



**Ventura County Community College District
Board of Trustees Regular Meeting
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
Tuesday, July 10, 2012**

Members present: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez, and Student Trustee A.J. Valenzuela

In attendance:

Sue Johnson, Interim Chancellor
Robin Calote, Ventura College President
Richard Duran, Oxnard College President
Pam Eddinger, Moorpark College President
Dave Fuhrmann, Assistant Vice Chancellor, Information Technology
Jane Harmon, Executive Vice President
Ramiro Sanchez, Executive Vice President
Michael Bush, Vice President, Business Services
David Keebler, Vice President, Business Services
Iris Ingram, Vice President, Business Services
Richard DeLaO, Chief of Police
Michael Arnoldus, Director
Lori Bennett, Dean
Terry Cobos, Director
Sharon Dwyer, Project Manager
Patricia Ewins, Dean
Clare Geisen, Director
Cynthia Herrera, Director
Kim Hoffmans, Dean
Mary Anne McNeil, Director
Lisa Miller, Dean
Inajane Nicklas, Dean
Kathleen Schrader, Dean
Terry Schukart, Project Manager

Gail Warner, Director
Jay Wysard, Director
Linda Kamaila, Oxnard College Academic Senate President
Riley Dwyer, Moorpark College Academic Senate President
Peter Sezzi, Ventura College Academic Senate President
Karla Banks, Oxnard College Classified Senate President
Les Dickey, Measure S
Handel Evans, Measure S
Steve Hall, AFT President
Patti Blair, Executive Assistant, Recorder

1. District Mission and Governance Roles.

The District Mission and Governance Roles are standing agenda items for informational purposes only. There was no action taken.

2. Open Session: Call to Order

Chair Blum called the meeting to order at 5:37 p.m.

3. Public Comments Regarding Closed Session Agenda Items

Public comments were made by Donald Davis and Marien Hack.

4. Recess to Closed Session

- 4.01 Existing Litigation: Government Code Section 54956.9(a). Philip C. Ames; Gary B. Hand; State of California; and the Ventura County Community College District v. Vratsinas Construction Company, et al., Ventura County Superior Court Case No. 56-2011-00409056-CU-MC-VTA.

5. Reconvene in Open Session and Closed Session Report 5:45 p.m.

Chair Blum reconvened the meeting in open session at 6:20 p.m. There was no closed session report.

6. Pledge to the Flag

Peter Sezzi led the pledge to the flag.

7. Changes to the Agenda

Chair Blum indicated the following change to the agenda:

- Revised Item 16.03: The following was added to the item:

Background/Analysis

In December 2011, the Board appointed members of the following (sub) committees for a one-year term. The Board recognizes the commitment made by Trustees to serve on various committees, but also recognizes there may be occasion when a scheduling conflict arises. Therefore, it is recommended that alternate members be designated to serve on each Board committee in the event a scheduling conflict arises.

Below are brief descriptions of each committee, Trustee roles and responsibilities, and current Board committee membership.

There was a table added to the bottom of the item to record Trustee recommendations.

8. Acknowledgement of Guests and Special Recognitions

- Dr. Duran, Oxnard College President, introduced Michael Bush, Oxnard College Vice President, Business Services.
- Dr. Eddinger, Moorpark College President, introduced Jane Harmon, Moorpark College Interim Executive Vice President, Student Learning.

9. Public Comments

There were no public comments.

10. Associated Student Government Reports

Student Trustee Valenzuela commented on the summer session.

11. Senate President Business Report

Report: 11.01 Academic Senate Business Report

- Peter Sezzi, Ventura College Academic Senate President, requested a technical assistance visit in January from the Community College League of California and Statewide Academic Senate.
- Riley Dwyer, Moorpark College Academic Senate President, commented on the Executive Vice President and support of the technical assistance request made by Mr. Sezzi.
- Linda Kamaila, Oxnard College Academic Senate President, commented on the program discontinuance review calendar and support for Condor Middle College at Oxnard College.

Report: 11.02 Classified Senate Business Report

- Karla Banks, Oxnard College Classified Senate, commented on the summer session and a classified senate website.

12. Interim Chancellor's Recommendations of Board of Trustees Agenda

Report: 12.01 INTERIM CHANCELLOR'S RECOMMENDATION. The District's Consultation Council is the representative body designed to support the governance processes at each College and to assist in District governance through the review and analysis of the Board of Trustees agenda prior to action by the Trustees. The items presented to the Board of Trustees contained in the Consultation Council meeting agenda of June 28, 2012, have been reviewed within the District's Consultation Council, and are hereby presented to the Trustees for action, without constituent objection. Interim Chancellor Sue Johnson indicated the agenda is presented without objections.

13. Study Session: Accreditation Update

Information: 13.01 OPEN STUDY SESSION: Accreditation Update.

Chair Blum opened the study session at 6:32 p.m.

Discussion: 13.02 Accreditation Update.

Interim Chancellor Sue Johnson indicated the Ventura County Community College District received the ACCJC summary letter and accreditation report. Sustained and continued positive improvement must be demonstrated and maintained. Ms. Johnson indicated the visiting team noted the Board's progress and continued work towards addressing the Commission Concern.

Ms. Johnson distributed and reviewed *Update on Completion of DCAP Recommendations, Board of Trustees Planning Session, June 26, 2012.*

Chair Blum reconfirmed the Board's commitment to sustained improvement in meeting the Accreditation Commission Concern and Recommendations. Chair Blum asked that existing Board policy be followed.

Trustee McKay indicated the Planning, Accreditation, and Communication Committee reviewed the summary letter and accreditation and expressed confidence that the Board is working to meet the accreditation recommendations.

Trustee Hernandez provided a verbal statement in response to the ACCJC Accreditation summary letter and report.

Information: 13.03 CLOSE STUDY SESSION.

Chair Blum closed the study session at 6:52 p.m.

14. Study Session: Professional Development: Fiscal Affairs; Legal Affairs

15. Board Policy

Information: 15.01 The Policy Committee met on June 20, 2012. The Policy Committee provides recommendations to the Board regarding policy for Ventura County Community College District. The Policy Committee reviews policies and administrative procedures to ensure uniform practice Districtwide and avoid impeding college operational effectiveness (Accreditation Standards III.A.3.a, III.A.4.c, IV.B.1.b-c; IV.B.1.e).

Action: 15.02 ACTION TO REAFFIRM BOARD POLICY (BP) 1100 VENTURA COUNTY COMMUNITY COLLEGE DISTRICT. This item presents for reaffirmation BP 1100 Ventura County Community College District. No administrative procedure is required. The Interim Chancellor recommends the Board of Trustees reaffirm BP 1100 Ventura County Community College District. No administrative procedure is required. Motion by Trustee Dianne McKay, second by Trustee Larry Miller. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

16. Trustees/Chancellor's Office

Discussion: 16.01 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE June 19, 2012 REGULAR BOARD MEETING. This item presents for review a Board meeting assessment for the June 19, 2012 Regular Board of Trustees meeting. Trustees discussed the June 19, 2012 Board meeting assessment. Trustees commented that questions will be raised prior to and during Board meetings, and expressed satisfaction with Survey Monkey.

