



**Friday, June 1, 2018**  
**Chancellor's Consultation Council**

**Order of the Agenda**  
**Ventura County Community College District**  
**761 East Daily Drive**  
**Camarillo, CA 93010**  
**9:00 a.m.**

**1. Call to Order**

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1.01 Call to Order

**2. Review of Consultation Council Notes**

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2.01 Review April 27, 2018 Consultation Council Notes.

**3. Board Meeting Agenda Review**

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3.01 Review and discuss June 12, 2018 Board of Trustees Regular Meeting Agenda.

3.02 Review and discuss July 9, 2018 Board of Trustees Strategic Planning Meeting Agenda.

**4. Accreditation and Planning**

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4.01 FY18 Board Evaluation

4.02 Consultation Council Governance Survey

4.03 Student and Employee Survey Timeline

4.04 IEPI - PRT Letter of Intent

**5. Other Items**

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5.01 Future Meetings

5.02 Future Agenda Items

**6. Consultation Council Member Updates**

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6.01 Updates to the Council

**7. Adjourn Meeting**

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7.01 Adjourn meeting

**Ventura County Community College District  
Consultation Council Notes  
April 27, 2018**

**Members Present:** Greg Gillespie, David El Fattal, Michael Shanahan, Patti Blair, Cynthia Azari, Dave Keebler, Nenagh Brown, Diane Eberhardy, Lydia Morales, Amparo Medina, Gilbert Downs, Sebastian Szczebiot, Bea Herrera, Maria Urenda  
**Skype Call:** Luis Sanchez  
**Members Not Present:** Julius Sokeno, Kristen McCloskey  
**Recorder:** Laura Brower

Agenda Item	Summary of Discussion	Action	Assigned to:
<b>Opening of Meeting</b>	G. Gillespie welcomed council members to the meeting.		Greg Gillespie
<b>Review of Consultation Council Notes</b>	The March 30, 2018 Consultation Council Notes were reviewed and approved with no changes.		Greg Gillespie
<b>Board Agenda</b> <ul style="list-style-type: none"> <li>• <b>May 8, 2018</b></li> </ul>	<p>G. Gillespie led a review of the May 8, 2018 Board of Trustees Meeting.</p> <p><i>Item 10.02 Approval/Ratification of Board Purchase Order Report #12, for FY2017-2018 from March 16, 2018 to April 16, 2018. N. Brown commented on P0112804 for Gallagher Benefit Services, Inc. (\$41,000) for Faculty Compensation Study. M. Shanahan advised the survey will be completed by the end of the year, and results will be disseminated through DCHR.</i></p> <p><i>Item 10.12 PLACEHOLDER – Ally Software Agreement. This item will be removed from the agenda.</i></p> <p><i>Item 10.14 Approval of New Contracts and Grants for Fiscal Year 2017-2018. B. Herrera questioned the fringe benefits breakdown for Professional</i></p>	<p>D. El Fattal to check on accuracy of the benefits for Professional Experts.</p>	Greg Gillespie

Agenda Item	Summary of Discussion	Action	Assigned to:
	<p>Expert work, and stated AFT will raise the issue at the Board meeting.</p> <p><i>Item 15.02 Action to Approve the Renewal/ Extension of Management Contracts.</i> M. Shanahan reviewed the evaluation and notification process for managers.</p> <p><i>Item 15.03 Action to Approve Increase in Compensation for Managers, and Supervisors, and Use of Reserves (Required 2/3 Vote).</i> Service Employees International Union, Local 99 (SEIU) objects to a portion of 15.03, specifically to the third bullet where it is referring to “executive management schedule”. It is not the union’s position that the raises should not occur but rather the Board abide by what was presented and approved in 2015. These ranges were presented at the Board of Trustees meeting on 10-13-15 and approved at the Board of Trustees meeting on 11-10-15, which actually states “establish salary ranges for presidents and vice chancellors. Actual increases must be approved separately.</p> <p>M. Shanahan addressed the SEIU objection and explained that the November 10, 2015 agenda item was not for approval of individual increases but rather the establishment of a salary range for executive management.</p> <p><i>Item 16.03 FIRST READING: Board Policy 7120 Recruitment and Hiring. Administrative Procedure 7120-A Recruitment and Hiring Vice Chancellor and Administrative Procedure AP 7120-B Recruitment and Hiring College President.</i> G. Gillespie advised this item is for discussion and would not return to committees for additional</p>		

Agenda Item	Summary of Discussion	Action	Assigned to:
<ul style="list-style-type: none"> <li>• <b>June 26, 2018 Board of Trustees Strategic Planning Session Agenda Draft</b></li> </ul>	<p>vetting but placed back on the next agenda as an action item.</p> <p>G. Gillespie led a review of the June 26, 2018 Board of Trustee Strategic Planning Session Agenda draft.</p>		
<b>Accreditation</b>	<p>G. Gillespie congratulated C. Azari for the successful accreditation follow-up visit to Oxnard College. All deficiencies noted in the first visit were reviewed and the visiting team approved the changes.</p>		
<b>Employee and Student Surveys and Timelines</b>	<p>G. Gillespie led a discussion on having all colleges and the District using a similar timeline for implementation of SENSE and CCSSE surveys.</p>	<p>L. Brower to contact colleges for their current timelines, and add item to 06.01.18 Consultation Council agenda.</p>	
<b>District Leadership Academy</b>	<p>G. Gillespie reviewed the North Orange Community College District's Leadership Academy outline as a sample for the District Leadership Academy planned for Fall 2018. The application process will begin in August.</p>	<p>G. Gillespie to send Districtwide email announcing Leadership Academy.</p>	<p>Consultation Council Members</p>
<b>Commencements</b>	<p>G. Gillespie thanked classified staff, faculty, and council members for their efforts preparing for commencement.</p>		
<b>Future Consultation Council Meetings</b>	<p>June 1, July 27, August 31, September 28, November 2</p>		
<b>Future Agenda Items</b>	<p>There were no future agenda items</p>		
<b>Updates to the Council</b>	<p>B. Herrera announced this would be her last meeting; Doug Thiel was elected as the new AFT President and will attend future meetings. G.</p>		

Agenda Item	Summary of Discussion	Action	Assigned to:
	<p>Gillespie and the council members thanked Ms. Herrera for her participation on the Consultation Council.</p> <p>M. Urenda commented on SEIU negotiations.</p> <p>A. Martinez commented on the Oxnard College recent active assailant event and the reevaluation of the participatory government handbook at the last classified staff meeting of the year.</p> <p>N. Brown discussed the recent Moorpark College Strategic Planning Retreat and the flex day events scheduled.</p> <p>G. Downs advised the classified staff is very excited about the upcoming commencement, and commented on the ASMC donation of caps and gowns for students and the classified senate year-end luncheon.</p> <p>C. Azari stated Oxnard College has seen an increase in transfer students and commented on the recent workshop offering strategies for dealing with autistic students that will be repeated in the fall.</p> <p>D. Eberhardy commented on Moorpark College flex activities.</p> <p>L. Morales discussed flex day activities, awards dinners, and the successful Guided Pathways Forum recently held at Ventura College.</p> <p>L. Sanchez commented on attending the CLU awards ceremony where G. Downs was</p>		

Agenda Item	Summary of Discussion	Action	Assigned to:
	<p>recognized, the recent strategic planning event, and acknowledged N. Brown for her efforts.</p> <p>M. Shanahan reported on the successful Training &amp; Tours event held at the District on April 26.</p> <p>D. Keebler commented on the year-end events at Ventura College.</p> <p>S. Sczcebiot commented on the successful Dean's List ceremony at Ventura College; work by Classified Senate on the Making Recommendations document; and announced the election of Olivia Long as the Classified Senate Vice President.</p> <p>P. Blair commented on distribution of governance surveys; Associated Student Government and the Student Trustee elections; Board evaluations; and provided an update on the email and text message campaign to students regarding summer and fall registration.</p>	<p>The Board Evaluation will be distributed within the next week to Trustees and Consultation Council Members.</p>	
<b>Adjourn Meeting</b>	G. Gillespie adjourned the meeting at 10:45 a.m.		



**Tuesday, June 12, 2018**  
**Consultation Council Copy of Board of Trustees Meeting**

**Order of the Agenda**  
**Ventura County Community College District**  
**761 East Daily Drive**  
**Camarillo, CA 93010**  
**Closed Session: 4:30 p.m.**  
**Open Session: 6:00 p.m.**

**1. Regular Meeting of the Board**

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- 1.01 Call to Order
- 1.02 Pledge to the Flag
- 1.03 Chancellor's Recommendation of the Agenda
- 1.04 Changes to the Agenda
- 1.05 Public Comments

**2. Closed Session**

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- 2.01 PUBLIC EMPLOYEE PERFORMANCE ANNUAL EVALUATION - Chancellor (Gov. Code § 54957).

**3. Reconvene in Open Session**

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- 3.01 Report of Action in Closed Session
- 3.02 Public Comments
- 3.03 Action to Approve Board Policy 2015 Student Member; Administrative Procedure 2015 Student Member is provided for information.
- 3.04 Swearing In and Seating of Student Member Connor Kubeisy

**4. Guests, Recognitions, and Special Reports**

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- 4.01 Acknowledgement of Guests and Special Recognitions
- 4.02 Recognition of Ventura County Community College District Retirees.

**5. Student Reports**

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- 5.01 Student Trustee Advisory Report
- 5.02 Student Reports

**6. Senate Consultation**

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- 6.01 Academic Senate Presidents Consultation
- 6.02 Classified Senate Presidents Consultation

## **7. Board Committee Reports**

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7.01 Administrative Services Committee Update.

7.02 Policy, Planning and Student Success Committee Update

## **8. Consent Calendar**

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8.01 Approval of Consent Calendar

## **9. Approval of Minutes**

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9.01 Approval of Minutes for the May 8, 2018, Board Meeting.

## **10. Consent Calendar: Business Services/Capital Planning**

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10.01 Ratification of Accounts Payable and Payroll for the Period of April 9, 2018 to May 13, 2018.

