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

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

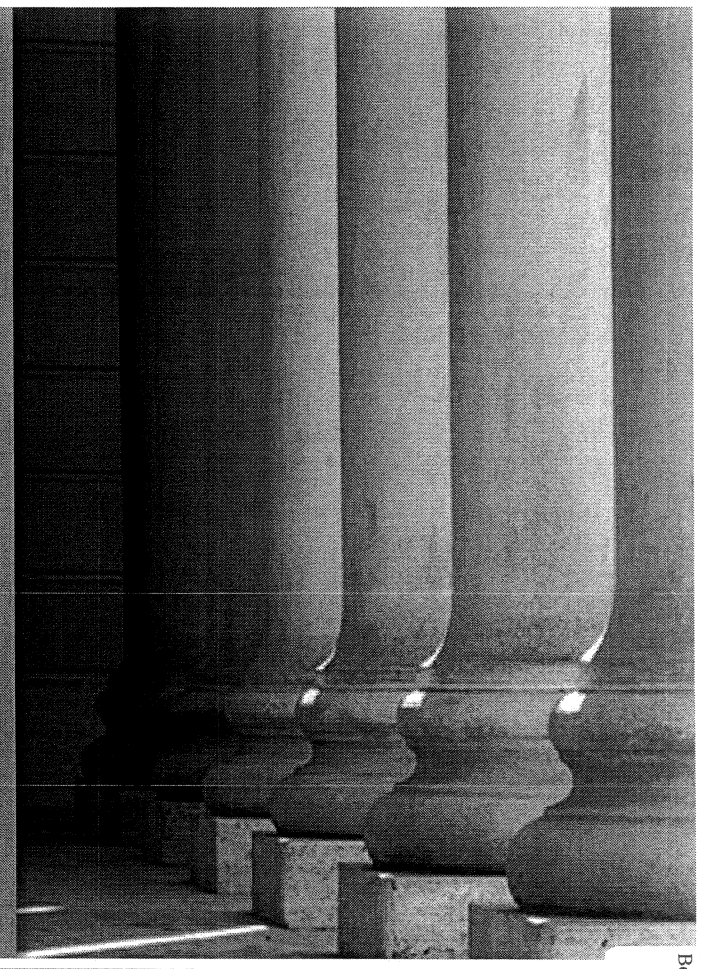
Community College League of California
Annual Conference
November 17 – 19, 2011
San Jose, CA

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA 2011 ANNUAL CONVENTION
2011 CCLC Convention, November 17-19, 2011 at the San Jose Fairmont. The theme of the conference: *Mission Possible: Success, Equity, Access.* On Friday, November 18, 2011, the ACCJC presents a session titled *'Federal Regulations and their Impact on Accreditation.'* This session focuses on the National scene regarding Federal Regulations, the U.S. Department of Education and the present and future impact on accreditation for two-year colleges.

Thursday, November 17	
As Scheduled	Organization Business Meetings
9:00 am – 1:00 pm	Policy and Procedures Workshop New CEOs Workshop
1:00 pm – 4:00 pm	Statewide CEOCCC Meeting
1:15 pm – 4:15 pm	Focus Session
2:00 pm – 4:15 pm	Educational Showcase Sneak-Peek
4:30 pm – 5:30 pm	**Opening General Session**
5:30 pm – 7:00 pm	Educational Showcase Opening Reception
Friday, November 18	
7:00 am – 8:15 am	Educational Showcase Continental breakfast
8:30 am – 9:30 am	**General Session**
9:45 am – 10:45 am	Concurrent Sessions
10:45 am – 11:00 am	Educational Showcase coffee break
11:00 am – Noon	Concurrent Sessions
Noon – 12:30 pm	Educational Showcase Closing Prize Drawings
12:30 pm – 2:15 pm	**Luncheon and General Session** *Distinguished Alumni Award*
2:30 pm – 3:30 pm	Concurrent Sessions
4:00 pm – 5:00 pm	Concurrent Sessions
5:30 pm – 7:00 pm	**Gala Reception** *Student Showcase Entertainment*
7:00 pm – 9:00 pm	**Reception Row** *(Association & Sponsor Receptions)*
Saturday, November 19	
8:00 am – 9:30 am	Special Breakfast Focus Sessions
9:45 am – 10:45 am	Concurrent Sessions
11:15 am – 1:00 pm	**Closing Brunch** *College Awards* *Distinguished Alumni Award* *Entertainment* *Grand Prize Drawing*

LCW LIEBERT CASSIDY WHITMORE

Board Meeting Procedures



CELEBRATING 30 YEARS

Presented By: Mary L. Dowell

December 13, 2011

D7-04 Parliamentary Procedure Training Presentation by Mary Dowell, Attorney, Liebert, Cassidy, and Whitmore; Board Agenda/Minutes, 12.13.11

LCW LIEBERT CASSIDY WHITMORE

Parliamentary Issues

Motions

- What is a motion?
  - It is a proposal presented to the Board for consideration and decision
- It is the *only* way in which the Board takes actions
  - Action items are presented by the Administration on the Agenda
  - Action items are placed on the Agenda by members of the public

Principles of Parliamentary Procedure

- The President is the presiding officer, and is in control of the proceedings
- Members have the right to speak and debate on actions before the body
- Members have the right to understand the motion before them
- Both the majority and the minority views must be heard
- The majority vote decides

Making Motions

- A Trustee makes a motion
  - President requests clarification if necessary
- Another Trustee seconds the motion
- The Board President states the question on the motion
- **No debate or discussion until these three things have occurred!**

Debating Motions

- Trustees must be recognized by the Board president to speak
  - The first trustee to be recognized is the maker of the motion
  - Thereafter, trustees are recognized in order of the request to speak
- No one speaks again until all who wish to speak have been recognized
- The Board president speaks last

Debating Motions

- Debate Procedures
  - President should try to alternate between positions, once they are known
  - Comments must be germane to the motion
  - Debate should be impersonal

Considering Motions

- Common mistakes
  - Failure to wait for a second
  - Failure to wait for the President to state the motion
  - Failure to wait for recognition by the President
  - Failure to wait until all members have spoken
  - Failure to limit remarks to the motion
  - Failure to ask necessary questions

Voting on Motions

- President puts the vote to the board if everyone who wishes to speak has spoken
- Any member can "call the question"
  - President can close debate if no one objects

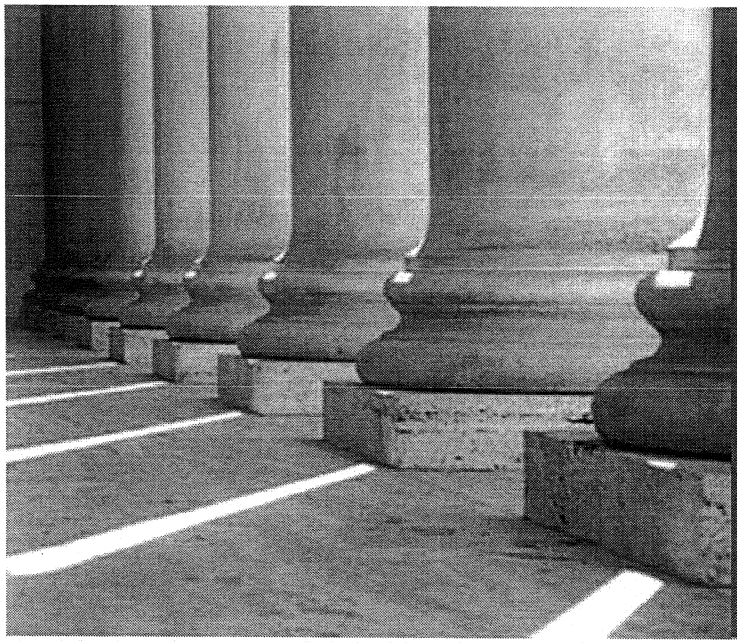
Calling the Question

- Technically is a Motion to Close Debate or "for the Previous Question"
  - Not in order when Trustees wish to speak who have not yet addressed the issue
  - Not in order when another Trustee has the floor
  - Needs a second, although sometimes passes by acclamation
  - Is not subject to debate
  - Requires 2/3 vote to succeed

Voting on Motions

- The Board President puts the question to a vote
  - Restates the question
  - Takes the vote ("All those in favor? All those opposed?")
- The Board President announces the vote
- At this point the matter is over

LCW LIEBERT CASSIDY WHITMORE



Board Governance

Need a Quorum to Act

- A quorum is a normally simple majority of the Board
- Board may only act if a quorum is present

Board Acts by a Majority

- The Board acts by a majority of all its members
- Not just a majority of those present
- Some actions require a supermajority or a unanimous vote

Education Code 72000(d)(3)

Items NOT on Agenda

- General rule – no action or discussion on an item that is not on the posted agenda
- BUT there are exceptions…
  - Emergency
  - Immediate action
  - Item from agenda of prior meeting
    - If within 5 days

Items NOT on Agenda

- Board member or Staff may:
  - Make a brief response to statements made or questions asked
  - Ask a question for clarification
  - Make a brief announcement
- Subject to district rules, Board may ask staff to report back at a future meeting

Closed Sessions

- General Rule: Closed Session is prohibited unless specifically permitted
- Specific authority for most common closed sessions:
  - Pending litigation
  - Personnel matters
  - Labor negotiations/relations
  - Real property transactions

Student Discipline Exception

- Suspension, expulsion or other action
- Closed session unless student requests open session within 48 hours of receiving notice of board meeting
- If discussion will involve any other student, that must be in closed session
- Must act in open session
  - Decision is public record

Confidentiality of Closed Session

- A person may not disclose confidential information that was acquired by being present in a closed session
- "Confidential Information" is a communication related to the basis for the legislative body to meet lawfully in closed session

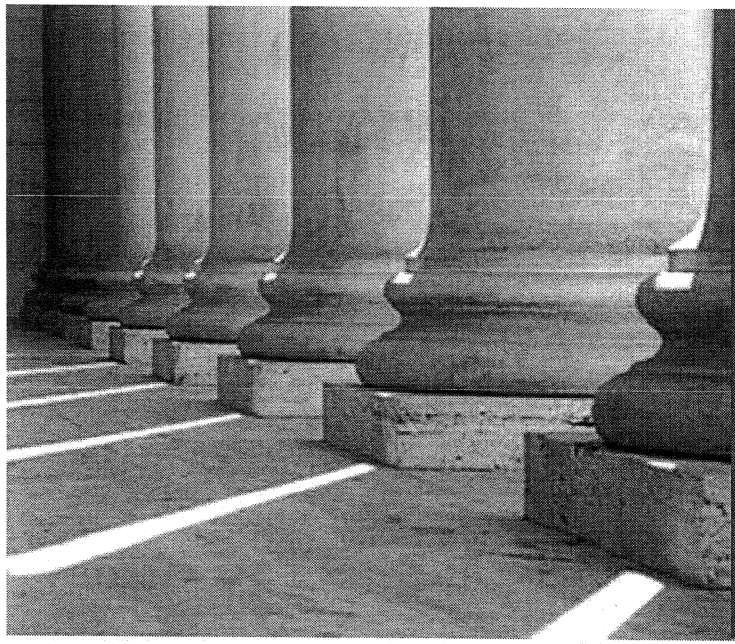
Confidentiality of Closed Session

- Sanctions for improperly disclosing confidential information
  - Injunctive relief to prevent disclosure
  - Disciplinary action against an employee who willfully discloses
  - Referral of a member of a legislative body to the grand jury

Confidentiality of Closed Session

- Exceptions to rule of non-disclosure
  - Employee provides information to a district attorney or grand jury concerning a perceived violation of the Act
  - Employee is expressing an opinion concerning the propriety or legality of actions taken by a legislative body

LCW LIEBERT CASSIDY WHITMORE



Questions

CELEBRATING 30 YEARS

THANK YOU

Mary L. Dowell

Partner | Los Angeles Office

310-981-2000 | mdowell@lcwlegal.com

LCW LIEBERT CASSIDY WHITMORE

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

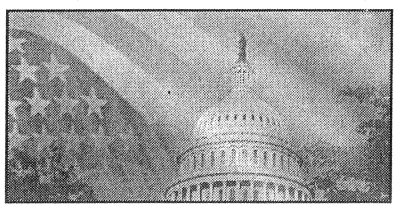
8:00 a.m. – 7:00 p.m.	Registration Opens
9:00 a.m. – Noon	Introduction to Trusteeship: Roles and Responsibilties
Noon – 1:30 p.m.	*Lunch on own*
1:45 p.m. – 3:30 p.m.	Board Role in Fiscal Policy
3:45 p.m. – 5:00 p.m.	Local Decision-Making: Faculty, Staff, and Student Roles
6:00 p.m. – 9:00 p.m.	Reception & 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

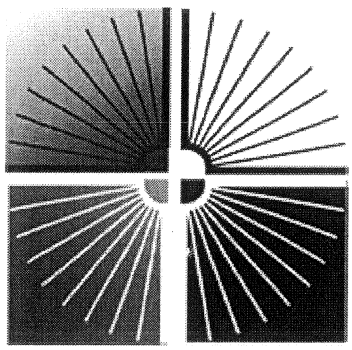
Legislative Conference
January 29 & 30, 2012

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 for a schedule and online registration.

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA



2012 EFFECTIVE TRUSTEESHIP WORKSHOP

January 27–29

Board Chair Workshop
January 28

Sheraton Grand • Sacramento

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

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

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**

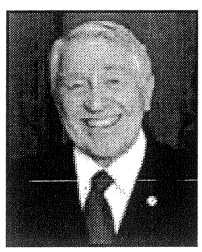
3rd Floor

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

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

CCLC 2012 Effective Trusteeship Conference Assessment

SurveyMonkey

1. I attended the 2012 Community College League of California Effective Trusteeship Conference:

	Response Percent	Response Count
Stephen P. Blum	25.0%	1
Arturo Hernandez	0.0%	0
Dianne B. McKay	25.0%	1
Larry O. Miller	25.0%	1
Bernardo M. Perez	25.0%	1
answered question		4
skipped question		0

2. I completed the training assessment for the 2012 Community College League of California Effective Trusteeship Conference:

	Response Percent	Response Count
Stephen P. Blum	25.0%	1
Arturo Hernandez	0.0%	0
Dianne B. McKay	25.0%	1
Larry O. Miller	25.0%	1
Bernardo M. Perez	25.0%	1
answered question		4
skipped question		0

3. Trustees were provided adequate event information. Registration and travel arrangements were made consistent with Board policy and procedure.

	Response Percent	Response Count
Strongly Agree	0.0%	0
Agree	**100.0%**	**4**
Disagree	0.0%	0
Strongly Disagree	0.0%	0
Comments about registration or travel arrangements.		0
answered question		**4**
skipped question		**0**

4. The formal content of the conference/workshop was beneficial to me in the performance of my responsibilities as a District Trustee.

