice Chancellor, Institutional Effectiveness; Vice Chancellor, Human Resources; Administrative Officer to the Chancellor and Board of Trustees; From Each College: President. Non-Voting Member: Executive Assistant to Chancellor

Chancellor's Presidents Council

Members: Chancellor; College Presidents.

Chancellor's Administrative Council

Members: Chancellor; Vice Chancellor, Business and Administrative Services; Vice Chancellor, Institutional Effectiveness; Vice Chancellor, Human Resources; Associate Vice Chancellor, Information Technology; Administrative Officer to the Chancellor and Board of Trustees; From Each College: From Each College: Presidents; Chief Instructional Officers; Chief Student Services Officers; Chief Business Officers

District Advisory and Planning Body

District Consultation Council

Chancellor; Vice Chancellor, Business and Administrative Services; Vice Chancellor, Institutional Effectiveness; Vice Chancellor, Human Resources; Administrative Officer to the Chancellor and Board of Trustees; College Chief Instructional Officer (appointed by the Chancellor); District Classified Representative; Classified Confidential Representative; From Each College: President; Academic Senate President or designee; Classified Senate President or designee; Associated Student Government Representative; From the Collective Bargaining Units: AFT President; SEIU Chief Steward; Non-voting Member: Executive Assistant to the Chancellor

District Advisory Bodies

Administrative Technology Advisory Committee

Associate Vice Chancellor, Information Technology; Vice Chancellor, Business and Administrative Services; Vice Chancellor, Institutional Effectiveness; Vice Chancellor, Human Resources; From Each College: Chief Instructional Officer; Chief Student Services Officer; Chief Business Officer

District Council on Human Resources

Members: Vice Chancellor, Human Resources; College President; Executive Representative from Academic Affairs; Executive Representative from Student Services; Executive Representative from Administrative Services; Human Resources Department Manager(s); AFT Representative; From Each College: Dean; Academic Senate President or designee; Classified Representative

Institutional Research Advisory Committee

Members: Associate Vice Chancellor, Information Technology; College Institutional Researcher or Manager; Vice Chancellor, Institutional Effectiveness; Director of Software Applications and Development; Senior Programmer Analyst; Data Analyst (DAC); Director, Economic & Workforce Development Division

Governance Recommending Bodies

District Emergency Preparedness Committee

Members: Vice Chancellor of Business and Administrative Services; Director of General Services; Associate Vice Chancellor, Information Technology; Administrative Officer to Chancellor/Board; Director, Fiscal Services; Administrative Officer to the Chancellor and Board of Trustees; From Each College: Chief Business Officer; College Incident Commander; Director of Facilities, Maintenance and Operations; Police Lieutenant; Coordinator, Student Health Services

District Technical Review Workgroup – Enrollment Management

Members: Vice Chancellor, Business and Administrative Services; Faculty Co-Chair; Vice Chancellor, Institutional Effectiveness; College Chief Student Services Officer; College Chief Business Officer; Director of Information Technology, Software and Applications Development; DAC Data Analyst; From Each College: Chief Instructional Officer; Academic Senate President; Dean, Institutional Effectiveness

District Technical Review Workgroup - Instructional

Members: Vice Chancellor, Institutional Effectiveness; From Each College: Chief Instructional Officer; Faculty Co-Chair of the College Curriculum Committee Articulation Officer; Academic Senate President or designee

District Technical Review Workgroup – Student Services

Members: Vice Chancellor, Institutional Effectiveness; From Each College: Dean (Student Services); Associated Student Government Representative; Registrar; Articulation Officer or non-instructional designee; Academic Senate President or designee

District Council on Administrative Services

Members: Vice Chancellor, Business and Administrative Services; AFT Representative; SEIU Representative; College Chief Instructional Officer or College Chief Student Services Officer; From Each College: Chief Business Officer; Academic Senate President; Classified Senate President; Student Representative

Instructional Technology Advisory Committee

Members: Associate Vice Chancellor, Information Technology; District Information Technology Project Support Staff; From Each College: Chief Instructional Officer; Dean representing Distance Education; Instructional Support Staff; Faculty Members

Further Information

Greg Gillespie

Subject	3.03 Changes to the Agenda.
Meeting	Aug 10, 2021 - Board of Trustees Meeting
Category	3. Reconvene in Open Session 6:30 p.m.
Access	Public
Type	Procedural

The following change was made to the agenda:

- Item 10.06 Action to Approve Award of Bid 619 Moorpark College Tiger Enclosure has been pulled from the agenda.
- Item 12.01 Action to Approve/Ratify Personnel

Provisional Corrections to Dates:

Neal, Noelle 7/19/2021-11/19/~~2021~~ 21

Garcia, Alma 07/01/2021-06/30/~~2022~~ (the leading "2" was omitted from 2022)

Professional Expert Corrections to Dates:

Diehl, Taggart 8/17/202~~1~~ 0 - 6/30/2021

Ferrante, Sierra 8/17/202~~1~~ 0 - 6/30/2021

Shorts, Kristen 8/17/202~~1~~ 0 - 6/30/2021

Wetherholt, Quentin 8/17/202~~1~~ 0 - 6/30/2021

(The start dates listed the year as 2021 instead of 2020.

- Item 13.05 First Reading/Action BP 3506 COVID-19 Vaccine Requirement for Employees and Students was moved to 8:00 p.m. time certain.

Further Information

Greg Gillespie

Access Public

Type Report

Welcome to fall semester 2021!

July was a transition month. All supervisors returned to in-person work on July 1st. Facilities and Operations and IT staff across the colleges and at the district office continued work to prepare buildings, office areas, classrooms, and public areas for the return of all employees to in-person work and the return of more students. Considerable time was spent re-establishing work spaces on-site following the extended period of remote work. Student service areas at the colleges started opening up limited in-person appointments during July as supervisors and IT coordinated employee return to in-person work. All employees returned to in-person work on August 2nd. Student service areas and all offices are now functioning under normal hours of operation and providing in-person and online access and support for students. Registration is still in progress and classes begin on August 16th. Students have access to more in-person/hybrid courses this semester compared to the previous two. Online courses currently account for 55 to 69% of course offerings among the three colleges.

COVID-19 conditions changed during the month. The increase in infections resulting from the Delta variant resulted in new recommendations and actions. The use of face masks is now required indoors at all VCCCD locations. This is in response to VCPH recommendations and supported by recent changes to the CDC face mask guidelines. An increasing number of employers, including higher education institutions, are requiring verification of COVID-19 vaccination to be on-site. The VCCCD Board will be considering and taking action on a Board Policy that would require COVID-19 vaccination for all employees and students accessing instruction and services on-site.

Business Services at the district office and colleges have worked to prepare the draft Adoption Budget for initial review. The Adoption Budget will return as an action item on the September meeting agenda.

Agenda items 16.02 – 16.04 lists the candidates for graduation and certificates from the three colleges following the summer session. Congratulations and thanks to everyone!

4. Guests and Recognitions

Subject 4.01 Acknowledgement of New Employees.

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 4. Guests and Recognitions

Access Public

Type Information

Congratulations to the following employees who were hired or promoted during the period of June 1 – July 31, 2021:

Appointment of Classified Personnel

- Alicia Trejo, Financial Aid Specialist, Moorpark College
- Alisa Behar, Teaching Zoo Operations Supervisor, Moorpark College
- Amanda Picard, Child Development Center Supervisor, Ventura College
- Andres Banales, HVAC&R Technician, Ventura College
- Ashley Harris, Accounting Technician, Ventura College
- Ayla Mirjafarli, Student Services Assistant, Oxnard College
- Jessica Nisce, Student Health Center Assistant I, Moorpark College
- Jimmy Palacios, Grounds Maintenance Worker, Oxnard College
- John Habal, Technical Data Specialist, Oxnard College
- Kelsi Ramirez, Child Development Associate, Oxnard College
- Kristy Gonzalez, Technical Data Specialist, Moorpark College
- Leslie Pina, Office Assistant (Bilingual), Ventura College
- Mariela Guido, Child Development Associate (Bilingual), Oxnard College
- Melissa Bowen, Tutoring and Supplemental Support Supervisor, Ventura College
- Miranda Collins, Senior Accounting Technician, District Administrative Center
- Oscar Quintero, Instructional Lab Technician I - Automotive, Ventura College
- Savannah McMichael, Student Services Assistant, Ventura College
- Silvia Medrano, Senior Accounting Technician, Oxnard College

Appointment of Management

- Aurelius Gibson, Dean of Student Learning, Ventura College
- Boglarka Kiss, Dean of Student Learning, Ventura College
- Cynthia Herrera, Vice Chancellor of Institutional Effectiveness, District Administrative Center
- Giovanni Ortega, Grant Director - Career and Technical Education, Oxnard College
- Jesus Vega, Dean of Student Services, Ventura College
- Matthew Jewett, Dean of Public Safety, Oxnard College
- Monica Garcia, Dean of Student Learning, Moorpark College

Further Information

Greg Gillespie, Laura Barroso

Subject 4.02 Recognition of Ventura County Community College District Retirees.

