



Ventura County Community College District  
Board of Trustees Meeting  
Tuesday, November 8, 2011

**Members present**, Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez, and Student Trustee Arshia Malekzadeh.

**1. Mission**

**District Mission:** The Ventura County Community College District (VCCCD) is committed to assisting students in the attainment of its primary mission as a system of state supported two-year colleges.

The primary mission of the District is to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs. Effective, efficient student support services are offered to assist in the accomplishment of the District's primary mission based on need and available resources.

Ventura County Community College District works to enhance state, regional, and local economic growth and global competitiveness within the pursuit of its primary mission. Additionally, workforce and economic development activities and services are offered based on need and available resources.

English as a Second Language instruction, remedial, adult education, and supplemental learning services that contribute to student success are offered and operated based on need and available resources.

Ventura County Community College District improves the quality of community life by offering not-for-credit, recreational, vocational, cultural, and civic programming based on community demand and available resources.

All District programs, services, and activities operate within a framework of integrated planning and budgeting. Ongoing, student learning outcome assessment and systematic program review are used to ensure District-wide excellence through sustainable, continuous quality improvement in compliance with its mission.

**Governance Roles**

**Roles of Board, Chancellor, Faculty, Administrators, and Staff**

Critical to the integrity of the College and District governance structure is that each member of the District community understands the roles, responsibilities, and accountability of each constituent group in the governance process.

Members of the District have the authority and responsibility to make recommendations in matters appropriate in scope. The scope for each constituent group outlined below is derived from several

their counterpart Associated Student Government prior to making recommendations that impact students' interests.

### **Role of Administrators**

The job descriptions for College and District administrators assign specific governance roles for administrators and call for both successful processes and products.

**Product:** Administrators are held accountable to provide effective leadership for and support of faculty and staff in the planning, implementation, and monitoring of District and College activities while maintaining compliance with state regulations, laws, and District policies.

**Process:** Administrators are held accountable to carry out their responsibilities in styles that support and maintain the spirit and letter of participatory governance.

Drawing from job descriptions approved by the Board of Trustees for each administrative position, the roles for College and District administrators are to:

- Provide leadership and expertise in assessing, identifying, formulating, and aiding in implementing the overall academic direction for the College in conjunction with the Chancellor;
- Plan, organize, direct, and evaluate the activities of the College pursuant to District and College mission and goals as set forth by the Board of Trustees; report on College achievement of District and College goals;
- Plan and recommend the instructional and student services programs, College budget, and organizational structure of the College;
- Prepare and maintain an educational master plan and support institutional research related to student learning, development, and outcomes;
- Remain current on emerging services, methodologies, and technologies relevant to the College's educational programs and student services;
- Establish and maintain liaisons with business and community representatives as participants in the planning, development, and modification of division curriculum and programs;
- Serve as a resource to and collaborate with faculty and staff in developing, coordinating, and evaluating the Colleges' programs and services;
- Ensure that the colleges' educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, District policies, contractual agreements, and articulation agreements;
- Serve as a resource to the Chancellor, the Board of Trustees, and College faculty and staff for colleges' educational and student service programs; and
- Promote the appropriate inclusion of students, faculty, and staff in participatory decision-making processes.

### **2. Call to Order**

Chair Blum called the meeting to order at 1:00 p.m.

### **3. Board Professional Development**

Professional development was provided to the Board of Trustees by Dr. Barbara Beno, Accrediting Commission for Community and Junior Colleges (ACCJC) President, Dr. John Nixon, ACCJC Associate Vice President, and Dr. Bill McGinnis, Trustee. Topics included effective Trusteeship, accreditation standards, and effective Board behavior.

Chair Blum closed the study session at 5:00 p.m., convened to a break, and reconvened at 5:30 p.m.

### **In attendance:**

James Meznik, Chancellor  
Robin Calote, Ventura College President  
Richard Duran, Oxnard College President  
Pam Eddinger, Moorpark College President

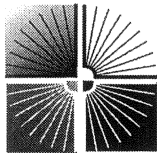




# **EFFECTIVE TRUSTEESHIP WORKSHOP**

**January 27 – 29, 2012  
Sheraton Grand, Sacramento**

**Board Chair Workshop  
January 28**



**Community College League of California**

## **PROGRAM**

*The program is subject to change*

### **Friday, January 27**

3:00 p.m. – 4:30 p.m.

Intro to California Community Colleges  
Mission, Vision and the Students We Serve

5:00 p.m. – 6:00 p.m.

Special Session for New Trustees

6:00 p.m. – 8:00 p.m.

*Dinner on own*

8:00 p.m. – 9:00 p.m.

Reception for New Trustees

### **Saturday, January 28**

8:00 a.m. – 7:00 p.m.

Registration Opens

9:00 a.m. – Noon

Introduction to Trusteeship:  
Roles and Responsibilities

Noon – 1:30 p.m.

*Lunch on own*

1:45 p.m. – 3:30 p.m.

Board Role in Fiscal Policy

3:45 p.m. – 5:00 p.m.

Local Decision-Making:  
Faculty, Staff, and Student Roles

6:00 p.m. – 9:00 p.m.

Reception & Welcome Banquet

### **Sunday, January 24**

8:00 a.m. – 9:15 a.m.

Breakfast Session:

The Board and CEO Partnership

9:30 a.m. – 10:30 a.m.

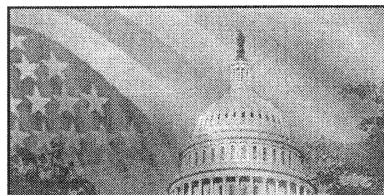
Introduction to the Brown Act

### **Legislative Conference**

#### **January 29 & 30, 2012**

The Effective Trusteeship and Board Chair  
Workshops are scheduled in conjunction  
with the Annual Legislative Conference.

*Separate registration is required.*



Visit [www.ccleague.org/legconf](http://www.ccleague.org/legconf) for a schedule and online registration.

# PROGRAM SCHEDULE

*The program is subject to change*

## Friday, January 27

**3:00 p.m. – 4:30 p.m.**

### **Introduction to California Community Colleges Mission, Vision and the Students We Serve**

**Bataglieri**

Trustees are charged with upholding the mission and vision of the state and districts they serve in support of student success. This session will clarify the role of the trustee in that endeavor.

*Bill Scroggins, CEO/Superintendent, Judith Chen-Haggerty, Trustee, Mt. San Antonio College; Brian King, Superintendent/President, Cabrillo College*

**5:00 p.m. – 6:00 p.m.**

### **Special Session for New Trustees**

**Tofanelli**

This highly interactive session invites new trustees to share their questions and experiences in their first two months, and establishes a basis for the rest of the Effective Trusteeship Workshop.