10.02 Approval/Ratification of Board Purchase Order Report #13, for FY 2017-2018 from April 16, 2018 to May 18, 2018.

10.03 Approval/Ratification of Board Purchase Order Report #1, for FY 2018-2019 from April 16, 2018 to May 23, 2018.

10.04 Approval of the acceptance of gifts for FY 2017-2018 from April 16, 2018 to May 18, 2018.

10.05 Approval of the surplus/disposal of equipment and materials for FY 2017-2018 from April 16, 2018 to May 18, 2018.

10.06 Approval of the extension of a professional services contract with the law firm of Garcia, Hernandez, Sawhney & Bermudez, LLP for the period July 1, 2018 through June 30, 2019.

10.07 Approval of extension of a professional services contract with the law firm of Fagen, Friedman, & Fulfrost for the period July 1, 2018 through June 30, 2019.

10.08 Approval of extension of a professional services contract with the law firm of Orbach, Huff, Suarez & Henderson, LLP for the period July 1, 2018 through June 30, 2019.

10.09 Approval of award of Bid 549 Moorpark College Field House Area Renovation to the lowest responsible bidder, to be determined after the July, 2018 bid opening.

10.10 Pre-approval of award of Bid 550 Moorpark College Gymnasium Renovation to the lowest responsible bidder, to be determined after the July, 2018 bid opening.

10.11 Approval of One Year Agreement with Blackboard for Ally Accessibility Software

10.12 Approval of Renewal and Additional Features for Trend Micro Security Software

10.13 Approval of a Three Year Renewal Agreement with Innovative Educators for Orientation Software Maintenance and Support

10.14 Approval of Training Contracts for Fiscal Year 2018-19

10.15 Approval of New Contracts and Grants for Fiscal Year 2018-19

10.16 Monthly Budget Transfer Summary & Budget Amendment for the Month of April 2018

10.17 Authorization for Use of Measure S Interest Revenue to Supplement Measure S Bond Budgets at Moorpark and Ventura Colleges

## **11. Consent Calendar: Human Resources**

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11.01 Approval to Grant Sick Leave Days/Hours from Established Voluntary Sick Leave Pool for Academic Employees



at Moorpark College and Oxnard College.

11.02 Approval to Grant Unpaid Long-Term Leave of Absence for an Academic Employee at Oxnard College.

11.03 Revised: Approval of Employment Under Special Pre-Retirement Program.

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**12. Consent Calendar: Policy, Planning and Student Success**

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12.01 There are no items.

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**13. Consent Calendar: Trustees/Chancellor**

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13.01 There are no items.

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**14. Business Services and Capital Planning**

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14.01 Study Session: 2018-19 Tentative Budget

14.02 Approval of the 2018-19 Tentative Budget for all Funds of the District.

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**15. Human Resources**

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15.01 Action to Approve the Establishment of Positions at Moorpark College and Ventura College.

15.02 Action to Approve the Abolishment of a Financial Aid Technician Position and the Establishment of a Financial Aid Specialist-Bilingual Position at Moorpark College.

15.03 Action to Approve the Abolishment of a Student Success and Support Specialist I Position and the Establishment of an Assessment Specialist Position at Oxnard College.

15.04 Action to Approve the Abolishment of a Student Success and Support Specialist I Position and the Establishment of a Student Success and Support Specialist II Position at Oxnard College.

15.05 Action to Approve the Abolishment of a Grant Director - California Career Pathways Trust Grant Position at the District Administrative Center.

15.06 Action to Approve Increase in Compensation for Management and Supervisor Employees, and Use of Reserves (Requires 2/3 Vote).

15.07 Action to Approve the Reduction of an Instructional Lab Technician I - Culinary Arts & Restaurant Management Position at Oxnard College.

15.08 Action to Approve the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2017-2018.

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**16. Policy, Planning and Student Success**

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16.01 Action to approve an AB288 College and Career Access Pathways (CCAP) Partnership Agreement between Ventura County Community College District and Ventura Unified School District

16.02 Action to approve an AB288 College and Career Access Pathways (CCAP) Partnership Agreement between Ventura County Community College District and Oxnard Union High School District

16.03 Action to Approve New and Revised Courses, New and Deleted Programs, and Code Changes at Ventura College.

16.04 Approval of New and Revised Courses at Moorpark College

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**17. Trustees/Chancellor's Office**

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17.01 Board Professional Development Update

17.02 Action to Approve Board Member Absence

## **18. Informational Items**

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18.01 There are no items.

## **19. Reports**

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19.01 College Reports

19.02 Trustee Reports

19.03 Chancellor Report

## **20. Adjournment**

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20.01 Adjournment



**Monday, July 9, 2018**  
**Consultation Copy of Board of Trustees Strategic Planning Session**

**Order of the Agenda**  
**Ventura County Community College District**  
**761 East Daily Drive**  
**Camarillo, CA 93010**  
**Strategic Planning Session: 1:00 p.m.-6:00 p.m.**

**1. Strategic Planning Session Call to Order**

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- 1.01 Call to Order - Strategic Planning Session Purpose and Overview
- 1.02 Pledge to the Flag
- 1.03 Chancellor's Recommendation of the Agenda
- 1.04 Changes to the Agenda
- 1.05 Public Comments

**2. Board Calendar**

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- 2.01 Review Board of Trustees Meeting 2019 Meeting Calendar

**3. 2017-2018 Board Goals and Objectives**

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- 3.01 Review and Update on VCCCD 2016-2019 Strategic Plan Outcomes
- 3.02 Board of Trustees Progress Towards Meeting Performance Goals: Review and Discussion

**4. Strategic Planning Session**

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- 4.01 Multiple Measures Assessment/AB705 Implementation
- 4.02 District-Level Student Success and Performance Initiatives
- 4.03 Ventura County Economic Profile
- 4.04 Strong Workforce Program and Career Education for Ventura County
- 4.05 EEO and Equity
- 4.06 Current and Future Budget Strategies

**5. 2018-19 Board Goals and Objectives**

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- 5.01 Revisions to VCCCD 2016-2019 Strategic Plan
- 5.02 Board of Trustees and Chancellor Goals and Objectives Review, Discussion and Approval
- 5.03 Board of Trustees Annual Evaluation Review, Discussion, and Action
- 5.04 Proposed 2018-2019 Board Professional Development Discussion

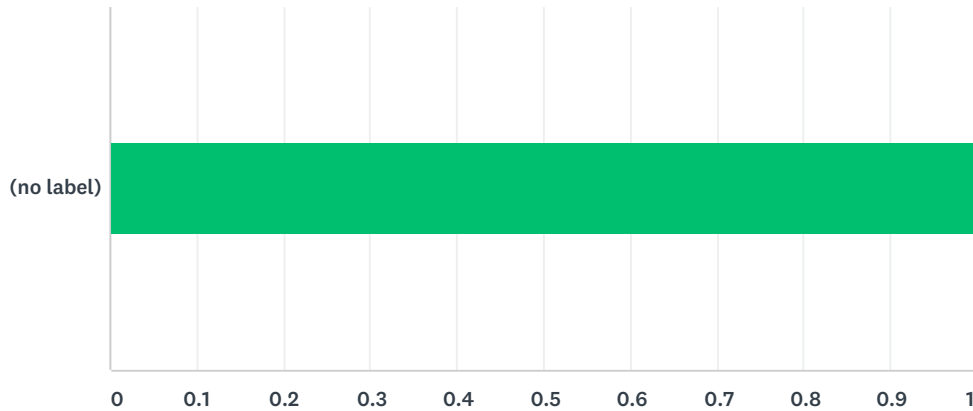
## **6. Adjournment**

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### 6.01 Adjournment

# Q1 The Board supported achieving diversity within the District and its colleges (Board Performance Goal 1).

Answered: 5 Skipped: 0

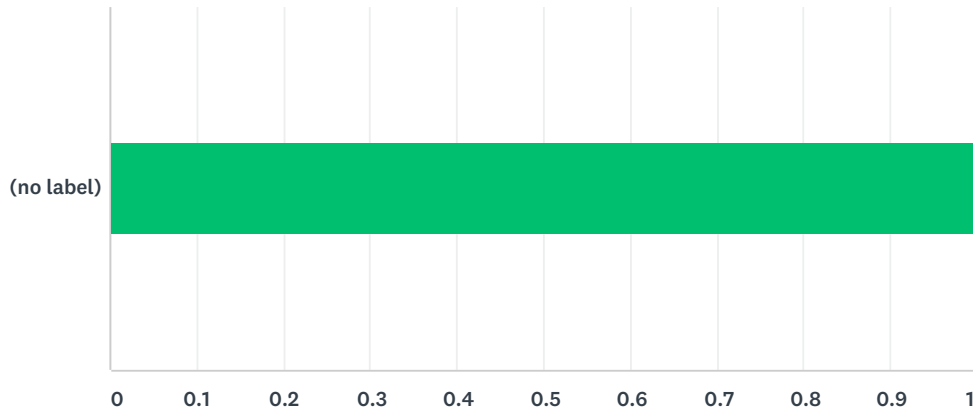


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	0.00%	5	1.00
	5	0	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	This is something the board has placed has a highly important issue.	5/24/2018 11:41 AM
2	The Board supports it without results at the hiring level	5/22/2018 10:06 PM
3	The board has strengthened language in policy and has regular reports but will need to remain vigilant if we are not seeing positive change.	5/22/2018 4:41 PM

## Q2 The Board served as an effective policy-making body (Board Performance Goal 2).

Answered: 5 Skipped: 0

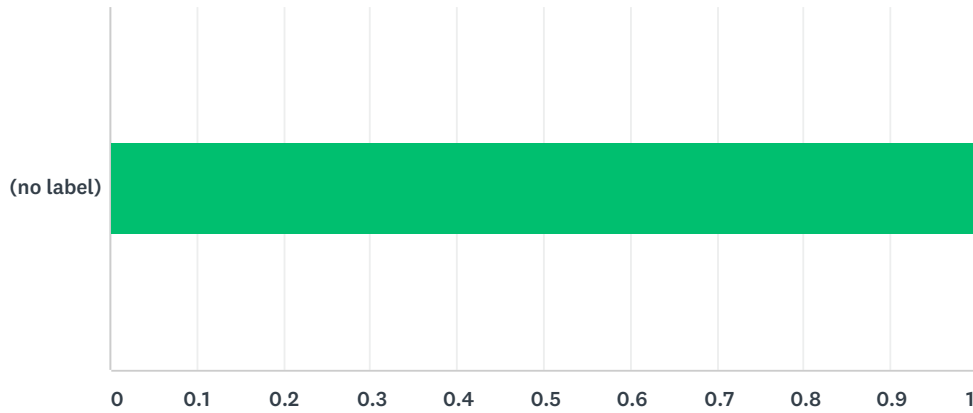


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	0.00%	5	1.00
	5	0	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	The board with the help of staff has keep policies up to date. The board also is mindful of staying within its policy making role.	5/24/2018 11:41 AM

### Q3 The Board respected the District and the Colleges' governance structures and processes (Board Performance Goal 3).