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 4. Guests and Recognitions

Access Public

Type Information

The Ventura County Community College District Board of Trustees recognizes the following individuals for their dedication and years of service, and offers congratulations upon retirement:

- Constance Grizzard, Moorpark College, Administrative Assistant, District service began on January 10, 2002.
- David Kramer, Ventura College, Plumber, District service began on September 10, 2001.
- Janice Kisch, District Administrative Center, Purchasing Specialist, District service began on March 30, 2009.
- Kim Slane, District Administrative Center, Senior Accounting Technician, District service began on February 25, 1997.
- Larry Buckley, District Administrative Center, Vice Chancellor of Institutional Effectiveness, District service began on July 26, 2019.
- Linda Vickers, Moorpark College, Health Sciences Part time, District service began on February 5, 1990.
- Peggy Kinney, Ventura College, Admissions and Records Technician, District service began on November 23, 1998
- Tricia Bergman, Ventura College, Administrative Assistant, District service began on July 31, 2007.

Further Information

Greg Gillespie, Laura Barroso

Subject 4.03 Acknowledgement of Guests and Special Recognitions.

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 4. Guests and Recognitions

Access Public

Type Information

5. Senate Consultation

Subject 5.01 Academic Senate Presidents Consultation.

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 5. Senate Consultation
Access Public
Type Report

Critical to the integrity of the College and District governance structure is that each member of the District community understands the roles, responsibilities, and accountability of each constituent group in the governance process. Members of the District have the authority and responsibility to make recommendations in matters appropriate in scope. The Academic Senate represents full-time and part-time faculty at each College and assumes primary responsibility for making recommendations in the areas of curriculum, academic standards, and other areas of professional and academic matters identified in Assembly Bill 1725.

The VCCCD Board of Trustees agreed in Board Policy 2510 to function with the Colleges' Academic Senates in academic and professional matters under the mutual agreement option. Through the three Academic Senates and their College governance structure, recommendations are made to the administration of its College and the District on the following specific academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and College governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-evaluation and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other academic/professional matters, mutually agreed upon between the Board of Trustees and the Academic Senate.

Consultation is required on processes in program review, planning, and budgeting. Consultation is not required on the content of program review, planning, and budgeting.

Further Information

Erik Reese, Amy Edwards, Dan Clark

Subject 5.02 Classified Senate Presidents Consultation.

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 5. Senate Consultation
Access Public
Type Report

Role of Classified Staff

Classified staff members include College and District employees in a wide range of positions. Classified staff members are provided with opportunities to participate in the formulation and development of District and College recommendations as well as in the processes for developing recommendations that have or will have a significant effect on them.

Classified Senate represents all full-time and part-time classified, classified Supervisors, classified confidential employees, and other unrepresented groups in the governance process on matters outside the scope of collective bargaining.

Through the three College Classified Senates and their governance structure, recommendations are made to their College administration and to the District on the following specific academic and professional matters (9 + 1):

1. Standards or policies regarding student support and success

2. College governance structures, as related to classified roles
3. Classified roles and involvement in accreditation processes
4. Policies for classified professional development activities
5. Processes for program review
6. Processes for institutional planning and budget development
7. Curriculum systems integrations and implementation
8. Degree and certificate requirements
9. Educational program development

Plus, any other district and college policy, procedure, or related matters that will have a significant effect on Classified Staff

Classified Senates appoint classified members to appropriate District groups. In the absence of a Classified Senate at a site, all full-time and part-time classified, classified supervisors, classified confidential employees, and other unrepresented groups there shall designate classified members to appropriate District groups. SEIU recommends classified representatives for appointments to specific groups as identified through the agreement between the Ventura County Community College District and Service Employees International Union Local 99.

Further Information

Linda Resendiz, Amparo Medina, Sebastian Sczcebiot

6. Reports

Subject	6.01 Student Reports
Meeting	Aug 10, 2021 - Board of Trustees Meeting
Category	6. Reports
Access	Public
Type	Report
	<ul style="list-style-type: none"> • Moorpark College • Oxnard College • Ventura College

Further Information

Julius Sokenu, Luis Sanchez, Kimberly Hoffmans
 Associated Students Representatives

Subject	6.02 College Reports
Meeting	Aug 10, 2021 - Board of Trustees Meeting
Category	6. Reports
Access	Public
Type	Report
	<ul style="list-style-type: none"> • Moorpark College • Oxnard College • Ventura College

Further Information

Academic Senate Presidents: Erik Reese, Amy Edwards, Daniel Clark
 Classified Senate Presidents: Linda Resendiz, Amparo Medina, Sebastian Sczcebiot
 Presidents: Julius Sokenu, Luis Sanchez, Kim Hoffmans

File Attachments

2021 08 MC President Update to BoT.pdf (4,968 KB)
2021 08 MC Academic Senate Update to BoT.pdf (140 KB)
2021 08 OC President Update to BoT.pdf (521 KB)
2021 08 OC Academic Senate Update to BoT.pdf (307 KB)
2021 08 VC President Update to BoT.pdf (224 KB)
2021 08 VC Academic Senate Update to BoT.pdf (186 KB)

Subject **6.03 DAC Reports**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 6. Reports

Access Public

Type Report

Business and Administrative Services - David El Fattal
Human Resources - Laura Barroso
Public Affairs and Marketing - Patti Blair
Institutional Effectiveness - Cynthia Herrera
Information Technology - Dan Watkins

File Attachments
IE August 10 Monthly Report 8.2.21 pdf.pdf (1,370 KB)
2021 08 HR Update to BoT.pdf (113 KB)
August 2021 Business Services Board update.pdf (165 KB)
2021 07 Information TechnologyUpdate to BoT.pdf (184 KB)
2021 08 Information Technology Update to BoT.pdf (168 KB)
2021 08.10 PAM Reports FINAL.pdf (540 KB)

Subject **6.04 Board Committee Reports**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 6. Reports

Access Public

Type Report

Presenter
Board Members

7. Approval of Consent Calendar.

Subject **7.01 Approval of Consent Calendar.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 7. Approval of Consent Calendar.

Access Public

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

All matters on the Consent Calendar are considered to be routine or sufficiently supported by back-up information so that additional discussion is not required. Consent Calendar items will be approved in one motion, unless a Board Member requests separate action on a specific item. Items removed from the Consent Calendar will be changed from Consent to Action and considered separately.

Further Information

Greg Gillespie

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooh, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooh, Trustee Dianne McKay, Trustee Bernardo Perez

8. Consent: Approval of Minutes

Subject 8.01 Action to Approve Minutes from the June 15, 2021 VCCCD Board of Trustees Regular Board Meeting.

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 8. Consent: Approval of Minutes

Access Public

Type Consent (Action), Minutes

Recommended Action The Chancellor recommends approval.

Minutes [View Minutes](#) for Jun 15, 2021 - Board of Trustees Meeting

Further Information

Greg Gillespie

File Attachments

[06.15.21 Bot Minutes DRAFT.pdf \(592 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooh, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooh, Trustee Dianne McKay, Trustee Bernardo Perez

Subject 8.02 Action to Approve Minutes from the June 21, 2021 VCCCD Board of Trustees Strategic Planning Session

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 8. Consent: Approval of Minutes

Access Public

Type Consent (Action), Minutes
Recommended Action The Chancellor recommends approval.
Minutes [View Minutes](#) for Jun 21, 2021 - Board of Trustees Strategic Planning Session

Further Information
Greg Gillespie

File Attachments
[06.21.21 Strategic Planning Session Minutes DRAFT.pdf \(232 KB\)](#)

Motion & Voting
The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Dianne McKay.
Final Resolution: Motion was approved.
Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Subject **8.03 Action to Approva Minutes from the July 10, VCCCD Board of Trustees Special Meeting**

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 8. Consent: Approval of Minutes
Access Public
Type Consent (Action), Minutes
Recommended Action The Chancellor recommends approval.
Minutes [View Minutes](#) for Jul 10, 2021 - Board of Trustees Strategic Planning Session

Further Information
Greg Gillespie

File Attachments
[07.10.21 Board Strategic Planning Session Minutes DRAFT.pdf \(321 KB\)](#)

Motion & Voting
The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Dianne McKay.
Final Resolution: Motion was approved.
Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

9. Consent Calendar: Trustees/Chancellor

Subject **9.01 There are no items.**
Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 9. Consent Calendar: Trustees/Chancellor

Access Public

Type Consent (Action)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

10. Consent Calendar: Business and Administrative Services

Subject 10.01 Action to Approve Ratification of Accounts Payable and Payroll for the Period of May 17, 2021 to July 11, 2021.

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 10. Consent Calendar: Business and Administrative Services

Access Public

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

Presenter

David El Fattal

Background

California Education Code section 85231 requires that all payments from the funds of a community college district be made by written order of the governing board of the district.

Analysis

The total accounts payable and payroll expenditures listed below for the specified period are recommended for ratification.

Accounts Payable	\$11,807,838.39
Payroll	21,404,389.58
TOTAL	\$33,212,227.97

Impact of Approval

Vendors and employees are paid timely and the daily operations of the District continue without undue disruption or interruption.

Impact of Non-Approval

For the stated period, payment to vendors and employees for services rendered has occurred. Non-approval of requested ratification would likely result in varied negative impacts to the daily operations of the District, including expenditure of staff time to allow for interacting with external agencies and potential negative public perception of the District.

Fiscal Impact

Included in approved budgets.