*Moderators: Dave Chapel, Trustee, Rancho Santiago CCD; Carmen T. Sandoval, Director of Education Services and Leadership Development, The League*

**6:00 p.m.**

**DINNER BREAK**

### **On Your Own**

Visit the Sheraton Grand concierge for information about local restaurants and reservations.

**8:00 p.m. – 9:30 p.m.**

### **Special Reception for New Trustees**

**Suite 2622 (26th Floor)**

## **A SPECIAL WELCOME!**

**We extend a special welcome to new California community college trustees. New trustees are identified by stars on their name badges.**



## Saturday, January 28

**8:00 a.m.** **REGISTRATION**  
Ballroom Foyer

**8:30 a.m.** **COFFEE & LIGHT BREAKFAST**  
Gardenia

**9:00 a.m. – Noon**  
**Introduction to Trusteeship: Roles and Responsibilities**  
Gardenia

As governing board members, trustees perform complex and demanding roles that require sophisticated skills and knowledge. Both new and experienced trustees will benefit from this comprehensive overview of governing board responsibilities.

*Dave Chapel, Trustee, Rancho Santiago CCD; Bill McGinnis, Trustee, Butte-Glenn CCD; Wanden Treanor, Trustee, Marin CCD; Carmen T. Sandoval, Director of Education Services and Leadership Development, The League*

**Scenarios and Discussion Table Leaders**  
*Members of the Advisory Committee on Education Services*

**Noon – 1:30 p.m.** **LUNCH BREAK**  
**Connecting with Colleagues (Lunch on Your Own)**  
Visit the Sheraton Grand concierge for information about local restaurants and reservations.

**1:45 p.m. – 3:30 p.m.** **CONCURRENT SESSIONS**  
**Board Role in Fiscal Policy**

**Carr**  
Fiscal stewardship is a key responsibility of public governing boards. This session covers how colleges are funded, legal and other constraints on expenditures, and what policy issues boards consider when setting fiscal policy standards, approving budgets, and reviewing expenditure reports.

*Bill McGinnis, Trustee, Butte-Glenn CCD; Dianne McKay, Ventura County CCD*

## **BOARD CHAIR WORKSHOP**

**Saturday, January 28**

**Tofanelli**

**1:45 p.m. – 5:00 p.m.**

### **Planning Committee and Presenters:**

*Donna Miller, Trustee, North Orange County CCD*

*Brian King, Superintendent/President, Cabrillo CCD*

*Bill Scroggins, President, Mt. San Antonio College*

*Wanden P. Treanor, Trustee, Marin CCD*

*Michele Jenkins, Trustee, College of the Canyons CCD*

### **Break-out Facilitators**

*Members of League Advisory Committee on Education Services*

- |                 |   |
|-----------------|---|
| <b>Part I</b>   | <b>Role of the Chair</b><br><i>Presenter: Wanden P. Treanor</i>                                       |
| <b>Part II</b>  | <b>Effective Meeting Strategies &amp; Techniques</b><br><i>Presenter: Donna Miller</i>                |
| <b>Part III</b> | <b>Effectively Engaging Others</b><br><i>Presenter: Wanden P. Treanor</i>                             |
| <b>Part IV</b>  | <b>CEO Perspectives on the Board Chair Role</b><br><i>Presenters: Brian King &amp; Bill Scroggins</i> |
| <b>BREAK</b>    |   |
| <b>Part V</b>   | <b>Solving Scenarios/Discussions</b><br><i>Facilitator: Michele Jenkins &amp; ACES Members</i>        |
| <b>Part VI</b>  | <b>Question and Answer Discussion</b><br><i>Panel</i>   |

**Saturday, January 28**

**3:45 p.m. – 5:00 p.m.**

**CONCURRENT SESSIONS**

**Local Decision Making: Faculty, Staff and Student Roles**

**Carr**

Faculty members, through local academic senates, are responsible for making recommendations and determining practice in academic and professional matters. The legal requirements and the senate's involvement in local decision-making will be explored and the roles of staff highlighted.

*Michele Pilati, President, Academic Senate for the California Community Colleges; Lori Gaskin, President, West Valley College*

**6:00 p.m. – 7:00 p.m.**

**RECEPTION**

**3rd Floor**

*Sponsored by Atkinson, Andelson, Loya, Ruud & Romo  
Music by American River College Alumni Jazz Collective*

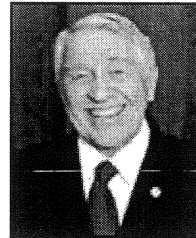
**7:00 p.m. – 9:00 p.m.**

**WELCOME DINNER**

**Gardenia**



**Introduction of New Trustees**  
*Jeanette Mann, President, CCCT  
and Trustee, Pasadena CCD*



**California's Community Colleges**  
*Jack Scott, Chancellor,  
California Community Colleges*

## **Sunday, January 29**

**7:30 a.m. – 9:15 a.m. BREAKFAST GENERAL SESSION**

**Gardenia**

*Breakfast will be served until 8:30 a.m.*

### **The Board/CEO Partnership: Making It Work**

**Gardenia**

An effective board/CEO relationship creates an environment in which both the CEO and institution flourish. The relationship is complex and paradoxical; this session covers principles that lead to strong partnerships between boards and CEOs.

*Brian King, Superintendent/President, Katy Stonebloom, Board Chair, Cabrillo College*

**9:30 a.m. – 10:30 a.m.**

### **Introduction to the Brown Act**

**Tofanelli**

The Brown Act ensures that the public's business is conducted openly. The legal requirements and constraints for open meetings and trustee communication are covered in this workshop.

*Warren Kinsler, Partner, Atkinson, Andelson, Loya, Ruud & Romo*

**Our thanks to the *Advisory Committee on Education Services*  
for their Contributions and Support**

*Teresa Brown, Trustee, San Joaquin Delta CCD*  
*David Chapel, Trustee (Co-Chair), Rancho Santiago CCD*  
*Lori Gaskin, President, West Valley College*  
*Judith Chen Haggerty, Trustee, Mt. San Antonio CCD*  
*Mary Hornbuckle, Trustee, Coast CCD*  
*Jannett Jackson, President, College of Alameda*  
*Dustin Johnson, Trustee, Los Rios CCD*  
*Michele Jenkins, Trustee, Santa Clarita CCD*  
*Jeffrey Kellogg, Trustee, Long Beach CCD*  
*Brian King, Pres/Supt. (Co-Chair), Cabrillo CCD*  
*Randall Lawrence Superintendent/President, College of the Siskiyous*  
*William (Bill) McGinnis, Trustee, Butte-Glenn CCD*  
*Glenn Roquemore, President (Co-Chair), Irvine Valley College*  
*Angela Acosta-Salazar, Trustee, Rio Hondo CCD*  
*William (Bill) Scroggins, President/CEO, Mt. San Antonio College*  
*Wanden Treanor, Trustee, Marin CCD*





**2012**

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA  
**ANNUAL LEGISLATIVE CONFERENCE**



**CONFERENCE PROGRAM**

**BUDGET CUTS**

**ECONOMIC OPPORTUNITY**

*Which Way*  
**CALIFORNIA?**

**Higher Education at a Crossroads**

**SACRAMENTO**

**JANUARY 29-30**

## SCHEDULE-AT-A-GLANCE

### SUNDAY, JANUARY 29

7:00 a.m. – 6:00 p.m.