	Response Percent	Response Count
N/A	0.0%	0
Strongly Agree	**50.0%**	**2**
Agree	**50.0%**	**2**
Disagree	0.0%	0
Strongly Disagree	0.0%	0
If not, please comment.		1
answered question		**4**
skipped question		**0**

5. The formal content of the conference/workshop will contribute to the strengthened performance of the full Board.

	Response Percent	Response Count
N/A	0.0%	0
Strongly Agree	**75.0%**	**3**
Agree	25.0%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0
	If not, please comment.	0
	answered question	**4**
	skipped question	**0**

6. Participation in informal workshop/conference activities was beneficial to me in the performance of my responsibilities as a District Trustee.

	Response Percent	Response Count
N/A	0.0%	0
Strongly Agree	**50.0%**	**2**
Agree	**50.0%**	**2**
Disagree	0.0%	0
Strongly Disagree	0.0%	0
	If not, please comment.	2
	answered question	**4**
	skipped question	**0**

7. Participation in informal workshop/conference activities will contribute to the strengthened performance of the full Board.

	Response Percent	Response Count
N/A	0.0%	0
Strongly Agree	**50.0%**	**2**
Agree	**50.0%**	**2**
Disagree	0.0%	0
Strongly Disagree	0.0%	0
If not, please comment.		0
answered question		**4**
skipped question		**0**

8. Participation in the conference/workshop was a useful and productive professional development activity.

	Response Percent	Response Count
N/A	0.0%	0
Strongly Agree	**100.0%**	**4**
Agree	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0
If not, please comment.		1
answered question		**4**
skipped question		**0**

9. To increase the effectiveness of the Board of Trustees in strengthening its activities in relation to its policy-making role, please provide any additional comments or recommendations.

	Response Count
	2
answered question	2
skipped question	2

Q4. The formal content of the conference/workshop was beneficial to me in the performance of my responsibilities as a District Trustee.

1	The board chair workshop was very helpful.	Feb 5, 2012 8:13 AM

Q6. Participation in informal workshop/conference activities was beneficial to me in the performance of my responsibilities as a District Trustee.

1	The opportunity to discuss common problems with trustees from other districts was helpful.	Feb 5, 2012 8:13 AM
2	the table discussions were particularly helpful in providing a view of what other Districts are experiencing and how they are responding	Feb 4, 2012 12:58 PM

Q8. Participation in the conference/workshop was a useful and productive professional development activity.

1	I was proud to see our colleague, Dianne McKay on one of the presenting panels.	Feb 4, 2012 12:58 PM

Q9. To increase the effectiveness of the Board of Trustees in strengthening its activities in relation to its policy-making role, please provide any additional comments or recommendations.

1	I believe a workshop held with a few other local community college district trustees would be a worthwhile endeavor and add to our governing effectiveness.	Feb 5, 2012 8:13 AM
2	The attendance by all five trustees would be beneficial.	Feb 4, 2012 3:42 PM

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 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
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:

- 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.

In attendance:
James Meznek, 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 Accountabil8ity
19. Intuitional 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

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

D7-04 Role of Faculty in Accreditation Processes Within VCCCD Presented by MC, OC, VC Academic Senate Presidents, Board Meeting, Item 6.05, 02.22.12

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.

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)

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?

Resources

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

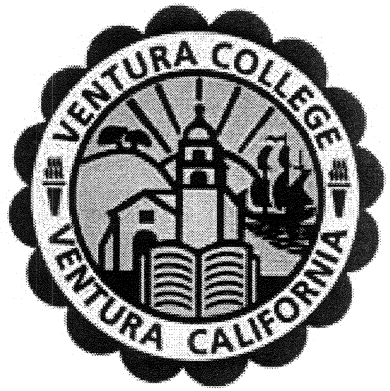
Working With The 2002 Accreditation Standards: The Faculty's Role
(HTTP://ASCCC.ORG/NODE/174999)

The 2002 Accreditation Standards: Implementation
(HTTP://ASCCC.ORG/NODE/174994)

Thank You!

- Riley Dwyer ~ rdwyer@vcccd.edu
  - Moorpark College Academic Senate President
- Robert Cabral ~ rcabral@vcccd.edu
  - Oxnard College Academic Senate President
- Peter H. Sezzi ~ psezzi@vcccd.edu
  - Ventura College Academic Senate President

MOORPARK COLLEGE



Academic Senates

D7-04 Role of Academic Senates/Areas of Authority and Responsibility President 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 & Polices 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
General Oversight	
• 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 • Review and approve significant changes to programs as required by state law and board policy	• Lead and administer the delivery of high quality educational programs and services, including planning, development, program review, and staffing • Inform the board about the major programs and services of the college • Seek approval from the board as required
Treatment of Students	
• Adopt policies that define clear criteria for student status and progress • Adopt policies that ensure fair and equitable treatment of students • Determine whether or not the board wishes to be a court of appeal for student grievances	• Ensure that student progress and goal achievement are appropriately recorded and recognized • Ensure that procedures exist and are followed for fair and equitable treatment of students, including discipline, due process, and grievances
Academic Programs and Student Services	
• Monitor that programs are aligned with policy direction and plans • Require program review or other processes that address ongoing evaluation and improvement of programs • Be aware of the scope of offerings of the district	• Ensure that the delivery of educational programs, curriculum, and student services are in accordance with district plans • Establish and maintain processes that foster quality, effectiveness, relevancy, and efficiency
Institutional Effectiveness	
• Define "student success" • Require the CEO to develop accountability and evaluation programs and processes • Monitor how effective the institution is in achieving its goals and student success	• Ensure a comprehensive program to monitor institutional effectiveness • Keep the board informed on progress toward accomplishing plans and goals • Provide reports to the board that enable it to be accountable to the local community and state and federal agencies

Questions?

Resources

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

Academic Senate for California Community Colleges

(asccc.org)

Title 5

(www.calregs.com)

Thank You

Riley Dwyer ~ rdwyer@vcccd.edu

- Moorpark College Academic Senate President

Robert Cabral ~ rcabral@vcccd.edu

- Oxnard College Academic Senate President

Peter H. Sezzi ~ 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 agendized 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 agendized 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.

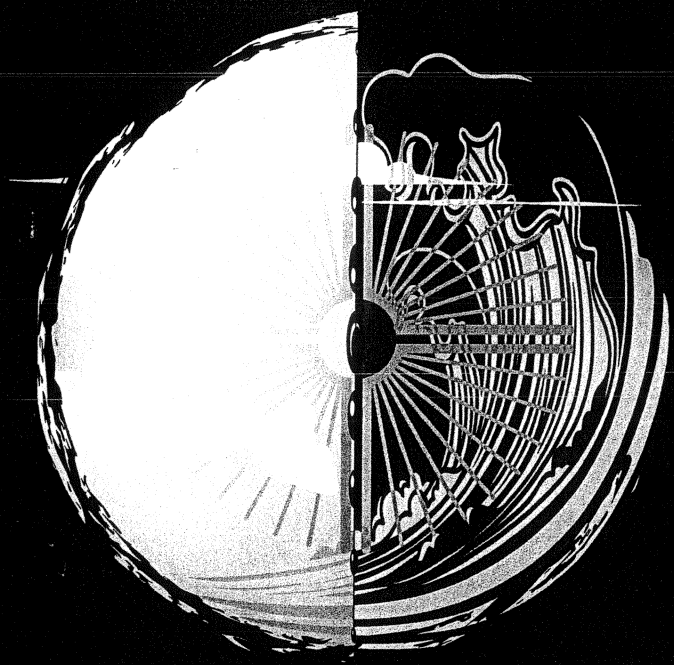
15. Board Policy
Information: 15.01 The Policy Committee met on April 18, 2012. The Policy Committee provides recommendations to the Board regarding policy for Ventura County Community College District. The Policy Committee reviews policies and administrative procedures to ensure uniform practice Districtwide 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

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

CCLC Annual Trustees Conference May 4-6, 2012

SurveyMonkey

1. I attended the conference/workshop:

	Response Percent	Response Count
Stephen P. Blum	20.0%	1
Arturo Hernandez	20.0%	1
Dianne B. McKay	20.0%	1
Larry O. Miller	20.0%	1
Bernardo M. Perez	20.0%	1
answered question		5
skipped question		0

2. Trustees were provided adequate event information. Registration and travel arrangements were made consistent with Board policy and procedure.

	Response Percent	Response Count
Agree	100.0%	5
Disagree	0.0%	0
Don't Know (please comment below)	0.0%	0
Comments about the agenda distribution or content?		2
answered question		5
skipped question		0

3. The formal content of the conference/workshop was beneficial to me in the performance of my responsibilities as a District Trustee.

	Response Percent	Response Count
N/A	0.0%	0
Agree	**100.0%**	**5**
Disagree	0.0%	0
Don't Know (please comment below)	0.0%	0
If not, please comment on items not fully explained or supported.		3
answered question		**5**
skipped question		**0**

4. The formal content of the conference/workshop will contribute to the strengthened performance of the full Board.

	Response Percent	Response Count
N/A	0.0%	0
Agree	**100.0%**	**5**
Disagree	0.0%	0
Don't Know (please comment below)	0.0%	0
If not, please comment on items not fully explained or supported.		2
answered question		**5**
skipped question		**0**

5. Participation in informal workshop/conference activities was beneficial to me in the performance of my responsibilities as a District Trustee.

	Response Percent	Response Count
N/A	0.0%	0
Agree	**100.0%**	**5**
Disagree	0.0%	0
Don't Know (please comment below)	0.0%	0
If not, please comment on items not fully explained or supported.		3
answered question		**5**
skipped question		**0**

6. Participation in informal workshop/conference activities will contribute to the strengthened performance of the full Board.

	Response Percent	Response Count
N/A	0.0%	0
Agree	**100.0%**	**5**
Disagree	0.0%	0
Don't Know (please comment below)	0.0%	0
If not, please comment on items not fully explained or supported.		0
answered question		**5**
skipped question		**0**

7. Participation in the conference/workshop was a useful and productive professional development activity.

	Response Percent	Response Count
N/A	0.0%	0
Agree	**100.0%**	**5**
Disagree	0.0%	0
Don't Know (please comment below)	0.0%	0
If not, please comment on items not fully explained or supported.		1
answered question		**5**
skipped question		**0**

8. To increase the effectiveness of the Board of Trustees in strengthening its activities in relation to its policy-making role, please provide any additional comments or recommendations.

	Response Count
	5
answered question	**5**
skipped question	**0**

9. I completed the training assessment:

	Response Percent	Response Count
Stephen P. Blum	20.0%	1
Arturo Hernandez	20.0%	1
Dianne B. McKay	20.0%	1
Larry O. Miller	20.0%	1
Bernardo M. Perez	20.0%	1
answered question		5
skipped question		0

Q2. Trustees were provided adequate event information. Registration and travel arrangements were made consistent with Board policy and procedure.

1	The staff did an excellent job as always.	May 16, 2012 11:02 PM
2	pattimdid a fine job.	May 16, 2012 3:45 PM

Q3. The formal content of the conference/workshop was beneficial to me in the performance of my responsibilities as a District Trustee.

1	Accreditation workshops were timely and informative.	May 22, 2012 1:51 PM
2	The conference and break-out sessions were all very informative, timely and helpful. There were times I wish I could have attended more than one at a given time, but we split up so we could share information between us.	May 16, 2012 11:02 PM
3	I learned quite a bit at this conference.	May 16, 2012 3:45 PM

Q4. The formal content of the conference/workshop will contribute to the strengthened performance of the full Board.

1	I think the board will definitely benefit from the conference and continue to strengthen its performance.	May 16, 2012 11:02 PM
2	It is good for us all to go to these conferences. The information is helpful.	May 16, 2012 3:45 PM

Q5. Participation in informal workshop/conference activities was beneficial to me in the performance of my responsibilities as a District Trustee.

1	Other Districts face similar circumstances and challenges.	May 22, 2012 1:51 PM
2	It is always helpful to meet other trustees and learn how they are dealing with the challenges we all face.	May 16, 2012 11:02 PM
3	Talking with other Trusttees is very useful. It is good to see how other districts are handling the same issues.	May 16, 2012 3:45 PM

Q7. Participation in the conference/workshop was a useful and productive professional development activity.

1	This was a valuable professional development activity with may valuable	May 16, 2012 11:02 PM

Q7. Participation in the conference/workshop was a useful and productive professional development activity.

sessions that I benefited from.

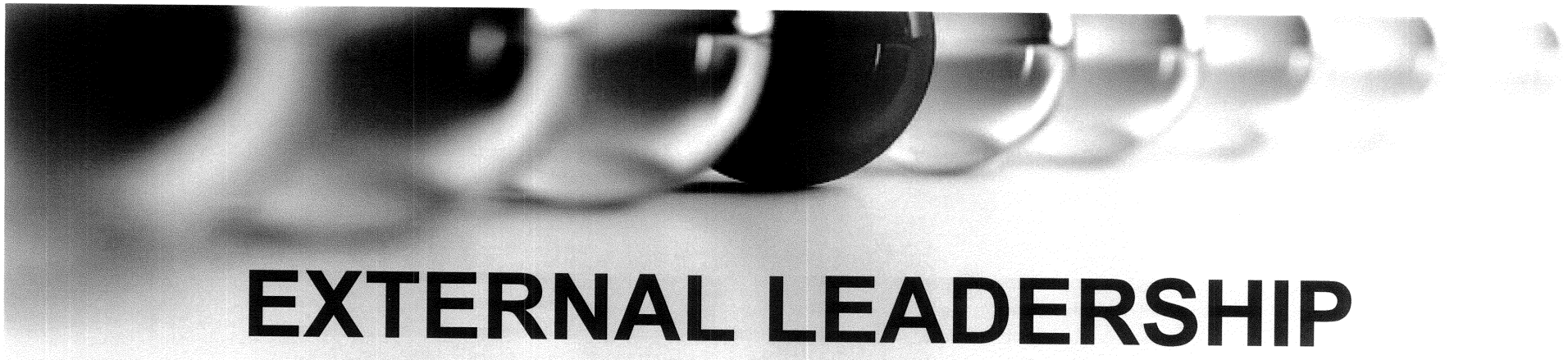
Q8. To increase the effectiveness of the Board of Trustees in strengthening its activities in relation to its policy-making role, please provide any additional comments or recommendations.