Further Information

David El Fattal

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Subject **10.02 Action to Approve/Ratify Board Purchase Order Report #13, for FY 2020-2021 from May 20, 2021 to July 15, 2021.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 10. Consent Calendar: Business and Administrative Services

Access Public

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

Presenter

David El Fattal

Background

Per Board Policy 6330 and Administrative Procedure 6330, the Chancellor has delegated authority to the Vice Chancellor of Business and Administrative Services to purchase supplies, materials, apparatus, equipment, and services as necessary for the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code (PCC) as amended from time to time, without going through the formal bid process, except for emergency work contracts as identified in the PCC.

The District Purchasing Department has the responsibility to manage the procurement policy as it relates to the acquisition of all equipment, supplies and services for use within the District or from funds held by the District, in compliance with all federal, state and local regulations and the PCC.

All purchase orders, contracts, leases, rentals, memorandums of understanding (MOUs), and service agreements require the signature of the Vice Chancellor, Business and Administrative Services, or designee.

Analysis

A listing of all purchase orders in the amount of \$10,000 or more will be submitted to the Board of Trustees for ratification at the next regular meeting following issuance of the purchase order. The list of purchase orders issued from May 20, 2021 to July 15, 2021 is attached.

All purchase orders, contracts, agreements, and MOUs for goods or services in the amount of \$50,000 or more require approval of the Board of Trustees prior to issuance of a purchase order. However, the Chancellor, or designee, may authorize purchases of \$50,000 or more if he/she deems it to be in the best interest of the District and if in his/her judgment, the purchase should not wait until the next regularly scheduled Board meeting. In such a case, the Chancellor shall immediately notify the Board of the action.

BPO = Blanket Purchase Order (Blanket purchase orders are issued to selected vendors, on a fiscal year basis for use by District employees to procure repetitive, high volume, low dollar value items or services on a continuing basis. The use of an established blanket purchase order is limited to the dollar value of the written purchase order issued. Blanket purchase orders require approval by the Vice Chancellor, Business and Administrative Services, or designee prior to issuance of the purchase order).

Any purchase order, with the exception of Blanket Purchase Orders, over \$50,000 and change orders for public works projects are explained in further detail on the attached Supplement.

Impact of Approval

Services, supplies and equipment that are required for the District to operate effectively and efficiently on a daily basis can be procured in a timely manner.

Impact of Non-Approval

The timely procurement of services, supplies and equipment that enable the effective daily operations of the District would be delayed in many circumstances, causing varied negative impacts such as delayed services to students and

employees, inefficient use of facilities, reduced employee productivity, unnecessary disruption for campus programs and services, and more.

Fiscal

In approved budgets

Further Information

Luis Sanchez, Julius Sokenu, Kim Hoffmans, David El Fattal

File Attachments

[August PO Report FY21.pdf \(161 KB\)](#)

[PO Board Report Supplement FY21.pdf \(50 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Subject **10.03 Action to Approve/Ratify Board Purchase Order Report #2, for FY 2021-2022 from May 20, 2021 to July 15, 2021.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 10. Consent Calendar: Business and Administrative Services

Access Public

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

Presenter

David El Fattal

Background

Per Board Policy 6330 and Administrative Procedure 6330, the Chancellor has delegated authority to the Vice Chancellor of Business and Administrative Services to purchase supplies, materials, apparatus, equipment, and services as necessary for the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code (PCC) as amended from time to time, without going through the formal bid process, except for emergency work contracts as identified in the PCC.

The District Purchasing Department has the responsibility to manage the procurement policy as it relates to the acquisition of all equipment, supplies and services for use within the District or from funds held by the District, in compliance with all federal, state and local regulations and the PCC.

All purchase orders, contracts, leases, rentals, memorandums of understanding (MOUs), and service agreements require the signature of the Vice Chancellor, Business and Administrative Services, or designee.

Analysis

A listing of all purchase orders in the amount of \$10,000 or more will be submitted to the Board of Trustees for ratification at the next regular meeting following issuance of the purchase order. The list of purchase orders issued from May 20, 2021 to July 15, 2021 is attached.

All purchase orders, contracts, agreements, and MOUs for goods or services in the amount of \$50,000 or more require approval of the Board of Trustees prior to issuance of a purchase order. However, the Chancellor, or designee, may authorize purchases of \$50,000 or more if he/she deems it to be in the best interest of the District and if in his/her judgment, the purchase should not wait until the next regularly scheduled Board meeting. In such a case, the Chancellor shall immediately notify the Board of the action.

The records to be destroyed are considered Class 3, disposable records, and include copies of miscellaneous contracts and grants, files and reports for Business Services, Payroll, Accounting, Accounts Payable, and Purchasing, with all related documentation for the 2016-17 fiscal year.

Impact of Approval

Records will be timely destroyed in compliance with Title 5.

Impact of Non-Approval

Records that are not timely destroyed in compliance with Title 5 will require unnecessary storage of documents.

Fiscal Impact

N/A

Further Information

David El Fattal

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Subject **10.06 THIS ITEM HAS BEEN PULLED: Action to Approve Award of Bid 619 Moorpark College Tiger Enclosure (see item 3.03 Changes to the Agenda)**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 10. Consent Calendar: Business and Administrative Services

Access Public

Type Information

Presenter

David El Fattal

Background

The project is for the construction of a new Tiger Enclosure at the Moorpark College Exotic Animal Training and Management Zoo. The project includes site utilities, grading, concrete structures, paving, steel enclosure fabrication and erection, steel gates and fencing, electrical and lighting, plumbing, radiant heating, roof deck waterproofing, chain link fencing, and stainless steel woven wire mesh.

Analysis

As required by Education Code 81641, the bid was advertised once a week for two consecutive weeks in a countywide circulated newspaper, the Ventura County Star. The Purchasing Department posted the bid on the VCCCD website and sent notification to qualified contractors.

Eighteen contractors attended the jobwalk, seven bids were received for this project. Recommendation of award is to the lowest responsible bidder, Bedrock Group, Inc., in the amount of \$2,257,725.

The award shall be subject to final agreement on terms, conditions, and scope of work between VCCCD and bidder.

Contractor Bid Amount

Bedrock Group Inc	\$2,257,724.88
Saifco Construction	\$2,400,000.00
Monet Construction	\$2,796,000.00
AMG & Associates	\$2,997,000.00
Waisman Construction	\$3,477,000.00
GMZ Engineering	\$3,700,000.00

Bodagger Enterprises

\$3,792,129.00

Impact of Approval

Approval of bid allows the tigers to have an adequate habitat in which to thrive.

Impact of Non-Approval

Non-approval of the bid does not allow the tigers to thrive in an adequate habitat and they will continue to exist in substandard quarters.

Fiscal

This project will be funded from Capital Projects Funds

Further Information

Julius Sokenu, David El Fattal

Subject

10.07 Action to Approve a Lease Agreement with Gibbs International Inc. for the Use Service Bays for the Ventura College Diesel Technology Program.

Meeting

Aug 10, 2021 - Board of Trustees Meeting

Category

10. Consent Calendar: Business and Administrative Services

Access

Public

Type

Consent (Action)

Recommended Action

The Chancellor recommends approval.

Presenter

David El Fattal

Background

The Ventura College Diesel Technology Program has leased from Gibbs International Inc. (Gibbs) a service bay lab facility at their location in Oxnard since July, 2016 at the rate of \$3,500 per month. The leased bay was used solely as a classroom for the diesel mechanics classes offered by Ventura College.

Analysis

Ventura College desires to continue utilizing the service bay lab facilities located at the Gibbs Oxnard facility. The lease space will be used solely as classrooms and provide space for used trucks for training purposes to instruct students in diesel technology.

The lab facility consists of two services bays of approximately 1,120 square feet each. The term of the lease is for a three-year period, July 1, 2021 through July 1, 2024. One bay is donated by Gibbs and the second bay has a rental fee of \$3,500 per month. Ventura College has the option to cancel the lease in year three, without penalty and sixty days notice.

Upon mutual written agreement of both parties, the lease may be extended for an additional three-year period with a rent increase of 4%.

Impact of Approval

Approval of the lease agreement will ensure classroom/lab facilities for the Ventura College Diesel Technology program and the training opportunities that are vital for student success and completion of the program.

Impact of Non-Approval

Non-approval will result in Ventura College Diesel Technology Program students not receiving the learning opportunities required for program completion.

Fiscal Impact

Lease rental will be funded from General Funds, included in college budgets.

Further Information

Kimberly Hoffmans, David El Fattal

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooh, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooh, Trustee Dianne McKay, Trustee Bernardo Perez

Subject **10.08 Action to Approve Training Contracts for Fiscal Year 2021-22.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 10. Consent Calendar: Business and Administrative Services

Access Public

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

Presenter

David El Fattal

SKYWORKS SOLUTIONS TRAINING CONTRACT

Background

The training provided under this contract is offered to Skyworks Solutions employees consisting of courses entitled "Introduction to Electrical Maintenance" and/or "Intermediate Electrical Technician", with each course consisting of forty to sixty hours of instruction. Training curriculum will be customized to align with client outcomes for job descriptions and subject matter experts/instructors will develop and deliver curriculum. Classes will be located on the Ventura College campus or other off-site locations as convenient for the client.