Answered: 5 Skipped: 0

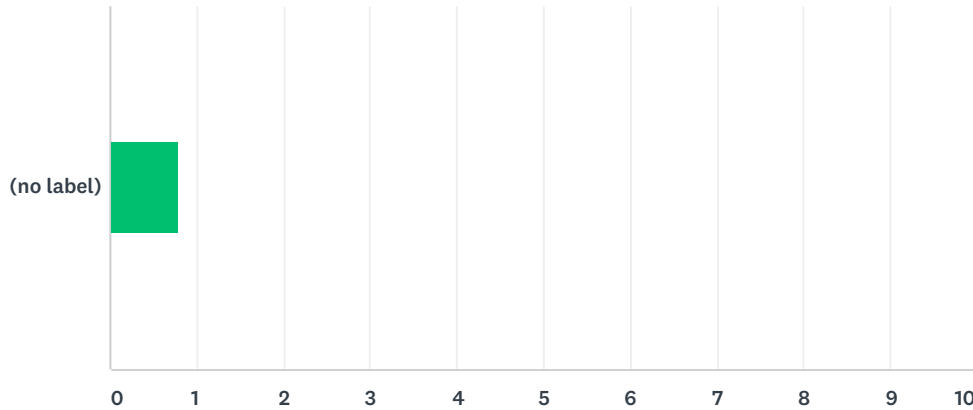


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	0.00%	5	1.00
	5	0	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	The board acknowledges, understands, and follows the collaborative process of our community colleges.	5/24/2018 11:41 AM
2	The board is very careful to stay in our lane.	5/22/2018 4:41 PM

**Q4 The Board, working through the Chancellor, consulted with the District Consultation Council and the Citizens Advisory Council; and reached out to other community groups to ensure effective communication and collaboration (Board Performance Goal 4).**

Answered: 5 Skipped: 0



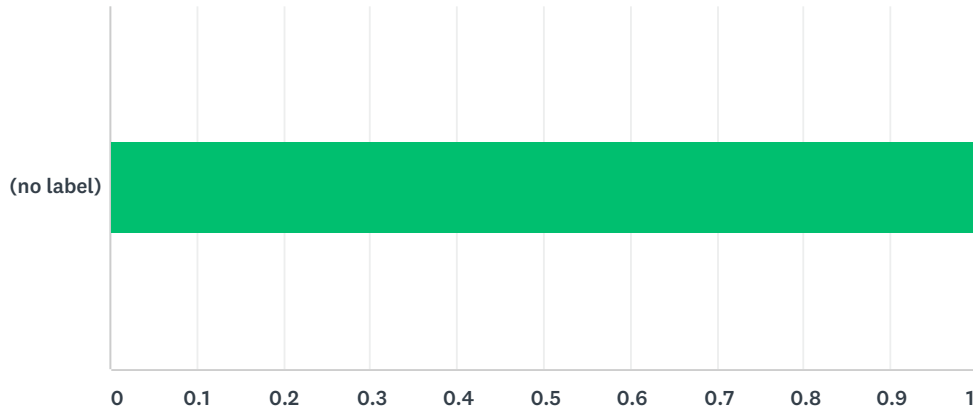
	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	80.00%	20.00%	0.00%	5	0.80
	4	1	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	The listens to a diverse groups of people before making important decisions.	5/24/2018 11:41 AM
2	The Citizens Advisory Council would benefit from a change in the agenda and mix of members	5/22/2018 10:06 PM
3	We need to do better here.	5/22/2018 4:41 PM



**Q5 The Board supported the Chancellor in implementing efforts of Student Success, accreditation, budget, Guided Pathways, Strong Workforce, and measurements of institutional effectiveness (Board Performance Goal 5).**

Answered: 5 Skipped: 0

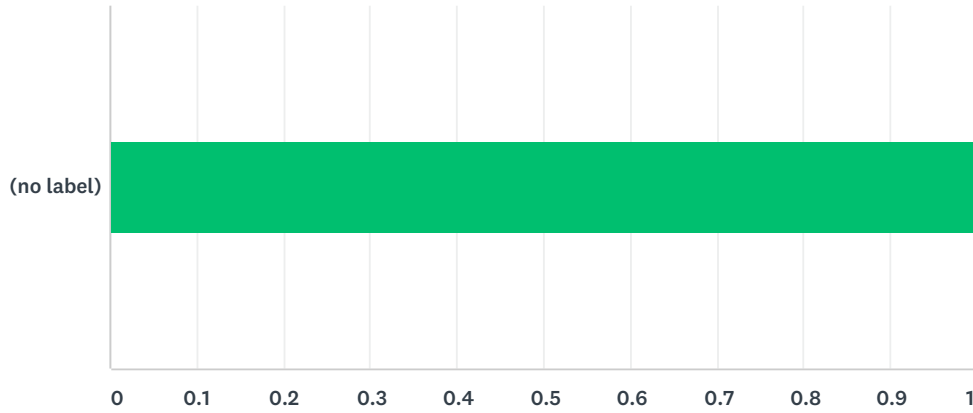


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	0.00%	5	1.00
	5	0	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
	There are no responses.	

**Q6 The Board continued its leadership and training roles and promoted the visibility and desirability of the District and its colleges (Board Performance Goal 6).**

Answered: 5 Skipped: 0

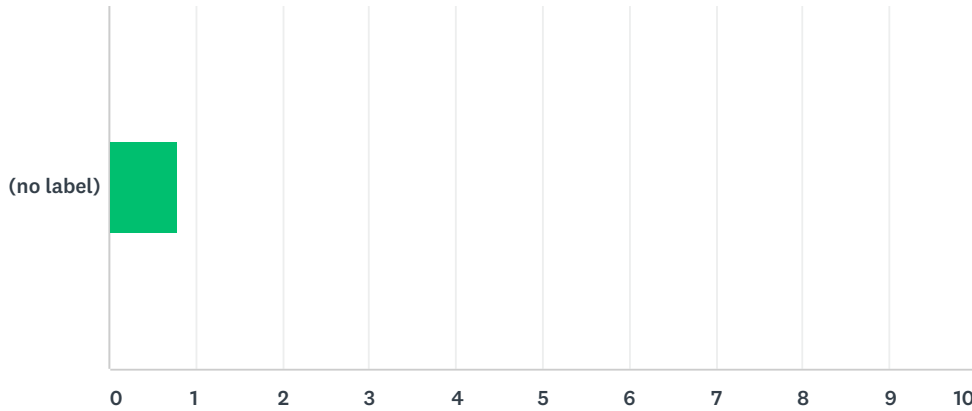


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	0.00%	5	1.00
	5	0	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	The board is active in these areas.	5/24/2018 11:41 AM
2	The board continues to hold state leadership positions and present at conferences regularly.	5/22/2018 4:41 PM

**Q7 The Board supported quality enrollment management efforts through active community engagement including meeting with the Citizens Advisory Council; local school district, college, and university outreach; and participation in County of Ventura public agency events to promote and support the VCCCD (Board Goal 1).**

Answered: 5 Skipped: 0

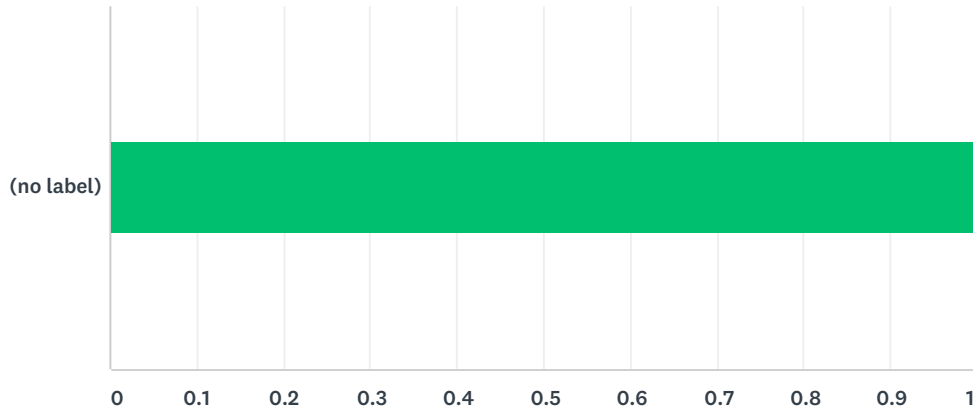


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	80.00% 4	20.00% 1	0.00% 0	5	0.80

#	OBSERVATION AND RECOMMENDATION:	DATE
1	The board needs to make a better effort to go to K-12 board meetings and city council meetings as a reminder of our part in the community's economic wellbeing and look for closer working partnerships throughout the county.	5/22/2018 4:41 PM

**Q8 The Board assisted the Chancellor in establishing connections with individuals and organizations across Ventura County with a strong focus on establishing VCCCD as a leader in economic and workforce development (Board Goal 2).**