1	Use of relevant webinar sessions could be useful.	May 22, 2012 1:51 PM
2	No comments	May 22, 2012 8:55 AM
3	It was good that we were all there.	May 16, 2012 11:02 PM
4	We all made it to this conference. We all built upon our ongoing professional development. The time was well spent.	May 16, 2012 3:45 PM
5	Complete understanding of the role of a Trustee is vital to making policy and working as a board.	May 9, 2012 10:55 AM

Board of Trustees External Leadership Roles

Professional Development
June 19, 2012

D7-04 External Leadership Role Presented by VCCCD Director of Administrative Relations, 06.19.12.; Elements of an Integrated Strategic Plan Presented by MC President, Board Minutes, 06.26.12

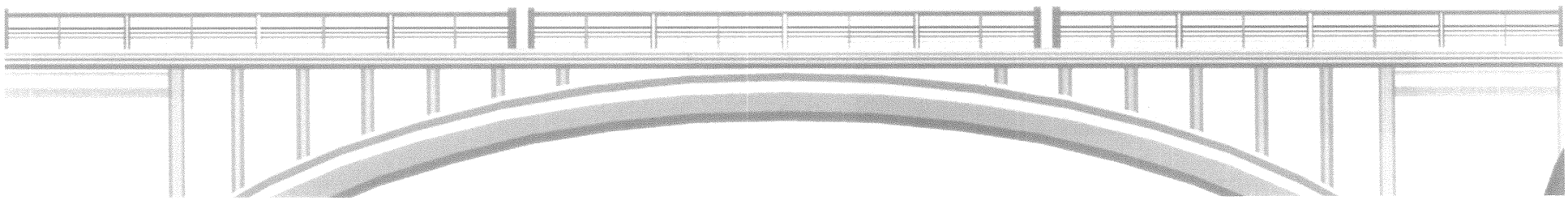


EXTERNAL LEADERSHIP ROLES

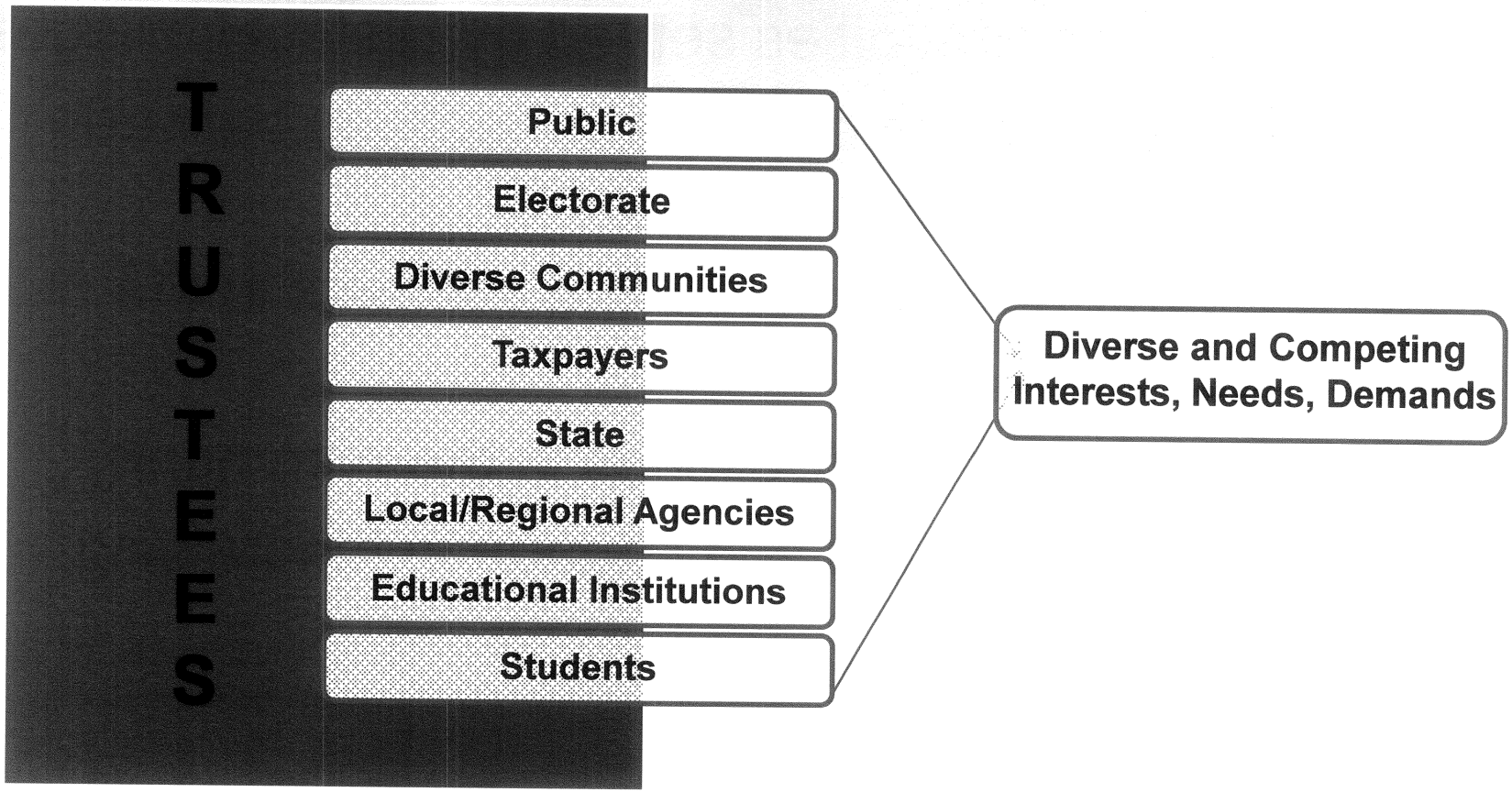
Board Role and Tasks	CEO Role and Tasks
Be active in the community	Be an active community leader
Actively support the colleges in the community	Participate in state and/or national associations and conferences
Participate in state conferences, and as time permits, in state and national associations	As time permits, become involved in state and/or national leadership positions

Community Relations Role/Responsibilities

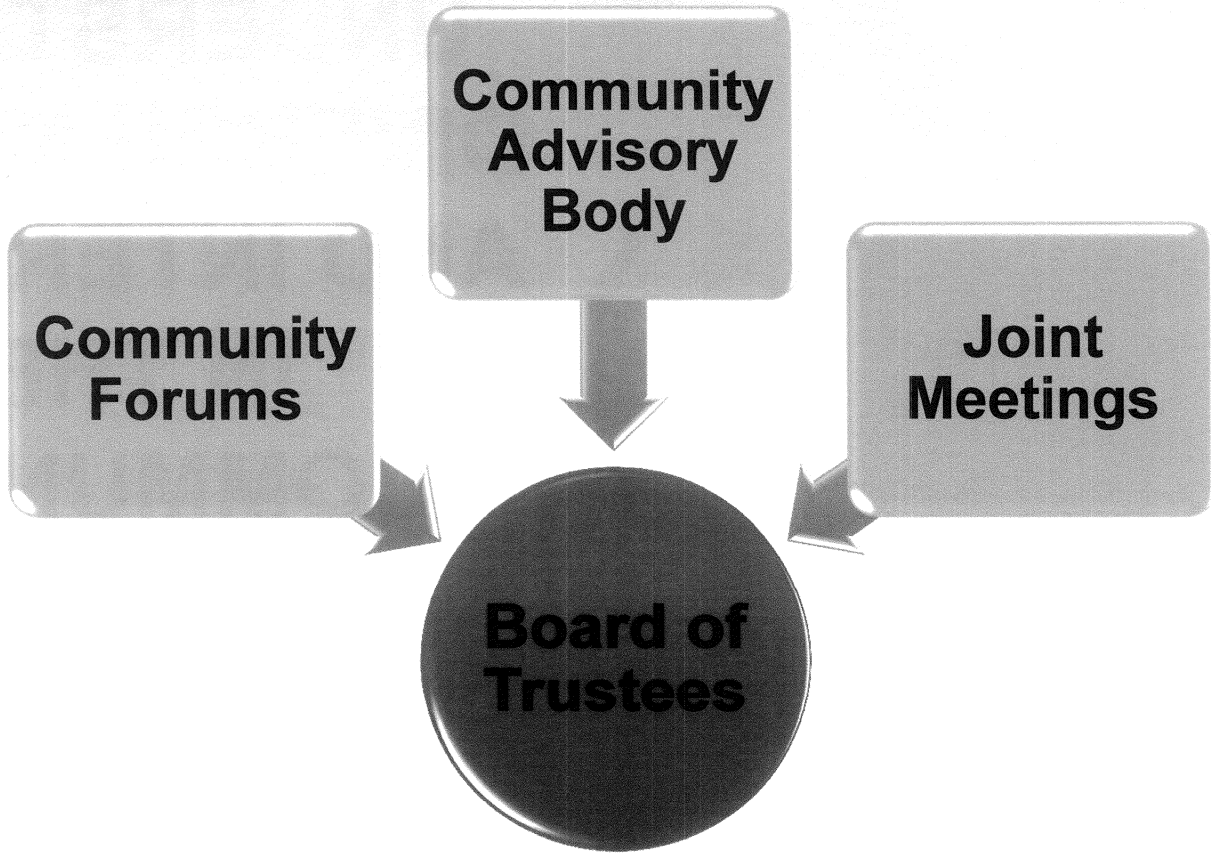
- **Represent** communities served by District/Colleges
- **Create** strategies to ensure connections between Board and community groups
- **Understand** diverse needs and interests in the community
- **Advocate** for District/Colleges in the community
- **Support** Foundations and engage in fundraising



REPRESENT COMMUNITIES SERVED BY DISTRICT/COLLEGES



CREATE STRATEGIES TO ENSURE CONNECTIONS BETWEEN BOARD AND COMMUNITY GROUPS



UNDERSTAND DIVERSE NEEDS AND INTERESTS IN THE COMMUNITY

ADVOCATE FOR DISTRICT/ COLLEGES IN THE COMMUNITY

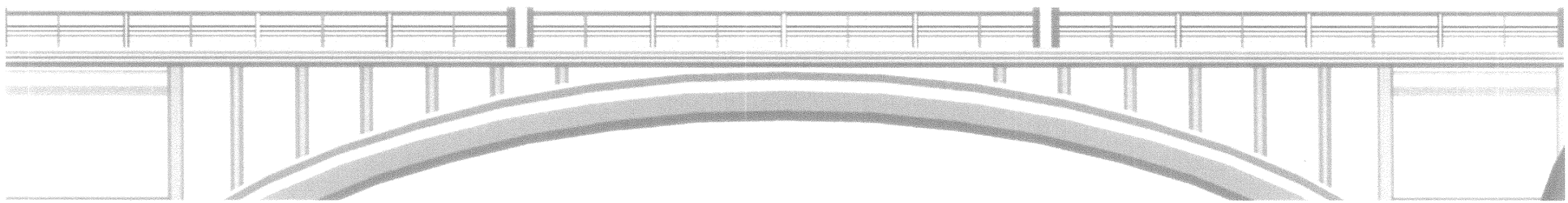
- **Responsibility Promoting District/Colleges**
- **Informed About the District/Colleges**
- **Board Comments and Support Significant**

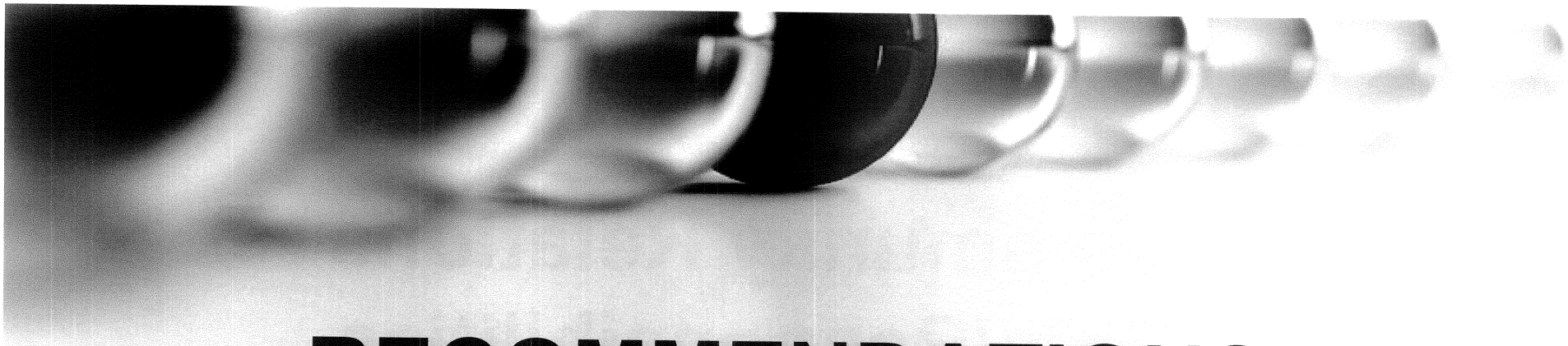
SUPPORT FOUNDATIONS AND ENGAGE IN FUNDRAISING

- Three College Foundations
- Presence at Functions
- Actively Encourage Contributions

Community Relations Role/Responsibilities

- **Represent** communities served by District/Colleges
- **Create** strategies to ensure connections between Board and community groups
- **Understand** diverse needs and interests in the community
- **Advocate** for District/Colleges in the community
- **Support** Foundations and engage in fundraising





RECOMMENDATIONS

- Develop Additional Formal Mechanisms Connecting to the Community
- Schedule Planned Community Activities
- Discuss at Planning, Accreditation, and Communications Committee

VCCCD Board of Trustees Annual Planning Session 2012

Integrated Planning

Presentation Outcomes

- Understanding of Accrediting Commission expectation on Integrated Planning
- Shared understanding of the key elements in an integrated strategic plan
- Gap analysis of current planning process
  (Recommendation 3: assessment of planning process)
- Transition to a new model and timeline
  (Recommendation 3: process improvement)

General Elements of An Integrated Strategic Plan

Research

Challenges and Opportunities

Long-Term Master Plan (6 years)

Strategic Goals

Strategic Objectives

Annual Action Plans and Resource Allocation

Implementation

Assessment

Program and Process Improvement

Activities and Responsible Parties

Board of Trustees		Colleges and District Services
District wide Research	-- >	College Service Area Research
Challenges and Opportunities	-- >	Challenges and Opportunities
Master Plan	-- >	Master Plan
Goals	-- >	Goals
		Strategic Objectives
		Action Plans and Resource Allocation
		Implementation
Assessment: Annual/Mid-term	< ---	Assessment: Annual
Process Improvements	< ---	Program and Service Improvements

Integrated Strategic Planning Cycle

Planning

Research

Master Plan and Strategic Goals

Strategic Objectives: Board and College Intersect

College Action Plans and Resource Allocation

Implementation

Assessment

College Internal Evaluation

Board Evaluation of District Effectiveness

Program Improvement

College Annual Planning Cycle

Board Annual Planning Process Review

Board Mid-Term Review

Existing Plan Elements

- Educational Master Plan 2007-2015: Shelf Plan
- Strategic Goals
- Strategic Objectives
- Task Force to Plan for Implementation of Board Goals and Objectives
- Integration of Some Objectives into College Plans
- Annual Board Planning Session
- District Effectiveness Report from Colleges and District Services

Gap Analysis

- Is there a Master Plan?
- Does the plan cycle have long-term and short-term timeframes?
- Is the Master Plan driven by research?
- Has there been dialogue regarding the nature and character of the institutions based on resulting data?
- Is this dialogue part of the master plan narrative?
- Do the Goals emerge as a results of data and dialogue?
- Do the Objectives flow from the Goals?
- Are the Objectives part of the College's Action Plans?

Gap Analysis

- Is resource allocation linked to planning at the Colleges?
- Is resource allocation linked to Districtwide planning?
- Is there annual program review and assessment of effectiveness at the Colleges?
- Is there annual program review and assessment of effectiveness of Districtwide services?
- Is there annual assessment of the Board Goals (District Effectiveness)?
- Is there mid-cycle assessment of the Master Plan?
- Is there mid-cycle assessment of Board Goals?
- Is there dialogue on the effectiveness of the Planning Process?
- Are the appropriate stakeholders present at the dialogue regarding effectiveness?
- Are there examples of process improvement in Districtwide planning?