Analysis

District-Wide Division of Economic and Workforce Development

This contract will increase access for non-traditional students to quality entry-level education, resulting in continued employment and student exposure to the District college offerings. It will enhance the type of educational opportunities for adult learners in the county in livable wage, manufacturing occupations and enhance productivity in priority industry sectors such as advanced manufacturing. The total contract is not to exceed \$41,777. The term of the contract is from August 15, 2021 to June 30, 2022.

Subfund 114		
4000	Supplies & Materials	\$5,559
5000	Other Operating Expenses	23,685
7000	Other Outgo	<u>12,533</u>
		\$41,777

ALL CLEAR AEROSPACE AND DEFENSE TRAINING CONTRACT

Background

The training provided under this contract is offered to All Clear Aerospace and Defense employees consisting of a course entitled "Lean Basics", with the course consisting of forty hours of instruction. Training curriculum will be customized to align with client outcomes for aerospace team assembler, business micro-courses and additional curriculum and training based upon client need. Subject matter experts/instructors will develop and deliver curriculum. Classes will be held on the Ventura College campus, Day Road facility, or other off-site locations as convenient for the client.

Analysis

District-Wide Division of Economic and Workforce Development

Analysis

Moorpark College

Moorpark College has received notice of funding in the amount of \$29,833. The Project ties to the mission of the college by improving Career Education Programs, creating curriculum that supports online student success and professional improvements, and providing clear pathways for students through curriculum.

Project funding will be utilized on professional experts, instructional equipment, and marketing materials. The term of the Project is from June 15, 2021 to December 15, 2021.

Subfund 125 – Moorpark College		
2000	Classified and Other Nonacademic Salaries	\$19,500
3000	Employee Benefits	1,833
4000	Supplies & Materials	5,000
5000	Other Operating Expenses	<u>3,500</u>
		\$29,833

Impact of Approval

VCCCD and its colleges will be able to provide grant-funded success-oriented programs and services to students in alignment with District and campus missions to improve student success.

Impact of Non-Approval

Students will not be able to benefit from the stated programs and services that will be offered as a result of the identified grant funding.

Fiscal

Increase to General Fund – Restricted (Fund 125) FY21-22 of \$29,833

Further Information

Julius Sokenu, David El Fattal

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooh, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooh, Trustee Dianne McKay, Trustee Bernardo Perez

11. Consent Calendar: Institutional Effectiveness

Subject **11.01 Authorization of Destruction of Records - Oxnard College**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 11. Consent Calendar: Institutional Effectiveness

Access Public

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

Issue

This item presents for approval the destruction of records at Oxnard College pursuant to provisions of "Regulations for Destruction of Records" (Title V, Division 6, Chapter 10, Subchapter 2.5, Sections 59020-59041), approved by the Board of Governors on September 23, 1976.

Background

Oxnard College is requested the destruction of the following student records:

59025. Class 3 – Disposable Records

- Registrations dated Spring 2013 and prior
 - Program change (add/drop cards, drop rosters)
 - Student petitions for level/section change
 - Late enrollment requests
 - Re-instate requests
 - Course repetition forms
 - Degree/Certificate applications
 - Academic Renewal
 - Pass/No Pass Request
 - External Transcripts

Further Information

Greg Gillespie, Luis Sanchez

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooh, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooh, Trustee Dianne McKay, Trustee Bernardo Perez

12. Consent Calendar: Human Resources

Subject **12.01 REVISED Action to Approve/Ratify Personnel (see Item 3.03 Changes to Agenda)**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 12. Consent Calendar: Human Resources

Access Public

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

Further Information

Greg Gillespie/Laura Barroso

File Attachments
[Personnel Actions 06.07.2021 - 07.30.2021 REVISED.pdf \(1,097 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooh, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooh, Trustee Dianne McKay, Trustee Bernardo Perez

Subject **12.02 Action to Approve the Reclassification of an Administrative Assistant Position to a College Services Specialist Position at Moorpark College - Will upload final changes afternoon of 7/28**

Meeting Aug 10, 2021 - Board of Trustees Meeting
 Category 12. Consent Calendar: Human Resources
 Access Public
 Type Consent (Action)
 Recommended Action The Chancellor recommends approval.

Presenter
 Laura Barroso

Reclassification of the following positions and incumbents effective August 11, 2021:				
Incumbent	Location	FTE	From	To
900309583	Moorpark	12 months/100%	Administrative Assistant (Classified Salary Schedule 230: \$4,112 - \$5,683/month)	College Services Specialist (Classified Salary Schedule 255: \$4,710 - \$6,494/month)

Background and Analysis

The Vice President of Business Services at Moorpark College and the incumbent requested the incumbent's position be studied to ensure it is classified appropriately. Personnel Commission staff determined that a significant portion of the duties assigned to the incumbent's position fall outside the concept and scope of responsibility of an Administrative Assistant. Specifically, the incumbent is responsible for performing a variety of specialized duties related to business services, auxiliary services, and the Civic Center.

In consideration of the higher-level duties being assigned to the employee, the Personnel Commission took action, on July 15, 2021, to approve the reclassification of this position to College Services Specialist. The higher-level responsibilities were gradually accrued since the time of hire and the incumbent has been performing the higher-level duties associated with the College Services Specialist classification with satisfactory performance for more than two years. Therefore, she is eligible to be reclassified with her position.

Impact of Approval

Effective upon the approval of the position's reclassification, the incumbent will be placed in the position and receive retroactive pay to January 21, 2020, for performing out-of-class work and the college will be able to continue to assign the duties to the position.

Impact of Non-Approval

Should the Board of Trustees choose not to approve this item, the out-of-class duties will be removed.

Fiscal Impact

Ongoing annual increase in salary of \$5,640.00 and benefits of \$2,443.00 for a total increase of \$8,083.00.

Further Information

Greg Gillespie, Laura Barroso, Julius Sokenu

File Attachments Administrative Assistant.pdf (103 KB) College Services Specialist.pdf (122 KB)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Subject **12.03 Action to Approve the Abolishment of Four Student Success and Support Specialist II Positions and the Establishment of a Counselor Assistant Position at Moorpark College**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 12. Consent Calendar: Human Resources

Access Public

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

Presenter
Laura Barroso

	Classification	Department	Location	Position Number	FTE	Effective
Abolish	Student Success and Support Specialist II (Vacant)	First Year and Second Year Experience	Moorpark	MCU510	12 months/40%	08/11/2021
	Student Success and Support Specialist II (Vacant)	First Year and Second Year Experience	Moorpark	MCU511	12 months/40%	08/11/2021
	Student Success and Support Specialist II (Vacant)	First Year and Second Year Experience	Moorpark	MCU512	12 months/40%	08/11/2021
	Student Success and Support Specialist II (Vacant)	First Year and Second Year Experience	Moorpark	MCU530	12 months/40%	08/11/2021
Establish	Counselor Assistant	First Year and Second Year Experience	Moorpark	MCU549	12 months/100%	08/11/2021

Background

Under the direction of an assigned supervisor, a Counselor Assistant assists in the recruitment, orientation, assessment, advisement, and follow-up of students; assists with data collection and transfer articulation; assists with program relations with community, public and private agencies.

Analysis

The following information was provided by the college:

1. Justification - Explain the need and process by which this position was given priority. Please specify how this position supports the mission of the college/District.

With the need to grow and operate our First Year Experience (FYE) and Second Year Experience (SYE) programs, there is a need to have consistent staffing that can connect with students and assist the program's counselors to ensure each student has a comprehensive education plan and meets the program requirements. Additionally, the position will collaborate with the Outreach and Financial Aid offices to assist students with their onboarding and financial aid applications. All four of the 40% Student Success and Support Specialist II positions are currently vacant. Due to a very high turnover rate the campus has not been able to fill any of them for more than a few months at a time and has never had all of them filled simultaneously.

2. Funding Source - How did you determine the funding source and ensure it is appropriate?

All four 40% Student Success and Support Specialist II positions to be abolished are funded by the SEA program. The focus of the newly established Counselor Assistant position is in alignment with the SEA program's objectives. The SEA grant has the resources to maintain this position annually if the four 40% positions are abolished.

3. Sustainability - How will you ensure the position has adequate funding in the future?

SEA funding is projected to be sustainable annually; however, if funding is insufficient, the plan would be to continue the position through funds available due to retirements or resignations, based upon the priority of this position relative to other college and/or program plan priorities.

Approval Impact

The position will strengthen the First Year Experience (FYE) and Second Year Experience (SYE) programs by having a permanent staff member to build relationships with new and current students, assist the program's counselors and coordinate workshops and program to promote access, retention, completion, and transfer.

Non-Approval Impact

The First Year Experience (FYE) and Second Year Experience (SYE) will suffer with inconsistent staffing to support our students. Over the last several years, we have had over 7-8 coaches that resigned. The turnover has impacted our students with not having a key person to help with their matriculation.

Fiscal Impact

Total increase in annual salary and annual benefits of \$2,509.00 charged to Categorical Program Funds.

