

**CHANCELLOR'S PRESIDENT'S COUNCIL AGENDA
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
August 20, 2012**

Present: Robin Calote, Richard Duran, Pam Eddinger
Chair: Jamillah Moore
Recorder: Patti Blair

| Agenda Item | Notes | Completion Timeline | Responsibility |
|---|---|---|--------------------------|
| President's Council Charge | <p>After discussion, presidents agreed to a draft charge:</p> <p style="text-align: center;"><i>District chief executive officer council addressing communication and coordination of site planning and operations.</i></p> | Final charge will be developed 8/20. | Chancellor Presidents |
| Accreditation | <p>Presidents discussed current progress in meeting accreditation standards, with specific discussion on student learning outcomes.</p> <p>Dr. Moore provided a detailed follow-up with recent ACCJC reminders to address ALL recommendations. Dr. Moore commented that much work must be addressed and completed, specifically in the areas of communication, policies and procedures, and governance.</p> | <p>Work continues.</p> <p>Campus should continue to review accreditation report and work towards meeting standards.</p> | Chancellor Presidents |
| <p>Board Policies and Procedures</p> <ul style="list-style-type: none"> - Hiring Practices - Nepotism | <p>Presidents agreed that the hiring authority for a campus management-level position should be the president.</p> <p>Dr. Moore distributed BP 7205 Employee Code of Ethics and BP 7310 Nepotism and reminded</p> | <p>Section J will be recommended for amendment to read "College President."</p> <p>Presidents agreed that a</p> | Chancellor Presidents |

D4-10 Presidents Council Meeting Notes, 08.20.12;
 District Administrative Council Meeting Notes, 09.04.12;
 Email Regarding Finalized Charge of District
 Administrative Council, 09.18.12

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| | <p>presidents to be aware of these policies for appropriate and fair administration on the campuses.</p> <p>Presidents confirmed the practice of hiring and working with family exists and the challenges within the work environment. Presidents also commented on the challenge of direct influence over persons sitting on hiring committees and agreed there is no recourse employees have to report cases of unfair hiring.</p> | <p>possible interview question could be added: "do you have a relationship with or are you related to anyone working in the District?"</p> | |
| Presidents Council Priorities | How can the District office better support the campuses? | Follow-up 8/27 | Jamillah Moore Presidents |

CHANCELLOR'S ADMINISTRATIVE COUNCIL NOTES
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 September 4, 2012
 8:30 a.m.

Present: Richard Duran, David Keebler, Robin Calote, Ramiro Sanchez, Sue Johnson, Patricia Parham, Mike Bush, Jane Harmon, Clare Geisen, Iris Ingram
 Not Present: Pam Eddinger
 Chair: Jamillah Moore
 Recorder: Patti Blair

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| <p><u>Critical Deadlines</u></p> <ul style="list-style-type: none"> - <u>Accreditation:</u> | <p>Ms. Geisen reviewed the accreditation critical deadlines.</p> <p>9/11 First Reading of Report to Board of Trustees 9/26 Final Report to Consultation Council for 9/28 meeting 10/9 Final Report to Board of Trustees for approval 10/10 Mail report to ACCJ.</p> | | <p>Jamillah Moore Clare Geisen</p> |
| <p>Accreditation</p> <ul style="list-style-type: none"> - Survey - Status | <p>Ms. Geisen distributed and discussed VCCCD Employee Survey Regarding Districtwide Formal Communication. The survey will be open for employee participation until September 12, 2012.</p> | <p>Change language to "during the last academic year" instead of 2011-2012 to eliminate confusion.</p> | <p>Clare Geisen</p> |
| <p>Administrative Council Charge</p> <p>Chancellor's Cabinet Mission/Vision</p> | <p>Administration Council reviewed the following Cabinet mission and vision.</p> <p>MISSION The mission of the Chancellor's Cabinet is to serve as the leadership team to effectively advocate for all students and act in the best interest of the District to meet the needs of our communities in partnership with staff, faculty, managers, and others.</p> <p>VISION The Chancellor's Cabinet works together toward common goals that reflect the best interests of the District. We are supportive, open, honest and</p> | <p>Following initial discussion, Dr. Moore asked Administrative Council to submit charge recommendations to the Chancellor's Office by September 7, 2012.</p> | <p>Administrative Council</p> |

