

# Board of Trustees Ventura County Community College District

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**Stephen P. Blum**  
Vice Chair

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Trustee

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Trustee

**Larry O. Miller**  
Trustee

**Nick Turner**  
Student Trustee

**James M. Meznik**  
Chancellor/Secretary to the Board



## **POLICY COMMITTEE MEETING ORDER OF THE AGENDA FOR THE MEETING OF November 12, 2009 3:00 p.m.**

**Ventura County Community College District Office, Conference Room 127  
255 W. Stanley Avenue, Suite 150  
Ventura, CA 93001**

CALL TO ORDER

PUBLIC COMMENTS

Limit: three minutes per person and 30 minutes per topic.

AGENDA ITEMS:

- **Review of the following Board Policies:**
  - BP 2135 – Board Officer Rotation
  - BP 2425 – Board/District Planning
  - BP 2347 – Order of Public Procedure
  - BP 2430 – Delegation of Authority to Chancellor (*revised*)
  - BP 6100 – Delegation of Authority (*deleted in its entirety*)
  - BP 7110 – Delegation of Authority (*deleted in its entirety*)

- **Review of the following Administrative Procedures**  
AP 2431 – Recruitment and Hiring: Chancellor  
AP 7211 – Minimum Qualifications and Equivalencies  
AP 7367 – Employee Rehiring Prohibition

ADJOURNMENT

*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 Chancellor James Meznik, Ph.D., VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.*

## VCCCD Board Policy Manual

Book: VCCCD Board Policy Manual  
Section: Chapter 2 Board of Trustees  
Title: BP 2135 Board Officer Rotation  
Number: 2135  
Status: Proposed  
Legal:  
Adopted:  
Last Revised:  
Last Reviewed:

### Policy Detail

The Board Chair and Vice Chair shall be seated at the Board's Organizational Meeting held annually in December. The term of the appointment shall be for one calendar year. The Chair and Vice Chair shall be filled in order of the numbered area of the District they represent (i.e., Area 1 representative will be Chair; Area 2 representative will be Vice Chair). Upon term completion, the next sequential numbered area will move up (i.e., Area 2 representative will be Chair; Area 3 will be Vice Chair). This process will be repeated until all members have had the opportunity to be Board Chair and Vice Chair.

Created on Today at 04:24 PM by Patti Blair. Last update on 11/06/2009 by Patti Blair.

## VCCCD Board Policy Manual

Book: VCCCD Board Policy Manual  
Section: Chapter 2 Board of Trustees  
Title: BP 2425 Board/District Planning  
Number: 2425  
Status: Proposed  
Legal:  
Adopted:  
Last Revised:  
Last Reviewed:

### **Policy Detail**

The Chancellor will ensure that the Board is engaged in Districtwide Strategic Planning. The Chancellor will prepare appropriate administrative procedures to ensure the Board participates effectively in Districtwide Strategic Planning.

Created on 10/29/2009 at 01:38 PM by Patti Blair. Last update on 11/06/2009 by Patti Blair.

Book: VCCCD Board Policy Manual  
Section: Chapter 2 Board of Trustees  
Title: BP 2347 Order of Public Procedure  
Number: 2347  
Status: Proposed  
Legal:  
Adopted:  
Last Revised:  
Last Reviewed:

**Policy Detail**

Community colleges operate within a distinguished history and culture of academic civility. Elected members of the Governing Board shall be introduced and speak in the following order at District public and ceremonial activities/events:

1. Chairman of the Board
2. Vice Chairman of the Board
3. Members at large in alphabetical order

Changes in this order may be authorized in response to member requests to the Chairman.

Created on Today at 08:49 AM by Patti Blair. Last update on 11/06/2009 by Patti Blair.

BP 2430 Delegation of Authority to Chancellor

Reference: ***Education Code Sections 70902(d), 72400; Accreditation Standard IV.B.1.J; IV.B.2***

~~The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.~~ full authority to operate and control District business consistent with law and California regulations. The Chancellor has the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. The Governing Board shall not delegate any power that is expressly made non-delegable by statute.