Action: 16.02 ACTION TO APPROVE REVISED BOARD OF TRUSTEES MEETING CALENDAR 2012. This item presents for approval the revised Board of Trustees Meeting Calendar 2012. The Interim Chancellor recommends the Board of Trustees approve this item, with a change to move the August 9, 2012 start time to 3:00 p.m. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action: 16.03 REVISED Item 16.03 (see item 7.01 Changes to Agenda) - ACTION TO APPOINT ALTERNATE BOARD COMMITTEE MEMBERS. This item presents for action the appointment of alternate members to serve on Board committees. The Interim Chancellor recommends the Board of Trustees approve this item. Chair Blum will serve as an alternate to Capital Planning and Audit and Budget. Trustee Miller will serve as an alternate to Legislative and Policy. Motion by Trustee Larry Miller, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action: 16.04 ACTION TO APPROVE GOVERNING BOARD MEMBER ABSENCE. This item presents for approval the absence of a Board of Trustees member. There was no action taken.

17. Business Services

Action: 17.01 APPROVAL OF BUDGET AMENDMENT: This item requests approval to amend the General Fund Revenue and the General Fund Reserve account. The Interim Chancellor recommends approval of this amendment to the General Fund-Unrestricted budget in the amounts indicated. Motion by Trustee Larry Miller, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

18. Human Resources

There are no items.

19. Capital Planning

Report: 19.01 Trustees: Capital Planning & Facilities Committee met on June 19, 2012. Trustee Perez indicated the Capital Planning Committee met and approved the agenda items.

20. Student Learning

Action: 20.01 ACTION TO APPROVE OXNARD COLLEGE DENTAL CLINIC FEE SCHEDULE

EFFECTIVE SEPTEMBER 1, 2012: This item presents for approval the fee schedule for the Dental Hygiene Clinic at Oxnard College, effective September 1, 2012. The Interim Chancellor recommends that the Board of Trustees approve the Oxnard College Dental Clinic Fee Schedule effective September 1, 2012. Motion by Vice Chair Arturo Hernandez, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action: 20.02 APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH OXNARD UNION HIGH SCHOOL DISTRICT FOR CONDOR MIDDLE COLLEGE AT THE OXNARD COLLEGE

CAMPUS: This item presents for approval the Memorandum of Understanding between Oxnard College and the Oxnard Union High School District for the Condor Middle College at Oxnard College. The Interim Chancellor recommends that the Governing Board approve the Memorandum of Understanding with Oxnard Union High School District to jointly support the program entitled Condor Middle College at Oxnard College for the period of July 1, 2012 through June 30, 2015. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

21. Consent Calendar

Action (Consent): 21.01 APPROVAL OF CONSENT CALENDAR. This item presents for approval the Consent Calendar. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

22. Consent Calendar: Approval of Minutes

Action (Consent), Minutes: 22.01 APPROVAL OF MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR JUNE 19, 2012. This item presents for approval the minutes of the Board of Trustees Meeting of June 19, 2012. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

23. Consent Calendar: Business Services

Action (Consent): 23.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF MAY 30 TO JUNE 13, 2012: This item presents for ratification Accounts Payable and Payroll for the period of May 30, 2012 to June 13, 2012. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 23.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #14 FOR FY 2011-12: This item presents for approval/ratification of Board Purchase Order Report #14, for FY 2011-2012 from June 4, 2012 to June 25, 2012. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 23.03 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #2 FOR FY 2012-13: This item presents for approval/ratification of Board Purchase Order Report #02, for FY 2012-2013 from June 4, 2012 to June 25, 2012. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 23.04 ACCEPTANCE OF GIFTS: This item presents for approval the acceptance of gifts. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 23.05 APPROVAL OF BID 439, VENTURA COLLEGE ADMINISTRATION & ENGLISH LEARNING CENTER (FORMERLY DP BUILDING) BUILDINGS ROOFING PROJECT: This item presents for approval the award of Bid 439, Ventura College Administration & English Learning Center (formerly DP Building) Buildings Roofing Project to the lowest responsible bidder, RMC Construction and Roofing, Inc., in the amount of \$168,000. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 23.06 APPROVAL OF BID 442, VENTURA COLLEGE RENOVATION OF ATHLETIC LOCKER AREAS: This item presents for approval award of Bid 442, Ventura College Renovation of Athletic Locker Areas to the lowest responsible bidder, Bottenfield Construction Inc., in the amount of \$119,680. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 23.07 MONTHLY BUDGET TRANSFER SUMMARY: This item presents for ratification the monthly budget transfer summary for the months of June 2012. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

24. Consent Calendar: Human Resources

Action (Consent): 24.01 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ABOLISHMENT AND ESTABLISHMENT OF POSITIONS: This item presents for approval the abolishment and establishment of positions. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 24.02 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF PERMANENT INCREASE IN ASSIGNMENT. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 24.03 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF RESCISSION OF SEPARATION OF EMPLOYMENT. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 24.04 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF RESCISSION OF ACTION TO ELIMINATE A VACANT POSITION: This item presents for approval the rescission of an action that was previously approved by the Board of Trustees to eliminate a vacant position. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

25. Consent Calendar: Capital Planning & Facilities

Action (Consent): 25.01 ACCEPTANCE OF CHANGE ORDER SUMMARY REPORTS FOR CAPITAL PROJECTS: This item presents for approval the Change Order Summary Reports for Capital Projects. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 25.02 APPROVAL TO ISSUE AN ADDENDUM TO PAUL MURDOCH ARCHITECTS FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE OXNARD COLLEGE LEARNING RESOURCES CENTER RENOVATION/NEW CONSTRUCTION, PROJECT #29124: This item presents for approval an addendum to the Architectural Design Agreement with Paul Murdoch Architects, in the amount of \$66,385 for additional Construction Administration Phase Services for the Oxnard College Learning Resources Center Renovation/New Construction, project #29124. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Action (Consent): 25.03 ACCEPTANCE OF COMPLETION OF CONTRACT WITH SANTA BARBARA PLUMBING FOR THE OXNARD COLLEGE ROSE AVENUE CORRIDOR LANDSCAPE IMPROVEMENTS, PROJECT #29124: This item presents for approval the acceptance of completion of the contract with Santa Barbara Plumbing for the Oxnard College Rose Avenue Corridor Landscape Improvements, Project #29124. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

26. Consent Calendar: Student Learning

Action (Consent): 26.01 MOORPARK COLLEGE REVISED DEGREE APPROVAL: This item presents for approval a revised degree at Moorpark College. The Interim Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

27. Informational Items

There were no items.

28. Reports

- **Report: 28.01 Academic Senates**
Academic Senate Presidents acknowledged Interim Chancellor Sue Johnson. Ventura College Academic Senate President Peter Sezzi commented on the summer session and the Curriculum Institute.
- **Report: 28.02 Trustees**
Student Trustee Valenzuela commented on the Student Trustee Conference in San Francisco and will provide a report during the August Board meeting.

Trustees commented on the Board Strategic Planning Session and thanked faculty and staff for their dedicated work in the service to our students.
- **Report: 28.03 Interim Chancellor**
There was no report.

29. Adjournment

Chair Blum adjourned the meeting at 7:57 p.m.



