Agenda Item Details

Meeting       Jun 26, 2012 - Board of Trustees Strategic Planning Session
Category      17. Board Self Evaluation
Subject       17.03 Review and Assess Board of Trustees Progress Towards Meeting Board Performance Goals
Access        Public
Type          Discussion

Public Content

1. Strengthen Board performance through training in best practices by Dr. Barbara Beno, President, ACCJC.
2. Strengthen Board decision making through improved communication with county constituents through the Citizens Advisory Body.
3. Strengthen understanding and performance through staff reports on:
   a. Budget and Finance
   b. Accreditation Processes
   c. Student Success, Transfer, Certificate Completion, Employment
   d. Program Performance
   e. Human Resource Planning
   f. Facilities Planning
   g. Technology Planning
   h. Fiscal Planning
   i. District Allocation Model
   j. Organizational efficiency and effectiveness
   k. District goals and objectives progress
   l. Accreditation recommendations updates
   m. Recruitment and hiring
4. Refrain from direct Trustee involvement in operational matters, especially seeking any type of preferential treatment for students, vendors, acquaintances, family members, associates and friends, or employees.
5. Strengthen Board understanding of procedure for agendizing matters to be brought before the Board (BP 2340 – Agendas and AP 2340 – Agendas).
6. Develop a common vision statement regarding the Board’s role as an effective and efficient policy making body. This role is to be clearly articulated in writing and affirmed through its adoption as a policy statement. The vision statement will guide Trustees in their role as policymakers.
7. Thoroughly review new or modified policies and/or procedures as the first item of business during public meetings. Board policy and corresponding procedure will be reviewed concurrently to enhance Board understanding.
8. Have prepared an annual calendar of professional development opportunities from which Board members might benefit. Trustees will attend at least one conference annually as a full Board.
10. Review and further clarify areas of operational interest to Trustees and amend the Chancellor’s delegated authority to operate the District, if necessary.
11. Discussion and understanding of District formal communication channels.

Administrative Content
Ventura County Community College District
Board of Trustees Strategic Planning Meeting
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
Tuesday, June 26, 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:**
- James Meznek, Chancellor
- Richard Duran, Oxnard College President
- Pam Eddinger, Moorpark College President
- Sue Johnson, Vice Chancellor, Business and Administrative Services
- Patricia Parham, Vice Chancellor, Human Resources
- Dave Fuhrmann, Assistant Vice Chancellor, Information Technology
- Erika Endrijonas, Executive Vice President
- Ramiro Sanchez, Executive Vice President
- Iris Ingram, Vice President, Business Services
- Richard DeLaO, Chief of Police
- Michael Arnoldus, Director
- Lori Bennett, Dean
- Terry Cobos, Director
- Will Deits, Director
- Sharon Dwyer, Project Manager
- Karen Engleson, Dean
- Patricia Ewins, Dean
- Clare Geisen, Director
- Carmen Guerrero, Dean
- Tim Harrison, Dean
- Cynthia Herrera, Director
- Kim Hoffmans, Dean
- Gwen Huddleston-Lewis, Dean
- Victoria Lugo, Dean
- Mary Anne McNeil, Director
- Darlene Melby, College Business Manager
- Lisa Miller, Dean
1. Call to Order
Chair Blum called the meeting to order at 5:31 p.m.

2. Public Comments Regarding Closed Session Agenda Items
There were no public comments.

3. Recess to Closed Session
   • 3.01 PUBLIC EMPLOYMENT (Gov. Code, section 54957) - Chancellor
   Chair Blum adjourned to Closed Session.

4. Open Session 5:45 p.m.
   Chair Blum reconvened in Open Session at 5:48 p.m.

5. Closed Session Report
   There was no Closed Session report.

6. Pledge to the Flag
   Riley Dwyer led the pledge to the flag.

7. Public Comments
   Public comments were provided by Steve Hall.

8. Acknowledgement of Guests and Special Recognitions
   Chair Blum presented outgoing Oxnard College Academic Senate President Robert Cabral with a Certificate of Appreciation for his years of service. The Board also acknowledged outgoing Oxnard College Classified Senate President Connie Owens with a Certificate of Appreciation.