The Chancellor has the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See Board Policy 6340). The Chancellor shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

The Chancellor has the authority to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations, board policies, administrative procedures, Personnel Commission Rules and collective bargaining agreements have been followed and these actions are subject to confirmation by the Board.

The Chancellor may delegate any powers and duties entrusted to him or her by the Board including the administration of colleges and centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action as soon as practicable and to recommend written board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Chancellor.

BP 2430 (continued)

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be provided to all trustees.

The Chancellor shall act as the professional advisor to the Board in policy formation.

~~BP 6100 Delegation of Authority~~

~~Reference:~~

~~Education Code Sections 70902(d); 81655, 81656~~

~~The Board delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.~~

~~No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See Board Policy 6340).~~

~~The Chancellor shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.~~

~~See Administrative Procedure 6100~~

Adopted: October 9, 2007  
Revised: \_\_\_\_\_  
Revised: \_\_\_\_\_  
Revised: \_\_\_\_\_

Revised: \_\_\_\_\_ 2  
Revised: \_\_\_\_\_  
Revised: \_\_\_\_\_  
Revised: \_\_\_\_\_



## ~~BP 7110 Delegation of Authority~~

~~Reference:~~

***Education Code Section 70902(d)***

~~The Board delegates authority to the Chancellor to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations, board policies, administrative procedures. Personnel Commission Rules and collective bargaining agreements have been followed and these actions are subject to confirmation by the Board. The Governing Board shall not delegate any power that is expressly made non-delegable by statute.~~

AP 2431 Recruitment and Hiring: Chancellor  
Reference: (get from BP 2431)

## **SELECTION PROCEDURES FOR CHANCELLOR (CHIEF EXECUTIVE OFFICER)**

The following practices shall be followed for the recruitment and selection of the Chancellor.

### **NOTIFICATION OF VACANCY/RECRUITMENT STRATEGY**

Upon notification of a Chancellor vacancy, the Board Chair informs the Trustees of the need to secure new District leadership. Vacancy notification shall be provided in the form of Board receipt of the Chancellor's resignation, retirement, contract buyout, or information regarding death or departure for special circumstances. At its earliest opportunity, the Board considers, as part of its public deliberations, the approach it wishes to use for the selection of a succeeding Chancellor. The Board, by formal action, determines whether it wishes to contract for an external recruitment firm, utilize the District's Human Resources Department for a District conducted search, or utilize a combination of contracted recruitment firm and Human Resources Department support services. Should the Board choose to contract for external recruitment services exclusively, the Vice Chancellor, Human Resources serves as the Board's liaison to the firm.

### **EXTERNALLY-CONDUCTED RECRUITMENT**

In the event an external recruitment firm is contracted by the Board of Trustees, the Board, through the Vice Chancellor, Human Resources, determines the procedures, timelines, and activities supporting the search in consultation with the contracted recruitment firm. The Board will ensure commitment to broad community and college participation in its searches, as well as providing equal employment opportunity to qualified candidates.

### **INTERNALLY-CONDUCTED RECRUITMENT**

The following procedure shall be observed for internally conducted recruitments:

#### **Committee Composition and Appointments**

Academic, classified, and student appointments are made by the Board from the groups/individuals listed below. Appointments are made by the Board of Trustees which ensures diversity of representation within the selection committee. The Board of Trustees appoints the screening committee chair from among the committee membership. The Board announces the composition of the committee without reference to specific names in open session at the Board of Trustees meeting and approves any changes to the committee composition. The screening committee shall consist of the following:

<u>Committee Composition</u>	<u>Number</u>	<u>Recommendations of the Following:</u>
Academic Senate Presidents	3	N/A
College Classified Senate Representatives	4	N/A
Student ASB Presidents	3	N/A
Community Members (one from each Area 1-5)	5	Board of Trustees
College Managers	3	Board of Trustees
College President	1	Board of Trustees
District Administrative Center Manager	1	Board of Trustees
Vice Chancellor, Human Resources/Screening Committee Facilitator	1	N/A
Total	21	

### Screening/Selection

The Vice Chancellor, Human Resources approves timelines for the organizational meeting, application screening, application tally, oral interviews, and oral interview tally. Timeline approval may be completed after the committee has set the calendar for the screening process. Any changes in the approved composition and/or timelines must be submitted to the Board for approval.