**Registration**

*Ballroom Foyer*

9:30 a.m. – 10:30 a.m.

**Community College Budget  
and Fiscal Update**

*Camellia*

10:45 a.m. – 11:45 a.m.

**What is the Future for  
California's Higher Education?**

*Camellia*

Noon – 1:45 p.m.

**LUNCHEON**

**Is the Golden State Governable?**

*Magnolia*

2:00 p.m. – 3:00 p.m.

**CONCURRENT SESSIONS**

**Redistricting for the Decade**

*Tofanelli*

**Advocacy Plan, Design,  
Resources and Teamwork**

*Compagno*

2:00 p.m. – 4:45 p.m.

**CONCURRENT SESSION/  
ROUNDTABLE**

**Media Plan, Message, Outreach  
and Response**

*Beavis*

3:15 p.m. – 4:45 p.m.

**ROUNDTABLE CONVERSATIONS**

*Magnolia*

5:00 p.m. – 6:00 p.m.

**AFFILIATE MEETINGS**

5:00 p.m. – 6:30 p.m.

**RECEPTION**

*Gardenia*

Annual Legislative Conference

### MONDAY, JANUARY 30

7:30 a.m. – Noon

**Registration**

*Ballroom Foyer*

8:30 a.m. – 9:45 a.m.

**General Session Breakfast**

*Camellia/Gardenia*

10:00 a.m. – 10:45 a.m.

**Access and Affordability to  
Health Care for Californians**

*Camellia/Gardenia*

11:00 a.m. – 11:15 a.m.

**Student Success**

*Camellia/Gardenia*

11:15 a.m. – 11:45 a.m.

**Hotel Check-Out**

11:45 a.m. – 1:15 p.m.

**LUNCHEON**

**Politics on Tap**

*Camellia/Gardenia*

1:30 p.m. – 5:00 p.m.

**STATE CAPITOL DISCUSSIONS**

*Hearing Rooms 112 & 126*

*State Capitol*

Biographical Data: John Didion

As Executive Vice Chancellor of Human Resources and Educational Services for the Rancho Santiago Community College District (RSCCD), John Didion functions as the district's chief human resources officer. His responsibilities include labor negotiations, employee recruitment, selection, and discipline, fringe benefit administration, and risk management. Mr. Didion is also responsible for the district's economic development programs, institutional research, and resource development activities.

Mr. Didion has 31 years of administrative experience in California community colleges. Before joining RSCCD in 1997, he held administrative positions in the Long Beach Community College District and the Cerritos Community College District.

He holds a bachelor's degree in journalism from the University of Southern California, a master's degree in Public Administration from California State University, Long Beach, and an Associate in Risk Management designation from the Insurance Institute of America.

In addition to his duties with the district, Mr. Didion serves on the board of directors of a number of professional and community organizations including SchoolsFirst Federal Credit Union, the City of Santa Ana Workforce Investment Board, the Alliance of Schools for Cooperative Insurance Programs, the Schools Excess Liability Fund, and Captive Insurance for Public Agencies. He has served on the board of directors of the Association of California Community College Administrators and was the association's president in 2004-05.



**Ventura County Community College District  
Board of Trustees Regular Meeting  
Tuesday, February 22, 2012**

**Members present:** Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, and Trustee Bernardo Pérez

**Members not present:** Student Trustee Arshia Malekzadeh

**1. Mission**

**District Mission:** The Ventura County Community College District (VCCCD) is committed to assisting students in the attainment of its primary mission as a system of state supported two-year colleges.

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**Governance Roles**

**Roles of Board, Chancellor, Faculty, Administrators, and Staff**

Critical to the integrity of the College and District governance structure is that each member of the District community understands the roles, responsibilities, and accountability of each constituent group in the governance process.

Members of the District have the authority and responsibility to make recommendations in matters appropriate in scope. The scope for each constituent group outlined below is derived from several sources: the Government Code of California, California Code of Regulations (see relevant sections of Title 5 in Appendix III), VCCCD Board Policy, District practices and procedures, and job descriptions.

### **Role of the Board of Trustees**

Trustees are guardians of the public's trust and are accountable to all county citizens although they are elected within subsections of Ventura County. The Board's primary responsibility is to establish District policies that align with the minimum standards set by the Board of Governors of the California Community Colleges.

The Board of Trustees, as elected representatives of the community, is the final voice in the District subject to the laws and appropriate regulations of the State Legislature and State Chancellor's Office. The Board completes work with a focus on the District mission. In these statements, most recently reviewed and adopted on July 14, 2009, and March 13, 2007, respectively, the members of the Board defined the end result of the efforts at the Colleges and District. The Board ensures that this mission and vision will be accomplished by assigning responsibilities to District employees through job descriptions. In this way, the Board remains outside the operations of the District.

As a legislative body, the VCCCD Board of Trustees conducts deliberations and actions openly within the realm of public scrutiny consistent with Government Code Section 54953, also known as the Ralph M. Brown Act (included in Appendix III). Minutes are prepared for all actions taken by the VCCCD Board of Trustees to serve as the District's public record.

Every regular Board meeting provides an opportunity for the public to address the Trustees on any item of interest to citizens within the jurisdiction of the Board. No action, however, can be taken on an issue unless it has first been noticed on the Board agenda.

In response to unagendized public comments, therefore, Board members may:

- Request clarification from those making public comments;
- Request staff to provide factual information on the comments being presented;
- Request staff to report back to the Board on the subject of comment at a later meeting; or
- Direct staff to place the matter on a future agenda.

The exception to the requirement for open meetings is when the Board confers in private on one of the following:

- Consideration of the appointment, employment, evaluation, discipline or dismissal of an employee;
- Consideration of charges brought against an employee by another;
- Consideration of national or public security;
- Confer with legal counsel regarding litigation;
- Consideration of student disciplinary actions;
- Consideration of real property transactions;
- Confer with District representatives within the scope of collective bargaining; or
- Consideration of honorary degrees or gifts from anonymous donors.

Items to be discussed in such a closed session are disclosed in open session through the printed and public Board agenda. Following a closed session, the Board reconvenes in open session and announces any action taken in closed session and the vote or abstentions of its members. Trustees do not disclose personnel, collective bargaining, or other discussions prohibited by law.

### **Role of District Chancellor**

The Chancellor is the administrative agent of the Board of Trustees and, as such, is the District's only employee responsible directly to the Board. The Chancellor is accountable for the operation of the District and for providing policy recommendations to the Board. Further definition of the Chancellor's responsibilities is provided in the Participatory Governance Manual *Role of Administrators*.