Further Information

Greg Gillespie, Laura Barroso, Julius Sokenu

<p>File Attachments Org. Chart.pdf (106 KB) Counselor Assistant.pdf (98 KB)</p>

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooh, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooh, Trustee Dianne McKay, Trustee Bernardo Perez

Subject 12.04 Action to Approve the Abolishment of an Instructional Assistant Machine Shop Position and the Establishment of an Instructional Lab Technician I - Manufacturing Position at Ventura College

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 12. Consent Calendar: Human Resources

Access Public

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

Presenter

Laura Barroso

	Classification	Department	Location	Position Number	FTE	Effective
Abolish	Instructional Assistant Machine Shop (Incumbent 900000315)	Career Education II	Ventura	VCU100	12 months/100%	09/01/2021
Establish	Instructional Lab Technician I - Manufacturing	Career Education II	Ventura	VCU613	12 months/100%	09/01/2021

Background

Under the direction of the Dean, an Instructional Lab Technician I - Manufacturing prepares materials and provides technical instructional support and training for students in the manufacturing and welding programs; operates and demonstrates the proper use of specialized equipment; maintains and repairs tools, materials, and equipment.

Analysis

The following information was provided by the college:

1. Justification - Explain the need and process by which this position was given priority. Please specify how this position supports the mission of the college/District.

This position is essential in maintaining safety and overall program quality of instructional programs (manufacturing and welding). The programs prepare students for in-demand jobs with opportunities for family-sustaining careers. The Instructional Assistant Machine Shop position is currently filled. The incumbent has been in the position for over 40 years and is retiring on August 31, 2021. The current position is being replaced by the Instructional Lab Technician position which will provide a higher level of support to the manufacturing program. The higher skilled position is needed as the manufacturing industry has and continues to have advances in technology, including moving away from manual manufacturing to computer numerical control (CNC) machines.

2. Funding Source - How did you determine the funding source and ensure it is appropriate?

This position is already budgeted in general funds.

3. Sustainability - How will you ensure the position has adequate funding in the future?

This position is already budgeted in general funds.

Approval Impact

Approval of this position will ensure that the Welding and Manufacturing programs have sufficient support to deliver a quality educational program that meets instructional goals and industry demand.

Non-Approval Impact

Non-approval will jeopardize the safety of students in lab courses and negatively affect the quality of instruction. It will also create additional work for instructional faculty which may negatively affect faculty retention.

Fiscal Impact

Increase in salary of \$3,000 and benefits of \$1,300 for a total increase of \$4,300. The position is funded by the General Fund.

Further Information

Greg Gillespie, Laura Barroso, Kimberly Hoffmans

File Attachments
[Org Chart.pdf \(111 KB\)](#)
[Instructional Lab Tech I.Manufacturing.pdf \(121 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooh, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooh, Trustee Dianne McKay, Trustee Bernardo Perez

Subject **12.05 Action to Approve the Permanent Change in Employment/Personnel Status for Two Financial Aid Specialist to Financial Aid Specialist (Bilingual) Positions at Ventura College**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 12. Consent Calendar: Human Resources

Access Public

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

Presenter

Laura Barroso

Position#	From	To	Location	Effective Dates
VCU552	Financial Aid Specialist (Incumbent 900794959)	Financial Aid Specialist (Bilingual)	Ventura	08/11/2021

VCU596	Financial Aid Specialist (Incumbent 900500945)	Financial Aid Specialist (Bilingual)	Ventura	08/11/2021
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Background

Under the direction of the Financial Aid Officer, a Financial Aid Specialist assists the Financial Aid Officer in coordinating and implementing an effective student financial aid program according to legal requirements.

Analysis

The following information was provided by the college:

1. Justification - Explain the need and process by which this position was given priority. Please specify how this position supports the mission of the college/District.

The Financial Aid Office has an increased need for Spanish-speaking staff to assist with students and their families with application and document completion, during outreach events, specifically financial aid presentations and application workshops. These events happen throughout the year (both Fall and Spring semesters) and most of our local high schools are in need of bilingual assistance.

Both incumbents have successfully passed the VCCCD bilingual exam.

2. Funding Source - How did you determine the funding source and ensure it is appropriate?

The positions are funded out of BFAP categorical funds and the change to bilingual would only increase the salary and benefits by 2.9%. This expense is allowable and appropriate under BFAP.

3. Sustainability - How will you ensure the position has adequate funding in the future?

Should BFAP funds be cut or decreased, the college should move this expense to the General Fund as we are a Hispanic Serving Institution and this is a critical function of the college.

Approval Impact

Approving this request will allow us to better serve our community in a more efficient manner. This could also have a positive impact on our enrollment and retention efforts.

Non-Approval Impact

Not approving this request could endanger the success of our students and delay the timing of delivering assistance to our students as we are currently limited with the number of bilingual staff across the entire campus.

Fiscal Impact

For incumbent #900794959 annual increase in salary of \$1,978.00 and benefits of \$857.00 for a total increase of \$2,835.00.

For incumbent #900500945 annual increase in salary of \$2,200.00 and benefits of \$953.00 for a total increase of \$3,153.00

Additional Information

Greg Gillespie, Laura Barroso, Kimberly Hoffmans

<p>File Attachments Financial Aid Specialist.pdf (103 KB)</p>
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Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooh, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooh, Trustee Dianne McKay, Trustee Bernardo Perez

Subject

12.06 Action to Approve the Permanent Change in Employment/Personnel Status for an Office Assistant to Office Assistant (Bilingual) Position at Ventura College

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 12. Consent Calendar: Human Resources

Access Public

Type Consent (Action)

Recommended Action The Chancellor recommends approval.

Presenter
 Laura Barroso

Position#	From	To	Location	Effective Dates
VCU042	Office Assistant (Vacant)	Office Assistant (Bilingual)	Ventura	08/11/2021

Background

Under the general supervision of an assigned supervisor, an Office Assistant performs a variety of office support, clerical, and routine secretarial duties of a general or specialized nature.

Analysis

The following information was provided by the college:

1. Justification - Explain the need and process by which this position was given priority. Please specify how this position supports the mission of the college/District.

This request is to modify vacant position #VCU042 Office Assistant to Office Assistant (Bilingual). This position has been long-standing on the priority needs for Ventura college and has been on Program Review. This position will serve at the Student Information Desk which currently has no permanent bilingual positions. This position serves not only the Student Information Desk but also serves Counseling. As a Hispanic Serving Institution it is vital to the functions of the college to have an employee at the front desk of the Student Services Center who speaks Spanish. To assist our students and their families.

2. Funding Source - How did you determine the funding source and ensure it is appropriate?

This position is currently vacant and funds for this position have been budgeted during the college planning process. The Ventura College Executive Team have ensured this funding source is appropriate.

3. Sustainability - How will you ensure the position has adequate funding in the future?

Executive team planning process includes consideration of anticipated classified retirements and state funding allocations; they have concluded that this position is a priority and have allocated ongoing General funds to pay for it, accordingly. Should current funding be reduced, the plan would be to consider continuing the position through funds that may be available due to retirements, resignations, or revenue increases based upon the priority of this position relative to other college priorities.

Approval Impact

Spanish-speaking students and families would have access to a bilingual staff member to assist them; breaking one barrier our Latinx student population faces when seeking Counseling services. Approval of this position to bilingual will improve access, equity and inclusion for our students and their families.

Non-Approval Impact

Non-approval will negatively impact our ability of our Spanish-speaking students to receive services in our Student Service Center, Student Information Desk, Counseling, Transfer Center, and Career Center.

Fiscal Impact

Annual increase in salary of \$1,431.00 and benefits of \$620.00 for a total increase of \$2,051.00

Further Information

Greg Gillespie, Laura Barroso, Kimberly Hoffmans

File Attachments Office Assistant.pdf (99 KB)
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Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

13. Action: Trustees/Chancellor's Office

Subject **13.01 Proposed DAC Organizational Restructure**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 13. Action: Trustees/Chancellor's Office

Access Public

Type Information, Discussion

Presenter

Greg Gillespie

Information is being provided to the Board in the attached presentation to:

1. Describe the process used to identify critical areas requiring support from additional positions.
2. Identify the number of positions needed to provide ongoing support for the colleges and overall operations
3. Compare management staffing levels and district funding levels
4. Review a proposal for funding additional positions
5. List next steps.

There is no Board action required for this item. This is introductory information. Board comments can be helpful as the discussion of the position details and funding concepts begin to be addressed in the participatory review and recommendation process. Position and funding items requiring Board action and approval will be brought forward as agenda items when appropriate.

[CBT Final Report 03.27.19](#)

File Attachments

[VCCCD Office Organizational Structure - August 2021.pdf \(680 KB\)](#)

[CBT Recommendations Status Summary - July 2021.pdf \(507 KB\)](#)

Subject **13.02 COVID Response Update 2020-21**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 13. Action: Trustees/Chancellor's Office

Access Public

Type Report

Presenter

Greg Gillespie

The presentation included with the Board item provides a summary of current health and safety protocols, employee requests for COVID-19 leave/exemptions, fall semester enrollments, instructional mode changes, and updates from the three colleges on support services and instruction.

This is information for the Board and no action is required.

File Attachments
Fall 2021 Operations August 10 2021 Update.pdf (493 KB)

Subject **13.03 Action to Approve BP 1200 Mission Statements (revised).**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 13. Action: Trustees/Chancellor's Office

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Presenter
Luis Sanchez

Background
The following Oxnard College Mission statement was revised to align with the College's Educational Master Plan:

"Oxnard College transforms lives by offering equitable access to multiple educational and career pathways. Our academic programs and student services prepare students to enrich their communities and to succeed socioeconomically, professionally, and personally."