### Announcement/Advertising

The Vice Chancellor, Human Resources or designee prepares the vacancy announcement, including a description of duties and responsibilities, qualifications, and application procedures. The closing date for the announcement will ensure sufficient time to recruit a diverse pool of qualified applicants. Recruitment, identification of advertising sources and applicant targets, ad placement, and web posting is the responsibility of the Vice Chancellor, Human Resources or designee. If the District selects a recruitment firm to assist in any aspect of the recruitment and selection process, these responsibilities may be reallocated to the firm.

Vacancy announcements, at a minimum, will be distributed to the community colleges in California. Advertisements will be placed, at a minimum, in the Chronicle of Higher Education, Association of California Community College Administrators (ACCCA), Los Angeles Times, Registry-California Community College State Chancellor's Office, HigherEdJobs.com, and VCCCD.edu.

### Organizational Meeting

The Vice Chancellor, Human Resources provides the screening committee with confidentiality policies and informs the committee that all applicant files are considered confidential and must be maintained and reviewed in a manner to ensure candidates' identities are not revealed. In order to ensure consistency in the process, each screening committee member must be available for all committee meetings.

The screening committee, under the direction of the Chair and the Vice Chancellor, Human Resources, identifies and discusses application screening criteria, creates oral interview questions and criteria, discusses the basis of the questions in relationship to the job announcement, and determines the relative weighting. All criteria and questions are based upon the requirements listed in the vacancy announcement.

### Prescreening

The prescreening committee consists of the chair of the screening committee and at least one additional member of the screening committee as agreed upon by majority vote of all screening committee members at the organizational meeting.

- A. The prescreening committee confers and determines which applicants meet minimum qualifications.
- B. The prescreening committee forwards the results of these deliberations to the Vice Chancellor, Human Resources.
- C. The Human Resources Department deactivates (in ORAP) those who fail to meet minimum qualifications or those who fail to meet requirements.

### Screening

The Human Resources Department forwards the guest user ID and the password for the particular vacancy to the all screening committee members. Committee members have an opportunity to review any applicant file which was determined to be unqualified in the prescreening whether based on minimum qualifications or equivalency determination. Each committee member screens the application materials independently and submits their results to the Chair. Committee members complete the applicant screening forms emphasizing the following:

- Screening evaluation forms must reflect the level of desired criteria and written comments in support of the overall recommendation.
- Screening evaluation forms must document a recommendation for oral interview (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend).
- Screening Committee members sign and date the screening evaluation forms.

### Application Tally

All committee members shall be present at the application tally meeting and have completed their screening of applicants. Any exceptions must be approved by the Vice Chancellor, Human Resources.

- A. The Chair and the Vice Chancellor, Human Resources tally the results.
- B. The committee as a whole determines which applicants will be called for interviews. The determination is based on the scores and not the individuals' identity. "Natural breaks" in the tally total should be the determining factor.
- C. The committee determines if additional candidates are to be interviewed in the event interview invitations are refused by the selected candidates. Additional candidates are considered for interview based on their rank and may only be considered if invitations are refused by the original invited candidates.
- D. The Human Resources Department emails the individuals who are not selected for interview.
- E. The Vice Chancellor, Human Resources assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants.

### Oral Interview

The Vice Chancellor, Human Resources discusses guidelines pertinent to the interview process, appropriate follow up questions, guidelines for written comments on oral interview forms, District's diversity policy, and procedures for discussion following each candidate's interview. The committee reviews each question and discusses, in general, an appropriate answer. At the oral interview, follow-up questions may be asked and should be based on information presented by the applicants. All follow-up questions must be for purposes of clarification and expansion of an applicant's response. Follow-up questions may not deviate from the intent of the original questions.

At the conclusion of each oral interview, the Vice Chancellor, Human Resources facilitates the following the discussion process:

- A. At the conclusion of each oral interview, each committee member shares a brief summary of each applicant's strengths and limitations.