The Chancellor has the right to accept, reject, or modify recommendations from the District Consultation Council. When the Chancellor rejects or modifies a recommendation from the District Consultation Council, he/she informs that group of the objections to their recommendation. The Academic Senates, Service Employees International Union (SEIU), Ventura County Federation of College Teachers (AFT), and/or Associated Student Governments (ASG) retains the right to present their comments on the Chancellor's recommendation directly to the Board of Trustees.

### **Role of Faculty**

Faculty members perform duties as instructors, librarians, or counselors in areas for which they possess appropriate qualifications; assess, develop, and recommend articulation agreements; implement activities based on applicable recommendations and District/College goals; perform other contractually identified professional responsibilities; and provide advice and recommendations regarding relevant policies and procedures through active participation on District committees, councils, and task forces.

Full-time and part-time faculty members at each College are represented in governance by an Academic Senate. The Academic Senate at each College assumes primary responsibility for making recommendations in the areas of curriculum, academic standards, and other areas of professional and academic matters identified in Assembly Bill 1725.

The VCCCD Board of Trustees agreed in Board Policy 2510 to function with the Colleges' Academic Senates in academic and professional matters under the mutual agreement option. When the Board elects to provide for mutual agreement with the Academic Senates, and an agreement has not been reached, existing policy shall remain in effect unless such policy exposes the District to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

Through the three Academic Senates and their College governance structure, recommendations are made to the administration of its College and the District on the following specific academic and professional matters:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Educational program development;
- Standards or policies regarding student preparation and success;
- District and College governance structures, as related to faculty roles;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- Policies for faculty professional development activities;
- Processes for program review;
- Processes for institutional planning and budget development; and
- Other academic/professional matters, mutually agreed upon between the Board of Trustees and the Academic Senate (Not implemented at VCCCD).

The Board and Chancellor consult collegially with Academic Senates on the matters described above. Consultation on processes in program review, planning, and budgeting means exactly that: It is not required to consult collegially on the "content" of program review, planning, and budget documents (although many people may be involved in the development of those activities).

Full-time and part-time faculty members within the District are represented in collective bargaining by a chapter of the American Federation of Teachers, which operates under a contract negotiated and approved by its members.

The two bodies that represent District faculty are compatible; the Academic Senates are responsible for professional and academic matters, while the chapter of the American Federation of Teachers responds to matters within the scope of salary, benefits, and working conditions.

Academic Senates appoint faculty members to District groups; in addition, provisions of the negotiated contract include appointment of faculty members to specific District and College governance committees to represent the American Federation of Teachers.

### **Role of Classified Staff**

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

Classified staff members at each College are represented by the Service Employees International Union, Local 99, including all regular, permanent and probationary, full-time and part-time merit system classified employees in Units "A" and "B" as certified by the Los Angeles Regional Director of the Public Employment Relations Board.

This collective bargaining unit conducts elections to appoint classified staff to District and College governing councils in the areas that have or will have a significant effect on staff and that are outside the scope of collective bargaining. Prior to the Board of Trustees taking action on such matters, classified staff are provided with the opportunity to participate in the formulation of recommendations through committee participation in areas that affect them. The Board gives every reasonable consideration to recommendations and opinions of staff.

### **Role of Students**

Students are the reason the District and its Colleges exist: Students learn through participation in and completion of approved courses and involvement in college life activities.

Students at each College are represented by an Associated Student Government organization composed of an elected Board of Directors. Each College's student government organization operates in accordance with its own constitution and bylaws and is responsible for appointing student representatives to serve on District councils. In their role representing all students, they offer opinions and make recommendations to the administration of the College and to the Board of Trustees with regard to District and College policies and procedures that have or will have a significant effect on students. Those areas are specifically defined as:

- Grading policies;
- Codes of student conduct;
- Academic disciplinary policies;
- Curriculum development;
- Courses or programs which should be initiated or discontinued;
- Processes for institutional planning and budget development;
- Standards and policies regarding student preparation and success;
- Student services planning and development;
- Students fees within the authority of the District to adopt; and
- Any other District and College policy, procedure, or related matter that the District Board of Trustees determines will have a significant effect on students.

Generally, the VCCCD Board of Trustees shall not take action on a matter having a significant effect on students unless they have been provided with an opportunity to participate in the recommendation process. The Board of Trustees ensures that recommendations and positions developed by students are given every reasonable consideration. Similarly, the Academic Senate at each College will consult with their counterpart Associated Student Government prior to making recommendations that impact students' interests.

### **Role of Administrators**

The job descriptions for College and District administrators assign specific governance roles for administrators and call for both successful processes and products.

Product: Administrators are held accountable to provide effective leadership for and support of faculty and staff in the planning, implementation, and monitoring of District and College activities while maintaining compliance with state regulations, laws, and District policies.

Process: Administrators are held accountable to carry out their responsibilities in styles that support and maintain the spirit and letter of participatory governance.

Drawing from job descriptions approved by the Board of Trustees for each administrative position, the roles for College and District administrators are to:

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- Plan, organize, direct, and evaluate the activities of the College pursuant to District and College mission and goals as set forth by the Board of Trustees; report on College achievement of District and College goals;
- Plan and recommend the instructional and student services programs, College budget, and organizational structure of the College;
- Prepare and maintain an educational master plan and support institutional research related to student learning, development, and outcomes;
- Remain current on emerging services, methodologies, and technologies relevant to the College's educational programs and student services;
- Establish and maintain liaisons with business and community representatives as participants in the planning, development, and modification of division curriculum and programs;
- Serve as a resource to and collaborate with faculty and staff in developing, coordinating, and evaluating the Colleges' programs and services;
- Ensure that the colleges' educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, District policies, contractual agreements, and articulation agreements;
- Serve as a resource to the Chancellor, the Board of Trustees, and College faculty and staff for colleges' educational and student service programs; and
- Promote the appropriate inclusion of students, faculty, and staff in participatory decision-making processes.

### **In attendance:**

James Meznik, Chancellor

Robin Calote, Ventura College President

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

David Keebler, Vice President, Business Services

Richard DeLaO, Chief of Police



Michael Arnoldus, Director  
Lori Bennett, Dean  
Clare Geisen, Director  
Mary Anne McNeil, Director  
Marjorie Price, Dean  
Gail Warner, Director  
Jay Wysard, Director  
Robert Cabral, Oxnard College Academic Senate President  
Riley Dwyer, Moorpark College Academic Senate President  
Connie Owens, Oxnard College Classified Senate President  
Peder Nielsen, Ventura College Classified Senate President  
Daniel Chavez, Oxnard College Associated Student Government Director of External Affairs  
Steve Hall, AFT President  
Dan Casey, SEIU Chief Steward  
Patti Blair, Executive Assistant, Recorder  
Laurie Nelson-Nusser, Recorder

**2. Call to Order:**

Chair Blum called the meeting to order at 5:34 p.m.