Where is VCCCD in on the Accrediting Commission Rubric on Integrated Planning?

Awareness

- Investigative dialog
- Recognize need for data
- Initiated pilot projects
- Some efforts at cycles of planning and evaluation
- Exploration of planning models
- Minimum linkage between plans and resource allocations

Development

- Has a planning process
- Assigns responsibility
- Uses data
- Links planning to mission and goals
- Improves in some areas due to planning and review
- Uses effectiveness data in decision-making
- Has broad constituent participation

Where is VCCCD in on the Accrediting Commission Rubric on Integrated Planning?

Proficiency

- Has documented ongoing process in all areas
- Plans, evaluates, publishes results, improves
- Integrates unit plans into comprehensive planning
- Uses the full range of resources to achieve SLOs
- Documents achievements communicates to community
- Assesses progress over time
- Incorporates unit assessment into institutional assessment

Sustainable Continuous Quality Improvement

- Uses evaluation to improve processes and learning
- Conducts robust and ongoing dialog about effectiveness
- Conducts ongoing review to improves evaluation and planning processes
- Demonstrate student success as a priority in all planning structures and processes

Proposed Transition

Build a Bridge to a New Model:

- Validate current Goals for 2012-2013 implementation
- Complete 2012-2013 planning cycle, concluding with June 2013 Board Planning Retreat

Timeframe for a New Model:

- Research and development of District Master Plan complete June 2013
- Master Plan to span 6 years: 2013-2014 to 2018-2019
- Mid-term Plan and Goals review in 2016-2017
- Year One of new Planning Cycle begins in 2013-2014

Proposed Transition

2012-13	Y0	Finish Current Plan	
		Create New Plan	
2013-14	Y1	Implementation	
2014-15	Y2	Implementation	
2015-16	Y3	Mid-term Review	WASC Self-Study
2016-17	Y4	Implementation	Accreditation Visit
2017-18	Y5	Implementation	
2018-19	Y6	Create New Plan	WASC Mid-term Report

Proposed Transition

Possible Committee Work this Summer:

- Process only……
- Identify timeline
- Identify steps of the integrated planning
- Document process in a *District Master Planning Manual*

Possible Committee Work in the Planning Year:

- Assist in the coordination of planning activities
- Assist in the drafting of the Master Plan

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, and Trustee Bernardo Perez.

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
Inajane Nicklas, Dean
Marjorie Price, Dean
Rick Shaw, Director
John Sinutko, Director
Gail Warner, Director
Jay Wysard, Director
Robert Cabral, Oxnard College Academic Senate President
Riley Dwyer, Moorpark College Academic Senate President
Peter Sezzi, Ventura College Academic Senate President
Peder Nielsen, Ventura College Classified Senate President
Karla Banks, Oxnard College Classified Senate President
Daniel Chavez, Ventura College Associated Student Government Director of External Affairs
Les Dickey, Measure S
Handel Evans, Measure S
Steve Hall, AFT President
Patti Blair, Executive Assistant, Recorder
James Meznek, Chancellor

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.

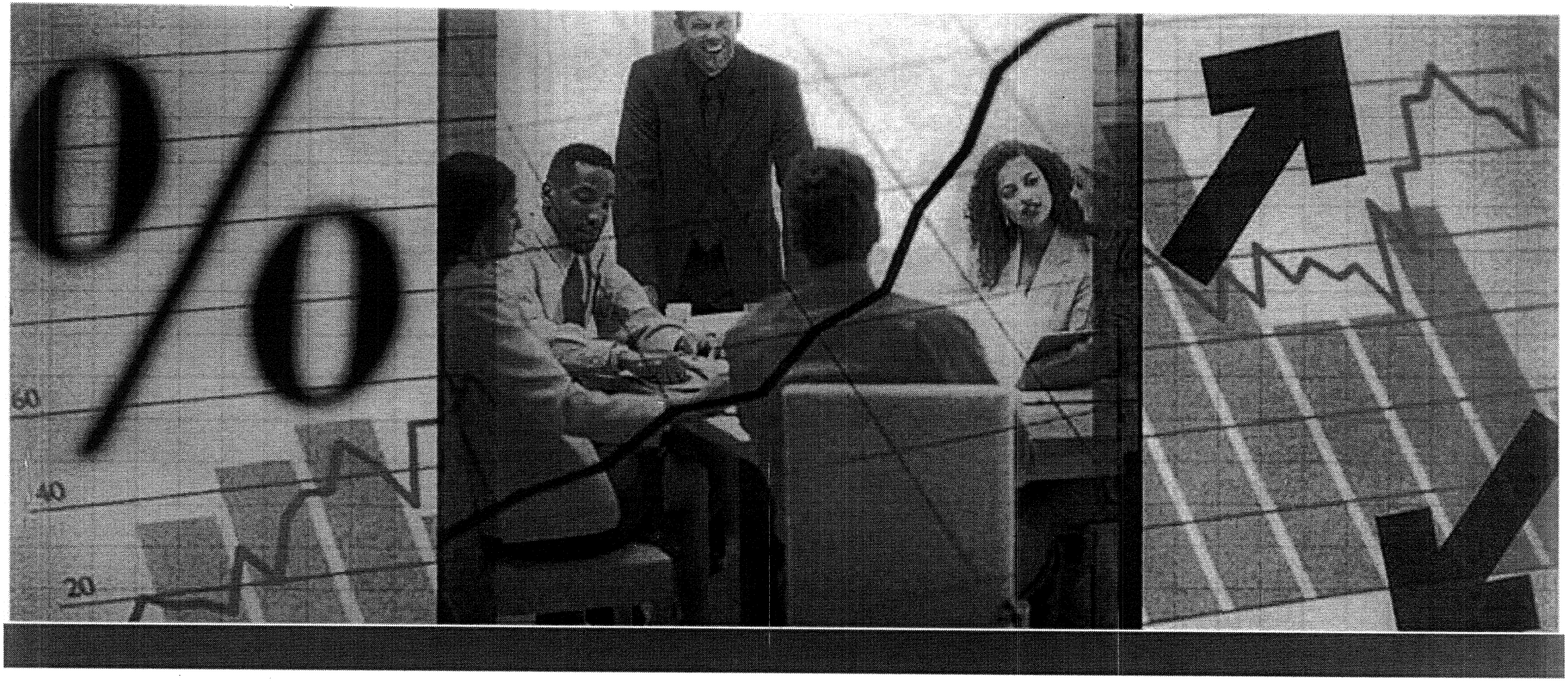
Report: 19.03 Institutional Effectiveness Reporting
Dr. Duran presented the *Institutional Effectiveness: Moorpark, Oxnard and Ventura Colleges* prepared by the Institutional Research Advisory Committee and responded to Trustee questions.

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.



Fiscal Affairs

Ventura County Community College District

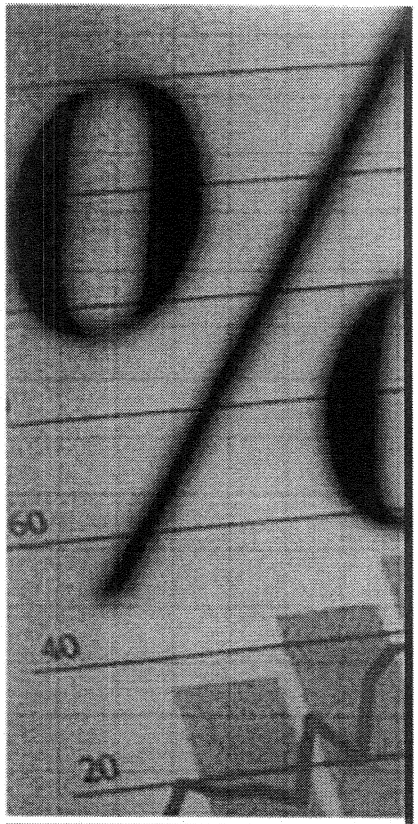
Board of Trustees

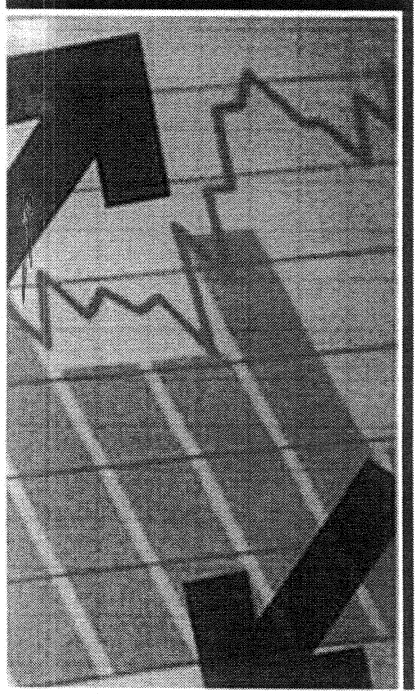
Professional Development

Presented by: Dianne B. McKay, Trustee
Sue Johnson

July 10, 2012

D7-04 Fiscal Affairs Presented by VCCCD Board Trustee McKay and Vice Chancellor, Business and Administrative Services; Legal Affairs Presented by VCCCD Board Chair Blum, Esq., Board Minutes, 07.10.12

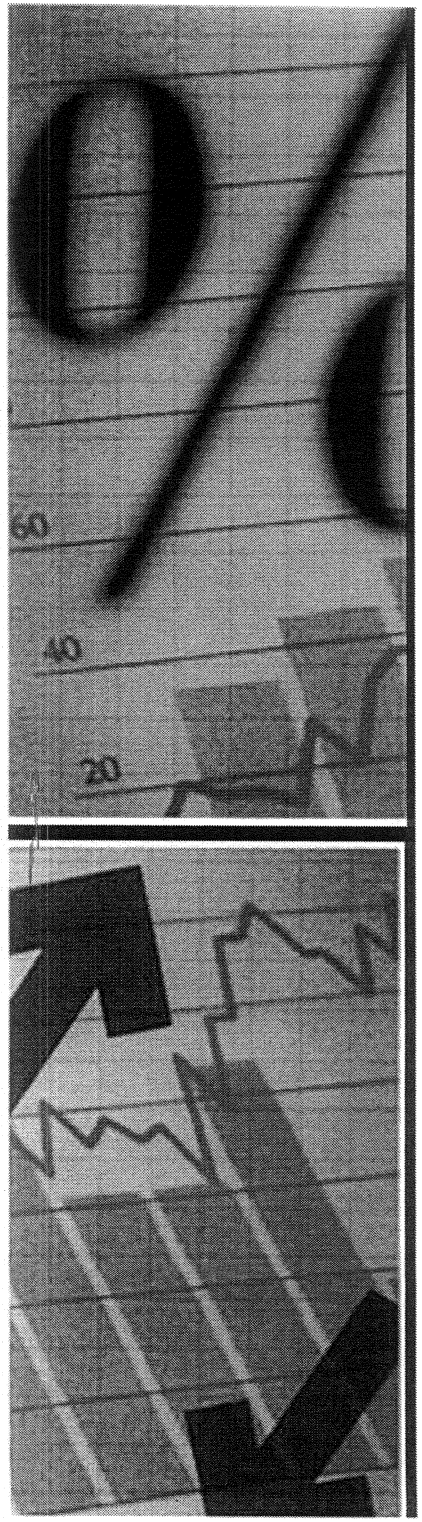




Fiscal Affairs

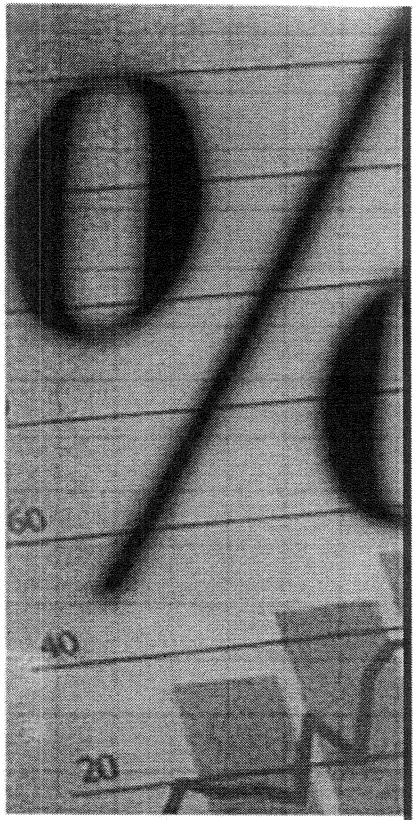
Board of Trustees and Chief Executive Officers share the responsibility to ensure that the District enjoys fiscal health and stability. Fiscal affairs include:

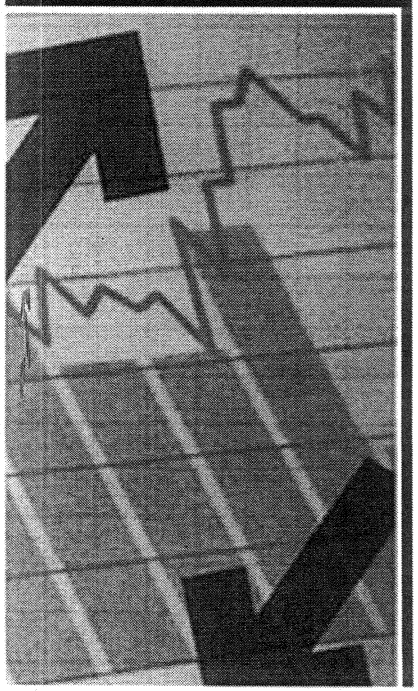
- Budgeting
- Financial Activity
- Asset Protection
- Fundraising and Grants
- Monitoring Fiscal Health



General

- Establish policies that set standards for fiscal affairs
- Approve budgets and expenditures as required bylaws and board policy
- Monitor the fiscal health of the institution by establishing a monitoring schedule and studying reports
- Require long-range projections of the fiscal status