Revised BP 1200 Mission Statements is agendized for Board approval.

Further Information
Greg Gillespie, Luis Sanchez

File Attachments
BP 1200 Mission Statements revised.pdf (58 KB)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Bernardo Perez, second by Trustee Dianne McKay.
Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Subject **13.04 Action to Approve Board Policy 2015 Student Member (revised).
Administrative Procedure 2015 Student Member (revised) is provided for
information.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 13. Action: Trustees/Chancellor's Office

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Background

Per California Education Code 72023.5, Postsecondary Education, Community Colleges, Districts and Governing Boards, Organization of District Boards (provided below for information), the governing board of each community college district that affords the student member any of the privileges, shall by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

Revised Board Policy 2015 Student Member is provided for Board review and approval; Administrative Procedure 2015 Student Member (revised) is provided for information.

Further Information

Greg Gillespie, Patti Blair

ARTICLE 3. Organization of District Boards [72022 - 72036.5] (Article 3 enacted by Stats. 1976, Ch. 1010.)

72023.5.

(a)

(1) The governing board of each community college district shall order the inclusion within the membership of the governing board, in addition to the number of members otherwise prescribed, of one or more nonvoting students. These students shall have the right to attend each and all meetings of the governing board, except that student members shall not have the right, or be afforded the opportunity, to attend executive sessions of the governing board.

(2) The students selected to serve on the governing board, shall be enrolled in a community college of the district and shall be chosen, and shall be recalled, by the students enrolled in the community colleges of the district in accordance with procedures prescribed by the governing board. If the seat of a student member becomes vacant during his or her term, the governing board may authorize the officers of student body associations established pursuant to Section 76060 at each community college in the district to appoint a student to serve the remainder of the term in accordance with procedures established by the governing board. A student member shall be required throughout the term of his or her appointment to be enrolled in a community college of the district for at least five semester units, or its equivalent, and shall meet and maintain the minimum standards of scholarship for community college students prescribed by the community college district. The term of the student members shall be one year commencing on June 1 of each year.

(3) The nonvoting student members appointed pursuant to this section shall be entitled to mileage allowance to the same extent as regular members, but are not entitled to the compensation prescribed by Section 72024.

(4) A nonvoting student member shall be seated with the members of the governing board and shall be recognized as a full member of the board at the meetings, including receiving all materials presented to the board members and participating in the questioning of witnesses and the discussion of issues.

(5) A nonvoting student member shall not be included in determining the vote required to carry any measure before the board.

(6) A nonvoting student member shall not be liable for any acts of the governing board.

(b) Notwithstanding subdivision (a), the nonvoting student member or members selected to serve on the governing board of a community college district pursuant to subdivision (a) may do any of the following:

(1) Make and second motions at the discretion of the governing board.

(2) Attend closed sessions, other than closed sessions on personnel matters or collective bargaining matters, at the discretion of the governing board.

(3) Receive compensation, at the discretion of the governing board, up to the amount prescribed by Section 72024.

(4) Serve a term of one year commencing on May 15 of each year, at the discretion of the governing board.

(c) It is the intent of the Legislature that any decision or action, including any contract entered into pursuant thereto, upon the motion or second of a motion of a student member, shall be fully legal and enforceable against the district or any party thereto.

(d) The governing board of each community college district that affords the student member or members of the board any of the privileges enumerated in subdivision (b) shall, by May 15 of each year, adopt rules and regulations implementing this section. These rules and regulations shall be effective until May 15 of the following year.

(e) If a state court finds this section is unlawful, the court may order, as equitable relief, that the administering entity that is the subject of the lawsuit terminate any waiver awarded under this statute or provision, but no money damages, tuition refund or waiver, or other retroactive relief may be awarded. In any action in which the court finds this section is unlawful, the California Community Colleges are immune from the imposition of any award of money damages, tuition refund or waiver, or other retroactive relief.

File Attachments

BP 2015 Student Member revised.pdf (47 KB)
AP 2015 Student Member revised.pdf (43 KB)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Bernardo Perez, second by Trustee Stan Mantooth.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Subject **13.05 First Reading/Action BP 3506 COVID-19 Vaccine Requirement for Employees and Students**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 13. Action: Trustees/Chancellor's Office

Access Public

Type Action, Discussion

Recommended Action The Chancellor recommends approval.

Staff recommends that the governing board consider a new Board Policy that would require (a) all employees working on any campus or performing off-campus person-to-person services for the District to be vaccinated for COVID-19; and (b) all students attending in-person classes or using in-person District services to be vaccinated for COVID-19. Consistent with legal requirements, reasonable accommodations will be made for individuals upon verification of a medical condition or sincerely held religious belief that prevents vaccination. The mandate is recommended for immediate implementation with vaccines approved under FDA Emergency Use Authorization. Vaccine verification would be required by October 15th or soon after.

COVID-19 infections are increasing due to spread of the Delta variant. Other higher education institutions in the county and across the state are implementing vaccine mandates. The state is mandating COVID-19 vaccination for all state employees. This aligns with our ongoing priority to take actions that protects the health and safety of our students, employees, and community members. We support everyone at our locations to be vaccinated to help reduce the spread of COVID-19.

Administration would have the option to implement the mandate at each Ventura County Community College District campus and at the District Administrative Office when pandemic conditions warrant the action. All employees will be required to follow current health and safety protocols for on-site work until the mandate becomes effective. The Chancellor is authorized to take any required steps to implement and enforce this mandate. Employees, students, and the public will be provided eight weeks of notice prior to the date the mandate becomes effective in order to allow time for completion of two dose vaccines.

The District shall negotiate with all employee bargaining units to adjust the terms and conditions of employment to meet this mandate. The Policy is being presented to the Board for second reading/action.

Background Analysis

The General Counsel of the California Community College Chancellor's Office has issued an advisory about COVID-19 vaccination mandates for California Community Colleges. The draft Board Policy aligns with this information.

The Chancellor of the California Community Colleges has also strongly recommended a vaccine mandate to help protect student/employees safety and health. The CA Governor's office is mandating COVID-19 vaccination for all state employees.

Public Health data has confirmed the effectiveness of COVID-19 vaccinations in reducing infection rates and death.

File Attachments

Vaccine Requirement August 10 2021.pdf (276 KB)

BP 3506 COVID-19 Vaccine Requirement for Employees and Students.pdf (48 KB)

AP 3506 COVID-19 Vaccine Requirement for Employees and Students.pdf (52 KB)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Dianne McKay.

Final Resolution: Motion was approved.

Yes: Trustee Joshua Chancer, Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Subject **13.06 Action to Approve Board Member Absence.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 13. Action: Trustees/Chancellor's Office

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Background

In accordance with California Education Code section 72024, subdivision (d):

"A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board."

The Board of Trustees is to approve the absence of _____ who is absent from the _____ meeting due to the specified reason.

Further Information

Greg Gillespie

14. Action: Business and Administrative Services

Subject **14.01 Study Session: FY2021-22 Adoption Budget**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 14. Action: Business and Administrative Services

Access Public

Type Information, Discussion

Dr. El Fattal will present study session information on the 2021-22 Adoption Budget with the fiscal view and perspective of strategic goals and activity based expenditures.

Further Information

David El Fattal

File Attachments

Subject **14.02 Action to Approve Ratification of Supplemental Higher Education Emergency Relief Fund Student Aid Funds for Fiscal Year 2021-22**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 14. Action: Business and Administrative Services

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Presenter

David El Fattal

ARP: HIGHER EDUCATION EMERGENCY RELIEF FUND – STUDENT AID – DEPARTMENT OF EDUCATIONBackground

The Higher Education Emergency Relief Fund III (HEERF III) is authorized by the American Rescue Plan (ARP), which was signed into law on March 11, 2021. ARP provided \$39.6 billion in support to institutions of higher education to serve students and ensure learning continues during the COVID-19 pandemic. The investment in the Higher Education Emergency Relief Fund will be distributed as follows: 37.5 percent based on FTE Pell recipients, not exclusively enrolled in distance education courses prior to the emergency; 37.5 percent based on headcount Pell recipients; 11.5 percent based on overall FTE students; 11.5 percent based on overall headcount of students; 1 percent based on FTE Pell exclusively online recipients (may only be used for student grants); and 1 percent based on headcount Pell exclusively online recipients (may only be used for student grants).

ARP funds are in addition to funds authorized by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) and the Coronavirus Aid, Recovery, and Economic Security (CARES) Act. Emergency funds available to institutions and their students under all emergency funds total \$76.2 billion. These funds help mitigate the negative impact of the pandemic on students' educational attainment, target resources to students with greatest need, support students' ability to meet basic needs, as well as support campus safety measures and protocols. Institutions are expected to prioritize students with exceptional need. Recipients of these funds must continue to adhere to the quarterly reporting requirements originally implemented through the CARES Act.

Institutions of higher education have one calendar year from the date of their award to expend funds unless the institution receives a no-cost extension. Funds may be used for pre-award costs incurred on or after March 13, 2020, the date of the President declared a national emergency due to the coronavirus pandemic.

