



**Friday, August 31, 2012  
Chancellor's Consultation Council**

**Ventura County Community College District  
Consultation Council  
District Administrative Center  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001  
8:30 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 of the August 2, 2012 Consultation Council Notes

**3. Board Meeting Agenda Review**

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3.01 Review and discuss Board of Trustees September 11, 2012 Board Meeting

**4. Other Items**

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4.01 Review of 2012-2013 Strategic Objectives Template, Charge to Appropriate Governance Groups, and Local Committees to Begin Creation of Action Steps.

4.02 Future Agenda Items

4.03 Future Meetings

**5. Adjourn Meeting**

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5.01 Adjourn meeting



### **Agenda Item Details**

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Meeting	Aug 31, 2012 - Chancellor's Consultation Council
Category	1. Call to Order
Subject	1.01 Call to Order
Access	Public
Type	Information

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Aug 31, 2012 - Chancellor's Consultation Council
Category	2. Review of Consultation Council Notes
Subject	2.01 Review of the August 2, 2012 Consultation Council Notes
Access	Public
Type	Discussion

### **Public Content**

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 [08.02.12 Consultation Council Notes.pdf \(84 KB\)](#)

### **Administrative Content**

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**Ventura County Community College District**  
**Consultation Council Notes**  
**August 2, 2012**  
**8:30 a.m.**

**Present:** Handel Evans, Pam Eddinger, Dan Casey, Riley Dwyer, Maureen Rauchfuss, Karen Bulger, Daniel Chavez, Peder Nielsen, Peter Sezzi, Steve Hall, Linda Kamaila, Michael Bush, Laura Brower, Karla Banks, Patricia Parham, Sue Johnson, Robin Calote, Clare Geisen

**Chair:** Jamillah Moore, Chancellor

**Recorder:** Patti Blair

**Absent:** Erika Endrijonas

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Moore welcomed everyone and expressed appreciation for the warm welcome.	N/A	N/A	James Meznik
Board Agenda	<p>Ms. Johnson reviewed the August 9 and August 14, 2012 Board of Trustees meeting agendas. Consultation Council reviewed and recommended changes to the proposed strategic planning objectives.</p> <p>BP 6330 was pulled from the August 14, 2012 Board agenda for further review related to using the services of Board, employees, or family of Board members or employees.</p> <p>Minor changes were made to the July 10, 2012 Board of Trustees Meeting minutes, Item 17.03 Action to Appoint Members and Alternate Members to the Board Planning, Accreditation, and Communication (PAC) Committee, and Item 17.04 Board of Trustees 2013 Meeting Calendar.</p>	N/A	N/A	James Meznik
Chancellor's Report	<p>Dr. Moore emphasized the important of the program discontinuance process, timelines, and review. The process should be followed to ensure thorough timely and consistent vetting on the campuses.</p> <p>Ms. Johnson explained the Board will take action in January 2013 and indicated campus calendars will be reviewed in Cabinet. The Board will receive professional development related the Program</p>	N/A	N/A	James Meznik

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>and presidents will present campus calendars during the September Board meeting. As part of the review process, Ms. Johnson indicated the Program Discontinuance Calendar could be presented at the August 31, 2012 Consultation Council. Dr. Hall requested program discontinuance information prior to Flex Week to share with faculty at that time.</p> <p>Work has begun on preparing the October 15, 2012 Accreditation Report. The Board will review the draft report in September.</p> <p>Ms. Johnson indicated the Educational Inconsistency Grand Jury report was signed off and sent to the Grand Jury last week.</p> <p>The Fire Academy Grand Jury Report was signed by the Board Chair and mailed to the Grand Jury yesterday.</p> <p>Ms. Dwyer asked when Making Decisions structure will be implemented. Ms. Geisen indicated this topic will be addressed with Dr. Moore.</p>			
Meeting Adjournment	Dr. Moore adjourned the meeting at 11:50 a.m.			
Future Meetings	<p><b>Future Meetings</b>  August 31 Agenda Review  September 28 Agenda Review  November 2 Agenda Review  November 30 Agenda Review</p>			



### **Agenda Item Details**

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Meeting	Aug 31, 2012 - Chancellor's Consultation Council
Category	3. Board Meeting Agenda Review
Subject	3.01 Review and discuss Board of Trustees September 11, 2012 Board Meeting
Access	Public
Type	Discussion

### **Public Content**

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### **Administrative Content**

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**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**

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- 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**

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- 2.01 Call to order.

**3. Public Comments Regarding Closed Session Agenda Items**

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- 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.**

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- 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.**

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- 5.01 Chair will reconvene and provide a closed session report.

**6. Pledge to the Flag**

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- 6.01 Pledge to the Flag

**7. Changes to the Agenda**

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- 7.01 Changes to the Agenda

**8. Chancellor's Recommendations of Board of Trustees Agenda**

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- 8.01 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 Consultation Council meeting agenda of August 31, 2012, have been reviewed within the

District's Consultation Council and are hereby presented to the Trustees for action, without constituent objection.

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## **9. Acknowledgement of Guests and Special Recognitions**

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9.01 Citizens Oversight Committee Annual Report, presented by Chair Michael Wesner

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## **10. Public Comments**

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10.01 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.

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## **11. Associated Student Government Reports**

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11.01 Associated Student Government

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## **12. Senate President Business Report**

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12.01 Academic Senate

12.02 Classified Senate

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## **13. Accreditation**

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13.01 OPEN STUDY SESSION: Accreditation Update.

13.02 ACCREDITATION UPDATE. This item presents for discussion an accreditation update.

13.03 FIRST READING: MOORPARK COLLEGE RESPONSE TO ACCJC REPORT. This item presents for First Reading Moorpark College accreditation report in response to ACCJC Accreditation Recommendations and Commission Concern.

13.04 FIRST READING: OXNARD COLLEGE RESPONSE TO ACCJC REPORT. This item presents for First Reading Oxnard College accreditation report in response to ACCJC Accreditation Recommendations and Commission Concern.

13.05 FIRST READING: VENTURA COLLEGE RESPONSE TO ACCJC REPORT. This item presents for First Reading Ventura College accreditation report in response to ACCJC Accreditation Recommendations and Commission Concern.

13.06 FIRST READING: OXNARD COLLEGE RESPONSE TO ACCJC SPECIAL REPORT. This presents for First Reading Oxnard College Response to ACCJC Special Report.

13.07 FIRST READING: VENTURA COLLEGE RESPONSE TO ACCJC SPECIAL REPORT. This presents for First Reading Ventura College Response to ACCJC Special Report.

13.08 CLOSE STUDY SESSION.

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## **14. Board Policy**

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14.01 The Policy Committee did not meet.

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## **15. Trustees/Chancellor's Office**

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15.01 ACTION TO APPROVE DISTRICT STRATEGIC PLANNING GOALS AND OBJECTIVES. This item presents for approval the 2012-2013 District Strategic Planning Goals and Objectives from the June 26, 2012 Strategic Planning Meeting Part One and the August 9, 2012 Strategic Planning Meeting Part Two.

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.

15.04 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT. Program Discontinuance Process.



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, 2012 STRATEGIC PLANNING MEETING. This item presents for review a Board meeting assessment for the June 26, 2012 and August 9, 2012 Board Strategic Planning Session.

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**

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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**

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17.01 There are no items.

## **18. Capital Planning**

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

## **19. Student Learning**

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19.01 There are no items.

## **20. Consent Calendar**

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

## **21. Consent Calendar: Approval of Minutes**

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21.01 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES STRATEGIC PLANNING - PART TWO MEETING August 9, 2012. This item presents for approval the minutes of the Board of Trustees Meeting of August 9, 2012.

21.02 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES REGULAR MEETING August 14, 2012. This item presents for approval the minutes of the Board of Trustees Meeting of August 14, 2012.

## **22. Consent Calendar: Business Services**

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22.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF JULY 18 TO AUGUST 14, 2012: This item presents for ratification Accounts Payable and Payroll for the period of July 18, 2012 to August 14, 2012.

22.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #04 FOR FY 2012-13: This item presents for approval/ratification of Board Purchase Order Report #04, for FY 2012-2013 from July 31, 2012 to August 28, 2012.

22.03 ACCEPTANCE OF GIFTS: This item presents for approval the acceptance of gifts.

22.04 SURPLUS/DISPOSAL OF EQUIPMENT: This item presents for approval the surplus/disposal of equipment and materials.

22.05 RATIFICATION OF CHANGE ORDER 1 FOR BID 428, MOORPARK COLLEGE PHYSICAL SCIENCE BUILDING HVAC RETROFIT: This item presents for ratification Change Order 1 for Bid 428, Moorpark College Physical Science Building HVAC Retrofit.

22.06 ACCEPTANCE OF COMPLETION OF BID 428, MOORPARK COLLEGE PHYSICAL SCIENCE BUILDING HVAC RETROFIT: This item presents for approval the acceptance of completion of Bid 428, Moorpark College Physical Science Building HVAC Retrofit to Bon Air, Inc.

22.07 ACCEPTANCE OF COMPLETION OF BID 438, MOORPARK COLLEGE CAMPUS CENTER VENDING AREA DEMOLITION: This item presents for approval the acceptance of completion of Bid 438 Moorpark College Campus Center Vending Area Demolition.

22.08 ESTABLISHMENT OF 2012-2013 GANN APPROPRIATION LIMIT AS REQUIRED BY THE CALIFORNIA CONSTITUTION: This item authorizes establishment of the 2012-13 Gann Appropriations Limit as required by Article XIII B of the California Constitution and Government Code Section 7910.

22.09 APPROVAL OF NEW CONTRACTS AND GRANTS FOR FISCAL YEAR 2012-13: This item request approval of new contracts and grants for FY 2012-13.

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

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23.01 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ESTABLISHMENT OF POSITIONS: This item presents for approval the establishment of three positions.

23.02 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF RESCISSION OF SEPARATION OF EMPLOYMENT

### **24. Consent Calendar: Capital Planning & Facilities**

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24.01 ACCEPTANCE OF CHANGE ORDER SUMMARY REPORTS FOR CAPITAL PROJECTS: This item presents for approval the Change Order Summary Reports for Capital Projects.

24.02 APPROVAL TO CONTRACT WITH LOWEST AND MOST RESPONSIVE BIDDER FOR THE PARKING STRUCTURE, MOORPARK COLLEGE PROJECT #19125. This item presents for approval a contract with XXXX for the Parking Structure project at Moorpark College in the amount of \$XXX,XXX.XX.

24.03 APPROVAL OF PROPOSAL TO PROVIDE STORM WATER MANAGEMENT SERVICES FOR PROJECT #19125, PARKING STRUCTURE AT MOORPARK COLLEGE This item presents for approval the proposal for Storm Water Resources, LLC. to provide storm water management services for services in the amount of \$66,970.00 for Project #19125: Parking Structure project at Moorpark College.

24.04 APPROVAL OF PROPOSAL TO PROVIDE GEOTECHNICAL CONSTRUCTION TESTING SERVICES FOR PROJECT #19125, PARKING STRUCTURE AT MOORPARK COLLEGE. This item presents for approval the proposal for Geotechniques to provide geotechnical construction testing services in the amount of \$78,920.00 for Project #191256: Parking Structure project at Moorpark College.

24.05 APPROVAL OF CONTRACT FOR PROJECT INSPECTOR SERVICES FOR PROJECT #19125, PARKING STRUCTURE AT MOORPARK COLLEGE. This item presents for approval the authorization for management to execute a contract with Bryan Reeve for Project Inspection services as required by the Division of the State Architect for Project #19125: Parking Structure at Moorpark College at a rate of \$82/hr., for an estimated 2,450 hours not to exceed \$200,900.00.

24.06 APPROVAL TO ISSUE AN ADDENDUM TO GOLDEN STATE LABOR COMPLIANCE FOR WAGE COMPLIANCE SERVICES FOR THE PARKING STRUCTURE AT MOORPARK COLLEGE PROJECT #19125. This item presents for approval an addendum to Golden State Labor Compliance in the amount of \$50,250.00 for additional service to verify compliance with all state of California prevailing Wage requirements for the parking Structure Project at

Moorpark College.

24.07 APPROVAL TO EXECUTE A CONTRACT WITH xxxxx FOR THE COMMUNITY STUDENT SERVICES CENTER, OXNARD COLLEGE, STRUCTURAL UPGRADES, PROJECT # 29026. This item presents for approval a contract for \$xx,xxx.xx with xxxxxxxx for structural upgrades of the Community Student Services Center Building, project # 29026 VCCCD in order to meet DSA requirements.

24.08 APPROVAL OF MEASURE S BUDGET TRANSFERS OXNARD COLLEGE. This item presents for approval budget transfers between the Measure S funded projects at Oxnard College described below.

24.09 APPROVAL OF REDUCTION IN RETENTION FOR GRD CONSTRUCTION FOR THE LEARNING RESOURCE CENTER RENOVATION/NEW CONSTRUCTION, PROJECT #29124. This item presents for approval the reduction in retention for GRD Construction from 5 % to 2 ½ % of the contract value for the Learning Resource Center Renovation/New Construction, Project #29124.

24.10 APPROVAL OF CONTRACT WITH VENCO WESTERN FOR THE LANDSCAPING OF THE G BUILDING (THEATER) AT VENTURA COLLEGE, PROJECT #39117. This item presents for approval a contract with Venco Western in the amount of \$84,184 for the Landscaping of the G Building (Theater) at Ventura College, Project #39117.

24.11 APPROVAL OF REDUCTION IN RETENTION FOR VIOLA CONSTRUCTORS, INC. FOR THE G BUILDING (THEATER) RENOVATION AT VENTURA COLLEGE, PROJECT #39117. This item presents for approval the reduction in retention for Viola Constructors, Inc. from 5% to 2.5% of the contract value for the G Building (Theater) Renovation at Ventura College, Project #39117.

24.12 APPOINTMENT TO THE CITIZENS OVERSIGHT COMMITTEE.

24.13 APPOINTMENT TO THE CITIZENS OVERSIGHT COMMITTEE.

24.14 APPOINTMENT TO THE CITIZENS OVERSIGHT COMMITTEE.

**25. Consent Calendar: Student Learning**

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25.01 There are no items.

**26. Informational Items**

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26.01 There are no items.

**27. Reports**

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27.01 Academic Senates

27.02 Trustees

27.03 Chancellor

**28. Adjournment**

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28.01 Chair will adjourn the meeting.



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### Agenda Item Details

Meeting	Sep 11, 2012 - Board of Trustees
Category	1. Ventura County Community College District
Subject	1.01 Ventura County Community College District Mission
Access	Public
Type	Information

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### Public Content

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.

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### Administrative Content



### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	1. Ventura County Community College District
Subject	1.02 District Strategic Planning Vision Statement, adopted October 11, 2011.
Access	Public
Type	Information

### **Public Content**

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VCCCD Board Strategic Planning is committed to optimal student access and degree and certificate completion through the effective and efficient use, assessment, and improvement of its fiscal, human, and technological resources.

### **Administrative Content**

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## **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	1. Ventura County Community College District
Subject	1.03 Ventura County Community College District Board Objectives, adopted October 11, 2011.
Access	Public
Type	Information

## **Public Content**

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### **Board Goal One: Provide Access and Student Success**

***“Provide optimal student access to academic, career, and support programs through effective, efficient, and accountable operations. Provide quality educational programs and services without barriers to ensure student course, degree or certificate completion and successful four-year college transfer or employment.”***

The goal and objectives are in no order of priority and are accomplished working through the District’s participatory governance structure and constituents. Progress and focus toward this goal will be measured by the following benchmarks/objectives:

- A. Students are served more efficiently by expedited movement through District programs resulting in associate, transfer, and CTE degree and certificate completion. Student learning opportunities are enhanced by implementing system-wide efficiencies. Associate degree programs contain no more than 60 units with an appropriate mix of general education, core discipline, and exploratory elective courses.
- B. Uniform collegiate level English, mathematics, and science course units and learning outcomes are established across the District consistent with equivalent courses at four-year California state universities or the transfer model curriculum (TMC).
- C. Uniform English, ESL and mathematics objectives for pre-collegiate courses are established and uniform student assessment and placement in such for both pre- collegiate and collegiate courses in these subject areas are implemented.
- D. Basic skills, ESL and all pre-collegiate programs are set no lower than two levels below collegiate level.
- E. Efficient and effective course coring and core sequences for academic programs and services are established and maintained and college catalogs accurately reflect curriculum and program offerings.
- F. Districtwide common-course numbering is established.

### **Board Goal Two: Maintain Instructional Quality Within Budgetary Limits**

***“Implement system-wide efficiencies to enhance institutional capacity to enroll students. Maximize student learning and success by allowing students to effectively achieve their educational goals.***

***Utilize student, course and program outcome information to continuously improve programs and services and enhance educational success. Improvement in student access, persistence, course completion, and degree/certificate completion will be emphasized as a benchmark for organizational***

**effectiveness.”**

The goal and objectives are in no order of priority and are accomplished working through the District’s participatory governance structure and constituents. Progress and focus toward this goal will be measured by the following benchmarks/objectives:

- A. Technical and vocational college courses and programs are aligned with employer and market needs.
- B. Professional development activities for faculty and staff promote organizational best practices and technology activities that empower employees to work “smarter” allowing greater time to be expended on activities linked to student access, persistence, and success.
- C. Uniform policy and procedure for college program assessment, improvement, and discontinuance are established.

**Board Goal Three: Prudent Fiscal Stewardship**

***“Ensure the budget process provides the foundation for sound planning, fiscal management, stability, sustainability, and accountability.”***

The goal and objectives are in no order of priority and are accomplished working through the District’s participatory governance structure and constituents. Progress and focus toward this goal will be measured by the following benchmarks/objectives:

- A. The link between discretionary budgeting and strategic planning is strengthened.
- B. Expenditures linked to District planning are reviewed on an annual basis.
- C. The effectiveness and efficiency of all District operations, programs, and services are improved and associated cost savings are redirected to student learning and support.
- D. District long-term retirement obligations (GASB 45) are funded and adequate cash reserves are maintained to handle cash flow requirements, including state funding deferrals and unanticipated expenditures.
- E. Costs in areas such as healthcare, work-related injuries, facilities and operations, etc. are contained or reduced and cost savings are redirected to student learning and support.
- F. The state’s financial condition is monitored and assessed to allow for timely budgetary intervention to avoid crises and unanticipated disruptions in District operations and programs.
- G. A plan to fund budgetary structural deficits is developed and maintained.

**Administrative Content**

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## **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	1. Ventura County Community College District
Subject	1.04 Association of Community College Trustees: Code of Ethics
Access	Public
Type	Information

## **Public Content**

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The following model code of ethics was developed by the Association of Community College Trustees.

As a community college governing board member, I am responsible to:

1. Devote time, thought, and study to the duties and responsibilities of a community college board member so that I may render effective and creditable service;
2. Work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates on issues;
3. Base my personal decision upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; therefore, to abide by and uphold the final majority decision of the board;
4. Remember at all times that as an individual I have no legal authority outside the meetings of the board, and to conduct my relationships with the community college staff, the local citizenry, and all media of the community on the basis of this fact;
5. Resist every temptation and outside pressure to use my position as a community college board member to benefit myself or any other individual or agency apart from the total interest of the community college district;
6. Recognize that it is as important for the board to understand and evaluate the educational program of the community college as well as to plan for the business of the college operations;
7. Bear in mind under all circumstances that the primary function of the board is to establish the policies by which the college is to be administered;
8. Welcome and encourage active participation of the community in helping to establish the policies guiding the operations of the college and proposed future developments;
9. Support the state and national community college organizations;
10. Finally, strive step by step toward ideal conditions for the most effective community college board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

## **Administrative Content**

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## Agenda Item Details

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Meeting	Sep 11, 2012 - Board of Trustees
Category	1. Ventura County Community College District
Subject	1.05 Ventura County Community College Governance Roles
Access	Public
Type	Information

## Public Content

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### Roles

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, VCCCD Board Policy, District practices and procedures, and job descriptions.

### Role of the Board of Trustees

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The Board of Trustees are representatives of the broad community, elected to act as guardians of the public's trust. Although elected within subsections of Ventura County, Trustees serve and represent all county citizens. 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 ensures that the 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.

The following responsibilities are stated in Education Code Section, which authorizes and defines local boards. The section also authorizes local boards to delegate their power to the chief executive officer and other college staff and committees, unless specifically prohibited by law.

1. Establish rules and regulations not inconsistent with the regulations of the Board of Governors and the laws of this state.
2. Establish policies for and approve comprehensive, academic, and facilities plans.
3. Establish policies for and approve courses of instruction and educational programs.
4. Establish academic standards and graduation requirements.
5. Employ all personnel and establish employment practices.
6. Determine budgets within legal constraints and determine the needs for tax and bond elections.
7. Manage and control district property.
8. Establish procedures for effective involvement in the local decision-making process.
9. Establish rules for student conduct.
10. Establish fees as required by law.
11. Accept grants, gifts, and scholarships.

12. Provide auxiliary services, as necessary.
13. Determine the academic calendar.
14. Participate in the Board of Governors' state consultation process.

Boards of Trustees in California delegate significant authority to the CEO, as well as to the Academic Senate according to Title 5 regulations. Effective boards limit their role to developing broad policy and providing oversight in the areas listed above, and delegate the responsibility for administrative and professional duties to the professionals in the colleges.

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. Minutes are prepared for all actions taken by the VCCCD Board of Trustees to serve as the District's public record.

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### **Role of District Chancellor**

The Chancellor is the chief executive officer of the District and administrative agent of the Board of Trustees and, as such, is the District's only employee reporting 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 following section on the Role of Administrators and further referred to in BP 2430 Delegated Authority to Chancellor.

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### **Role of Faculty**

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; and
- Processes for institutional planning and budget development
- Other academic/professional matters, mutually agreed upon between the Board of Trustees and the Academic Senate.

Academic Senates have a statutory requirement to confer with students in their respective areas of responsibility.

Consultation is required on processes in program review, planning, and budgeting. Consultation is not required on the content of program review, planning, and budgeting.

Academic Senates appoint faculty members to District groups.

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### **Role of Classified Staff**

Classified staff members include College and District employees in a wide range of positions. 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.

SEIU recommends classified representatives for appointments to the various groups as identified through Article 4.8 of the agreement between the Ventura County Community College District and Service Employees International Union Local 99.

### **Role of Administrators**

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Administrators are defined as college presidents, vice chancellors, college executive vice presidents, college vice presidents, deans, classified managers, and classified supervisors. The job descriptions for College and District administrators assign specific roles for administrators. Administrators are appointed to committees based on function or position or appointed by the College President or Chancellor. Administrators address issues of District-wide impact, including governance recommendations, operational matters to ensure alignment of practices, cross-District communication, uniform application of policies and procedures, progress on District goals, and Board support in District-wide planning processes.

### **Role of Students**

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Students at each College are represented by an Associated Student Government organization composed of elected officers. 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 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.

rev. 06.19.12

### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	2. Open Session: Call to Order
Subject	2.01 Call to order.
Access	Public
Type	Information

### **Public Content**

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### **Administrative Content**

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## Agenda Item Details

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Meeting	Sep 11, 2012 - Board of Trustees
Category	3. Public Comments Regarding Closed Session Agenda Items
Subject	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.
Access	Public
Type	Information

## Public Content

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Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda shall be heard before an item is addressed and voted on.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The Chair of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board, or if remarks consist of personal attacks on others.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- Individuals wishing to address the Board shall complete a public speaker card that includes the individual's name, name of organization or group represented, if any, and a statement noting the agenda item or topic to be addressed. The individual can submit the completed public speaker card to the Board Clerk prior to the start of Closed Session, Open Session, or prior to the agenda item he/she has requested to address. A speaker can elect to speak during Public Comments or speak at the time the agenda item is addressed by the Board. Public speakers are required to address unagenda items during Public Comments.
- No member of the public may speak without being recognized by the Chair of the Board.
- Each speaker will be allowed a maximum of three (3) minutes per topic; thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one (1) presentation per specific agenda item before the Board, and to one (1) presentation per meeting on non-agenda matters.



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**Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	4. Recess to Closed Session 5:30 p.m.
Subject	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
Access	Public
Type	Information

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**Public Content**

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**Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	5. Reconvene in Open Session and Closed Session Report 5:45 p.m.
Subject	5.01 Chair will reconvene and provide a closed session report.
Access	Public
Type	Report

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	6. Pledge to the Flag
Subject	6.01 Pledge to the Flag
Access	Public
Type	Information

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	7. Changes to the Agenda
Subject	7.01 Changes to the Agenda
Access	Public
Type	Information

### **Public Content**

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### **Administrative Content**

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## **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	8. Chancellor's Recommendations of Board of Trustees Agenda
Subject	8.01 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 Consultation Council meeting agenda of August 31, 2012, have been reviewed within the District's Consultation Council and are hereby presented to the Trustees for action, without constituent objection.
Access	Public
Type	Report

## **Public Content**

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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 September 11, 2012, have been reviewed within the District's Consultation Council on August 31, 2012, and are hereby presented to the Trustees for action, without constituent objection.

## **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	9. Acknowledgement of Guests and Special Recognitions
Subject	9.01 Citizens Oversight Committee Annual Report, presented by Chair Michael Wesner
Access	Public
Type	Report

### **Public Content**

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 [COC Report 2012.pdf \(5,081 KB\)](#)

### **Administrative Content**

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**ANNUAL REPORT  
BOND MEASURE S  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**



**RESPECTFULLY SUBMITTED BY  
CITIZENS OVERSIGHT COMMITTEE**

David Fowble  
Henry Lacayo  
Richard Litton  
Kathleen Miller  
Dick Thomson  
Bonnie Weigel  
Michael Wesner (Chair)

June 2012

**CITIZENS OVERSIGHT COMMITTEE ANNUAL REPORT**

## **General Overview**

This 2012 annual report describes the status of the Measure S Bond Construction program first enacted into law by the voters of Ventura County in 2002.

The Citizens Oversight Committee has continued to meet on a quarterly basis at the various campus locations within the District. The Committee, although experiencing some changes in its membership, has continued in its oversight role bolstered by the collective experience of its members, many of whom were original members and who have returned to serve an additional term.

Of interest to the Committee over the last year has been the effect of the changes in the economic fortunes of the construction industry and the resultant impact upon the Measure S Program. Since the economic deterioration in the economy has remained unchanged, the consequences to the program have been significant. Apart from the “more formal” expectations of this state of affairs such as the bankruptcies of both General and Sub contractors, there have been ramifications to project delivery and completion in ongoing projects.

Such activities have increased the litigious atmosphere of contract management and the District has been forced to enter into legal “discussions” with its general contractors and their sub contractors on a number of occasions. The Committee has been kept abreast of these issues and concurs with the District in their resolution.

As is expressed and demonstrated elsewhere in this report, the Measure S Construction Program is reaching its final stages. Planning is afoot to ensure an orderly disengagement of the various entities involved in its management while preserving the integrity of the program and protecting the interest of the District and thus the tax payer.

Presently, the majority of the approved projects have been completed or are in development. Those not yet completed are either in their final stages of construction or are awaiting approvals from the Division of the State Architect to proceed to the bidding stage. At this time it is anticipated final completion of the program will occur sometime toward the end on 2014.

Further detailed information may be obtained by accessing the Ventura County Community College website, [www.vcccd.edu](http://www.vcccd.edu) and accessing section “Bond Measure S.”

## **Board Membership**

Guillermo Partida’s term ended September 30, 2011. New member Bonnie Weigel joined the board. The current Citizens Oversight Committee is as follows:

<u>Member</u>	<u>Term Ending</u>
Bonnie Weigel	9-30-13
David Fowble	9-30-12
Dick Thomson	9-30-12
Henry Lacayo	9-30-13
Kathleen Miller	9-30-12
Michael Wesner	9-30-13
Richard Litton II	9-30-13



## Ventura County Community College District

255 W. STANLEY AVE., SUITE 150, VENTURA, CA 93001  
PH: 805-652-5500 FAX: 805-652-7700  
WWW.VCCCD.EDU

DR. JAMES MEZNEK  
CHANCELLOR

June 11, 2012

Re: Ventura County Community College District  
Bond Measure S - Citizens Oversight Committee Annual Report - 2012

To the Board of Trustees and the Citizens of Ventura County:

On behalf of the Citizens Oversight Committee of the Ventura Community College District's Measure S Bond Program, it is my pleasure to issue the Committee's Annual Report for 2012. The past year has proved to be one of continued advancement toward the completion of the Measure S Bond program and the realization of the Capital program goals of the Ventura County Community College District.

This year sees the tenth year of the Measure S Bond Program, and as described in our report for last year progress toward the completion of the program continues apace. This committee has been kept informed of many of the day to day issues surrounding the program and also has been made cognizant of major individual problems as they have emerged and have been kept apprised as to progress in their resolution and final outcome. Most of the issues which have been described to the Committee have been of a legal nature and most of these involve the performance of general contractor(s). The experience and anxiety of past years with regard to the economic hardships facing the construction industry has come to fruition and alongside issues of performance the bankruptcy of both general contractors and sub contractors has lent additional difficulties to overall management.

Mention should be made of the careful planning taking place to ensure an orderly and cost effective strategy to close the program as the final projects reach fruition. This year has seen the first reduction in the overall management team, a situation which will continue. Of concern is the possibility of reduction in support and staffing on a more global level which could prove to be detrimental to the overall program and in so doing compromise the reputation of an otherwise acclaimed and highly successful program.

In its fiduciary responsibility the Committee has closely monitored expenditures and fiscal decision making and once again congratulates the District on the successful audits of the program.

It should not go unnoticed that the reduction in staffing sees the departure of a number of individuals both at the District and Project Management level, the committee recognizes the contributions of these individuals and wishes to express its thanks and good wishes for a "job well done."

Cordially,

A handwritten signature in black ink that reads "Michael Wesner, ESG".

Michael Wesner, Chair  
Bond Measure S Citizens Oversight Committee

# OXNARD COLLEGE

## Completed Projects

Several Measure S projects at Oxnard College have been completed including:

- North parking Lot and Storm Drain Improvements
- Child Development Center Renovations
- Athletic Facilities – Gymnasium Renovations
- Athletic Facilities – New Track and Soccer Fields, Bleachers & Softball Field
- Existing LRC – Telephone MDF Renovations
- New Maintenance Warehouse
- Piped Utilities Systems Upgrades
- Electrical System Upgrades
- New Student Services and Food Services Center
- Renovation of the Auto Technology Building
- Performing Arts Classroom and Auditorium
- Renovation of the LRC (New Addition)





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### **Current Projects**

Current projects at Oxnard College include the designs for the new Dental Hygiene building and the Renovation of the Old LRC. Both of these projects are waiting for DSA approval before construction can begin. Also the demolition of the old modular buildings that housed the EAC/ Assessment Center, Campus Police and Health Center is planned. These departments were relocated into the new Student Services Center.

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### **Future Projects**

The Dental Hygiene and Renovation of the Old LRC projects will be the last major Measure S projects. Depending on the amount of Measure S funds left after those projects are complete, there may be small repair projects (painting, roofing, etc.) to complete.





# VENTURA COLLEGE

## Completed Projects

Several Measure S projects at Ventura College have been completed including:

- Science Building Upgrades (Cadaver Room)
- East Parking Lot Renovation
- New LRC & Fire Access Road
- Renovation of Building D (old Library) – Student Services Center
- Renovation of Building B – Food Services
- Renovation to Building F – Communications
- Athletic Facilities- New Track and Field, Scoreboard, Exterior Bleachers (with audio and lighting systems), Concession and Restroom Facility, Track and Field Events Facilities and Equipment, and Interior Bleachers
- Technology, General Purpose Classrooms & Health Science Center (AT/GPC/HSC) project
- Major renovations to the existing G Building (Theatre)
- Major Renovations to the existing Building S (Automotive, Welding, Machine Technology)
- Demolition of Swimming Pool and Support Structures.



Theater 'G' Building



**Current Projects**

Current projects at Ventura College include the designs for the new Applied Science building and the Renovation of Building H (Fine Arts). Both of these projects are waiting for DSA approval before construction can begin.

**Future Projects**

The new Applied Sciences building and the Renovation of Building H (Fine Arts) will be the last major Measure S projects. Depending on the amount of Measure S funds left after those projects are complete, there may be small repair projects (painting, roofing, etc.) to complete.

# MOORPARK COLLEGE

## Completed Projects

Several Measure S projects at Moorpark College have been completed including:

- New LRT (Library)
- Parking Lot Renovations
- New Child Development Center
- New M & O Warehouse
- EATM Storm Drain Project
- Gymnasium Bleachers Replacement
- New Academic Center
- New Health Science Center
- Improvements to the Campus Electrical Infrastructure System
- New EATM building



## Exotic Animal Training & Management



### **Current Projects**

Current construction projects at Moorpark College include the designs for the new Parking Structure, Renovations to Fountain Hall and Improvements to the Site Gas Distribution System. The Parking Structure and Renovations to Fountain Hall are waiting for DSA approval before construction can begin.

### **Future Projects**

The new Parking Structure, Renovations to Fountain Hall and Improvements to the Gas Distribution System are the last major Measure S projects. Depending on the amount of Measure S funds left after those projects are complete, there may be small repair or other projects (painting, roofing, etc .) to complete.



# CAMARILLO SITE

## Completed Work

Much of the work at the Camarillo site has already been completed including:

- Phase II environmental reports
- Application to the State Department of Toxic Substance Control (DTSC) for cleanup of the TCE plume
- Demolition of the old bunkers, including recycling the concrete for use at other VCCCD locations
- Grading work for the Regional Fire, Sheriff & Police Education and Training Academy
- Radiation Testing
- Electrical & Telephone System Upgrades
- New Fire, Sheriff & Police Education and Training Academy



## Current Projects

### Environmental Clean-up

The site cleanup is continuing and the Consultant, Rincon Consultants, has performed the initial round of soil treatment. The results are being reviewed by the State Department of Toxic Substance Control (DTSC). Selected activities will continue in conjunction with input and reviews from DTSC as the project nears approval for closure.



## Agenda Item Details

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Meeting	Sep 11, 2012 - Board of Trustees
Category	10. Public Comments
Subject	10.01 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.
Access	Public
Type	Report

## Public Content

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Pursuant to Ventura County Community College District Board Policy (BP) 2350:

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda shall be heard before an item is addressed and voted on.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The Chair of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- They shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chair of the Board.
- Each speaker will be allowed a maximum of three (3) minutes per topic; thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one (1) presentation per specific agenda item before the Board, and to one (1) presentation per meeting on non-agenda matters.

**Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	11. Associated Student Government Reports
Subject	11.01 Associated Student Government
Access	Public
Type	Report

### **Public Content**

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- Moorpark College
- Oxnard College
- Ventura College

### **Administrative Content**

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## **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	12. Senate President Business Report
Subject	12.01 Academic Senate
Access	Public
Type	Information

## **Public Content**

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- Moorpark College
- Oxnard College
- Ventura College

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

## **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	12. Senate President Business Report
Subject	12.02 Classified Senate
Access	Public
Type	Report

### **Public Content**

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- Moorpark College
- Oxnard College
- Ventura College

### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	13. Accreditation
Subject	13.01 OPEN STUDY SESSION: Accreditation Update.
Access	Public
Type	Information

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	13. Accreditation
Subject	13.02 ACCREDITATION UPDATE. This item presents for discussion an accreditation update.
Access	Public
Type	Discussion

### **Public Content**

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### **Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 13. Accreditation

Subject 13.03 FIRST READING: MOORPARK COLLEGE RESPONSE TO ACCJC REPORT. This item presents for First Reading Moorpark College accreditation report in response to ACCJC Accreditation Recommendations and Commission Concern.

Access Public

Type

**Public Content**

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Staff Position Review	N/A	Primary	Advisory
President		X	
Academic Senate		x	
Legal Counsel	X		
Further Information	Pam Eddinger		

[13.03.01 MoorparkCollegeAccreditationFollowUpReport10-15 12.pdf \(221 KB\)](#)

**Administrative Content**

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Moorpark College  
7570 College Road  
Moorpark, CA 93021

## **Follow-Up Report**

**October 15, 2012**

Submitted to the Accrediting Commission for  
Community and Junior Colleges

Western Association of Schools and Colleges

# Accreditation Follow-Up Report

Submitted by  
Moorpark College

October 15, 2012

Approved by the Ventura County Community College District  
Board of Trustees

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Stephan P. Blum, Esq., Chair,  
Ventura County Community College Board of Trustees

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Date

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Certification of Institutional Follow-Up Report .....	5
Responses to District Recommendations 1- 7 .....	6
Response to Commission Concern on Board Governance .....	37



## **Statement of Report Preparation**

This Follow-Up Report is submitted as a progress report outlining Ventura County Community College District's (VCCCD or District) responses to the recommendations made by ACCJC.

We certify there has been considerable opportunity for the Board of Trustees and VCCCD constituents to participate in the review of this report. We believe the Follow-Up Report accurately reflects the nature and substance of progress since the Team visits in October 2011 and April 16, 2012.

The draft report was made available to the entire District, staff, and students. It was reviewed by the Board of Trustees, Chancellor, Chancellor's Cabinet, District Council on Accreditation and Planning (DCAP), and Consultation Council, a participatory governance committee representing District and Colleges' constituencies.

The VCCCD Board of Trustees received a draft copy of the Follow-Up Report with supporting documents as an information item at the September 11, 2012 Board meeting and the final Report at the October 9, 2012 Board meeting.

# **Certification of Institutional Follow-Up Report**

## **Moorpark College – October 15, 2012**

To: Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges

From: Moorpark College  
7075 College Road  
Moorpark, CA 93021

This institutional progress report is submitted to fulfill the requirement from the February 2, 2012, and the July 2, 2012 ACCJC Action Letters to the College President, addressing seven District Recommendations and the Commission Concern on Board Governance.

We certify that there were opportunities for broad participation by the campus community and District Service Center, and we certify that the Report accurately reflects the nature and substance of this institution.

Signed:

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Stephan P. Blum, Esq., Chair, Ventura County Community College Board of Trustees

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Jamillah Moore, Ed.D., Chancellor, Ventura County Community College District

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Pam Y. Eddinger, Ph.D., President, Moorpark College

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Riley Dwyer, Academic Senate President, Moorpark College

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Maureen Rauchfuss, Classified Senate President, Moorpark College

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Arthur "AJ" Valenzuela, Jr. Student Trustee, Ventura County Community College District

## **District Responses to Accreditation Recommendations 1-7 and Commission Concern Regarding Board Governance**

### **Summary**

At the Accrediting Commission for Community and Junior Colleges (ACCJC or Commission) January 11-13, 2011 meeting, the Commission imposed the sanction of “Warning” on Moorpark College, Oxnard College, and Ventura College and required the Colleges to submit follow-up reports by October 15, 2011. A follow-up accreditation team then conducted a site visit at Ventura County Community College District (VCCCD or District) on October 31, 2011. The purpose of the October 31, 2011 site visit was to verify that the follow-up reports prepared by the Colleges and District were accurate through an examination of evidence, to determine if sustained, continuous, and positive improvements had been made at the District level, and that the District had resolved the recommendations made by the comprehensive evaluation team. The site team visit focused on seven District Recommendations and one Commission Concern related to minimum qualifications of faculty. The team acknowledged VCCCD had adequately addressed the Commission Concern regarding minimum qualifications of faculty but had not made sufficient progress on the seven District Recommendations to satisfy compliance with Accreditation Standards. At its January 10-12, 2012 meeting, the Commission took action to impose the sanction of placing the Colleges on “Probation” and required VCCCD to respond to the seven District Recommendations with follow-up reports due no later than October 15, 2012. In addition, the Commission issued a new Commission Concern regarding Board governance that required a Special Report to be submitted on or before March 15, 2012, followed by a team site visit in April 2012.

The Special Report site team visited the District on April 16, 2012. The site visit focused solely on the Commission’s Special Concern regarding Board governance. The site team reviewed evidence and conducted interviews with District and College constituents. Following consideration of the District’s Special Report to the Commission and the accreditation team’s April 16, 2012 site visit report, the Commission took action at its June 6-8, 2012 meeting to continue the probationary status of the District’s Colleges. The Interim Chancellor for VCCCD received formal notification of the Commission’s June 2012 action on July 5, 2012. In response, the Interim Chancellor disseminated the Commission’s correspondence to the Board of Trustees and ensured appropriate public notification. The Commission reminded the District and Colleges that follow-up reports are due to the Commission by October 15, 2012, to be followed by a site visit of Commission representatives. The follow-up reports must demonstrate the institutions have addressed the seven District Recommendations as stated in the February 2, 2012 Commission action letters, resolved deficiencies, and meet Eligibility Requirements, Accreditation Standards, and Commission policies. Additionally, per corrected Commission action letter dated February 1, 2012 and received May 2012, Ventura College is required to address College Recommendations 3, 4, 6, and 8 by October 15, 2012.

The following responses address the seven District Recommendations as outlined in the Commission Action Letter of February 2, 2012 and the Commission Concern regarding Board governance as specified in the Commission Action Letters of February 2 and July 2, 2012:

## **Report on District Recommendation #1**

### Recommendation:

*In order to meet the Standards, the District, in concert with the three Colleges, shall develop clearly defined organizational maps that delineate the primary and secondary responsibilities of each, the College-to-College responsibilities, and that also incorporate the relationship of major District and College committees established to assure the integrity of activities related to such areas as budget, research, planning, and curriculum. (IV.B.3.a-b, IV.B.3.g)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team acknowledges the systematic work on organizational mapping that the Ventura CCC District and its three Colleges, Moorpark, Oxnard, and Ventura, have initiated in response to District Recommendation 1. By its very foundational nature, this recommendation represents the key to articulating roles and responsibilities in a multi-college district, identifying gaps in structures and resources for planning, research, and curriculum, and improving effectiveness and communication. To date, this recommendation has only been partially addressed and compliance with the Accreditation Standards has not been achieved. The team recommends the Ventura CCC District and its Colleges collectively affirm the urgency of compliance with Accreditation Standards and accelerate and enhance their efforts to address all components of District Recommendation 1.*

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### Update:

In response to this recommendation, the District and Colleges, through Consultation Council, revised the Districtwide *Participatory Governance Handbook* (D1-01) to reflect a clearly defined organizational map and developed the “VCCCD Governance Advisory and Recommendation Pathways” delineation (D1-01) that illustrates the relationship of major District and College committees. The Handbook and accompanying Advisory and Recommendation Pathways ensure delineation of roles and responsibilities and provide venues within the District/College governance structure to host participatory dialogue. To accelerate progress and ensure broad-based collegial input, Consultation Council agreed to meet twice per month for the period of February through June 2012 to complete the work. District Consultation Council is chaired by the Chancellor and consists of Districtwide constituents, including the Vice Chancellor of Business and Administrative Services; Vice Chancellor of Human Resources; Director of Administrative Relations; one College Executive Vice President appointed by the Chancellor; one District Classified Representative; one Classified Confidential Representative; College Presidents; Academic Senate Presidents or designees; Classified Senate Presidents; one Associated Student Government Representative from each College; AFT President; and SEIU President (D1-02).