Ventura County Community College District
Board of Trustees Strategic Planning Meeting – Part Two
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
Thursday, August 9, 2012

Members present: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez, and Student Trustee A.J. Valenzuela

In attendance:

Dr. Jamillah Moore, Chancellor
Robin Calote, Ventura College President
Pam Eddinger, Moorpark College President
Sue Johnson, Vice Chancellor, Business and Administrative Services
Patricia Parham, Vice Chancellor, Human Resources
Erika Endrijonas, Executive Vice President
Jane Harmon, Executive Vice President
Ramiro Sanchez, Executive Vice President
Michael Bush, Vice President, Business Services
David Keebler, Vice President, Business Services
Iris Ingram, Vice President, Business Services
Lori Bennett, Dean
Cynthia Herrera, Director
Linda Kamaila, Oxnard College Academic Senate President
Riley Dwyer, Moorpark College Academic Senate President
Peter Sezzi, Ventura College Academic Senate President
Karla Banks, Oxnard College Classified Senate President
Steve Hall, AFT President
Dan Casey, SEIU Chief Steward
Patti Blair, Executive Assistant, Recorder

1. District Mission and Governance Roles.

The District Mission and Governance Roles are standing agenda items for informational purposes only. There was no action taken.

2. Open Session: Call to Order

Chair Blum called the meeting to order at 3:05 p.m.

3. Public Comments Open Session Agenda Items

Public comments were made by Steve Hall.

4. Changes to the Agenda

There were no changes to the agenda.

5. Chancellor's Recommendation of the Board of Trustees Agenda

Report: 5.01 CHANCELLOR'S RECOMMENDATION. The District's Consultation Council is the representative body designed to support the governance processes at each College and to assist in District governance through the review and analysis of the Board of Trustees agenda prior to action by the Trustees. The items presented to the Board of Trustees contained in the Consultation Council meeting agenda of August 2, 2012, have been reviewed within the District's Consultation Council and are hereby presented to the Trustees for action, without constituent objection. Chancellor Moore indicated the agenda is presented without changes.

6. Trustee/Chancellor's Office

Action: 6.01 Open Study Session

Chair Blum opened the study session.

Discussion: 6.02 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE July 10, 2012 REGULAR BOARD MEETING. This item presents for review a Board meeting assessment for the July 10, 2012 Regular Board of Trustees meeting. Trustees reviewed the July 10, 2012 Board of Trustees Meeting Assessment. The Board Chair provided a verbal statement on behalf of the Board regarding Vice Chair Hernandez's violation of the Board's March 13, 2012 Board of Trustees Best Practices Agreement during the July 10, 2012 Board meeting. In response, Vice Chair Hernandez provided a verbal statement of clarification and apology related to his verbal statement made at the July 10, 2012 Board meeting and expressed full commitment in support of the Board.

7. Public Comments

Public comments were made by Steve Hall.

8. Action Item: Trustee/Chancellor's Office

Action, Minutes: 8.01 APPROVAL OF MINUTES FOR THE STRATEGIC PLANNING MEETING OF THE BOARD OF TRUSTEES ON JUNE 26, 2012. This item presents for approval the minutes of the Board of Trustees Strategic Planning Meeting of June 26, 2012. The Chancellor recommends the approval of the June 26, 2012 minutes of the Strategic Planning Meeting of the Board of Trustees, with minor changes. Motion by Trustee Dianne McKay, second by Vice Chair Arturo Hernandez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

9. Board of Trustees Professional Development 2012/2013 Calendar

Action: 9.01 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT 2012/2013 CALENDAR. This item presents for approval the Board of Trustees Professional Development 2012/2013 Calendar. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Trustees indicated commitment to attending professional development activities that include the following areas:

- Role of the Board Chair; Board Chair/CEO Relationship, 10/2012
- Effective Board and Committee Meetings, 10/2012

- Technical Assistance Visit (AB 1725), 01/2013
- Board/Staff Relationships, Accreditation, 02/2013
- Emergency Preparedness, 03/2013
- Board Role in Strategic Planning, 04/2013

Trustees further committed to a minimum of one or two Trustees attending the Community College League of California, Annual Convention and Partner Conference, 11/2012; Community College League of California, Effective Trustee Workshop, Board Chair Workshop, Annual Legislative Conference, 01/2013; and Community College League of California, Annual Trustees Conference, 05/2013.

10. Board of Trustees 2013 Performance Goals

Action: 10.01 BOARD OF TRUSTEES 2012-2013 PERFORMANCE GOALS. This item presents for approval the Board of Trustees 2012-2013 Performance Goals. The Chancellor recommends the Board of Trustees approve its 2012-2013 Board Performance Goals, with the deletion of the word "full" in the second sentence of Number 8. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

11. STUDY SESSION: Board Goals and Objectives

Discussion: 11.02 Review Accreditation Recommendations

Dr. Pam Eddinger presented a review of the Accreditation Recommendations on behalf of the District Council on Accreditation and Planning as follows:

The District Committee on Accreditation and Planning (DCAP) convened on March 8, 2012 to develop a series of action plans to address the seven District Recommendations outlined in the Commission Action Letter of February 2, 2012. DCAP reported on the details of the action plans during the June 26, 2012 Board Planning Session. The following summary provides an update since the June meeting, and an assessment of progress in meeting the seven District Recommendations.

- District Recommendation 1. In order to meet the Standards, the District, in concert with the three Colleges, shall develop clearly defined organizational maps that delineate the primary and secondary responsibilities of each, the College-to-College responsibilities, and that also incorporate the relationship of major District and College committees established to assure the integrity of activities related to such areas as budget, research, planning, and curriculum. (IV.B.3.a-b, IV.B.3.g)

Assessment: District meets this Recommendation. The District, through Consultation Council, has revised the Participatory Governance Handbook to reflect a clearly defined organization map. It also includes the delineation of an "Advisory and Recommendation Pathway" that illustrates the relationship of major District and College committees. Memberships on the committees are clearly defined. The Participatory Governance Handbook has been widely shared at the Colleges, and constituents have given input for improvement. The Participatory Governance Handbook was presented to the Board of Trustees for information on June 19, 2012.

- District Recommendation 2. In order to meet the Standard, the District, in concert with the three Colleges, shall document evidence that a review of District Policies and Procedures that may impede the timely and effective operations of the departments of the Colleges has taken place and that appropriate modifications are made that facilitate the operational effectiveness of the Colleges. A calendar that identifies a timeline for the regular and consistent review of policies shall be developed. (IV.B.1.e)

Assessment: District meets this Recommendation. The Policies and Procedures of the District are scheduled on a two-year cycle. This proposed schedule is being vigorously adhered to, as evidenced by the substantial amount of activities undertaken by the Policy Subcommittee of the Board, and the subsequent placement of reviewed and/or revised Policies and Administrative

Procedures on the monthly Board of Trustees agendas. Recommended changes to Board Policies and Administrative Procedures follow the "Advisory and Recommendation Pathway" outlined in the Participatory Governance Handbook to ensure constituent input. DCAP is working to identify effective ways to capture further feedback from the field to ensure that Policies and Procedures enhance rather than impede operations.

- District Recommendation 3. In order to increase effectiveness, the Teams recommend that the District conduct a periodic outcomes assessment and analysis of its strategic planning and decision-making processes, leading to sustainable continuous quality improvement in educational effectiveness in support of student learning and district-wide operations. (IV.B.3)

Assessment: District meets this Recommendation. To assess its decision-making processes, the District, through Consultation Council, reviewed and revised the Participatory Governance Handbook and substantially revised the deliberation and consultation process. The resulting structure, as documented in the Handbook under the "Advisory and Recommendation Pathway" ensures that the deliberation, recommendation, and decision-making process is appropriate and functional.