**3. Public Comments**

Public comments were made by Chris Lara Cruz, Riley Dwyer, and Ernest Stein.

**4. Pledge to the Flag**

Chris Lara Cruz led the pledge to the flag.

**5. Chair will announce changes to agenda.**

There were no changes to the agenda.

**6. Study Session**

**6.01 Study Session Guidelines**

Chair Blum introduced John Didion, facilitator. The facilitator reviewed and Trustees reaffirmed a list of accepted ground rules, introduced by ACCJC during the November 8, 2011 Board Meeting *Accreditation and Trustee Roles and Responsibilities Workshop*.

**Ground Rules**

1. Be on time.
2. Everyone participates.
3. Stay within the agreed upon objective/agenda.
4. No private conversations.
5. Say what's on your mind to all.
6. Listen for content before forming an opinion (open your mind to others).
7. Suspend judgment until there has been sufficient discussion and data.
8. Be specific and use examples, provide data when possible.
9. It is okay to disagree but be open to new ideas and don't be caught up in your own visions.
10. All topics/issues are fair game.
11. No cheap shots.
12. No Hogging / Frogging / or Bogging.

Trustees agreed to employ these ground rules for all future Board and Board committee meetings, in addition to the principles agreed to from the Board's December 13, 2011 parliamentary procedure training, to ensure strengthened Board public meeting performance.

**6.02 Review of Commission Concerns (Eligibility Requirement 3; Standard IV.B.I.g-i.)**

Trustees reviewed Commission Eligibility Requirement 3 and Accreditation Commission Standard IV.B.1g-i.

### **6.03 Review Eligibility Requirements for Accreditation**

Trustees reviewed Accreditation Commission Eligibility Requirements for Accreditation, with special emphasis on Eligibility Requirements 3, 4, and 21:

1. Authority
2. Mission
3. Governing Board
4. Chief Executive officer
5. Administrative Capacity
6. Operational Status
7. Degrees
8. Educational Programs
9. Academic Credit
10. Student Learning and Achievement
11. General Education
12. Academic Freedom
13. Faculty
14. Student Services
15. Admissions
16. Information and Learning Resources
17. Financial Resources
18. Financial Accountability
19. Institutional Planning and Evaluation
20. Integrity in Communication with the Public
21. Integrity in Relations with the Accreditation Commission

### **6.04 Review Accreditation Standard Leadership and Governance - IV.B.1.G, H, and I.**

Trustees reviewed Accreditation Commission Standard IV: Leadership and Governance:

- g. The governing board's self-evaluation processes for assessing board performance are clearly defined, implemented, and published in its policies or bylaws;
- h. The governing board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code; and
- i. The governing board is informed about and involved in the accreditation process.

After review and discussion, Trustees agreed to further ensure Standard IV.B.1.g through i reflected in the VCCCD Board Policy Code of Ethics.

### **6.05 Review of Accreditation Process**

Academic Senate Presidents Robert Cabral, Peter Sezzi, and Riley Dwyer distributed and presented *The Role of Faculty in Accreditation Processes with the VCCCD*.

Mr. Didion reviewed the accreditation process, with special attention to Section IV: Sanctions and Section V: Actions that Terminate Accreditation. Trustees reviewed the Section IV sanction actions:

- A. Issue Warning
- B. Impose Probation
- C. Order Show Cause

Trustees further reviewed and discussed Section V: Actions that Terminate Accreditation. Trustees committed to removing District colleges from probation through immediate ongoing, sustainable changes in practice.

#### **6.06 Review, Discuss, and Document Required Role of the Board.**

Mr. Didion reviewed the following documents outlining Trustee roles and Board functions:

- *Grounds Rules, ACCJC Accreditation and Trustee Roles and Responsibilities Workshop;*
- *Trustee Roles and Responsibilities, Association of Community Colleges Trustees Guide to Trustee Roles and Responsibilities;*
- *Strengthening the Board, CEO Relationship, Organizational Leadership, and Community Involvement, Community College League of California*
- *Board and CEO Roles, Different Jobs, Different Tasks, Association of Community Colleges Trustees;*
- *Role of a Trustee, Stephen P. Blum;*
- *Professional Governance Standards for School Boards, California School Board Association*

Trustees reaffirmed commitment to the Role of a Trustee and incorporated the following documents into a best practices agreement:

- *Grounds Rules, as outlined in the ACCJC Accreditation and Trustee roles and Responsibilities Workshop.*
- *Trustee Roles and Responsibilities, as outlined in the Association of Community Colleges Trustees Guide to Trustee Roles and Responsibilities.*
- *Strengthening the Board, CEO Relationship, Organizational Leadership, and Community Involvement, as outlined in the Community College League of California Board and CEO Roles, Different Jobs, Different Tasks.*
- *Role of a Trustee, outlined by Stephen P. Blum.*

#### **6.07 Review of Brown Act Change, January 1, 2009**

Trustees reviewed the Brown Act Change and reaffirmed commitment to avoid serial meetings, refrain from sharing information or advocacy that discloses position.

#### **6.08 Review of Board Policies**

Trustees reviewed and discussed the following Board policies and procedures for consistency and alignment with effective trusteeship:

- BP 2200 Board Duties and Responsibilities
- BP 2430 Delegation of Authority to CEO
- BP 2434 Chancellor's Relationship with the Board
- BP 2715 Board Code of Ethics/Standards of Practice
- AP 2715-A Code of Ethics
- AP 2715-B Standards of Practice
- BP 2720 Board Member Communication
- AP 2720 Board Member Communication
- BP 2740 Trustee Professional Development
- AP 2740 Trustee Professional Development
- BP 2745 Board Self Evaluation
- AP 2745 Board Self Evaluation

Trustees reviewed the following Board policies and procedures for consistency and alignment with effective trusteeship:

- BP 2210 Officers
- BP 2215 Role of the Board Chair

- BP 2710 Conflict of Interest
- AP 2710 Conflict of Interest
- AP 2712 Conflict of Interest Code

Based on discussions, Trustees agreed to schedule a Special Board Policy Committee Meeting with emphasis on strengthening the following Board policies and procedures to ensure alignment with effective trusteeship and accreditation standards:

- BP 2200 Board Duties and Responsibilities
- BP 2210 Officers
- BP 2215 Role of the Board
- BP 2430 Delegation of Authority to CEO
- BP 2434 Chancellor's Relationship with the Board
- BP 2710 Conflict of Interest
- AP 2710 Conflict of Interest
- AP 2712 Conflict of Interest Code - Form 700: Statement of Economic Interests
- BP 2715 Board Code of Ethics/Standards of Practice
- AP 2715-A Code of Ethics
- AP 2715-B Standards of Practice
- BP 2720 Board Member Communication
- AP 2720 Board Member Communication
- BP 2740 Trustee Professional Development
- AP 2740 Trustee Professional Development
- BP 2745 Board Self Evaluation
- AP 2745 Board Self Evaluation

#### **6.09 Review Board Professional Development**

Trustees reviewed and discussed professional development opportunities. The Board reaffirmed commitment to professional development and incorporated the Board of Trustees Professional Development Opportunities 2012-2013 into a best practices agreement.