Answered: 5 Skipped: 0

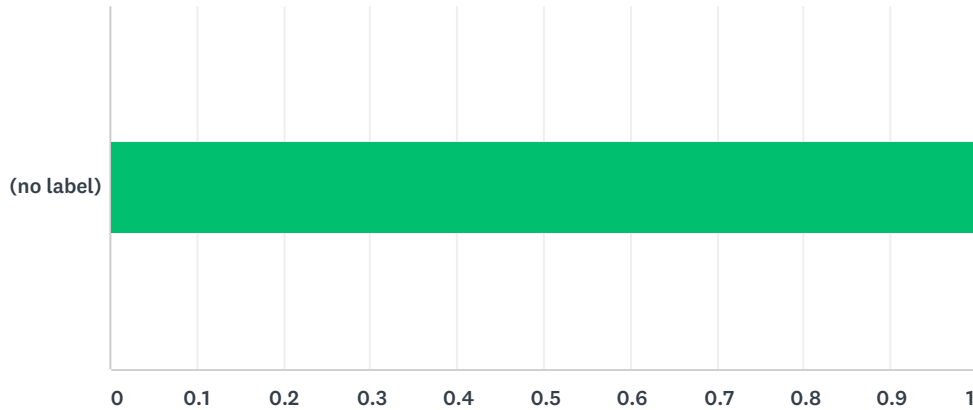


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	0.00%	5	1.00
	5	0	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	The next step is to engage employer organizations such as the Chambers ofCommerce and Rotary International and faith-based organizations.	5/22/2018 10:06 PM

**Q9 The Board approved District/Board-level student success and performance metrics that integrate college performance metrics into VCCCD annual, three-year, and six-year goals for the measures that includes annual review of progress (Board Goal 3).**

Answered: 5 Skipped: 0

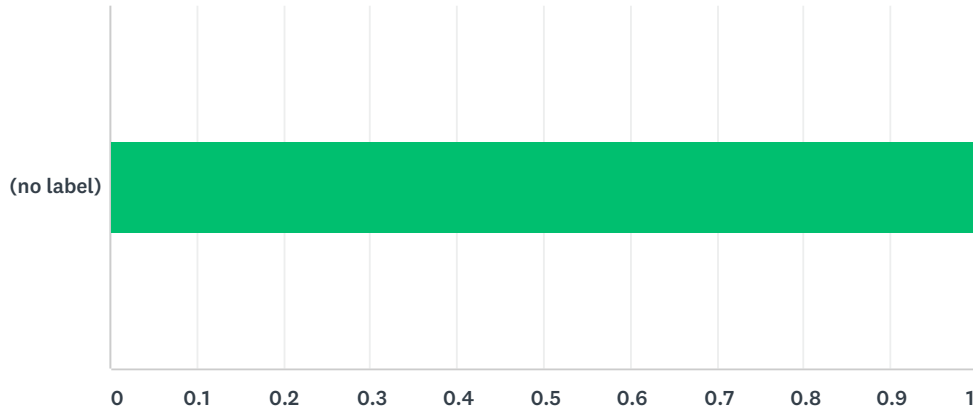


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	0.00%	5	1.00
	5	0	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	There has been significant progress with this goal.	5/22/2018 10:06 PM
2	As a board we continue to improve our measurement tools and using them.	5/22/2018 4:41 PM

**Q10 The Board acts as a cohesive unit and complies with its Code of Ethics policy and Conflict of Interest Policy and corrects the conduct of Board members who violate these policies.**

Answered: 5 Skipped: 0

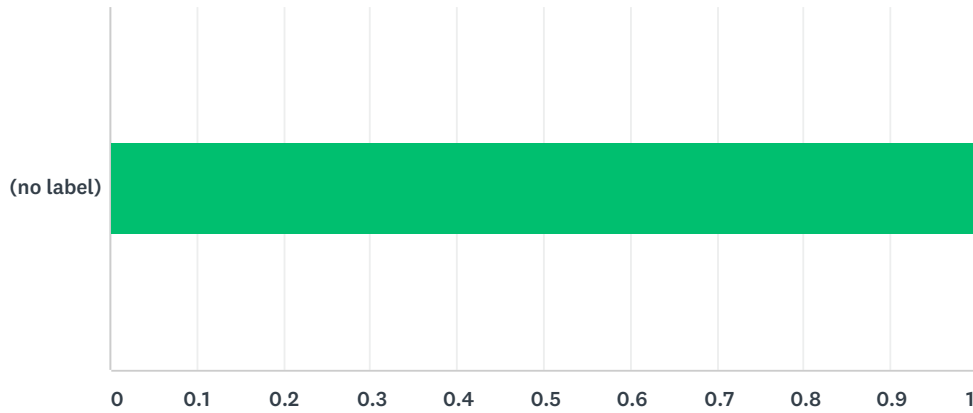


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	0.00%	5	1.00
	5	0	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	The board work well with one another and is effective at complying with its code of ethics.	5/24/2018 11:41 AM
2	The Board has become more cohesive over the last year.	5/22/2018 10:06 PM

## Q11 Board meetings are efficient and professional with civility and respect.

Answered: 5 Skipped: 0

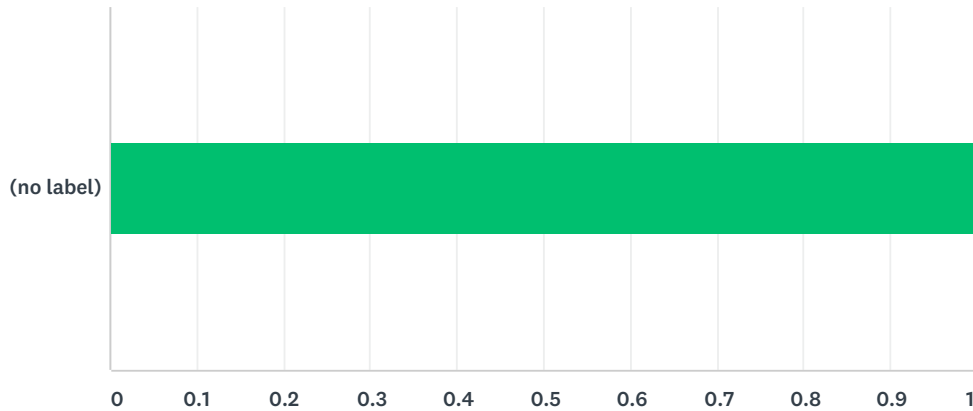


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	0.00%	5	1.00
	5	0	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	Everyone is treated with respect. Meetings are efficient.	5/24/2018 11:41 AM
2	The Chair has demonstrated remarkable civility and respect to all stakeholders.	5/22/2018 10:06 PM

# Q1 The Board supported achieving diversity within the District and its colleges (Board Performance Goal 1).

Answered: 8 Skipped: 0



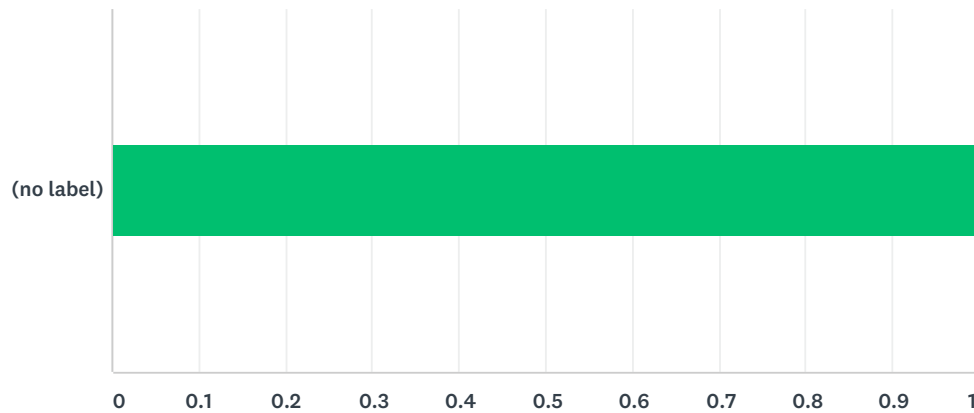
	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	87.50%	0.00%	12.50%	8	1.00
	7	0	1		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	The Board understands and supports the effort to achieve employment diversity.	5/22/2018 4:14 PM
2	Board members have publicly supported diversity during board meetings; specifically with gender and ethnicity.	5/9/2018 2:58 PM



## Q2 The Board served as an effective policy-making body (Board Performance Goal 2).

Answered: 8 Skipped: 0

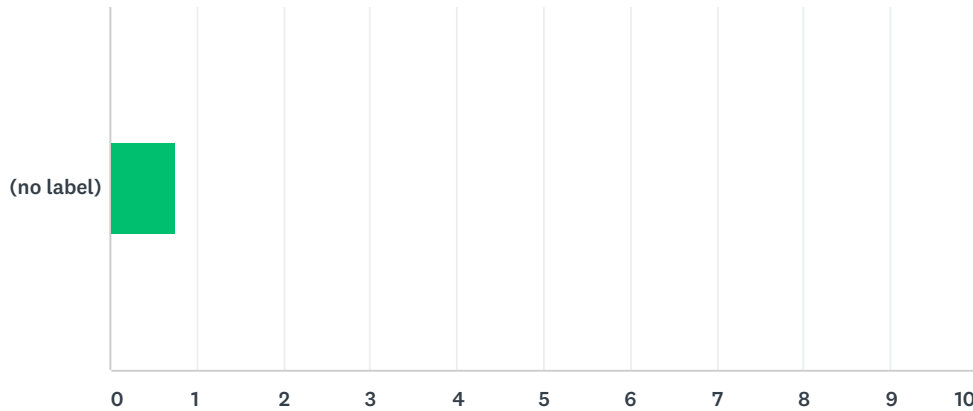


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	87.50%	0.00%	12.50%	8	1.00
	7	0	1		

#	OBSERVATION AND RECOMMENDATION:	DATE
	There are no responses.	

### Q3 The Board respected the District and the Colleges' governance structures and processes (Board Performance Goal 3).