To assess effectiveness of the District and its Colleges, VCCCD has created a Districtwide Effectiveness Report that delineates the outcomes for corresponding annual Board Goals. The Districtwide Effectiveness Report provides three years of data for trend analysis and comparisons. The first report was presented at the June 28, 2012 Board Planning Session; the report will be presented annually and institutionalized as a component of the standard assessment measure. The Board also assessed and made plans to improve its current Districtwide planning at the June and August Planning Sessions, taking deliberate steps to reach the level of sustainable continuous quality improvement in integrated strategic planning.

- District Recommendation 4. In order to improve communications, the Teams recommend that the District assess the effectiveness of its formal communications and utilize constituency and community input/feedback data to implement improvements to ensure that open and timely communication regarding expectations of educational excellence, operational planning, and integrity continues and is enhanced at all levels of the organization. (III.A.3, IV.B.3)

Assessment: District meets this Recommendation. The District, through Consultation Council, has improved the effectiveness of its formal communications through a thorough review and revision of the District Participatory Governance Handbook. In creating and adhering to an appropriate "Advisory and Recommendation Pathway" for formal consultation and dialogue, the District ensures that the venues for constituent and community feedback are well-defined, well-understood, and available. In addition, the Chancellor's office established a monthly update on the portal to communicate key issues affecting the District. Fall and Spring Semester surveys of all employees to assess communication effectiveness will be administered starting Fall 2012 and will be ongoing to ensure continuous communication improvement.

- District Recommendation 5. In order to meet the Standard, the Board of Trustees shall complete an analysis of its self-assessment pursuant to Board Policy 2745 and formally adopt expected outcomes and measures for continuous quality improvement that will be assessed and reported as a component of the immediately succeeding self-assessment. (IV.B.1.g)

Assessment: District meets this Recommendation. The Board of Trustees has reviewed its self-assessment instrument and made improvements to its content. Further, the Board is implementing the ongoing self-evaluation process, and conducted the annual summative Board self-evaluation at the June 26, 2012 Board Planning Session. The Board has also formally adopted outcomes and measures of its performance, and the assessment of these outcomes was an integral part of the annual assessment. An external assessment of the Board in the form of a survey to Consultation Council was established as part of the Board's annual self-assessment

process. This year's external assessment results were discussed as part of the Board self-evaluation at the June 26, 2012 Board Planning Session.

- District Recommendation 6. In order to meet the Standards, the Board of Trustees shall establish clearly written policies and corresponding procedures to ensure that decision-making is administered by staff in an equitable and consistent manner across and within the three Colleges. (III.A.3.a, III.A.4.c, IV.B.1.b-c)

Assessment: District meets this Recommendation. The District administered a two-prong strategy to fulfill this Recommendation:

Policies and Procedures are reviewed on a two-year cycle with constituent input to ensure clarity and appropriateness in field implementation. (See Assessment of Recommendation 2)

A Functional Map in the Participatory Governance Handbook makes explicit the delineation of functions between the District and the Colleges, and clarifies where the sites have discretionary decision-making over operations, and where uniformity in practice is mandated.

- District Recommendation 7. In order to meet the Standards, the Board of Trustees shall assess its actions in relation to its policy making role and implement a program for ongoing Board member professional development to enhance and improve the demonstration of its primary leadership role in assuring the quality, integrity, and effectiveness of the student learning programs and services delivered by the District Colleges. (IV.A.3, IV.B.1. e-g)

Assessment: District meets this Recommendation. The Board has affirmed its commitment to professional development, and has developed a schedule of activities to accomplish this goal. The schedule for this year was formally adopted at the August 9, 2012 Board Planning Session. The Board has also established the practice of assessing the effectiveness of each professional development activity after it has taken place to ensure that the full Board is in concordance on the content and value of its development experience.

Trustees expressed thanks and gratitude for the work done in order to meet the Accreditation Recommendations. Dr. Eddinger reviewed the timeline regarding the review and execution of the final report.

Discussion: 11.03 Analyze and Evaluate 2011-2012 Board Goals and Objectives Outcomes

Dr. Eddinger reviewed work completed on 2011-2012 Board Goals and Objectives. Trustees commended staff and faculty for their diligent and dedicated work towards meeting the Board's established goals and objectives. Completed 2011-12 goals were removed from the Board's future goals presented in Item 11.04.

During the June 26, 2012 Board Planning Session, a progress report on the Board Goals and Objectives was presented. The following is final summary of progress to date. The summary offers assessment of completion; recommendation on future action; and recommendation on the responsible parties for action.

Board Goal One: Provide Access and Student Success

- **Strategic Objective 1-A:**
Students are served more efficiently by expedited movement through District programs resulting in associate, transfer, and CTE degree and certificate completion. Student learning opportunities are enhanced by implementing system-wide efficiencies. Associate degree programs contain no more than 60 units with an appropriate mix of general education, core discipline, and exploratory elective courses.

Summary: The District has adopted DegreeWorks for student self-service in degree planning. Enrollment priority registration is in place to incentivize completion. Degree and certificate programs have been streamlined; regular cycles of review are established.

Assessment: Strategic Objective substantially completed.

Recommendation: Revise Strategic Objective 1-A

Students are served more efficiently by expedited movement through District Programs resulting associate, transfer, and CTE degree and certificate completion. Student learning opportunities are enhanced by implementing system-wide efficiencies. Establish a Districtwide General Education subcommittee to develop ideas to improve commonality among courses at each college. Responsible Party: District Council for Academic Affairs (DCAA)

- **Strategic Objective 1-B:**

Uniform collegiate level English, Mathematics and Science course units and learning objectives are established across the District consistent with equivalent courses at four-year California state universities or the transfer model curriculum (TMC).

Summary: Mathematics faculty of the District colleges reviewed student success and course content data, to ensure there is alignment with state norm. English and Science faculty have initiated similar reviews and are encouraged to continue.

Assessment: Strategic Objective partially completed.

Recommendation: Revise Strategic Objective 1-B

Review collegiate level English and Science courses to ensure comparability in units and learning objectives with equivalent courses at four-year CSUs or transfer model curriculum.

Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Mathematics Faculty

- **Strategic Objective 1-C:**

Uniform English[and] Mathematics objectives for pre-collegiate courses are established and uniform student assessment and placement in such for both pre-collegiate and collegiate courses in these subject areas are implemented.

Summary: Learning objectives in Math and English are comparable at each level among the Colleges. English and Math faculty have initiated similar reviews and are encouraged to continue. The State Chancellor's Office is planning for AB743 – Uniform Assessment. The District colleges will follow uniform assessment implementation directives as they become available from the CCCCO.

Assessment: Strategic Objective partially completed.

Recommendation: Revise Strategic Objective 1-C

Review English and Mathematics objectives for pre-collegiate courses to ensure comparability among District colleges.

Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Mathematics Faculty

- **Strategic Objective 1-D:**

Basic skills, ESL and all pre-collegiate programs are set no lower than two levels below collegiate level.

Summary: Effective Fall 2012, courses lower than two levels below collegiate will not be offered.

Assessment: Strategic Objective completed.