The Consultation Council review process and activities related to revising the *Participatory Governance Handbook* and development of the Advisory and Recommendation Pathways included and yielded the following results (D1-03):

- In February 2012, the existing *Participatory Governance Handbook* was distributed to Consultation Council members for review and feedback. Extensive discussion regarding Consultation Council's role in governance resulted in expanding Consultation Council's responsibilities to include "Recommending appropriate participatory governance structures for the District, and monitoring and assessing effectiveness of the implementation of said governance structures."
- In early March 2012, Consultation Council recommended changes to participatory governance groups related to charges and membership. As a result, the District Council on Accreditation and Planning (DCAP) was established with a charge to "Develop, monitor, and evaluate Districtwide planning and accreditation cycle activities." March 2012 Consultation Council meeting notes indicated DCAP would meet to further develop its charge, membership, and report progress by the end of the calendar year. March, May, and June 2012 Consultation Council meeting notes reflect additional members may be appointed to DCAP at a later date or membership expanded by the Chancellor. DCAP membership was expanded by the Chancellor on June 4, 2012 to include the Director of Administrative Relations, Chancellor's Office, a Classified Senate President, and Student Trustee. The May 22, 2012 Participatory Governance Handbook defines DCAP as follows:

The District Council on Accreditation and Planning (DCAP) is an evolving body established to address immediate accreditation and planning issues. As such, DCAP advises the Chancellor, through Cabinet and the District Consultation Council, on matters pertaining to the development, monitoring, and evaluation of District-wide planning and accreditation cycle activities. Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit of information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation. Membership will be expanded and/or modified by December 31, 2012.

Current members include a Chancellor-appointed Chair; District Administrative Center Representative; Student Trustee; College Presidents, Academic Senate Presidents or designees; and others determined by the Chancellor.

- In March 2012, Consultation Council also determined the need for a District Council of Academic Affairs (DCAA) to advise the Chancellor regarding instructional program development and related Board policies, administrative procedures, and

standard operating practices; facilitate the coordination of District College programs and review institutional offerings for redundancy, growth and development, and discontinuance; and prepare the initial draft of the educational master plan as it relates to instruction and student services. Dialogue addressing gaps within existing governance committees further resulted in modifying the existing District Technical Review Workgroup (DTRW), which had been focused on reviewing curriculum at all three Colleges, and the District Council on Student Learning (DCSL), which had been focused on issues related to student services, with District Technical Review Workgroup – Instruction (DTRW-I) and District Technical Review Workgroup – Student Services (DTRW-SS) to advise DCAA on academic and professional matters. DTRW-I and DTRW-SS focus on instruction and student services in program development and review/suggest revisions to Board policies and administrative procedures in these areas as needed.

DCAA, DTRW-I, and DTRW-SS began meeting formally in September 2012. DCAA membership consists of a Chancellor-appointed Co-Chair; a Co-Chair Faculty member selected by DCAA members; Executive Vice Presidents; Academic Senate Presidents or designees, one Vice President of Business Services; Faculty Co-Chairs of campus planning committees or College Faculty designees; Associated Student Government Representatives; and a College Faculty member from each campus. DTRW-I members include a Chancellor-appointed Chair and Faculty Co-Chair rotated between the Colleges; Executive Vice Presidents; Faculty Co-Chairs of College Curriculum Committees; and Articulation Officers. DTRW-SS membership consists of a Chancellor-appointed Executive Vice President as Chair; a Co-Chair selected by DTRW-SS; a Dean of Student Services from each College; Associated Student Government Representatives; Registrars; and Articulation Officers or non-instructional designees from each campus (D1-04).

- In April 2012, Consultation Council discussed and incorporated feedback into the *Participatory Governance Manual* and related governance process chart, “VCCCD Governance Advisory and Recommendation Pathways.” Following final review by Chancellor’s Cabinet, College Presidents distributed the organizational mapping documents to College constituents for feedback, and the Director of Administrative Relations provided the documents to District Administrative Center constituents for input.
- In May 2012, Consultation Council discussed and agreed upon minor modifications to the “Governance Advisory and Recommendation Pathways” for clarity.
- In June 2012, Consultation Council completed its final review of the *Participatory Governance Handbook* and related “VCCCD Governance Advisory and Recommendation Pathways” as part of its June 16, 2012 Board of Trustees Meeting Agenda Review.

The *Participatory Governance Handbook* has been widely communicated at the Colleges and District Administrative Center, and constituents were given opportunities to provide input for

improvement prior to finalization of the documents (D1-05). The *Participatory Governance Handbook* was presented to the Board of Trustees for information on June 19, 2012 (D1-06) and publicly posted on the District's website at [www.vcccd.edu](http://www.vcccd.edu) (D1-07). In addition, the Board of Trustees approved an updated BP 2205 Delineation of System and Board Functions (D1-08) on June 19, 2012 to include the completed *Participatory Governance Handbook* and functional mapping documents. The District and Colleges will assess, on an annual basis, the appropriateness of constituent role delineation and responsibilities involved in Districtwide governance processes, identifying gaps in governance structures and resources, as well as the overall effectiveness of the process.

Evidence for District Recommendation 1:

- D1-01 Participatory Governance Handbook, including Functional Mapping narrative (p. 28) and VCCCD Governance Advisory and Recommendation Pathways (p. 58), 05.22.12
- D1-02 Consultation Council Membership, Participatory Governance Handbook (pp. 16-17), 05.22.12
- D1-03 Consultation Council Meeting Notes, 01.12.12, 02.03.12, 02.22.12, 03.02.12, 03.09.12, 03.30.12, 04.06.12, 04.27.12, 05.10.12, 06.07.12
- D1-04 Membership of District Council on Academic Affairs (DCAA), District Technical Review Workgroup-Instructional (DTRW-I), and District Technical Review Workgroup (DTRW-SS), Participatory Governance Handbook (pp. 21-25), 05.22.12
- D1-05 District/College communications regarding Participatory Governance Handbook and functional mapping documents , Ventura College Emails 04.09.12, 04.16.12, 08.15.12; Moorpark College Email 04.19.12; Oxnard College Emails 04.27.12, 05.02.12; District Administrative Center Emails 04.13.12, 05.08.12; District-wide Posting 07.02.12
- D1-06 Board of Trustees Regular Meeting Minutes, Agenda Item 27, 06.19.12
- D1-07 District Public Website Posting of *Participatory Governance Handbook* at [www.vcccd.edu](http://www.vcccd.edu)
- D1-08 Board of Trustees Regular Meeting Agenda, Item 16.03, pp. 527, 529, 06.19.12; Board of Trustees Regular Meeting Minutes, Agenda Item 16.03, 06.19.12



## Report on District Recommendation #2

### Recommendation:

*In order to meet the Standard, the District, in concert with the three Colleges, shall document evidence that a review of District Policies and Procedures that may impede the timely and effective operations of the departments of the Colleges has taken place and that appropriate modifications are made that facilitate the operational effectiveness of the Colleges. A calendar that identifies a timeline for the regular and consistent review of policies shall be developed. (IV.B.1.e)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team acknowledges the scope and extent of District and College work resulting in considerable progress on District Recommendation 2. Of its three inter-related components, the recommendation for the development of a calendar for the regular and consistent review of policies has been fully addressed. With regard to the review and modifications of policies and procedures that may impede operational effectiveness, the team find these elements to be partially addressed and recommends the District and Colleges analyze all collected data for potential impediments and continue to modify operating practices to ensure consistency and appropriate application.*

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### Update:

In response to this recommendation, the District developed and the Board of Trustees adopted a two-year policy/procedure review cycle calendar. The proposed review schedule was implemented in March 2011 and is being vigorously adhered to (D2-01) as evidenced by the substantial amount of activities undertaken by the Policy Committee of the Board (D2-02) and the subsequent placement of proposed, reviewed and/or revised policies and administrative procedures on the monthly Board of Trustees agendas for action or information (D2-03).

To address the review and modification of policies and procedures that may impede operational effectiveness, policy/administrative procedure review and recommended changes follow the newly implemented “VCCCD Governance Advisory and Recommendation Pathways” outlined in the *Participatory Governance Handbook* (D2-04) to ensure broad-based constituent input, consistency, and appropriate application across the District and Colleges. Governance committees and District/College constituents serving on governance committees are provided opportunities to review, analyze, and recommend suggestions for modification of policies/procedures under review that may present potential impediments and negatively impact the timely and effective operations of District/College departments. As presented under “General Operating Agreements for District Groups” in the *Participatory Governance Handbook*, Committee members understand they attend meetings to represent constituent groups at a College or the District Administrative Center. Constituent groups

formulate recommendations to the Chancellor through consultation, and members are responsible to serve as a conduit for information and the catalyst for discussion and topics raised by District groups and within the constituent groups (D2-05).

District policies and procedures have been reviewed and analyzed consistently during the two-year cycle as evidenced through governance bodies, including District Council on Student Learning (DCSL); District Technical Review Workgroup (DTRW); District Council on Human Resources (DCHR); District Council on Administrative Services (DCAS); District Consultation Council; Chancellor's Cabinet, and District Administrative Council. Governance groups maintain meeting notes that include policy/administrative procedure actions and recommendations taken during committee meetings (D2-06).

As of August 2012, the review and analysis status for Board Policies/Administrative Procedures was as follows:

- Chapter 1 The District: complete
- Chapter 2 Board of Trustees: approximately 99 percent complete
- Chapter 3 General Institution: approximately 50 percent complete
- Chapter 4 Academic Affairs: approximately 80 percent complete
- Chapter 5 Student Services: approximately 5 percent complete
- Chapter 6 Business/Fiscal Affairs: approximately 90 percent complete
- Chapter 7 Human Resources: approximately 20 percent complete

Approximately 90 percent of Chapter 7 Human Resources is scheduled for review completion by the end of October 2012. Policy and administrative procedure review of Chapter 4 Academic Affairs and Chapter 5 Student Services by newly-formed District Council on Academic Affairs (DCAA), District Technical Review Workgroup-Instruction (DTRW-I), and District Technical Review Workgroup-Student Services (DRTW-SS) began in September 2012 (D2-07).

To address extremely time sensitive policy or administrative procedures critical to District/College operational deadlines but subject to missing Policy Committee or Board Meeting timelines, governance committees can hold a special meeting and/or present such time sensitive recommended policies and administrative procedures to the Chancellor or Chancellor's Cabinet for approval to advance to Policy Committee and the Board of Trustees.

As a result of dialogue by governance groups and constituent feedback, policy and administrative procedure modifications occurred as evidenced by the following revised operating practices to avoid impeding College operations and ensure consistency across the District/Colleges (D2-08):

- In August 2012, the District launched a website for "Business Tools, Forms, and Procedures," a SharePoint site for employee access. The site includes frequently used Districtwide forms in fillable field format; detailed procedures in some areas of Accounting, Accounts Payable, Payroll, Information Technology, Purchasing, Risk

Management, Police/Parking Services, and Contracts and Grants, including the specific Administrative Procedure 3280 for the completion of grant applications. “Business Tools” is designed to facilitate the consistent Districtwide application of procedures. In order to respond to user needs and input, a dedicated link is provided for faculty and staff to submit feedback and/or suggestions via the site. To achieve continuous quality improvement, the site will be expanded in 2012-2013 to incorporate additional procedures, forms, and enhancements based on user suggestions. This process of regular updates will continue based on user input.

- In conjunction with faculty and staff, a Field Trip/Excursion electronic workflow process was developed in response to faculty needs. Staff and faculty with extensive experience in field trips worked during summer 2012 to develop the workflow. The workflow was implemented in August 2012 by a small number of key faculty from throughout the District to ensure a thorough testing and application of the process. The District Director of General Services provided an overview of the process to interested faculty during Fall 2012 Flex Days at all three Colleges. This process will be refined with additional faculty input.

The District is on schedule to complete its two-year review cycle of existing policies and procedures by March 31, 2013. The District will continue to regularly monitor the sequence, origination points, and appropriate constituency involvement in the two-year policy/procedure review process to systematically identify criteria and evaluate impacts of same on District/College operational effectiveness.

Further, the District Council on Accreditation and Planning (DCAP) is identifying additional effective measures to capture further feedback from District/College constituents, analyze collected data for potential impediments, and continue modifying operating practices to ensure Board policies and procedures enhance operations. One measure identified and developed by DCAP included a survey designed and implemented in September 2012 that collected feedback from employees about ways to improve the flow of information to and from the District through formal channels of the committee and governance structure and to identify any policies or procedures that need clarification or that are difficult to implement in practice (D2-09). Results of the newly-implemented annual survey were discussed at District Consultation Council in September 2012, summarized in the October 2012 Chancellor’s Monthly Update, and distributed to employees, students, and community advisory body members (D2-10).

List of Evidence for District Recommendation #2:

- D2-01 VCCCD Board Policy/Administrative Procedure Two-Year Review Calendar for Review Cycle 3/2011-3/2013, Board Meeting Agenda, 08.14.12
- D2-02 Policy Committee Meeting Agendas/Minutes, 11/2012-07/2012
- D2-03 Board of Trustees Meeting Agendas/Minutes, 11/2012-08/2012
- D2-04 Participatory Governance Handbook “VCCCD Governance Advisory and Recommendation Pathways” (p. 58)

- D2-05 Participatory Governance Handbook, General Operating Agreements for District Groups (p. 10)
- D2-06 District Council on Student Learning (DCSL) Meeting Notes, 11/2011-3/2012; District Technical Review Workgroup (DTRW) Meeting Notes, 11/2011-3/2012; District Council on Human Resources (DCHR) Meeting Notes, 11/2011-4/2012; District Council on Administrative Services (DCAS) Meeting Notes, 11/2011-8/2012; District Consultation Council Meeting Notes, 11/2011-8/2012; Chancellor's Cabinet Meeting Notes, 11/2011-08/2012; Administrative Council Meeting Notes, 11/2011-08/2012
- D2-07 Communication implementing DCAA, DTRW-I, and DTRW-SS, 08/2012
- D2-08 Business Tools, Forms, and Procedures, 08/2012; Field Trip/Excursion Electronic Workflow Process, 08/2012
- D2-09 Employee Formal Communications Survey, 09/2012
- D2-10 Employee Formal Communications Survey Findings, Summary, and Distribution, 09-10/2012

### Report on District Recommendation #3

#### Recommendation:

*In order to increase effectiveness, the Teams recommend that the District conduct a periodic outcomes assessment and analysis of its strategic planning and decision-making processes, leading to sustainable continuous quality improvement in educational effectiveness in support of student learning and district-wide operations. (IV.B.3)*

#### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team documented the Ventura CCC District's progress in improving its planning process and found that the District and its Colleges have partially addressed this recommendation. However, the process is still being refined and remains incomplete without well-defined outcome measures and clear timelines. The team recommends the District focus and accelerate its work on defining outcome measures, developing appropriate timelines, and integrating its periodic outcomes assessment data into the strategic planning process in order to promote sustainable continuous quality improvement. The team further recommends that the District, through its functional mapping and related documents, articulates the District Office responsibility (separate from the Board's oversight responsibility) for future and ongoing reviews of strategic planning and decision-making processes.*

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#### Update:

In response to the Commission recommendation and to align with best practices in institutional planning, the Board of Trustees conducted an assessment of the District's current planning efforts using the ACCJC Rubric on Integrated Planning at its June 26, 2012 Board Strategic Planning Session – Part One (D3-01).

Discussions from the assessment session suggest that current District practices and processes reflect many essential features of integrated planning, including a 10-year District Master Plan, Board goals and objectives with annual effectiveness reporting, annual Board planning sessions, and beginning of a dialogue regarding the efficacy of the planning process. The Districtwide integrated planning process will incorporate local College planning processes and reporting timelines.

The Board recognized during the June 2012 Planning Session that to reach and maintain the level of "sustainable continuous program improvement," process improvements are needed. Of particular importance is the documentation of the planning process, the affirmation of the planning cycle and timeline for the creation of the next Master Plan, and an orderly transition to these improved practices from the current activities. To that end, a transition plan and a Districtwide planning model timeline were presented and discussed. Key elements of the presentation included (D3-02):

Transition Plan:

Conduct 2012-2013 planning cycle through the following activities:

- Revise the 2012 Goals and Objectives for 2013
- Create and Implement Action Plans
- Assess results at June 2013 Board Planning Session

Revised Districtwide Integrated Planning Cycle Timeline:

<b>Academic Year</b>	<b>Cycle</b>	<b>Plan Activities</b>	<b>Assessment Activities</b>
2012-13	Transition from prior year plan; initiation of new planning cycle	Transition: Complete Original Planning Cycle; Conduct Master Planning: Create Master Plan with Goals	Assess and improve planning process
2013-14	Current Cycle: Year One	Create Strategic Plan containing Strategic Objectives to support Master Plan Goals; develop and implement Action Steps	Assess Progress on Objectives; Assess and improve planning process
2014-15	Current Cycle: Year Two	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2015-16	Current Cycle: Year Three	Mid-term Review of Master Plan Goals: Assess status of Master Plan Goals, Strategic Plan and Objectives; adjust Strategic Plan and Objectives as needed	Assess and improve planning process
2016-17	Current Cycle: Year Four	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2017-18	Current Cycle: Year Five	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2018-19	Current Cycle: Year Six	Master Planning Year: Assess and modify Master Plan for the next 6-year cycle	Assess and improve planning process

The Board of Trustees approved the Transition Plan and Revised Planning Cycle Timeline on August 9, 2012 during its Board Strategic Planning Session – Part Two (D3-03).

Subsequently, a *Districtwide Planning Manual* was developed to guide and document the planning process (D3-04).

To assess effectiveness of the District and its Colleges, VCCCD created a *Districtwide Effectiveness Report* that delineates the outcomes for corresponding annual Board Goals (D3-05). The *Districtwide Effectiveness Report* provides three years of data for trend analysis and comparisons. The first report was presented at the June 28, 2012 Board Planning Session; the report will be presented annually and institutionalized as a component of the standard assessment measure. The Board also assessed and made plans to improve its current Districtwide planning at the June and August Planning Sessions, taking deliberate steps to reach the level of sustainable continuous quality improvement in integrated strategic planning.

To assess its decision-making processes, the District, through Consultation Council, reviewed and revised the *Participatory Governance Handbook* and substantially revised the deliberation and consultation process. The resulting structure, as documented in the Handbook under the “Advisory and Recommendation Pathways,” ensures that the deliberation, recommendation, and decision-making process is appropriate and functional (D3-06). The Consultation Council review process and activities related to revising the *Participatory Governance Handbook* and development of the Advisory and Recommendation Pathways (D3-07) included and yielded the following results:

- In February 2012, the existing *Participatory Governance Handbook* was distributed to Consultation Council members for review and feedback. Extensive discussion regarding Consultation Council’s role in governance resulted in expanding Consultation Council’s responsibilities to include “Recommending appropriate participatory governance structures for the District, and monitoring and assessing effectiveness of the implementation of said governance structures.”
- In early March 2012, Consultation Council recommended changes to participatory governance groups related to charges and membership. As a result, the District Council on Accreditation and Planning (DCAP) was established with a charge to “Develop, monitor, and evaluate Districtwide planning and accreditation cycle activities.” March 2012 Consultation Council meeting notes indicated DCAP would meet to further develop its charge, membership, and report progress by the end of the calendar year. March, May, and June 2012 Consultation Council meeting notes reflected additional members may be appointed to DCAP at a later date or membership expanded by the Chancellor. DCAP membership was expanded by the Chancellor on June 4, 2012 to include the Director of Administrative Relations, Chancellor’s Office, a Classified Senate President, and Student Trustee. The May 22, 2012 Participatory Governance Handbook defines DCAP as follows:

The District Council on Accreditation and Planning (DCAP) is an evolving body established to address immediate accreditation and planning issues. As such, DCAP advises the Chancellor, through Cabinet and the District Consultation Council, on matters pertaining to

the development, monitoring, and evaluation of District-wide planning and accreditation cycle activities. Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit of information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation. Membership will be expanded and/or modified by December 31, 2012.

Current members include a Chancellor-appointed Chair; District Administrative Center Representative; Student Trustee; College Presidents, Academic Senate Presidents or designees; and others determined by the Chancellor.

- In March 2012, Consultation Council also determined the need for a District Council of Academic Affairs (DCAA) to advise the Chancellor regarding instructional program development and related Board policies, administrative procedures, and standard operating practices; facilitate the coordination of District College programs and review institutional offerings for redundancy, growth and development, and discontinuance; and prepare the initial draft of the educational master plan as it relates to instruction and student services. Dialogue addressing gaps within existing governance committees further resulted in modifying the existing District Technical Review Workgroup (DTRW), which had been focused on reviewing curriculum from the three Colleges, and the District Council on Student Learning (DCSL), which had been focused on issues related to student services, with District Technical Review Workgroup – Instruction (DTRW-I) and District Technical Review Workgroup – Student Services (DTRW-SS) to advise DCAA on academic and professional matters. DTRW-I and DTRW-SS focus on instruction and student services in program development and review/suggest revisions to Board policies and administrative procedures in these areas as needed. DCAA, DTRW-I, and DTRW-SS began meeting formally in September 2012.
- In April 2012, Consultation Council discussed and incorporated feedback into the *Participatory Governance Manual* and related governance process chart, “VCCCD Governance Advisory and Recommendation Pathways.” Following final review by Chancellor’s Cabinet, College Presidents distributed the organizational mapping documents to College constituents for feedback, and the Director of Administrative Relations provided the documents to District Administrative Center constituents for input.
- In May 2012, Consultation Council discussed and agreed upon minor modifications to the “Governance Advisory and Recommendation Pathways” for clarity.
- In June 2012, Consultation Council completed its final review of the *Participatory Governance Handbook* and related “VCCCD Governance Advisory and



Recommendation Pathways” as part of its June 16, 2012 Board of Trustees Meeting Agenda Review.

List of Evidence for District Recommendation #3:

- D3-01 Board Strategic Planning Session – Part One Agenda/Minutes, 06.26.12
- D3-02 Integrated Planning Model Presentation, Board Strategic Planning Session – Part One, 06.26.12
- D3-03 Board of Trustees Approval of Transition Plan and Revised Planning Cycle Timeline, Board Strategic Planning Session – Part Two, Agenda/Minutes Item 12.05, 08.09.12
- D3-04 Districtwide Planning Manual, 09/2012
- D3-05 Districtwide Effectiveness Report, Board Strategic Planning Session – Part One, 06.26.12
- D3-06 District Participatory Governance Handbook, Advisory and Recommendation Pathways,” 05.22.12
- D3-07 Consultation Council Meeting Notes, 01.12.12, 02.03.12, 02.22.12, 03.02.12, 03.09.12, 03.30.12, 04.06.12, 04.27.12, 05.10.12, 06.07.12

## Report on District Recommendation #4

### Recommendation:

*In order to improve communications, the Teams recommend that the District assess the effectiveness of its formal communications and utilize constituency and community input/feedback data to implement improvements to ensure that open and timely communication regarding expectations of educational excellence, operational planning, and integrity continues and is enhanced at all levels of the organization. (III.A.3, IV.B.3)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team acknowledges the focused efforts of the Ventura CCC District and the Colleges in responding to District Recommendation 4 and finds the recommendation has been partially addressed to date. The new administrative advisory bodies, the expanded Citizens Advisory Committee, and the added communication strategies indicate a commitment to improving the effectiveness of communications throughout the District. These efforts have increased the opportunities for constituency and community input and the team recommends the District develop clear purpose statements for each of these bodies aligned with District, Board, and College communication goals. [Note: have not found evidence of this for Presidents Council and District Administrative Council, which are the advisory bodies cited in the District's previous responses.]*

*While the District has assessed its formal communications through the collection of College feedback and discussed possible methods for collecting feedback about the effectiveness of communications in the future, there is no evidence that regular assessments will be implemented to ensure ongoing effectiveness and continuous improvement. It is also not clear if the District will measure improvements in constituency satisfaction with formal communications as a means to gauge effectiveness. The team recommends the District incorporate regular assessments of formal communications such as committee self-appraisal and employee surveys, to ensure improved communications and fully address the Accreditation Standards cited in District Recommendation 4.*

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### Update:

To fully meet this recommendation, the District, through Consultation Council (D4-01), has improved the effectiveness of its formal communications as evidenced by a thorough review and revision of the District *Participatory Governance Handbook* (D4-02). In creating and adhering to appropriate "Governance Advisory and Recommendation Pathways" for formal consultation and dialogue, the District ensures the venues for constituent feedback are available, well-defined, and understood (D4-03). The *Participatory Governance Handbook* will be thoroughly assessed through Consultation Council every three years to ensure ongoing effectiveness and demonstrate sustainable continuous quality improvement. Additionally, at the first fall meeting of the academic year, each governance group will

distribute and discuss the group’s charge and reporting structure; review norms for working as a team; develop operating agreements for determining recommendations; and review or establish task-specific operating agreements, if needed (D4-04).

In March 2012, the Chancellor deployed the annual governance committees’ self-appraisal survey process through the Office of Administrative Relations to ensure assessment and improve formal communications. The annual self-appraisal process included the following activities:

- In March 2012, the existing self-appraisal survey instrument was reviewed and expanded by Consultation Council to gather and evaluate data from the District/Colleges related to formal communications within governance committee structures (D4-05).
- In early April 2012, District Consultation Council; District Council on Human Resources (DCHR); District Council on Administrative Services (DCAS); District Technical Review Workgroup (DTRW); District Council on Student Learning (DCSL); and Administrative Technology Advisory Group (ATAC) received self-appraisals electronically for completion through the Office of Administration Relations (D4-06). Although council/group members were identified for distribution of the self-appraisal survey, individual member participation was conducted anonymously through SurveyMonkey. Council/Group members participated as follows:

<b>Council/Group</b>	<b>Participating Members</b>	<b>Total Members</b>
District Consultation Council	17	26
DCHR	7	12
DCAS	6	14
DCSL	11	22
DTRW	6	14
ATAC	8	11

- In late April 2012, council/group self-appraisal findings were provided to council/group chairs/co-chairs by the Office of Administrative Relations for discussion with members to ensure ongoing effectiveness and continuous improvement (D4-07).
- Council/group self-appraisal findings were discussed by members of District Consultation Council; DCHR; DCAS; DCSL; DTRW; and ATAC during the period of May through September 2012. As evidenced by meeting notes and dialogue, council/group member identified areas of potential improvement based on self-appraisal findings as follows (D4-07):
  - District Consultation Council discussion resulted in consideration of using technology to eliminate the need to travel to the District Administrative

Center for Consultation Council meetings, adding a standing item of “future agenda items” to Consultation Council agendas, expanding membership of the District Council on Planning and Accreditation (DCAP), and receiving meeting summary reports from DCAP.

- DCHR discussion results will be provided following the September 2012 DCHR meeting.
- DCAS discussion resulted in a recommendation to conduct the survey mid-year and year-end or just mid-year to allow time for corrective action, if needed. DCAS agreed self-appraisal results were positive, accurately reflected the sentiments of the group, objectives were being met, and no change was needed in the functioning of the committee.
- DTRW discussion results will be provided following a September 2012 meeting.
- DCSL discussion results will be provided following a September 2012 meeting.
- ATAC discussion of findings resulted in committee agreement to change the frequency of meetings from monthly to bi-monthly, meeting notes will be posted on the District website and emailed to committee members, and meeting agendas will be distributed two weeks in advance to provide an opportunity for increased campus dialogue on agenda items prior to ATAC meetings.

In addition, the Chancellor’s Office established a Chancellor’s Monthly Update in March 2012 to communicate formal governance committee/council activities occurring Districtwide. The monthly updates are currently posted on the District portal under Districtwide announcements (D4-08). Effective October 2012, distribution of Chancellor Monthly Updates will be expanded to students and Community Advisory Body members.

In response to the accrediting team’s recommendation, the Citizens Advisory Body description and purpose was clarified and added to the District *Participatory Governance Handbook* as part of the Handbook’s update and completion process as follows (D4-09):

The Citizens Advisory Body provides community input and feedback to the Board of Trustees in the preparation of its Districtwide planning. The community body assists the Board in the evaluation of the District’s effectiveness in meeting educational excellence and operational efficiency and acts as a vehicle to which the Board communicates its expectations of organizational excellence and integrity. The Citizens Advisory Body consists of 20 members who serve a three-year term; members may serve multiple terms. Individual Trustees recommend up to four community members to the

full Board for approval. Members are recommended for their broad community standing, professional experience, and/or public service.

The documented purpose statement was communicated to the Citizens Advisory Body in fall 2012. Purpose statements for Presidents Council and District Administrative Council, two administrative advisory bodies, were discussed and clearly documented at Presidents Council in August 2012 and District Administrative Council in September 2012 (D4-10).

To further utilize community input in strategic planning, the District, through the Office of Administrative Relations, conducted an electronic survey with an expanded Citizens Advisory Body in June 2012 to obtain feedback for review and consideration at the Board's June 26, 2012 Strategic Planning Session – Part One (D4-11). The survey was designed to obtain community member opinions regarding the District/Colleges' breadth of functions and perceived challenges to better inform the Board of Trustees in planning and deliberations. Of the 39 community members invited to participate, 24 individuals agreed to remain members of or join the Citizens Advisory Body for 2012-2013 (D4-12), and 16 Community Advisory Body members completed the survey. Individual member participation was conducted anonymously through SurveyMonkey.

Survey findings were presented to the Board during the June 26, 2012 Strategic Planning Session – Part One. Significant findings reflected the need for the District to increase communication with community constituents regarding programs, services, and budget information. In addition, findings indicated community members view the budget, alternative revenue resources, accreditation, partnerships, and college readiness as challenges currently facing VCCCD. Trustees commented the findings confirm the importance of obtaining community input, and the full Board agreed to increase the number of meetings with the Citizens Advisory Body to improve communication and ensure in-depth community participation in planning related to community needs (D4-13).

In September 2012, the District initiated a survey of all employees related to constituency satisfaction with formal communications as a means to gauge effectiveness and provide opportunity for improvement. The survey, designed by District Council on Accreditation and Planning (DCAP), was distributed to employees through the Office of Administrative Relations, Chancellor's Office. Results of the newly-implemented annual survey were discussed at District Consultation Council in September 2012, summarized in the October 2012 Chancellor's Monthly Update, and distributed to employees, students, and community advisory body members (D4-14).

List of Evidence for District Recommendation #4:

- D4-01 Consultation Council Meeting Notes, 01.12.12, 02.03.12, 02.22.12, 03.02.12, 03.09.12, 03.30.12, 04.06.12, 04.27.12, 05.10.12, 06.07.12
- D4-02 Participatory Governance Handbook, 05.22.12
- D4-03 VCCCD Governance Advisory and Recommendation Pathways (p. 58), 05.22.12

- D4-04 Participatory Governance Handbook, (pp. 10-11), 05.22.12
- D4-05 Consultation Council Meeting Notes, 03.09.12; Participatory Governance Committee Self-Appraisal Template, 03/2012
- D4-06 District Committee Self-Appraisal Electronic Distribution Communications
- D4-07 Participatory Governance Committees Self-Appraisal Findings and Governance Committee Meeting Notes Reflecting Discussion (i.e., Consultation Council; District Consultation Council; District Council on Student Learning (DCSL); District Technical Review Workgroup (DTRW); District Council on Human Resources (DCHR); District Council on Administrative Services (DCAS); and Administrative Technology Advisory Committee (ATAC), 04-09/2012
- D4-08 Chancellor's Monthly Updates, 03/2012-08/2012
- D4-09 Citizens Advisory Body Charge/Purpose, Participatory Governance Handbook, 05.22.12 (p. 32-33)
- D4-10 Presidents Council Meeting Notes, 08.20.12; District Administrative Council Meeting Notes, 09.04.12
- D4-11 Citizens Advisory Body Survey, 06/2012
- D4-12 Citizens Advisory Body Membership Roster, 06/2012
- D4-13 Citizens Advisory Body Survey Findings, 06.26.12; Board of Trustees Meeting Minutes, 06.26.12
- D4-14 Employee Formal Communications Survey Findings, Summary, and Distribution, 09-10/2012

## Report on District Recommendation #5

### Recommendation:

*In order to meet the Standard, the Board of Trustees shall complete an analysis of its self assessment pursuant to Board Policy 2745 and formally adopt expected outcomes and measures for continuous quality improvement that will be assessed and reported as a component of the immediately succeeding self-assessment. (IV.B.1.g)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*District Recommendation 5 has been addressed to a considerable extent. The team found the District Board of Trustees initiated an annual self-assessment activity and has made significant progress in improving its self-evaluation process through the inclusion of objectives and outcome measures. However, the improvement component of the process will remain incomplete until the newly-developed measurable objectives for 2011-12 are analyzed during the annual Board self-evaluation session scheduled for May/June 2012. The team recommends the Board complete the self-evaluation process as scheduled and ensure the self-assessment activity is conducted on a yearly basis.*

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### Update:

To fully meet this recommendation, the Board of Trustees reviewed its self-assessment instrument and made improvements to its content (D5-01). Further, the Board implemented an ongoing self-evaluation process and completed the annual Board self-evaluation in advance of its June 26, 2012 Board Planning Session – Part One in accordance with Board Policy/Administrative Procedure 2745 Board Self-Evaluation (D5-02). The Board also formally adopted outcomes and measures of its performance, and the assessment of those outcomes was an integral part of the annual assessment. An external constituent assessment of the Board in the form of a survey to Consultation Council was established per Board Policy/Administrative Policy 2745 as part of the Board's annual self-assessment process (D5-03). This year's external assessment results were discussed as part of the Board self-evaluation at the June 26, 2012 Board Planning Session – Part One (D5-04). The annual self-assessment process included the following activities:

- At its January 17, 2012 Board Meeting, the Board adopted revised Board Policy 2745 Board Self-Evaluation to include Board meeting monthly assessment findings to strengthen its self-evaluation process in evaluating Board Performance Goals (D5-05).
- The Board again amended Board Policy 2745 Board Self-Evaluation on March 13, 2012 to include language regarding an annual Board self-assessment process to further align Board Policy 2745 to District Recommendation 4 (D5-06).

- On June 19, 2012, the Board accepted Board Administrative Procedure 2745 Board Self-Evaluation as aligned with Board Policy 2745 to include Consultation Council feedback through a Board Evaluation distributed electronically to Consultation Council members during the Board's annual self-evaluation process (D5-07).
- In May 2012, the Board implemented its annual ongoing self-evaluation process per Board Policy/Administrative Procedure 2745. The Board of Trustees received the 2012 self-evaluation survey in electronic format for completion (D5-08) through the Chancellor's Office, and Consultation Council members were provided an opportunity to complete the Board Evaluation survey electronically (D5-09) through the Chancellor's Office. The Board Survey was designed to gather feedback regarding Board Performance Goals, general evaluation, and individual Trustee reflective perspective. Participants were asked to indicate his/her opinions using a rating scale of agree, partial agreement, disagree, or don't know. An option to provide comments was provided. The full Board and 18 of 21 Consultation Council Members completed the survey.
- The annual summative Board self-evaluation was conducted at the Board's June 26, 2012 Board Strategic Planning Session – Part One (D5-10). Expected outcomes included evaluating Board performance; identifying and discussing areas for strengthening Board performance; incorporating identified areas in need of improvement into existing Board Performance Goals; and adopting updated Board Performance Goals.

The Board's self-evaluation process included discussion of significant findings from a summary of the Board's Monthly Meeting Assessments (D5-11) and a results discussion of the Board's Annual Self-Evaluation and Consultation Council Evaluation of the Board (D5-12). Significant findings suggesting possible areas of improvement included trustee involvement in operational matters; need for additional Citizens Advisory Body meetings; need for more information in staff reports; and need for strengthened parliamentary practice. Findings also reflected full Board agreement in spending appropriate time preparing for meetings; actively participating in meetings; unified support of Board decisions; maintaining confidentiality; and disclosing actual and/or perceived conflicts of interest. Points of Board discussion based on Consultation Council general evaluation feedback included the Board's adherence to its policy-making role; ensuring assessment of formal communication with constituents; involving community members in strategic planning; acting as a cohesive unit and taking responsibility for the Board's collective performance; complying with the Board's Code of Ethics; avoiding engagement in operational matters; evaluating strategic planning; supporting the Chancellor; and understanding accreditation.

- Following Board discussion on June 26, 2012, Trustees assessed the Board's progress in achieving performance goals and considered significant findings in the review and update of 2011-12 Board Performance Goals (D5-13). The Board agreed upon recommendations for improvement and renewed the Board's commitment to continue



to strengthen Board performance in areas including the Citizens Advisory Body, community outreach, professional development, and maintaining the Board's policy-making role.

- At the August 9, 2012 Board Strategic Planning Session – Part Two, the full Board formally adopted its updated 2012-13 Board Performance Goals incorporating 10 measurable activities designed to strengthen Board performance (D5-14).
- Following the August 9, 2012 Board Strategic Planning Session – Part Two, the Board of Trustees completed an assessment for the planning session meetings of June 26 and August 9, 2012 to ensure continuous quality improvement and effectiveness. Findings were provided for Trustee discussion at the September 11, 2012 Board meeting (D5-15).

List of Evidence for District Recommendation #5:

- D5-01 Revised Board Self-Assessment Instrument
- D5-02 Board Meeting Strategic Planning Session – Part One Agenda/Minutes, 05.22.12; VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation
- D5-03 Consultation Council Board Evaluation Instrument
- D5-04 Consultation Council Board Evaluation Findings, June 26, 2012
- D5-05 Board of Trustees Meeting Agenda/Minutes Item 11.03, 01.17.12
- D5-06 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of Trustees Meeting Agenda/Minutes Item 13.13, 03.13.12
- D5-07 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of Trustees Meeting Agenda/Minutes Item 16.06, 06.19.12
- D5-08 Board's 2012 Self-Evaluation Survey and Electronic Communication, 05/2012
- D5-09 Consultation Council Board Evaluation Survey and Electronic Communication, 06/12
- D5-10 Board Strategic Planning Session – Part One Agenda/Minutes, 06.26.12
- D5-11 Summary of Board's Monthly Meeting Assessments, 06.26.12
- D5-12 Board's Annual Self-Evaluation Survey Findings; Consultation Council's Evaluation of the Board Findings, 06.26.12
- D5-13 2011-12 Board Performance Goals, Board Strategic Planning Session – Part One, Agenda/Minutes Item 17.03, 06.26.12
- D5-14 2012-13 Board Performance Goals, Board Strategic Planning Session – Part Two, Agenda/Minutes Item 10.01, 08.09.12
- D5-15 Board Strategic Planning Session Assessment and Results for June 26 and August 9, 2012

## Report on District Recommendation #6

### Recommendation:

*In order to meet the Standards, the Board of Trustees shall establish clearly written policies and corresponding procedures to ensure that decision-making is administered by staff in an equitable and consistent manner across and within the three Colleges. (III.A.3.a, III.A.4.c, IV.B.1.b-c)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*This recommendation has been partially addressed. The team found substantive District and College progress in developing consistent decision-making processes and positive efforts in responding to District Recommendation 6. The team recommends the Board and appropriate bodies continue their work in resolving uniform practice concerns and communicate to all constituencies the decision-making protocols and standard operating procedures.*

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### Update:

To fulfill District Recommendation 6, the District administered a three-pronged strategy to ensure Board established policies and administrative procedures are administered Districtwide in an equitable and consistent manner:

1. Board policies and procedures are reviewed on a two-year cycle with constituent input to ensure clarity and appropriateness in field implementation.
2. The Functional Mapping narrative in the *Participatory Governance Handbook* makes explicit the delineation of functions between the District and Colleges and clarifies where District/College sites have discretionary decision-making over operations and where uniformity in practice is mandated (D6-01).
3. Formal communication channels are utilized to ensure Board policies and procedures are communicated to Districtwide constituents.

The two-year policy/procedure review cycle calendar implemented in March 2011 is being vigorously adhered to (D6-02) as evidenced by significant activity undertaken by the Policy Committee of the Board (D6-03) and the subsequent placement of proposed, reviewed and/or revised policies and administrative procedures on the monthly Board of Trustees agendas for action or information (D6-04).

District Board policies and administrative procedures have been reviewed and analyzed consistently with constituent input on the two-year cycle through governance bodies, including District Council on Student Learning (DCSL); District Technical Review

Workgroup (DTRW); District Council on Human Resources (DCHR); District Council on Administrative Services (DCAS); District Consultation Council; Chancellor's Cabinet, and District Administrative Council. Governance groups maintain meeting notes that include policy/administrative procedure actions and recommendations taken during committee meetings (D6-05). Policy and administrative procedure review related to academic affairs and student services by newly-formed District Council on Academic Affairs (DCAA), District Technical Review Workgroup-Instruction (DTRW-I), and District Technical Review Workgroup-Student Services (DRTW-SS) began in September 2012.