Answered: 8 Skipped: 0

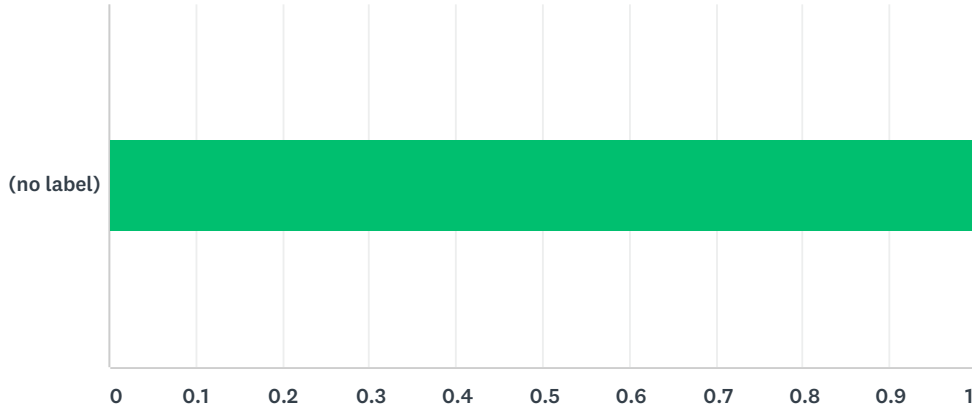


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	75.00%	25.00%	0.00%	8	0.75
	6	2	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	Most members of the board do, however it has been noticed that there have been times where the board would like to be involved in ways that disrespect our process and structure.	5/22/2018 2:58 PM
2	Board still struggles with this issue. Autonomy in hiring should be a college issue.	5/9/2018 2:58 PM

**Q4 The Board, working through the Chancellor, consulted with the District Consultation Council and the Citizens Advisory Council; and reached out to other community groups to ensure effective communication and collaboration (Board Performance Goal 4).**

Answered: 8 Skipped: 0

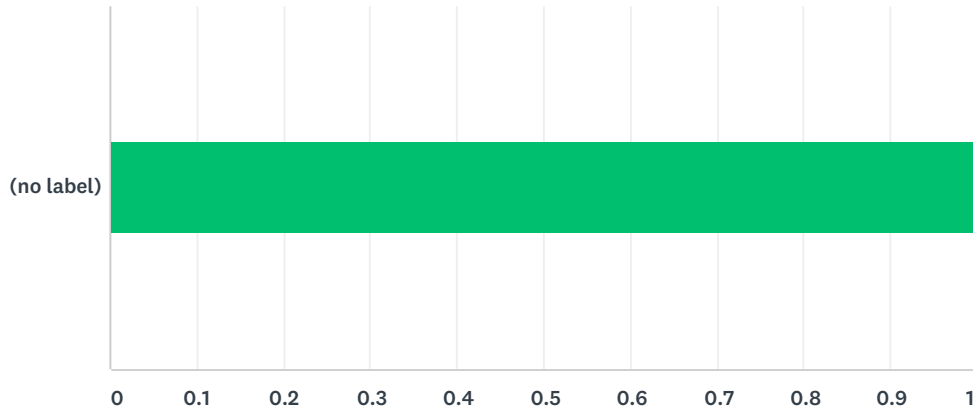


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	62.50%	0.00%	37.50%	8	1.00
	5	0	3		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	They are really making an effort to improve this and although we must all still work at it progress is being made by the Board.	5/28/2018 9:44 AM

**Q5 The Board supported the Chancellor in implementing efforts of Student Success, accreditation, budget, Guided Pathways, Strong Workforce, and measurements of institutional effectiveness (Board Performance Goal 5).**

Answered: 8 Skipped: 0

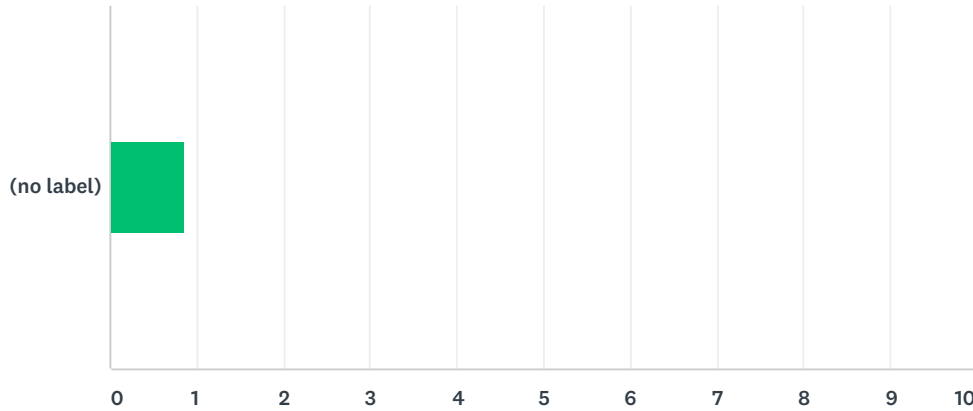


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	0.00%	8	1.00
	8	0	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
	There are no responses.	

## Q6 The Board continued its leadership and training roles and promoted the visibility and desirability of the District and its colleges (Board Performance Goal 6).

Answered: 8 Skipped: 0

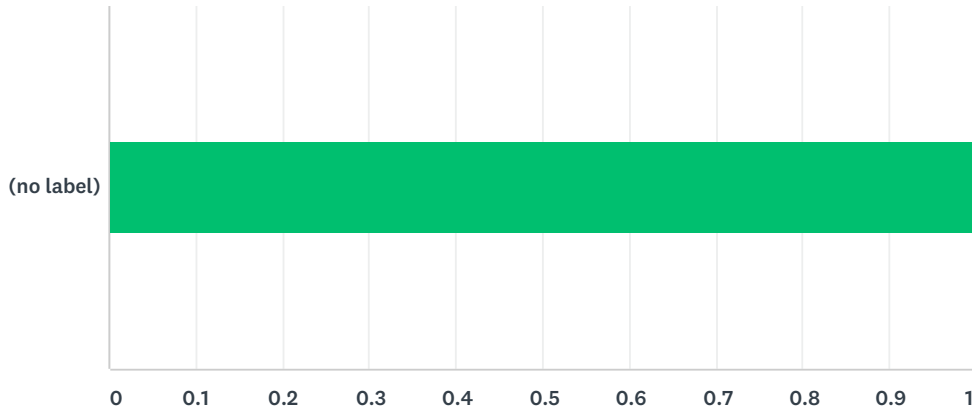


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	75.00% 6	12.50% 1	12.50% 1	8	0.86

#	OBSERVATION AND RECOMMENDATION:	DATE
1	<p>Yes, as this question is probably written - for the trustees' work in state meetings, etc. But no in the crucial internal area of pay and benefits and this is perhaps the most important long-term issue for our district over the coming years. VCCCD is no longer competitive as an employer, whether for faculty, classified staff, or management. Coming up with a thought-through plan to address this should be the Board's top priority next year, to be implemented over the next five or so years. Ignoring it or dealing with the issue indirectly as it comes up is not working. We look to the Board to drive this conversation; what is our goal for salaries and benefits in the long term? What do we all need to do/give up to get there? Then the Board can lead the Chancellor and his team in implementing this overall vision and get it through. This is currently our biggest challenge; we could always rely on the best candidates for our positions from which we could be among the best districts in the state. This is no longer true and we are hemorrhaging talent in all fields.</p>	5/28/2018 9:44 AM

**Q7 The Board supported quality enrollment management efforts through active community engagement including meeting with the Citizens Advisory Council; local school district, college, and university outreach; and participation in County of Ventura public agency events to promote and support the VCCCD (Board Goal 1).**

Answered: 8 Skipped: 0

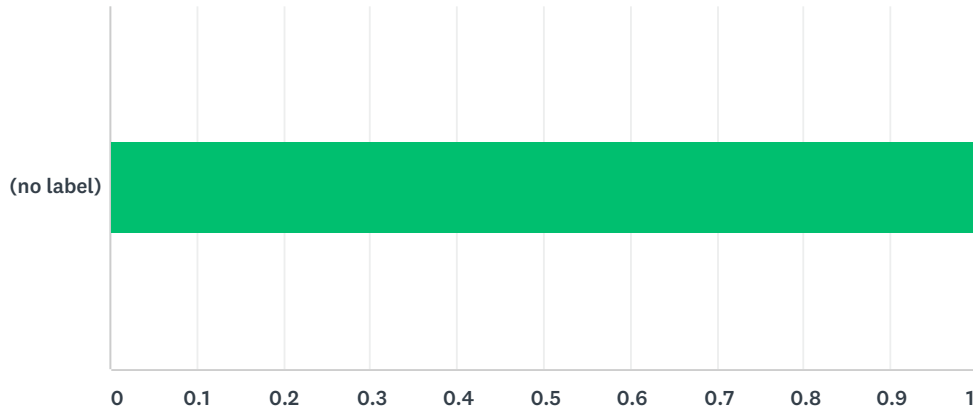


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	62.50%	0.00%	37.50%	8	1.00
	5	0	3		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	Again, more could be done here by us all - including the Trustees.	5/28/2018 9:44 AM

**Q8 The Board assisted the Chancellor in establishing connections with individuals and organizations across Ventura County with a strong focus on establishing VCCCD as a leader in economic and workforce development (Board Goal 2).**

Answered: 7 Skipped: 1

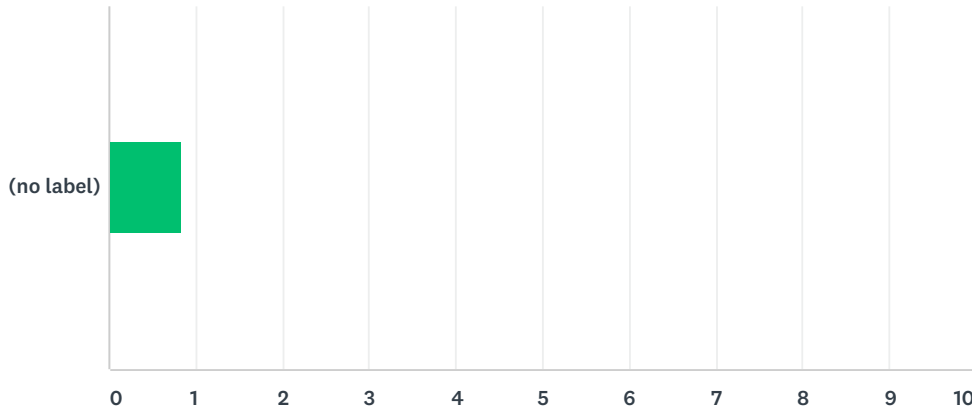


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	57.14%	0.00%	42.86%		
	4	0	3	7	1.00