Generally, the discussion will consist of:

- (1) Clarification of technical questions asked during the interview

- (2) Favorable and unfavorable impressions concerning the manner in which the candidate responded to questions asked during the interview
  - (3) Strengths and weaknesses of each candidate, including professional impact
  - (4) Impressions concerning the manner in which the candidate responded to questions asked during the interview
- B. Among those items which are inappropriate for discussion are the following:
- (1) Advocacy or opposition for a particular candidate based on information obtained outside the interview process
  - (2) Comments based on rumor or unsubstantiated knowledge of a candidate
  - (3) Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics
- C. Each committee member individually rates each candidate (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend). The Oral Interview Record Form is used for oral interview rating. Ratings must be supported by clearly written comments. Final ratings should be representative of the candidates' performance across all questions and any demonstrations.

#### Oral Tally

- A. The Chair and Vice Chancellor, Human Resources tally the oral interview ratings and display the ratings to the entire committee with candidates' names redacted for the purpose of determining the natural break in ratings.
- B. After determining the natural break, candidates' names are displayed to the committee to consider high/low discrepancies. The discussion focuses on information provided in the interview as well as information provided in the candidates' applications. Any committee member may change or remain with the original rating after considering the information discussed.
- C. The committee as a whole reviews the ratings and determines who should be forwarded to the Board of Trustees for final interview based on the candidates' performance. The committee as a whole may decide if candidates below the natural break should be forwarded to the Board. If no candidates are deemed to be acceptable to the screening committee, the Board has the option of interviewing the candidates and/or reopening the recruitment. The Human Resources Department emails the individuals who were not selected for interview.
- D. The committee summarizes, in writing, the strengths and weaknesses of the candidates and forwards the summary to the Board for review prior to interviewing the candidates.

### Reference Checks

The Vice Chancellor, Human Resources conducts reference checks for all candidates forwarded by the screening committee to the Board for consideration. Upon review of the candidates' references and any other pertinent material, the Vice Chancellor, Human Resources notifies the Board Chair of any areas of concern pertaining to the candidates.

### Board of Trustees Interview

The Board of Trustees conducts final interviews from an unranked list of candidates forwarded by the screening committee. The Vice Chancellor, Human Resources will attend the Board interview. The Board may request the committee forward additional candidates. A successful candidate may be selected by the Board, or the Board may determine the recruitment and selection process needs to be extended or postponed to a later date.

### Offer of Employment/Notifications

- A. The Vice Chancellor, Human Resources and the Board Chair discuss the salary offer.
- B. The Vice Chancellor, Human Resources contacts the successful candidate and makes all necessary contractual arrangements. The Vice Chancellor, Human Resources, notifies the Board Chair, within a reasonable period of time, whether the candidate has or has not accepted the contract.
- C. The Vice Chancellor, Human Resources or designee completes the Record of Interview form indicating which applicants have not met minimum qualifications, which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidate selected. The Trustees sign the form.
- D. The Board Chair presents the outcome of the recruitment and selection process at the Board's next scheduled public meeting.
- E. Release of information to District staff and the press regarding the outcome of the search will be undertaken by the Director of Administrative Relations in consultation with the candidate.

# AP 7211 Minimum Qualifications and Equivalencies

## Reference:

***Education Code Sections 87001, 87003, 87359, 87743.2; Title 5, Section 53400 et seq.***

### A. Procedure for the Determination of Qualifying Degrees

(When not specifically defined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*)

1. Committees of faculty evaluate the disciplines listed in the *Minimum Qualifications for Faculty Administrators in California Community Colleges* which allow for any qualifying degree in a specified area, but do not specifically list the exact titles of the degrees which qualify (e.g., Biological Sciences, Dance) for the purpose of developing lists of specific degrees meeting the minimum qualification requirements. Composition of these discipline-specific qualification committees consist of two full-time faculty members in the discipline from each college, an Academic Senate President, and a Human Resources Department representative. The committees convene each time the *Minimum Qualifications for Faculty Administrators in California Community Colleges* is revised and published, or more often as necessary.
2. The Human Resources Department maintains lists approved by the discipline-specific qualifications committee and provides such lists to screening committees as necessary.
3. All screening committees refer to the established lists, as appropriate, when determining if candidates meet the minimum qualification requirements. Screening committees may not consider a degree as qualifying unless it is specifically listed in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* or it is determined to qualify under the list developed by the discipline-specific qualification committee.