To address policies and procedures that may impede operational effectiveness or result in uniform practice concerns, policy/administrative procedure review and recommended changes follow the newly implemented "VCCCD Governance Advisory and Recommendation Pathways" outlined in the *Participatory Governance Handbook* (D6-06) to ensure broad-based constituent input, consistency, and appropriate application across the District and Colleges. The Functional Mapping narrative in the *Participatory Governance Handbook* explains the delineation of functions between the District and Colleges and clarifies where District/College sites have discretionary decision-making over operations and where uniformity in practice is mandated (D6-07).

As of November 2011, the following policy and administrative procedure modifications occurred as a result of dialogue by governance groups and constituent feedback to ensure uniform application across the District/Colleges (D6-08):

- In August 2012, the District launched a website for "Business Tools, Forms, and Procedures," a SharePoint site for employee access. The site includes frequently used Districtwide forms in fillable field format; detailed procedures in some areas of Accounting, Accounts Payable, Payroll, Information Technology, Purchasing, Risk Management, Police/Parking Services, and Contracts and Grants, including the specific Administrative Procedure 3280 for the completion of grant applications. "Business Tools" is designed to facilitate the consistent Districtwide application of procedures. In order to respond to user needs and input, a dedicated link is provided for faculty and staff to submit feedback and/or suggestions via the site. To achieve continuous quality improvement, the site will be expanded in 2012-2013 to incorporate additional procedures, forms, and enhancements based on user suggestions. This process of regular updates will continue based on user input.
- In conjunction with faculty and staff, a Field Trip/Excursion electronic workflow process was developed in response to faculty needs. Staff and faculty with extensive experience in field trips worked during summer 2012 to develop the workflow. The workflow was implemented in August 2012 by a small number of key faculty from throughout the District to ensure a thorough testing and application of the process. The District Director of General Services provided an overview of the process to interested faculty during Fall 2012 Flex Days at all three Colleges. This process will be refined with additional faculty input.

Governance committees and District/College constituents serving on governance committees are provided opportunities to review, analyze, and recommend suggestions for modification of policies/procedures under review that may present potential impediments or uniform application concerns in District/College departments. Committee members understand they attend meetings to represent constituent groups at a College or the District Administrative Center and serve as a conduit for information and catalyst for discussion and topics raised by District groups and within the constituent groups (D6-09).

To improve communication between Chancellor's Cabinet and governance committees, actions taken in Chancellor's Cabinet regarding policies and procedures are recorded in Chancellor's Cabinet meeting notes, and the Office of Administrative Relations notifies the Chair/Co-Chairs of the appropriate governance committees of actions taken in Chancellor's Cabinet (D6-10). In addition, through spring 2012, the Director of Administrative Relations attended DCSL and DTRW meetings as a guest to assist in maintaining consistent communication regarding review of policies and administrative procedures.

All Board policies and administrative procedures are monitored and tracked using a "Policy/Procedure Review Master Tracking Document" (D6-11) by the Director of Administrative Relations, Chancellor's Office, and all active Board policies and procedures are available to District/College constituents and the public electronically via the District website at [www.vcccd.edu](http://www.vcccd.edu) (D6-12). Constituents are provided District contact information on the District website for questions or requests related to policy and administrative procedures. A hard copy master binder of all active Board policies and procedures is also maintained in the Office of Administrative Relations, Chancellor's Office (D6-13).

District Council on Accreditation and Planning (DCAP) is identifying additional effective measures to capture further feedback from District/College constituents, analyze collected data for potential impediments, and continue modifying operating practices to ensure equitable decision-making and consistency across the District/Colleges. One measure identified and developed by DCAP included a survey designed and implemented in September 2012 that collected feedback from employees about ways to improve the flow of information to and from the District through formal channels of the committee and governance structure and to identify any policies or procedures that need clarification or that are difficult to implement in practice. Results of the newly-implemented annual survey were discussed at District Consultation Council in September 2012, summarized in the October 2012 Chancellor's Monthly Update, and distributed to employees, students, and community advisory body members (D6-14).

List of Evidence for District Recommendation #6:

- D6-01 District Participatory Governance Handbook, Functional Mapping Narrative, Appendix II, pp. 28-43, 05.22.12
- D6-02 VCCCD Board Policy/Administrative Procedure Two-Year Review Calendar for Review Cycle 3/2011-3/2013, Board Meeting Agenda, 08.14.12
- D6-03 Policy Committee Meeting Agendas/Minutes, 11/2012-07/2012
- D6-04 Board of Trustees Meeting Agendas/Minutes, 11/2012-08/2012

- D6-05 District Council on Student Learning (DCSL) Meeting Notes, 11/2011-3/2012; District Technical Review Workgroup (DTRW) Meeting Notes, 11/2011-3/2012; District Council on Human Resources (DCHR) Meeting Notes, 11/2011-4/2012; District Council on Administrative Services (DCAS) Meeting Notes, 11/2011-8/2012; District Consultation Council Meeting Notes, 11/2011-8/2012; Chancellor's Cabinet Meeting Notes, 11/2011-08/2012; Administrative Council Meeting Notes, 11/2011-08/2012
- D6-06 Participatory Governance Handbook "VCCCD Governance Advisory and Recommendation Pathways" (p. 58), 05.22.12
- D6-07 District Participatory Governance Handbook, Functional Mapping Narrative, Appendix II (pp. 28-43), 05.22.12
- D6-08 Business Tools, Forms, and Procedures, 08/2012; Field Trip/Excursion Electronic Workflow Process, 08/2012
- D6-09 Participatory Governance Handbook, General Operating Agreements for District Groups (p. 10)
- D6-10 Email Communications/Meeting Notes regarding Policy/Procedure Chancellor's Cabinet Actions
- D6-11 Policy/Procedure Review Master Tracking Document, 08/2012
- D6-12 District Public Website Posting of Board Policies/Procedures at [www.vcccd.edu](http://www.vcccd.edu)
- D6-13 Hard Copy Master Binder of Board Policies/Procedures, Office of Administrative Relations, Chancellor's Office
- D6-14 Employee Formal Communications Survey Findings, Summary, and Distribution, 09-10/2012

## Report on District Recommendation #7

### Recommendation:

*In order to meet the Standards, the Board of Trustees shall assess its actions in relation to its policy making role and implement a program for ongoing Board member professional development to enhance and improve the demonstration of its primary leadership role in assuring the quality, integrity, and effectiveness of the student learning programs and services delivered by the District Colleges. (IV.A.3, IV.B.1. e-g)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*Based on the limited extent of time and current evidence provided, the team finds that District Recommendation 7 has been fully addressed. However, the team remains concerned about the consistency and long-term sustainability of the Board's demonstration of its primary leadership role and reiterates its recommendation for ongoing professional development for all Board members. The team encourages the Board to continue its professional growth related to Board roles and responsibilities, governance, organizational effectiveness and ethics, and recommends the Board be vigilant in assessing and monitoring its actions to ensure clear and effective policy and decision-making.*

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### Update:

In response to the accrediting team's recommendation, the Board of Trustees committed to ongoing professional development as evidenced by Board Policy/Administrative Procedure 2740 Trustee Professional Development (D7-01) and Best Practices Agreement (D7-02). To demonstrate its commitment and accomplish this goal, the Board developed and adopted a "Professional Development 2012/2013 Calendar" of activities (D7-03). In spring 2012, the Board began assessing the effectiveness of its external professional development activities to ensure that the full Board is in concordance on the content and value of its development experience. In fall 2012, to further the Board's professional growth related to Board roles and responsibilities, the Board integrated the evaluation of its internal professional development activities as part of its monthly Board meeting assessments.

Since November 2011, Trustees have participated in the following professional development activities (D7-04):

- Community College League of California Conference, Annual Convention and Partner Conference, 11/2011
- Visit by Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 11/2011

- Parliamentary Procedure Training Presentation by Mary Dowell, Attorney, Liebert, Cassidy, and Whitmore, 12/2011
- Community College League of California Conference, Effective Trustee Workshop, Board Chair Workshop, Annual Legislative Conference, 01/2012
- Special Board Meeting with John Didion, Executive Vice Chancellor of Human Resources and Educational Services for Rancho Santiago Community College District, 02.22.12
- Role of the Faculty in Accreditation Processes Within the VCCCD presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, 02.22.12
- Role of the Academic Senates/Areas of Authority and Responsibility presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Educational Programs and Services, 03.13.12
- Community College League of California Conference, Annual Trustees Conference, 05/2012
- Ad Hoc Strategic Planning Committee and Chancellor Visit with Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 05.02.12
- External Leadership Role presented by VCCCD Director of Administrative Relations; Elements of an Integrated Strategic Plan presented by Moorpark College President, 06.26.12
- Fiscal Affairs presented by VCCCD Board Trustee Dianne McKay and VCCCD Vice Chancellor of Business and Administrative Services; Legal Affairs presented by VCCCD Board Chair Stephen Blum, Esq., 07.10.12
- Legislative presented by VCCCD Trustee Bernardo M. Perez; Human Resources presented by VCCCD Vice Chancellor of Human Resources, 08.14.12
- Student Trustee Role presented by VCCCD Student Trustee Arthur Valenzuela, Jr., and VCCCD Board Chair Arturo Hernández; Program Discontinuance Process presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, 09.11.12

Professional development activities scheduled through May 2013 include:

- Role of the Board Chair; Board Chair/CEO Relationship, 10/2012

- Community College League of California, Annual Convention and Partner Conference, 11/2012
- Effective Board and Committee Meetings, 10/2012
- Technical Assistance Visit (AB 1725), 01/2013
- Community College League of California, Effective Trustee Workshop, Board Chair Workshop, Annual Legislative Conference, 01/2013
- Board/Staff Relationships, Accreditation, 02/2013
- Emergency Preparedness, 03/2013
- Board Role in Strategic Planning, 04/2013
- Community College League of California, Annual Trustees Conference, 05/2013

A majority of Board professional development activities are based on “Board and CEO Roles, Different Jobs, Different Tasks,” provided by the Community College League of California (D7-05). Activities provided on the District premises will be attended by the full Board, with the exception of excused absences requiring action by the Board. Off-site activities requiring travel will be attended by a minimum of one or two Board members on behalf of the full Board. Board members attending off-site activities will provide a verbal report to the full Board during a regularly-scheduled Board meeting to communicate the value of the professional development experience. Effective summer 2013, the Board, through its annual planning session, will evaluate a summary of its professional development activity assessments to ensure continued growth related to roles and responsibilities, governance, effective policy and decision-making, organizational effectiveness, and ethics.

List of Evidence for District Recommendation #7:

- D7-01 Board Policy/Administrative Procedure 2740 Trustee Professional Development, 03.13.12
- D7-02 Board of Trustees Best Practices Agreement, Item 7, 03.13.12
- D7-03 Board Meeting Agenda Item 9.01 Professional Development 2012/2013 Calendar, 08.09.12
- D7-04 Community College League of California Conference, Annual Convention and Partner Conference, Program, 11/2011;  
Visit by Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), Board of Trustees Agenda/Minutes, 11.08.11;  
Parliamentary Procedure Training Presentation by Mary Dowell, Attorney, Liebert, Cassidy, and Whitmore; Board of Trustees Agenda/Minutes, 12.13.12;



Community College League of California Conference, Effective Trustee Workshop, Board Chair Workshop, Annual Legislative Conference, Program and Assessment, 01/2012;

Special Board Meeting with John Didion, Executive Vice Chancellor of Human Resources and Educational Services for Rancho Santiago Community College District, Assessment, 02.22.12;

Role of the Faculty in Accreditation Processes Within the VCCCD presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Meeting, Item 6.05, Review of Accreditation Process, 02.22.12;

Role of the Academic Senates/Areas of Authority and Responsibility presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Meeting, Item 15.01, Professional Development, Educational Programs and Services, 03.13.12;

Community College League of California Conference, Annual Trustees Conference, Program and Assessment, 05/2012;

Ad Hoc Strategic Planning Committee and Chancellor Visit with Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 05.02.12, Board Minutes, 05.10.12;

External Leadership Role presented by VCCCD Director of Administrative Relations; Elements of an Integrated Strategic Plan presented by Moorpark College President, Board Agenda/Minutes, 06.26.12;

Fiscal Affairs presented by VCCCD Board Trustee Dianne McKay and Vice Chancellor of Business and Administrative Services; Legal Affairs presented by VCCCD Board Chair Stephen Blum, Esq., Board Agenda/Minutes, 07.10.12;

Legislative presented by VCCCD Board Trustee Bernardo M. Perez; Human Resources presented by VCCCD Vice Chancellor of Human Resources, Board Agenda/Minutes, 08.14.12;

Student Trustee Role presented by VCCCD Student Trustee Arthur Valenzuela, Jr., and VCCCD Board Chair Arturo Hernández; Program Discontinuance Process presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Agenda, 09.11.12;

D7-05 Community College League of California “Board and CEO Roles, Different Jobs, Different Tasks, 2000

## **Response to Commission Concern on Board Governance**

### Commission Concern as stated in Commission Action Letter dated July 2, 2012:

*The team report confirmed that board development activities had been provided and all board members were encouraged to attend. At the same time, the team expressed concern about the consistency and long-term sustainability of the Board's demonstration of its primary leadership role and reiterates its recommendation for evidence of ongoing professional development for all Board members. Specifically, the Commission notes a particular board member's disruptive and inappropriate behavior and the entire board's responsibility to address and curtail it. (Eligibility Requirement 3; Standard IV.B.1.g, h, i) The Commission also notes that the continued behavior and non-compliance of the District jeopardizes the accreditation of the VCCCD colleges.*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report of Commission Concern from April 16, 2012 report):

*The team acknowledges the systematic work that the Board of Trustees and Chancellor have made in addressing the Commission Concern. The Board has recognized and taken seriously that, by their lack of control of how they operate as a Board and exercise their roles and responsibilities as individual Board members, they have jeopardized the accreditation status at each of the three colleges within the VCCCD.*

*It is evident that even though the Trustee has blatantly and consistently violated the role of a Trustee, the entire Board has failed to respond in a decisive and timely manner to curtail the Trustee's inappropriate behavior. The actions that the Board has taken to refine and improve the policies and procedures governing their actions provide the framework for the Board to function effectively. The question remains as to whether or not the Board Chair and other members of the Board can sustain a successful application of the policies and procedures in a way that does not distract the attention of the Board from fulfilling its duties.*

*The fact that the Trustee maintains an office on the Oxnard College campus by means of a facility use contract with the Trustee's employer clearly complicates the matter. The Trustee's presence on campus has caused a disruptive influence on the ability of the College President to conduct his business without interference. With the Trustee's access to staff and facility on campus, selective contact is exercised with individuals to accomplish the Trustee's own agenda and not that of the entire Board of Trustees.*

*Eligibility Requirement 3. In order to meet this requirement, the Board needs to demonstrate a consistent and sustainable ability to effectively function as a Board in carrying out its responsibility for the quality, integrity, and financial stability of the District and for ensuring that the District's mission is being carried out. The individual members of the Board must demonstrate their ability to operate impartially on all matters relative to District business to secure and ensure the academic and fiscal integrity of the District.*

*Standard IV.B.1.g: The Board reviewed BP 2745 and modified its self-evaluation instrument following the comprehensive visit in November 2011. The follow-up team reported in its November 201[1] report that the Board had developed objectives and eleven measurable activities for the 2011-2012 academic year, and an evaluation and analysis of achievement of these outcomes would occur at a Board session in May/June 2012. With the completion of this cycle and assessment of this process, compliance with this Standard would be met.*

*Standard IV.B.1.h: The Board took serious action to revise and strengthen BP 2715 to more clearly identify expected behavior displayed by each member of the Board of Trustees. It further added language that identified various forms of sanction that could be administered in the event of a violation of this Board policy. The Board should be commended for taking this action. To meet compliance with this Standard, the Board will need to provide evidence that this change in Board policy has improved the behavior of the Board, and there is a track record of the Board implementing this process.*

*Standard IV.B.1.i: The Board has demonstrated that it has a desire to be informed and involved in the accreditation process. The evidence of its study session with ACCJC staff in November 2011, its special Board meeting in February 2012 to investigate the Commission Concern and map out a plan of action, and its request for an additional technical support session with ACCJC staff in May 2012 help support this. However, to be compliant with this Standard the Board will need more time to demonstrate fully its actions to sustain its efforts to be fully engaged with all aspects of the accreditation process.*

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Update:

### **Board Acknowledgement of Commission Concern and Commitment to Reach Compliance**

As evidenced by the Board's March 15, 2012 Commission Concern Special Report (CC-01), the Board of Trustees acknowledged the need to address the Commission's Concern regarding Board governance and implemented a systematic approach in responding to the Commission Concern. Activities and actions included the following:

- held a February 22, 2012 Special Board Meeting to determine an immediate course of action in response to the Commission's February 2, 2012 action letter;
- accepted "Ground Rules" for all Board and Board committee meetings as defined by the ACCJC;
- reviewed California Community College League "Board and CEO Roles, Different Jobs, Different Tasks" and agreed upon implementing professional development activities to clearly delineate Board roles within a scope of best practices;
- discussed the Association of Community College Trustees "Role of a Trustee" and the California School Board Association's "Professional Governance Standards";

- reviewed policies and procedures related to Board roles and responsibilities (i.e., 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/AP 2720 Board Member Communication; BP/AP 2740 Trustee Professional Development; BP/AP 2745 Board Self-Evaluation) and agreed to further strengthen and align policies to accreditation standards;
- committed to adhere to Board policies and procedures and hold all Board members accountable to provisions contained within Board policies and procedures;
- committed to participate in Board professional development activities at least once per quarter; and
- developed and executed a Board of Trustees Best Practices Agreement under Board Policy 2715 Board Code of Ethics/Standards of Practice.

### **Board's Role and Board Member Mutual Responsibility to Monitor for Compliance**

The Board has taken significant action since its March 15, 2012 Commission Concern Special Report and the April 16, 2012 visit by the Accrediting Commission evaluating team. In response to the Commission's Concern regarding a particular Trustee's role violations and the Board's lack of addressing and curtailing the Trustee's behavior, Board members recognized the need to actively utilize its improved policies and procedures to govern the actions of the entire Board to function effectively.

Evidence of improved Board behavior was demonstrated when Board Policy 2715 Board Code of Ethics/Standards of Practice and Administrative Procedure 2715-A Board Code of Ethics was invoked by the Board on August 9, 2012 as a result of a verbal statement made by the Board Vice Chair at the July 10 Board Meeting regarding his perception of the April 16, 2012 Follow-Up Visit Evaluation Report of Commission Concern and July 2, 2012 Accrediting Commission's Action Letter to VCCCD and its Colleges (CC-02). The Board Chair indicated the Vice Chair's verbal statement violated the March 13, 2012 Board of Trustees Best Practices Agreement (CC-03) and addressed the matter in accordance with BP 2715/AP 2715-A Board Code of Ethics/Standards of Practice (CC-04) as follows:

- Alleged violation was addressed initially by the Board Chair.
- Upon a finding of sufficient cause, the Board Chair and Interim Chancellor met with the Vice Chair to discuss the alleged violation and reach resolution.
- Upon reaching resolution, the Board Chair provided during public Open Session on August 9, 2012 a verbal statement on behalf of the Board regarding the Trustee's misconduct.

- In response, the Board Vice Chair provided a verbal statement of clarification and apology related to his verbal statement made at the July 10, 2012 Board meeting and expressed full commitment in support of the Board.

To maintain successful application of policies and procedures and ensure the Board continues to fulfill its primary leadership role, the Board and Chancellor have scheduled a special September 2012 Board Retreat to develop additional strategies that will build and sustain stronger formal communication, accountability, enhance working relationships between Trustees, and ensure Trustees operate impartially on matters of the District.

### **Board Self-Assessment and Continuous Improvement**

In order to comply with Standard IV.B.1.g, the Board of Trustees reviewed its self-assessment instrument and made improvements to its content (CC-05). Further, the Board implemented an ongoing self-evaluation process and conducted the annual summative Board self-evaluation at the June 26, 2012 Board Planning Session – Part One in accordance with Board Policy/Administrative Procedure 2745 Board Self-Evaluation (CC-06). The Board also formally adopted outcomes and measures of its performance, and the assessment of those outcomes was an integral part of the annual assessment. An external constituent assessment of the Board in the form of a survey to Consultation Council was established per Board Policy/Administrative Policy 2745 as part of the Board’s annual self-assessment process (CC-07). This year’s external assessment results were discussed as part of the Board self-evaluation at the June 26, 2012 Board Planning Session (CC-08). The annual self-assessment process included the following activities:

- At its January 17, 2012 Board Meeting, the Board adopted revised Board Policy 2745 Board Self-Evaluation to include Board meeting monthly assessment findings to strengthen its self-evaluation process in evaluating Board Performance Goals (CC-09).
- The Board again amended Board Policy 2745 Board Self-Evaluation on March 13, 2012 to include language regarding an annual Board self-assessment process to further align Board Policy 2745 to District Recommendation 4 (CC-10).
- On June 19, 2012, the Board accepted Board Administrative Procedure 2745 Board Self-Evaluation as aligned with Board Policy 2745 to include Consultation Council feedback through a Board Evaluation distributed electronically to Consultation Council members during the Board’s annual self-evaluation process (CC-11).
- In May 2012, the Board implemented its annual ongoing self-evaluation process per Board Policy/Administrative Procedure 2745. The Board of Trustees received the 2012 self-evaluation survey in electronic format for completion (CC-12) through the Chancellor’s Office, and Consultation Council members were provided an opportunity to complete the Board Evaluation survey electronically (CC-13) through the Chancellor’s Office. The Board Survey was designed to gather feedback regarding Board Performance Goals, general evaluation, and individual Trustee

reflective perspective. Participants were asked to indicate their opinions using a rating scale of agree, partial agreement, disagree, or don't know. An option to provide comments was provided. The full Board and 18 of 21 Consultation Council Members completed the survey.

- The annual summative Board self-evaluation was conducted at the Board's June 26, 2012 Board Strategic Planning Session – Part One (CC-14). Expected outcomes included evaluating Board performance; identifying and discussing areas for strengthening Board performance; incorporating identified areas in need of improvement into existing Board Performance Goals; and adopting updated Board Performance Goals.

The Board's self-evaluation process included discussion of significant findings from a summary of the Board's Monthly Meeting Assessments (CC-15) and a results discussion of the Board's Annual Self-Evaluation and Consultation Council Evaluation of the Board (CC-16). Significant findings suggesting possible areas of improvement included trustee involvement in operational matters; need for additional Citizens Advisory Body meetings; need for more information in staff reports; and need for strengthened parliamentary practice. Findings also reflected full Board agreement in spending appropriate time preparing for meetings; actively participating in meetings; unified support of Board decisions; maintaining confidentiality; and disclosing actual and/or perceived conflicts of interest. Points of Board discussion based on Consultation Council general evaluation feedback included the Board's adherence to its policy-making role; ensuring assessment of formal communication with constituents; involving community members in strategic planning; acting as a cohesive unit and taking responsibility for the Board's collective performance; complying with the Board's Code of Ethics; avoiding engagement in operational matters; evaluating strategic planning; supporting the Chancellor; and understanding accreditation.

- Following Board discussion on June 26, 2012, Trustees assessed the Board's progress in achieving performance goals and considered significant findings in the review and update of 2011-12 Board Performance Goals (CC-17). The Board agreed upon recommendations for improvement and renewed the Board's commitment to continue to strengthen Board performance in areas including the Citizens Advisory Body, community outreach, professional development, and maintaining the Board's policy-making role.
- At the August 9, 2012 Board Strategic Planning Session – Part Two, the full Board formally adopted its updated 2012-13 Board Performance Goals incorporating the following 10 measurable activities designed to strengthen Board performance (CC-18):
  1. Continue to strengthen Board performance through training in best practices by the Accrediting Commission of Community and Junior Colleges ACCJC.

2. Continue to strengthen Board decision making through improved communication with county constituents through the Citizens Advisory Body and community forums.
3. Continue to strengthen, with Trustee involvement, understanding and performance through staff reports on:
  - a. The Governance Structure
  - b. Budget and Finance
  - c. Accreditation Processes
  - d. Student Success, Transfer, Certificate Completion, Employment
  - e. Program Performance
  - f. Human Resource Planning
  - g. Facilities Planning
  - h. Technology Planning
  - i. Fiscal Planning
  - j. District Allocation Model
  - k. Organizational efficiency and effectiveness
  - l. District goals and objectives progress
  - m. Accreditation recommendations updates
  - n. Recruitment and hiring
4. Understand and respect the governance process. Continue to refrain from direct Board or individual Trustee involvement in operational matters.
5. Continue to strive for a common understanding of the Board's role as an effective and efficient policy-making body.
6. Continue to thoroughly review new or modified policies and/or procedures as the first item of business during public meetings. Board policy and corresponding procedure will be reviewed concurrently to enhance Board understanding.
7. Continue to prepare an annual calendar of professional development opportunities from which Board members might benefit. Trustees will attend at least one conference annually as a full Board.
8. Continue to strengthen Board understanding of Robert's Rules and the Brown Act to ensure meetings run efficiently and effectively.
9. Continue to review and further clarify areas of operational interest to Trustees and amend the Chancellor's delegated authority to operate the District, if necessary.
10. Continue to discuss and understand District formal communication channels.

Following the August 9, 2012 Board Strategic Planning Session – Part Two, the Board of Trustees completed an assessment for the planning session meetings of June 26 and August 9, 2012 to ensure continuous quality improvement and effectiveness (CC-19). Findings were provided for Trustee discussion at the September 11, 2012 Board meeting.

### **Professional Development Focus on Accreditation: Eligibility Requirement 3 and Accreditation Standard IV**

In order to comply with Standard IV.B.1.i, the Board of Trustees committed to ongoing professional development as evidenced by Board Policy/Administrative Procedure 2740 Trustee Professional Development (CC-20) and Best Practices Agreement (CC-21). To demonstrate its commitment and actions to sustain its efforts to be fully engaged with all aspects of the accreditation process, the Board developed and adopted a “Professional Development 2012/2013 Calendar” of activities (CC-22) that includes professional development activities in the area of accreditation. Since November 2011, Trustees have participated in the following professional development activities involving the accreditation process (CC-23):

- Visit by Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 11/2011
- Community College League of California Conference, 01/2012
- Special Board Meeting with John Didion, Executive Vice Chancellor of Human Resources and Educational Services for Rancho Santiago Community College District, 02.22.12
- Role of the Faculty in Accreditation Processes Within the VCCCD presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, 02.22.12
- Role of the Academic Senates/Areas of Authority and Responsibility presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, 03.13.12
- Community College League of California Conference, Annual Trustees Conference, 05/2012
- Ad Hoc Strategic Planning Committee and Chancellor Visit with Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 05.02.12

Future professional development activities related to the accreditation process include a Technical Assistance Visit (AB 1725) scheduled for January 2013; Community College League of California, Effective Trustee Workshop, January 2013; and a presentation/study session regarding the Board’s role in strategic planning to be held in April 2013. Activities



provided on VCCCD premises will be attended by the full Board, with the exception of excused absences requiring action by the Board. Off-site activities requiring travel will be attended by a minimum of one or two Board members on behalf of the full Board. Board members attending off-site activities will provide a verbal report to the full Board during a regularly-scheduled Board meeting to communicate the value of the professional development experience. Effective summer 2013, the Board, through its annual planning session, will evaluate a summary of its professional development activity assessments to ensure continued growth related to roles and responsibilities, governance, effective policy and decision-making, organizational effectiveness, accreditation, and ethics.

At its August 14, 2012 meeting, the Board formally established the Planning, Accreditation, and Communication (PAC) Committee (CC-24). PAC ensures that District and College planning is comprehensive and meets organizational and community needs, as well as Accrediting Commission Standards. The committee also reviews and tracks District practices and activities for alignment with Accrediting Commission Standards and receives reports on college progress toward meeting Accrediting Commission Standards. PAC ensures the Board is informed regarding all accreditation matters within the District, and that Board communication is ongoing, timely, transparent, and meets organizational and community needs.

List of Evidence for Commission Concern related to Board Governance:

- CC-01 Board's Commission Concern Special Report, 03.15.12
- CC-02 Board Meeting Agendas/Minutes, 07.10.12, 08.09.12
- CC-03 Board of Trustees Best Practices Agreement, 03.13.12
- CC-04 Board Policy 2715 Board Code of Ethics/Standards of Practice and Administrative Procedure 2715-A Board Code of Ethics
- CC-05 Revised Board Self-Assessment Instrument
- CC-06 Board Meeting Strategic Planning Session – Part One Agenda/Minutes, 05.22.12; VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation
- CC-07 Consultation Council Board Evaluation Instrument
- CC-08 Consultation Council Board Evaluation Findings, 06.26.12
- CC-09 Board of Trustees Meeting Agenda/Minutes Item 11.03, 01.17.12
- CC-10 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of Trustees Meeting Agenda/Minutes Item 13.13, 03.13.12
- CC-11 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of Trustees Meeting Agenda/Minutes Item 16.06, 06.19.12
- CC-12 Board's 2012 Self-Evaluation Survey and Electronic Communication, 05/2012
- CC-13 Consultation Council Board Evaluation Survey and Electronic Communication, 06/2012
- CC-14 Board Strategic Planning Session – Part One Agenda/Minutes, 06.26.12
- CC-15 Summary of Board's Monthly Meeting Assessments, 06.26.12
- CC-16 Board's Annual Self-Evaluation Survey Findings; Consultation Council's Evaluation of the Board Findings, 06.26.12

- CC-17 2011-12 Board Performance Goals, Board Strategic Planning Session – Part One, Agenda/Minutes Item 17.03, 06.26.12
- CC-18 2012-13 Board Performance Goals, Board Strategic Planning Session – Part Two, Agenda/Minutes Item 10.01, 08.09.12
- CC-19 Board Strategic Planning Session Assessment for June 26 and August 9, 2012
- CC-20 Board Policy/Administrative Procedure 2740 Trustee Professional Development, 03.13.12
- CC-21 Board of Trustees Best Practices Agreement, Item 7, 03.13.12
- CC-22 Board Meeting Agenda Item 9.01 Professional Development 2012/2013 Calendar, 08.09.12
- CC-23 Visit by Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), Board of Trustees Agenda/Minutes, 11.08.2011;  
 Community College League of California Conference, 01/2012;  
 Special Board Meeting with John Didion, Executive Vice Chancellor of Human Resources and Educational Services for Rancho Santiago Community College District, 02.22.12;  
 Role of the Faculty in Accreditation Processes Within the VCCCD presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Meeting, Item 6.05, Review of Accreditation Process, 02.22.12;  
 Role of the Academic Senates/Areas of Authority and Responsibility presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Meeting, Item 15.01, Professional Development, Educational Programs and Services, 03.13.12;  
 Community College League of California Conference, Annual Trustees Conference, 05/2012;  
 Ad Hoc Strategic Planning Committee and Chancellor Visit with Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 05.02.12
- CC-24 Board Meeting Agenda/Minutes, Planning, Accreditation, and Communication (PAC) Committee, 08.14.12



### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	13. Accreditation
Subject	13.04 FIRST READING: OXNARD COLLEGE RESPONSE TO ACCJC REPORT. This item presents for First Reading Oxnard College accreditation report in response to ACCJC Accreditation Recommendations and Commission Concern.
Access	Public
Type	

### **Public Content**

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### **Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 13. Accreditation

Subject 13.05 FIRST READING: VENTURA COLLEGE RESPONSE TO ACCJC REPORT. This item presents for First Reading Ventura College accreditation report in response to ACCJC Accreditation Recommendations and Commission Concern.

Access Public

Type

**Public Content**

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Staff Position Review	N/A	Primary	Advisory
President		X	
Academic Senate		x	
Legal Counsel	X		
Further Information	Robin Calote		

[VC Accreditation Follow-Up Report 8-29-12.pdf \(684 KB\)](#)

**Administrative Content**

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**Ventura College**

**Follow-Up Report**

Submitted  
by  
Ventura College  
4667 Telegraph Road  
Ventura, CA 93003

Submitted  
to  
Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges

October 15, 2012

**FOLLOW-UP REPORT - CERTIFICATION**

**October 15, 2012**

This institutional *Follow-Up Report* is submitted to the ACCJC for the purpose of assisting in the determination of the institution's accreditation status and to fulfill the requirement from the February 2, 2012, and the July 2, 2012 ACCJC Action Letters to the College President to address four College Recommendations, seven District Recommendations, and the Commission Concern on Board Governance.

We certify that there was broad participation by the campus community and believe that this report accurately reflects the nature and substance of this institution.

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Dr. Jamillah Moore,  
Chancellor, Ventura County Community College District

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Dr. Robin Calote  
President, Ventura College

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Mr. Stephen P. Blum, Esquire  
Chair, Board of Trustees, Ventura County Community College District

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Mr. Peter H. Sezzi  
Academic Senate President, Ventura College

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Mr. Peder Nielsen  
Classified Senate President, Ventura College

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## Statement of Report Preparation

This *Follow-Up Report* is submitted to the ACCJC for the purpose of assisting in the determination of the institution's accreditation status.

We certify there has been considerable opportunity for the Board of Trustees and VCCCD constituents to participate in the review of this report. We believe the *Follow-Up Report* accurately reflects the nature and substance of progress since the Team visits in October 2011 and April 16, 2012.

The college-specific portions of this report were compiled by the Ventura College Office of Institutional Effectiveness and the College Planning Council, and edited by Kathy Scott, Dean of Institutional Effectiveness. The district-wide portions of this report were compiled by the District Director of Administrative Relations and the Vice Chancellors, with input and review by the Chancellor and the District Council on Accreditation and Planning. The district-wide portion of the report was edited by Clare Geisen, District Director of Administrative Relations.

On August 15, 2012, the college-specific portions of the *Follow-Up Report* were posted on the district portal for faculty, staff, and student government review and comment. On August 21, 2012, the district-wide portions of the *Follow-Up Report* were posted on the portal. The entire document was reviewed by the Board of Trustees, Chancellor, Chancellor's Cabinet, District Council on Accreditation and Planning (DCAP), and Consultation Council, a participatory governance committee representing District and College constituencies.

The *Follow-Up Report* was approved by the Ventura County Community College Board of Trustees at its meeting on October 9, 2012.

The following faculty, staff, and administrators played a role in helping the college to address one or more of the college-specific accreditation recommendations:

Andrea Adlman	Albert Chen	Ralph Fernandez
Kammy Algiers	Barbara Cogert	Richard Forde
Gary Anglin	Jenifer Cook	Jennifer Garcia
Lori Annala	P. Scott Corbett	Ty Gardner
Gabriel Arquilevich	Will Cowen	Judy Garey
Patricia Bergman	Cynthia Crispin	Guadalupe Guillen
Sharon Beynon	Marta De Jesus	Robert Haines
David Bransky	Ismael De La Rocha	Sandy Hajas
Susan Bricker	Aurora De La Selva	Karen Harrison
Michael Callahan	Tania DeClerck	Tim Harrison
Robin Calote	Robin Douglas	Dora Hartman
Marian Carrasco-Nungaray	John Elmer	Bill Hendricks
Daniel Chavez	Joe Esquivel	Becky Hull

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Kathryn Jameson-Meledy  
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Raeann Koerner  
Alexander Kolesnik  
Dan Kumpf  
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Robert Lawson  
Gwen Lewis-Huddleston  
Victor Lopez  
Victoria Lugo  
Marcos Lupian  
Casey Mansfield  
Eric Martinsen  
Lydia Matthews-Morales  
Sandra Melton

Michelle Millea  
Ned Mircetic  
Nancy Mitchell  
Jay Moore  
Shelly Moore  
Steve Mooshagian  
Terry Morris  
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Paula Munoz  
Martin Navarro  
Kelly Neel  
Peder Nielson  
David Oliver  
Steve Palladino  
Patricia Parham  
Jennifer Parker  
Mark Pauley

Ted Prell  
Steve Quon  
Scot Rabe  
Alma Rodriguez  
Susan Royer  
Ramiro Sanchez  
Art Sandford  
Kathy Scott  
Joe Selzler  
Peter Sezzi  
Rick Shaw  
Stacy Sloan-Graham  
Jeff Stauffer  
Dorothy Stowers  
Anthony Tovar  
Jeff Weinstein  
Brent Wilson

### College Recommendation 3

#### Recommendation 3, October 2010:

*In order to fully meet this Standard, the team recommends that the college strengthen the content of its program review process to include a comprehensive and meaningful analysis of data with particular emphasis on student demographics, enrollment, program completion, retention, success, and achievement of student learning outcomes. Improvements to its programs should then be based on these results. (I.B.3, II.A.1.c, II.A.2.a-b, II.A.2.e, II.C.2.i, II.B.2., II.B.3-4, II.C.2).*

#### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team finds that the college has partially met the requirements of Recommendation 3. It noted that major work had been accomplished in the revamping of the program review process, the use of data, establishing the link to total cost of ownership, and that outcomes were being used to determine resource allocation. Work should be continued in the assessment of the program review process and that the policy for program viability/discontinuance be completed and implemented.*

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#### Update:

In the fall of 2011, Ventura College piloted a new process that linked program review to the college's new integrated planning model, to the new SLO/SUO assessment processes, to initiatives and requests for resources stemming from SLO/SUO findings and analyses, and to total cost of ownership requirements. Program discontinuance was part of the new program review process. A complete assessment of the program review process also occurred in 2011. Both program discontinuance and the assessment process are explained below.

#### Program Discontinuance:

College planning parameters were created by the college's Executive Team (President, Executive Vice President, and Vice President of Business Services) in April 2011 and distributed to the college as a planning framework for program review in the early fall 2011 semester. The planning parameters document contained a list of courses and programs that administration was considering discontinuing, pending any compelling contrary arguments that emerged through program review. Programs on the list were encouraged to use the program review process and data to explain the significance of the program and/or courses if they intended to make an argument to maintain them.

At the beginning of the fall 2011 semester, the Executive Team redistributed an updated version of the college planning parameters, which were then reviewed again by the College Planning Council (CPC)(C3-01). Some programs with a degree, certificate, or courses on the proposed discontinuance list spent a considerable amount of time analyzing data and writing their program review reports in preparation for the program review presentations.

Also during the fall 2011 semester, and concurrently with the work of Ventura College's CPC, the District Council on Student Learning (DCSL) began discussing the district-wide Administrative Procedure (AP) for program discontinuance (C3-02). While a brief Board Policy (BP) on program discontinuance had existed for some time, the AP had been in draft form only and had not been approved at the district level. During the fall 2011 semester, DCSL worked on the document, with input from all three Academic Senates, and in November 2011 the document was approved and forwarded to the Board of Trustees. The new AP (C3-03) allowed the college either to form a recommending group to "examine programs for possible remediation or discontinuance" or to "assign the task to an existing standing committee with majority faculty representation." Ventura College opted to use the latter option and the CPC, a participatory governance committee co-chaired by the Academic Senate President and the Dean of Institutional Effectiveness, to oversee the program discontinuance process.

In October 2011, program review presentations were made to the CPC by the division deans (C3-04). While the district AP on program discontinuance had not yet been approved, the college followed the direction of the new AP draft. Program Review presentations by the deans included the following areas:

- Process Overview (including the process for prioritizing initiatives at the program/department and division levels)
- Initiatives Not Requiring Additional Resources
- Major Findings, Initiatives, and Requests for Resources
- Program Discontinuance (program and division stand on any programs on the discontinuance list)
- Minority Opinions on Other Resource Requests
- Appeals (a separate meeting was scheduled to hear any appeals)
- Additional Information

Faculty members in programs being considered for discontinuance were provided the opportunity to make their own presentations in support of continuing their programs. Two programs made such presentations, and their backup documentation was included as part of the program review and posted online. Questions and comments on the program review presentations, including those for program discontinuance, were solicited by the co-chairs of the CPC. Executive Team members took extensive notes and participated in these discussions. The Academic Senate, whose opinion on possible program discontinuance is to be solicited as part of the AP, opted to defer to the divisions and to support the division's position on program discontinuance (C3-05).

At the conclusion of the program review presentations, the Executive Team made the final decisions about program discontinuance. For three of the programs discontinued, the Executive Team, in consultation with program faculty, decided to continue offering classes that were needed for transfer (in the case of Architecture), that could be incorporated into other subject disciplines (in the case of Agriculture courses moving to Biological or Environmental Sciences), or were needed as requirements for other programs (i.e. Computer Science classes needed for the Engineering

program). In all cases, student need was considered and options for assisting students to complete the affected programs were made available.

In the area of program discontinuance, specifically, the college's open and transparent process for program discontinuance was supported by both the Academic Senate and the union.

In the spring of 2012, the college's planning parameters were again published and discussed with the CPC in anticipation of the program review process for academic year 2012-13. The document explained that programs that awarded fewer than eight degrees, certificates, or proficiency awards in the last four years would be on the possible program discontinuance list. As noted in the planning parameters, this list was distributed again to the college in August 2012 (C3-06), and in fall 2012, the college conducted its second annual program review using this improved process.

#### Assessment of the Program Review Process:

At the completion of the program review process in fall 2011, input for evaluating the process was gathered from various sources. First, the program review process was discussed extensively at two CPC meetings, with members bringing feedback from each division. Second, an online survey was distributed to all college employees. And third, the Dean of Institutional Effectiveness went to the November 2011 Department Chairs and Coordinator's Council to gather verbal feedback. In January 2012, a Program Review Report was written that included input from these sources (C3-07). The report also included a summary of the process, the successes, and the areas needed for improvement. The report was distributed to the CPC and discussed at a CPC meeting, and was later incorporated into the college's Annual Planning Report that was distributed during the fall 2012 semester (C3-08).

One department from one division made a process appeal during program review in 2011, citing problems with implementation in that particular division. The appeal was entered into the record and the concerns were considered as departments in that division were reviewed by the CPC.