#	OBSERVATION AND RECOMMENDATION:	DATE
1	The Board is supporting the workforce efforts of the Chancellor and his team at the DAC; there is still a real gap between the DAC and the colleges where most of this work should be operating from to be most effective. I am hopeful for the new district Career Education Committee and this coordination across the colleges should be a focus for next year.	5/28/2018 9:44 AM

**Q9 The Board approved District/Board-level student success and performance metrics that integrate college performance metrics into VCCCD annual, three-year, and six-year goals for the measures that includes annual review of progress (Board Goal 3).**

Answered: 7 Skipped: 1



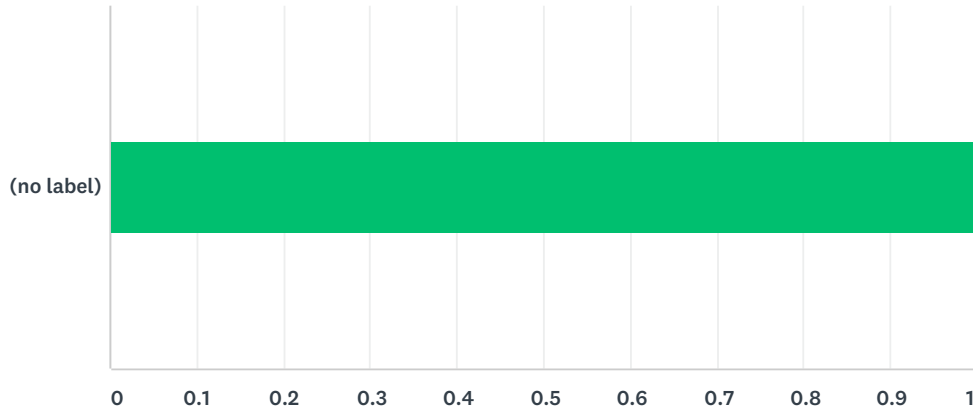
	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	71.43%	14.29%	14.29%		
	5	1	1	7	0.83

#	OBSERVATION AND RECOMMENDATION:	DATE
1	Yes, and it is all changing this year! It is however a great opportunity for the Board (and us all) to learn more about the new state metrics and how they will work as we integrate them within our district goals.	5/28/2018 9:44 AM



**Q10 The Board acts as a cohesive unit and complies with its Code of Ethics policy and Conflict of Interest Policy and corrects the conduct of Board members who violate these policies.**

Answered: 8 Skipped: 0

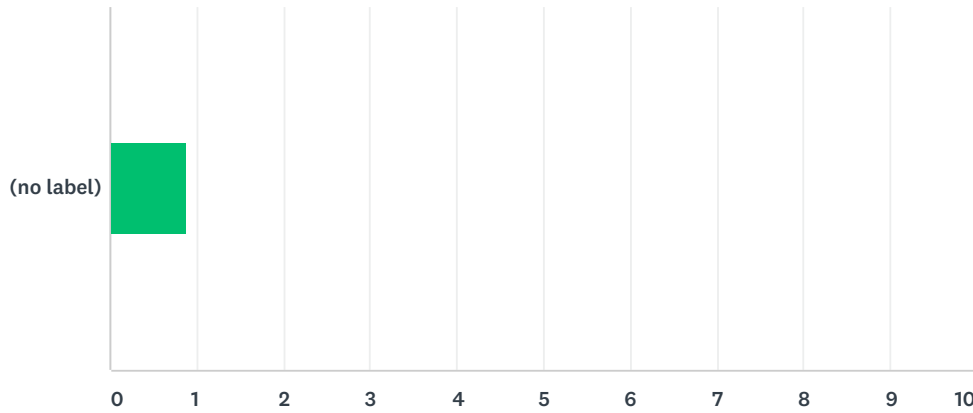


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	100.00%	0.00%	0.00%	8	1.00
	8	0	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	Absolutely.	5/28/2018 9:44 AM

## Q11 Board meetings are efficient and professional with civility and respect.

Answered: 8 Skipped: 0

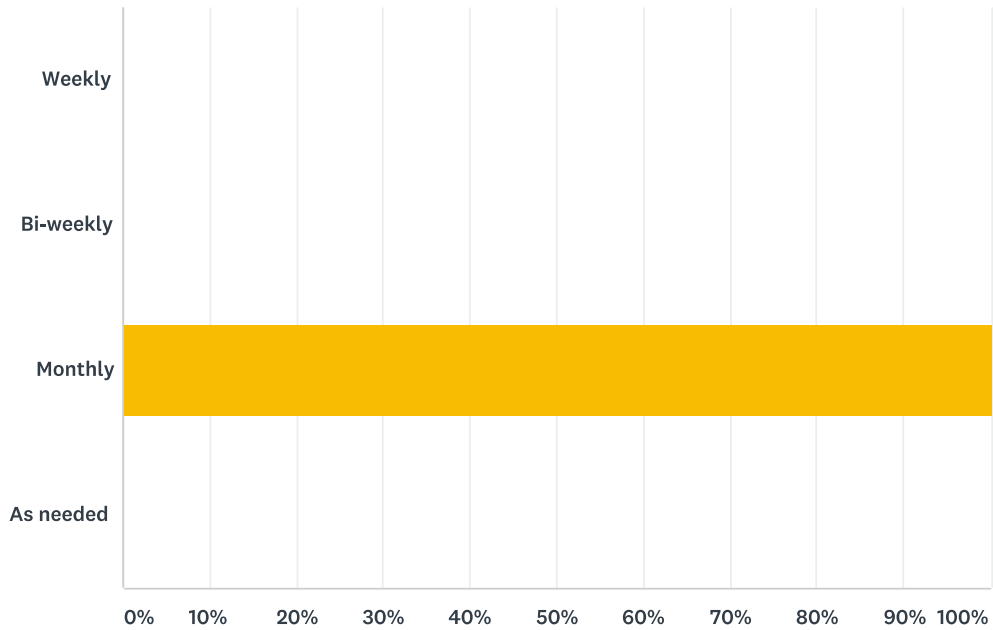


	AGREE	DISAGREE	NO OPINION	TOTAL	WEIGHTED AVERAGE
(no label)	87.50%	12.50%	0.00%	8	0.88
	7	1	0		

#	OBSERVATION AND RECOMMENDATION:	DATE
1	The efficiency and timeliness of the meetings does vary by chair. Most important however the meetings and the trustees are always civil and respectful; thank you so much for setting an example from the top.	5/28/2018 9:44 AM
2	The board meetings run excessively long at the moment. The meetings could move at a quicker pace, perhaps with a set end time.	5/22/2018 2:58 PM

## Q1 How often did the committee meet?

Answered: 7 Skipped: 0

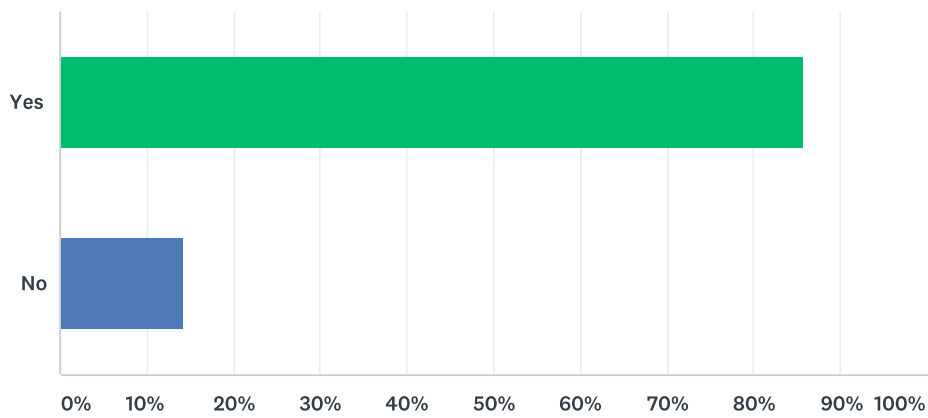


ANSWER CHOICES	RESPONSES
Weekly	0.00% 0
Bi-weekly	0.00% 0
Monthly	100.00% 7
As needed	0.00% 0
TOTAL	7

#	SHOULD IT MEET MORE FREQUENTLY? LESS FREQUENTLY? IF SO, WHY?	DATE
	There are no responses.	

**Q2 Does the committee charge reflect the business of the committee?**  
 (Charge provided below.)"The District Consultation Council is the representative body designed to facilitate cross-District communication, support the governance processes at each College, and assist in District governance as described in the accreditation standards. The District Consultation Council facilitates and integrates communication across the four sites of the District by:--Reviewing the Board agenda prior to action by the Trustees; --Recommending appropriate participatory governance structures for the District, and monitoring and assessing effectiveness of the implementation of said governance structures; and --Receiving and analyzing recommendations from College governance bodies and determining the appropriate next step for such recommendation.