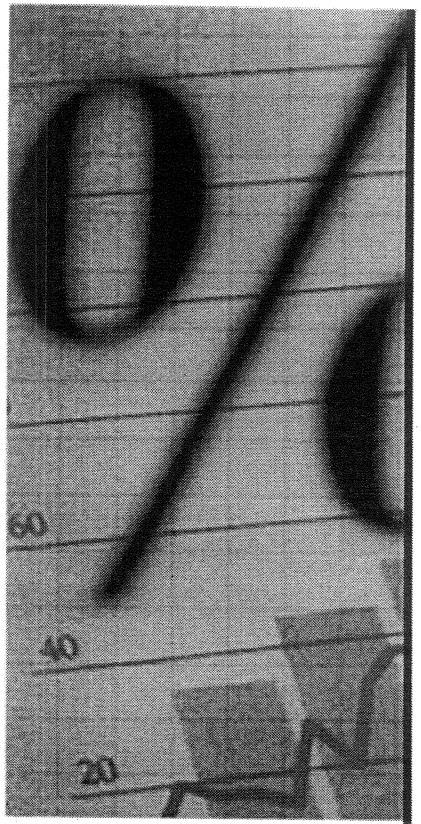


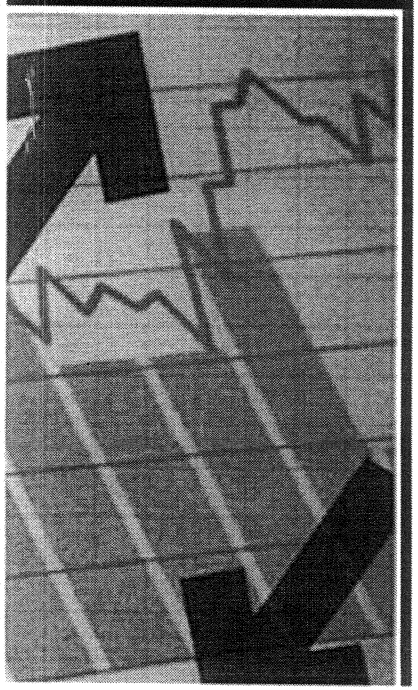


Board Role and Tasks

- Budget Development – VCCCD
  - Approve Budget Assumptions – March
  - Tentative Budget – June
  - Approve Adoption Budget – September
  - Planning – August (for subsequent year)
    - What do we want to look like?
  - Policy review – September and October
    - To guide the administration on the development and implementation of the budget.
- Monitor fiscal health of the district

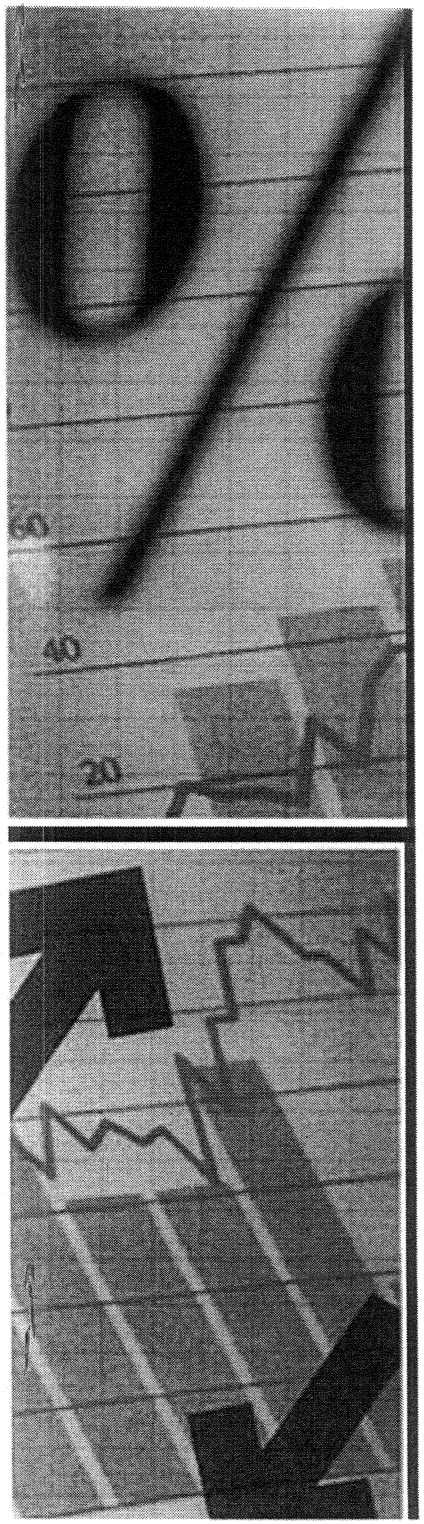
<u>(Tie budget to planning!!!)</u>





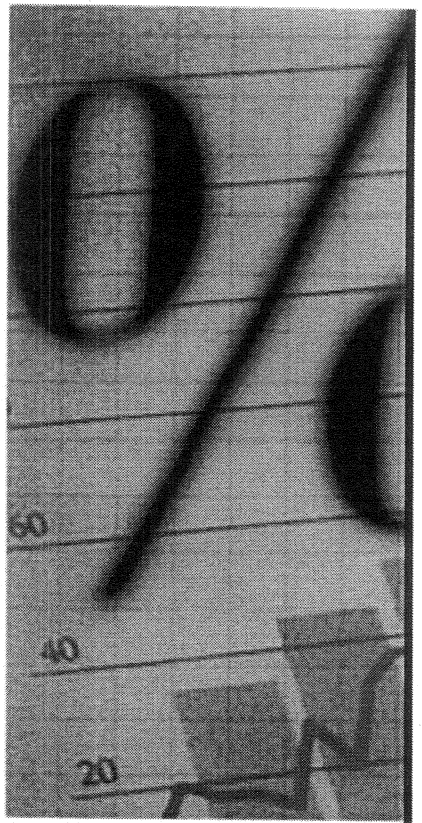
Reports

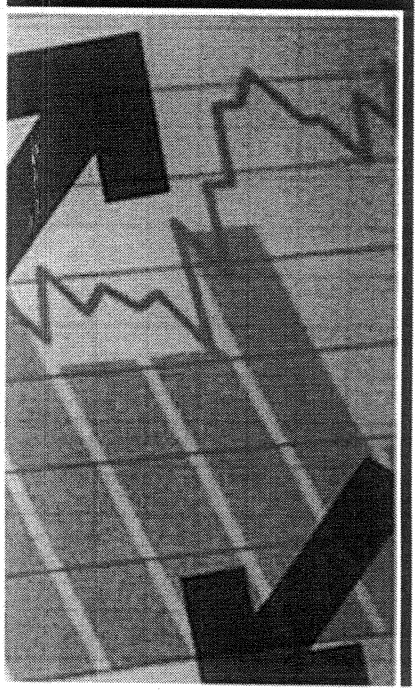
- Annually, the Board of Trustees adopts Budget Assumptions and Annual Budget aligned with planning.
- Monthly, the Board is provided with a report on the amount of the disbursements and purchase orders/contracts.
- Quarterly, the Board is provided a Quarterly Financial Report for approval.
- Annually, the Board, using an auditor, reviews the financial reports of the district to assure their accuracy.
- Annually, the Board, using an auditor, reviews special annual report on Measure S Bond fund expenditures and performance.



Monthly Reports

- Boards must approve expenditures
- Boards may also authorize administration approvals with limits and Board ratification.
- Must be approved at an open Board meeting – may be on consent agenda.

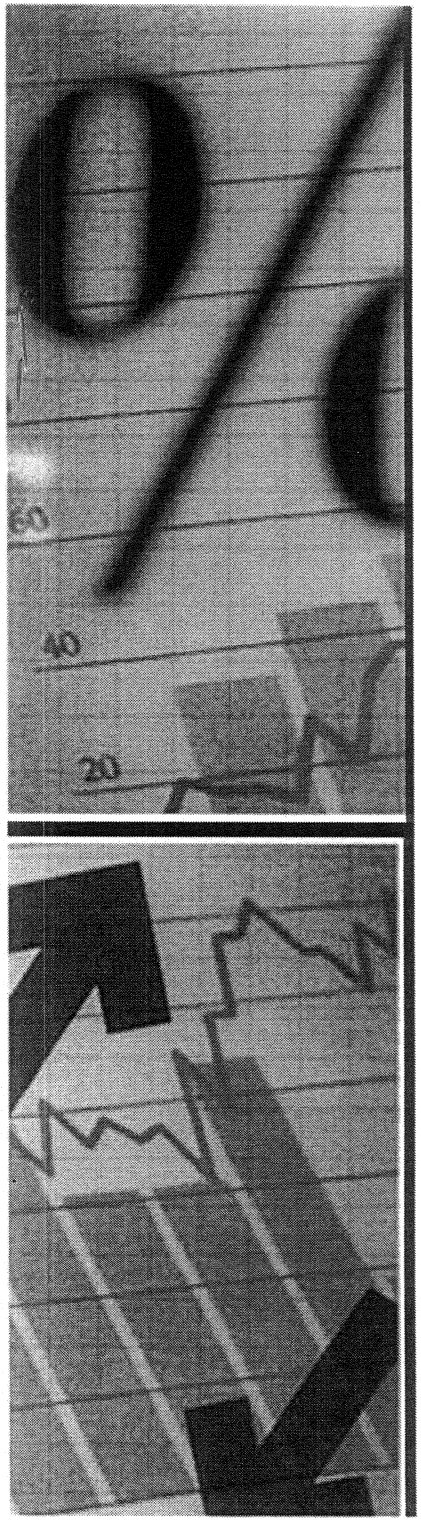




Quarterly Financial Reports

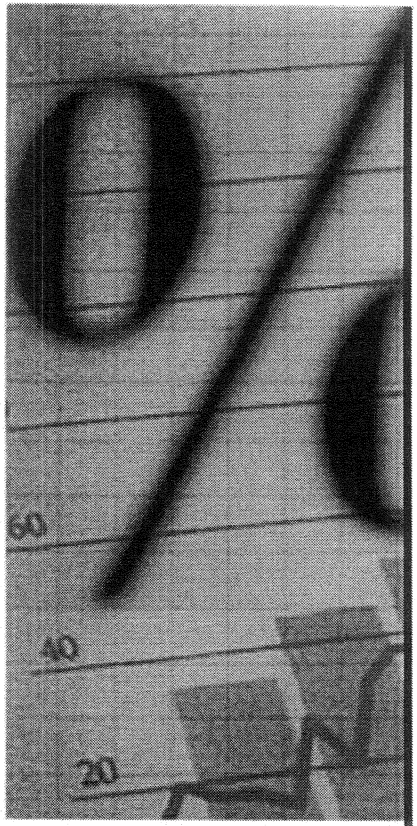
- Periodic reports of budget management adherence to the Annual budget and any changes that may impact future expenditures and revenues.

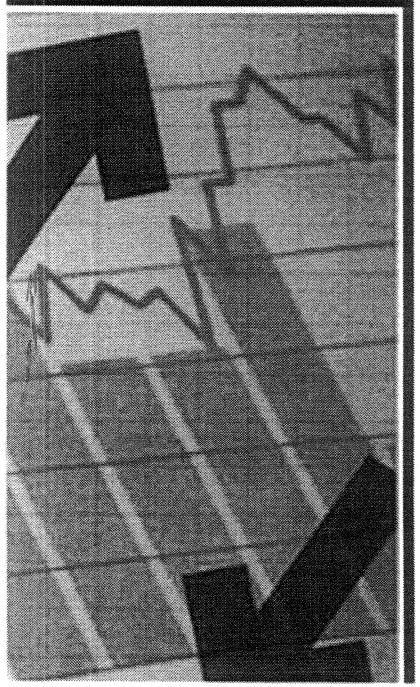
- Quarterly presentations.



Multi-Year Trends We Watch

- Measurements:
  - Deficit spending
  - Revenue projections
  - Reserve balance
  - Cash flow projections
  - Impacts upon the General Fund Balances
  - Costs of retirees health insurance coverage
  - Long term costs of labor agreements
  - Long term costs of debt service
  - Long term costs of equipment lease/purchase and other contracts
  - Enrollment & productivity trends
  - Condition of all District facilities, deferred maintenance
  - California's budget, State techniques in handling State cash flow



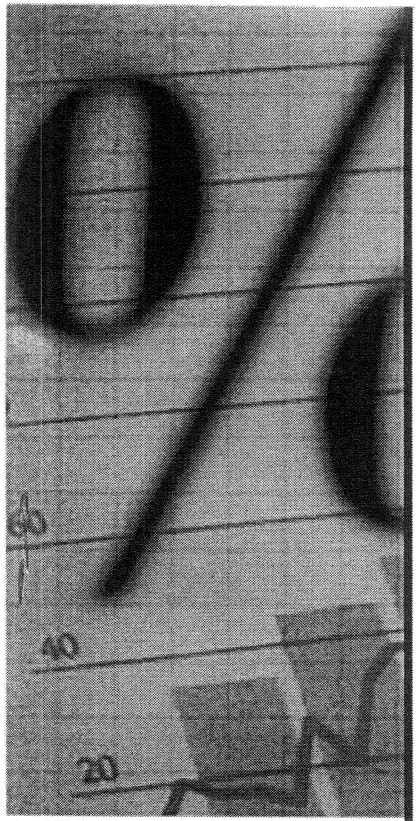


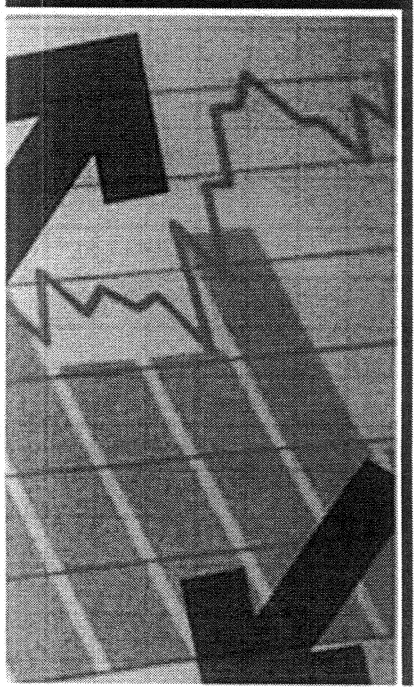
Audit

Required by Law but beyond that:

- To assure accuracy (reasonableness) of financial reports
- To assure compliance with laws, regulations and trustee policies.
- To assure District compliance with federal and state requirements.
- Can be used to test college systems to assure security of funds and important resources (data security).

TIP: Audits are based upon sampling and review of internal control procedures. No audit will provide a complete validation of the above mentioned items.