Recommendation: Remove Strategic Objective 1-D

- **Strategic Objective 1-E:**

Efficient and effective course coring and core sequences for academic programs and services are established and maintained and college catalogs accurately reflect curriculum and program offerings.

Summary: The colleges have completed the coring of their curriculum. The 2013 catalogs reflect updates.

Assessment: Strategic Objective completed.

Recommendation: Remove Strategic Objective 1-E

- **Strategic Objective 1-F:**

District-wide common course numbering is established.

Summary: The colleges are articulating their courses through the SB1440 (Transfer Model Curriculum) process, and the C-ID (Statewide Course Identification) system. The District colleges are ensuring their courses are comparable both within the District and statewide.

Assessment: Methodology to achieve this Strategic Objective is established. The Strategic Objective is substantially completed.

Recommendation: Revise Strategic Objective 1-F

Participate in the SB1440 and C-ID initiative to ensure college courses are comparable District-wide and within the California Community College system.

Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committees

Board Goal Two: Maintain Instructional Quality within Budgetary Limits

- **Strategic Objective 2-A:**

Technical and vocational college courses and programs are aligned with employer and market needs.

Summary: The Colleges will use the software Burning Glass to assess on employer needs in Ventura, Santa Barbara and Los Angeles counties. The Colleges will continue to leverage SB70 grant funds to develop CTE pathways and early career education with K-12 partners.

Assessment: Strategic Objective is being institutionalized and is substantially completed .

Recommendation: Retain Strategic Objective 2-A

Responsible Parties: Local Curriculum Committees, Local Program Review Committees

- **Strategic Objective 2-B:**

Professional development activities for faculty and staff promote organizational best practices and technological activities that empower employees to work smarter allowing greater time to be expended on activities linked to student access, persistence, and success.

Summary: Professional development is embedded in the institutional and contractual processes of each District college, and evident in both the governance structure and the activities conducted.

Assessment: Strategic Objective is ongoing.

Recommendation: Retain Strategic Objective 2-B

Responsible Party: Local Professional Development Committees, Human Resources Department

- **Strategic Objective 2-C:**

Uniform policy and procedure for college program assessment, improvement, and discontinuance are established.

Summary: AP 4021 Program Discontinuance was reviewed at the March 2012 Board Meeting, and is in practice.

Assessment: Strategic Objective is completed.

Recommendation: Remove Strategic Objective 2-C

BOARD GOAL THREE: PRUDENT FISCAL STEWARDSHIP

- **Strategic Objective 3-A:**

The link between discretionary budgeting and strategic planning is strengthened.

Summary: Position Control has been strengthened. Rationale and financial impact are part of the Board agenda, linking budget and planning. The District Council for Administrative Services (DCAS) developed, and the Board of Trustees approved, an Infrastructure Funding Model (IFM) that addresses Total Cost of Ownership (TCO).

Assessment: Strategic Objective is ongoing.

Recommendation: Retain Strategic Objective 3-A

Responsible Parties: District Committee for Accreditation and Planning (DCAP), Consultation Council

- **Strategic Objective 3-B:**
Expenditures linked to District Planning are reviewed on an annual basis
Summary:
The need to link District Planning to expenditures is acknowledged. A methodology will be identified to make the linkage explicit.
Assessment: Strategic Objective is ongoing.
Recommendation: Retain Strategic Objective 3-B
Responsible Party: District Council for Administrative Services (DCAS)
- **Strategic Objective 3-C:**
The effectiveness and efficiency of all District operations, programs, and services are improved and associated cost savings are redirected to student learning and support.
Summary: As part of the FY12 and FY13 budget, the Board approved a number of re-organizations to streamline operations. The Human Resources Department continues to review individual positions, classification series, and departments to ensure effectiveness and efficiencies.
Assessment: Strategic Objective is ongoing.
Recommendation: Retain Strategic Objective 3-C
Responsible Parties: Program Review Committees, Management, All Constituencies
- **Strategic Objective 3-D:**
District long-term retirement obligations (GASB45) are funded and adequate cash reserves are maintained to handle cash flow requirements, including state funding deferrals and unanticipated expenditures.
Summary: The District established an irrevocable trust to fund post-employment retiree health benefits. The Board-adopted budget ensured adequate cash reserves without district borrowing (TRANS).
Assessment: Strategic Objective is ongoing.
Recommendation: Retain Strategic Objective 3-D
Responsible Party: District Council for Administrative Services (DCAS)
- **Strategic Objective 3-E:**
Costs in areas such as healthcare, work-related injuries, facilities and operations, etc. are contained or reduced and cost savings are redirected to student learning and support.
Summary: The District established of two Health Benefits committees and a wellness group to plan initiative for District employees. The Board approved the Infrastructure Funding Model (IFM), which will help fund maintenance schedule and reduces overall cost.
Assessment: Strategic Objective is ongoing.
Recommendation: Retain Strategic Objective 3-E
Responsible Parties: Employee Health Benefits Committees, Risk Management, Human Resources Department
- **Strategic Objective 3-F:**
The state's financial condition is monitored and assessed to allow for timely budgetary intervention to avoid crises and unanticipated disruptions in District operations and programs.
Summary: The budget includes several contingencies to ensure continuity; they are: current projections of the state's financial status, reductions to expenditure, reserves for revenue shortfall, and a plan and estimate for use of reserves to avoid mid-year operating budget reductions.
Assessment: Strategic Objective is ongoing.
Recommendation: Retain Strategic Objective 3-F
Responsible Parties: Vice Chancellor of Finance, District Council for Administrative Services (DCAS)

- **Strategic Objective 3-G:**

A plan to fund budgetary structural deficits is developed and maintained.

Summary: The Board approved an Infrastructure Funding Model (IFM) that will provide foundational funding for capital structural deficits such as equipment replacement, scheduled maintenance.

Assessment: Strategic Objective is completed.

Recommendation: Remove Strategic Objective 3-G

Action, Discussion: 11.04 Review, Reaffirm and/or Modify Board Goals and Objectives for 2012-2013

The Chancellor recommends the Board of Trustees review, reaffirm and/or modify Board Goals and Objectives for 2012-2013. Trustees approved the 2012-2013 Board Goals and Objectives for 2012-2013, with minor modifications. Motion by Trustee Larry Miller, second by Trustee Dianne McKay. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

- **BOARD GOAL ONE: PROVIDE ACCESS AND STUDENT SUCCESS**

Strategic Objective 1-A:

Students are served more efficiently by expedited movement through District Programs resulting associate, transfer, and CTE degree and certificate completion. Student learning opportunities are enhanced by implementing system-wide efficiencies. Establish a Districtwide General Education subcommittee to develop ideas and strategies to improve commonality among courses at each college. Responsible Parties: District Council for Academic Affairs (DCAA)

Strategic Objective 1-B:

Review collegiate level English and Science courses to ensure comparability in units and learning objectives with equivalent courses at four-year CSUs or transfer model curriculum. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Science Faculty

Strategic Objective 1-C:

Review English and Mathematics objectives for pre-collegiate courses to ensure comparability among District colleges. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Mathematics Faculty

Strategic Objective 1-D:

Participate in the SB 1440 (TMC - Transfer Model Curriculum) and C-ID (Course Identification Number System) initiative to ensure college courses are comparable District-wide and within the California Community College system. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committees