The main suggestions that emerged from the CPC discussion, the online survey of the campus and the feedback from the department chairs for improvement of the process were as follows:

- A separate committee for Services needs to be established to review the content of the work required and to discuss the challenges involved in self-supplied data.
- A better timeline needs to be established.
- The process for setting up and holding department and division meetings needs to be reviewed.
- Content/goals for each department and division meeting regarding program review need to be made clearer.
- The process for who votes on various aspects of program review needs to be clearer.
- The collaborative nature of the process needs to be emphasized, and part-time faculty members need to be encouraged to participate.
- The content of program review presentations needs to be reviewed and made consistent.

- Clearer directions on how to access program review data needs to be established.
- District productivity targets need to be reviewed.
- Consistency in prioritization of initiatives needs to be established.
- Terms (i.e. *performance analysis*) need to be clearly defined.

In order to address these issues, two subcommittees of the CPC were established, one for the Services and one to review process for all programs. These subcommittees worked during the spring 2012 semester and progress was reported at the May 2012 CPC meeting (C3-09) and in the college's Annual Planning Report.

The recommendations from the Services subcommittee included increasing collaboration with instructional faculty, being provided more access to the institutional researcher time, and making small revisions to the form to make it more applicable to the Services.

Recommendations from the process subcommittee included the use of facilitators at division meetings in order to provide more consistency amongst and between divisions in prioritizing initiatives and voting, additional program and division meetings in order for the programs within a division to more clearly understand each other's initiatives for collaboration purposes, revision of the timeline, the use of PowerPoint templates for consistency in division presentations made to the CPC, and clearer direction and timelines given to programs whose initiatives are funded through the program review process.

The revisions were discussed at the CPC's first meeting of the fall 2012 semester and modifications to the process were implemented prior to the start of the 2012 program review process.

Evidence for College Recommendation 3:

- C3-01 Ventura College Planning Parameters, Fall 2011
- C3-02 District Council on Student Learning (DCSL) agendas and minutes, Fall 2011
- C3-03 VCCCD Administrative Procedure (AP) 4021 – Program Discontinuance
- C3-04 Program Review Presentation Template and Samples, Fall 2011 and Fall 2012
- C3-05 College Planning Council Agendas and Minutes for 2011/2012 Academic Year
- C3-06 Ventura College Planning Parameters, Fall 2012
- C3-07 Program Review Report, January 2012
- C3-08 Annual Planning Report, Fall 2012
- C3-09 Program Review Process Committee Agendas and Minutes, May 2012

## College Recommendation 4

### Recommendation, October 2010:

*In order to fully meet this Standard, the team recommends that the college must examine and provide evidence that appropriate leadership is addressing the various initiatives and programs on campus that support student learning. Efforts in online learning technology, basic skills initiatives, and SLOs lack an oversight committee or person responsible to oversee each of these projects and to ensure that they are implemented college wide in a manner that best serves the interests of student learning. (II.A, II.B)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team finds that the college has partially satisfied Recommendation 4. The intense work that the college has accomplished in its reorganization under the leadership of the president should be commended. The college should continue to develop an effective assessment process both formative and summative with broad participation to be able to determine the degree to which this structure meets the intent of the standards cited.*

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### Update:

As noted in the college's October 2011 *Follow-Up Report*, a systematic series of steps were taken to address College Recommendation #4. These steps included large-group meetings, campus forums, and online surveys, which collectively, assisted the college to identify gaps in the organizational structure and to gather input for possible solutions. After analyzing the information and meeting with the Executive Vice President, the Vice President of Business Services, and the Deans, the President prepared a draft of a new organizational structure, which was presented to the campus in March 2011. The new structure included the following elements: (1) the combination of all career and technical education programs into one division; (2) the assignment of distance education oversight and faculty professional development to the Dean of Social Science & Humanities (with the resultant renaming of that division to Distance Education, Professional Development, Social Science & Humanities); (3) the assignment of oversight for the Santa Paula program to the Dean of Physical Education/Athletics (with the resultant renaming of that division to Kinesiology, Athletics & Off-Site Programs); and (4) the assignment of oversight for planning, program review, student learning outcomes, institutional research, basic skills, and accreditation to the Dean of Communication & Learning Resources (with the resultant renaming of that division to Institutional Effectiveness, English & Learning Resources). The departments of Communication, ESL, and Foreign Language, which had been part of that last division, were reassigned to the Division of Kinesiology, Athletics & Off-Site Programs Division (with the resultant renaming of that division to Communication, Kinesiology, Athletics and Off-Site Programs) (C4-01).

In addition to organizational structure changes, several new campus committees were formed to support efforts in institutional effectiveness, online learning technology, basic skills initiatives, professional development, and student learning outcomes (C4-02):

- **College Planning Council:** The College Planning Council is a participatory governance committee that monitors college compliance with Accreditation Standard I. As part of the college planning, program review and budget allocation cycle, the College Planning Council reviews the Educational, Facilities, and Technology Master Plans and calls for their revision in accordance with an established cycle; proposes a limited number of three-year strategic goals based on the Educational Master Plan to form the basis for the college's Strategic Plan; receives the college planning parameters each spring; recommends priority lists for new programs and initiatives that emerge through the annual planning and program review process; responds to administration's recommendations for program growth, reduction and discontinuance; and contributes to the development of the college's Annual Report by documenting the progress made on the Strategic Plan. The Dean of Institutional Effectiveness, English & Learning Resources provides administrative support for this Council. This committee is co-chaired by the Academic Senate President.
- **Distance Education Committee:** The Distance Education Committee, a subcommittee of the Faculty Professional Development Committee, provides a collaborative venue to share and promote effective practices and techniques that contribute to the quality and growth of distance education at Ventura College, including web enhanced on-ground courses, partially-online courses, and fully-online courses. In addition, the Committee is responsible for drafting the college's Distance Education Master Plan and for providing advice to the Administration, the Academic Senate's Curriculum Committee and the Technology Committee about procedures that can help to sustain and managing the distance education infrastructure. The Dean of Distance Education, Professional Development, Social Science and Humanities provides administrative support for the Committee.
- **Student Learning Outcomes Committee:** The Student Learning Outcomes Committee monitors college compliance with Accreditation Standard IB, IIA, IIB, and IIC, and is charged with overseeing the process of developing, assessing, and refining program, course and institutional student learning outcomes (SLOs) and service unit outcomes (SUOs). The committee also provides vision and leadership for outcomes-based assessment; establishes a plan and timeline for the development and assessment of SLOs and SUOs; and monitors and evaluates the process of assessing SLOs for courses, programs, and services. The SLO Committee recommends improvements to the SLO process to the Academic Senate, and documents SLO efforts and results for accreditation. The Dean of Institutional Effectiveness, English & Learning Resources provides administrative support for this Committee. This committee is co-chaired by a faculty member selected by the body.
- **Basic Skills Committee:** The Basic Skills Committee monitors college compliance with portions of

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Accreditation Standard IIA, and develops, recommends, coordinates strategies to help Ventura College students successfully acquire the basic skills necessary to succeed in college-level coursework. This includes, but is not limited to: developing and implementing a plan to oversee the state basic skills funding dollars; serving as a central forum for campus dialog on the topic of basic skills; seeking out and sharing effective practices developed at Ventura College and elsewhere; assisting in the identification and acquisition of necessary resources to enhance basic skills courses. As a result, in part, to the efforts of the Basic Skills Committee, Ventura College has become the recipient of a Title V grant that will focus, in part, on supporting and expanding the capacity of the college's Reading/Writing Center and supplemental instruction programs and expanding the use of accelerated instruction in math and English. The Dean of Institutional Effectiveness, English & Learning Resources provides administrative support for this Committee. This committee is co-chaired by a faculty member selected by the body.

- Faculty Professional Development Committee: This long-standing college committee is now being provided administrative support by the Dean of Distance Education, Professional Development, Social Sciences & Humanities. The Faculty Professional Development Committee, a subcommittee of the Academic Senate, develops equitable processes for the disbursement of contractually-obligated professional development funds; develops Flex Week activities, and hosts other professional development activities related to academic, professional and pedagogic matters that foster the continued professional growth of the members of the faculty as specialists within their disciplines as well as community college educators. In addition, the Faculty Professional Development Committee monitors compliance with portions of Accreditation Standard IIIA. This committee is co-chaired by a faculty member selected by the body.

In January 2012, six months after the implementation of the new organizational structure, the college President invited all college employees to participate in an online survey to assess the new structure (C4-03). Respondents were asked to identify on a five-point Likert scale their degree of satisfaction with way that distance education, professional development, institutional effectiveness, basic skills, professional development, and off-site programs were addressed by the structure. Programs that had changed divisions as a result of the reorganization (Communication, Foreign Languages, CTE) were also asked to rate the degree to which they were satisfied with the new reporting relationship. In addition, respondents were invited to add additional thoughts about the organizational structure through open-ended "comments" sections (C4-04).

In February 2012, another open college forum, to which all faculty and staff were invited (as well as student leaders), was devoted to collecting feedback regarding the effectiveness of the new organizational structure (C4-05 and C4-06). At this forum, the results of the online survey were shared and used as the starting point for small group discussions on the merits of the new system and the additional improvements needed. The results of the focus group discussions were shared in one of the college President's weekly updates, along with a written summary of the results of the online survey (C4-07).



Since February 2012, the deans and committees have used this feedback to make modifications to their operations.

- The distance education program has developed a more formal program for certification training for online instructors.
- A software program (TracDat) was identified to facilitate the SLO/SUO documentation and assessment processes for faculty and staff and to allow the institution to more easily track initiatives and close the loop on prior assessments.
- The Basic Skills Committee presented a campus-wide workshop on the mandatory flex day in an effort to make more faculty aware of basic skills students and their needs. The workshop included both student and faculty panels, and each faculty member was provided with a Toolkit of resources and strategies for teaching basic skills students across the curriculum.
- The Professional Development Committee held follow-up luncheons for the participants of the 2011 Summer Institute for Teaching Excellence and created new professional development opportunities, such as Lunch and Learn Workshops, open to all faculty.
- Outreach efforts were expanded for the Santa Paula site. New outreach activities included “Registration Days” events, ESL Registration Week, application and financial aid workshops, orientation meetings for new students, and participation in Higher Education Day and Parent College Night at local high schools.

Summative committee self evaluations were conducted at the end of the spring 2012 semester for new or reorganized campus committees. Committee members reviewed and customized the questions prior to the surveys going out, and, as a result, each survey was slightly different. Generally, the surveys asked committee members about the continued relevance of the committee charge, the establishment of committee goals, the completion of goals, other committee achievements, the timeliness of tasks, the overall environment of the committee, and suggestions for improvement. Some committee-specific questions were also asked (i.e. the College Planning Committee specifically asked about the new program review and program discontinuance processes).

Committee surveys were conducted for the College Planning Council (CPC) (C4-08), the Budget Resource Council (BRC) (C4-09), the Academic Senate (C4-10), the Classified Senate (C4-11), the Curriculum Committee (C4-12), the SLO Committee (C4-13), the Basic Skills Committee (C4-14), the Professional Development Committee (C4-15), and the Distance Education (DE) Committee (C4-16). Each committee reviewed the results of the evaluations and made adjustments, as necessary, so that the committees fully understood their charges, created clear goals, worked to meet those goals, and operated in an environment conducive to open and honest discussion. Committee

evaluations will continue to be scheduled at the end of each academic year, with results used, as noted, to begin the following academic year.

In addition, the college has built into its integrated planning process a calendar for the ongoing assessment of the organizational structure. In accordance with this calendar, the College Planning Council will assist the College President in engaging the campus in a review of the organizational structure every three years, with the next review scheduled for spring 2013 (C4-17).

Evidence for College Recommendation 4:

- C4-01 Ventura College Organizational Chart, July 2012
- C4-02 Making Decisions at Ventura College, 2012-2013
- C4-03 President's Update #50, January 10, 2012 (regarding online survey of college employees)
- C4-04 Assessment of Campus Organization (online survey results)
- C4-05 President's Update #52, January 25, 2012 (invitation to open forum regarding organizational structure feedback)
- C4-06 President's Update #53, January 31, 2012 (reminder regarding open forum regarding organizational structure feedback)
- C4-07 President's Update #55, February 14, 2012 (summary of feedback regarding open forum focus groups and online survey)
- C4-08 College Planning Council survey results
- C4-09 Budget Resource Council survey results
- C4-10 Academic Senate survey results
- C4-11 Classified Senate survey results
- C4-12 Curriculum Committee survey results
- C4-13 SLO Committee survey results
- C4-14 Basic Skills Committee survey results
- C4-15 Professional Development committee survey results
- C4-16 Distance Education committee survey results
- C4-17 Ventura College Integrated Planning Manual, July 2012, page 3 (planning cycle flowchart)

## College Recommendation 6

### Recommendation, October 2010:

*As noted in 2004, in order to fully meet this Standard, the team recommends that the college must develop a funding plan for new and modernized facilities based on the concept of Total Cost of Ownership. The plan must address the necessary staffing and other support costs to operate these facilities. (III.B.2.a)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team finds that the college has partially satisfied Recommendation 6. With the exception of the program review revisions to include the equipment inventory that, in turn, better informs the facilities/equipment prioritization process, most other strategies have either been recently implemented or are planned to be implemented at a later date. The college should aggressively activate its implementation plan as well as a strategy for assessing these actions to better ensure its optimal allocation of resources.*

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### Update:

The total cost of ownership is now addressed through a modification to the district Budget Allocation Model, and through the work of three college committees: the Budget Resource Council, the Facilities Oversight Group, and the Technology Committee.

In February 2012, the District Council of Administrative Services (DCAS) proposed a modification to the general Budget Allocation Model (C6-01) and the establishment of an Infrastructure Funding Model (C6-02). This new model was adopted by the Board of Trustees on March 13, 2012. Under the model, lottery proceeds, interest income, and other specific revenue categories are segregated from the general Budget Allocation Model. This funding stream is designed to provide foundational funding to the college as a base resource; existing college resources as described above will continue to be allocated to augment this new Infrastructure Funding Model. Under the adopted model, specific expenditure categories are now established for:

- Scheduled maintenance and capital furniture (including classroom, faculty and administration)
- Library materials and databases
- Instructional and non-instructional equipment
- Technology refresh (hardware and software)
- Other (restricted to one-time and not on-going expenditures, such as new program/process start-up costs, staff innovation, and program specific accreditation)

A transition plan, described in the documentary evidence provided, is being used as a vehicle to move the funds from the current general Budget Allocation Model to the Infrastructure Funding Model over a period of years beginning with FY13.

The District Council on Administrative Services (DCAS) is the venue that is used to evaluate and reassess the Budget Allocation Model, as well as the new Infrastructure Funding Model. This evaluation, which involves the feedback from constituent representatives, is conducted each year prior to the development of the budget.

The Budget Resource Council (BRC) receives recommendations from both the Facilities Oversight Group (FOG) and the Technology Committee, and then analyzes the budget requirements of the prioritized requests and develops a plan to address these budget requirements.

FOG, which oversees facilities and equipment of a non-computing nature (i.e. vehicles, furniture, lab equipment, kilns, etc.), provides coordination for the periodic revision for the college's Facilities Master Plan and meets regularly to address the college's cost of ownership needs. As part of the college planning, program review and budget allocation cycle, FOG receives requests for facilities improvements from the College Planning Council (CPC) and creates an implementation plan to advance these requests (C6-03).

The college's Technology Committee provides coordination for the periodic revision of the campus Technology Plan, which includes a detailed Tech Refresh Plan built around a four-year replacement cycle (C6-04).

The work of the BRC, FOG and the Technology Committee to address the total cost of ownership is supported through improved inventory control measures. Inventory lists of the equipment in each program have now been extracted from Banner, the district's data management system. Due to some Banner errors, the lists for the 2011 program review process were not completely accurate or up-to-date. Under the 2012 college program review process, programs were required to reconcile the items on the Banner inventory list with the equipment that actually exists, and to identify equipment that is at end-of-life status. This contributed to the development and maintenance of a more accurate inventory list that includes the description, number of items, cost, date of purchase, expected life cycle, and annual preventative maintenance cost of each item. Using the reconciled inventory list (which divisions are required to maintain and update each year), programs now have the ability through the program review process to create initiatives and request appropriate resources to meet their operating and student performance goals (C6-05). Additionally, the BRC adopted an Inventory Rubric to be applied during the inventory of all of the fixed assets owned by the institution (C6-06).

Each year after programs have presented their program reviews to the CPC, a compiled list of prioritized requests for facilities improvements, based on program findings, is given to FOG. Software and technology prioritized requests, based on program review findings, are given to the Technology Committee. Other equipment requests, based on program review findings, are given to the BRC. These groups assign the committee rating of *required, high, medium, low or not ranked* to

each request based on the overall needs of the college, taking into consideration new technologies, if appropriate, and the ways in which resources can be leveraged. The committees' ratings are then forwarded to the College President, Executive Vice President, and Vice President of Business Services for the final college ranking. The lists of initiatives (C6-07), with all rankings, are then shared with the CPC and the college administration for inclusion in the Strategic Plan. Divisions are notified about funded requests and have until the next program review cycle (approximately 12 months) to submit purchase orders.

Evidence for College Recommendation 6:

- C6-01 Budget Allocation Model
- C6-02 Infrastructure Funding Model
- C6-03 Facilities Improvements List
- C6-04 Technology Strategic Plan (for Technology Refresh Plan)
- C6-05 College Equipment Inventory List
- C6-06 Inventory Control Rubric
- C6-07 Program Review Initiatives Spreadsheets

## College Recommendation 8

### Recommendation, October 2010:

*As noted in 2004, in order to fully meet this Standard, the team recommends that the college President must develop an ongoing systematic and comprehensive system to assess the effectiveness of the college's organizational structure, campus planning processes, and community in a timely manner. (IV.B.2.a-b, IV.B.2.c)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team finds that the college has partially satisfied Recommendation 8 having restructured the use of personnel and resources to address the issues cited in this recommendation. The evaluation of the reorganization plan should be completed as outlined in the Follow-up report and the results implemented. Attention should be given to the college institutional effectiveness goals being aligned with the District's goals.*

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### Update:

As described in response to College Recommendation 4, the college implemented a new organizational structure in July 2011. As noted by the 2011 follow-up accreditation team at the time of their visit, this structure was scheduled to be evaluated during the spring 2012 semester. In January 2012, six months after the implementation of the new organizational structure, the College President invited all college employees to participate in an online survey to assess the new structure. In February 2012, an open college forum was devoted to collecting feedback regarding the effectiveness of the new organizational structure. At this forum, the results of the online survey were shared and used as the starting point for small group discussions on the merits of the new system and the additional improvements needed. The results of the focus group discussions were shared in one of the College President's weekly updates, along with a written summary of the results of the online survey. Since February 2012, the deans and committees have used this feedback to make modifications to their operations, as described more fully in the response to recommendation 4. In addition, the college has built into its integrated planning process a calendar for the ongoing assessment of the organizational structure. In accordance with this calendar, the College Planning Council (CPC) will assist the College President in engaging the campus in a review of the organization structure every three years, with the next review scheduled for spring 2013. Documentation in support of efforts to assess the organizational structure and the college planning process are found in the response to College Recommendation 4 in this report.

At Ventura College, the development of a data set to quantify the college's Core Indicators of Institutional Effectiveness was discussed throughout most of the spring 2012 semester at both the Academic Senate and the CPC. Input was gathered from division representatives about what should

be included in the Core Indicators and the document list of data elements was revised numerous times based on this input and subsequent Academic Senate and CPC discussions (C8-01). The final version of the Core Indicators list was approved at the May 9, 2012 meeting of the CPC (C8-02).

The work that was done at Ventura College to identify the data elements by which to measure institutional effectiveness was used later during the spring 2012 semester to document and support district-wide progress made at both the College and District level toward the Board of Trustee's planning goals. Ventura College's Core Indicators, along with documents submitted by the institutional researchers at Moorpark College, Oxnard College, Ventura College, and the District Administrative Center, assisted in the development of a data set common to all three colleges in the district. At the conclusion of this development process, the data elements in the district-wide report (which align with the Board's goals) replicated the data elements in Ventura College's Core Indicators, thus ensuring the necessary alignment of the college institutional effectiveness goals with the district goals.

List of Evidence for College Recommendation 8:

- C8-01 Academic Senate and CPC Minutes (regarding Core Indicators)
- C8-02 Core Indicators of Institutional Effectiveness, May 2012
- C8-03 Institutional Effectiveness: Moorpark, Oxnard and Ventura Colleges, June 2012

## **Summary of Responses to District Recommendations 1-7 and Commission Concern Regarding Board Governance**

At the Accrediting Commission for Community and Junior Colleges (ACCJC or Commission) January 11-13, 2011 meeting, the Commission imposed the sanction of “Warning” on Moorpark College, Oxnard College, and Ventura College and required the Colleges to submit follow-up reports by October 15, 2011. A follow-up accreditation team then conducted a site visit at Ventura County Community College District (VCCCD or District) on October 31, 2011. The purpose of the October 31, 2011 site visit was to verify that the follow-up reports prepared by the Colleges and District were accurate through an examination of evidence, to determine if sustained, continuous, and positive improvements had been made at the District level, and that the District had resolved the recommendations made by the comprehensive evaluation team. The site team visit focused on seven District Recommendations and one Commission Concern related to minimum qualifications of faculty. The team acknowledged VCCCD had adequately addressed the Commission Concern regarding minimum qualifications of faculty but had not made sufficient progress on the seven District Recommendations to satisfy compliance with Accreditation Standards. At its January 10-12, 2012 meeting, the Commission took action to impose the sanction of placing the Colleges on “Probation” and required VCCCD to respond to the seven District Recommendations with follow-up reports due no later than October 15, 2012. In addition, the Commission issued a new Commission Concern regarding Board governance that required a Special Report to be submitted on or before March 15, 2012, followed by a team site visit in April 2012.

The Special Report site team visited the District on April 16, 2012. The site visit focused solely on the Commission’s Special Concern regarding Board governance. The site team reviewed evidence and conducted interviews with District and College constituents. Following consideration of the District’s Special Report to the Commission and the accreditation team’s April 16, 2012 site visit report, the Commission took action at its June 6-8, 2012 meeting to continue the probationary status of the District’s Colleges. The Interim Chancellor for VCCCD received formal notification of the Commission’s June 2012 action on July 5, 2012. In response, the Interim Chancellor disseminated the Commission’s correspondence to the Board of Trustees and ensured appropriate public notification. The Commission reminded the District and Colleges that follow-up reports are due to the Commission by October 15, 2012, to be followed by a site visit of Commission representatives. The follow-up reports must demonstrate the institutions have addressed the seven District Recommendations as stated in the February 2, 2012 Commission action letters, resolved deficiencies, and meet Eligibility Requirements, Accreditation Standards, and Commission policies. Additionally, per corrected Commission action letter dated February 1, 2012 and received May 2012, Ventura College is required to address College Recommendations 3, 4, 6, and 8 by October 15, 2012.



The following responses address the seven District Recommendations as outlined in the Commission Action Letter of February 2, 2012 and the Commission Concern regarding Board governance as specified in the Commission Action Letters of February 2 and July 2, 2012.

## District Recommendation 1

### Recommendation, October 2010:

*In order to meet the Standards, the District, in concert with the three Colleges, shall develop clearly defined organizational maps that delineate the primary and secondary responsibilities of each, the College-to-College responsibilities, and that also incorporate the relationship of major District and College committees established to assure the integrity of activities related to such areas as budget, research, planning, and curriculum. (IV.B.3.a-b, IV.B.3.g)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team acknowledges the systematic work on organizational mapping that the Ventura CCC District and its three Colleges, Moorpark, Oxnard, and Ventura, have initiated in response to District Recommendation 1. By its very foundational nature, this recommendation represents the key to articulating roles and responsibilities in a multi-college district, identifying gaps in structures and resources for planning, research, and curriculum, and improving effectiveness and communication. To date, this recommendation has only been partially addressed and compliance with the Accreditation Standards has not been achieved. The team recommends the Ventura CCC District and its Colleges collectively affirm the urgency of compliance with Accreditation Standards and accelerate and enhance their efforts to address all components of District Recommendation 1.*

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### Update:

In response to this recommendation, District and College constituencies, working through District Consultation Council, revised the district-wide *Participatory Governance Handbook* (D1-01) to reflect a clearly defined organizational map and developed the “VCCCD Governance Advisory and Recommendation Pathways” delineation (D1-01) that illustrates the relationship of major District and College committees. The Handbook and accompanying Advisory and Recommendation Pathways ensure delineation of roles and responsibilities and provide venues within the District/College governance structure to host participatory dialogue. To accelerate progress and ensure broad-based collegial input, Consultation Council agreed to meet twice per month for the period of February through June 2012 to complete the work. District Consultation Council is chaired by the Chancellor and consists of district-wide constituents, including the Vice Chancellor of Business and Administrative Services; Vice Chancellor of Human Resources; Director of Administrative Relations; one College Executive Vice President appointed by the Chancellor; one District Classified Representative; one Classified Confidential Representative; College Presidents; Academic Senate Presidents or designees; Classified Senate Presidents; one Associated Student Government Representative from each College; AFT President; and SEIU President (D1-02).

The Consultation Council review process and activities related to revising the *Participatory Governance Handbook* and development of the Advisory and Recommendation Pathways included and yielded the following results (D1-03):

- In February 2012, the existing *Participatory Governance Handbook* was distributed to Consultation Council members for review and feedback. Extensive discussion regarding Consultation Council's role in governance resulted in expanding Consultation Council's responsibilities to include "Recommending appropriate participatory governance structures for the District, and monitoring and assessing effectiveness of the implementation of said governance structures."
- In early March 2012, Consultation Council recommended changes to participatory governance groups related to charges and membership. As a result, the District Council on Accreditation and Planning (DCAP) was established with a charge to "Develop, monitor, and evaluate district-wide planning and accreditation cycle activities." The March 2012 Consultation Council meeting notes indicated DCAP would meet to further develop its charge, membership, and report progress by the end of the calendar year. March, May, and June 2012 Consultation Council meeting notes reflect additional members may be appointed to DCAP at a later date or membership expanded by the Chancellor. On June 4, 2012, the former Chancellor expanded the membership of DCAP to include the District Director of Administrative Relations and a Classified Senate President. The May 22, 2012 *Participatory Governance Handbook* defines DCAP as follows:

The District Council on Accreditation and Planning (DCAP) is an evolving body established to address immediate accreditation and planning issues. As such, DCAP advises the Chancellor, through Cabinet and the District Consultation Council, on matters pertaining to the development, monitoring, and evaluation of District-wide planning and accreditation cycle activities. Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit of information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation. Membership will be expanded and/or modified by December 31, 2012.

Current members include a Chancellor-appointed Chair; Vice Chancellor of Business Services; Vice Chancellor of Human Resources; Student Trustee; College Presidents; Academic Senate Presidents or designees; one Classified Senate President; and others determined by the Chancellor.

- In March 2012, Consultation Council also determined the need for a District Council of Academic Affairs (DCAA) to advise the Chancellor regarding instructional program development and related Board policies, administrative procedures, and standard operating practices; facilitate the coordination of District College programs and review institutional offerings for redundancy, growth and development, and discontinuance; and prepare the initial draft of the educational master plan as it relates to instruction and student services. Dialogue addressing gaps within existing governance committees further resulted in modifying the existing District Technical Review Workgroup (DTRW), which had been focused on reviewing curriculum at all three Colleges, and the District Council on Student Learning (DCSL), which had been focused on issues related to student services, with District Technical Review Workgroup – Instruction (DTRW-I) and District Technical Review Workgroup – Student Services (DTRW-SS) to advise DCAA on academic and professional matters. DTRW-I and DTRW-SS focus on instruction and student services in program development and review/suggest revisions to Board policies and administrative procedures in these areas as needed.

DCAA, DTRW-I, and DTRW-SS began meeting formally in September 2012. DCAA membership consists of a Chancellor-appointed Co-Chair; a Co-Chair Faculty member selected by DCAA members; Executive Vice Presidents; Academic Senate Presidents or designees, one Vice President of Business Services; Faculty Co-Chairs of campus planning committees or College Faculty designees; Associated Student Government Representatives; and a College Faculty member from each campus. DTRW-I members include a Chancellor-appointed Chair and Faculty Co-Chair rotated between the Colleges; Executive Vice Presidents; Faculty Co-Chairs of College Curriculum Committees; and Articulation Officers. DTRW-SS membership consists of a Chancellor-appointed Executive Vice President as Chair; a Co-Chair selected by DTRW-SS; a Dean of Student Services from each College; Associated Student Government Representatives; Registrars; and Articulation Officers or non-instructional designees from each campus (D1-04).

- In April 2012, Consultation Council discussed and incorporated feedback into the *Participatory Governance Manual* and related governance process chart, “VCCCD Governance Advisory and Recommendation Pathways.” Following final review by Chancellor’s Cabinet, College Presidents distributed the organizational mapping documents to College constituents for feedback, and the Director of Administrative Relations provided the documents to District Administrative Center constituents for input.
- In May 2012, Consultation Council discussed and agreed upon minor modifications to the “Governance Advisory and Recommendation Pathways” for clarity.
- In June 2012, Consultation Council completed its final review of the *Participatory Governance Handbook* and related “VCCCD Governance Advisory and Recommendation Pathways” as part of its June 16, 2012 Board of Trustees Meeting Agenda Review.

The *Participatory Governance Handbook* has been widely communicated at the Colleges and District Administrative Center and constituents were given opportunities to provide input for improvement prior to finalization of the documents (D1-05). The *Participatory Governance Handbook* was presented to the Board of Trustees for information on June 19, 2012 (D1-06) and publicly posted on the District's website at [www.vcccd.edu](http://www.vcccd.edu) (D1-07). In addition, the Board of Trustees approved an updated BP 2205 Delineation of System and Board Functions (D1-08) on June 19, 2012 to include the completed *Participatory Governance Handbook* and functional mapping documents. The District and Colleges will assess, on an annual basis, the appropriateness of constituent role delineation and responsibilities involved in district-wide governance processes, identifying gaps in governance structures and resources, as well as the overall effectiveness of the process.

Evidence for District Recommendation 1:

- D1-01 Participatory Governance Handbook, including Functional Mapping narrative (p. 28) and VCCCD Governance Advisory and Recommendation Pathways (p. 58), 05.22.12
- D1-02 Consultation Council Membership, Participatory Governance Handbook (pp. 16-17), 05.22.12
- D1-03 Consultation Council Meeting Notes, 01.12.12, 02.03.12, 02.22.12, 03.02.12, 03.09.12, 03.30.12, 04.06.12, 04.27.12, 05.10.12, 06.07.12
- D1-04 Membership of District Council on Academic Affairs (DCAA), District Technical Review Workgroup-Instructional (DTRW-I), and District Technical Review Workgroup (DTRW-SS), Participatory Governance Handbook (pp. 21-25), 05.22.12
- D1-05 District/College communications regarding Participatory Governance Handbook and functional mapping documents, Ventura College Emails 04.09.12, 04.16.12, 08.15.12; Moorpark College Email 04.19.12; Oxnard College Emails 04.27.12, 05.02.12; District Administrative Center Emails 04.13.12, 05.08.12; District-wide Posting 07.02.12
- D1-06 Board of Trustees Regular Meeting Minutes, Agenda Item 27, 06.19.12
- D1-07 District Public Website Posting of *Participatory Governance Handbook* at [www.vcccd.edu](http://www.vcccd.edu)
- D1-08 Board of Trustees Regular Meeting Agenda, Item 16.03, pp. 527, 529, 06.19.12; Board of Trustees Regular Meeting Minutes, Agenda Item 16.03, 06.19.12

## District Recommendation 2

### Recommendation, October 2010:

*In order to meet the Standard, the District, in concert with the three Colleges, shall document evidence that a review of District Policies and Procedures that may impede the timely and effective operations of the departments of the Colleges has taken place and that appropriate modifications are made that facilitate the operational effectiveness of the Colleges. A calendar that identifies a timeline for the regular and consistent review of policies shall be developed. (IV.B.1.e)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team acknowledges the scope and extent of District and College work resulting in considerable progress on District Recommendation 2. Of its three inter-related components, the recommendation for the development of a calendar for the regular and consistent review of policies has been fully addressed. With regard to the review and modifications of policies and procedures that may impede operational effectiveness, the team find these elements to be partially addressed and recommends the District and Colleges analyze all collected data for potential impediments and continue to modify operating practices to ensure consistency and appropriate application.*

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### Update:

In response to this recommendation, the District developed and the Board of Trustees adopted a two-year policy/procedure review cycle calendar. The proposed review schedule was implemented in March 2011 and is being vigorously adhered to (D2-01) as evidenced by the substantial amount of activities undertaken by the Policy Committee of the Board (D2-02) and the subsequent placement of proposed, reviewed and/or revised policies and administrative procedures on the monthly Board of Trustees agendas for action or information (D2-03).

To address the review and modification of policies and procedures that may impede operational effectiveness, policy/administrative procedure review and recommended changes follow the newly implemented "VCCCD Governance Advisory and Recommendation Pathways" outlined in the *Participatory Governance Handbook* (D2-04) to ensure broad-based constituent input, consistency, and appropriate application across the District and Colleges. Governance committees and District/College constituents serving on governance committees are provided opportunities to review, analyze, and recommend suggestions for modification of policies/procedures under review that may present potential impediments and negatively impact the timely and effective operations of District/College departments. As presented under "General Operating Agreements for District Groups" in the *Participatory Governance Handbook*, Committee members understand they attend meetings to

represent constituent groups at a College or the District Administrative Center. Constituent groups formulate recommendations to the Chancellor through consultation, and members are responsible to serve as a conduit for information and the catalyst for discussion and topics raised by District groups and within the constituent groups (D2-05).

District policies and procedures have been reviewed and analyzed consistently during the two-year cycle as evidenced through governance bodies, including District Council on Student Learning (DCSL); District Technical Review Workgroup (DTRW); District Council on Human Resources (DCHR); District Council on Administrative Services (DCAS); District Consultation Council; Chancellor's Cabinet, and District Administrative Council. Governance groups maintain meeting notes that include policy/administrative procedure actions and recommendations taken during committee meetings (D2-06).

As of August 2012, the review and analysis status for Board Policies/Administrative Procedures was as follows:

- Chapter 1 The District: complete
- Chapter 2 Board of Trustees: approximately 99 percent complete
- Chapter 3 General Institution: approximately 50 percent complete
- Chapter 4 Academic Affairs: approximately 80 percent complete
- Chapter 5 Student Services: approximately 5 percent complete
- Chapter 6 Business/Fiscal Affairs: approximately 90 percent complete
- Chapter 7 Human Resources: approximately 20 percent complete

Approximately 90 percent of Chapter 7 Human Resources is scheduled for review completion by the end of October 2012. Policy and administrative procedure review of Chapter 4 Academic Affairs and Chapter 5 Student Services by newly-formed District Council on Academic Affairs (DCAA), District Technical Review Workgroup-Instruction (DTRW-I), and District Technical Review Workgroup-Student Services (DRTW-SS) began in September 2012 (D2-07).

To address extremely time sensitive policy or administrative procedures critical to District/College operational deadlines but subject to missing Policy Committee or Board Meeting timelines, governance committees can hold a special meeting and/or present such time sensitive recommended policies and administrative procedures to the Chancellor or Chancellor's Cabinet for approval to advance to Policy Committee and the Board of Trustees.

As a result of dialogue by governance groups and constituent feedback, policy and administrative procedure modifications occurred as evidenced by the following revised operating practices to avoid impeding College operations and ensure consistency across the District/Colleges (D2-08):

- In August 2012, the District launched a website for "Business Tools, Forms, and Procedures," a SharePoint site for employee access. The site includes frequently used district-wide forms in fillable field format; detailed procedures in some areas of Accounting, Accounts Payable, Payroll,

Information Technology, Purchasing, Risk Management, Police/Parking Services, and Contracts and Grants, including the specific Administrative Procedure 3280 for the completion of grant applications. "Business Tools" is designed to facilitate the consistent district-wide application of procedures. In order to respond to user needs and input, a dedicated link is provided for faculty and staff to submit feedback and/or suggestions via the site. To achieve continuous quality improvement, the site will be expanded in 2012-2013 to incorporate additional procedures, forms, and enhancements based on user suggestions. This process of regular updates will continue based on user input.

- In conjunction with faculty and staff, a Field Trip/Excursion electronic workflow process was developed in response to faculty needs. Staff and faculty with extensive experience in field trips worked during summer 2012 to develop the workflow. The workflow was implemented in August 2012 by a small number of key faculty from throughout the District to ensure a thorough testing and application of the process. The District Director of General Services provided an overview of the process to interested faculty during Fall 2012 Flex Days at all three Colleges. This process will be refined with additional faculty input.

The District is on schedule to complete its two-year review cycle of existing policies and procedures by March 31, 2013. The District will continue to regularly monitor the sequence, origination points, and appropriate constituency involvement in the two-year policy/procedure review process to systematically identify criteria and evaluate impacts of same on District/College operational effectiveness.

Further, the District Council on Accreditation and Planning (DCAP) is identifying additional effective measures to capture further feedback from District and College constituents, analyze collected data for potential impediments, and continue modifying operating practices to ensure Board policies and procedures enhance operations. One measure identified and developed by DCAP included a survey designed and implemented in September 2012 that collected feedback from employees about ways to improve the flow of information to and from the District through formal channels of the committee and governance structure and to identify any policies or procedures that need clarification or that are difficult to implement in practice (D2-09). Results of the newly-implemented annual survey were discussed at District Consultation Council in September 2012, summarized in the October 2012 Chancellor's Monthly Update distributed to all employees, students, and community advisory body members (D2-10).

#### Evidence for District Recommendation 2:

- D2-01 VCCCD Board Policy/Administrative Procedure Two-Year Review Calendar for Review Cycle 3/2011-3/2013, Board Meeting Agenda, 08.14.12
- D2-02 Policy Committee Meeting Agendas/Minutes, 11/2012-07/2012
- D2-03 Board of Trustees Meeting Agendas/Minutes, 11/2012-08/2012



- D2-04 Participatory Governance Handbook “VCCCD Governance Advisory and Recommendation Pathways” (p. 58)
- D2-05 Participatory Governance Handbook, General Operating Agreements for District Groups (p. 10)
- D2-06 District Council on Student Learning (DCSL) Meeting Notes, 11/2011-3/2012; District Technical Review Workgroup (DTRW) Meeting Notes, 11/2011-3/2012; District Council on Human Resources (DCHR) Meeting Notes, 11/2011-4/2012; District Council on Administrative Services (DCAS) Meeting Notes, 11/2011-8/2012; District Consultation Council Meeting Notes, 11/2011-8/2012; Chancellor’s Cabinet Meeting Notes, 11/2011-08/2012; Administrative Council Meeting Notes, 11/2011-08/2012
- D2-07 Communication implementing DCAA, DTRW-I, and DTRW-SS, 08/2012
- D2-08 Business Tools, Forms, and Procedures, 08/2012; Field Trip/Excursion Electronic Workflow Process, 08/2012
- D2-09 Employee Formal Communications Survey, 09/2012
- D2-10 Employee Formal Communications Survey Findings, Summary, and Distribution, 09-10/2012

### District Recommendation 3

Recommendation, October 2010:

*In order to increase effectiveness, the Teams recommend that the District conduct a periodic outcomes assessment and analysis of its strategic planning and decision-making processes, leading to sustainable continuous quality improvement in educational effectiveness in support of student learning and district-wide operations. (IV.B.3)*

Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team documented the Ventura CCC District's progress in improving its planning process and found that the District and its Colleges have partially addressed this recommendation. However, the process is still being refined and remains incomplete without well-defined outcome measures and clear timelines. The team recommends the District focus and accelerate its work on defining outcome measures, developing appropriate timelines, and integrating its periodic outcomes assessment data into the strategic planning process in order to promote sustainable continuous quality improvement. The team further recommends that the District, through its functional mapping and related documents, articulates the District Office responsibility (separate from the Board's oversight responsibility) for future and ongoing reviews of strategic planning and decision-making processes.*

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Update:

In response to the Commission recommendation and to align with best practices in institutional planning, the Board of Trustees conducted an assessment of the District's current planning efforts using the ACCJC Rubric on Integrated Planning at its June 26, 2012 Board Strategic Planning Session – Part One (D3-01).

Discussions from the assessment session suggest that current District practices and processes reflect many essential features of integrated planning, including a 10-year District Master Plan, Board goals and objectives with annual effectiveness reporting, annual Board planning sessions, and beginning of a dialogue regarding the efficacy of the planning process. The district-wide integrated planning process will incorporate local College planning processes and reporting timelines.

The Board recognized during the June 2012 Planning Session that to reach and maintain the level of "sustainable continuous program improvement," process improvements were needed. Of particular importance is the documentation of the planning process, the affirmation of the planning cycle and timeline for the creation of the next Master Plan, and an orderly transition to these improved practices

from the current activities. To that end, a transition plan and a district-wide planning model timeline were presented and discussed. Key elements of the presentation included (D3-02):

Transition Plan:

Conduct 2012-2013 planning cycle through the following activities:

- Revise the 2012 Goals and Objectives for 2013
- Create and Implement Action Plans
- Assess results at June 2013 Board Planning Session

Revised District-wide Integrated Planning Cycle Timeline:

<b>Academic Year</b>	<b>Cycle</b>	<b>Plan Activities</b>	<b>Assessment Activities</b>
2012-13	Transition from prior year plan; initiation of new planning cycle	Transition: Complete Original Planning Cycle; Conduct Master Planning: Create Master Plan with Goals	Assess and improve planning process
2013-14	Current Cycle: Year One	Create Strategic Plan containing Strategic Objectives to support Master Plan Goals; develop and implement Action Steps	Assess Progress on Objectives; Assess and improve planning process
2014-15	Current Cycle: Year Two	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2015-16	Current Cycle: Year Three	Mid-term Review of Master Plan Goals: Assess status of Master Plan Goals, Strategic Plan and Objectives; adjust Strategic Plan and Objectives as needed	Assess and improve planning process
2016-17	Current Cycle: Year Four	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2017-18	Current Cycle: Year Five	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2018-19	Current Cycle: Year Six	Master Planning Year: Assess and modify Master Plan for the next 6-year cycle	Assess and improve planning process

The Board of Trustees approved the Transition Plan and Revised Planning Cycle Timeline on August 9, 2012 during its Board Strategic Planning Session – Part Two (D3-03). Subsequently, a *District-wide Planning Manual* was developed to guide and document the planning process (D3-04).