#### **7. Board of Trustees Action**

##### **7.01 Outcomes of Discussion**

Members of Chancellor's Cabinet, Academic Senate Presidents, Classified Senate Presidents, and the AFT President provided feedback to the Board about the Board's role in meeting the Accreditation commission's concern.

Trustees signed a Best Practices Agreement and directed the Chancellor to develop a corrective Board of Trustees report to meet the Accreditation Commission Concern.

##### **7.02 Adoption of Corrective Actions and Timelines to Comply with Commission Findings**

Trustees formally accepted the Commission Concern Letter, dated February 2, 2012 and renewed their commitment to meeting Accreditation Standards and Eligibility Requirements.

#### **8.0 Adjournment**

Chair adjourned the meeting at 9:59 p.m.

# Ventura County Community College District

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## The Role of Faculty in Accreditation Processes within the VCCCD:

A Presentation to the Board of Trustees by the Moorpark, Oxnard  
and Ventura College Academic Senate Presidents

February 22, 2012

# What is the Academic Senate?

---

## □ We ***Are***:

- Responsible for making recommendations pertaining to “academic and professional matters”
  - A.k.a. the “10+1”
- The representative voice of ALL faculty
- Stakeholders in maintaining open communication through “collegial consultation”

## □ We Are ***Not***:

- The collective bargaining agent
  - we do not speak regarding salary, benefits or working conditions
- A selective body – we represent all faculty
- A singularity of this District
  - All 112 community colleges have Academic Senates as called for by statute

# Legal Authority: The 10+1

---

□ Defined by AB 1725 (1989)

□ Codified in CCR Title 5 § 53200 (b):

1. Curriculum including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student performance or success
6. District and college governance structures, as related to faculty roles
7. **Faculty roles and involvement in accreditation processes, including self-study and annual reports**
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate

# Point 7: What does this mean?

---

## □ Point 7 of the “10+1”

- Specifies faculty involvement in accreditation processes.
- Faculty involvement with accreditation efforts and the development of accreditation reports may differ from campus to campus within the VCCCD but faculty involvement is primary.
- One Common thread:
  - all faculty involvement in college accreditation efforts and final drafts of college reports must—and do—go through the respective college’s Academic Senate with ample time to review, comments and approve the documents.



## Point 7 : Faculty involvement “Gaps” present within the VCCCD

---

- MC, OC & VC each have strong faculty involvement in accreditation processes
  - Unfortunately, no such formal structure exists at the District level.
  
- No participatory governance committee focuses on District-wide accreditation efforts
  - Therefore, faculty involvement at district-level accreditation remains marginalized.

# Ventura County Community College District

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# Where do we go from here?

---

## □ Possible interim solutions:

1. Require the establishment of a timeline for all seven (7) current District-wide accreditation recommendations
  - To be presented to BoT no later than March.
2. Duplicate the openness & transparency already present at campus-level accreditation efforts into District-wide accreditation responses
  - Have regular (i.e., monthly) study sessions with reports from all groups involved in our accreditation efforts.

# Where do we go from here? (Cont'd)

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3. As a Board, commit to fixing the long-term deficiencies that exist with faculty involvement in District-wide accreditation efforts
  - Revisit this topic no later than by Dec 2012.
  - Request another study session on this same topic led by the three Academic Senate Presidents.
  
4. For the sustainability of our coordinated District-wide accreditation efforts
  - Immediately appoint an internal Accreditation Liaison Officer (ALO) to oversee **our** efforts on the seven (7) District-wide accreditation recommendations.
    - This internal ALO ***must*** be present for the return of accreditation team in October/November 2012.
    - Charge the ALO to form a participatory governance group to address the process and recommendations.

# Questions?

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# Resources

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In the development of this report, we relied heavily upon the following **Statewide Academic Senate reports:**

**Working With The 2002 Accreditation Standards: The Faculty's Role**


([HTTP://ASCCC.ORG/NODE/174999](http://ASCCC.ORG/NODE/174999))

**The 2002 Accreditation Standards: Implementation**

([HTTP://ASCCC.ORG/NODE/174994](http://ASCCC.ORG/NODE/174994))

# Thank You!

---

- Riley Dwyer  [rdwyer@vcccd.edu](mailto:rdwyer@vcccd.edu)
  - Moorpark College Academic Senate President
  
- Robert Cabral  [rcabral@vcccd.edu](mailto:rcabral@vcccd.edu)
  - Oxnard College Academic Senate President
  
- Peter H. Sezzi  [psezzi@vcccd.edu](mailto:psezzi@vcccd.edu)
  - Ventura College Academic Senate President





# Academic Senates

CC-26 Role of Academic Senates/Areas of Authority and Responsibility  
Presented by MC, OC, VC Academic Senate Presidents, Board Meeting, Item 15.01, Professional Development, Educational Programs and Services, 03.13.12

03.13.12

## Basis for Senate Authority?

- Education Code
- Title 5 Regulations

# California Education Code

- Laws resulting from legislation
  - Requires legislation to be changed
- Always supersedes Title 5 regulation
- Governance as we know it was formalized by AB 1725 in 1988

# Title 5

- California Code of Regulations (CCR)
- Derived by the Board of Governors from the California Education Code
- Division 6 - applies to California Community Colleges
- Regulation with the force of law

## Education Code

### §70902 (B)(7)

“The Governing Board shall ... ensure ... the right of academic senates to assume **primary responsibility** for making recommendation in the areas of **curriculum and academic standards.**”

## Title 5 § 53203 - Authority

- (A) Governing Board shall adopt policies delegating authority and responsibility to its Academic Senate.
- (B) Policies in (A) shall be adopted through *collegial consultation* with the Academic Senate.
- (C) Guarantees the Academic Senate the right to meet with or appear before the board.

## Title 5 § 53200 - Definitions

(B) Academic Senate means an organization whose **primary function** is to make recommendations with respect to **academic and professional matters**.

(C) Academic and Professional matters means the following policy development and implementation matters:

# The “10 +1”

## Section 53200 (c)

1. Curriculum, including establishing prerequisites
2. Degree & Certificate Requirements
3. Grading Policies
4. Educational Program Development
5. Standards & Policies regarding Student Preparation and Success
6. College governance structures, as related to faculty roles
7. **Faculty roles and involvement in accreditation process**
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon.