- **BOARD GOAL TWO: MAINTAIN INSTRUCTIONAL QUALITY WITHIN BUDGETARY LIMITS**

Strategic Objective 2-A:

Technical and vocational college courses and programs are aligned with employer and market needs. Responsible Parties: Local Curriculum Committees, Local Program Review Committees

Strategic Objective 2-B:

Professional development activities for faculty and staff promote organizational best practices and technological activities that empower employees to work smarter allowing greater time to be expended on activities linked to student access, persistence, and success. Responsible Party: Local Professional Development Committees, Human Resources Department

- **BOARD GOAL THREE: PRUDENT FISCAL STEWARDSHIP**

Strategic Objective 3-A:

The link between discretionary budgeting and strategic planning is strengthened. Responsible Parties: District Committee for Accreditation and Planning (DCAP), Consultation Council

Strategic Objective 3-B:

Expenditures linked to District Planning are reviewed on an annual basis. Responsible Party: District Council for Administrative Services (DCAS)

Strategic Objective 3-C:

The effectiveness and efficiency of all District operations, programs, and services are improved and associated cost savings are redirected to student learning and support. Responsible Parties: Program Review Committees, Management, All Constituencies

Strategic Objective 3-D:

District long-term retirement obligations (GASB45) are funded and adequate cash reserves are maintained to handle cash flow requirements, including state funding deferrals and unanticipated expenditures. Responsible Party: District Council for Administrative Services (DCAS)

Strategic Objective 3-E:

Costs in areas such as healthcare, work-related injuries, facilities and operations, etc. are contained or reduced and cost savings are redirected to student learning and support. Responsible Parties: Employee Health Benefits Committees, Risk Management, Human Resources Department

Strategic Objective 3-F:

The state's financial condition is monitored and assessed to allow for timely budgetary intervention to avoid crises and unanticipated disruptions in District operations and programs. Responsible Parties: Vice Chancellor of Finance, District Council for Administrative Services (DCAS)

12. Planning

Discussion: 12.02 Review Proposed Revised Planning Cycle

Dr. Eddinger reviewed the Proposed Revised Planning Cycle. Following discussion of the planning cycle and development of a District Master Plan, breakout groups were formed and facilitated by Trustees to discuss topics of importance to the District and colleges. Groups discussed the VCCCD mission, serving students, community collaboration, and meeting future needs in a time of budget challenges.

Action: 12.05 Action to Approve Proposed Planning Cycle

The Chancellor recommends the adoption of the Transition Plan and Revised Integrated Planning Cycle Timeline. Motion by Trustee Dianne McKay, second by Trustee Bernardo Perez. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

Transition Plan:

Conduct 2012-2013 planning cycle through the following activities:

- Revise the 2012 Goals and Objectives for 2013
- Create and Implement Action Plans
- Assess results at June 2013 Board Planning Session

Revised Districtwide Integrated Planning Cycle Timeline:

Academic Year	Cycle	Plan Activities	Assessment Activities
2012-13	Transition from prior year plan; initiation	Transition: Complete Original Planning Cycle; Conduct Master Planning: Create Master Plan with Goals	Assess and improve planning

	of new planning cycle		process;
2013-14	Current Cycle: Year One	Create Strategic Plan containing Strategic Objectives to support Master Plan Goals; develop and implement Action Steps	Assess Progress on Objectives; Assess and improve planning process
2014-15	Current Cycle: Year Two	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2015-16	Current Cycle: Year Three	Mid-term Review of Master Plan Goals: Assess status of Master Plan Goals, Strategic Plan and Objectives; adjust Strategic Plan and Objectives as needed	Assess and improve planning process
2016-17	Current Cycle: Year Four	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2017-18	Current Cycle: Year Five	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2018-19	Current Cycle: Year Six	Master Planning Year: Assess and modify Master Plan for the next 6-year cycle	Assess and improve planning process

13. Adjournment

Information: 13.01 Chair will adjourn the meeting

Chair Blum adjourned the meeting at 6:15 p.m. and offered best wishes to Dr. Duran.

Follow-Up Visit Evaluation Report
Of Commission Concern

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001

A Confidential Report Prepared
for the
Accrediting Commission for Community and Junior Colleges

This report represents the findings of the evaluation team that visited
Ventura County Community College District

on

April 16, 2012

Dr. Gilbert H. Stork Superintendent/President Cuesta College
Team Chair

Dr. Greg Gray Chancellor Riverside CCD
Team Member

Dr. Donald Singer Trustee San Bernardino CCD
Team Member

Follow-Up Visit Report

DATE: May 7, 2012

TO: Accrediting Commission for Community and Junior Colleges

FROM: Gilbert H. Stork, Ed.D., Team Chair

SUBJECT: Report of Follow-Up Visit Team to Ventura County Community College District
April 16, 2012

Introduction

A follow-up visit was conducted at Ventura County Community College District (VCCCD) on October 31, 2011 as a result of the Commission's action at its meeting of January 11-13, 2011. At that meeting the Commission acted to place the VCCCD on warning and require VCCCD to submit a Follow-Up Report followed by a visit. The visiting team conducted the follow-up site visit to VCCCD on October 31, 2011. The purpose of the team visit was to verify that the Follow-Up Report prepared by the VCCCD was accurate through examination of evidence, to determine if sustained, continuous, and positive improvements had been made at the District level, and that the District had resolved the recommendations made by the comprehensive evaluation team and now meets the Eligibility Requirements, Accreditation Standards, and Commission policies.

The focus of VCCCD follow-up visit was on the seven (7) District Recommendations and one (1) Commission Concern. The team acknowledged that VCCCD had adequately addressed the Commission Concern, but had not made sufficient progress on the other recommendations to satisfy compliance with the Standards. At the January 10-12, 2012 meeting of the Commission, it took action to place VCCCD on probation and require the District to respond to the seven (7) recommendations with a follow-up report due no later than October 15, 2012. In addition, the Commission issued a new Commission Concern which required a Special Report to be submitted on or before March 15, 2012 followed by a team visit in April 2012. The Commission will take action on the Special Report and visiting team report at its June 2012 meeting.

The Special Report visiting team was comprised of Dr. Gil Stork, chair, Dr. Greg Gray, and Dr. Don Singer. The team visited the VCCCD Office on April 16, 2012. The team found the VCCCD representatives sufficiently prepared for the visit with well-organized evidence and appropriate interview schedules which allowed the team members to conduct its assessment in a timely, organized manner. Prior to the visit, the team was provided copies of the Commission's action letter, VCCCD Special Report, and other pieces of related evidence to review. Over the course of the visitation day, the team reviewed evidence and conducted nineteen (19) individual interviews. These interviews included the Chancellor, each member of the Board of Trustees

(one was conducted by phone), members of the Executive staff, each College President, each Academic Senate President, and additional District employees who requested interviews during the open interview period.

The Follow-Up Report and visit were expected to document resolution of the Commission Concern.

COMMISSION CONCERN

The team report confirmed that board development activities had been provided and all board members were encouraged to attend. At the same time, the team expressed concern about the consistency and long-term sustainability of the Board's demonstration of its primary leadership role and reiterates its recommendation for evidence of ongoing professional development for all Board members. Specifically, the Commission notes a particular board member's disruptive and inappropriate behavior and the entire board's responsibility to address and curtail it. (Eligibility Requirement 3; Standard IV.B.1.g, h, i)

District Response to the Commission Concern

General Observations and Comments:

It was noted that the VCCCD Board had committed to a professional development plan that included attending conferences as a full Board and scheduling special study sessions for continued growth and learning. Following the team visit on October 31, 2011, the Board renewed its effort to sustain its professional development.