9. Changes to Agenda.
   Chair Blum reported the following changes to the agenda:
   • REVISED ITEM 11.01: ACTION TO APPROVE EMPLOYMENT AGREEMENT - CHANCELLOR. The Fiscal Impact description has been updated.
   • REVISED ITEM 11.02: ACTION TO APPROVE COMPENSATION FOR INTERIM CHANCELLOR. The Fiscal Impact description has been updated.
10. Chancellor's Recommendations of Board of Trustees Agenda

Report: 10.01 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 meeting agenda of June 26, 2011, have been reviewed within the District's Consultation Council without constituent objection and are hereby presented to the Trustees for action.

11. HUMAN RESOURCES

Action: 11.01 REVISED: ACTION TO APPROVE EMPLOYMENT AGREEMENT - CHANCELLOR. This item presents for approval the Employment Agreement - Chancellor. The Board of Trustees approve the Employment Agreement - Chancellor, as set forth below. Motion by Trustee Larry Miller, 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.

Action: 11.02 REVISED: ACTION TO APPROVE COMPENSATION FOR INTERIM CHANCELLOR: This item presents for approval payment for Interim Chancellor responsibilities. The Board of Trustees approve payment for Interim Chancellor responsibilities. 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.

12. Chancellor's Office

Action: 12.01 ACTION TO ADOPT RESOLUTION. This item presents adoption of a Resolution of the Ventura County Community College District Pertaining to the Procedure for Determining Tie Votes in a Governing Board Trustee Election. The Chancellor recommends the Board of Trustees adopt a Resolution Pertaining to the Procedure for Determining Tie Votes in a Governing Board Trustee Election. Motion was made to determine tie vote by lot. 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.

13. Review of Agenda

Discussion: 13.01 Review of the Agenda. After Trustee review, no changes were made to the agenda.

14. Board Meeting Calendar

Discussion: 14.01 Board of Trustees 2013 Meeting Calendar. Trustees discussed alternative meeting locations in the community and requested an analysis of the cost of offsite meetings.

15. Board Committees 2013

Discussion: 15.01 Board of Trustees Committee Responsibilities

Trustees reviewed the committee responsibilities and noted the revision of the Academic Affairs to the Planning, Accreditation, and Communication committee. Chair Blum suggested the following change “that all committees meet monthly, or at least quarterly.” Chair Blum suggested assigning alternates in the event that a committee member is unavailable at the time of the committee meeting. Trustee McKay suggested at least two alternates for the Policy Committee.

Discussion: 15.02 Board of Trustees 2013 Committee Meeting Calendar

Trustees discussed meeting locations and times. Chair Blum indicated location and meeting times will be agendized for the August Board meeting.

16. Board Professional Development

Discussion: 16.01 Board Professional Development 2012/2013

Trustees discussed professional development opportunities and agreed to attend at least one conference a year (November or January), and one conference in May. Chair Blum suggested Ms. Johnson and Trustee McKay present Fiscal Affairs professional development in July, and the Legislative Committee present legislative professional development in August. Trustee Perez suggested participating in webinars or Board member certificate opportunities. Ms. Parham will present Human Resources
professional development in August, and Student Trustee Valenzuela and Vice Chair Hernandez will present professional development related to the Student Trustee role in September. The Board will review and take action on the Professional Development Calendar 2012/2013 Calendar at the August Board Planning Session.

17. Board Self Evaluation
Discussion: 17.01 Summary of Board of Trustees Monthly Meeting Assessments
Ms. Geisen presented a summary of the Board’s monthly meeting assessments for the past year and responded to Trustee questions. The Board discussed significant findings to be considered in the review and update of Board Performance Goals under Agenda Items 17.03 and 17.04.