To assess effectiveness of the District and its Colleges, VCCCD created a district-wide *Institutional Effectiveness Report* that delineates the outcomes for corresponding annual Board Goals (D3-05). The *Institutional Effectiveness Report* provides three years of data for trend analysis and comparisons. The first report was presented at the June 28, 2012 Board Strategic Planning Session – Part One; the report will be presented annually and institutionalized as a component of the standard assessment measure. The Board also assessed and made plans to improve its current district-wide planning at the June and August Strategic Planning Sessions, taking deliberate steps to reach the level of sustainable continuous quality improvement in integrated strategic planning.

To assess its decision-making processes, the District, through Consultation Council, reviewed and revised the *Participatory Governance Handbook* and substantially revised the deliberation and consultation process. The resulting structure, as documented in the Handbook under the “Advisory and Recommendation Pathways,” ensures that the deliberation, recommendation, and decision-making process are appropriate and functional (D3-06). The Consultation Council review process and activities related to revising the *Participatory Governance Handbook* and development of the Advisory and Recommendation Pathways (D3-07) included and yielded the following results:

- In February 2012, the existing *Participatory Governance Handbook* was distributed to Consultation Council members for review and feedback. Extensive discussion regarding Consultation Council’s role in governance resulted in expanding Consultation Council’s responsibilities to include “Recommending appropriate participatory governance structures for the District, and monitoring and assessing effectiveness of the implementation of said governance structures.”
- In early March 2012, Consultation Council recommended changes to participatory governance groups related to charges and membership. As a result, the District Council on Accreditation and Planning (DCAP) was established with a charge to “Develop, monitor, and evaluate district-wide planning and accreditation cycle activities.” The March 2012 Consultation Council meeting notes indicated DCAP would meet to further develop its charge, membership, and report progress by the end of the calendar year. March, May, and June 2012 Consultation Council meeting notes reflect additional members may be appointed to DCAP at a later date or membership expanded by the Chancellor. On June 4, 2012, the former Chancellor expanded the membership of DCAP to include the District Director of Administrative Relations and a Classified Senate President. The May 22, 2012 *Participatory Governance Handbook* defines DCAP as follows:

The District Council on Accreditation and Planning (DCAP) is an evolving body established to address immediate accreditation and planning issues. As such, DCAP advises the Chancellor, through Cabinet and the District Consultation Council, on matters pertaining to the development, monitoring, and evaluation of District-wide planning and accreditation cycle activities. Members

understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit of information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation. Membership will be expanded and/or modified by December 31, 2012.

Current members include a Chancellor-appointed Chair; Vice Chancellor of Business Services; Vice Chancellor of Human Resources; Student Trustee; College Presidents; Academic Senate Presidents or designees; one Classified Senate President; and others determined by the Chancellor.

- In March 2012, Consultation Council also determined the need for a District Council of Academic Affairs (DCAA) to advise the Chancellor regarding instructional program development and related Board policies, administrative procedures, and standard operating practices; facilitate the coordination of District College programs and review institutional offerings for redundancy, growth and development, and discontinuance; and prepare the initial draft of the educational master plan as it relates to instruction and student services. Dialogue addressing gaps within existing governance committees further resulted in modifying the existing District Technical Review Workgroup (DTRW), which had been focused on reviewing curriculum from the three Colleges, and the District Council on Student Learning (DCSL), which had been focused on issues related to student services, with District Technical Review Workgroup – Instruction (DTRW-I) and District Technical Review Workgroup – Student Services (DTRW-SS) to advise DCAA on academic and professional matters. DTRW-I and DTRW-SS focus on instruction and student services in program development and review/suggest revisions to Board policies and administrative procedures in these areas as needed. DCAA, DTRW-I, and DTRW-SS began meeting formally in September 2012.
- In April 2012, Consultation Council discussed and incorporated feedback into the *Participatory Governance Manual* and related governance process chart, “VCCCD Governance Advisory and Recommendation Pathways.” Following final review by Chancellor’s Cabinet, College Presidents distributed the organizational mapping documents to College constituents for feedback, and the Director of Administrative Relations provided the documents to District Administrative Center constituents for input.
- In May 2012, Consultation Council discussed and agreed upon minor modifications to the “Governance Advisory and Recommendation Pathways” for clarity.

- In June 2012, Consultation Council completed its final review of the *Participatory Governance Handbook* and related “VCCCD Governance Advisory and Recommendation Pathways” as part of its June 16, 2012 Board of Trustees Meeting Agenda Review.

Evidence for District Recommendation 3:

- D3-01 Board Strategic Planning Session – Part One Agenda/Minutes, 06.26.12
- D3-02 Integrated Planning Model Presentation, Board Strategic Planning Session – Part One, 06.26.12
- D3-03 Board of Trustees Approval of Transition Plan and Revised Planning Cycle Timeline, Board Strategic Planning Session – Part Two, Agenda/Minutes Item 12.05, 08.09.12
- D3-04 District-wide Planning Manual, 09/2012
- D3-05 Institutional Effectiveness Report, Board Strategic Planning Session – Part One, 06.26.12
- D3-06 District Participatory Governance Handbook, Advisory and Recommendation Pathways,” 05.22.12
- D3-07 Consultation Council Meeting Notes, 01.12.12, 02.03.12, 02.22.12, 03.02.12, 03.09.12, 03.30.12, 04.06.12, 04.27.12, 05.10.12, 06.07.12

## District Recommendation 4

### Recommendation, October 2010:

*In order to improve communications, the Teams recommend that the District assess the effectiveness of its formal communications and utilize constituency and community input/feedback data to implement improvements to ensure that open and timely communication regarding expectations of educational excellence, operational planning, and integrity continues and is enhanced at all levels of the organization. (III.A.3, IV.B.3)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*The team acknowledges the focused efforts of the Ventura CCC District and the Colleges in responding to District Recommendation 4 and finds the recommendation has been partially addressed to date. The new administrative advisory bodies, the expanded Citizens Advisory Committee, and the added communication strategies indicate a commitment to improving the effectiveness of communications throughout the District. These efforts have increased the opportunities for constituency and community input and the team recommends the District develop clear purpose statements for each of these bodies aligned with District, Board, and College communication goals. [Note: have not found evidence of this for Presidents Council and District Administrative Council, which are the advisory bodies cited in the District's previous responses.]*

*While the District has assessed its formal communications through the collection of College feedback and discussed possible methods for collecting feedback about the effectiveness of communications in the future, there is no evidence that regular assessments will be implemented to ensure ongoing effectiveness and continuous improvement. It is also not clear if the District will measure improvements in constituency satisfaction with formal communications as a means to gauge effectiveness. The team recommends the District incorporate regular assessments of formal communications such as committee self-appraisal and employee surveys, to ensure improved communications and fully address the Accreditation Standards cited in District Recommendation 4.*

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### Update:

To fully meet this recommendation, the District, through Consultation Council (D4-01), has improved the effectiveness of its formal communications as evidenced by a thorough review and revision of the District *Participatory Governance Handbook* (D4-02). In creating and adhering to appropriate "Governance Advisory and Recommendation Pathways" for formal consultation and dialogue, the District ensures the venues for constituent feedback are available, well-defined, and understood (D4-03). The *Participatory Governance Handbook* will be thoroughly assessed through Consultation

Council every three years to ensure ongoing effectiveness and demonstrate sustainable continuous quality improvement. Additionally, at the first fall meeting of the academic year, each governance group will distribute and discuss the group’s charge and reporting structure; review norms for working as a team; develop operating agreements for determining recommendations; and review or establish task-specific operating agreements, if needed (D4-04).

In March 2012, the Chancellor deployed the annual governance committees’ self-appraisal survey process through the Office of Administrative Relations to ensure assessment and improve formal communications. The annual self-appraisal process included the following activities:

- In March 2012, the existing self-appraisal survey instrument was reviewed and expanded by Consultation Council to gather and evaluate data from the District and Colleges related to formal communications within governance committee structures (D4-05).
- In early April 2012, District Consultation Council; District Council on Human Resources (DCHR); District Council on Administrative Services (DCAS); District Technical Review Workgroup (DTRW); District Council on Student Learning (DCSL); and Administrative Technology Advisory Group (ATAC) received self-appraisals electronically for completion through the Office of Administration Relations (D4-06). Although council/group members were identified for distribution of the self-appraisal survey, individual member participation was conducted anonymously through SurveyMonkey. Council/Group members participated as follows:

<b>Council/Group</b>	<b>Participating Members</b>	<b>Total Members</b>
District Consultation Council	17	26
DCHR	7	12
DCAS	6	14
DCSL	11	22
DTRW	6	14
ATAC	8	11

- In late April 2012, council/group self-appraisal findings were provided to council/group chairs/co-chairs by the Office of Administrative Relations for discussion with members to ensure ongoing effectiveness and continuous improvement (D4-07).
- Council/group self-appraisal findings were discussed by members of District Consultation Council; DCHR; DCAS; DCSL; DTRW; and ATAC during the period of May through September 2012. As evidenced by meeting notes and dialogue, council/group member identified areas of potential improvement based on self-appraisal findings as follows (D4-07):
  - District Consultation Council discussion resulted in consideration of using technology to eliminate the need to travel to the District Administrative Center for Consultation Council meetings, adding a standing item of “future agenda items” to Consultation



Council agendas, expanding membership of the District Council on Planning and Accreditation (DCAP), and receiving meeting summary reports from DCAP.

- DCHR discussion results will be provided following the September 2012 DCHR meeting.
- DCAS discussion resulted in a recommendation to conduct the survey mid-year and year-end or just mid-year to allow time for corrective action, if needed. DCAS agreed self-appraisal results were positive, accurately reflected the sentiments of the group, objectives were being met, and no change was needed in the functioning of the committee.
- DTRW discussion results will be provided following the September 2012 meeting of DTRW-I, the successor body of DTRW.
- DCSL discussion results will be provided following the September 2012 meeting of DTRW-SS, the successor body of DCSL.
- ATAC discussion of findings resulted in committee agreement to change the frequency of meetings from monthly to bi-monthly, meeting notes will be posted on the District website and emailed to committee members, and meeting agendas will be distributed two weeks in advance to provide an opportunity for increased campus dialogue on agenda items prior to ATAC meetings.

In addition, the Chancellor's Office established a Chancellor's Monthly Update in March 2012 to communicate formal governance committee/council activities occurring district-wide. The monthly updates are currently posted on the District portal under district-wide announcements (D4-08). Effective October 2012, distribution of Chancellor Monthly Updates will be expanded to students and Community Advisory Body members.

In response to the accrediting team's recommendation, the Citizens Advisory Body description and purpose was clarified and added to the district *Participatory Governance Handbook* as part of the Handbook's update and completion process as follows (D4-09):

The Citizens Advisory Body provides community input and feedback to the Board of Trustees in the preparation of its district-wide planning. The community body assists the Board in the evaluation of the District's effectiveness in meeting educational excellence and operational efficiency and acts as a vehicle to which the Board communicates its expectations of organizational excellence and integrity. The Citizens Advisory Body consists of 20 members who serve a three-year term; members may serve multiple terms. Individual Trustees recommend up to four community members

to the full Board for approval. Members are recommended for their broad community standing, professional experience, and/or public service.

The documented purpose statement was communicated to the Citizens Advisory Body in fall 2012. Purpose statements for Presidents Council and District Administrative Council, two administrative advisory bodies, were discussed and clearly documented at Presidents Council in August 2012 and District Administrative Council in September 2012 (D4-10).

To further utilize community input in strategic planning, the District, through the Office of Administrative Relations, conducted an electronic survey with an expanded Citizens Advisory Body in June 2012 to obtain feedback for review and consideration at the Board's June 26, 2012 Strategic Planning Session – Part One (D4-11). The survey was designed to obtain community member opinions regarding the District/Colleges' breadth of functions and perceived challenges to better inform the Board of Trustees in planning and deliberations. Of the 39 community members invited to participate, 24 individuals agreed to remain members of or join the Citizens Advisory Body for 2012-2013 (D4-12), and 16 Community Advisory Body members completed the survey. Individual member participation was conducted anonymously through SurveyMonkey.

Survey findings were presented to the Board during the June 26, 2012 Strategic Planning Session – Part One. Significant findings reflected the need for the District to increase communication with community constituents regarding programs, services, and budget information. In addition, findings indicated community members view the budget, alternative revenue resources, accreditation, partnerships, and college readiness as challenges currently facing VCCCD. Trustees commented the findings confirm the importance of obtaining community input, and the full Board agreed to increase the number of meetings with the Citizens Advisory Body to improve communication and ensure in-depth community participation in planning related to community needs (D4-13).

In September 2012, the District initiated a survey of all employees related to constituency satisfaction with formal communications as a means to gauge effectiveness and provide opportunity for improvement. The survey, designed by District Council on Accreditation and Planning (DCAP), was distributed to employees through the Office of Administrative Relations, Chancellor's Office. Results of the newly-implemented annual survey were discussed at District Consultation Council in September 2012, summarized in the October 2012 Chancellor's Monthly Update distributed to all employees, students, and community advisory body members (D4-14).

Evidence for District Recommendation 4:

- D4-01 Consultation Council Meeting Notes, 01.12.12, 02.03.12, 02.22.12, 03.02.12, 03.09.12, 03.30.12, 04.06.12, 04.27.12, 05.10.12, 06.07.12
- D4-02 Participatory Governance Handbook, 05.22.12
- D4-03 VCCCD Governance Advisory and Recommendation Pathways (p. 58), 05.22.12

- D4-04 Participatory Governance Handbook, (pp. 10-11), 05.22.12
- D4-05 Consultation Council Meeting Notes, 03.09.12; Participatory Governance Committee Self Appraisal Template, 03/2012
- D4-06 District Committee Self-Appraisal Electronic Distribution Communications
- D4-07 Participatory Governance Committees Self-Appraisal Findings and Governance Committee Meeting Notes Reflecting Discussion (i.e., Consultation Council; District Consultation Council; District Council on Student Learning (DCSL); District Technical Review Workgroup (DTRW); District Council on Human Resources (DCHR); District Council on Administrative Services (DCAS); and Administrative Technology Advisory Committee (ATAC), 04-09/2012
- D4-08 Chancellor's Monthly Updates, 03/2012-08/2012
- D4-09 Citizens Advisory Body Charge/Purpose, Participatory Governance Handbook, 05.22.12 (p. 32-33)
- D4-10 Presidents Council Meeting Notes, 08.20.12; District Administrative Council Meeting Notes, 09.04.12
- D4-11 Citizens Advisory Body Survey, 06/2012
- D4-12 Citizens Advisory Body Membership Roster, 06/2012
- D4-13 Citizens Advisory Body Survey Findings, 06.26.12; Board of Trustees Meeting Minutes, 06.26.12
- D4-14 Employee Formal Communications Survey Findings, Summary, and Distribution, 09-10/2012

## District Recommendation 5

### Recommendation, October 2010:

*In order to meet the Standard, the Board of Trustees shall complete an analysis of its self assessment pursuant to Board Policy 2745 and formally adopt expected outcomes and measures for continuous quality improvement that will be assessed and reported as a component of the immediately succeeding self-assessment. (IV.B.1.g)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*District Recommendation 5 has been addressed to a considerable extent. The team found the District Board of Trustees initiated an annual self-assessment activity and has made significant progress in improving its self-evaluation process through the inclusion of objectives and outcome measures. However, the improvement component of the process will remain incomplete until the newly-developed measurable objectives for 2011-12 are analyzed during the annual Board self-evaluation session scheduled for May/June 2012. The team recommends the Board complete the self-evaluation process as scheduled and ensure the self-assessment activity is conducted on a yearly basis.*

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### Update:

To fully meet this recommendation, the Board of Trustees reviewed its self-assessment instrument and made improvements to its content (D5-01). Further, the Board implemented an ongoing self-evaluation process and completed the annual Board self-evaluation in advance of its June 26, 2012 Board Strategic Planning Session – Part One in accordance with Board Policy/Administrative Procedure 2745 Board Self-Evaluation (D5-02). The Board also formally adopted outcomes and measures of its performance, and the assessment of those outcomes was an integral part of the annual assessment. An external constituent assessment of the Board in the form of a survey to Consultation Council was established per Board Policy/Administrative Policy 2745 as part of the Board's annual self-assessment process (D5-03). This year's external assessment results were discussed as part of the Board self-evaluation at the June 26, 2012 Board Strategic Planning Session – Part One (D5-04). The annual self-assessment process included the following activities:

- At its January 17, 2012 Board Meeting, the Board adopted revised Board Policy 2745 Board Self-Evaluation to include Board meeting monthly assessment findings to strengthen its self-evaluation process in evaluating Board Performance Goals (D5-05).
- The Board again amended Board Policy 2745 Board Self-Evaluation on March 13, 2012 to include language regarding an annual Board self-assessment process to further align Board Policy 2745

to District Recommendation 4 (D5-06).

- On June 19, 2012, the Board accepted Board Administrative Procedure 2745 Board Self-Evaluation as aligned with Board Policy 2745 to include Consultation Council feedback through a Board Evaluation distributed electronically to Consultation Council members during the Board's annual self-evaluation process (D5-07).
- In May 2012, the Board implemented its annual ongoing self-evaluation process per Board Policy/Administrative Procedure 2745. The Board of Trustees received the 2012 self-evaluation survey in electronic format for completion (D5-08) through the Chancellor's Office, and Consultation Council members were provided an opportunity to complete the Board Evaluation survey electronically (D5-09) through the Chancellor's Office. The Board Survey was designed to gather feedback regarding Board Performance Goals, general evaluation, and individual Trustee reflective perspective. Participants were asked to indicate their opinions using a rating scale of *agree, partial agreement, disagree, or don't know*. An option to provide comments was provided. The full Board and 18 of 21 Consultation Council Members completed the survey.
- The annual summative Board self-evaluation was conducted at the Board's June 26, 2012 Board Strategic Planning Session – Part One (D5-10). Expected outcomes included evaluating Board performance; identifying and discussing areas for strengthening Board performance; incorporating identified areas in need of improvement into existing Board Performance Goals; and adopting updated Board Performance Goals.

The Board's self-evaluation process included discussion of significant findings from a summary of the Board's Monthly Meeting Assessments (D5-11) and a results discussion of the Board's Annual Self-Evaluation and Consultation Council Evaluation of the Board (D5-12). Significant findings suggesting possible areas of improvement included defining and limiting trustee involvement in operational matters; need for additional Citizens Advisory Body meetings; need for more information in staff reports; and need for strengthened parliamentary practice. Findings also reflected full Board agreement in spending appropriate time preparing for meetings; actively participating in meetings; unified support of Board decisions; maintaining confidentiality; and disclosing actual and/or perceived conflicts of interest. Points of Board discussion based on Consultation Council general evaluation feedback included the Board's adherence to its policy-making role; ensuring assessment of formal communication with constituents; involving community members in strategic planning; acting as a cohesive unit and taking responsibility for the Board's collective performance; complying with the Board's Code of Ethics; avoiding engagement in operational matters; evaluating strategic planning; supporting the Chancellor; and understanding accreditation.

- Following Board discussion on June 26, 2012, Trustees assessed the Board's progress in achieving performance goals and considered significant findings in the review and update of

2011-12 Board Performance Goals (D5-13). The Board agreed upon recommendations for improvement and renewed their commitment to continue to strengthen Board performance in areas including the Citizens Advisory Body, community outreach, professional development, and maintaining the Board's policy-making role.

- At the August 9, 2012 Board Strategic Planning Session – Part Two, the full Board formally adopted its updated 2012-13 Board Performance Goals incorporating 10 measurable activities designed to strengthen Board performance (D5-14).
- Following the August 9, 2012 Board Strategic Planning Session – Part Two, the Board of Trustees completed an assessment for the planning session meetings of June 26 and August 9, 2012 to ensure continuous quality improvement and effectiveness. Findings were provided for Trustee discussion at the September 11, 2012 Board meeting (D5-15).

Evidence for District Recommendation 5:

- D5-01 Revised Board Self-Assessment Instrument
- D5-02 Board Meeting Strategic Planning Session – Part One Agenda/Minutes, 05.22.12; VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation
- D5-03 Consultation Council Board Evaluation Instrument
- D5-04 Consultation Council Board Evaluation Findings, June 26, 2012
- D5-05 Board of Trustees Meeting Agenda/Minutes Item 11.03, 01.17.12
- D5-06 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of Trustees Meeting Agenda/Minutes Item 13.13, 03.13.12
- D5-07 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of Trustees Meeting Agenda/Minutes Item 16.06, 06.19.12
- D5-08 Board's 2012 Self-Evaluation Survey and Electronic Communication, 05/2012
- D5-09 Consultation Council Board Evaluation Survey and Electronic Communication, 06/12
- D5-10 Board Strategic Planning Session – Part One Agenda/Minutes, 06.26.12
- D5-11 Summary of Board's Monthly Meeting Assessments, 06.26.12
- D5-12 Board's Annual Self-Evaluation Survey Findings; Consultation Council's Evaluation of the Board Findings, 06.26.12
- D5-13 2011-12 Board Performance Goals, Board Strategic Planning Session – Part One, Agenda/Minutes Item 17.03, 06.26.12
- D5-14 2012-13 Board Performance Goals, Board Strategic Planning Session – Part Two, Agenda/Minutes Item 10.01, 08.09.12
- D5-15 Board Strategic Planning Session Assessment and Results for June 26 and August 9, 2012

## District Recommendation 6

### Recommendation, October 2010:

*In order to meet the Standards, the Board of Trustees shall establish clearly written policies and corresponding procedures to ensure that decision-making is administered by staff in an equitable and consistent manner across and within the three Colleges. (III.A.3.a, III.A.4.c, IV.B.1.b-c)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*This recommendation has been partially addressed. The team found substantive District and College progress in developing consistent decision-making processes and positive efforts in responding to District Recommendation 6. The team recommends the Board and appropriate bodies continue their work in resolving uniform practice concerns and communicate to all constituencies the decision-making protocols and standard operating procedures.*

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### Update:

To fulfill District Recommendation 6, the District administered a three-pronged strategy to ensure Board established policies and administrative procedures are administered district-wide in an equitable and consistent manner:

1. Board policies and procedures are reviewed on a two-year cycle with constituent input to ensure clarity and appropriateness in field implementation.
2. The Functional Mapping narrative in the *Participatory Governance Handbook* makes explicit the delineation of functions between the District and Colleges and clarifies where District/College sites have discretionary decision-making over operations and where uniformity in practice is mandated (D6-01).
3. Formal communication channels are utilized to ensure Board policies and procedures are communicated to district-wide constituents.

The two-year policy/procedure review cycle calendar implemented in March 2011 is being vigorously adhered to (D6-02) as evidenced by significant activity undertaken by the Policy Committee of the Board (D6-03) and the subsequent placement of proposed, reviewed and/or revised policies and administrative procedures on the monthly Board of Trustees agendas for action or information (D6-04).

District Board policies and administrative procedures have been reviewed and analyzed consistently with constituent input on the two-year cycle through governance bodies, including District Council on Student Learning (DCSL); District Technical Review Workgroup (DTRW); District Council on Human Resources (DCHR); District Council on Administrative Services (DCAS); District Consultation Council; Chancellor's Cabinet, and District Administrative Council. Governance groups maintain meeting notes that include policy/administrative procedure actions and recommendations taken during committee meetings (D6-05). Policy and administrative procedure review related to academic affairs and student services by newly-formed District Council on Academic Affairs (DCAA), District Technical Review Workgroup-Instruction (DTRW-I), and District Technical Review Workgroup-Student Services (DRTW-SS) began in September 2012.

To address policies and procedures that may impede operational effectiveness or result in concerns about a perceived lack of uniform practices, policy/administrative procedure review and recommended changes follow the newly implemented "VCCCD Governance Advisory and Recommendation Pathways" outlined in the *Participatory Governance Handbook* (D6-06) to ensure broad-based constituent input, consistency, and appropriate application across the District and Colleges. The Functional Mapping narrative in the *Participatory Governance Handbook* explains the delineation of functions between the District and Colleges and clarifies where District/College sites have discretionary decision-making over operations and where uniformity in practice is mandated (D6-07).

As of November 2011, the following policy and administrative procedure modifications occurred as a result of dialogue by governance groups and constituent feedback to ensure uniform application across the District/Colleges (D6-08):

- In August 2012, the District launched a website for "Business Tools, Forms, and Procedures," a SharePoint site for employee access. The site includes frequently used district-wide forms in fillable field format; detailed procedures in some areas of Accounting, Accounts Payable, Payroll, Information Technology, Purchasing, Risk Management, Police/Parking Services, and Contracts and Grants, including the specific Administrative Procedure 3280 for the completion of grant applications. "Business Tools" is designed to facilitate the consistent district-wide application of procedures. In order to respond to user needs and input, a dedicated link is provided for faculty and staff to submit feedback and/or suggestions via the site. To achieve continuous quality improvement, the site will be expanded in 2012-2013 to incorporate additional procedures, forms, and enhancements based on user suggestions. This process of regular updates will continue based on user input.
- In conjunction with faculty and staff, a Field Trip/Excursion electronic workflow process was developed in response to faculty needs. Staff and faculty with extensive experience in field trips worked during summer 2012 to develop the workflow. The workflow was implemented in August 2012 by a small number of key faculty from throughout the District to ensure a thorough testing and application of the process. The District Director of General Services provided an



overview of the process to interested faculty during Fall 2012 Flex Days at all three Colleges. This process will be refined with additional faculty input.

Governance committees and District/College constituents serving on governance committees are provided opportunities to review, analyze, and recommend suggestions for modification of policies/procedures under review that may present potential impediments or uniform application concerns in District/College departments. Committee members understand they attend meetings to represent constituent groups at a College or the District Administrative Center and serve as a conduit for information and catalyst for discussion and topics raised by District groups and within the constituent groups (D6-09).

To improve communication between Chancellor's Cabinet and governance committees, actions taken in Chancellor's Cabinet regarding policies and procedures are recorded in Chancellor's Cabinet meeting notes, and the Office of Administrative Relations notifies the Chair/Co-Chairs of the appropriate governance committees of actions taken in Chancellor's Cabinet (D6-10). In addition, through spring 2012, the Director of Administrative Relations attended DCSL and DTRW meetings as a guest to assist in maintaining consistent communication regarding review of policies and administrative procedures.

All Board policies and administrative procedures are monitored and tracked using a "Policy/Procedure Review Master Tracking Document" (D6-11) by the Director of Administrative Relations, Chancellor's Office, and all active Board policies and procedures are available to District/College constituents and the public electronically via the District website at [www.vccd.edu](http://www.vccd.edu) (D6-12). Constituents are provided District contact information on the District website for questions or requests related to policy and administrative procedures. A hard copy master binder of all active Board policies and procedures is also maintained in the Office of Administrative Relations, Chancellor's Office (D6-13).

District Council on Accreditation and Planning (DCAP) is identifying additional effective measures to capture further feedback from District/College constituents, analyze collected data for potential impediments, and continue modifying operating practices to ensure equitable decision-making and consistency across the District/Colleges. One measure identified and developed by DCAP included a survey designed and implemented in September 2012 that collected feedback from employees about ways to improve the flow of information to and from the District through formal channels of the committee and governance structure and to identify any policies or procedures that need clarification or that are difficult to implement in practice. Results of the newly-implemented annual survey were discussed at District Consultation Council in September 2012, summarized in the October 2012 Chancellor's Monthly Update, and distributed to employees, students, and community advisory body members (D6-14).

Evidence for District Recommendation 6:

- D6-01 District Participatory Governance Handbook, Functional Mapping Narrative, Appendix II, pp. 28-43, 05.22.12
- D6-02 VCCCD Board Policy/Administrative Procedure Two-Year Review Calendar for Review Cycle 3/2011-3/2013, Board Meeting Agenda, 08.14.12
- D6-03 Policy Committee Meeting Agendas/Minutes, 11/2012-07/2012
- D6-04 Board of Trustees Meeting Agendas/Minutes, 11/2012-08/2012
- D6-05 District Council on Student Learning (DCSL) Meeting Notes, 11/2011-3/2012; District Technical Review Workgroup (DTRW) Meeting Notes, 11/2011-3/2012; District Council on Human Resources (DCHR) Meeting Notes, 11/2011-4/2012; District Council on Administrative Services (DCAS) Meeting Notes, 11/2011-8/2012; District Consultation Council Meeting Notes, 11/2011-8/2012; Chancellor's Cabinet Meeting Notes, 11/2011-08/2012; Administrative Council Meeting Notes, 11/2011-08/2012
- D6-06 Participatory Governance Handbook "VCCCD Governance Advisory and Recommendation Pathways" (p. 58), 05.22.12
- D6-07 District Participatory Governance Handbook, Functional Mapping Narrative, Appendix II (pp. 28-43), 05.22.12
- D6-08 Business Tools, Forms, and Procedures, 08/2012; Field Trip/Excursion Electronic Workflow Process, 08/2012
- D6-09 Participatory Governance Handbook, General Operating Agreements for District Groups (p. 10)
- D6-10 Email Communications/Meeting Notes regarding Policy/Procedure Chancellor's Cabinet Actions
- D6-11 Policy/Procedure Review Master Tracking Document, 08/2012
- D6-12 District Public Website Posting of Board Policies/Procedures at [www.vcccd.edu](http://www.vcccd.edu)
- D6-13 Hard Copy Master Binder of Board Policies/Procedures, Office of Administrative Relations, Chancellor's Office
- D6-14 Employee Formal Communications Survey Findings, Summary, and Distribution, 09-10/2012

## District Recommendation 7

### Recommendation, October 2010:

*In order to meet the Standards, the Board of Trustees shall assess its actions in relation to its policy making role and implement a program for ongoing Board member professional development to enhance and improve the demonstration of its primary leadership role in assuring the quality, integrity, and effectiveness of the student learning programs and services delivered by the District Colleges. (IV.A.3, IV.B.1. e-g)*

### Conclusion (from ACCJC Follow-Up Visit Evaluation Report from October 31 to November 1, 2011 report):

*Based on the limited extent of time and current evidence provided, the team finds that District Recommendation 7 has been fully addressed. However, the team remains concerned about the consistency and long-term sustainability of the Board's demonstration of its primary leadership role and reiterates its recommendation for ongoing professional development for all Board members. The team encourages the Board to continue its professional growth related to Board roles and responsibilities, governance, organizational effectiveness and ethics, and recommends the Board be vigilant in assessing and monitoring its actions to ensure clear and effective policy and decision-making.*

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### Update:

In response to the accrediting team's recommendation, the Board of Trustees committed to ongoing professional development as evidenced by Board Policy/Administrative Procedure 2740 Trustee Professional Development (D7-01) and Best Practices Agreement (D7-02). To demonstrate its commitment and accomplish this goal, the Board developed and adopted a "Professional Development 2012/2013 Calendar" of activities (D7-03). In spring 2012, the Board began assessing the effectiveness of its external professional development activities to ensure that the full Board is in concordance on the content and value of its development experience. In fall 2012, to further the Board's professional growth related to Board roles and responsibilities, the Board integrated the evaluation of its internal professional development activities as part of its monthly Board meeting assessments.

Since November 2011, Trustees have participated in the following professional development activities (D7-04):

- Community College League of California Conference, Annual Convention and Partner Conference, 11/2011

- Visit by Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 11/2011
- Parliamentary Procedure Training Presentation by Mary Dowell, Attorney, Liebert, Cassidy, and Whitmore, 12/2011
- Community College League of California Conference, Effective Trustee Workshop, Board Chair Workshop, Annual Legislative Conference, 01/2012
- Special Board Meeting with John Didion, Executive Vice Chancellor of Human Resources and Educational Services for Rancho Santiago Community College District, 02.22.12
- Role of the Faculty in Accreditation Processes Within the VCCCD presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, 02.22.12
- Role of the Academic Senates/Areas of Authority and Responsibility presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Educational Programs and Services, 03.13.12
- Community College League of California Conference, Annual Trustees Conference, 05/2012
- Ad Hoc Strategic Planning Committee and Chancellor Visit with Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 05.02.12
- External Leadership Role presented by VCCCD Director of Administrative Relations; Elements of an Integrated Strategic Plan presented by Moorpark College President, 06.26.12
- Fiscal Affairs presented by VCCCD Board Trustee Dianne McKay and VCCCD Vice Chancellor of Business and Administrative Services; Legal Affairs presented by VCCCD Board Chair Stephen Blum, Esq., 07.10.12
- Legislative presented by VCCCD Trustee Bernardo M. Perez; Human Resources presented by VCCCD Vice Chancellor of Human Resources, 08.14.12
- Student Trustee Role presented by VCCCD Student Trustee Arthur Valenzuela, Jr., and VCCCD Board Chair Arturo Hernández; Program Discontinuance Process presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, 09.11.12

Professional development activities scheduled through May 2013 include:

- Role of the Board Chair; Board Chair/CEO Relationship, 10/2012
- Community College League of California, Annual Convention and Partner Conference, 11/2012
- Effective Board and Committee Meetings, 10/2012
- Technical Assistance Visit (AB 1725), 01/2013
- Community College League of California, Effective Trustee Workshop, Board Chair Workshop, Annual Legislative Conference, 01/2013
- Board/Staff Relationships, Accreditation, 02/2013
- Emergency Preparedness, 03/2013
- Board Role in Strategic Planning, 04/2013
- Community College League of California, Annual Trustees Conference, 05/2013

[45]

A majority of Board professional development activities are based on “Board and CEO Roles, Different Jobs, Different Tasks,” provided by the Community College League of California (D7-05). Activities provided on the District premises will be attended by the full Board, with the exception of excused absences requiring action by the Board. Off-site activities requiring travel will be attended by a minimum of one or two Board members on behalf of the full Board. Board members attending off-site activities will provide a verbal report to the full Board during a regularly-scheduled Board meeting to communicate the value of the professional development experience. Effective summer 2013, the Board, through its annual planning session, will evaluate a summary of its professional development activity assessments to ensure continued growth related to roles and responsibilities, governance, effective policy and decision-making, organizational effectiveness, and ethics.

Evidence for District Recommendation 7:

- D7-01 Board Policy/Administrative Procedure 2740 Trustee Professional Development, 03.13.12
- D7-02 Board of Trustees Best Practices Agreement, Item 7, 03.13.12
- D7-03 Board Meeting Agenda Item 9.01 Professional Development 2012/2013 Calendar, 08.09.12
- D7-04 Community College League of California Conference, Annual Convention and Partner Conference, Program, 11/2011; Visit by Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), Board of Trustees Agenda/Minutes, 11.08.11; Parliamentary Procedure Training Presentation by Mary Dowell, Attorney, Liebert, Cassidy, and Whitmore; Board of Trustees Agenda/Minutes, 12.13.12; Community College League of California Conference, Effective Trustee Workshop, Board Chair Workshop, Annual Legislative Conference, Program and Assessment, 01/2012; Special Board Meeting with John Didion, Executive Vice Chancellor of Human Resources and Educational Services for Rancho Santiago Community College District, Assessment, 02.22.12; Role of the Faculty in Accreditation Processes Within the VCCCD presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Meeting, Item 6.05, Review of Accreditation Process, 02.22.12; Role of the Academic Senates/Areas of Authority and Responsibility presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Meeting, Item 15.01, Professional Development, Educational Programs and Services, 03.13.12; Community College League of California Conference, Annual Trustees Conference, Program and Assessment, 05/2012; Ad Hoc Strategic Planning Committee and Chancellor Visit with Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 05.02.12, Board Minutes, 05.10.12; External Leadership Role presented by VCCCD Director of Administrative Relations; Elements of an Integrated Strategic Plan presented by Moorpark College President, Board Agenda/Minutes, 06.26.12; Fiscal Affairs presented by VCCCD Board Trustee Dianne McKay and Vice Chancellor of Business and Administrative Services; Legal Affairs presented by VCCCD Board Chair Stephen Blum, Esq., Board Agenda/Minutes, 07.10.12; Legislative presented by VCCCD

Board Trustee Bernardo M. Perez; Human Resources presented by VCCCD Vice Chancellor of Human Resources, Board Agenda/Minutes, 08.14.12; Student Trustee Role presented by VCCCD Student Trustee Arthur Valenzuela, Jr., and VCCCD Board Chair Arturo Hernández; Program Discontinuance Process presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Agenda, 09.11.12

D7-05 Community College League of California "Board and CEO Roles, Different Jobs, Different Tasks, 2000

## Commission Concern Regarding Board Governance

Commission Concern as stated in Commission Action Letter, July 2, 2012:

*The team report confirmed that board development activities had been provided and all board members were encouraged to attend. At the same time, the team expressed concern about the consistency and long-term sustainability of the Board's demonstration of its primary leadership role and reiterates its recommendation for evidence of ongoing professional development for all Board members. Specifically, the Commission notes a particular board member's disruptive and inappropriate behavior and the entire board's responsibility to address and curtail it. (Eligibility Requirement 3; Standard IV.B.1.g, h, i) The Commission also notes that the continued behavior and non-compliance of the District jeopardizes the accreditation of the VCCCD colleges.*

Conclusion (from ACCJC Follow-Up Visit Evaluation Report of Commission Concern from April 16, 2012 report):

*The team acknowledges the systematic work that the Board of Trustees and Chancellor have made in addressing the Commission Concern. The Board has recognized and taken seriously that, by their lack of control of how they operate as a Board and exercise their roles and responsibilities as individual Board members, they have jeopardized the accreditation status at each of the three colleges within the VCCCD.*

*It is evident that even though the Trustee has blatantly and consistently violated the role of a Trustee, the entire Board has failed to respond in a decisive and timely manner to curtail the Trustee's inappropriate behavior. The actions that the Board has taken to refine and improve the policies and procedures governing their actions provide the framework for the Board to function effectively. The question remains as to whether or not the Board Chair and other members of the Board can sustain a successful application of the policies and procedures in a way that does not distract the attention of the Board from fulfilling its duties.*

*The fact that the Trustee maintains an office on the Oxnard College campus by means of a facility use contract with the Trustee's employer clearly complicates the matter. The Trustee's presence on campus has caused a disruptive influence on the ability of the College President to conduct his business without interference. With the Trustee's access to staff and facility on campus, selective contact is exercised with individuals to accomplish the Trustee's own agenda and not that of the entire Board of Trustees.*

*Eligibility Requirement 3. In order to meet this requirement, the Board needs to demonstrate a consistent and sustainable ability to effectively function as a Board in carrying out its responsibility for the quality, integrity, and financial stability of the District and for ensuring that the District's mission is being carried out. The individual members of the Board must demonstrate their ability to operate impartially on all matters relative to District business to secure and ensure the academic and fiscal integrity of the District.*

*Standard IV.B.1.g: The Board reviewed BP 2745 and modified its self-evaluation instrument following the comprehensive visit in November 2011. The follow-up team reported in its November 2011[1] report that the Board had developed objectives and eleven measurable activities for the 2011-2012 academic year, and an evaluation and analysis of achievement of these outcomes would occur at a Board session in May/June 2012. With the completion of this cycle and assessment of this process, compliance with this Standard would be met.*

*Standard IV.B.1.h: The Board took serious action to revise and strengthen BP 2715 to more clearly identify expected behavior displayed by each member of the Board of Trustees. It further added language that identified various forms of sanction that could be administered in the event of a violation of this Board policy. The Board should be commended for taking this action. To meet compliance with this Standard, the Board will need to provide evidence that this change in Board policy has improved the behavior of the Board, and there is a track record of the Board implementing this process.*

*Standard IV.B.1.i: The Board has demonstrated that it has a desire to be informed and involved in the accreditation process. The evidence of its study session with ACCJC staff in November 2011, its special Board meeting in February 2012 to investigate the Commission Concern and map out a plan of action, and its request for an additional technical support session with ACCJC staff in May 2012 help support this. However, to be compliant with this Standard the Board will need more time to demonstrate fully its actions to sustain its efforts to be fully engaged with all aspects of the accreditation process.*

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Update:

### **Board Acknowledgement of Commission Concern and Commitment to Reach Compliance**

As evidenced by the Board's March 15, 2012 Commission Concern Special Report (CC-01), the Board of Trustees acknowledged the need to address the Commission's Concern regarding Board governance and implemented a systematic approach in responding to the Commission Concern. Activities and actions included the following:

- held a February 22, 2012 Special Board Meeting to determine an immediate course of action in response to the Commission's February 2, 2012 action letter;
- accepted "Ground Rules" for all Board and Board committee meetings as defined by the ACCJC;
- reviewed California Community College League "Board and CEO Roles, Different Jobs, Different Tasks" and agreed upon implementing professional development activities to clearly delineate Board roles within a scope of best practices;



- discussed the Association of Community College Trustees “Role of a Trustee” and the California School Board Association’s “Professional Governance Standards”;
- reviewed policies and procedures related to Board roles and responsibilities (i.e., 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/AP 2720 Board Member Communication; BP/AP 2740 Trustee Professional Development; BP/AP 2745 Board Self-Evaluation) and agreed to further strengthen and align policies to accreditation standards;
- committed to adhere to Board policies and procedures and hold all Board members accountable to provisions contained within Board policies and procedures;
- committed to participate in Board professional development activities at least once per quarter; and
- developed and executed a Board of Trustees Best Practices Agreement under Board Policy 2715 Board Code of Ethics/Standards of Practice.

### **Board’s Role and Board Member Mutual Responsibility to Monitor for Compliance**

The Board has taken significant action since its March 15, 2012 Commission Concern Special Report and the April 16, 2012 visit by the Accrediting Commission evaluating team. In response to the Commission’s Concern regarding a particular Trustee’s role violations and the entire Board’s lack of addressing and curtailing the Trustee’s behavior, Board members recognized the need to actively utilize its improved policies and procedures to govern the actions of the entire Board to function effectively.