# Collegial Consultation - Defined

## Section 53200 (d)

...the district governing board shall develop policies on academic and professional matters through either or both of:

1. ***Rely primarily*** upon the advice & judgment of the Academic Senate
2. Reach ***mutual agreement*** with the Academic Senate by written resolution, regulation, or policy

## Title 5 § 53203

### (d)(1) When *rely primarily*:

- The recommendations of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.
  - If a recommendation is not accepted, the governing board *or its designee*, upon request of the academic senate, shall promptly communicate its reasons in writing to the academic senate.

## Title 5 § 53203

**(d)(1) When mutually agree (and an agreement has not been reached):**

- Existing policy shall remain in effect except in cases of legal liability or fiscal hardship.
- Board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

## Title 5 § 53203 – more on authority

- (E) Academic Senate may assume responsibilities and perform functions as may be delegated by the Governing Board
- (F) Appointment of faculty members to college committees shall be made by the Academic Senate
  - Requires consultation with college CEO (i.e., college President) or designee

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
<b>General Oversight</b>	
<ul style="list-style-type: none"> <li>• Adopt policies that define and delegate clear and appropriate authority and responsibility for educational programs and services to CEO, as well as the Academic Senate</li> <li>• Review and approve significant changes to programs as required by state law and board policy</li> </ul>	<ul style="list-style-type: none"> <li>• Lead and administer the delivery of high quality educational programs and services, including planning, development, program review, and staffing</li> <li>• Inform the board about the major programs and services of the college</li> <li>• Seek approval from the board as required</li> </ul>
<b>Treatment of Students</b>	
<ul style="list-style-type: none"> <li>• Adopt policies that define clear criteria for student status and progress</li> <li>• Adopt policies that ensure fair and equitable treatment of students</li> <li>• Determine whether or not the board wishes to be a court of appeal for student grievances</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that student progress and goal achievement are appropriately recorded and recognized</li> <li>• Ensure that procedures exist and are followed for fair and equitable treatment of students, including discipline, due process, and grievances</li> </ul>
<b>Academic Programs and Student Services</b>	
<ul style="list-style-type: none"> <li>• Monitor that programs are aligned with policy direction and plans</li> <li>• Require program review or other processes that address ongoing evaluation and improvement of programs</li> <li>• Be aware of the scope of offerings of the district</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the delivery of educational programs, curriculum, and student services are in accordance with district plans</li> <li>• Establish and maintain processes that foster quality, effectiveness, relevancy, and efficiency</li> </ul>
<b>Institutional Effectiveness</b>	
<ul style="list-style-type: none"> <li>• Define “student success”</li> <li>• Require the CEO to develop accountability and evaluation programs and processes</li> <li>• Monitor how effective the institution is in achieving its goals and student success</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure a comprehensive program to monitor institutional effectiveness</li> <li>• Keep the board informed on progress toward accomplishing plans and goals</li> <li>• Provide reports to the board that enable it to be accountable to the local community and state and federal agencies</li> </ul>

# Questions?



# Resources

**In the development of this report, we relied heavily upon the following resources:**

**Academic Senate for California Community Colleges**

([asccc.org](http://asccc.org))

**Title 5**

([www.calregs.com](http://www.calregs.com))

# Thank You

Riley Dwyer  [rdwyer@vcccd.edu](mailto:rdwyer@vcccd.edu)

- Moorpark College Academic Senate President

Robert Cabral  [rcabral@vcccd.edu](mailto:rcabral@vcccd.edu)

- Oxnard College Academic Senate President

Peter H. Sezzi  [psezzi@vcccd.edu](mailto:psezzi@vcccd.edu)

- Ventura College Academic Senate President





**Ventura County Community College District  
Board of Trustees Regular Meeting  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001  
Tuesday, May 8, 2012**

**Members present:** Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, and Trustee Bernardo Perez.

**Members not present:** Student Trustee Arshia Malekzadeh

**1. Mission**

**District Mission:** The Ventura County Community College District (VCCCD) is committed to assisting students in the attainment of its primary mission as a system of state supported two-year colleges.

The primary mission of the District is to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs. Effective, efficient student support services are offered to assist in the accomplishment of the District's primary mission based on need and available resources.

Ventura County Community College District works to enhance state, regional, and local economic growth and global competitiveness within the pursuit of its primary mission. Additionally, workforce and economic development activities and services are offered based on need and available resources.

English as a Second Language instruction, remedial, adult education, and supplemental learning services that contribute to student success are offered and operated based on need and available resources.

Ventura County Community College District improves the quality of community life by offering not-for-credit, recreational, vocational, cultural, and civic programming based on community demand and available resources.

All District programs, services, and activities operate within a framework of integrated planning and budgeting. Ongoing, student learning outcome assessment and systematic program review are used to ensure District-wide excellence through sustainable, continuous quality improvement in compliance with its mission.

**Governance Roles**

**Roles of Board, Chancellor, Faculty, Administrators, and Staff**

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 April 27, 2012, were reviewed within the District's Consultation Council and presented to the Trustees for action, without constituent objection.

#### **14. Study Session: Accreditation Update**

**Discussion: 14.01 STUDY SESSION: ACCREDITATION UPDATE.** This item presents for discussion an accreditation update.

Chancellor Meznek indicated accreditation work continues and commented on the May 2, 2012 visit to the ACCJC office by Chair Blum, Trustee McKay, and Dr. Meznek. The Delineation of Functions Mapping will be agendaized for review in Consultation Council on May 10, 2012. The District Council on Accreditation and Planning (DCAP) continues its work with Information Technology, and discussed the establishment of a matrix to evaluate progress in meeting Board goals and objectives.

The Board of Trustees will review and update membership in the Citizens Advisory Body prior to surveying members through the Chancellor's Office/Administrative Relations. The Two-Year Board Policy and Procedure Review is ongoing. Ventura College recently accepted an invitation from ACCJC to host an accreditation event; all colleges will present program review during the workshop. The Board of Trustees Annual Self Evaluation Survey will be reviewed and the Board will discuss constituent participation in its annual evaluation.

Chair Blum commented on the ACCJC visit and indicated he gained a renewed understanding of Board expectations and will continue his work as Board Chair to ensure the Board meets accreditation recommendations.

Ms. Geisen distributed and discussed progress in the Board Policy/Administrative Procedure Two-Year Review Calendar. Ms. Geisen also distributed District/Colleges Accreditation Status Communications Plan and discussed activities related to pro-active accreditation communication activities, including portal updates, media releases, and correspondence with local high schools. An academic year-end letter from the Chancellor will be written and distributed, as well as a Letter to the Editor regarding accreditation status and activities.