AnalysisMoorpark College

Moorpark College has received notification of supplemental funding of \$9,281,241 under the emergency financial aid portion of the American Rescue Plan HEERF III funds. These funds will be used to award emergency financial aid to students. While awards will be available to all students, students with the greatest financial need will be prioritized, as required under the ARP HEERF III. Moorpark College will conduct robust outreach efforts to students through all available and appropriate methods encouraging them to apply. These funds align with the college's Strategic Direction to provide ready access to a college education.

Fund 74 Student Financial Aid - Moorpark College		
7000	Other Outgo	\$9,281,241
		9,281,241

Oxnard College

Oxnard College has received notification of supplemental funding of \$7,041,191 under the emergency financial aid portion of the American Rescue Plan HEERF III funds. These funds will be used to award emergency financial aid to students. While awards will be available to all students, students with the greatest financial need will be prioritized, as required under the ARP HEERF III. Oxnard College will conduct robust outreach efforts to students through all available and appropriate methods encouraging them to apply. These funds align with the college's Strategic Direction to provide ready access to a college education.

Fund 74 Student Financial Aid - Oxnard College		
7000	Other Outgo	\$7,041,191
		7,041,191

Ventura College

Ventura College has received notification of supplemental funding of \$9,398,095 under the emergency financial aid portion of the American Rescue Plan HEERF III funds. These funds will be used to award emergency financial aid to students. While awards will be available to all students, students with the greatest financial need will be prioritized, as required under the ARP HEERF III. Ventura College will conduct robust outreach efforts to students through all available and appropriate methods encouraging them to apply. These funds align with the college's Strategic Direction to provide ready access to a college education.

Fund 74 Student Financial Aid - Ventura College		
7000	Other Outgo	\$9,398,095
		9,398,095

Impact of Approval

VCCCD and its colleges will be able to provide grant-funded success-oriented programs and services to students in alignment with District and campus missions to improve student access and success.

Impact of Non-Approval

Students will not be able to benefit from the stated programs and services that will be offered as a result of the identified grant funding.

Fiscal

Increase to Fund 74 Student Financial Aid – FY21-22 of \$25,720,527

Further Information

Julius Sokenu, Luis Sanchez, Kimberly Hoffmans, David El Fattal

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Bernardo Perez, second by Trustee Stan Mantooth.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

Subject 14.03 Action to Approve a Services Agreement with SEIU UHW-West & Joint Employer Education Fund for Payment of Tuition for Healthcare Workers

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 14. Action: Business and Administrative Services

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Presenter

David El Fattal

Background

The Ventura County Community College campuses are interested in executing an agreement with SEIU UHW-West & Joint Employer Education Fund (Education Fund). The Agreement establishes the opportunity for healthcare workers to have their tuition paid by the Education Fund. Employees working for Dignity Health, Kaiser Health and the Hospital

Corporation of America and attending Moorpark, Oxnard or Ventura Colleges may have their tuition paid by the Education Fund for VCCCD coursework.

Analysis

This program will generate FTES for VCCCD, provide educational upskilling and degree/certificate completion for regional healthcare workers, and assist the healthcare industry with meeting the current recruitment deficient of obtaining and maintaining a highly skilled and trained workforce.

The maximum number of Pathway students who can be served under this Agreement is 100 students, and the maximum costs that can be paid is \$525,000.

The Agreement will be for a four-year period, August 1, 2021 through June 30, 2025.

Impact of Approval

Designated healthcare employees have increased access to the VCCCD to take courses as well as the financial support from their employer to cover tuition. Increases FTES generation for the VCCCD and increase educational opportunities and awareness to a population of employees who are interested in enhancing their skills and/or promote.

Impact of Non-Approval

FTES is not generated and healthcare workers lose the opportunity to have the VCCCD tuition paid by this benefit from their employer.

Fiscal Impact

N/A

Further Information

Cynthia Herrera, David El Fattal

File Attachments

[SEIU Education Fund Agreement.pdf \(444 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Bernardo Perez, second by Trustee Gabriela Torres.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

Subject **14.04 Action to Approve the District's 2023-2027 Five-Year Capital Construction Plan**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 14. Action: Business and Administrative Services

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Presenter

David El Fattal

Background/Analysis

The Five-Year Construction Plan (5YCP) is mandated by Education Code and is an annual report and summary of all the major capital outlay projects of a college regardless of what source of revenue will fund the project (e.g., general obligation bond, general fund, capital outlay fund, donor, etc.). The 5YCP communicates to the State the District's plans and needs for current and future capital projects within the plan period by defining the essential capital improvements of each campus.

The Chancellor's Office utilizes the information it receives from each community college in the system to make informed decisions regarding project priorities for State funding. In other words, the projects identified at all colleges throughout the state system are used by State-level agencies and personnel to determine circumstances such as how much overall classroom space is available throughout the state, how enrollment trends will impact available and future classroom space, and the financial need and amount of overall funding that will be necessary from State construction bonds should any be pursued or issued. The Chancellor's Office combines and analyzes the data from the 5YCPs of all 72 community college districts in a manner consistent with Sections 81820 through 81823 of the California Education Code and publishes the statewide Community Colleges Capital Outlay Plan. This statewide plan is used by the State Legislature and several state agencies, including the Department of Finance, Legislative Analyst's Office and California Postsecondary Education Commission, to help identify and develop short-term and long-range capital outlay needs for higher education in California.

The attached Executive Summary of the 2023-2027 5YCP lists construction projects, anticipated occupancy schedules, funding category, total project budget cost, and source(s) of funding. Regardless of funding source, all anticipated and "in-progress" projects are included on this list. All pending Initial Project Proposals (IPPs) and Final Project Proposals (FPPs) are included on this list. An IPP is developed by a college, then submitted to the State for determination of whether it is a project that will be eligible to receive State funding. Once approved by the State as an IPP, the next step is for the college to advance the project as an FPP at an appropriate time based on the needs of the college. Once an FPP is approved by the State only very nominal changes, if any, are allowed to the project's identified scope of work and State reimbursement level. The full text of the District's 2023-2027 5YCP is available from the Office of Business and Administrative Services.

In summary, the 5YCP serves the following purposes: 1) it provides the state with insight as to the District's use of facilities in relationship to student demand; and, 2) it enables the state to determine whether or not the District qualifies to receive state funding support for capital construction projects. District staff and its consultants work diligently to effectively and positively manage the many variables that are utilized by the state in determining the level of state funding support that may be available. This 5YCP is designed to attract the greatest amount of state funds for our major capital outlay needs.

The District has prepared updated Initial Project Proposals (IPP) for the following:

- Ventura College, Instructional Building (New Science Laboratory)

The District has received funding approval for the following Final Project Proposal (FPP):

- Moorpark College, Administration Building Reconstruction

Impact of Approval

Continual compliance with District and State regulations.

Impact of Non-Approval

Non-acceptance would place the District out-of-compliance with State regulations.

Fiscal

None

Further Information

David El Fattal

File Attachments

VCCCD 5 YCP 2023-27 Executive Summary.pdf (56 KB)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Bernardo Perez, second by Trustee Stan Mantooth.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

15. Action: Institutional Effectiveness

Subject

15.01 Accreditation Update

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 15. Action: Institutional Effectiveness
Access Public
Type Information, Report

Further Information

Greg Gillespie

District Council Accreditation Planning

- Kim Hoffmans, Tri-Chair
- Erik Reese - Tri Chair
- Amparo Medina - Tri-Chair

File Attachments

[DCAP ISER Timeline Revised.pdf \(107 KB\)](#)

Subject 15.02 Summer 2021 Candidates for Graduation and Certificates at Moorpark College

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 15. Action: Institutional Effectiveness
Access Public
Type Action

Recommended Action The Chancellor recommends approval.

Background/Analysis

This item presents for approval the Summer 2021 candidates for graduation and certificates at Moorpark College. Congratulations to the Moorpark College Graduates. The lists are available electronically below.

Further Information

Greg Gillespie, Julius Sokenu

File Attachments

[MC Summer 2021 Certificates of Achievement.pdf \(1,492 KB\)](#)

[MC Summer 2021 Graduation Associates Degrees.pdf \(1,501 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooh, second by Trustee Bernardo Perez.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooh, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

Subject 15.03 Summer 2021 Candidates for Graduation and Certificates at Oxnard College

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 15. Action: Institutional Effectiveness
Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Background

This item presents for approval the Summer 2021 candidates for graduation and certificates at Oxnard College. Congratulations to the Oxnard College Graduates. The lists are available electronically below.

Further Information

Greg Gillespie, Luis Sanchez

File Attachments

[OCSummer2021certs.pdf \(136 KB\)](#)

[OCSummer2021grads.pdf \(184 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Bernardo Perez.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

Subject 15.04 Summer 2021 Candidates for Graduation and Certificates at Ventura College.

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 15. Action: Institutional Effectiveness

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Background

This item presents for approval the Summer 2021 candidates for graduation and certificates at Ventura College. Congratulations to the Ventura College Graduates. The lists are available electronically below.