Evidence of improved Board behavior was demonstrated when Board Policy 2715 Board Code of Ethics/Standards of Practice and Administrative Procedure 2715-A Board Code of Ethics was invoked by the Board on August 9, 2012 as a result of a verbal statement made by the Board Vice Chair at the July 10 Board Meeting regarding his perception of the April 16, 2012 Follow-Up Visit Evaluation Report of Commission Concern and July 2, 2012 Accrediting Commission’s Action Letter to VCCCD and its Colleges (CC-02). The Board Chair indicated the Vice Chair’s verbal statement violated the March 13, 2012 Board of Trustees Best Practices Agreement (CC-03) and addressed the matter in accordance with BP 2715/AP 2715-A Board Code of Ethics/Standards of Practice (CC-04) as follows:

- Alleged violation was addressed initially by the Board Chair.
- Upon a finding of sufficient cause, the Board Chair and Interim Chancellor met with the Vice Chair to discuss the alleged violation and reach resolution.

- Upon reaching resolution, the Board Chair provided during public Open Session on August 9, 2012 a verbal statement on behalf of the Board regarding the Trustee's misconduct.
- In response, the Board Vice Chair provided a verbal statement of clarification, personal responsibility and apology related to his verbal statement made at the July 10, 2012 Board meeting and expressed full commitment in support of the Board.

To maintain successful application of policies and procedures and ensure the Board continues to fulfill its primary leadership role, the Board and Chancellor have scheduled a special September 2012 Board Retreat to develop additional strategies that will build and sustain stronger formal communication, accountability, enhance working relationships between Trustees, and ensure Trustees operate impartially on matters of the District.

### **Board Self-Assessment and Continuous Improvement**

In order to comply with Standard IV.B.1.g, the Board of Trustees reviewed its self-assessment instrument and made improvements to its content (CC-05). Further, the Board implemented an ongoing self-evaluation process and conducted the annual summative Board self-evaluation at the June 26, 2012 Board Planning Session – Part One in accordance with Board Policy/Administrative Procedure 2745 Board Self-Evaluation (CC-06). The Board also formally adopted outcomes and measures of its performance, and the assessment of those outcomes was an integral part of the annual assessment. An external constituent assessment of the Board in the form of a survey to Consultation Council was established per Board Policy/Administrative Policy 2745 as part of the Board's annual self-assessment process (CC-07). This year's external assessment results were discussed as part of the Board self-evaluation at the June 26, 2012 Board Planning Session (CC-08). The annual self-assessment process included the following activities:

- At its January 17, 2012 Board Meeting, the Board adopted revised Board Policy 2745 Board Self-Evaluation to include Board meeting monthly assessment findings to strengthen its self-evaluation process in evaluating Board Performance Goals (CC-09).
- The Board again amended Board Policy 2745 Board Self-Evaluation on March 13, 2012 to include language regarding an annual Board self-assessment process to further align Board Policy 2745 to District Recommendation 4 (CC-10).
- On June 19, 2012, the Board accepted Board Administrative Procedure 2745 Board Self-Evaluation as aligned with Board Policy 2745 to include Consultation Council feedback through a Board Evaluation distributed electronically to Consultation Council members during the Board's annual self-evaluation process (CC-11).

- In May 2012, the Board implemented its annual ongoing self-evaluation process per Board Policy/Administrative Procedure 2745. The Board of Trustees received the 2012 self-evaluation survey in electronic format for completion (CC-12) through the Chancellor's Office, and Consultation Council members were provided an opportunity to complete the Board Evaluation survey electronically (CC-13) through the Chancellor's Office. The Board Survey was designed to gather feedback regarding Board Performance Goals, general evaluation, and individual Trustee reflective perspective. Participants were asked to indicate their opinions using a rating scale of *agree, partial agreement, disagree, or don't know*. An option to provide comments was provided. The full Board and 18 of 21 Consultation Council Members completed the survey.
- The annual summative Board self-evaluation was conducted at the Board's June 26, 2012 Board Strategic Planning Session – Part One (CC-14). Expected outcomes included evaluating Board performance; identifying and discussing areas for strengthening Board performance; incorporating identified areas in need of improvement into existing Board Performance Goals; and adopting updated Board Performance Goals.

The Board's self-evaluation process included discussion of significant findings from a summary of the Board's Monthly Meeting Assessments (CC-15) and a results discussion of the Board's Annual Self-Evaluation and Consultation Council Evaluation of the Board (CC-16). Significant findings suggesting possible areas of improvement included trustee involvement in operational matters; need for additional Citizens Advisory Body meetings; need for more information in staff reports; and need for strengthened parliamentary practice. Findings also reflected full Board agreement in spending appropriate time preparing for meetings; actively participating in meetings; unified support of Board decisions; maintaining confidentiality; and disclosing actual and/or perceived conflicts of interest. Points of Board discussion based on Consultation Council general evaluation feedback included the Board's adherence to its policy-making role; ensuring assessment of formal communication with constituents; involving community members in strategic planning; acting as a cohesive unit and taking responsibility for the Board's collective performance; complying with the Board's Code of Ethics; avoiding engagement in operational matters; evaluating strategic planning; supporting the Chancellor; and understanding accreditation.

- Following Board discussion on June 26, 2012, Trustees assessed the Board's progress in achieving performance goals and considered significant findings in the review and update of 2011-12 Board Performance Goals (CC-17). The Board agreed upon recommendations for improvement and renewed the Board's commitment to continue to strengthen Board performance in areas including the Citizens Advisory Body, community outreach, professional development, and maintaining the Board's policy-making role.

- At the August 9, 2012 Board Strategic Planning Session – Part Two, the full Board formally adopted its updated 2012-13 Board Performance Goals incorporating the following 10 measurable activities designed to strengthen Board performance (CC-18):
  1. Continue to strengthen Board performance through training in best practices by the Accrediting Commission of Community and Junior Colleges ACCJC.
  2. Continue to strengthen Board decision making through improved communication with county constituents through the Citizens Advisory Body and community forums.
  3. Continue to strengthen, with Trustee involvement, understanding and performance through staff reports on:
    - a. The Governance Structure
    - b. Budget and Finance
    - c. Accreditation Processes
    - d. Student Success, Transfer, Certificate Completion, Employment
    - e. Program Performance
    - f. Human Resource Planning
    - g. Facilities Planning
    - h. Technology Planning
    - i. Fiscal Planning
    - j. District Allocation Model
    - k. Organizational efficiency and effectiveness
    - l. District goals and objectives progress
    - m. Accreditation recommendations updates
    - n. Recruitment and hiring
  4. Understand and respect the governance process. Continue to refrain from direct Board or individual Trustee involvement in operational matters.
  5. Continue to strive for a common understanding of the Board’s role as an effective and efficient policy-making body.
  6. Continue to thoroughly review new or modified policies and/or procedures as the first item of business during public meetings. Board policy and corresponding procedure will be reviewed concurrently to enhance Board understanding.
  7. Continue to prepare an annual calendar of professional development opportunities from which Board members might benefit. Trustees will attend at least one conference annually as a full Board.

8. Continue to strengthen Board understanding of Robert's Rules and the Brown Act to ensure meetings run efficiently and effectively.
9. Continue to review and further clarify areas of operational interest to Trustees and amend the Chancellor's delegated authority to operate the District, if necessary.
10. Continue to discuss and understand District formal communication channels.

Following the August 9, 2012 Board Strategic Planning Session – Part Two, the Board of Trustees completed an assessment for the planning session meetings of June 26 and August 9, 2012 to ensure continuous quality improvement and effectiveness (CC-19). Findings were provided for Trustee discussion at the September 11, 2012 Board meeting.

**Professional Development Focus on Accreditation: Eligibility Requirement 3 and Accreditation Standard IV**

In order to comply with Standard IV.B.1.i, the Board of Trustees committed to ongoing professional development as evidenced by Board Policy/Administrative Procedure 2740 Trustee Professional Development (CC-20) and Best Practices Agreement (CC-21). To demonstrate its commitment and actions to sustain its efforts to be fully engaged with all aspects of the accreditation process, the Board developed and adopted a "Professional Development 2012/2013 Calendar" of activities (CC-22) that includes professional development activities in the area of accreditation. Since November 2011, Trustees have participated in the following professional development activities involving the accreditation process (CC-23):

- Visit by Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 11/2011
- Community College League of California Conference, 01/2012
- Special Board Meeting with John Didion, Executive Vice Chancellor of Human Resources and Educational Services for Rancho Santiago Community College District, 02.22.12
- Role of the Faculty in Accreditation Processes Within the VCCCD presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, 02.22.12
- Role of the Academic Senates/Areas of Authority and Responsibility presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, 03.13.12

- Community College League of California Conference, Annual Trustees Conference, 05/2012
- Ad Hoc Strategic Planning Committee and Chancellor Visit with Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 05.02.12

Future professional development activities related to the accreditation process include a Technical Assistance Visit (AB 1725) scheduled for January 2013; Community College League of California, Effective Trustee Workshop, January 2013; and a presentation/study session regarding the Board's role in strategic planning to be held in April 2013. Activities provided on VCCCD premises will be attended by the full Board, with the exception of excused absences requiring action by the Board. Off-site activities requiring travel will be attended by a minimum of one or two Board members on behalf of the full Board. Board members attending off-site activities will provide a verbal report to the full Board during a regularly-scheduled Board meeting to communicate the value of the professional development experience. Effective summer 2013, the Board, through its annual planning session, will evaluate a summary of its professional development activity assessments to ensure continued growth related to roles and responsibilities, governance, effective policy and decision-making, organizational effectiveness, accreditation, and ethics.

At its August 14, 2012 meeting, the Board formally established the Planning, Accreditation, and Communication (PAC) Committee (CC-24). PAC ensures that District and College planning is comprehensive and meets organizational and community needs, as well as Accrediting Commission Standards. The committee also reviews and tracks District practices and activities for alignment with Accrediting Commission Standards and receives reports on college progress toward meeting Accrediting Commission Standards. PAC ensures the Board is informed regarding all accreditation matters within the District, and that Board communication is ongoing, timely, transparent, and meets organizational and community needs.

Evidence for Commission Concern:

- CC-01 Board's Commission Concern Special Report, 03.15.12
- CC-02 Board Meeting Agendas/Minutes, 07.10.12, 08.09.12
- CC-03 Board of Trustees Best Practices Agreement, 03.13.12
- CC-04 Board Policy 2715 Board Code of Ethics/Standards of Practice and Administrative Procedure 2715-A Board Code of Ethics
- CC-05 Revised Board Self-Assessment Instrument
- CC-06 Board Meeting Strategic Planning Session – Part One Agenda/Minutes, 05.22.12; VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation
- CC-07 Consultation Council Board Evaluation Instrument
- CC-08 Consultation Council Board Evaluation Findings, 06.26.12
- CC-09 Board of Trustees Meeting Agenda/Minutes Item 11.03, 01.17.12
- CC-10 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of

- Trustees Meeting Agenda/Minutes Item 13.13, 03.13.12
- CC-11 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of Trustees Meeting Agenda/Minutes Item 16.06, 06.19.12
  - CC-12 Board's 2012 Self-Evaluation Survey and Electronic Communication, 05/2012
  - CC-13 Consultation Council Board Evaluation Survey and Electronic Communication, 06/2012
  - CC-14 Board Strategic Planning Session – Part One Agenda/Minutes, 06.26.12
  - CC-15 Summary of Board's Monthly Meeting Assessments, 06.26.12
  - CC-16 Board's Annual Self-Evaluation Survey Findings; Consultation Council's Evaluation of the Board Findings, 06.26.12
  - CC-17 2011-12 Board Performance Goals, Board Strategic Planning Session – Part One, Agenda/Minutes Item 17.03, 06.26.12
  - CC-18 2012-13 Board Performance Goals, Board Strategic Planning Session – Part Two, Agenda/Minutes Item 10.01, 08.09.12
  - CC-19 Board Strategic Planning Session Assessment for June 26 and August 9, 2012
  - CC-20 Board Policy/Administrative Procedure 2740 Trustee Professional Development, 03.13.12
  - CC-21 Board of Trustees Best Practices Agreement, Item 7, 03.13.12
  - CC-22 Board Meeting Agenda Item 9.01 Professional Development 2012/2013 Calendar, 08.09.12
  - CC-23 Visit by Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), Board of Trustees Agenda/Minutes, 11.08.2011; Community College League of California Conference, 01/2012; Special Board Meeting with John Didion, Executive Vice Chancellor of Human Resources and Educational Services for Rancho Santiago Community College District, 02.22.12; Role of the Faculty in Accreditation Processes Within the VCCCD presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Meeting, Item 6.05, Review of Accreditation Process, 02.22.12; Role of the Academic Senates/Areas of Authority and Responsibility presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Meeting, Item 15.01, Professional Development, Educational Programs and Services, 03.13.12; Community College League of California Conference, Annual Trustees Conference, 05/2012; Ad Hoc Strategic Planning Committee and Chancellor Visit with Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 05.02.12
  - CC-24 Board Meeting Agenda/Minutes, Planning, Accreditation, and Communication (PAC) Committee, 08.14.12

## **Appendix 1: Evidence to Support Ventura College Response to Recommendations**

### Evidence for College Recommendation 3:

- C3-01 Ventura College Planning Parameters, Fall 2011
- C3-02 District Council on Student Learning (DCSL) agendas and minutes, Fall 2011
- C3-03 VCCCD Administrative Procedure (AP) 4021 – Program Discontinuance
- C3-04 Program Review Presentation Template and Samples, Fall 2011 and Fall 2012
- C3-05 College Planning Council Agendas and Minutes for 2011/2012 Academic Year
- C3-06 Ventura College Planning Parameters, Fall 2012
- C3-07 Program Review Report, January 2012
- C3-08 Annual Planning Report, Fall 2012
- C3-09 Program Review Process Committee Agendas and Minutes, May 2012

### Evidence for College Recommendation 4:

- C4-01 Ventura College Organizational Chart, July 2012
- C4-02 Making Decisions at Ventura College, 2012-2013
- C4-03 President's Update #50, January 10, 2012 (regarding online survey of college employees)
- C4-04 Assessment of Campus Organization (online survey results)
- C4-05 President's Update #52, January 25, 2012 (invitation to open forum regarding organizational structure feedback)
- C4-06 President's Update #53, January 31, 2012 (reminder regarding open forum regarding organizational structure feedback)
- C4-07 President's Update #55, February 14, 2012 (summary of feedback regarding open forum focus groups and online survey)
- C4-08 College Planning Council survey results
- C4-09 Budget Resource Council survey results
- C4-10 Academic Senate survey results
- C4-11 Classified Senate survey results
- C4-12 Curriculum Committee survey results
- C4-13 SLO Committee survey results
- C4-14 Basic Skills Committee survey results
- C4-15 Professional Development committee survey results
- C4-16 Distance Education committee survey results
- C4-17 Ventura College Integrated Planning Manual, July 2012, page 3 (planning cycle flowchart)

### Evidence for College Recommendation 6:

- C6-01 Budget Allocation Model
- C6-02 Infrastructure Funding Model
- C6-03 Facilities Improvements List



- C6-04 Technology Strategic Plan (for Technology Refresh Plan)
- C6-05 College Equipment Inventory List
- C6-06 Inventory Control Rubric
- C6-07 Program Review Initiatives Spreadsheets

Evidence for College Recommendation 8:

- C8-01 Academic Senate and CPC Minutes (regarding Core Indicators)
- C8-02 Core Indicators of Institutional Effectiveness, May 2012
- C8-03 Institutional Effectiveness: Moorpark, Oxnard and Ventura Colleges, June 2012

## Appendix 2: Evidence to Support District Response to Recommendations

### Evidence for District Recommendation 1:

- D1-01 Participatory Governance Handbook, including Functional Mapping narrative (p. 28) and VCCCD Governance Advisory and Recommendation Pathways (p. 58), 05.22.12
- D1-02 Consultation Council Membership, Participatory Governance Handbook (pp. 16-17), 05.22.12
- D1-03 Consultation Council Meeting Notes, 01.12.12, 02.03.12, 02.22.12, 03.02.12, 03.09.12, 03.30.12, 04.06.12, 04.27.12, 05.10.12, 06.07.12
- D1-04 Membership of District Council on Academic Affairs (DCAA), District Technical Review W Workgroup-Instructional (DTRW-I), and District Technical Review Workgroup (DTRW-SS), Participatory Governance Handbook (pp. 21-25), 05.22.12
- D1-05 District/College communications regarding Participatory Governance Handbook and functional mapping documents, Ventura College Emails 04.09.12, 04.16.12, 08.15.12; Moorpark College Email 04.19.12; Oxnard College Emails 04.27.12, 05.02.12; District Administrative Center Emails 04.13.12, 05.08.12; District-wide Posting 07.02.12
- D1-06 Board of Trustees Regular Meeting Minutes, Agenda Item 27, 06.19.12
- D1-07 District Public Website Posting of *Participatory Governance Handbook* at [www.vcccd.edu](http://www.vcccd.edu)
- D1-08 Board of Trustees Regular Meeting Agenda, Item 16.03, pp. 527, 529, 06.19.12; Board of Trustees Regular Meeting Minutes, Agenda Item 16.03, 06.19.12

### Evidence for District Recommendation 2:

- D2-01 VCCCD Board Policy/Administrative Procedure Two-Year Review Calendar for Review Cycle 3/2011-3/2013, Board Meeting Agenda, 08.14.12
- D2-02 Policy Committee Meeting Agendas/Minutes, 11/2012-07/2012
- D2-03 Board of Trustees Meeting Agendas/Minutes, 11/2012-08/2012
- D2-04 Participatory Governance Handbook “VCCCD Governance Advisory and Recommendation Pathways” (p. 58)
- D2-05 Participatory Governance Handbook, General Operating Agreements for District Groups (p. 10)
- D2-06 District Council on Student Learning (DCSL) Meeting Notes, 11/2011-3/2012; District Technical Review Workgroup (DTRW) Meeting Notes, 11/2011-3/2012; District Council on Human Resources (DCHR) Meeting Notes, 11/2011-4/2012; District Council on Administrative Services (DCAS) Meeting Notes, 11/2011-8/2012; District Consultation Council Meeting Notes, 11/2011-8/2012; Chancellor’s Cabinet Meeting Notes, 11/2011-08/2012; Administrative Council Meeting Notes, 11/2011-08/2012
- D2-07 Communication implementing DCAA, DTRW-I, and DTRW-SS, 08/2012
- D2-08 Business Tools, Forms, and Procedures, 08/2012; Field Trip/Excursion Electronic Workflow Process, 08/2012
- D2-09 Employee Formal Communications Survey, 09/2012
- D2-10 Employee Formal Communications Survey Findings, Summary, and Distribution, 09-10/2012

Evidence for District Recommendation 3:

- D3-01 Board Strategic Planning Session – Part One Agenda/Minutes, 06.26.12
- D3-02 Integrated Planning Model Presentation, Board Strategic Planning Session – Part One, 06.26.12
- D3-03 Board of Trustees Approval of Transition Plan and Revised Planning Cycle Timeline, Board Strategic Planning Session – Part Two, Agenda/Minutes Item 12.05, 08.09.12
- D3-04 District-wide Planning Manual, 09/2012
- D3-05 Institutional Effectiveness Report, Board Strategic Planning Session – Part One, 06.26.12
- D3-06 District Participatory Governance Handbook, Advisory and Recommendation Pathways,” 05.22.12
- D3-07 Consultation Council Meeting Notes, 01.12.12, 02.03.12, 02.22.12, 03.02.12, 03.09.12, 03.30.12, 04.06.12, 04.27.12, 05.10.12, 06.07.12

Evidence for District Recommendation 4:

- D4-01 Consultation Council Meeting Notes, 01.12.12, 02.03.12, 02.22.12, 03.02.12, 03.09.12, 03.30.12, 04.06.12, 04.27.12, 05.10.12, 06.07.12
- D4-02 Participatory Governance Handbook, 05.22.12
- D4-03 VCCCD Governance Advisory and Recommendation Pathways (p. 58), 05.22.12
- D4-04 Participatory Governance Handbook, (pp. 10-11), 05.22.12
- D4-05 Consultation Council Meeting Notes, 03.09.12; Participatory Governance Committee Self Appraisal Template, 03/2012
- D4-06 District Committee Self-Appraisal Electronic Distribution Communications
- D4-07 Participatory Governance Committees Self-Appraisal Findings and Governance Committee Meeting Notes Reflecting Discussion (i.e., Consultation Council; District Consultation Council; District Council on Student Learning (DCSL); District Technical Review Workgroup (DTRW); District Council on Human Resources (DCHR); District Council on Administrative Services (DCAS); and Administrative Technology Advisory Committee (ATAC), 04-09/2012
- D4-08 Chancellor’s Monthly Updates, 03/2012-08/2012
- D4-09 Citizens Advisory Body Charge/Purpose, Participatory Governance Handbook, 05.22.12 (p. 32-33)
- D4-10 Presidents Council Meeting Notes, 08.20.12; District Administrative Council Meeting Notes, 09.04.12
- D4-11 Citizens Advisory Body Survey, 06/2012
- D4-12 Citizens Advisory Body Membership Roster, 06/2012
- D4-13 Citizens Advisory Body Survey Findings, 06.26.12; Board of Trustees Meeting Minutes, 06.26.12
- D4-14 Employee Formal Communications Survey Findings, Summary, and Distribution, 09-10/2012

Evidence for District Recommendation 5:

- D5-01 Revised Board Self-Assessment Instrument
- D5-02 Board Meeting Strategic Planning Session – Part One Agenda/Minutes, 05.22.12; VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation
- D5-03 Consultation Council Board Evaluation Instrument
- D5-04 Consultation Council Board Evaluation Findings, June 26, 2012
- D5-05 Board of Trustees Meeting Agenda/Minutes Item 11.03, 01.17.12
- D5-06 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of Trustees Meeting Agenda/Minutes Item 13.13, 03.13.12
- D5-07 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of Trustees Meeting Agenda/Minutes Item 16.06, 06.19.12
- D5-08 Board’s 2012 Self-Evaluation Survey and Electronic Communication, 05/2012
- D5-09 Consultation Council Board Evaluation Survey and Electronic Communication, 06/12
- D5-10 Board Strategic Planning Session – Part One Agenda/Minutes, 06.26.12
- D5-11 Summary of Board’s Monthly Meeting Assessments, 06.26.12
- D5-12 Board’s Annual Self-Evaluation Survey Findings; Consultation Council’s Evaluation of the Board Findings, 06.26.12
- D5-13 2011-12 Board Performance Goals, Board Strategic Planning Session – Part One, Agenda/Minutes Item 17.03, 06.26.12
- D5-14 2012-13 Board Performance Goals, Board Strategic Planning Session – Part Two, Agenda/Minutes Item 10.01, 08.09.12
- D5-15 Board Strategic Planning Session Assessment and Results for June 26 and August 9, 2012

Evidence for District Recommendation 6:

- D6-01 District Participatory Governance Handbook, Functional Mapping Narrative, Appendix II, pp. 28-43, 05.22.12
- D6-02 VCCCD Board Policy/Administrative Procedure Two-Year Review Calendar for Review Cycle 3/2011-3/2013, Board Meeting Agenda, 08.14.12
- D6-03 Policy Committee Meeting Agendas/Minutes, 11/2012-07/2012
- D6-04 Board of Trustees Meeting Agendas/Minutes, 11/2012-08/2012
- D6-05 District Council on Student Learning (DCSL) Meeting Notes, 11/2011-3/2012; District Technical Review Workgroup (DTRW) Meeting Notes, 11/2011-3/2012; District Council on Human Resources (DCHR) Meeting Notes, 11/2011-4/2012; District Council on Administrative Services (DCAS) Meeting Notes, 11/2011-8/2012; District Consultation Council Meeting Notes, 11/2011-8/2012; Chancellor’s Cabinet Meeting Notes, 11/2011-08/2012; Administrative Council Meeting Notes, 11/2011-08/2012
- D6-06 Participatory Governance Handbook “VCCCD Governance Advisory and Recommendation Pathways” (p. 58), 05.22.12

- D6-07 District Participatory Governance Handbook, Functional Mapping Narrative, Appendix II (pp. 28-43), 05.22.12
- D6-08 Business Tools, Forms, and Procedures, 08/2012; Field Trip/Excursion Electronic Workflow Process, 08/2012
- D6-09 Participatory Governance Handbook, General Operating Agreements for District Groups (p. 10)
- D6-10 Email Communications/Meeting Notes regarding Policy/Procedure Chancellor's Cabinet Actions
- D6-11 Policy/Procedure Review Master Tracking Document, 08/2012
- D6-12 District Public Website Posting of Board Policies/Procedures at [www.vcccd.edu](http://www.vcccd.edu)
- D6-13 Hard Copy Master Binder of Board Policies/Procedures, Office of Administrative Relations, Chancellor's Office
- D6-14 Employee Formal Communications Survey Findings, Summary, and Distribution, 09-10/2012

Evidence for District Recommendation 7:

- D7-01 Board Policy/Administrative Procedure 2740 Trustee Professional Development, 03.13.12
- D7-02 Board of Trustees Best Practices Agreement, Item 7, 03.13.12
- D7-03 Board Meeting Agenda Item 9.01 Professional Development 2012/2013 Calendar, 08.09.12
- D7-04 Community College League of California Conference, Annual Convention and Partner Conference, Program, 11/2011; Visit by Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), Board of Trustees Agenda/Minutes, 11.08.11; Parliamentary Procedure Training Presentation by Mary Dowell, Attorney, Liebert, Cassidy, and Whitmore; Board of Trustees Agenda/Minutes, 12.13.12; Community College League of California Conference, Effective Trustee Workshop, Board Chair Workshop, Annual Legislative Conference, Program and Assessment, 01/2012; Special Board Meeting with John Didion, Executive Vice Chancellor of Human Resources and Educational Services for Rancho Santiago Community College District, Assessment, 02.22.12; Role of the Faculty in Accreditation Processes Within the VCCCD presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Meeting, Item 6.05, Review of Accreditation Process, 02.22.12; Role of the Academic Senates/Areas of Authority and Responsibility presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Meeting, Item 15.01, Professional Development, Educational Programs and Services, 03.13.12; Community College League of California Conference, Annual Trustees Conference, Program and Assessment, 05/2012; Ad Hoc Strategic Planning Committee and Chancellor Visit with Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 05.02.12, Board Minutes, 05.10.12; External Leadership Role presented by VCCCD Director of Administrative Relations; Elements of an Integrated Strategic Plan presented by Moorpark College President, Board Agenda/Minutes, 06.26.12; Fiscal Affairs presented by VCCCD Board Trustee Dianne McKay and Vice Chancellor of Business and Administrative Services; Legal Affairs presented by VCCCD Board Chair Stephen Blum, Esq., Board Agenda/Minutes, 07.10.12; Legislative presented by VCCCD

Board Trustee Bernardo M. Perez; Human Resources presented by VCCCD Vice Chancellor of Human Resources, Board Agenda/Minutes, 08.14.12; Student Trustee Role presented by VCCCD Student Trustee Arthur Valenzuela, Jr., and VCCCD Board Chair Arturo Hernández; Program Discontinuance Process presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Agenda, 09.11.12

D7-05 Community College League of California “Board and CEO Roles, Different Jobs, Different Tasks, 2000

### **Appendix 3: Evidence to Support District Response to Commission Concern Regarding Board Governance**

#### Evidence for Commission Concern:

- CC-01 Board's Commission Concern Special Report, 03.15.12
- CC-02 Board Meeting Agendas/Minutes, 07.10.12, 08.09.12
- CC-03 Board of Trustees Best Practices Agreement, 03.13.12
- CC-04 Board Policy 2715 Board Code of Ethics/Standards of Practice and Administrative Procedure  
2715-A Board Code of Ethics
- CC-05 Revised Board Self-Assessment Instrument
- CC-06 Board Meeting Strategic Planning Session – Part One Agenda/Minutes, 05.22.12; VCCCD Board  
Policy/Administrative Procedure 2745 Board Self-Evaluation
- CC-07 Consultation Council Board Evaluation Instrument
- CC-08 Consultation Council Board Evaluation Findings, 06.26.12
- CC-09 Board of Trustees Meeting Agenda/Minutes Item 11.03, 01.17.12
- CC-10 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of  
Trustees Meeting Agenda/Minutes Item 13.13, 03.13.12
- CC-11 VCCCD Board Policy/Administrative Procedure 2745 Board Self-Evaluation, Board of Trustees  
Meeting Agenda/Minutes Item 16.06, 06.19.12
- CC-12 Board's 2012 Self-Evaluation Survey and Electronic Communication, 05/2012
- CC-13 Consultation Council Board Evaluation Survey and Electronic Communication, 06/2012
- CC-14 Board Strategic Planning Session – Part One Agenda/Minutes, 06.26.12
- CC-15 Summary of Board's Monthly Meeting Assessments, 06.26.12
- CC-16 Board's Annual Self-Evaluation Survey Findings; Consultation Council's Evaluation of the Board  
Findings, 06.26.12
- CC-17 2011-12 Board Performance Goals, Board Strategic Planning Session – Part One,  
Agenda/Minutes Item 17.03, 06.26.12
- CC-18 2012-13 Board Performance Goals, Board Strategic Planning Session – Part Two,  
Agenda/Minutes Item 10.01, 08.09.12
- CC-19 Board Strategic Planning Session Assessment for June 26 and August 9, 2012
- CC-20 Board Policy/Administrative Procedure 2740 Trustee Professional Development, 03.13.12
- CC-21 Board of Trustees Best Practices Agreement, Item 7, 03.13.12
- CC-22 Board Meeting Agenda Item 9.01 Professional Development 2012/2013 Calendar, 08.09.12
- CC-23 Visit by Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior  
Colleges (ACCJC), Board of Trustees Agenda/Minutes, 11.08.2011; Community College League of  
California Conference, 01/2012; Special Board Meeting with John Didion, Executive Vice  
Chancellor of Human Resources and Educational Services for Rancho Santiago Community  
College District, 02.22.12; Role of the Faculty in Accreditation Processes Within the VCCCD  
presented by Moorpark College Academic Senate President, Oxnard College Academic Senate  
President, and Ventura College Academic Senate President, Board Meeting, Item 6.05, Review of

Accreditation Process, 02.22.12; Role of the Academic Senates/Areas of Authority and Responsibility presented by Moorpark College Academic Senate President, Oxnard College Academic Senate President, and Ventura College Academic Senate President, Board Meeting, Item 15.01, Professional Development, Educational Programs and Services, 03.13.12; Community College League of California Conference, Annual Trustees Conference, 05/2012; Ad Hoc Strategic Planning Committee and Chancellor Visit with Barbara Beno, Ph.D., President, Accrediting Commission for Community and Junior Colleges (ACCJC), 05.02.12  
CC-24 Board Meeting Agenda/Minutes, Planning, Accreditation, and Communication (PAC) Committee, 08.14.12





### **Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 13. Accreditation

Subject 13.06 FIRST READING: OXNARD COLLEGE RESPONSE TO ACCJC SPECIAL REPORT. This presents for First Reading Oxnard College Response to ACCJC Special Report.

Access Public

Type

### **Public Content**

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### **Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees  
 Category 13. Accreditation  
 Subject 13.07 FIRST READING: VENTURA COLLEGE RESPONSE TO ACCJC SPECIAL REPORT. This presents for First Reading Ventura College Response to ACCJC Special Report.  
 Access Public  
 Type

**Public Content**

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Staff Position Review	N/A	Primary	Advisory
President		X	
Academic Senate		X	
Legal Counsel	X		
Further Information	Robin Calote		

[VC Special Report Financial Aid 8-29-12.pdf \(289 KB\)](#)

**Administrative Content**

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**Ventura College**

**Special Report**

Submitted  
by  
Ventura College  
4667 Telegraph Road  
Ventura, CA 93003

Submitted  
to  
Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges

October 15, 2012

**SPECIAL REPORT - CERTIFICATION**

**October 15, 2012**

This *Special Report* is submitted to the ACCJC for the purpose of assisting in the determination of the institution's accreditation status.

We certify that there was broad participation by the campus community in the preparation and review of the report, and we believe that the *Special Report* accurately reflects the nature and substance of this institution.

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Dr. Jamillah Moore,  
Chancellor, Ventura County Community College District

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Dr. Robin Calote  
President, Ventura College

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Mr. Stephen P. Blum, Esquire  
Chair, Board of Trustees, Ventura County Community College District

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## Report Preparation

This *Special Report* is intended to address the ACCJC's concerns articulated in their letter to Ventura College dated July 16, 2012. Specifically, the Commission received notification from the U.S. Department of Education about the audit of Title IV funds at the Ventura County Community College District, and expressed concerns regarding the recurrence of an audit finding with respect to the timely return of Title IV funds (R2T4), and the District's ability to meet Eligibility Requirement 5 (Administrative Capacity), Eligibility Requirement 18 (Financial Accountability), and Standards III.D.2 and III.D.3 (Financial Resources).

This report will address, as requested, the college's failure to resolve the audit finding issue when first raised, the steps undertaken to resolve compliance audit deficiencies in a timely manner, the college's administrative capacity to meet Title IV requirements, and additional internal controls now in place to manage the Title IV funds.

The following District Office/College staff provided input to this Special Report:

1. Dean of Students, Ventura College – the Student Financial Aid function falls under this administrator's area of responsibility.
2. Financial Aid Officer, Ventura College.
3. Data Analyst, District Administrative Center – the Data Analyst is knowledgeable of and provided technical support for the prior Student Financial Aid database (PowerFAIDS) and is knowledgeable in the current system (Banner Financial Aid).
4. Director of Fiscal Services, District Administrative Center – the Director is the external auditor liaison and is responsible for submitting the District's responses to all audit findings.

Documentation was provided from agendas, emails, notes and documentation developed during the implementation of Banner Financial Aid and in subsequent go-live trainings and meetings.

All members of the faculty, staff, and administration had the opportunity to review and suggest modifications to the document prior to its submission to the Board of Trustees for final review.

## Response to the Commission Letter

Prior to the 2011-12 Aid Year, student financial aid award and disbursement data for each of the District's three colleges were in separate databases (PowerFAIDS) that did not integrate with the District's administrative software system (Banner). In addition, at Ventura College, the R2T4 process was maintained by a single employee using an external database to perform R2T4 calculations. This was primarily a manual process that was subject to human error.

Well before the release of the federal audit finding for Fiscal Year 2009-10, the District recognized the need for a fully integrated system to automate many critical processes like the calculation of R2T4. In March of 2010, the District began the implementation of the Banner Student Financial Aid module, for a target go-live date for the 2011-12 Aid Year (Appendix A). As part of this 18-month conversion process, the first data load of Financial Aid students was scheduled in January of 2011, and the first disbursement for the 2011-12 Aid Year was scheduled for August 2011.

The District engaged the services of a consultant to assist with all aspects of the implementation, including training, development of data standards and conversion specifications.

As part of implementation, databases and reports were identified or developed, to ensure that responsible college Financial Aid Office staff had the necessary tools to complete the R2T4 process in a timely manner, for example:

1. Withdraw Pending Status Change Report (SFRNOWD). This report identifies students who have zero enrollment hours but have not been officially withdrawn, and have grades that indicate they did not successfully complete the course (Appendix B).
2. Withdrawn Student Report (SFRWDRL). This report identifies students whose enrollment status has been changed to withdrawn and have no withdrawal record created yet. This report can also record the student's withdrawal date for Title IV purposes, and create a withdrawal record for those students who received Title IV funds. This report also identifies students for which the withdrawal record and the enrollment status code or date or total of original institutional charges has changed (Appendix C).
3. Return of Title IV Funds Recipient Withdrawn Status Report (RPRTIVR). This report identifies and prints a summary of all the students who have had a withdrawal status code entered on their student record. The user can view just those students who have received Title IV funds, or students who have received any type of financial aid. In addition, the user can choose to view only the students who have had the Title IV repayment calculation performed (Appendix D).
4. Return of Title IV Funds Calculation Process (RPRTIVC). This process calculates Title IV repayments for students who have withdrawn from the term (Appendix E).

5. Return of Title IV Funds Withdrawal Calculation Report (RPRTIVI) (Appendix F). This report prints summarized Title IV repayment information from the Return of Title IV Funds Calculation Form (RPATIVC). The college Financial Aid staff can print information for a single student, a particular group of students, or all students falling within a date range specified.

In addition, during the 2011-12 Aid Year an R2 Early Alert database was developed by the District Office to calculate the number of days leading to the R2T4 deadline for each student (Appendix G), and an R2T4 Worksheet was prepared for each college as a guide (Appendix H).

Training was provided, specifically on the R2T4 process, as follows:

1. The College Financial Aid Officers received Banner application training and resource publications for R2T4 from the consultant on September 13, 2011 (Appendix I).
2. To ensure consistency among the campuses, the three College Financial Aid Officers scheduled joint training sessions on R2T4 on November 16, 2011 and January 27, 2012 for their responsible staff (Appendix J).
3. The College Financial Aid Officers met via conference calls to resolve R2T4 cases and other processing concerns when deemed necessary.

With the successful implementation of Banner Financial Aid, student financial aid award and disbursement data for each of the three colleges are now fully integrated within the District's administrative software system. Ventura College Financial Aid Office staff members have the capability to access time-sensitive weekly student enrollment reports as well as a report that provides a listing of students who have withdrawn from classes. This allows staff to monitor these students on a more regular basis. Based on the results of their review of the system reports mentioned, Financial Aid Office staff are now able to calculate and adjust a student's award if necessary, thus allowing the District staff to return funds within the set federal deadlines.

The District Office will continue to coordinate training sessions on the R2T4 reconciliation process, will continue to assist the colleges in identifying reporting tools needed, and will monitor each college to ensure reconciliation is being performed on a timely basis to ensure compliance with proper management of Title IV funds.

During FY 2012-13 the following activities were adopted as standard operating procedure:

1. Each college in the District will generate its own Withdrawal Report with the Banner report SFRWDRL and will provide to the District Office a signed copy of the Return of Title IV Funds Withdrawal Calculation Report (RPRTIVI), to provide assurances that the calculation is being performed on a timely and consistent basis throughout the aid year.



2. District Office staff will transmit/retrieve Title IV records at least twice a week, ensuring that the funds are returned in a timely manner to the United States Department of Education via the Federal G5 payment system.
3. R2T4 staff training dates have been set for September 7, 2012 and January 18, 2013 (Appendix K). Training will continue on an ongoing basis as staffing changes occur or as there are changes to federal regulations.

Ventura College understands and accepts its responsibility to appropriately manage Title IV funds, and is confident that the staff members now possess the tools and resources needed to ensure ongoing compliance and monitoring. A positive illustration of that is evidenced by the fact that the District has received confirmation that there are no reportable R2T4 findings in the District's FY 2011-12 annual audit (Appendix L).