On November 8, 2011 a Board Meeting was held to hear a presentation by ACCJC President and representatives on *Accreditation and Trustee Roles and Responsibilities*. On November 16-18, 2011, four members of the Board attended the CCLC Convention in San Jose (the "particular board member" noted in the Commission Concern, hereafter 'the Trustee', did not attend). On December 13, 2011 the Board held a study session on parliamentary practice in the conduct of its meetings, emphasizing making and debating motions. In addition, on January 27, 2012, four members of the Board (the Trustee did not attend) attended the CCLC *Effective Trusteeship Conference* in Sacramento. Trustees attended workshops on Roles and Responsibilities of a Trustee, Board Role in Fiscal Policy, Board Chair Workshop, Local Decision Making, Board/CEO Partnership, and Introduction to the Brown Act.

The team found the VCCCD had initiated specific actions in response to the Commission Concern provided in the Commission's action letter of February 1, 2012. Evidence of such activities reflected considerable effort over the past three months focused on resolving the issues and bringing the District into compliance with the Accreditation Standards.

February 6, 2012 The Chancellor held an emergency meeting with the Board Chair to plan for a study session and a special meeting of the Board of Trustees.

- February 14, 2012 The Board held a study session to publicly review and discuss the Commission's action letter, dated February 2, 2012. It was noted that Board development and the need to demonstrate the Board's consistent leadership role were matters for immediate attention.
- February 15, 2012 The Board ad hoc committee met to determine the documents needed for the meeting of the full Board on February 22.
- February 22, 2012 The Board held a Special Board Meeting to formally acknowledge and accept the Commission Concern letter, provide Board professional development to ensure Board members clearly understood their roles and responsibilities pertaining to District leadership, and review Board policies and procedures to ensure consistent and sustainable Board member commitment to their leadership role. The Board also incorporated a presentation on the role of the Academic Senate and faculty in the accreditation process, presented by the three Academic Senate Presidents.
- The Board adopted ground rules for all future Board and standing committee meetings, they reviewed Eligibility Requirement 3, and Accreditation Standards IV.B.1.g-i. They also reviewed and discussed all board policies related to the Standards in question and determined BP 2715 Board Ethics, BP 2740 Trustee Professional Development, and BP 2745 Board Self-Evaluation needed further strengthening to comply with the Commission Concern.
- The entire Board committed to attending the CCLC Trustee Conference on May 4-6, 2012 in San Diego. They also committed to attend one additional conference/workshop by January 2013 as well as schedule professional development activities for Board meetings at least once per quarter.
- March 7, 2012 The Board Policy Committee met to review and discuss Board policies and procedures for consistency and alignment with effective trusteeship. It was agreed that the Board needed to significantly clarify and strengthen BP 2715 Board Code of Ethics/Standards of Practice, BP 2430 Delegation of Authority to Chancellor, BP 2740 Trustee Professional Development, and BP 2745 Board Self-Evaluation in response to the Commission's Concern.
- March 13, 2012 During this regular meeting of the Board of Trustees, the Board adopted changes to or reaffirmed the following Board policies:
- BP 2200 Board Duties and Responsibilities
 - BP 2210 Officer
 - BP 2215 Board Chair
 - BP 2215 Role of the Board Chair
 - BP 2430 Delegation of Authority to CEO

- BP 2434 Chancellor’s Relationship with the Board
- BP 2710 Conflict of Interest
- BP 2712 Conflict of Interest Code-Form 700: Statement of Economic Interest
- BP 2715 Board Code of Ethics/Standards of Practice
- BP2720 Board Member Communication
- BP 2740 Trustee Professional Development
- BP 2745 Board Self-Evaluation

The Board also adopted a Board Professional Development Plan, approved a request to ACCJC to provide technical assistance to VCCCD, and approved the Special Report to ACCJC to address the Commission Concern.

The team acknowledged that the Board of Trustees and the Chancellor had mobilized its efforts to seriously address the concerns voiced by the Commission. The ethics policy was greatly strengthened by adding language which more clearly outlined sanctions that would be imposed in the event of continued inappropriate conduct displayed by a member of the Board of Trustees.

However, the Commission Concern focused on two major areas: (1) the ability of the Board of Trustees to sustain its laudable efforts in professional development and leadership, and (2) the curtailing of the “disruptive and inappropriate behavior” of one of the members of the Board of Trustees. The team determined that the Board has addressed the structural part of addressing the Commission Concern with its training and policy development.

The validity of the concern regarding the Trustee’s role as a Trustee was upheld as a result of the extensive interviews conducted during the visitation. Behaviors described by two or more interviewees in separate interviews included:

- Displaying a lack of confidentiality pertaining to personnel matters
- Boasting as to who the Trustee is getting rid of
- Calling for special favors from staff
- Using intimidation and harassment as tools to getting what the Trustee wants
- Using connections as a threat
- Humiliating targeted staff in public
- Inappropriately advocating for specific vendors
- Continuing to rebuff the need for Board training
- Threatening a college president about his position
- Excessive presence on the Oxnard College campus and lobbying for Oxnard College while ignoring District-wide needs
- Displaying a lack of preparation for Board meetings
- Continuing to micromanage campus and District affairs

Conclusion

The team acknowledges the systematic work that the Board of Trustees and Chancellor have made in addressing the Commission Concern. The Board has recognized and taken seriously that, by their lack of control of how they operate as a Board and exercise their roles and

responsibilities as individual Board members, they have jeopardized the accreditation status at each of the three colleges within the VCCCD.

It is evident that even though the Trustee has blatantly and consistently violated the role of a Trustee, the entire Board has failed to respond in a decisive and timely manner to curtail the Trustee's inappropriate behavior. The actions that the Board has taken to refine and improve the policies and procedures governing their actions provide the framework for the Board to function effectively. The question remains as to whether or not the Board Chair and the other members of the Board can sustain a successful application of the policies and procedures in a way that does not distract the attention of the Board from fulfilling its duties.

The fact that the Trustee maintains an office on the Oxnard College campus by means of a facility use contract with the Trustee's employer clearly complicates the matter. The Trustee's presence on campus has caused a disruptive influence on the ability of the College President to conduct his business without interference. With the Trustee's access to staff and faculty on campus, selective contact is exercised with individuals to accomplish the Trustee's own agenda and not that of the entire Board of Trustees.

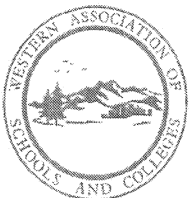
Eligibility Requirement 3 In order to meet this requirement, the Board needs to demonstrate a consistent and sustainable ability to effectively function as a Board in carrying out its responsibility for the quality, integrity, and financial stability of the District and for ensuring that the District's mission is being carried out. The individual members of the Board must demonstrate their ability to operate impartially on all matters relative to District business to secure and ensure the academic and fiscal integrity of the District.