### B. Procedure for the Determination of Equivalency

1. All faculty position announcements state the required qualifications as specified by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, local qualifications, if any, and diversity qualifications, including the possibility of meeting the degree requirements by equivalency.
2. Each fall term, the Human Resources Department identifies the need for specific districtwide equivalency committees for the following academic year and in consultation with the academic senates, establishes such committees. Composition of the committee(s) includes one tenured faculty member in the discipline from each of the colleges in the District who are the only voting members of the committee, an Academic Senate President serving in an ex-officio capacity, and a Human Resources Department representative responsible for meeting facilitation. A minimum of two faculty members, the Academic Senate President, and Human Resources Department representative must be present for there to be a quorum. The Director of Employment Services approves exceptions to the above composition as necessary following consultation with the Academic Senate Presidents.



3. Following the closing date of the recruitment, the Human Resources Department forwards requests for equivalencies for faculty positions to the appropriate districtwide equivalency committee no later than two working days following the closing date of the position and prior to releasing the pool of applicants to the screening committee. The districtwide equivalency committee will meet within five working days following the closing date. The Human Resources Department will not forward files for applicants who are not requesting an equivalency or for applicants who request in their application an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency.
4. The subcommittee reviews requests for equivalency and provides recommendations to the Human Resources Department. Recommendations to grant equivalency are forwarded for consideration provided there is a unanimous vote by all committee members present. Less than a unanimous vote results in the denial of the equivalency request. The districtwide equivalency committee documents in writing whether the equivalency is recommended or not recommended on the Declaration of Equivalency Form.
5. The Human Resources Department forwards all recommended equivalencies to the full screening committee(s) for review along with all other completed application materials.
6. Applications for candidates not recommended for equivalency are made available to the entire screening committee(s). Committee members may review the equivalency recommendation and challenge any recommendations to deny equivalency. Challenges are taken back to the districtwide equivalency committee for consideration. Upon review, the committee may choose to sustain or modify its initial recommendation.
7. The local Academic Senate President, Executive Vice President, College President, Director of Employment Services, Vice Chancellor of Human Resources, Chancellor, and Board of Trustees or designee, in that order, reviews those applicants who are recommended for hire and for whom equivalency is required. The individuals confirm or deny the recommendation for equivalency, relying primarily on the advice and judgment of the equivalency committee, in accordance with Ed Code 87359(b). In the event a recommendation for equivalency is denied at any level of review in the process, the denying individual sends the recommendation back to the previous reviewer for discussion. The authority to approve the hiring of employees with equivalency remains with the Board of Trustees or designee.
8. Representatives of the collective academic senates and the Human Resources Department will review the equivalency process after one year, no later than spring 2011, to ensure its effectiveness and adherence to established policy and procedures.

## **AP 7367 Employee Rehiring Prohibition**

### **Background:**

Pursuant to Board policy, the District will not rehire former employees who have been dismissed for cause, negotiated settlement agreements in lieu of termination, or resigned after receiving a notice of disciplinary action.

### **Procedure:**

When an employee separates from the District for the reasons cited above, the Vice Chancellor, Human Resources or designee will complete a Notice of Rehiring Prohibition (see Attachment A) and will place it in the employee's personnel file.

### **Reemployment Attempts:**

- Reinstatement requests submitted by employees who have a Notice of Rehiring Prohibition in file will not be approved.
- Employees who attempt to become reemployed by the District via the recruitment and selection process will not be allowed to compete in exams if their employment file contains a Notice of Rehiring Prohibition.
- If an employee is hired, did or did not disclose on their job application that they previously worked for the District, and their personnel file contains a Notice of Rehiring Prohibition, the employee will be dismissed when the Notice of Rehiring Prohibition is discovered.

### **Exceptions:**

A former employee may request an exception to this procedure and its associated policy, but only by making the request in writing to the Vice Chancellor, Human Resources. An exception can only be granted with the full consideration by the Board of Trustees.