## Appendices

Appendix A	Banner Financial Aid Implementation Calendar
Appendix B	Withdraw Pending Status Change Report (SFRNOWD)
Appendix C	Withdrawn Student Report (SFRWDRL)
Appendix D	Return of Title IV Funds Recipient Withdrawn Status Report (RPRTIVR)
Appendix E	Return of Title IV Funds Calculation Process (RPRTIVC)
Appendix F	Return of Title IV Funds Withdrawal Calculation Report (RPRTIVI)
Appendix G	R2 Early Alert database
Appendix H	R2T4 Worksheet
Appendix I	Agenda and resource publications provided for R2T4 training on September 13, 2011
Appendix J	Agenda for January 27, 2012 training for R2T4
Appendix K	Email confirming Fiscal Year 2012-13 R2T4 training dates
Appendix L	Memo from District's contracted auditor regarding lack of any R2T4 findings for Fiscal Year 2011-12 (pending)



### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	14. Board Policy
Subject	14.01 The Policy Committee did not meet.
Access	Public
Type	Information

### **Public Content**

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### **Administrative Content**

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## **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	15. Trustees/Chancellor's Office
Subject	15.01 ACTION TO APPROVE DISTRICT STRATEGIC PLANNING GOALS AND OBJECTIVES. This item presents for approval the 2012-2013 District Strategic Planning Goals and Objectives from the June 26, 2012 Strategic Planning Meeting Part One and the August 9, 2012 Strategic Planning Meeting Part Two.
Access	Public
Type	Action

## **Public Content**

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### **BOARD GOAL ONE: PROVIDE ACCESS AND STUDENT SUCCESS**

#### Strategic Objective 1-A:

Students are served more efficiently by expedited movement through District Programs resulting associate, transfer, and CTE degree and certificate completion. Student learning opportunities are enhanced by implementing system-wide efficiencies. Establish a Districtwide General Education subcommittee to develop ideas and strategies to improve commonality among courses at each college. Responsible Parties: District Council for Academic Affairs (DCAA)

#### Strategic Objective 1-B:

Review collegiate level English and Science courses to ensure comparability in units and learning objectives with equivalent courses at four-year CSUs or transfer model curriculum. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Science Faculty

#### Strategic Objective 1-C:

Review English and Mathematics objectives for pre-collegiate courses to ensure comparability among District colleges. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Mathematics Faculty

#### Strategic Objective 1-D:

Participate in the SB 1440 (TMC - Transfer Model Curriculum) and C-ID (Course Identification Number System) initiative to ensure college courses are comparable District-wide and within the California Community College system. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committees

### **BOARD GOAL TWO: MAINTAIN INSTRUCTIONAL QUALITY WITHIN BUDGETARY LIMITS**

#### Strategic Objective 2-A:

Technical and vocational college courses and programs are aligned with employer and market needs. Responsible Parties: Local Curriculum Committees, Local Program Review Committees

Strategic Objective 2-B:

Professional development activities for faculty and staff promote organizational best practices and technological activities that empower employees to work smarter allowing greater time to be expended on activities linked to student access, persistence, and success. Responsible Party: Local Professional Development Committees, Human Resources Department

**BOARD GOAL THREE: PRUDENT FISCAL STEWARDSHIP**

Strategic Objective 3-A:

The link between discretionary budgeting and strategic planning is strengthened. Responsible Parties: District Committee for Accreditation and Planning (DCAP), Consultation Council

Strategic Objective 3-B:

Expenditures linked to District Planning are reviewed on an annual basis. Responsible Party: District Council for Administrative Services (DCAS)

Strategic Objective 3-C:

The effectiveness and efficiency of all District operations, programs, and services are improved and associated cost savings are redirected to student learning and support. Responsible Parties: Program Review Committees, Management, All Constituencies

Strategic Objective 3-D:

District long-term retirement obligations (GASB45) are funded and adequate cash reserves are maintained to handle cash flow requirements, including state funding deferrals and unanticipated expenditures. Responsible Party: District Council for Administrative Services (DCAS)

Strategic Objective 3-E:

Costs in areas such as healthcare, work-related injuries, facilities and operations, etc. are contained or reduced and cost savings are redirected to student learning and support. Responsible Parties: Employee Health Benefits Committees, Risk Management, Human Resources Department

Strategic Objective 3-F:

The state's financial condition is monitored and assessed to allow for timely budgetary intervention to avoid crises and unanticipated disruptions in District operations and programs. Responsible Parties: Vice Chancellor of Finance, District Council for Administrative Services (DCAS)

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**Administrative Content**



### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	15. Trustees/Chancellor's Office
Subject	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
Access	Public
Type	Report

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	15. Trustees/Chancellor's Office
Subject	15.03 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT. Student Trustee Role.
Access	Public
Type	Report

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	15. Trustees/Chancellor's Office
Subject	15.04 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT. Program Discontinuance Process.
Access	Public
Type	Report

### **Public Content**




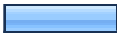


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### **Administrative Content**


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**1. I was present for the August 14, 2012 Board of Trustees meeting.**

		Response Percent	Response Count
Stephen P. Blum, Chair		16.7%	1
Arturo Hernandez, Vice Chair		16.7%	1
Dianne B. McKay, Trustee		16.7%	1
Larry O. Miller, Trustee		16.7%	1
Bernardo M. Perez, Trustee		16.7%	1
A.J. Valenzuela, Student Trustee		16.7%	1
		<b>answered question</b>	<b>6</b>
		<b>skipped question</b>	<b>0</b>


**2. The Board of Trustees meeting agenda was distributed and posted timely, electronically or in paper copy.**

		Response Percent	Response Count
Agree		100.0%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
		Comments about the agenda distribution or content?	1
		<b>answered question</b>	<b>6</b>
		<b>skipped question</b>	<b>0</b>


**3. Closed session items were explained and supported, either orally and/or through written reports, in a clear and concise manner.**

		Response Percent	Response Count
N/A		0.0%	0
Agree		100.0%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments and recommendations for improvement:			0
answered question			6
skipped question			0


**4. Human Resources, Business Services, Capital Planning, and Student Learning items were explained and supported by clear and concise detail.**

		Response Percent	Response Count
N/A		0.0%	0
Agree		100.0%	6
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			6
skipped question			0


**5. Chancellor's Office/Board of Trustees items were explained and supported by clear and concise detail.**

		Response Percent	Response Count
N/A		0.0%	0
<b>Agree</b>		<b>100.0%</b>	<b>6</b>
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
<b>answered question</b>			<b>6</b>
<b>skipped question</b>			<b>0</b>

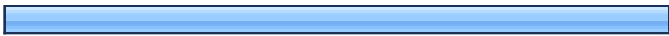
**6. Trustee sub-committee reports were explained and supported by clear and concise detail.**

		Response Percent	Response Count
<b>Agree</b>		<b>100.0%</b>	<b>6</b>
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
<b>answered question</b>			<b>6</b>
<b>skipped question</b>			<b>0</b>

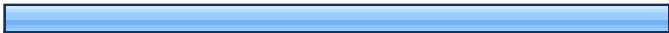
**7. Questions/concerns regarding specific items were adequately addressed prior to the Board of Trustees meeting.**

		Response Percent	Response Count
Yes		100.0%	6
No		0.0%	0
If no, please provide detailed comments below related to unaddressed questions/concerns.			0
answered question			6
skipped question			0


**8. The Board of Trustees conducted themselves in accordance with its Code of Ethics/Standards of Practice (e.g., was prepared, read materials and raised questions prior to public meeting, respected divergent opinions and avoided the perception of conflicts of interest and involvement in institutional operations, and took actions in the best interest of the entire community. See Board Policy BP 2715 Code of Ethics/Standards of Practice).**

		Response Percent	Response Count
Agree		100.0%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments and recommendations for improvement:			0
answered question			6
skipped question			0

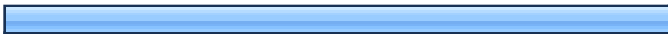
**9. During the Board of Trustees public meeting, Trustees remained open-minded, courteous, and respectful of each other and staff.**

		Response Percent	Response Count
Agree		100.0%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments:			0
<b>answered question</b>			<b>6</b>
<b>skipped question</b>			<b>0</b>

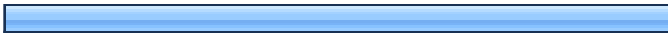
**10. The Board acted in a professional manner and communicated through focused and relevant discussion specific to the agenda.**

		Response Percent	Response Count
Agree		100.0%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments:			0
<b>answered question</b>			<b>6</b>
<b>skipped question</b>			<b>0</b>


**11. The Board of Trustees followed appropriate Parliamentary Procedure in their public meeting.**

		Response Percent	Response Count
Agree		100.0%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments:			0
<b>answered question</b>			<b>6</b>
<b>skipped question</b>			<b>0</b>

**12. The Board of Trustees managed public comment in a lawful, respectful, and efficient manner. Presenters completed public speaker cards. (e.g., speakers were allowed a maximum of three minutes per topic; speakers were limited to one (1) presentation per specific agenda item, and to one (1) presentation per meeting on non-agenda items; and the Board did not discuss unagendized business with speakers (see BP 2340 Speakers).**

		Response Percent	Response Count
Agree		100.0%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments and recommendations for improvement:			0
<b>answered question</b>			<b>6</b>
<b>skipped question</b>			<b>0</b>

**13. The Board of Trustees meeting was led in a timely, organized manner? A balance was maintained among open exploration of opinions, running the meeting efficiently, and reaching closure on agenda items.**

		Response Percent	Response Count
Agree		100.0%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0

Comments and recommendations for improvement: 1

answered question	6
skipped question	0

**14. 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	4

**15. I completed the August 14, 2012 Board of Trustees Meeting Assessment.**

		Response Percent	Response Count
Stephen P. Blum, Chair	<input type="checkbox"/>	16.7%	1
Arturo Hernandez, Vice Chair	<input type="checkbox"/>	16.7%	1
Dianne B. McKay, Trustee	<input type="checkbox"/>	16.7%	1
Larry O. Miller, Trustee	<input type="checkbox"/>	16.7%	1
Bernardo M. Perez, Trustee	<input type="checkbox"/>	16.7%	1
A.J. Valenzuela, Student Trustee	<input type="checkbox"/>	16.7%	1
		<b>answered question</b>	<b>6</b>
		<b>skipped question</b>	<b>0</b>



**Q2. The Board of Trustees meeting agenda was distributed and posted timely, electronically or in paper copy.**

1 I like Board Docs.

**Q4. Human Resources, Business Services, Capital Planning, and Student Learning items were explained and supported by clear and concise detail.**

1 The human resources professional development presentation was well done.

**Q13. The Board of Trustees meeting was led in a timely, organized manner? A balance was maintained among open exploration of opinions, running the meeting efficiently, and reaching closure on agenda items.**

1 There were a lot of policies to review and it was done efficiently yet thoroughly.

**Q14. 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 appreciate the discussion and the chancellor's willingness to have committee meetings at alternate locations.

2 Very good meeting.



### Agenda Item Details

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Meeting	Sep 11, 2012 - Board of Trustees
Category	15. Trustees/Chancellor's Office
Subject	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.
Access	Public
Type	Discussion

### Public Content

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 [08.14.12 BoT Meeting Assessment.pdf \(36 KB\)](#)

### Administrative Content

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	15. Trustees/Chancellor's Office
Subject	15.06 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE JUNE 26, 2012 STRATEGIC PLANNING MEETING AND AUGUST 9, 2012 STRATEGIC PLANNING MEETING. This item presents for review a Board meeting assessment for the June 26, 2012 and August 9, 2012 Board Strategic Planning Session.
Access	Public
Type	

### **Public Content**

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### **Administrative Content**

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## Agenda Item Details

Meeting	Sep 11, 2012 - Board of Trustees
Category	15. Trustees/Chancellor's Office
Subject	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.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve the 2012 Revised Meetings of the Board Calendar.

## Public Content

DATE	TIME	PURPOSE
January 17, Tuesday	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
February 14, Tuesday	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
March 13, Tuesday	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
April 10, Tuesday	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
May 8, Tuesday	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
June 19, Tuesday	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
June 26, Tuesday	5:30 p.m.	Board Planning Session
July 10, Tuesday	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
August 9, Thursday	5:00 p.m.	Board Planning Session
August 14, Tuesday	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
September 11, Tuesday	5:30 p.m. 7:00 p.m.	Closed Session General Purpose Meeting
September 21, Friday	*1:00 p.m.	Board Retreat [1]
October 9, Tuesday	*3:00 p.m. *3:30 p.m. *6:30 p.m.	Closed Session General Purpose Meeting Citizens Advisory Body [2]
November 13, Tuesday	5:30 p.m. 7:00 p.m.	Closed Session General Purpose/Planning Update
December 11, Tuesday	5:30 p.m. 7:00 p.m.	Closed Session Annual Organizational Meeting

[1] The September Board Retreat was added.

[2] The Citizens Advisory Body meeting was added to the October 9, 2012 Regular Board Meeting.

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees  
 Category 15. Trustees/Chancellor's Office  
 Subject 15.08 ACTION TO APPROVE GOVERNING BOARD MEMBER ABSENCE. This item presents for approval the absence of a Board of Trustees member.  
 Access Public  
 Type Action  
 Fiscal Impact No  
 Budgeted No  
 Recommended Action That the Board of Trustees approve the absence of the Trustee(s) identified below.

**Public Content**

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Background

In accordance with Education Code Section 72024(d):

*“A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board.”*

The Board of Trustees is to approve the absence of \_\_\_\_\_ who is absent from the \_\_\_\_\_ meeting due to the specified reason.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Jamillah Moore/Patti Blair		

**Administrative Content**

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### **Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees  
Category 16. Business Services  
Subject 16.01 Trustees: Audit and Budget Committee met on August 30, 2012.  
Access Public  
Type

### **Public Content**

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### **Administrative Content**

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## **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	16. Business Services
Subject	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.
Access	Public
Type	

## **Public Content**

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## **Administrative Content**

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### **Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees  
Category 16. Business Services  
Subject 16.03 CLOSE PUBLIC HEARING: Proposed budget for Ventura County Community College District for Fiscal tyear 2012-13.  
Access Public  
Type

### **Public Content**

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### **Administrative Content**

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**Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	16. Business Services
Subject	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.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends that the Board of Trustees approve the FY 2012-2013 Adoption Budget for all funds of the District.

**Public Content**

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Background/Analysis

The Adoption Budget has been developed utilizing the 2012-13 Budget Assumptions approved by the Board in March 2012 and the District-wide Resource Budget Allocation Model. The colleges, with input from the college budget committees, and the District Administrative Center, have developed their respective Adoption Budgets.

Consistent with prior Board approval, if Proposition 30 fails in November and the District experiences mid-year cuts as a result of the “triggers” approved by the legislature, reserves will be used to cover the revenue shortfall in order to provide the colleges with additional time to prepare a sustainable plan for the additional reductions. Any use of reserves will result in reductions in FY 2013-14.

The Adoption Budget provides a responsible allocation plan and is designed to allow the colleges to fund priorities and plans for FY 2012-13 and to ensure fiscal stability and sustainability of the District in times of serious statewide fiscal decline within a highly volatile process of budget determination within the State. In developing this budget, the first priority is to allocate resources sufficient to maintain those functions that support the mission of the District and colleges in providing high quality instructional services and utilizes one time funds to address structural deficits.

The Adoption Budget, as presented, was reviewed by the District’s participatory governance council (DCAS) at its August 23, 2012 meeting and recommended for approval by the Board. The Board of Trustee’s Audit and Budget Committee reviewed the Adoption Budget at its August 30, 2012 meeting.

Fiscal Impact

N/A

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	through DCAS		

Legal Counsel	X		
Further Information	Sue Johnson		

**Administrative Content**

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# **VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

## **2012-2013 ADOPTION BUDGET**



**MOORPARK COLLEGE  
OXNARD COLLEGE  
VENTURA COLLEGE  
DISTRICT ADMINISTRATIVE CENTER**

**SEPTEMBER 11, 2012**

# **VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

## **BOARD OF TRUSTEES**

*MR. STEPHEN P. BLUM, ESQ., CHAIR*

*MR. ARTURO D. HERNÁNDEZ, VICE-CHAIR*

*MS. DIANNE MC KAY, TRUSTEE*

*DR. LARRY MILLER, TRUSTEE*

*MR. BERNARDO PEREZ, TRUSTEE*

## **ADMINISTRATION**

*DR. JAMILLAH MOORE, CHANCELLOR*

*MS. SUSAN JOHNSON, VICE CHANCELLOR,  
BUSINESS AND ADMINISTRATIVE SERVICES*

*MS. PATRICIA PARHAM, VICE CHANCELLOR,  
HUMAN RESOURCES*

*DR. PAM EDDINGER, PRESIDENT, MOORPARK COLLEGE*

*DR. RICHARD DURÁN, PRESIDENT, OXNARD COLLEGE*

*DR. ROBIN CALOTE, PRESIDENT, VENTURA COLLEGE*



## District Mission Statement

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.

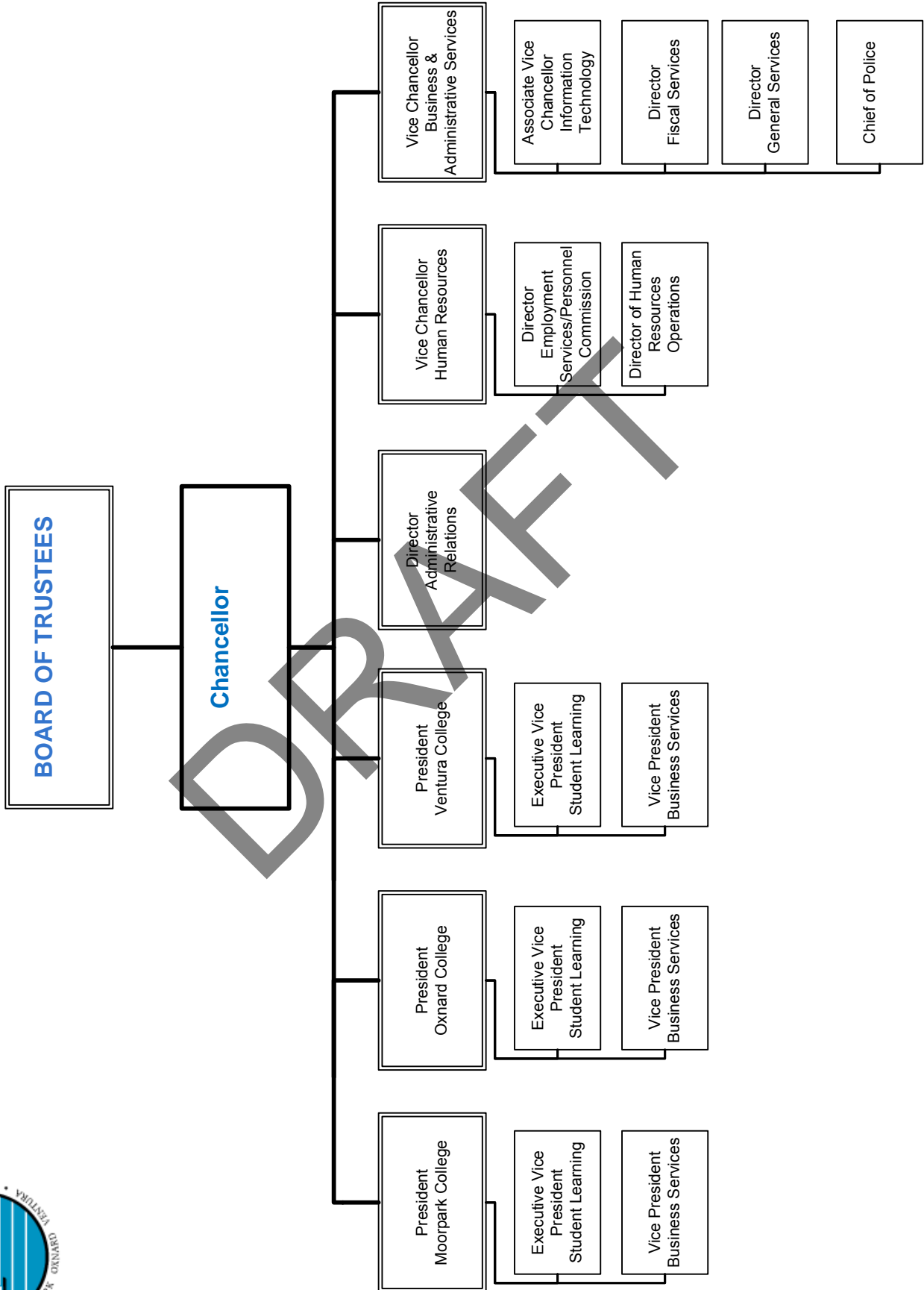
English as a Second Language instruction, remedial, adult education, and supplemental learning services that contribute to student success are offered and operated based on need and available resources.

Ventura County Community College District improves the quality of community life by offering non-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.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**FY 2012-13**



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
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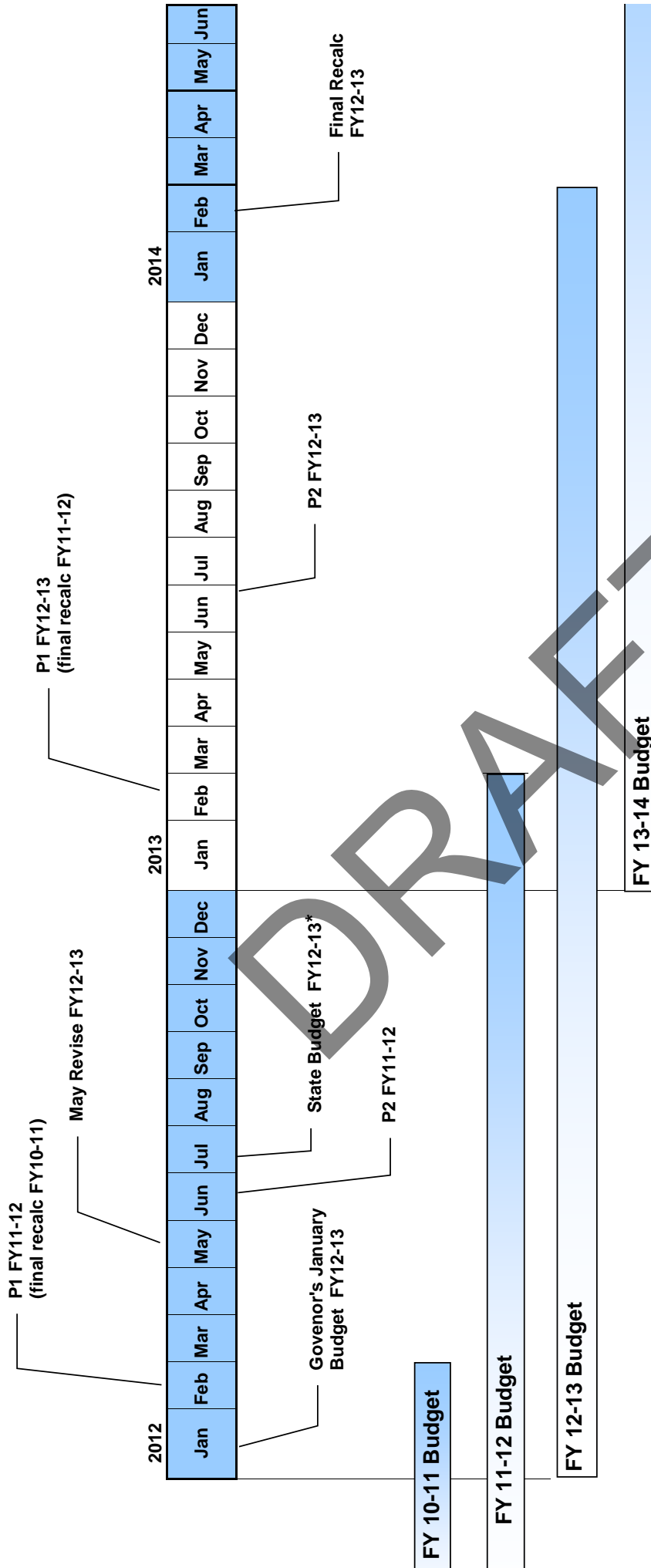
# 2012-2013

## ADOPTION BUDGET



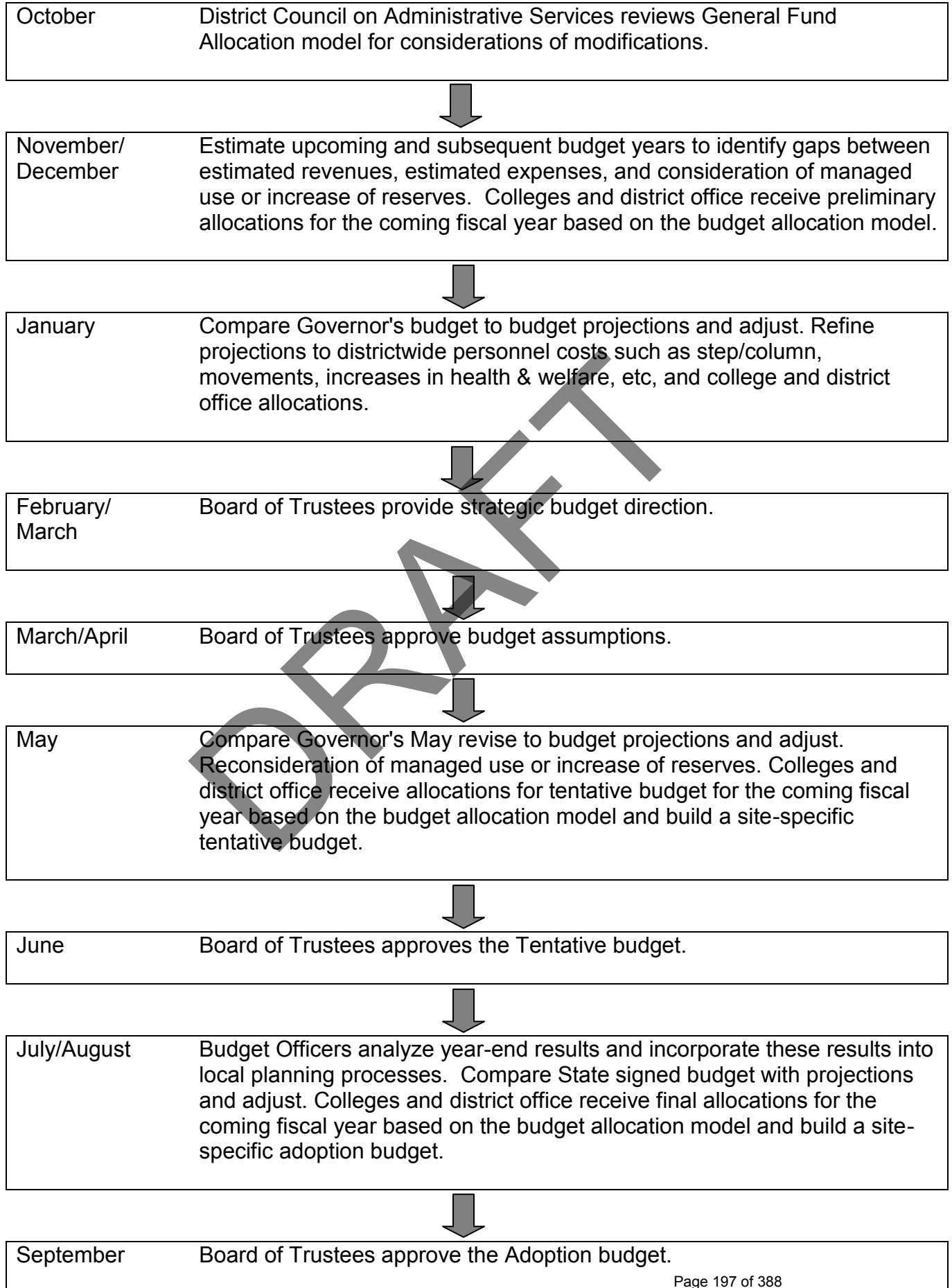
## STATE BUDGET PROCESS TIMELINE

Ventura County Community College District  
State Budget Process Timeline



- Governor's January Proposal - includes estimates of state revenues
- Governor's May Revise - revised estimates of state revenues
- \* The State adoption budget should be approved by July, but in recent years has been as late as September/October.
- Final State Budget - final state revenue
- P1- estimates of statewide budget shortfalls in property tax and enrollment fees; deficit factor to growth funding; may allocate special funding
- P2 - revised estimates of statewide budget shortfalls in property tax and enrollment fees; deficit factor to growth funding; may allocate special funding
- Final Recalc - Final calculation of state revenue- includes any final deficit, distribution of unclaimed dollars that are not returned by Budget Act/Law

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
TIMELINE AND PROCESS FOR BUDGET DEVELOPMENT



**2012-2013**

**ADOPTION BUDGET**



**ALLOCATION MODEL**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICTWIDE RESOURCE BUDGET ALLOCATION MODEL  
GENERAL FUND – UNRESTRICTED BUDGET

Fiscal Year 2012-13

**Background**

Effective in fiscal year 2003-04, the District set aside the then-existing budget allocation model, which had been used to distribute district resources for the prior six years.

The model was primarily revenue-driven while providing for college base allocations and other fixed costs which did not necessarily equate directly to FTES generation. As such, the model relied both on revenue (FTES) and expenditure elements (dual characteristics) to serve as the mechanisms to produce the colleges and district level budget allocations. The model was, however, primarily FTES driven, with no cap placed on the funding of growth at the colleges, although the district as a whole had a funding cap. As the colleges evolved over time, the shift of resources favored the college(s) growing most rapidly and disadvantaged the college(s) growing more slowly, and the movement happened in an uncontrolled fashion. As a result, the model had been adjusted several times during its six-year period, and was believed to no longer meet the needs of the district and its colleges.

In 2003-04 when we set the model aside we distributed resources using the fiscal year 2002-03 allocation as a base, increasing or decreasing it proportionately each subsequent year based on changes in additional available resources from that point forward. That process continued over the next four years. Although we had a method to distribute funds, we did not have an agreed-upon budget allocation model. Distribution of new resources did not consider how the colleges had evolved since 2003-04. That method of allocating funds did not reflect how we received our funding from the state, the uniqueness of our colleges, nor the priorities of the district. In addition, the lack of an agreed-upon allocation model had been cited in the accreditation reports and would have been a major issue if not resolved.

**New Model**

During fiscal year 2006-07 the District Council on Administrative Services (DCAS) and the Cabinet worked simultaneously toward identifying the features of a model that would reflect the unique characteristics of each college, while

recognizing how we are funded by the state, and be perceived as more equitable than the then existing arrangement.

The allocation model was adopted for use in the 2007-08 fiscal year.

### **Elements of the Model**

The district recognized the value in developing a model with dual characteristics, i.e. one that includes elements based on both revenue (FTES), as well as expenditures. The model considers how the colleges have evolved, and is responsive to changes that will occur in the future. The model also considers how we are funded from the state. The model is objective based, formula-driven, readily understood, reasonably applied, flexible and responsive, widely communicated, adequately documented, and perceived as equitable.

The adopted budget allocation model addresses the distribution of resources, and is not prescriptive in how funds are to be spent at the various locations (colleges and district office). The district acknowledges differences between its colleges and recognizes the colleges' needs to direct their resources based on their own plans and objectives in meeting the needs of their diverse populations and constituencies. The colleges have separate and specific budget development processes unique to each college, reflecting their organizational culture and priorities. It is at this level that the budget must be tied to each college's strategic plans and address accreditation requirements. DCAS will consider processes/templates to be used for this accreditation purpose.

### **Revenue**

The budget allocation model is designed for the distribution of general fund-unrestricted revenue only. Other sources of funding are allocated either by the state directly to a specific college or the district has agreed on a separate allocation method for those funds.

All general fund – unrestricted revenue will be distributed through the model, including, but not limited to, state apportionment for FTES, local revenues such as lottery, non-resident tuition, interest income, and miscellaneous revenue traditionally accounted for in the general fund – unrestricted, unless agreed to be distributed using a separate allocation model.

### **Districtwide Support**

The district recognizes that it is fiscally prudent to provide some services centrally through the operation of a district office (District Administrative Center –

DAC). These services should primarily represent those functions that can be most effectively and efficiently administered in a centralized fashion.

In addition, the allocation model will continue to provide a pool of resources to support expenditures required to meet general districtwide obligations such as property and liability insurance, legal expenses, governing board expenses, financial and compliance audits, central technology hardware, software and management services, and other activities which support the district as a whole and cannot be conveniently or economically assigned to the other operating locations through a cost center referred to as Districtwide Services.

The district will continue to account for utilities in a central location, so as to mitigate the significant differences in utilization due to building size, construction, age, and climatic conditions affected by college locations.

### **College Allocations**

In an attempt to develop a model that would be accepted as fair and equitable, areas of differences or unique characteristics between the colleges, as well as similarities, were identified. A model that considers and reflects these differences is consistent with the objective of equitability.

The differences, unique characteristics, and similarities identified include, but are not limited to, areas such as:

- Facility constraints/classroom capacity on each campus  
How many rooms hold 25, 35, 100, etc. students?  
How will capacity change over the new few years?
- Program Mix - mix of general education and vocational programs  
Does each college have the same proportion of vocational/career tech to general education classes?  
Does the difference in program costs impact the college's decision on what programs to maintain or develop?
- Students' level of educational preparedness  
Does each college have the same proportion of students who are prepared to take college-level classes? Are needs for basic skills classes the same? (Some of the additional requirements/services of these students are to be met through special funding, such as categorical, not necessarily general fund – unrestricted dollars distributed through this model)
- Does each college have the same proportion of senior faculty (salary schedule placement)?

- How do fulltime / part time ratios of faculty compare?
- Are the contractual obligations, such as reassigned time and leaves, disproportionately distributed?
- What are the similarities/differences in core services?
- How does the size of each student body compare? (FTES)

It was imperative that each of these elements were considered in one or more of the components of the budget allocation model/calculation to ensure an equitable allocation process.

### **Year- end Balances**

The allocation model recognizes the incentive in allowing budget locations to maintain their unexpended funds for future needs.

## **MECHANISM OF THE MODEL**

### **Revenue**

All projected general fund – unrestricted revenue will be included, unless identified to be distributed in a different fashion (such as to fund structural deficits). Restoration and growth revenue will not be included until the year after it is earned.

### **Districtwide Support**

#### **Districtwide Services (DWS)**

The definition of DWS will be reviewed regularly. Components and specific line item budgets will be considered each year by DCAS for inclusion in this budget category or movement to another budget location.

### **Utilities**

The budget for utilities will be based on historical and projected rates and usage, and presented to DCAS for review and concurrence.

### **District Administrative Center (DAC)**

The District Administrative Center will receive a percentage (initially 5.8%) of projected revenue. Each year, after review, if it is determined that specific budget items are to be reassigned between DWS and DAC or the colleges and DAC, the percentage of revenue will change accordingly, maintaining the same effective rate. (Effective with the FY12 Tentative Budget, costs had been redirected and the DAC's proportionate percentage was 6.64%. )



## **College Allocations**

### **Class Schedule Delivery Allocation**

Using each college's productivity factor (as defined below) and FTES from the current year, we derive a Full Time Equivalent Faculty (FTEF) number for the budget year. The college receives an allocation for the actual cost (salary and benefits) for the full time classroom faculty currently employed. This allocation is adjusted to reflect non-teaching assignment for these faculty, such as those on leave or reassigned time, and planned additional full-time faculty for the budget year. The balance of the allocation is distributed based on the average cost of a non-contractual FTEF.

The productivity factor (which is the college's average weekly student contact hours (WSCH) taught by a full time faculty equivalent (FTEF)) reflects, among other things, differences in class sizes (and subsequently costs) due to facility limitations, program mix (general education vs CTE), and educational preparedness of the student population of each college. Effective FY10, the model was changed to utilize an average of a budget year productivity factor (i.e. the goal) and the prior year actual productivity factor.

The productivity goal for a budget year is independently set for each college, and is based upon historical data and takes into consideration a college's unique circumstances and the economic environment. Because a portion of funding to a college is based on that goal, it is essential that the productivity goal-setting process be thoughtful and have integrity. It is therefore recommended that each college's goal-setting team, which will be determined by each college and may include not only the college president, but also the instructional and business vice presidents as well as the academic senate president, establish a process to project a realistic and attainable goal. The college president meets with the chancellor to discuss the environment and challenges, and set the goal.

### **Base Allocation (Fixed Allocation)**

Each college receives an equal dollar amount that recognizes the fixed expenses/core services associated with operating a college, regardless of the size of its enrollment.

This base allocation was established at 15% of revenue available for distribution, divided equally among the colleges. This recognizes economies of scale and provides a "small college" factor to the model.

## **FTES Allocation**

The remainder of the available revenue is allocated to the colleges proportionate to their FTES (%) actually earned in the prior year, and recognizes how the District receives the bulk of its revenue through SB361.

Colleges are funded proportionate to their FTES (%) for their actual growth, up to the maximum percentage that the District was funded. Each college may then carry unfunded FTES (as does the District as a whole), and be entitled to use that excess if and when the District does. By using a blended average in the productivity factor as recommended above, colleges are not penalized for “overgrowth” if attained through efficiencies, i.e. because they experience less costs.

## **Transition/Implementation Funding**

As implementation of the new allocation model shifted resources, the district recognized the need to provide for stability during the transition for colleges to gradually move towards full implementation of the new model.

During the implementation year, FY08, \$2 million of total revenue was allocated - 50% each to Oxnard and Ventura colleges. In FY09, \$1 million of available resources was available to be allocated - 50% each to Oxnard and Ventura colleges. Once applied, the amount of transition/implementation funding was assessed to ensure the colleges were able to transition without undue financial hardship.

## **Carry-over**

In addition to the allocation derived through the mechanism of the model, the colleges and district office are allowed to carry-over any unexpended funds as of June 30 into the new budget year, up to a maximum of 1% of their respective prior year budgets. (There was no maximum for carryover from June 30, 2007 to July 1, 2007). These amounts are placed in a designated reserve as of June 30, to be distributed for expenditures as of July 1 of the budget year. (This percentage has been increased to 2% in years where fiscal difficulties were anticipated for the following year.)

## **Updates**

Since the adoption of this new model for 2007-08 fiscal year, and in accordance with the commitment to the Board to regularly review the model components to

ensure a more sustainable model, the District Council of Administrative Services (DCAS) reviews the model annually. During the first part of 2009, they recommended modifications to the Class Schedule Delivery Allocation and the FTES Allocation segments of the model. The Board of Trustees approved the recommended changes at its March 2009 Meeting.

In 2010-11 DCAS developed a plan to address the district's capital structural deficits and recommended that specific revenues (lottery, interest income and administration fee revenue) be removed over time from the general budget allocation model and allocated in a different method.

## **In Summary**

The District resource budget allocation model is complex enough to reflect the unique characteristics of our colleges and the needs of a multi-college district while recognizing how the district is funded from the state, yet simple enough to be readily understood, easily maintained, and transparent. Finally, it is driven by factors which command accountability, predictability, and equity.

Overall, the model addresses the Basic Principles for a budget allocation model previously adopted by the board. It utilizes formulas and variables that have been meaningfully studied, readily defined, easily measured, and consistently reported. As with this budget, no model will ever be perfect and it is doubtful that the district will ever achieve complete consensus as to how its resources should be distributed; however the model as proposed, adopted, and modified comes as close to that consensus as we can reasonably expect. DCAS and Cabinet independently reviewed the model prior to recommendation to the Board and concurred that it meets the budget principles established by the board and is "fair and equitable" for all colleges and the district operational units. Annually, the model is reviewed by DCAS and Cabinet and revised consistent with the requirements identified and agreed upon at that time. Any proposed revisions to the model are presented to the board for approval with the budget assumptions document.

**2012-2013**

**ADOPTION BUDGET**



**INFRASTRUCTURE FUNDING  
ALLOCATION MODEL**

# Ventura County Community College District

## Infrastructure Funding Model

### Recommendation

The District general Budget Allocation Model be revised to exclude specific revenues, and that revenue be re-directed, through a new and different allocation process, to the colleges to address infrastructure needs such as scheduled maintenance, furniture and equipment, library materials and databases, technology refresh, etc., and the revenue be re-allocated gradually through a transition process over the next several years.

### Introduction

This proposal is meant to concentrate upon a multi-faceted and interlocked issue. The proposal addresses: providing partial funding for each college's infrastructure at a time when the state has eliminated or reduced that funding; taking action to correct the Accreditation Recommendations from the ACCJC's identified problem of "Total Cost of Ownership"; and, further stabilizing the District's General Fund – Unrestricted Budget Allocation Model, used primarily for instruction, some student services, and general operations.

In the last few years, the State has reduced or eliminated funding for Instructional Equipment/Library Materials (IELM), Telecommunications and Technology Infrastructure Program (TTIP), and scheduled maintenance. All of which seems invisible but essential aspects of our institutions' infrastructure. The District's past practice of including variable, and sometimes volatile, funds in its General Fund Unrestricted Budget Allocation Model further destabilizes funding. In 2010, our colleges received Accreditation Recommendations from the ACCJC to address resource allocations for the "Total Cost of Ownership." In an effort to initialize the foundational funding of these needs and take direct corrective action to remedy the Accreditation Recommendations, the District Council of Administrative Services (DCAS) proposes a modification to the general Budget Allocation Model and an establishment of an Infrastructure Funding Model. This proposed modification stabilizes the general Budget Allocation Model by moving the variable revenues to a model to be created for purposes that have variable needs.

### Background

Currently, the District distributes nearly all its unrestricted general fund resources through a single funding allocation model. Those resources include state apportionment (enrollment fees, property taxes and state appropriation), non-resident tuition and fees, lottery revenue, interest income, and miscellaneous other fees and revenues. The general Budget Allocation Model recognizes that certain services, such

as payroll, purchasing, accounting and human resources are best provided centrally. The costs of these centralized services are removed from the funds to be allocated to the colleges. Through the general Budget Allocation Model, the balance of the resources is distributed to the colleges using three allocation segments: Class Schedule Delivery Allocation, Base Allocation, and FTES Allocation.

The general Budget Allocation Model considers the instructional program and what is necessary to deliver the class schedule, based on several factors. Approximately 52 to 54% of the funding is based on the colleges' respective instructional programs. The Base Allocation recognizes and provides for the fact that, regardless of size, a college has particular fixed costs, for example administrative salaries. That assumption is evidenced in the Base Allocation of 15% of available resources being distributed equally to each college. FTES Allocation, which is the remaining approximate 31%, is distributed based on each college's share of the District's total FTES.

FTES is the basis for the State's allocation of General Fund – Unrestricted funding to the District. Conspicuously, neither the State allocation model nor our current district Budget Allocation Model considers funding based on, or for, college infrastructure (e.g. size of the campus (number of buildings), age of the buildings, number and age of equipment, etc.)

### **Rationale**

Several years ago, faced with its own funding constraints, the District eliminated the majority of General Fund – Unrestricted (Fund 111) support for library books and materials, instructional materials and equipment (IELM), scheduled maintenance, and technology equipment refresh and replacement and relied primarily on restricted (categorical) funding provided by the State for those purposes as well as college carryover of general funds unspent from the prior year.

During the past several budget cycles, the State has eliminated categorical funding for IELM, TTIP and scheduled maintenance. Furthermore, the receipt of Restricted Lottery Funds, which could also be used for those purposes, has also significantly decreased. Faced with the elimination and reduced funding from the State for these items coupled with the ongoing and growing need to support facility maintenance, the District faces a structural budget deficit and must alleviate the strains on the infrastructure.

For several years, the District has faced these infrastructural financing deficits in several critical elements that are central to the core mission of the colleges and the District. These internal circumstances have been called to the attention of the Board of Trustees over the past several years and specifically during the approval processes for the Adoption Budget for 2010-11 and the Tentative Budget for 2011-12, as well as through the recent accreditation process, with an acknowledgement that they must be addressed.

### **Status**

Over approximately a two-year period, DCAS has diligently studied and discussed this matter extensively and now, after months of review and deliberation, is presenting an Infrastructure Funding Model (IFM) to address this multi-faceted problem. Although the proposed Model will not fully address all funding needs identified, the intention is to establish a foundational allocation process that will provide each college a dedicated, ongoing (although variable) source of funds for mitigating some operating concerns while assisting in the maintenance of facilities and equipment in order to provide quality instructional programs. In addition to the pressing need to address the deficits in deferred maintenance and other infrastructure needs, the Board of Trustees long recognized that the inclusion of certain variable revenues such as interest income, lottery, and miscellaneous revenue in the existing resource Budget Allocation Model was not optimal. The historical practice of mixing on-going—and therefore relatively stable—revenue streams such as apportionment, with unpredictable and less reliable revenue such as interest income is out of alignment with sound financial management.

Additionally, colleges received “Recommendations” from the ACCJC for giving insufficient attention to the “total cost of ownership” in their operating budgets as it relates to their facilities and infrastructure. This is a strong “recommendation”; the visiting teams cited Standard III.B.2.a most frequently. The proposed changes to the Budget Allocation Model would begin to address this recommendation and demonstrate progress to remedying the deficiency cited.