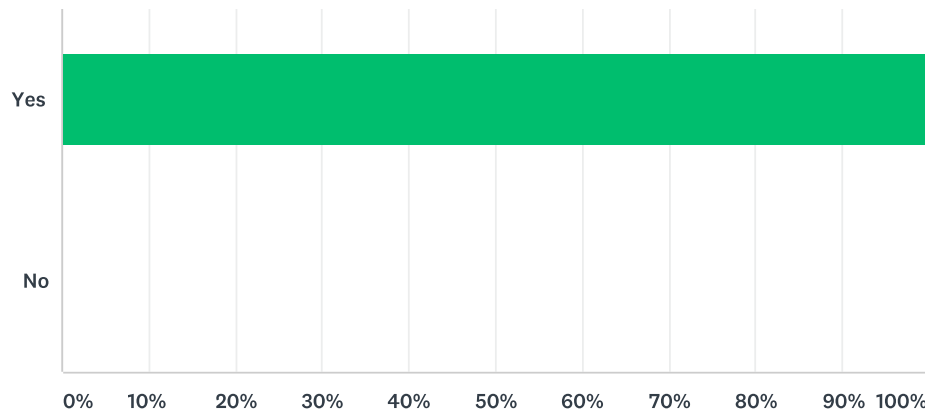
Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	85.71%	6
No	14.29%	1
TOTAL		7

### Q3 Is the committee environment conducive to open discussion of relevant issues?

Answered: 7 Skipped: 0

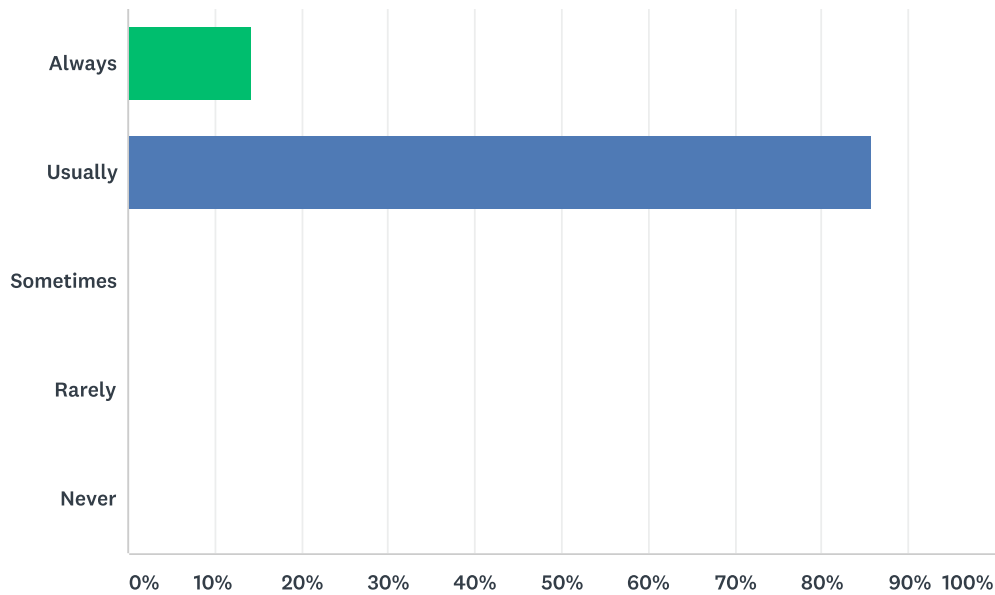


ANSWER CHOICES	RESPONSES	
Yes	100.00%	7
No	0.00%	0
TOTAL		7

#	IF "NO," PLEASE EXPLAIN YOUR RESPONSE.	DATE
1	Thank you to the chancellor for listening to our important issues, even when he disagrees with a different perspective. I feel I can bring them up.	5/6/2018 4:21 PM
2	Since the new Chancellor has been leading the committee, the meetings have been more opened to differing points of views and feedback provided.	4/30/2018 5:18 PM

## Q4 Are the issues brought to the committee effectively addressed in a timely manner?

Answered: 7 Skipped: 0

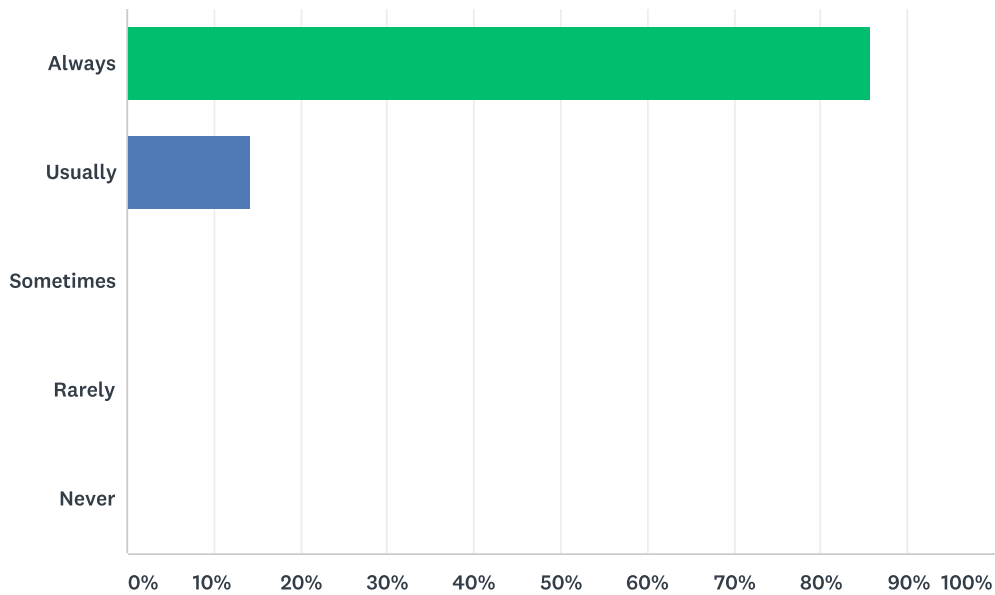


ANSWER CHOICES	RESPONSES
Always	14.29% 1
Usually	85.71% 6
Sometimes	0.00% 0
Rarely	0.00% 0
Never	0.00% 0
<b>TOTAL</b>	<b>7</b>

#	PLEASE EXPLAIN YOUR RESPONSE.	DATE
1	Sometimes we have to wait for other constituents to be ready to move forwards.	5/6/2018 4:21 PM
2	Usually because depending on which Vice-Chancellor or Director needs to respond, the feedback back to the group is delayed.	4/30/2018 5:18 PM

## Q5 Are the committee's agendas posted and accessible in an easy and timely manner?

Answered: 7 Skipped: 0

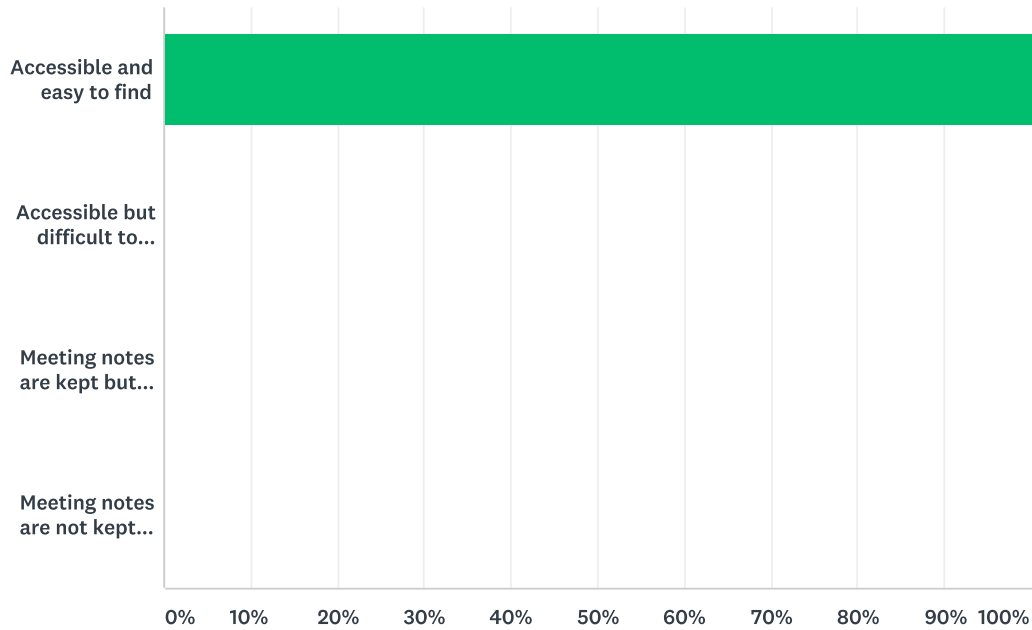


ANSWER CHOICES	RESPONSES
Always	85.71% 6
Usually	14.29% 1
Sometimes	0.00% 0
Rarely	0.00% 0
Never	0.00% 0
<b>TOTAL</b>	<b>7</b>

#	PLEASE EXPLAIN YOUR RESPONSE.	DATE
1	One exception this year - thanks to Laura for keeping us all informed in a timely manner so we can prepare adequately.	5/6/2018 4:21 PM
2	Group receives timely emails and reminders! This is great!	4/30/2018 5:18 PM

## Q6 Are the committee meeting notes readily accessible?

Answered: 7 Skipped: 0



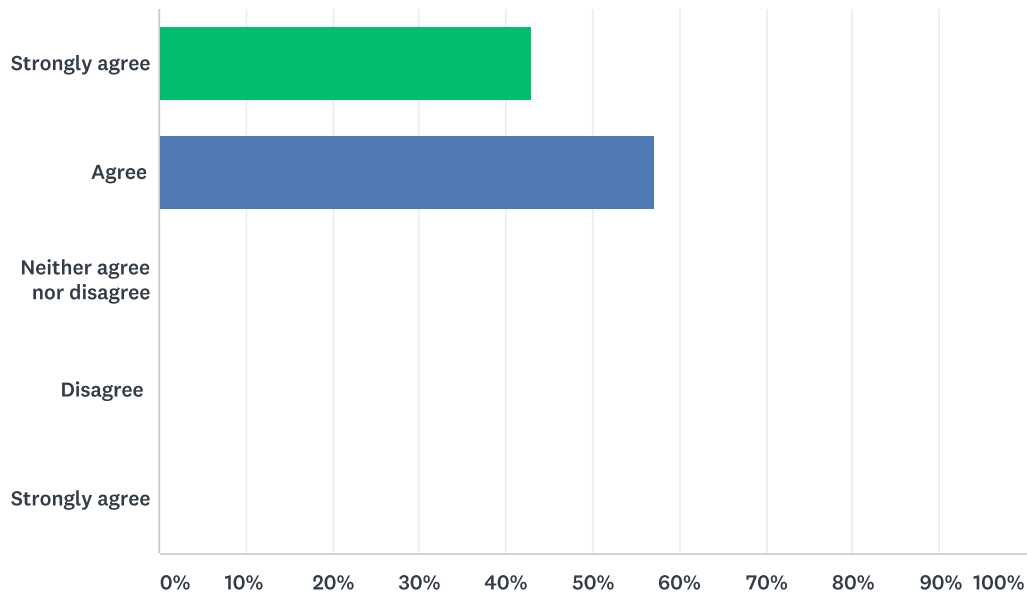
ANSWER CHOICES	RESPONSES	
Accessible and easy to find	100.00%	7
Accessible but difficult to find	0.00%	0
Meeting notes are kept but not posted	0.00%	0
Meeting notes are not kept (that I am aware of)	0.00%	0
<b>TOTAL</b>		<b>7</b>