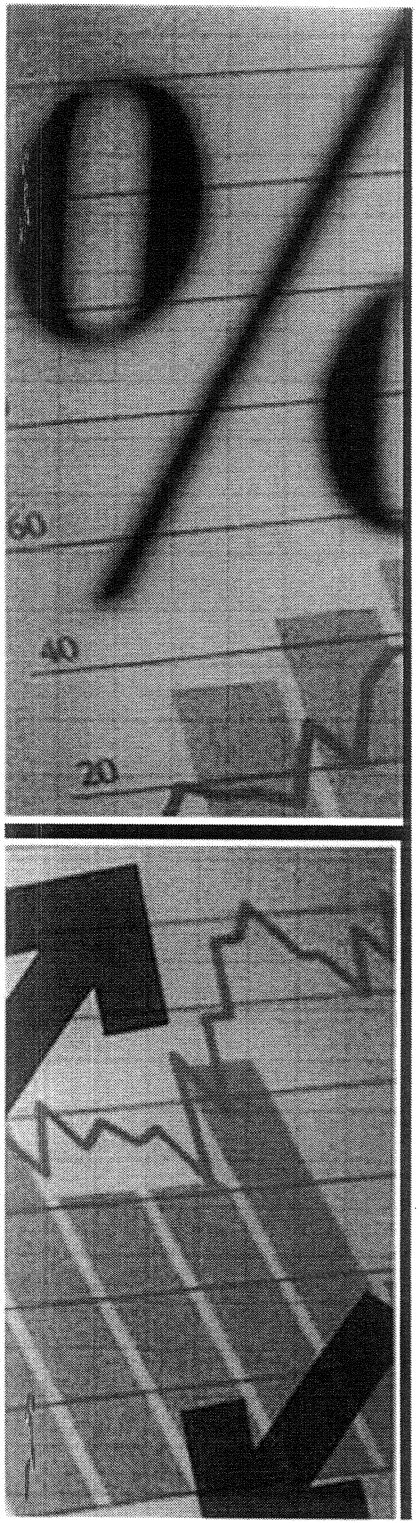




Trustees' Audit Committee Role

(working with the district's administration & auditors)

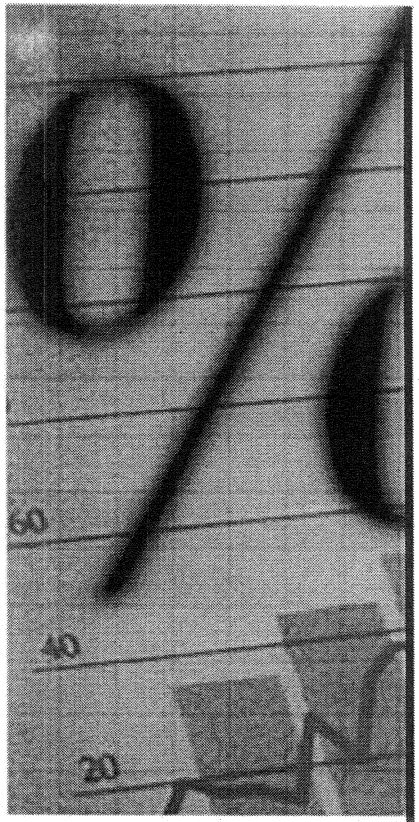
- To select an independent auditor.
- To review and understand VCCCD financial statements.
- To assure to the full Board that the financial statements reflect the district's financial condition.

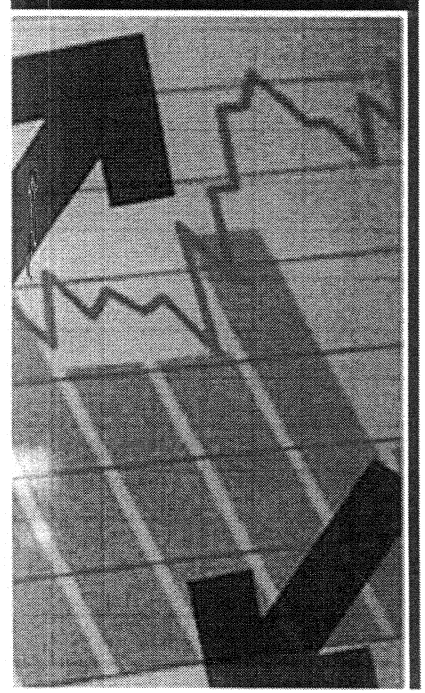


Trustees' Audit Committee Role

(con't)

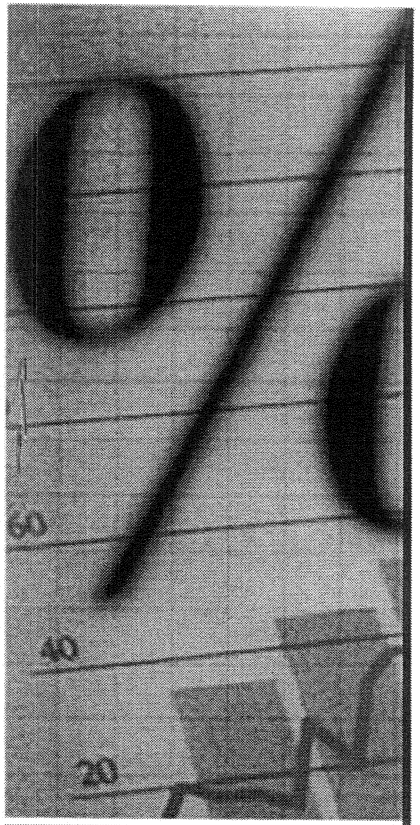
- To determine the adequacy of internal controls, including those established for financial information systems.
- To assure to the full Board that any significant noncompliance with regulatory matters have been brought to their attention and that a plan for correction is in place.
- May provide oversight for review of Conflict of Interest information.

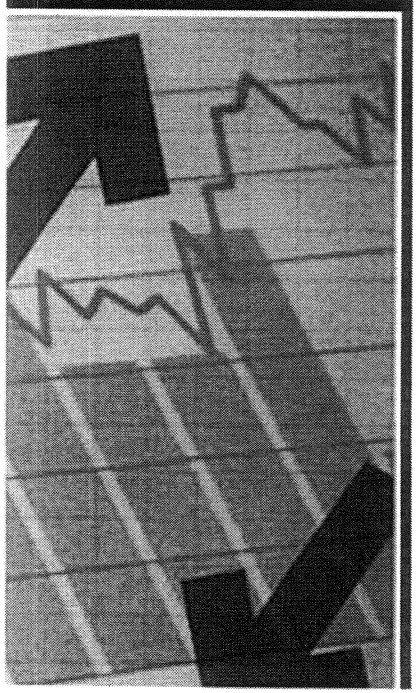




Questions all Trustees Should Ask

- Does the audit find that the District's financial statements comply with the required governmental Accounting Standards Board Statements No. 34? If not – why not?
- Within the Statement of Cash Flows section of the audit is there a net decrease in cash? If yes, what is the District's plan for overcoming this problem in the next fiscal year?
- Has the auditing firm issued any findings within the financial audit? If so, what will the District's response be to the findings?





Key Points

- **Annual Budget** – Establishes college's direction and expenditure limitations in compliance with Trustee's vision and policies, state law and system regulations.

- **Quarterly financial reports** – report changes to adopted budget and future financial impacts.

- **Annual Financial Audit** – Evaluates management's financial information provided during the year and to test compliance with policies, laws, and regulations.

- **Multi-year Trending** – Tracks progress towards future vision of district.

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

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 agendized items.

Ventura County Community College District
Board of Trustees Regular Meeting
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
Tuesday, August 14, 2012

D7-04 Legislative Presented by VCCCD Board Trustee Perez; Human Resources Presented by Vice Chancellor HR, Board Minutes, 08.14.12

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:
Jamillah Moore, Chancellor
Robin Calote, Ventura College President
Richard Duran, Oxnard College President
Pam Eddinger, Moorpark College President
Patricia Parham, Vice Chancellor, Human Resources
Sue Johnson, Vice Chancellor, Business and Administrative Services
Dave Fuhrmann, Assistant Vice Chancellor, Information Technology
Erika Endrijonas, Executive Vice President
Ramiro Sanchez, Executive Vice President
Jane Harmon, Interim Executive Vice President
Mike 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
Terry Cobos, Director
Clare Geisen, Director
Mary Anne McNeil, Director
Jay Wysard, Director
Linda Kama'ila, Oxnard College Academic Senate President
Riley Dwyer, Moorpark College Academic Senate President
Peter Sezzi, Ventura College Academic Senate President
Peder Nielsen, Ventura College Classified Senate President
Daniel Chavez, Ventura College Associated Student Government Director of External Affairs
Les Dickey, Measure S
Handel Evans, Measure S

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 5:33 p.m.

3. Public Comments Regarding Closed Session Agenda Items
There were no public comments regarding Closed Session items.

4. Recess to Closed Session 5:30 p.m.
Discussion: 4.01 Existing Litigation: Government Code Section 54956.9, subdivision (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 6:00 p.m.
Chair Blum reconvened in open session.

6. Closed Session Report

commented on the progress made with meeting the accreditation recommendations, particularly work on recommendation 3 related to planning. A survey will be conducted Districtwide regarding formal communications. Ms. Geisen continues work on the accreditation report draft and indicated the District Council on Accreditation and Planning (DCAP) reviewed the first draft; the second draft will be reviewed on August 20, and the Board will receive the final report during the October 9, 2012 Board of Trustees meeting.

Information: 14.03 CLOSE STUDY SESSION.
Chair Blum closed the study session.

Action: 14.04 ACTION TO FORMALLY ACCEPT THE APRIL 16, 2012 FOLLOW-UP VISIT EVALUATION REPORT OF COMMISSION CONCERN. This item presents for acceptance the April 16, 2012 Follow-Up Visit Evaluation Report of Commission Concern. The Chancellor recommends the Board of Trustees take action to formally accept the April 16, 2012 Follow-Up Visit Evaluation Report of Commission Concern. 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.

15. Study Session: Professional Development
Information: 15.01 OPEN STUDY SESSION
Chair Blum opened the study session.

Discussion: 15.02 Human Resources
Patricia Parham, Vice Chancellor, Human Resources, distributed and presented Board Roles in Human Resources.

Discussion: 15.03 Legislative
Trustee Perez provided a legislative overview.

Information: 15.04 CLOSE STUDY SESSION
Chair Blum closed the study session.

16. Board Policy. Information: 16.01 The Policy Committee met on July 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)

Information: 16.02 REVIEW TWO-YEAR BOARD POLICY REVIEW CALENDAR. This item presents for review the two-year Board Policy Review Calendar. Ms. Geisen provided Trustees with an update of the Two-Year Board Policy Review Calendar and commented on current progress.

Action: 16.03 ACTION TO APPROVE BOARD POLICY (BP) 2350 SPEAKERS. This item presents for approval BP 2350 Speakers. No administrative procedure is required. The Chancellor recommends the Board of Trustees approve BP 2350 Speakers. No administrative procedure is required. 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: 16.04 ACTION TO REAFFIRM BOARD POLICY (BP) 2745 BOARD SELF-EVALUATION. This item presents for reaffirmation BP 2745 Board Self-Evaluation and provides revised Administrative Procedure (AP) 2745 Board Self-Evaluation for information. The Chancellor recommends the Board of Trustees reaffirm BP 2745 Board Self-Evaluation. AP 2745 has been revised, is provided for information, and is consistent with BP 2745. 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: 16.05 ACTION TO APPROVE BOARD POLICY (BP) 6100 DELEGATION OF AUTHORITY. This item presents for approval BP 6100 Delegation of Authority and provides existing Administrative Procedure (AP) 6100 Delegation of Authority for information. The Chancellor recommends the Board of Trustees approve proposed BP 6100 Delegation of Authority. Existing AP 6100 is provided for information and is consistent with BP 6100. 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.

Board Roles in Human Resources

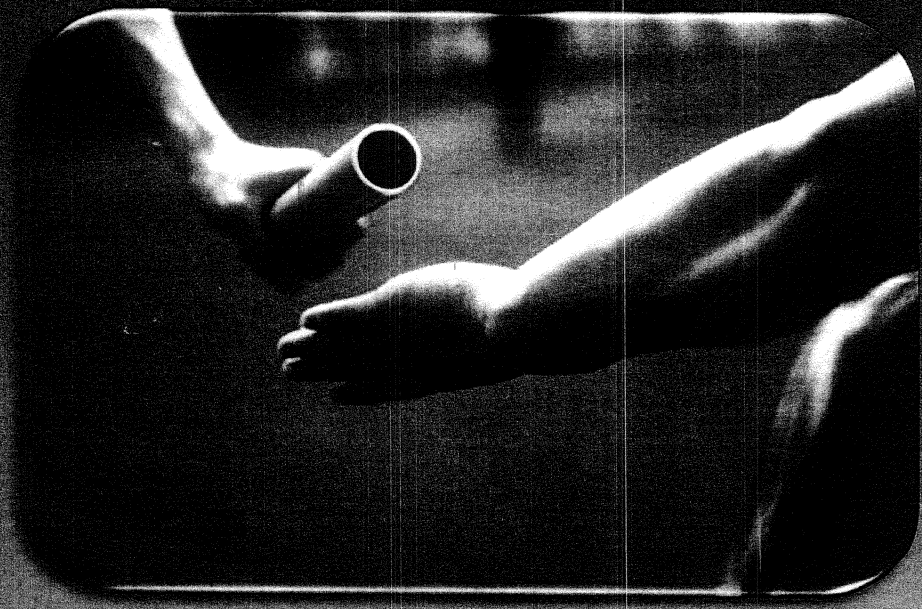
August 2012

Topics

- Personnel Hiring
  - Delegation of Authority
  - Personnel Commission
- Treatment of Personnel
- Professional Development
- Salaries, Benefits & Collective Bargaining

Personnel Hiring

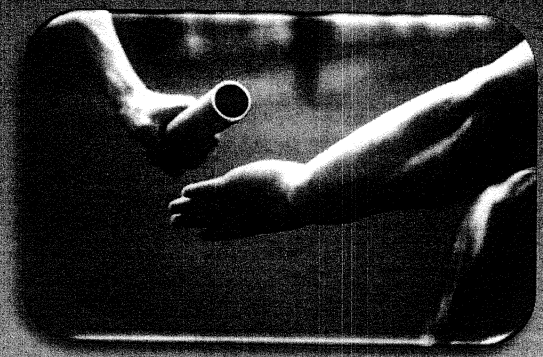
> Delegation of Authority



Personnel Hiring

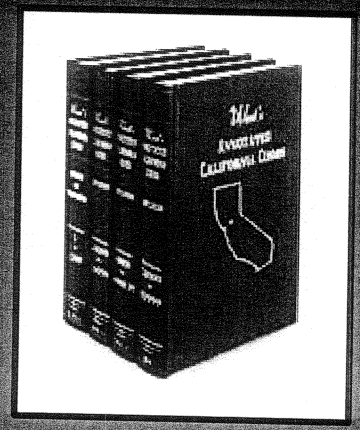
BP 2430 Delegation of Authority

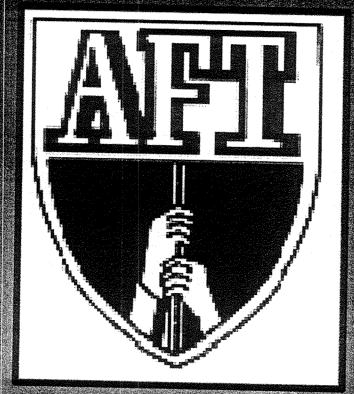
- Authorize employment, fix job responsibilities, other personnel actions



Delegation of Authority

- *Excludes* any power expressly non-delegable by statute or Collective Bargaining Agreements.