Standard IV.B.1.g: The Board reviewed BP 2745 and modified its self-evaluation instrument following the comprehensive visit in November 2011. The follow-up team reported in its November 2012 report that the Board had developed objectives and eleven measurable activities for the 2011-2012 academic year, and an evaluation and analysis of achievement of these outcomes would occur at a Board session in May/June 2012. With the completion of this cycle and assessment of this process, compliance with this Standard would be met.

Standard IV.B.1.h: The Board took serious action to revise and strengthen BP 2715 to more clearly identify expected behavior displayed by each member of the Board of Trustees. It further added language that identified various forms of sanction that could be administered in the event of a violation of this Board policy. The Board should be commended for taking this action. To meet compliance with this Standard, the Board will need to provide evidence that this change in Board policy has improved the behavior of the Board, and there is a track record of the Board implementing this process.

Standard IV.B.1.i: The Board has demonstrated that it has a desire to be informed and involved in the accreditation process. The evidence of its study session with ACCJC staff in November 2011, its special Board meeting in February 2012 to investigate the Commission Concern and map out a plan of action, and its request for an additional technical support session with ACCJC staff in May 2012 help support this. However, to be compliant with this Standard the Board will

need more time to demonstrate fully its actions to sustain its efforts to be fully engaged with all aspects of the accreditation process.



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

*Western Association
of Schools and Colleges*

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NORVAL WELLSFRY

July 2, 2012

Ms. Sue Johnson
Interim Chancellor
Ventura County Community College District
255 W. Stanley Ave, Ste 150
Ventura, CA 93001

Dear Chancellor Johnson:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting June 6-8, 2012, considered the Special Report submitted by the Ventura County Community College District (VCCCD) and the report of the evaluation team which visited Monday, April 16, 2012. The Commission acted to continue the colleges of the VCCCD on **Probation**.

Probation is imposed when the Commission finds that an institution has deviated significantly from Commission Eligibility Requirements, Accreditation Standards or Commission policies, or has failed to respond to conditions imposed upon it by the Commission, including warning. The Commission will specify a time within which the institution must resolve deficiencies and may subject the institution and district to required reports and evaluation visits. During the probation period the institution remains accredited.

The Commission reminds the District of the requirement that the three colleges of VCCCD complete a Follow-Up Report by **October 15, 2012**. That report will be followed by a visit of Commission representatives.¹

The Follow-Up Report submitted by all three institutions must demonstrate that the institutions have addressed the district recommendations noted below (as stated in the February 2, 2012 Commission action letters), resolved the deficiencies, and now meet Eligibility Requirements, Accreditation Standards and Commission policies. Additionally, Ventura College is required to address College Recommendations 3, 4, 6 and 8 noted in the College's February 2, 2012 action letter.

The District Recommendations, identified by comprehensive evaluation teams in 2010 and which apply to all colleges within the district, are as follows:

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BUSINESS SERVICES

4

Ms. Sue Johnson
Ventura County Community College District
July 2, 2012

District Recommendation: 1

In order to meet the Standards, the District, in concert with the three colleges, shall develop clearly defined organizational maps that delineate the primary and secondary responsibilities of each, the college-to-college responsibilities, and that also incorporate the relationship of major District and college committees established to assure the integrity of activities related to such areas as budget, research, planning, and curriculum. (IV.B.3.a-b, IV.B.3.g)

District Recommendation: 2

In order to meet the Standard, the District, in concert with the three colleges, shall document evidence that a review of District Policies and Procedures that may impede the timely and effective operations of the departments of the colleges has taken place and that appropriate modifications are made that facilitate the operational effectiveness of the colleges. A calendar that identifies a timeline for the regular and consistent review of policies shall be developed. (IV.B.1.e)

District Recommendation: 3

In order to increase effectiveness, the Teams recommend that the District conduct a periodic outcomes assessment and analysis of its strategic planning and decision-making processes, leading to sustainable continuous quality improvement in educational effectiveness in support of student learning and district-wide operations. (IV.B.3)

District Recommendation: 4

In order to improve communications, the Teams recommend that the District assess the effectiveness of its formal communications and utilize constituency and community input/feedback data to implement improvements to ensure that open and timely communication regarding expectations of educational excellence, operational planning, and integrity continues and is enhanced at all levels of the organization. (III.A.3, IV.B.3)

District Recommendation: 5

In order to meet the Standard, the Board of Trustees shall complete an analysis of its self assessment pursuant to Board Policy 2745 and formally adopt expected outcomes and measures for continuous quality improvement that will be assessed and reported as a component of the immediately succeeding self-assessment. (IV.B.1.g)

District Recommendation: 6

In order to meet the Standards, the Board of Trustees shall establish clearly written policies and corresponding procedures to ensure that decision-making is administered by staff in an equitable and consistent manner across and within the three colleges. (III.A.3.a, III.A.4.c, IV.B.1.b-c)

Ms. Sue Johnson
Ventura County Community College District
July 2, 2012

District Recommendation: 7

In order to meet the Standards, the Board of Trustees shall assess its actions in relation to its policy making role and implement a program for ongoing Board member professional development to enhance and improve the demonstration of its primary leadership role in assuring the quality, integrity, and effectiveness of the student learning programs and services delivered by the District colleges. (IV.A.3, VI.B.1. e-g)

Commission Concern: The team report confirmed that board development activities had been provided and all board members were encouraged to attend. At the same time, the team expressed concern about the consistency and long-term sustainability of the Board's demonstration of its primary leadership role and reiterates its recommendation for evidence of ongoing professional development for all Board members. Specifically, the Commission notes a particular board member's disruptive and inappropriate behavior and the entire board's responsibility to address and curtail it. (Eligibility Requirement 3; Standard IV.B.1.g, h, i) The Commission also notes that the continued behavior and non-compliance of the District jeopardizes the accreditation of the VCCCD colleges.

I wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with Accreditation Standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. The Commission's *Policy and Procedures for the Evaluation of Institutions in Multi-College Districts or Systems* clarifies that the integrity of the district falls within the scope of the institution's accreditation. All three colleges of the Ventura County Community College District must correct the deficiencies by **October 2012** or the Commission will be compelled to act.

The March 15, 2012 Special Report will become part of the accreditation history of the colleges and should be used in preparing for the next comprehensive evaluation. I have previously sent a copy of the Follow-Up Visit Evaluation Report. Additional copies may now be duplicated. The Commission requires that you give the Special Report, the Follow-Up Visit Evaluation Report, and the Commission action letter appropriate dissemination to your District and College staff and to those who were signatories of the report. This group should include the colleges' leadership, and the Board of Trustees. The Commission also requires that the Special Report, the Follow-Up Visit Evaluation Report, and the Commission action letter be made available to students and the public. Placing a copy on the colleges' websites can accomplish this.

Ms. Sue Johnson
Ventura County Community College District
July 2, 2012

On behalf of the Commission, I wish to express continuing interest in the institutions' educational quality and students' success. Professional self-regulation is the most effective means of assuring institutional integrity, effectiveness, and quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: President, Board of Trustees, Ventura County Community College District
Dr. Pam Eddinger, President, Moorpark College
Dr. Richard Duran, President, Oxnard College
Dr. Robin Calote, President, Ventura College
Dr. Gilbert Stork, President, Cuesta College, Team Chair

¹ Institutions that will be preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission should review *Guidelines for the Preparation of Reports to the Commission*. It contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (<http://www.accjc.org/college-reports-accjc>).