#	PLEASE EXPLAIN YOUR RESPONSE.	DATE
	There are no responses.	



### Q7 To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	42.86%	3
Agree	57.14%	4
Neither agree nor disagree	0.00%	0
Disagree	0.00%	0
Strongly agree	0.00%	0
<b>TOTAL</b>		<b>7</b>

#	PLEASE EXPLAIN YOUR RESPONSE.	DATE
1	I agree to the extent when the data provided is accurate and questions on governance processes are answered to the full-extent it can be answered. Some of the Vice-Chancellors seem annoyed when questions are asked about their area and it reduces the open communication Chancellor Gillespies is trying to establish in the group.	4/30/2018 5:18 PM

## Q8 What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

Answered: 3 Skipped: 4

#	RESPONSES	DATE
1	Better communication and filtering of information to college faculty and classified as well as between colleges.	5/7/2018 7:01 PM
2	I am still unsure how the committee will effectively handle issues that previously came under the planning/accreditation committee, but so far it is working okay. For next year I am concerned about the lack of a DCAP for the compressed calendar discussion; I am not sure if taking it through both DTRW-I and DTRW-SS will be effective but I am certainly ready to give it a go!	5/6/2018 4:21 PM
3	The issues seem to be around the data provided from the fiscal side and H.R. side. Need more data in advance and/or written communication in advance from these folks. Sometimes, nothing is provided except what's on the agenda so one leaves the meeting wondering if what we asked will ever be followed-up on and will we get a formal update. Also, the Vice-Chancellors should not get annoyed when committee folks ask questions that involve their areas.	4/30/2018 5:18 PM

**Q9 Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.**

Answered: 2 Skipped: 5

#	RESPONSES	DATE
1	Compressed calendar How to make our district competitive again in salaries and benefits for all employees	5/6/2018 4:21 PM
2	If an item is on the Board agenda and the documentation is missing at the time of the DCCC, please send out documentation ASAP to the whole group. Seems like Vice-Chancellors do not want to provide the follow-up thus it hinders open and transparent communication among the group.	4/30/2018 5:18 PM

**Ventura College Surveys**

Term	Title/Description	Population	Mode	Frequency
Summer 2017	First Year Experience (FYE) Summer Orientation	Students	Paper	Annual
Summer 2017	New Classified Professionals Orientation Evaluation	Employees	Paper	Annual
Summer 2017	Student Connect Center Campus Tour	Students	Paper	One time
Fall 2017	All-College Day Evaluation	Employees	Paper	Annual
Fall 2017	BRC Equipment Prioritization	Employees	Online	Annual
Fall 2017	Open Education Resource Professional Development Day	Employees	Paper	Annual
Fall 2017	Satisfactory Academic Progress (SAP) Workshop Quiz and Survey	Students	Paper	Annual
Fall 2017	Training & Tours Evaluation	Employees	Online	Annual
Fall 2017	College Planning Retreat	Employees	Paper	As Needed
Fall 2017	2017-2020 Strategic Plan Feedback	Employees	Online	One time
Fall 2017	ATET Skills Survey Applied Technology courses feedback session	External Advisory Group	Paper & Online	One time
Fall 2017	Guided Pathways Self-Assessment Survey	Employees	Online	One time
Fall 2017	Men of Color Workshop - Professional Development Evaluation	Employees	Paper	One time
Spring 2018	Diversity in Culture Festival Session Evaluation	Students	Paper	Annual
Spring 2018	Dreamers Set Your Course event - Financial Aid	Students	Paper	Annual
Spring 2018	Program Review - Business Admin Services and Library	Employees and Students	Online	Annual
Spring 2018	Program Review - Student Services - Six Factors Surveys	Students	Paper	Annual
Spring 2018	SSC Evaluation	Employees	Online	Annual
Spring 2018	VC Corporate Games Interest Survey	Employees	Online	Annual
Spring 2018	2017-2020 Strategic Plan Feedback	Employees	Online	One time
Spring 2018	Academic Senate End of Year Survey	Employees	Online	One time
Spring 2018	Academic Senate Faculty Awards Survey	Employees	Online	One time
Spring 2018	Academic Senate Graduation Mace Bearer Nomination Survey	Employees	Online	One time
Spring 2018	English Dept Tutoring Services Survey	Employees	Online	One time
Spring 2018	Food Insecurity Survey	Students	Online	One time
Spring 2018	Food Services/Cafeteria Needs Survey	Employees and Students	Online	One time
Spring 2018	Presidential Candidate Forum Survey	Employees and Students	Online	One time
Spring 2018	Spring 2019 Schedule Timeline Survey	Employees	Online	One time
Spring 2018	SSC 2017-2018 RFP Rubric	Employees	Online	One time
Spring 2019 (Planned)	District Student Perceptions Survey	Students	Online	Every Other Spring
Spring 2020 (Planned)	CCSSE	Students	Paper	Every Other Spring

Hi Laura,

The CCSSE (pronounced SESI ) survey was last administered at Moorpark College in Spring 2016. Due to funding, we did not join the consortium for administering it again in Spring 2018. We had done 3 administrations – Spring 2012, Spring 2014, Spring 2016. We plan to administer the CCSSE again in Spring 2019.

Thanks,  
Julius

Julius Sokenu, Ed.D  
Vice President of Academic Affairs  
[jsokenu@vcccd.edu](mailto:jsokenu@vcccd.edu)



# Ventura County Community College District

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DR. GREG GILLESPIE  
CHANCELLOR

May 30, 2018

VCCCD IEPI Plan and PRT Support Request – Letter of Interest

**1. Institution Name:** Ventura County Community College District (VCCCD)

**2. Description of Areas that Your Institution is Doing Well:**

The VCCCD is comprised of three colleges (Moorpark, Oxnard, and Ventura) and the District Office in Camarillo. Moorpark and Ventura Colleges have participated in IEPI and PRT visits to support progress on identified focus areas. The VCCCD is doing well in the following areas:

- Enrollment Management – Concerted efforts have been made to proactively use data for schedule planning and adjustments. Enrollment management is maintained as an ongoing topic for review and action at college and District level committees and teams. Next steps include developing rolling two year schedules, common course numbers, and a District-wide listing of available online courses.
- Program Review and Resource Allocation – Each of the colleges have well- structured processes for program review with resource allocation tied to strategic plan objectives. The District Office service areas will begin to develop service unit reviews.
- Communication and Marketing – The District Office has prioritized the development and implementation of marketing objectives to provide timely messaging and marketing to help recruit new and retain current students. This includes new and expanded use of various types of social media, emails, and texting.

**3. VCCCD Areas of Focus for PRT Assistance:**

- A. Organizational Structure and Implementation Processes for District Services – The District Office provides a number of services to support the ongoing work at the colleges and the District Office. These service areas include Human Resources, Business and Administrative Services, Information Technology, Communications and Marketing, and Workforce and Economic Development. There are opportunities to improve institutional effectiveness by analyzing and developing recommendations that lead to structures and processes that integrate resources and processes to provide effective and efficient support across these critical areas. The analysis and recommendations can include consideration of needed new positions to best meet current and expected needs and priorities.
- B. District-Wide Support for Ventura County Workforce and Economic Development – The VCCCD has recently formed a District-Wide Career Education Committee. This committee

has been established to provide a forum for all three colleges and the District Office to engage in planning, connecting with employers, and recommending programming to meet county workforce needs. The committee will be developing a five-year strategic plan for VCCCD Career Education. Review and support of the committee structure and function as well as suggestions on the strategic plan development will help the VCCCD better support workforce and economic development.

- C. Establish District-Level Student Success and Service Area Performance Metrics – It is important to identify key District-level student success measures and service area performance measures to demonstrate progress towards meeting VCCCD Strategic Plan Goals and Objectives. The student success measures would roll up from college level data for credit and non-credit classes and programs. The service area performance measures will be incorporated into planned service unit reviews and provide direct indication of meeting defined goals and service expectations.

**4. Description of the Rationale for These Focus Areas:**

- A. Organizational Structure and Implementation Processes for District Services – It can be challenging to conduct an internal self-assessment for organizational structure and process improvement. The PRT review and support can help in the development of a plan for effective analysis, recommendation, and implementation of changes leading to improvement in function of these critical service areas.
- B. District-Wide Support for Ventura County Workforce and Economic Development – The VCCCD is in the unique position of including three colleges that serve all of Ventura County. It is important that we integrate and leverage our resources within the District and well as with diverse organizations in the county to serve workforce and economic development needs. PRT review and support of our committee structure and function and strategic plan development will help direct efforts leading to productive outcomes.
- C. Establish District-Level Student Success and Service Area Performance Metrics – The District level metrics will provide the opportunity for strategic discussion with the Board of Trustees focused on measureable outcomes. These outcomes will illustrate the effective use of resources and establishment of structures leading to improvement. The possible incorporation of a performance based funding model for community colleges further supports the need for identification and alignment of performance metrics tied to performance funding factors.

**5. Ideal Time for the First Visit:** Early to mid-October

**6. Signature**



Greg R. Gillespie, Chancellor  
Ventura County Community College District