Personnel Hiring

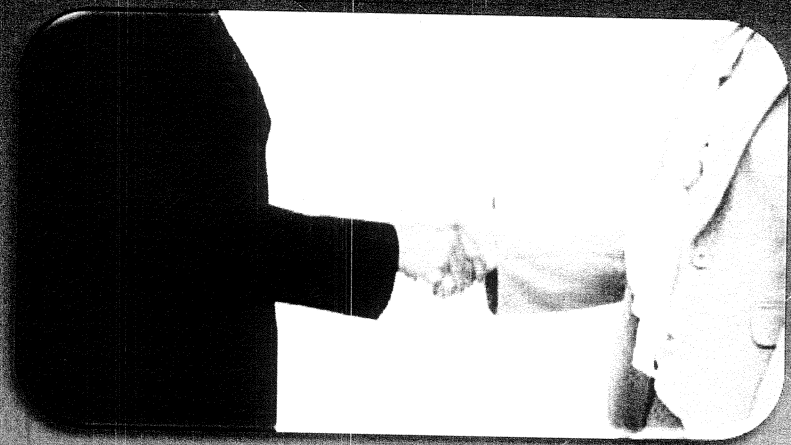
Merit System

Personnel Commission	Board of Trustees
Establishes Rules	Follows the Personnel Commission Rules
Classification Plan • Classifies or reclassifies positions • Recommends salary schedules	Establishes Positions • Approves duties • Approves salary schedules
Hears disciplinary appeals	Imposes disciplinary action

Personnel Hiring

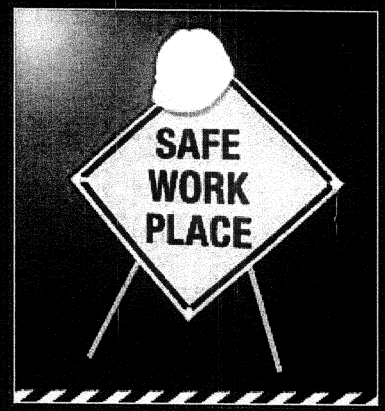
Establish policies that require:

- Compliance with equal employment laws
- Allow for selection of best qualified personnel
- Competitive salaries/working conditions
- Staff diversity



Treatment of Personnel

- Board establishes policies



- Appropriate consultation
- Clear process for Board/staff communication
- Support Chancellor recommendations

Professional Development

Board of Trustees

Should engage in Trustee and Board professional development

Establish policy expectations for professional development

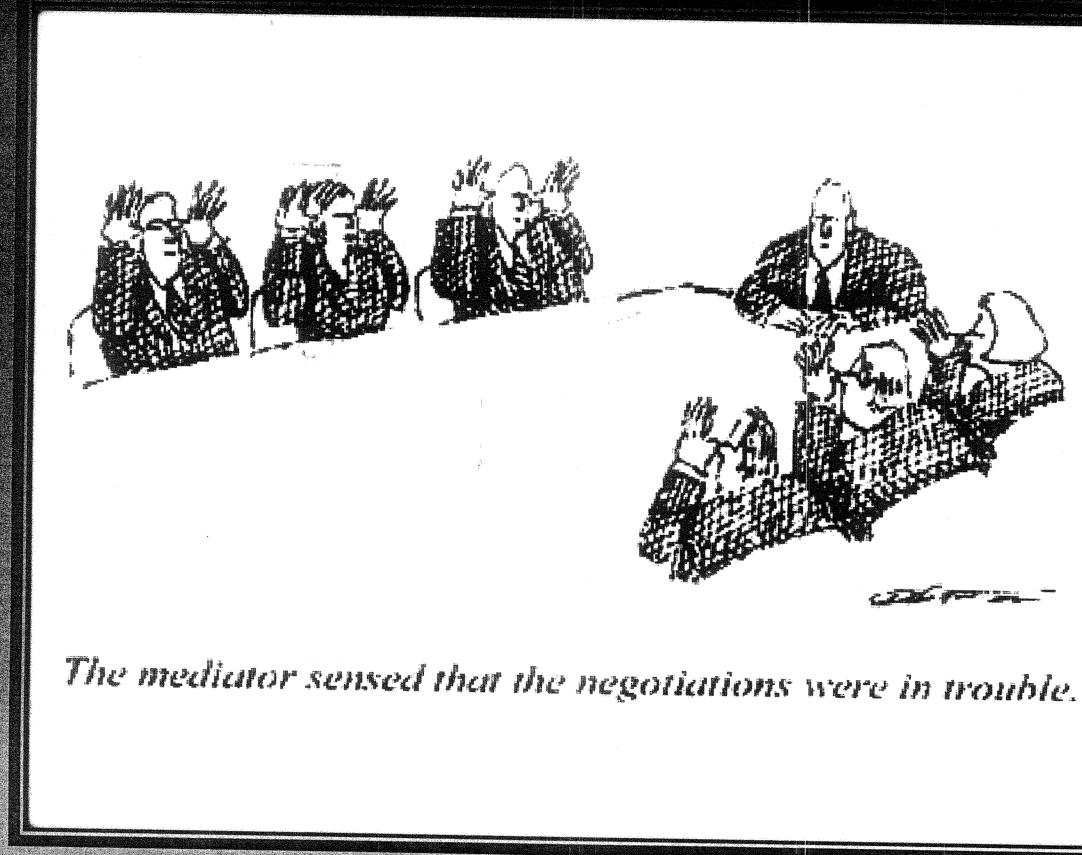
Superintendent

Should support Trustee education and development

Ensures resources allocated for professional development

Salaries, Benefits and Collective Bargaining

Board's Role and Tasks



The mediator sensed that the negotiations were in trouble.

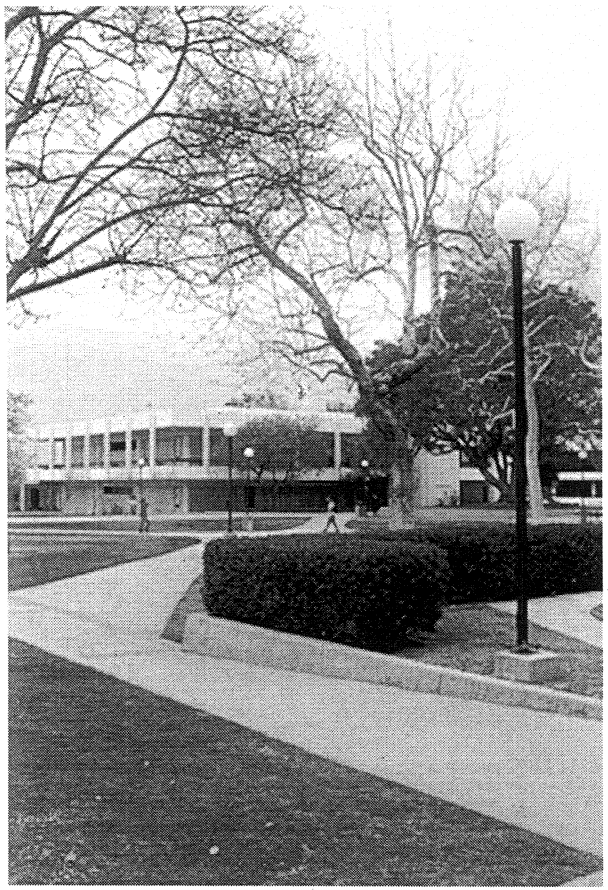
Board Roles in Human Resources

Role of Student Trustee

Board of Trustees Meeting, September 11, 2012

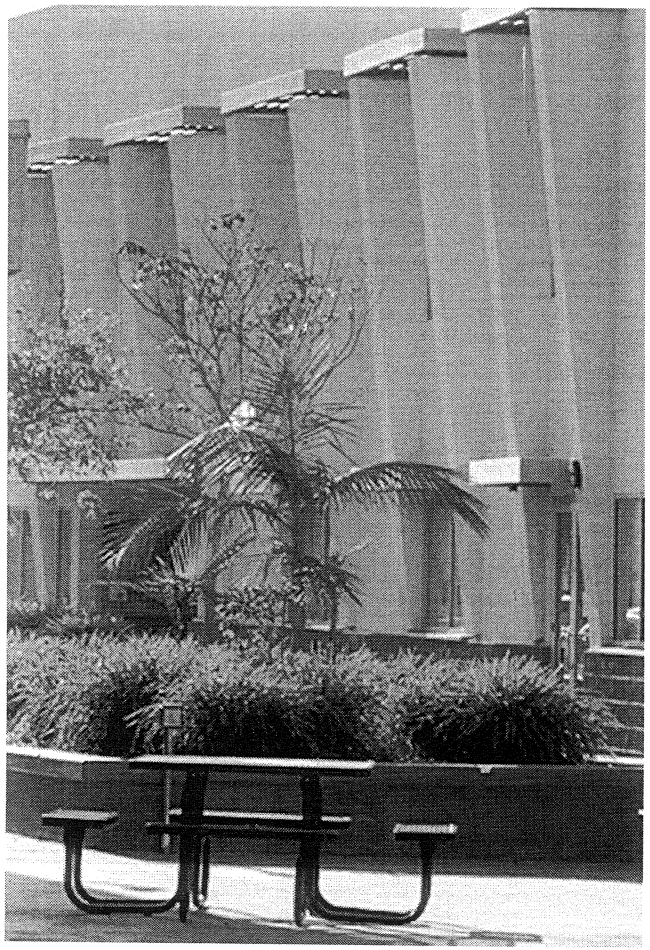
D7-04 Student Trustee Role Presented by VCCCD Student Trustee Valenzuela and VCCCD Vice Chair Hernández; Program Discontinuance Process Presented by MC, OC, VC Academic Senate Presidents; Enrollment Priorities (AP 5055) Presented by MC Dean of Performing Arts/Student Life and VC Registrar, Board Agenda, 09.11.12

Two Viewpoints



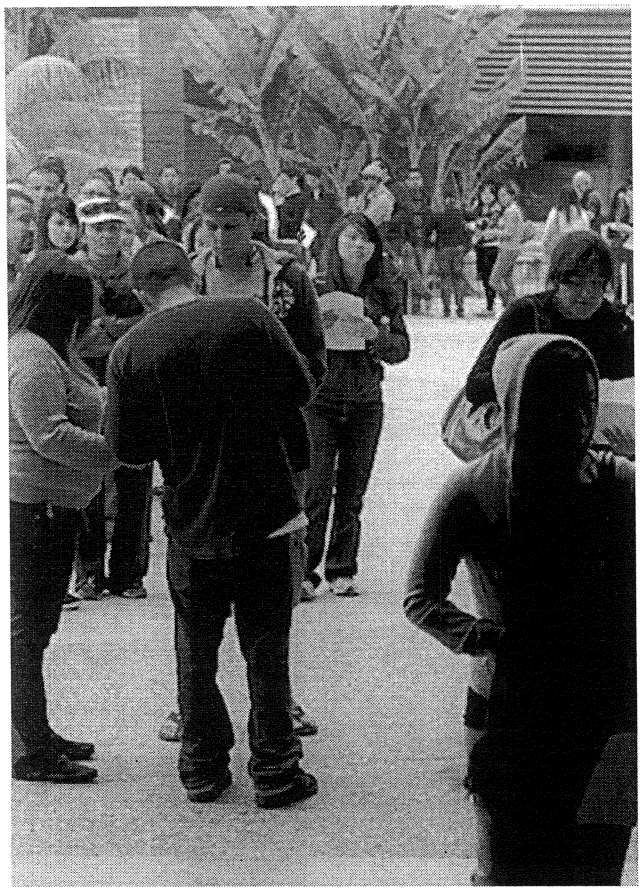
- Student
  - Represents the students
- Trustee
  - Represents the community
- Reality
  - Issues are not Black and White
  - First hand point of view on campus life

What I Learned



- History of Community Colleges
- Management vs. Policy
- How I work with the Local AS
- Common Principles & Ethics

Student Trustee



- Elected Annually by Students
- One-Year Term June 1-May 31
- Informed/Engaged Advocate for VCCCD Students
- Provides Perspective of Students
- Serves as Sounding Board for Policy-Related Decisions Impacting VCCCD Students

Support for Student Trustee Success

- District Orientation
- Chancellor's Office Advisor
- State Orientation Workshop
- Goal Setting
- Educational Conference Attendance
- Board Member Mentor
- Board Meeting/Events Participation

Goals for 2012-13

- Explore options for the Student Activities Fee
- Review Board Policies
- Identify Legislative Bills that will benefit the District and colleges
- Establish a VCCCD Student Consultation Council
- Encourage equal summer sessions for the 3 colleges
- Secure Fed Student Loans at OC

QUESTIONS?

COMMENTS?

THANK YOU!

Ventura County Community College District

AP 4021: Program Discontinuance

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

September 11, 2012

"Program" "Discontinuance"

- CCR definition of Program* (§ 55000 (g)) :
  - "Education program" is an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a licenses, or transfer to another institution of high education
  - If it required BOT action to create, it requires BOT action to eliminate
- Discontinuance
  - Eliminate entire discipline

    OR
  - Retain the discipline but eliminate degrees, certificates, awards
    - "Service discipline"

Prior to Program Discontinuance:

Program Review and Evaluation

- Program Plan Review and Evaluation
  - Evaluation of program effectiveness is required per ACCJC Accreditation Standards*
  - Process for program review is 10+1**
  - Separate and distinct process from Program Discontinuance
    - However, it is referenced as Step I within AP 4021
  - AP 4021 stipulates an annual review cycle

Prior to Program Discontinuance:

Program Review and Evaluation

- Each college uses its set of agreed upon criteria
  - Per AP 4021:
    - The review and evaluation results in one of the four recommendations of action:
      - No action needed
      - Strengthen the program
      - Reduce the program
      - Review of discontinuance
    - Programs may be recommended for discontinuance if the Vice Chancellor of Business and Administrative Services projects district reserves to fall below state-required 5%.