Discussion: 17.02 Review Board Annual Self Evaluation and Consultation Council Evaluation of Board
Ms. Geisen presented findings from the Board Annual Self Evaluation and Consultation Council Evaluation of the Board and responded to Board questions. Following Board discussion, Trustees discussed significant findings for consideration in the review and update of Board Performance Goals under Agenda Items 17.03 and 17.04. Board members commented on the value of constituent input provided through Consultation Council’s evaluation of the Board. Trustee McKay requested evaluation input be constructive and specific to assist Trustees in evaluating Board performance.

Discussion: 17.03 Review and Assess Board of Trustees Progress Towards Meeting Board Performance Goals
The Trustees reviewed and discussed progress related to the Board’s existing performance goals. Following input by Trustees, the Board agreed upon recommendations for improvement and renewed the Board’s commitment to continue to strengthen Board performance. Chair Blum commented on improvement, learning, and better understanding by the Board related to performance goals. Work will continue through the Citizens Advisory Body, community outreach, professional development, and maintaining the Board’s policy-making role.

Discussion: 17.04 Review and Establish 2012-2013 Board Performance Goals
Ms. Geisen indicated the existing Board Performance Goals will be revised as directed by the Board and returned for action at the August Board of Trustees meeting.

18. Accreditation
Report: 18.01 District Council on Accreditation and Planning Responsibilities and Membership
Dr. Eddinger reviewed responsibilities and membership of the District Council on Accreditation and Planning.

Discussion: 18.02 District Council on Accreditation and Planning Update
Dr. Eddinger distributed Update on Completion of DCAP Recommendations Board of Trustees Planning Session, June 26, 2012 and discussed work-in-progress and work completed. Trustees thanked members of DCAP, staff, and faculty for their work in meeting the Board’s goals and objectives.

19. Progress in Meeting Board Goals and Objectives
Discussion: 19.01 Citizens Advisory Body Survey
Ms. Geisen presented the VCCCD Citizens Advisory Body Survey Summary and responded to Board questions. The Board discussed obtaining additional community input and increasing the number of Citizens Advisory Body meetings.

Report: 19.02 Board Goals and Objectives Implementation Report
Mr. Sanchez distributed and discussed the Implementation of VCCCD Board Goals and Objectives Report and responded to Trustee questions. Trustees acknowledged the work of the Board Goals and Implementation Task Force.
Report: 19.03 Institutional Effectiveness Reporting
Dr. Duran presented the *Institutional Effectiveness: Moorpark, Oxnard and Ventura Colleges* prepared by the Institutional Research Advisory Committee and responded to Trustee questions.

20. District Planning
Information: 20.01 Review of District Mission
Trustees reviewed the VCCCD mission. Chair Blum indicated that the Board and Consultation Council were in agreement related to the mission of the District and colleges.

Discussion: 20.02 Integrated Planning
As part of an annual review and assessment process for Districtwide planning, Dr. Eddinger reviewed the key elements of an integrated strategic plan, including planning, assessment, and program improvement; explained the planning cycle and activities of responsible parties; discussed the Accrediting Commission's expectations in the area of integrated planning, and described the District's existing plan elements. Workgroups, including Board members, were formed and facilitated by Academic Senate Presidents to conduct a gap analysis of the District's current planning process, and conducted a self-assessment based on the levels described in the ACCJC Rubric for Integrated Planning. Academic Senate Presidents reported on the outcomes of the planning process assessment and described the self-assessment each group underwent using the ACCJC Rubric on Integrated Planning. Dr. Eddinger then presented a proposal for transitioning to a revised District planning model and timeline as part of process improvement and responded to questions from the Board.

Discussion: 20.03 Assessment of Current Planning Process and Transition to New Model
Following Board discussion, Trustees agreed to transition to the revised integrated planning model. Further discussion and action regarding the model will be agendized during the August 9, 2012 Strategic Planning Session – Part Two.

21. Adjournment
Chair Blum adjourned the meeting at 10:25 p.m. in honor and gratitude for Chancellor Meznek.