Further Information

Greg Gillespie, Kim Hoffmans

File Attachments

[Ventura College Applications for Board Approval Summer 2021 Degrees.pdf \(399 KB\)](#)

[Ventura College Applications for Board Approval Summer 2021 Certificates.pdf \(354 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Bernardo Perez.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

**Subject 15.05 First Reading: Board Policy 3725 Accessibility Standard (proposed).
Administrative Procedure 3725 Accessibility Standard (proposed) is provided for
information.**

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 15. Action: Institutional Effectiveness
Access Public
Type Action

Recommended Action The Chancellor recommends approval.

Board Policy 3725 Accessibility Standard (proposed) was proposed during the September 10, 2020 DTRW-SS meeting. Administrative Procedure 3725 Accessibility Standard (proposed) is provided for information.

Presenter

Greg Gillespie, Cynthia Herrera

File Attachments

[BP 3725 Accessibility Standard.pdf \(49 KB\)](#)

[AP 3725 Accessibility Standard.pdf \(90 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Bernardo Perez.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

Subject 15.06 First Reading: Board Policy 4070 Auditing and Auditing Fees and Administrative Procedure 4070 Course Auditing and Auditing Fees

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 15. Action: Institutional Effectiveness
Access Public
Type Action

Recommended Action The Chancellor recommends approval.

Board Policy 4070 Auditing and Auditing Fees was revised during the May 13, 2021 DTRW-SS meeting. Administrative Procedure 4070 Course Auditing and Auditing Fees (revised) is provided for information.

Presenter

Greg Gillespie, Cynthia Herrera

File Attachments

[BP 4070 Auditing and Auditing Fees.pdf \(67 KB\)](#)

[AP 4070 Course Auditing and Auditing Fees.pdf \(44 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Bernardo Perez.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

Subject **15.07 First Reading: Board Policy 5205 Student and Athlete Accident Insurance (reviewed). Administrative Procedure 5205 Student and Athlete Accident Insurance (reviewed) for information.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 15. Action: Institutional Effectiveness

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Board Policy 5205 Student and Athlete Accident Insurance was reviewed during the May 13, 2021 DTRW-SS meeting. Administrative Procedure 5205 Student and Athlete Accident Insurance (reviewed) is provided for information.

Presenter

Greg Gillespie, Cynthia Herrera

File Attachments

[BP 5205 Student and Athlete Accident Insurance.pdf \(65 KB\)](#)

[AP 5205 Student and Athlete Accident Insurance reviewed.pdf \(67 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooh, second by Trustee Bernardo Perez.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooh, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

Subject **15.08 First Reading: Board Policy 5430 Clubs - Regulations (proposed). Administrative Procedure 5430 Clubs - Regulations (proposed) is provided for information.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 15. Action: Institutional Effectiveness

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Board Policy 5430 Clubs - Regulations was proposed during the May 13, 2021 DTRW-SS meeting. Administrative Procedure 5430 Clubs - Regulations (proposed) is provided for information.

Presenter

Greg Gillespie, Cynthia Herrera

File Attachments

[BP 5430 Clubs Regulations proposed.pdf \(67 KB\)](#)

[AP 5430 Clubs Regulations proposed.pdf \(73 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Bernardo Perez.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

Subject **15.09 Second Reading: Action to Approve Board Policy 5530 Student Rights and Grievances (reviewed). Administrative Procedure 5530 Student Rights and Grievances (revised) is provided for information.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 15. Action: Institutional Effectiveness

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Board Policy 5530 Student Rights and Grievances was reviewed during the February 11, 2021 DTRW-SS meeting, the April 13, 2021 Board of Trustees meeting, and the June 15, 2021 Board of Trustees Meeting. Administrative Procedure 5530 Student Rights and Grievances (revised) is provided for information.

Presenter

Greg Gillespie, Cynthia Herrera

File Attachments

[BP 5530 Student Rights and Grievances.pdf \(39 KB\)](#)

[AP 5530 Student Rights and Grievances.pdf \(115 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Stan Mantooth, second by Trustee Bernardo Perez.

Final Resolution: Motion was approved.

Yes: Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

No: Trustee Gabriela Torres

Not Present at Vote: Trustee Joshua Chancer

Subject **15.10 First Reading: Administrative Procedure 5610 Voter Registration (proposed) is provided for information.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 15. Action: Institutional Effectiveness

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Administrative Procedure 5610 Voter Registration (proposed) was reviewed during the April 08, 2021 DTRW-SS meeting, and is provided for information.

Further Information

Greg Gillespie, Cynthia Herrera

File Attachments

[AP 5610 Voter Registration.pdf \(42 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Bernardo Perez, second by Trustee Gabriela Torres.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

Subject **15.11 First Reading: Board Policy 5800 Prevention of Identity Theft in Student Financial Transactions (proposed). Administrative Procedure 5800 Prevention of Identity Theft in Student Financial Transactions (proposed) is provided for information.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 15. Action: Institutional Effectiveness

Access Public

Type Action

Recommended Action The Chancellor recommends approval.

Board Policy 5800 Prevention of Identity Theft in Student Financial Transaction was reviewed during the May 13, 2021 DTRW-SS meeting. Administrative Procedure 5800 Prevention of Identity Theft in Student Financial Transactions (proposed) is provided for information.

Presenter

Greg Gillespie, Cynthia Herrera

File Attachments

[BP 5800 Prevention of Identity Theft in Student Financial Transactions.pdf \(65 KB\)](#)

[AP 5800 Prevention of Identity Theft in Student Financial Transactions.pdf \(117 KB\)](#)

Motion & Voting

The Chancellor recommends approval.

Motion by Trustee Bernardo Perez, second by Trustee Gabriela Torres.

Final Resolution: Motion was approved.

Yes: Trustee Gabriela Torres, Trustee Stan Mantooth, Trustee Dianne McKay, Trustee Bernardo Perez

Not Present at Vote: Trustee Joshua Chancer

16. Action: Human Resources

Subject **16.01 There are no items.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 16. Action: Human Resources

Access Public

Type Procedural

Further Information

Laura Barroso

17. Trustee/Chancellor Reports

Subject **17.01 Trustee Reports**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 17. Trustee/Chancellor Reports

Access Public

Type Report

Subject **17.02 Future Board Items**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 17. Trustee/Chancellor Reports

Access Public

Type Information, Discussion

Further Information
Greg Gillespie

File Attachments FY22 Board Agenda Items Calendar.pdf (131 KB)

Subject **17.03 Board of Trustees August 10, 2021 Meeting Evaluation.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 17. Trustee/Chancellor Reports

Access Public

Type Discussion

Further Information
Greg Gillespie

18. Closed Session

Subject **18.01 The Board will return to Closed Session if there was insufficient time to address items.**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 18. Closed Session

Access Public

Type Closed Session

Subject **18.02 Closed Session Report.**

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 18. Closed Session
Access Public
Type Closed Session, Action, Report

Further Information
Greg Gillespie

19. Adjournment

Subject 19.01 Adjournment

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 19. Adjournment
Access Public
Type Procedural

20. Informational Items

Subject 20.01 FY22 Tentative Budget

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 20. Informational Items
Access Public
Type

Further Information

Subject 20.02 Strategic Goals

Meeting Aug 10, 2021 - Board of Trustees Meeting
Category 20. Informational Items
Access Public
Type

- Instill a culture that values diversity, students, our communities, collaboration, and the success of each employee.
- Increase equitable access and success for all students.
- Support the closing of academic achievement and support services equity gaps across all racial, ethnic, socioeconomic, and gender groups. Actively support equitable workforce and economic development in Ventura County through partnerships and relevant programs and pathways leading from education to careers.

Subject **20.03 Strategic Plans**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 20. Informational Items

Access Public

Type

[Presenter](#)

[Background](#)

[Analysis](#)

[Impact of Approval](#)

[Impact of Non-Approval](#)

[Fiscal](#)

[Further Information](#)

Subject **20.04 Educational Master Plan**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 20. Informational Items

Access Public

Type

[Presenter](#)

[Background](#)

[Analysis](#)

[Impact of Approval](#)

[Impact of Non-Approval](#)

[Fiscal](#)

[Further Information](#)

Subject **20.05 Personnel Commission Handbook**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 20. Informational Items

Access Public

Type

[Further Information](#)
Laura Barroso

File Attachments

Subject **20.06 AFT Agreement**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 20. Informational Items

Access Public

Type

Further Information
Laura Barroso

File Attachments
2019-2022-AFTAgmt-12.10.2020 Final signed.pdf (3,274 KB)

Subject **20.07 SEIU Agreement**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 20. Informational Items

Access Public

Type

Further Information
Laura Barroso

File Attachments
2019-2022 SEIU Agreement-Final with Footer and Bookmarked(1).pdf (4,076 KB)
2019-2022 SEIU Agreement-Final with Footer and Bookmarked(1).pdf (4,076 KB)

Subject **20.08 Sustainability Plans**

Meeting Aug 10, 2021 - Board of Trustees Meeting

Category 20. Informational Items

Access Public

Type

Presenter

Background

Analysis

Impact of Approval

Impact of Non-Approval

Fiscal

Further Information

Subject	20.09 CCLC Trustee Handbook
Meeting	Aug 10, 2021 - Board of Trustees Meeting
Category	20. Informational Items
Access	Public
Type	
<u>Presenter</u>	
<u>Background</u>	
<u>Analysis</u>	
<u>Impact of Approval</u>	
<u>Impact of Non-Approval</u>	
<u>Fiscal</u>	
<u>Further Information</u>	