Have not had to invoke

Overview of Discontinuance Process

- Step I: Annual Program Review and Evaluation Process
- **Step II: Recommendation Group (RG) Review & Analysis**
  - **Option A**: Ad Hoc RG: two-thirds faculty as appointed by Academic Senate
  - **Option B**: Use an existing committee with majority faculty representation
  - After analysis using Program metrics/criteria, RG has two options
    - 1) Recommend program continuance with revision
      - Requires written justification
      - 2 year monitoring period
    - 2) Recommend discontinuance
      - Requires written justification

Overview of Discontinuance Process

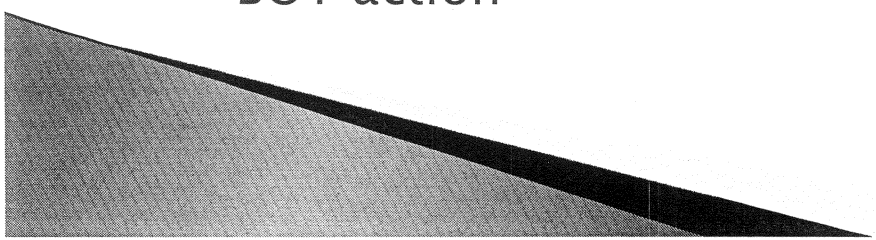
- **Step III: EVP Review, Analysis & Recommendation**
  - Receives and analyzes RG's formal written report
  - Consults with discipline faculty and appropriate constituent groups, as defined by each campus
  - With a formal written rationale, the EVP informs the following of people of the EVP's recommendation
    - Discipline Faculty
    - Department Chair
    - Area Dean
    - Academic Senate President

Overview of Discontinuance Process

- **Step IV: Academic Senate Review & Recommendation**
  - Receives and reviews recommendation and supporting documentation from the EVP
  - Academic Senate has two options in response to EVP's recommendation:
    - 1) Concur with the recommendation
    - 2) Demur with the recommendation
      - Propose alternate course of action to address issues in EVP's justification for discontinuance
  - In response to the EVP's recommendations and within 2 regularly scheduled meetings, Senate to provide to the College President a formal, written recommendation

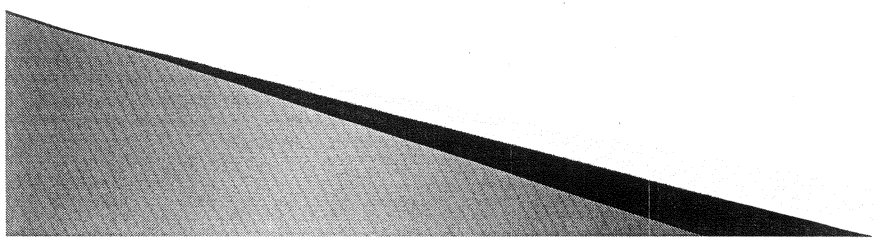
Overview of Discontinuance Process

- **Step V: College President Review & Recommendation**
  - After receiving recommendations from the EVP and the Academic Senate, the President determines the proposed course of action
    - Required to communicate his/her recommendation to the following:
      - Discipline Faculty
      - Department Chair
      - Area Dean
      - Academic Senate President
  - Notifies college of recommendation in writing only after those listed above have received notification
  - Recommendation is forwarded to the Chancellor for possible BOT action



Overview of Discontinuance Process

- **Step VI: Board of Trustees Review and Action**
  - Chancellor and BOT are provided
    - Record of process followed at the campus
    - Findings and recommendations of
      - RG, EVP, Academic Senate, College President
  - Chancellor prepares a written report to the BOT with recommended actions
  - BOT holds public hearing and takes action

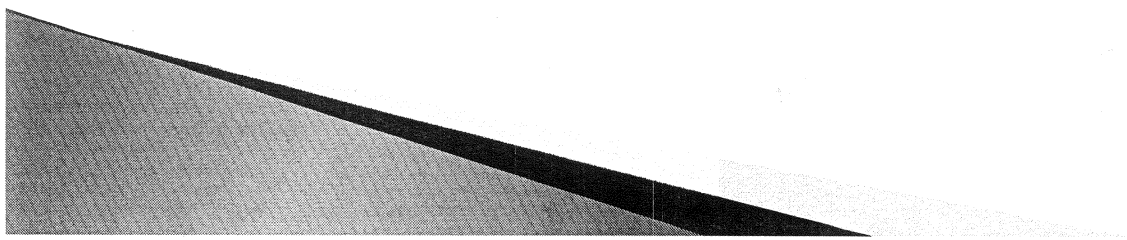


Overview of Discontinuance Process

- **Step VII: Implementation of Board Actions**
  - If the BOT acts to discontinue
    - College President develops a plan in consultation with
      - Discipline Faculty, Department Chair, Area Dean, Academic Senate President
      - **The plan must include the following**
        1. Timeline and process for curricular and programmatic deletion/discontinuance approval at the local and state level
        2. Provision for students currently in the program for completion and/or transfer
        3. Provision for displaced faculty and staff, where feasible
        4. Provisions for impact on budget and facilities
        5. Removal of program from catalog

Variables in AP 4021?

- The only variables in the process are:
  - How a program or disciplines gets "on the list"
    - Program Planning and Evaluation
    - Should never come as a surprise
  - The composition of the RG in Step II
  - Who the EVP consults in Step III



Questions?

But wait!
There's more!

Moorpark

- After Program Review and Evaluation (*preceding* AP 4021 process)
  - College President reviews and analyzes Program Evaluation Status
  - Formally provides Senate with list of areas of concern
    - AP 4021 process is implemented by the Senate
    - RG convenes using Option A from Step II

    - **MC's Senate convenes RG consisting of the following with the Senate VP and a Dean acting as Co-Chairs:**
      - MC's RG must be 2/3s faculty
        - Academic Senate Vice President as Co-Chair
        - 1 Dean from an unaffected/least affected as Co-Chair
          - 1 Faculty member from each division who is not associated with the affected discipline (currently 6)
          - 1 Counselor
            - Faculty are appointed by the Senate
          - Faculty Curriculum Co-Chair
          - additional deans adjusted as needed to retain 2/3s majority Faculty
            - Appointed by the College President
          - Institutional Researcher (advisory only)

Oxnard

- After recommendations from the RG, EVP and Senate and following the procedures outlined above, the College President produces a list of possible programs for elimination or reduction.
  - The Senate convenes PBC (the RG) using Option B from Step II **with the Academic Senate President and the Vice President of Business Services acting as co-chairs and further membership of:**
    - 9 faculty members, no two from the same department
    - 1 AFT representative
    - 2 Managers appointed by the President
    - 3 Classified representatives, including the Institutional Researcher
    - 1 Student representative
    - EVP of Student Learning (non-voting)

Ventura

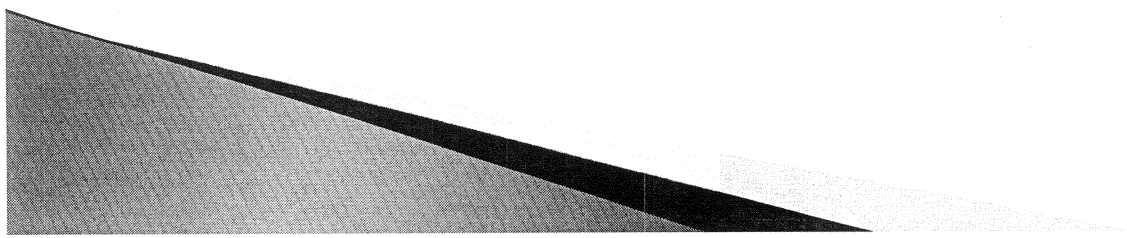
- "Executive Team" (College President, EVP and VP of Business Services) reviews and analyzes programs on an annual basis each spring
- Exec Team annually and formally provides to the participatory governance group, the College Planning Council (CPC) and to the campus at large each April/May, the "Ventura College Planning Parameters"
- Included on the "VC Planning Parameters" are the programs the administration is considering for discontinuance barring any compelling argument presented by a program during the subsequent academic year's program review process
- An updated "VC Planning Parameters" is announced to CPC and campus at large in Aug/Sept
- Should a program on the "VC Planning Parameters" still be considered for discontinuance at the conclusion of our program review process, AP 4021 process will be implemented by the Senate
- RG would be Option B from Step II

Questions?

This really is the end!

Thank You!

- Riley Dwyer ~ rdwyer@vcccd.edu
  - Moorpark College Academic Senate President
- Linda Kama'ila ~ lkamaila@vcccd.edu
  - Oxnard College Academic Senate President
- Peter H. Sezzi ~ psezzi@vcccd.edu
  - Ventura College Academic Senate President



MOORPARK COLLEGE

OXNARD COLLEGE
YOUR FUTURE. NOW.

VENTURA COLLEGE
SET YOUR COURSE

Report to the Board
September 11, 2012

RE: --Fall 2012 VCCCD Implementation of AP 5055-- Enrollment Priority
--Comparison of VCCCD AP 5055 and Student Success Act changes to Title 5 Section 58108

Fall 2012 VCCCD Implementation of AP 5055-- Enrollment Priority

In March 2012, based on the recommendations of the District Council on Student Learning (DCSL) our VCCCD Board passed AP 5055 which changed the way the colleges prioritized student course registration dates. Previously, first priority registration was granted to special populations as designated by Title 5, and then, in specific descending order to students who had completed the most units. AP 5055 changed the "unit- based" prioritization levels with the goal of favoring those focused students closest to degree/transfer completion by dropping any student with 76 or more degree applicable units to near the bottom of the registration priority timeline. Over several different unit-based levels (see below) focused students would have a better opportunity to get the classes they needed to matriculate through the system more quickly. It was clear that there would be need to be exceptions/waiver process for exceptional circumstances and specific majors that are traditionally "high unit majors" (e.g. Nursing, Biology, etc). Campuses discussed decision making rubrics and implemented the process that would work best at their own campus. This change was implemented for the fall 2012 registration process. Each college notified students via their counselors, email, portal, or whatever means the college felt best, and implemented a systematic waiver process best suited to each campus.

Results:

	Moopark	Oxnard	Ventura
Students completing spring 2012 with 76+ units	3659		
HUM Waiver Requests	149	37	134
HUM Waiver Requests Granted	142	37	134
Pre-Clearance Waivers (Nursing, Rad Tech, etc.)	247	0	128

Campuses are currently in the process of analyzing the data collected to determine if any adjustments to our AP or the waiver process should be recommended.

Comparison of VCCCD AP 5055 and Student Success Act (SB 1456) changes to Title 5 Section 58108

The Seymour-Campbell Student Success Act of 2012, SB 1456, based on recommendation of the Student Success Task Force (SSTF), passed the Assembly on August 28, 2012, the Senate on August 30, 2012 and on September 10, 2012 the Board of Governors voted unanimously to adopt changes to Title 5 regulations establishing system wide enrollment priorities with implementation expected in fall 2014.

Our district has already been in discussion regarding our own realignment of registration priority and our newly approve AP 5055 was implemented for fall 2012 registration.

Below is a comparison of the VCCCD Procedure and Title 5 -58108

<table>
<tr><th>Enrollment Priorities</th><th>VCCCD AP- 5055
(3/13/12)</th><th colspan="2">Student Success Task Force Recommendation 3.1
Title 5 Section 58108</th></tr>
<tr><td>Priority 1
Special Populations</td><td>Military, Veterans, Former Foster Youth, EOPS, DSPS, CalWORKs</td><td>i. Military, Veterans, Former Foster Youth
ii. EOPS, DSPS, (subject to overlay criteria if allowed by law)</td><td rowspan="9">Overlay criteria:

To retain priority registration students must...
• have completed orientation
• be in good standing (after 12 units cannot be on GPA or progress probation 2 consecutive terms)
• have an informed Ed Plan
• be following their Ed Plan
• have a declared major by equivalent of term 3
• address basic skills needs in first year</td></tr>
<tr><td>Priority 2</td><td>Continuing students with 45-75 VCCCD units (not including basic skills/ESL)</td><td rowspan="5">Continuing students with less than 100 units

(not including basic skills/ ESL)

**SSTF does not preclude further unit related prioritization by a district.</td></tr>
<tr><td>Priority 3</td><td>Continuing students: 30-44</td></tr>
<tr><td>Priority 4</td><td>Continuing students: 15-29</td></tr>
<tr><td>Priority 5</td><td>Continuing students: 1-14</td></tr>
<tr><td>Priority 6</td><td>Newly matriculated & returning with less than 76 units</td></tr>
<tr><td>Priority 7</td><td>Non-matriculated new students</td><td rowspan="3">Not specifically addressed</td></tr>
<tr><td>Priority 8</td><td>Open registration for all college students (76+)</td></tr>
<tr><td>Priority 9</td><td>Special Admit HS Students</td></tr>
</table>

Each campus is currently in discussion regarding the implementation of these new regulations.

Tuesday, September 11, 2012
Board of Trustees

Order of the Agenda
Ventura County Community College District
Thomas G. Lakin Boardroom
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
5:30 p.m.

1. Ventura County Community College District

1.01 Ventura County Community College District Mission

1.02 District Strategic Planning Vision Statement, adopted October 11, 2011.

1.03 Ventura County Community College District Board Objectives, adopted October 11, 2011.

1.04 Association of Community College Trustees: Code of Ethics

1.05 Ventura County Community College Governance Roles

2. Open Session: Call to Order

2.01 Call to order.

3. Public Comments Regarding Closed Session Agenda Items

3.01 Chair will ask for public comments. Pursuant to the federal Americans with Disabilities Act, if you need any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the Office of the Chancellor, Dr. Jamillah Moore, VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.

4. Recess to Closed Session 5:30 p.m.

4.01 CONFERENCE WITH LEGAL COUNSEL: Existing Litigation (Gov. Code, section 54956.9, subd.(a)); Rivere v. Ventura County Community College District; Ventura County Superior Court Case No. 56-2010-0372444-CU-OE-VTA

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

5.01 Chair will reconvene and provide a closed session report.

6. Pledge to the Flag

6.01 Pledge to the Flag

7. Changes to the Agenda

7.01 Changes to the Agenda. Item 24.02 Approval of contract with Lowest and Most Responsive Bidder for the parking Structure, Moorpark College Project #19125.

8. Chancellor's Recommendations of Board of Trustees Agenda

15.02 STUDY SESSION. PRIORITY REGISTRATION. Colleges will provide a report on college enrollment priorities as related to Board Policy/Administrative Procedure 5055 Enrollment Priorities.

15.03 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT. Student Trustee Role Presentation by Student Trustee Valenzuela and Vice Chair Hernandez.

15.04 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT. Program Discontinuance Process by Academic Senate Presidents.

15.05 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE August 14, 2012 REGULAR BOARD MEETING. This item presents for review a Board meeting assessment for the August 14, 2012 Regular Board of Trustees meeting.

15.06 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE JUNE 26, 2012 STRATEGIC PLANNING MEETING AND AUGUST 9, 20121 STRATEGIC PLANNING MEETING. This item presents for review a Board meeting assessment for the June 26, 2012 and August 9, 2012 Board Strategic Planning Sessions.

15.07 ACTION TO APPROVE THE 2012 REVISED MEETINGS OF THE BOARD CALENDAR. This item presents for approval the revised 2012 Board of Trustees Meeting Calendar.

15.08 ACTION TO APPROVE GOVERNING BOARD MEMBER ABSENCE. This item presents for approval the absence of a Board of Trustees member.

16. Business Services

16.01 Trustees: Audit and Budget Committee met on August 30, 2012.

16.02 OPEN PUBLIC HEARING: Proposed Budget for Ventura County Community College District for Fiscal Year 2012-13. (The Proposed Budget became available for public inspection on September 6, 2012 at 255 West Stanley Avenue, Suite 150, Ventura, CA 93001 and is available during normal business hours.)

16.03 CLOSE PUBLIC HEARING: Proposed budget for Ventura County Community College District for Fiscal Year 2012-13.

16.04 APPROVAL OF FY13 ADOPTION BUDGET (REQUIRES 2/3 VOTE): This item requests Board of Trustees approval of the 2012-13 Adoption Budget for all funds of the Ventura County Community College District. Approval of the Adoption Budget authorizes expenditures as proposed within various fund categories of this budget (requires 2/3) vote.

16.05 APPROVAL TO NAME THE WRIGHT EVENT CENTER AT VENTURA COLLEGE: This item requests Board of Trustees approval to name the building, recently acquired through a quitclaim deed from the City of Ventura, the Wright Event Center.

16.06 APPROVAL OF CONSULTING SERVICES CONTRACT AND USE OF RESERVES (REQUIRES 2/3 VOTE): This item requests Board of Trustees approval for a consulting services contract with Chiung-Sally Chou, Ph.D. and use of reserves (requires 2/3 vote).

17. Human Resources

17.01 There are no items.

18. Capital Planning

18.01 Trustees: Capital Planning & Facilities Committee met on August 22, 2012.

19. Student Learning

19.01 There are no items.

20. Consent Calendar

20.01 APPROVAL OF CONSENT CALENDAR. This item presents for approval the Consent Calendar.