Trustee McKay thanked Ms. Geisen for her ongoing work in communications and indicated the importance of outreach to the community, including e-blast activities, and suggested contracting with a communications specialist to augment Ms. Geisen's communications work in the area of communications. Trustee Miller supported Trustee McKay. Trustee Perez commented on the two-year review cycle matrix, suggested live streaming meetings, and the colleges occasionally hosting Board meetings. Trustee Hernandez agreed to the need for positive communication through community outreach, and indicated the need for immediate communication with other elected bodies throughout the counties. Trustee Blum asked for an agendaized item for a communications specialist for the next Board meeting and indicated the need for communicate effectively and positively to the community related to accreditation. Ms. Geisen indicated the Citizens Advisory Body will be surveyed prior to the Board's Strategic Planning June 26, 2012 meeting and communication focus groups will be established to provide the Board with community feedback.

#### **15. Board Policy**

**Information: 15.01 The Policy Committee met on April 18, 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). Chair Blum indicated the Policy Committee met and recommend the items presented.

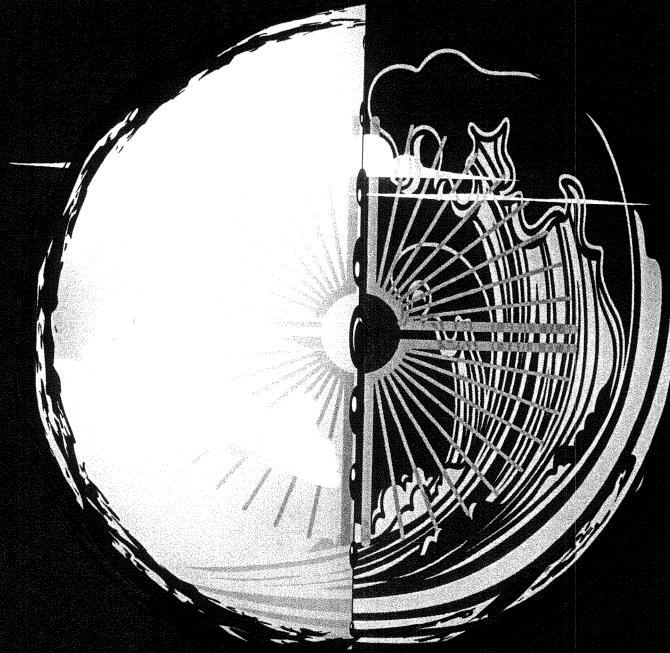
**Action: 15.02 ACTION TO APPROVE BOARD POLICY (BP) 2015 STUDENT MEMBER.** This item presents for approval BP 2015 Student Member and provides existing Administrative Procedure (AP)

Community College League of California

CC-26 Community College League of California  
Conference, Annual Trustees Conference, 05.04-06.2012

# BALANCING CHANGE

*Rewards and Challenges of Trusteeship*



Annual Trustees Conference

**PROGRAM**

May 4 – 6, 2012  
Sheraton Marina, San Diego

# SCHEDULE-AT-A-GLANCE

## THURSDAY, MAY 3

**9:00 a.m. – 1:00 p.m.**

Policy and Procedures Workshop .....Fairbanks A

**2:00 p.m – 4:45 p.m.**

Board and CEO Executive Assistants Workshop .....Fairbanks B

## FRIDAY, MAY 4

**7:30 a.m. – 6:30 p.m.**

Conference Registration..... Bel Aire Foyer

**8:30 a.m. – 4:00 p.m.**

Board & CEO Executive Assistants Workshop ..... Bel Aire South

**9:00 a.m. – 4:00 p.m.**

Organizational Task Force Meeting ..... Fairbanks C

**9:00 a.m. – 1:00 p.m.**

Advisory Committee on Education Services .....Fairbanks B

**10:00 a.m. – 12:00 p.m.**

"Gift" Reporting Requirements  
for Trustees and Administrators .....Fairbanks A

**2:00 p.m. – 3:00 p.m.**

**Opening General Session** ..... Bel Aire North  
*Bernadine Fong and Karon Klipple*

**3:15 p.m. – 4:30 p.m.**

### CONCURRENT SESSIONS

*What's New with Transfer* .....Fairbanks A

*The Contract and Evaluation: The Board/CEO*

*Partnership for Student Success*.....Fairbanks B

*The Board's Role in Improving Student Success* .....Fairbanks C

**4:45 p.m. – 5:45 p.m.**

### INTEREST GROUP & CONSORTIA MEETINGS

AACCCT.....Fairbanks A

CALCCT.....Fairbanks B

# SCHEDULE-AT-A-GLANCE

## FRIDAY, MAY 4, *continued*

5:45 p.m. – 7:00 p.m.

Welcome Reception ..... Shoreline (Main Tower)

## SATURDAY, MAY 5

7:00 a.m. – 6:30 p.m.

Conference Registration..... Bel Aire Foyer

8:00 a.m. – 9:30 a.m.

### Light Breakfast & Session

*A Defining Moment: Managing Community*

*Colleges in Times of Sustained Crisis* ..... Bel Aire South

9:45 a.m. – 10:45 a.m.

### CONCURRENT SESSIONS

*How to Breathe Life into Standard IV*

*Accreditation Recommendations* ..... Fairbanks A

*Fiscal and Accreditation Survival Skills* ..... Fairbanks B

*What Trustees Should Know About Prop 39 Oversight*..... Fairbanks C

11:00 a.m. – Noon

### CONCURRENT SESSIONS

*What Trustees Should Know About Accreditation* ..... Fairbanks A

*Getting the Story: Aligning Planning and Fundraising* ..... Fairbanks B

*The Occupy Movement: Non-Violent*

*Protests in the Community College Setting*..... Fairbanks C

12:15 p.m. – 2:00 p.m.

Lunch & Keynote Speaker ..... Bel Aire North

*Van Ton-Quinlivan*

2:15 p.m. – 3:30 p.m.

State Legislation & Budget Update..... Bel Aire South

# SCHEDULE-AT-A-GLANCE

## SATURDAY, MAY 5, *continued*

3:45 p.m. – 5:00 p.m.

### CONCURRENT SESSIONS

*Planning for Student Success: Community*

*College Partnerships with K-12 Districts* ..... Fairbanks A

*Toto, We're Not in Kansas Anymore!*..... Fairbanks B

*Friends Not Foes: Maximizing*

*Trustee and Foundation Relationship* ..... Fairbanks C

5:00 p.m. – 6:00 p.m.

Reception..... Garden Terrace

6:00 p.m. – 7:00 p.m.

Bay Area Trustees Meeting ..... Fairbanks A

## SUNDAY, MAY 6

7:00 a.m. – 12:30 p.m.

Conference Registration..... Bel Aire Foyer

8:00 a.m. – 9:30 a.m.

CCCT Annual Business Meeting

& Buffet Breakfast..... Bel Aire North

9:45 a.m. – 11:15 a.m.

*The Laissez-Faire College: Findings from a*

*Two-Year Study on Basic Skills*..... Bel Aire South

11:30 a.m. – 1:00 p.m.

Closing Lunch & Fulfilling the Trust Awards ..... Bel Aire North