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| | <p>respectful with each other. We celebrate our mutual successes and we do not aspire to compete against one another. Our decision-making process is open and transparent. We consider students first, yet take into consideration the needs of staff, faculty, and the communities we serve. We are a high-performing team where each of us is a leader, making forward-thinking decisions that are fact-based, data driven, and systems-oriented in an environment of mutual respect and cooperation. Above all, we have the courage to make the changes needed to accomplish this vision and earn the respect and trust of those we serve.</p> <p>Missing advocacy and serving the needs of our communities.</p> | | |
| Public Employee Pension Act of 2013 | Administrative Council discussed the implications of the Public Employee Pension Act of 2013. | After finalization of the Public Employee Pension Act of 2013, an announcement will be distributed to employees at an October budget forum. | |
| Participatory Governance Handbook | The revised Participatory Governance Handbook was distributed and minor changes made. | Any further changes should be sent to Patti Blair. The Participatory Governance Handbook will be included in the October 9, 2012 Board agenda as an informational item. | Clare Geisen |
| Employee Morale | Dr. Moore commented that employee morale is low – some of the attitude could be a direct result of layoffs, bumping, or other related actions. | Administrative Council discussed various ways of improving employee morale. Members | Administrative Council |

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| | | discussed reprioritization, increased participation in training, and other morale improving activities. | |
| Budget <ul style="list-style-type: none"> - Contingency Plan - Program Discontinuance | <p>Ms. Johnson discussed the budget and indicated that if Proposition 30 passes, the budget will be flat. If the proposition fails, there will be a \$9-\$10 million shortfall.</p> <p>Campuses will be discussing other options for budget reductions, such as centralization of some student services, summer instruction, catalogs, and library services.</p> | Program discontinuance recommendations will be reviewed on the campuses in mid-September. | Sue Johnson Presidents |
| Future Administrative Council Meeting Dates <ul style="list-style-type: none"> - October 8, 2012 - November 5, 2012 - December 3, 2012 | <u>October 8, 2012 Agenda Items:</u> Contingency Plan Accreditation | Colleges should arrive at the October 8 meeting with a draft of campus contingency plans. | Administrative Council |

Clare Geisen

From: Patti Blair
Sent: Tuesday, September 18, 2012 9:44 AM
To: Pam Eddinger; Richard Duran; David Keebler; Robin Calote; Ramiro Sanchez; Sue Johnson; Patricia Parham; Iris Ingram; Mike Bush; Erika Endrijonas; Jane Harmon; Clare Geisen; Jamillah Moore
Subject: RE: Administrative Council

Thank you for your feedback regarding the Administrative Council charge. Following is the finalized charge which has been incorporated into the *Participatory Governance Handbook*:

The Chancellor's Administrative Council complements the work of the Chancellor's Cabinet as a venue to improve cross-district communication through the inclusion of the perspectives of additional senior college administrators, especially on operational matters. The Council holds discussions specific to the coordination of activities that may impact all three Colleges and the District Administrative Center. Items that require consistent implementation that emerge from the Chancellor's Administrative Council are communicated to the College and District Administrative Center personnel as appropriate.

Thank you for your contributions.

Patti Blair

Chancellor's Office
Ventura County Community College District
(805) 652-5502

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From: Patti Blair
Sent: Tuesday, September 04, 2012 10:20 AM
Subject: Administrative Council

Please send the following to me by the end of the day Wednesday, September 5:

1. Administrative Charge suggestions
2. Additional changes to Participatory Governance Handbook

Thank you.

Patti Blair

Chancellor's Office
Ventura County Community College District