



Ventura County Community College District

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DR. JAMILLAH MOORE
CHANCELLOR

CC-07 Letter to Board Chair from Board Vice Chair
Regarding Work Location/Role/Responsibilities, 09.18.12

September 18, 2012

Mr. Stephen Blum, Esq.
Chair, Board of Trustees
Ventura County Community College District
255 W. Stanley Avenue, Suite 150
Ventura, CA 93001

Dear Chair Blum:

I am aware that the Accrediting Commission for Community and Junior Colleges (ACCJC) has expressed continuous concern regarding my work location being on the Oxnard College campus. This correspondence serves to clarify my job functions and how my role and responsibilities as a member of the Board of Trustees of the Ventura County Community College District do not intertwine with professional obligations.

I am a 15-year County of Ventura employee and am currently the Oxnard Region Manager in the Business and Employment Services Department (BESD) in the Human Services Department. My primary responsibilities are to maintain appropriate administrative policies, services, structures, controls and reporting systems for the effective and efficient delivery of services to county residents for the CalWORKs program. I carry out the goals, objectives, and plans of this program by coordinating with other service agencies within the county. The location of my workplace is provided to me by my employer, the County of Ventura, through a signed lease agreement effective April 12, 2001 and expiring April 30, 2013. As we are all very aware, sharing spaces and leasing spaces are common practices for various entities public or private to generate revenues especially in the time of economic stress.

I currently manage three locations throughout the Oxnard Region for the County of Ventura, including the Oxnard College site. In October of 2010, through a BESD reorganization, I was assigned to the Oxnard College site. Subsequently, in April of 2011, I assumed regional duties for not only the Oxnard College site, but two other sites as well. I currently manage the West Oxnard Job and Career Center at 635 S. Ventura Road, and the Vanguard satellite site at 1400 Vanguard Drive, both in Oxnard. My main office is the Ventura Road location and I conduct office visits to other locations, including Oxnard College. On average, I am at the Oxnard College site approximately 10 – 16 hours per week, about a quarter of my regular work week.

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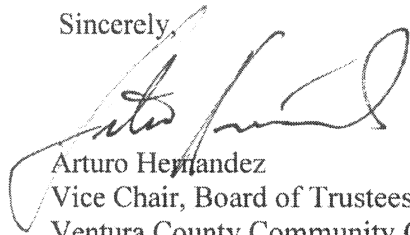
GOVERNING BOARD: STEPHEN P. BLUM • ARTURO D. HERNÁNDEZ • DIANNE B. MCKAY • LARRY O. MILLER • BERNARDO M. PEREZ

While I am in my office working as an employee of the County of Ventura, I do not have direct interaction with anyone on the Oxnard College campus unless it happens to relate to the work I do in responding to my clients. I do not hold any type of gathering, including individual or group meetings in my workplace to conduct any business of the Ventura County Community College District. My constituents from the Community College District may contact me during the hours outside of my work with the County of Ventura and outside of my workplace. Much of my communication is through electronic means done outside of my work hours and location. If any of the Community College District constituents contact me regarding their concerns related to the District or colleges, I refer them to the appropriate offices to resolve the concerns.

As a member of the Board of Trustee of the Ventura County Community College District, I am very cognizant of my duties as an elected official; I work within the VCCCD guidelines, Board policies, and administrative procedures. Additionally, I have an obligation to the County of Ventura as my employer to perform only those duties and responsibilities as assigned to me and to abide by their code of ethics regarding my job responsibilities during my assigned work hours.

I would like to reassure you that I understand my role and responsibilities as a member of the Board of Trustees and as an employee of the County of Ventura. I will continue to be aware and exercise good judgment.

Sincerely,



Arturo Hernandez
Vice Chair, Board of Trustees
Ventura County Community College District