### **Considerations**

DCAS’ emphasis has been focused on the identification of:

- Structural deficit categories that demanded the most attention,
- Revenue sources that could best be used to resolve the deficits,
- A rational basis for allocation of funding to each category,
- A reasonable funding rate, and
- A method of transition to redirect resources from the general Budget Allocation Model to address the issue, while resulting in the least impact to ongoing college operations.

It was emphasized throughout the review process that the reallocation of resources from the General Allocation Model to an Infrastructure Funding Model would not generate additional resources. It would, however, provide a dedicated, ongoing foundational allocation that the colleges could use annually to address these needs. DCAS both understood and accepted this concept and saw the benefit in the reallocation and the resultant easing of contention from competing factions for the use of these resources during budget development.

## **Recommendations**

The results of this review and deliberation are as follows:

**Specific Revenue Categories** would be segregated from the current general Budget Allocation Model. They are:

- Lottery Proceeds
- Interest Income
- Enrollment Fee Admin Fee
- Miscellaneous - other

These revenue sources were identified as a result of their relative instability to other funding sources and in recognition that a number of districts, statewide, did not include these resources as a part of their general Budget Allocation Model, but instead allocated them for specific purposes. Further, based on their unrestricted nature, the redirection of these sources does not violate any state regulations or statutes. Finally, DCAS fully understands that the colleges were currently using a portion of their General Fund allocations to address their infrastructure needs and, thus, the redirection of these sources could, over time, be mitigated.

**Specific Expenditure Categories** would be established for:

- Scheduled Maintenance and Capital Furniture (including classroom, faculty and administration)
- Library Materials and Databases
- Instructional and Non-instructional Equipment
- Technology Refresh and Replacement (hardware and software)
- Other – To be restricted to one-time and not on-going expenditures, such as new program/process start-up costs, staff innovation, and program specific accreditation (e.g., nursing, dental hygiene, child development)

Although these costs are necessary and fundamental to the maintenance of a quality educational institution, each category's need and frequency is ongoing and variable and, therefore, is better funded from resources which demonstrate a similar pattern.

**Specific Funding Rates** would be agreed to and regularly reviewed.



**A transition plan** would be used as a vehicle to move the funds from the current general Budget Allocation Model to the Infrastructure Funding Model over a period of years beginning with FY13. The transition process reallocates the funding as follows:

- In the first year move receipts in excess of that budgeted for those specific revenues in FY12 to the Infrastructure Funding Model.
- Reallocate any savings between budget and actual expenditures in FY12 in budgets that are not eligible for carryover (i.e. Districtwide Services and Utilities)

These resources were identified for the initial implementation as they would not impact general operations as these dollars would otherwise flow into Unallocated Reserves as stated in the general Budget Allocation Model. The use of these resources for one-time/capital expenditures is consistent with the current philosophy regarding the use of reserves.

- In subsequent years (FY13 and beyond) a portion of the budgeted revenue in the specific revenue sources identified (lottery, interest and enrollment fee admin fee) be moved from the general Budget Allocation Model to the Infrastructure Funding Model each year based on the plan attached.

These dollars would be moved in their entirety within eight years of gradual re-alignment. The movement would be a part of the annual budget assumptions, and the gradual transition plan could therefore be modified at any point to slow down or accelerate the results.

As part of DCAS's annual review, the elements of the Infrastructure Funding Model will be reviewed in a parallel process similar to that of the Allocation Model review.

## **Conclusion**

For the past several years, the District has faced structural deficits with financing several critical elements which are central to the core mission of the colleges and the District. These internal circumstances have been acknowledged by the District over the past several years but not addressed.

Although the proposed Model will not fully address all funding needs identified, it is intended to establish a foundational allocation process which will provide the colleges a dedicated, ongoing source of funds to use in mitigating these operating concerns and maintain quality facilities and equipment in order to provide quality instructional programs.

Even though this will eliminate one of the sources of increase to District reserves (unbudgeted and under-budgeted revenue), the call on reserves would be somewhat

mitigated by providing resources for the current structural deficits, and growth revenue in the first year of receipt would continue to be directed to reserves as an in-flow.

Great care has been exercised in developing the Model to ensure the colleges' General Fund operating budgets will be buffered from any long-term impact and that the instructional and student service needs of the District will be preserved and adequately funded to meet the needs of our students.

DRAFT

## Specific Considerations and Details

After months of data review, discussions, and model simulations, DCAS has agreed on the following recommendations:

### Categories to be addressed for Infrastructure Funding Model:

- Scheduled Maintenance and Capital Furniture (including classroom, faculty and administration)
- Library Materials and Databases
- Instructional and Non-instructional Equipment
- Technology Refresh and Replacement (hardware and software)
- Other – To be restricted to one-time and not on-going expenditures, such as new program/process start-up costs, staff innovation, and program specific accreditation (e.g., nursing, dental hygiene, child development)

Next, DCAS examined the various revenue sources in the General Budget Allocation Model to determine which were the best candidates for reallocation. Once the specific sources were identified, they focused on a phase-in process to minimize the impact on the colleges' ongoing operating budgets. The result of these discussions is as follows:

- Lottery Proceeds
- Interest Income
- Enrollment Fee Admin Fee
- Miscellaneous - other

### Proposed Transition/Phase-in (Triggers) for Reallocation of Identified Resources

To minimize the reallocation impact of the above identified resources from the General Allocation Model on the colleges' budgets, DCAS recommends the following implementation phasing:

- Year 1 (FY 2012-13)
  - Any net increase in General Fund Unrestricted lottery, interest, or enrollment fee local share revenue above budget for FY12.
  - Any unbudgeted General Fund revenue (with the exception of growth and COLA) received in FY12, such as state mandated cost reimbursement for collective bargaining.
  - Any net savings between budget and actual expenses from District Wide Services and Utilities for FY12

It was the consensus of DCAS that these items should be re-directed as resources for the Infrastructure Funding Model as opposed to flowing to Unallocated Reserves as is stated in the current General Allocation Model, and that the use of these resources for one-time/capital expenditures is consistent with the current philosophy regarding the use of reserves.

- Year 2 (FY 2013-14)
  - Those items included in Year 1 (2012-13) reallocation, and
  - Enrollment fee local revenue (approx \$326K), and
  - Interest income over two years (50%)
  
- Year 3 (FY 2014-15)
  - Those items included in Year 2 (2013-14) reallocation, and
  - Reallocate remaining 50% of interest income
  - Lottery Income over five years (20%)
  - If growth funding is received, reallocate an additional 25% of lottery income balance
  
- Years 4-8
  - Those items included in the prior year
  - Reallocate an additional 20% of lottery income each year until fully reallocated
  - If growth funding is received, reallocate an additional 25% of the lottery income balance. (The goal of reallocation will be met sooner than year 8 if growth revenue is received.)

This implementation strategy should provide the colleges adequate time to restructure their General Fund operating budgets and properly transfer their structural deficit expenditures to the new allocation base and adjust their ongoing operating expenses within the General Fund.

As part of DCAS's annual review, the implementation strategies of the Infrastructure Funding Model will be reviewed in a parallel process similar to that of the Allocation Model review.

**Basis for Allocation of Resources to Identified Categories:**

<u>Category</u>	<u>Allocation Basis</u>
Scheduled Maintenance and Capital Furniture	Assignable Square Footage
Library Materials and Databases	FTES
Instructional and Non-instructional Equipment	FTES
Technology Refresh and Replacement	Number of Computers
Other	Equal shares (1/3, 1/3, 1/3)

**Funding Rate Proposed for Each Category:**

<u>Category</u>	<u>Funding Rate</u>
Scheduled Maintenance and Capital Furniture	\$1.60/square foot
Library Materials and Databases	\$10.00/FTES
Instructional and Non-instructional Equipment	\$30.00/FTES
Technology Refresh and Replacement	\$150.00/computer
Other	\$150,000/college

The rates were determined based on the most recent experience/estimate of need, previous funding levels used by state, etc. It will be necessary that as a part of the annual review by DCAS the categories and goal funding rates be assessed for appropriateness.

- **Other**

DCAS finally recommends the following for implementation of the Infrastructure Funding Model:

- All resources reallocated will be budgeted and accounted for in a new fund separate from the General Fund – Unrestricted (111).
- The colleges will be allowed to carry over all unspent balances in these accounts from year to year in order to meet fluctuating needs.

- In the first two years of implementation, the colleges will not be required to spend their allocation in accordance with the specific categories which generated the allocations, but will be restricted to use these funds for only expenses associated with allocation categories in total. For example, for the first two years, a college may elect to fully expend its entire annual allocation for scheduled maintenance even though the allocation was derived from all infrastructure funding categories.
- As with the General Fund, the colleges will have control over the internal budgeting of these funds as long as they are within the allocation categories. These budgets will be presented to the Board for approval as part of the overall budget development process.
- During years when the total dollar allocation to the Infrastructure Fund is insufficient to fully fund the Model, based on the then approved funding rates, the funding rates for all categories will be adjusted downward by a coefficient equal to the total of the funds available divided by the calculated full funding amount. For example, if the calculated full funding amount, based upon funding rates and allocation bases is \$4 million and the available funds based upon the allocation parameter is only \$3 million, then the funding rate for all categories will be computed at 75% (3 million/4 million) of their then approved rate.
- As the District Office does not participate in the Infrastructure Funding Model allocation, as revenue is removed from the General Budget Allocation Model, the DAC percentage of revenue in that model will be adjusted to hold them harmless.
- DCAS has agreed, as with the General Fund Budget Allocation Model, to oversee the Infrastructure Funding Model and review it annually. Any proposed revisions to the Model will be presented to the Board for review and approval.

# 2012-2013

## ADOPTION BUDGET



## BUDGET ASSUMPTIONS

Adopted by the Board of Trustees 03/13/12

# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## BUDGET ASSUMPTIONS AND GUIDELINES

### FISCAL YEAR 2012-13 (FY13)

Budget Assumptions are the basis for the financial projections of revenue and expenditures contained within the budget allocation process. While these Assumptions are based on the most current information available, it is recognized that ever-changing circumstances can alter the economic foundation upon which the Assumptions have been built.

The Governor has proposed a budget that addresses a state budget deficit of \$9.2 billion. This budget relies on expenditure reductions, revenue increases (tax increases that must be approved by the voters); and other measures. If the tax increases are not on the ballot or the voters fail to pass the increases in November 2012, the Community College system can anticipate significantly greater cuts (approximately \$6.8 million to VCCCD in additional reductions) for the fiscal year. In addition, the Governor's Initial Budget Proposal is only the beginning of the State budget process, and many variations to that proposal could occur prior to final approval of the State budget. In order to address these possibilities, while ensuring an adequate level of financial stability, it is recommended that the budget be built utilizing a combination of reductions in expenditures (class schedule reductions, organizational structural changes, and other staff and operational reductions), as well as the potential use of reserves.

Similar to the prior year, the Governor's initial budget includes midyear "trigger" cuts if the tax initiatives fail. In the current year (FY12), the District's expenditures are approximately \$3 million greater than our ongoing revenue (based on the triggers for this year). In addition, the District expects inflationary increases in personnel-related costs of approximately \$3 million district-wide. Therefore, the District will begin FY13 with a budget shortfall of approximately \$6 million dollars (without state action). It is probable that trigger cuts again will be implemented in the FY13 year due to failure of the tax initiative, a potential midyear revenue reduction to the District of an additional \$6.8 million. **It is therefore recommended that the Tentative Budget be built to eliminate a budget shortfall of approximately \$8 million; approximately \$3 million attributed to cost inflation, approximately \$3 million in initial FY12 budget deficit and FY12 triggers, plus an additional \$2 million to partially protect the District in the event of failure to pass the tax initiatives and the resulting FY13 trigger cuts.** This will still leave the potential trigger cut exposure to the District of \$4.8 million, which we recommend that the Board authorize be covered by reserves in FY13 should that occur.

If this recommendation is approved, and the tax initiative fails, the FY14 budget year will need to address the \$4.8 million of remaining FY13 trigger cuts as well as additional inflationary increase in expenditures of approximately \$3 million, for a total of \$7.8 million in FY14, plus any other FY13 on-going mid-year reduction as



well as any additional state reduction for FY14. Planning for the potential in FY14 will begin immediately.

**DCAS recommends, for the Adoption Budget, that if the District's projected revenue shortfall for General Fund-Unrestricted is greater than that projected in the Tentative Budget; the Board will authorize the additional use of reserves. This use of reserves allows for a one-year transition in order to develop more permanent and well-planned solutions**

Although these proposed reductions are significant, these guidelines provide a responsible allocation plan and are designed to allow the colleges to fund core priorities for FY13. They further allow adequate time to better prepare for more additional significant reductions beyond those to be experienced in the upcoming budget year, and to ensure fiscal stability and sustainability of the District in times of a historical statewide fiscal decline within a highly volatile process of State budget determination. In developing the final budget, the first priority will be to allocate resources sufficient to maintain those functions that support the core mission of the District and colleges in providing high quality instructional services.

The initial Budget Assumptions and Guidelines presented at this time are preliminary in nature and will be revised whenever significant and reliable information becomes available during the State budget development process. Events such as the "May Revise" of the Governor's Budget, state mid- and year-end adjustments (P2 apportionment) in June, ballot results, and legislative actions to approve a State budget may impact these Assumptions and the development of the Ventura County Community College District's budget. The Tentative and Adoption Budget will include personnel actions presented to the Board in March and April.

The budget is developed through a collaborative district-wide process that involves the Board of Trustees, the Chancellor and his Cabinet, DCAS (the District Council on Administrative Services, the district-wide budget committee), the Chancellor's Consultation Council, and in more specific detail through collaboration at each college.

The budget development process, the Tentative Budget, and the Adoption Budget will be based on the assumptions described in this document as modified periodically.

## **Revenue**

The Governor's budget provides the Community College System \$218.3 million to partially "buy back" the accounting deferral on the state's books. This would provide no additional operating funds for community colleges in 2012-13. **To partially protect the District in the event of midyear trigger cuts, \$2 million will be removed from revenue and be set aside as a contingency.**

## **Student Services**

Because of past years' budget reductions to categorical programs, the colleges developed integrated models to maintain core and/or mandated student services with the goal of meeting the unique needs of special populations beyond those mandates, and to better coordinate outreach, orientation, advisement and retention activities.

**The Governor's 2012-13 Budget proposes to consolidate funding for essentially all categorical programs into one "flex item".** This proposal is in contrast to the current flexibility option, which allowed consolidation of a smaller number of categorical programs and, once exercised, required that those funds only be spent for categorical purposes.

With the Governor's proposal, districts would have broad discretion, with the exception of appropriations protection for Foster Care Education Program and a portion of Disabled Students Program funds, to spend these monies on whatever they deem to be their local priorities to achieve student success. Categorical funds would, in effect, become general purpose monies. Under the Governor's plan, this new flexibility is intended to be permanent, with implementation beginning in 2012–13.

This consolidation proposal is contrary to the final recommendations of the Student Success Task Force, and is opposed by various student services and advocacy groups.

Because of the time expected to be required for transition, should this proposal be approved, the FY 2012-13 student services budgets will initially be developed within the existing individual categorical programs. The colleges are mindful that, should the consolidation proposal be included in the final State Adopted Budget, local priorities will need to be identified and a transition plan for the allocation of resources developed and ultimately implemented.

## **Enrollment Management**

The District receives revenue primarily through the generation of FTES (full-time equivalent students). The FTES are generated by campus; however, the state funded cap (the maximum number of full-time equivalent students for which the state will pay) is allocated by the State at a District level as opposed to an individual campus level. Since the budget has been declining over the past several year, the District has been serving a significant number of students (FTES) for which we do not receive funding. The budgets (and class offerings) for FY12 were built with the intent of significantly reducing that number of unfunded students, however the trigger reduction in funding was coupled with an additional reduction in funded FTES. It is projected that we will end FY12 with approximately 1,700 unfunded FTES.

**Similar to past years, in FY13 it is our intent to build the class schedule and resulting budgets to include a significant reduction in the unfunded FTES. The goal is to bring the unfunded FTES down to 500, approximately 2% of the District's total FTES. This goal is to ensure a cushion so that the district doesn't fall below funded cap. Each college will determine their specific class schedule and offerings, which will be gradually reduced and focused toward the colleges' core missions, resulting in serving students for which we are funded. The distribution of FTES reduction will be strategically made to ensure that Ventura College maintains its "medium size college" designation and further ensuring that Oxnard College does not reduce too rapidly causing a spiral effect.**

If the FY13 trigger cuts are enacted, the results would be an additional workload reduction to the District of approximately 1,500 FTES. The colleges' will have time to make adjustments to the spring schedule to partially reduce some of those unfunded FTES. If the tax initiatives are approved by the voters, we do not anticipate increasing the spring schedule, since we will still have approximately 500 unfunded FTES.

## **Expenses**

Expenditures will be developed with the goal of being sustainable within the projected reduction in state revenue. However, if reserves are used to mitigate the impact of the reductions in FY13, that solution will be temporary and will need to be addressed in FY14. **Budgets will be built to support preliminary priorities and plans for FY 13 and include the implementation of significant structural changes to the colleges and DAC.**

**If upon passage of the State budget, the District's projected overall shortfall for General Fund-Unrestricted is greater than that included in the Tentative Budget, it is recommended that the Board authorize the additional use of reserves so that mid-year operational reductions are avoided.** These reserves will come from the Revenue Shortfall Contingency and, if exhausted, the Unallocated Reserves. **The use of reserves allows for a one-year transition** in order to develop more permanent solutions to those solutions already included in the FY13 budget plan. Expenditure budgets will be built assuming there will be no mid-year reductions to the FY13 operating budgets.

## **Position Control**

Although there have been no general salary increases for the past several years, the costs of personnel (i.e., salary columns, steps and benefits) continue to increase. Care will be given to review and eliminate vacant positions and redundancies, and create consolidations where possible and necessary to reduce costs and increase efficiencies. Salaries include step and column increases only.

## **Proprietary (Enterprise) and Auxiliary Funds Bookstore/Food Service and Child Care Center**

The enterprise/auxiliary funds account for business operations that are managed similar to private enterprise and need to be self-supporting. Because of that requirement, as well as the difficulty to operate competitively within the changing commercial environment, we will be proposing significant changes to our commercial operations in order to be financially viable and avoid the need to use general fund to cover operating losses.

Over the past several years, the bookstores and food service operations have seen significant declines in sales and gross profit. This trend is expected to continue as students benefit from off-campus book and food service options. **In FY13 the bookstore will no longer offer online sales** as this option proved to be very labor intensive and there are numerous commercial options available to students.

The cafeterias have seen ongoing net operating losses over the past five years due to the decline of sales and the high cost of personnel. Although we have made significant changes to staffing patterns, losses continue. In FY13, **food services at Moorpark and Ventura colleges will change to an all vending operation. Oxnard College will continue to offer food service through their CRM lab, augmented with expanded vending services.** The expanded vending services will not require personnel. Therefore, those positions are being presented for elimination. In an effort to maintain the students' social environment, the cafeteria seating area will remain open for student use.

### **Structural Deficits**

Over the past several years the State has eliminated categorical funding for such items as Instructional Equipment/Library Materials (IELM), Scheduled Maintenance, Telecommunications and Technology Infrastructure Program (TTIP) funding for libraries, and the receipt of restricted lottery funds has significantly decreased. In addition, when that funding was provided by the State, the District eliminated the majority of any General Fund support for those items. The cost of these items has remained and, in fact, is growing. These items are central to the core mission of the colleges and the District, and remain un-addressed from a budgetary standpoint.

In order to address this structural need, a solution and phased-in funding plan will be presented to the Board under separate cover as a recommendation for modification to the current Budget Allocation Model.

### **Reserves**

The District has designated its ending balance into four categories: State Required 5% Minimum Reserve, Revenue Shortfall Contingency Reserve, Budget Carryover, and Unallocated.

### Budget Carryover

As a part of the current Budget Allocation Model, funds designated for Budget Carryover are currently limited to 1% of the prior year budget. **Because of the uncertainty of the state fiscal condition and the expected magnitude of the FY13 budget shortfall following the significant reductions in the prior three years, the sites will be allowed to carryover (into FY13) up to 2% of their prior year budget if those funds are available at the end of this year (FY12).** The limitation of 1% will be reinstated in subsequent years, perhaps through a recommendation of phase-in.

### State Required 5% Minimum Reserve

In accordance with the State Chancellor's Office Accounting Advisory FS 05-05: Monitoring and Assessment of Fiscal Condition, the State Chancellor's Office requires a minimum prudent unrestricted general fund balance of 5%. To ensure the District does not drop below this minimum requirement, the Board authorizes the segregation of this amount in a reserve designated for that purpose.

### The Revenue Shortfall Contingency Reserve

This reserve is designated to cover any mid-year reductions (including, but not limited to, statewide property tax shortfall, enrollment fee shortfall, general statewide deficit, mid-year "triggers", etc.), thus negating the need for mid-year reduction in operating budgets. This reserve was exhausted in FY12 due to trigger cuts, enrollment fee and property tax shortfalls, etc. The District faces these same potential mid-year revenue reductions in FY13; at a minimum, our remaining trigger cut exposure is \$4.8 million. We recommend the Board authorize the segregation of \$6 million (an increase of \$1 million from the prior year) to be transferred from the unallocated reserves to replenish the Revenue Shortfall Contingency Reserve for FY13 in order to cover any trigger cut exposure as well as any enrollment fee and property tax shortfall.

### Unallocated Ending Balance

Unallocated ending balance is the remaining balance that has not been designated for the other three reserves or uses. This balance is maintained in large part to augment cash to handle the significant cash flow requirements of the District as the State continues to delay our payments of millions of dollars in state apportionment (deferrals). The Unallocated balance would also be used to cover any mid-year budget reductions beyond what has been designated in the Revenue Shortfall Contingency Reserve, and for any other unanticipated/unbudgeted expenditures approved by the Board.

**DCAS recommends that the Tentative Budget be built utilizing \$2 million contingency against the failure of the tax initiatives. DCAS also recommends if, upon passage of the State budget, the District's projected revenue shortfall for general fund-unrestricted is greater than that assumed in the Tentative Budget; the Board authorize the use of additional unallocated reserves. Any reserves used to mitigate the impact of the reductions in FY13 will provide a temporary solution and will need to be addressed in FY14.** The use of reserves allows for a one-year transition in order to develop more permanent and well-planned solutions beyond that already included in the FY13 budget plan.

The balance of these Unallocated Reserves may be needed in subsequent years as current projections include the continuing decline of state revenue due to the uncertainty of the Community Colleges' share of Proposition 98, the under-funded growth rates, continuing property tax and enrollment fee shortfalls, uncertain prospect of tax increases, and the State's failure to yet identify a permanent solution to the overall statewide budget structural deficit, which could result in additional, subsequent year budget reductions.

## **Compliance**

Budgeted expenditures will reflect compliance with all existing collective bargaining agreements, external requirements, laws, including the Education Code, Title 5 regulations, Full Time Faculty Obligation Numbers, the 50% law, and financial accounting standards (such as GASB, including post retirement health benefit costs), etc.

## **Allocation**

The allocation of resources will be in accordance with the Budget Allocation Model approved by the Board in May 2007 and modified on March 10, 2009.

## **Timeline**

The Tentative Budget will be presented to the Board for approval in June 2012 with the Adoption Budget planned for presentation to the Board for approval in September 2012.

DRAFT

# 2012-2013

## ADOPTION BUDGET



## BUDGET NARRATIVE



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
**ADOPTION BUDGET NARRATIVE**  
**Fiscal Year 2012-2013 (FY 13)**

**PURPOSE**

Title 5, California Code of Regulations (CCR), Section 58305 requires the District to adopt a budget on or before the first day of July. A Tentative Budget, which served as authorization for the District to incur expenses and issue checks in the new fiscal year, was approved by the Board on June 19, 2012. The Adoption Budget is an update to the Tentative Budget, reflects the Governor's signed State Budget, and must be adopted by the Board no later than September 15.

**BACKGROUND**

**State of California**

When the Governor released his Initial Budget Proposal in January, the State of California was facing an estimated \$9.2 billion budget shortfall for FY 2012-13. As a part of his May Revise, the Governor updated his estimate of the shortfall to be \$15.7 billion. For the second year in a row the State enacted an on-time budget, however, this year's budget (similar to last year's) includes built-in contingencies. The approved budget (AB 1464) enacts spending reductions totaling \$8.1 billion, assumes approximately \$6 billion in new revenues through voter approval of Proposition 30 (Prop 30), and \$2.5 billion in other solutions (e.g., fund transfers, loan repayment delays, etc.). Similar to the prior year, the approved budget includes significant midyear "trigger" reductions (\$6 billion - the majority [\$5.4 billion] of which is in education) if Prop 30 fails.



For the California Community College System, the approved budget contains two very different budget scenarios. The results of the November tax measures will determine which scenario prevails. Assuming passage of Prop 30, the approved budget would augment base funding for the California Community Colleges by \$210 million. Of this increase, \$159.9 million is targeted toward reducing the State's "wall of debt" and buying back a portion of the \$961 million in total year-over-year deferrals that have been assigned to the System, while \$50 million is restoration funding to help restore some of the funded full-time equivalent students (FTES) lost in recent years. The budget does not include a cost of living adjustment (COLA) and no additional increase in student fees. Unlike other segments of California's higher education, community colleges do not have the constitutional authority to assess tuition. Student fees are determined by the Legislature as a part of the budget, rather than by the system or local college district, and the fees are then used by the State to offset the funding of community colleges. Fees were increased to \$46/unit effective with summer 2012, and remain at that rate.

If Prop 30 is rejected by the voters in November, a total of \$6 billion in reductions would be enacted; the Community College System portion of that reduction is \$338.6 million and a 7.3% reduction in funded FTES.

Based on the polling information currently available and the fact that there is a competing tax measure, the passage of the tax increases in Prop 30 necessary to sustain our revenue base is not assured. Therefore, the impact of the mid-year budget reduction (triggers) must be planned.

### **Ventura County Community College District**

The District is currently projecting that revenue from the State will increase by approximately \$1 million in FY13 if Prop 30 passes, but will decrease by nearly \$8 million if the initiative fails. Over the past three years, the District has suffered revenue reductions totaling over \$16 million. These reductions are in addition to increased costs without the relief of state-funded COLA. The impact of this magnitude of reductions in State funding to the community colleges is that colleges have been forced to reassess the programs and services we can deliver and the number of classes we can offer.

VCCCD can no longer provide all the services previously offered; however, we will continue to focus on the delivery of quality education and core services.

**Because of the uncertainty regarding the passage of Proposition 30, the budget was developed assuming that the mid-year triggers will occur and includes a combination of a reduction in expenditures and commitment of reserves.** The Adoption Budget provides a responsible allocation plan and is designed to allow the colleges to fund priorities and plans for FY 2012-13 and to ensure fiscal stability and sustainability of the District during these times of serious uncertainty and decline in statewide funding. In developing this budget, the first priority was to allocate resources sufficient to maintain those functions that support the mission of the District and colleges in providing high quality instructional services.

The District began the FY13 budget process with an identified budget gap of approximately \$6 million dollars prior to any budget-year action by the State. In addition, because of the potential failure of Prop 30, it is possible that “trigger” reductions will be implemented again in the FY13 - an estimated midyear reduction in revenue to the District of approximately \$8 million.

Expenditure budgets were built to eliminate a budget gap of approximately \$8 million: approximately \$3 million carried forward from the FY12 deficit budget and triggers; approximately \$3 million attributed to inflationary costs; and an additional \$2 million as a contingency to partially protect the District in the event of the failure of Prop 30.

**Developing the budget in this manner will leave an additional \$6 million in potential revenue exposure (triggers) should Prop 30 fail. The Board authorizes the use of reserves in FY13 should the mid-year triggers be implemented and revenue to the District reduced. Any use of reserves—both as part of the Board-approved budget and any unanticipated mid-year reductions—will result in the need for further reductions in the subsequent year (FY 14).**

## **REVENUE and ENROLLMENT MANAGEMENT**

The District's general revenue represents the combination of state and local revenues, the majority of which must be earned through the generation of full-time equivalent student enrollment (FTES).

As a result of declining revenue over the past several years, the number of students (FTES) for which the District is funded has also been declining considerably. Although the District has decreased the number of students we serve, we continue to serve a significant number for which we do not receive funding. The budgets (and class offerings) for FY12 were built with the intent of reducing that number of unfunded students. Because the mid-year trigger reduction in funding was matched with an additional reduction in funded FTES, the District ended FY12 with 1,960 unfunded FTES. In FY13, the budget includes additional reductions in FTES toward the funded cap. The District goal is to reduce the unfunded FTES to 500, approximately 2% of the District's total FTES, without consideration of potential triggers in FY13. Those triggers, should they occur, would increase the unfunded FTES to over 2200, which would be addressed in FY14.

## **EXPENDITURES**

Expenditures were developed to be sustainable within the projected reduction in state revenue. **Expenditure budgets were built assuming there will be no mid-year reductions in operating budgets.** Any mid-year reductions in revenue will be covered, as noted earlier, by the use of reserves.

### **Salary and Benefit Costs**

The Adoption Budget reflects no general salary increases. The budget includes contractual step and column increases. The District Anthem Blue Cross health plan premiums for faculty increased by 19%. This increase is paid by the District and is included in the budget. Premium rates for the Administrator (managers), Supervisor, Confidential, and Classified group (ASCC) increased by 3%, resulting in a monthly employee contribution for employees in that group. The District has a maximum funding cap for the ASCC employees, which is included in the budget; cost above that is paid by the employee. Health Net and Kaiser increased significantly above their funding cap

levels, necessitating monthly employee contributions for employees (other than faculty) enrolled in these programs.

### **Retiree Health Liability**

Based on the requirements of GASB 45, an actuarial study for post-retirement benefits was performed in December 2010, estimating the amount that should be accumulated under the requirements of GASB 45. The District's long-term liability as of that time was estimated at approximately \$147 million. Actuarial studies are performed every two years. In order to reduce the overall cost to the District, in FY11 the District established an irrevocable trust fund for the partial funding of that liability. An updated actuarial study will be prepared in December 2012.

In the Adoption Budget, the expenditure for post-retirement benefits is projected to be approximately \$11.3 million for all funds. Premiums for retirees are paid directly from the Retiree Health Benefits fund and are estimated at \$10 million. The difference between the two amounts will be transferred to the irrevocable trust to help mitigate our long-term liability. As a means of accruing the annual required contribution (ARC), the District assesses, as an employer expense, a benefit rate of 17% on average. The rates range from 7% to 20%, depending on employee type and funding source. These fringe benefit rates are assessed to all eligible employees' salaries in all funds, including categorical, grants and contracts, auxiliary services, etc.

### **INFRASTRUCTURE**

Over the past several years the State has eliminated categorical funding for such items as Scheduled Maintenance, Instructional Equipment/Library Materials (IELM), Telecommunications and Technology Infrastructure Program (TTIP) funding for libraries while the receipt of restricted lottery funds has also significantly decreased. When these categorical funding sources were provided by the State, the District eliminated the majority of General Fund support for those items and transferred their costs to the categorical funds. The cost of these items remains and is growing even though the previous funding sources have been eliminated.

As these costs are on-going, the significant decrease in revenue and increase in costs resulted in a significant structural deficit that needed to be addressed. Maintaining these items are central to the core mission of the colleges and the District and addressing the total cost of ownership (TCO) is a requirement of Accreditation as well as a prudent business practice.

In March 2012, the Board approved an infrastructure funding plan and allocation model to provide foundational funding for these critical needs. A separate sub-fund (General Fund – Unrestricted Designated – Infrastructure) has been established to account for this redistribution of resources and the associated expenditures. As part of DCAS’s annual review, the implementation strategies of the Infrastructure Funding Model will be reviewed in a parallel process similar to that of the Budget Allocation Model review.

### **GENERAL FUND**

The General Fund is the principal operating fund of the District. All revenues and expenditures not required by statutory law to be accounted for in a different fund are budgeted and accounted for in the General Fund. Four sub-funds exist within the General Fund, which are briefly described as follows:

- **General Fund – Unrestricted (111):** Represents revenues and expenditures that support most educational programs and services throughout the district, including instruction, student services, maintenance and operations, administration, and so forth.
- **General Fund - Unrestricted – Designated (114):** Represents revenues and expenditures associated with contract education, entrepreneurial programs, civic center, and other activities which are initiated by the colleges and are intended to be self-supporting. This sub-fund is reported to the State as a part of the General Fund – Unrestricted.
- **General Fund – Unrestricted Designated- Infrastructure (113):** Represents revenues and transfers that have been specifically designated by the Board to be used for infrastructure needs including: Scheduled

Maintenance and Capital Furniture (including classroom, faculty and administration); Library Materials and Databases; Instructional and Non-instructional Equipment; and Technology Refresh and Replacement (hardware and software). This sub-fund is reported to the State as a part of the General Fund – Unrestricted.

- **General Fund – Restricted (12X):** Represents revenues and expenditures supporting educational services whose resources are restricted by law, regulation, grant terms and conditions, categorical funding agencies, or other externally-imposed restrictions. This sub-fund is reported to the State as a part of the Total General Fund.

### **GENERAL FUND – UNRESTRICTED (111)**

The VCCCD budget development process emphasizes the building of the General Fund-Unrestricted (111) budget, since this is the budget that most heavily impacts ongoing college and district operations. The Adoption Budget reflects an overall decrease in revenues from the 2011-12 Adoption Budget of \$2.7 million.

The Budget Allocation Model, which is reviewed each year by DCAS, was utilized for the purpose of allocating resources to the various operational units within the District.

#### **Budget Allocation Model**

The Budget Allocation Model was adopted by the Board in May 2007, and modified in March 2009 and March of 2012. The model is reviewed annually by DCAS in accordance with the commitment to regularly review the model components to ensure a more sustainable model that incorporates variables that are meaningful, readily defined, easily measured, and consistently reported. Each college has a separate process by which it allocates the resources received through the model.

## **Reserves**

The District has designated its ending balance into four categories: State Required 5% Minimum Reserve; Revenue Shortfall Contingency Reserve; Unallocated Reserves; and Budget Carryover.

### State Required 5% Minimum

In accordance the State Chancellor's Office Accounting Advisory FS 05-05: Monitoring and Assessment of Fiscal Condition, the State Chancellor's Office requires a minimum prudent unrestricted general fund balance of 5 percent. To ensure the District does not drop below this minimum requirement, the amount is segregated in a reserve designated for that purpose.

### Revenue Shortfall Contingency

The Revenue Shortfall Contingency Reserve is designated by the Board to cover any mid-year reductions (including, but not limited to, statewide property tax shortfall, enrollment fee shortfall, and general statewide deficit), thus negating the need for mid-year reductions in site operating budgets.

### Budget Carryover

As a part of the current Budget Allocation Model, funds designated for Budget Carryover are currently limited to 1% of the prior year adopted budget.

Because of the uncertainty of the state fiscal condition and the expected magnitude of the FY13 statewide budget shortfall, following the significant reductions in FY11 and FY12, the four budget sites were allowed to carryover up to 2% of their prior year adopted budget if those funds are unexpended in FY12. Unless changed, this amount will return to a 1% limitation for development of the FY14 budget.

### Unallocated Reserves

Unallocated Reserves is the remaining ending balance that has not been designated for the other three uses. This balance has been maintained to allow for gradual adjustment to the significant reductions in revenue and, along with other cash reserves, to handle

the significant cash flow requirements as the State continues to defer millions of dollars in state apportionment and other cash payments to the districts.

The Unallocated Reserve would also be used to avoid budget reductions beyond the provided for in the Adoption Budget for FY13. This reserve may also be allocated to cover any other unanticipated expenditures approved by the Board.

It is expected that the balance of these Unallocated Reserves will be needed in subsequent years because of the uncertainty of funding for community colleges, including the hesitancy of the voters regarding tax increases, the community colleges' varying share of Proposition 98 funds, the under-funded growth rates, continuing property tax and enrollment fee shortfalls, and the State's failure to fully identify a permanent solution to the overall statewide budget structural deficit.

**Any use of reserves – both as part of the Board-approved budget and any mid-year reductions – will result in subsequent reductions in FY 14.**

### **GENERAL FUND – UNRESTRICTED DESIGNATED- INFRASTRUCTURE (113)**

New to the budget this year, this sub-fund was created to account for the recently Board-approved Infrastructure Funding Model to help address the total cost of ownership (TCO) and growing structural deficits in specific infrastructure categories. As specified in the funding plan and model approved by the Board, resources were re-allocated from the General Fund – Unrestricted. In the first year, the proposed transition/phase-in plan for re-allocation provided for the transfer of any variance between prior year budget and actual in specific revenue and expenditure categories to this Infrastructure Funding sub-fund. The variance in GF- unrestricted (111) revenue and expense categories in FY12 was transferred to this sub-fund (113) rather than to GF – Unrestricted reserves. In FY13, those funds were distributed to the colleges utilizing the Infrastructure Funding Model. Funds may be accumulated from year-to-year to address the infrastructure needs.



## **GENERAL FUND – RESTRICTED (12X)**

Major programs accounted for in this fund include state categorical programs such as EOPS (Extended Opportunity Programs and Services), DSP&S (Disabled Students Programs and Services), CalWORKS (California Work Opportunities and Responsibility to Kids), Economic and Workforce Development programs, as well as Perkins IV (VTEA/Vocational and Technical Education Act) federal grants, Restricted Lottery (Proposition 20) funds, Nursing Education grants, and Title V (HSI, STEM) federal grants.

The Governor's proposal to consolidate funding for essentially all categorical programs into one "flex item" was rejected by the Legislature and was not part of the State Adopted Budget.

The FY 2012-13 Adoption Budgets for student services programs have been developed within the existing individual categorical programs based on a projected 5% cut from the prior year level. This is consistent with prior years' Budget Assumptions and is also comparable to the 95% funding guarantee that many student services categorical programs were accorded in past years, given that the final allocations for most student services programs are not finalized until after the Governor signs the state budget and the State Chancellor's Office allocates funds to the districts based on MIS data that is submitted during the first quarter of the fiscal year.

The administrative relief measures, provided three years ago by the State Chancellor's Office in response to the substantial and still un-restored cuts to categorical programs of 40% to assist in administering various programs such as EOPS and DSP&S, remain in effect during FY 2012-13.

### **HEALTH SERVICES FUND**

This restricted fund accounts for the revenues and expenditures related to the operation of the colleges' Student Health Centers. The primary resources historically have been Student Health Fees and State Mandated Cost reimbursements. In 2010-11, after several years of receiving no state mandated reimbursements, our three college Student Health Centers received a combined approx \$1,000,000 in reimbursements. The remaining mandated cost reimbursements, however, have continued to be deferred to a future fiscal period, even though the centers are still required to provide the same level of service as was provided in prior years.

The approved State budget contains a new mandates block grant. This block grant will distribute \$28 per funded FTES to cover all compliance costs incurred during the 2012-13 fiscal year, including those associated with Student Health Centers. Otherwise, districts may go through the normal claiming process for reimbursement for each of the qualifying areas.

### **PARKING SERVICES FUND**

This fund accounts for parking revenues (fees and fines) and expenditures associated with parking (including District police services), safety, and transportation. The College-wide Parking Lot Maintenance program supports repairs and renovations of parking areas district-wide. The Adoption Budget includes \$629,271 of General Fund-Unrestricted (Districtwide Services) support towards the cost of providing police services at all sites in addition to that supported by parking revenues. Police services have been reduced significantly (e.g., no longer providing 24/7 coverage) to focus coverage on when student, faculty and staff are on-campus.

### **CHILD CARE CENTER FUND**

This fund accounts for all revenues and expenditures related to the operation of the colleges' Child Care Centers. The Child Development Centers receive grant funding as a supplemental source of funding from the State of California in addition to client enrollment fees. With cuts to the state grant funding over the past two years and the need to maintain competitive child care rates, the Child Development Centers have

operated close to or in deficit. These auxiliary operations are being modified as needed to maintain expenditures within revenue.

### **PROPRIETARY (ENTERPRISE) FUNDS (Bookstore/Food Service)**

The enterprise funds account for business operations financed and managed similar to private enterprise and considered to be self-supporting. These funds consist of a separate Bookstore Fund and Food Service Fund to account for the revenues, expenses, and profits and/or losses at each college.

#### **Bookstore**

The District operates bookstores at all three campuses. The textbook industry has been rapidly changing, offering many alternatives to students. The availability to purchase textbooks online, receive digital delivery of materials, and the ability to rent textbooks provides students greater flexibility, resulting in declining bookstores' sales. Overall sales and gross profit at each of the stores have decreased significantly over the past three years and additional declines are expected. The bookstores remain profitable, allowing support of other college activities and self-supporting of capital needs. Changes have been made to the operations to reduce operational costs in 2012-13 to ensure a minimal profit. The Adoption Budget reflects these changes.

#### **Food Service**

After many years of operating losses, in March 2012 the Board took action to support the closure of the cafeterias. The colleges have expanded vending operations to include both hot and cold food and close the food preparation portion of the cafeteria service. The dining areas will remain open for student use.

#### **CRM (Culinary and Restaurant Management)**

At Oxnard College, the CRM (Culinary and Restaurant Management) program will provide some food service during lunch period as an outlet of their CRM instructional lab. Oxnard College made the transition between a full service cafeteria and a CRM outlet in January 2012.

## **INTERNAL SERVICES FUND**

The **Self-Insurance Fund** provides funding for the level of risk retention held by the District. This fund is used to reimburse individuals or other entities for claims against the District up to our deductible levels (\$25,000/\$50,000) and for some settlement costs.

The **Workload Balancing Fund** is used to account for non-contract assignment pay that has been deferred (“banked”) to a subsequent semester or academic year by full-time faculty members. As faculty use their load “banked” hours, a transfer is made to the General Fund as a partial offset to the salary costs of the faculty member while on leave. The current liability in this account is approximately \$930,000 and is fully funded.

The **Retiree Health Benefits Fund** is the accrual for the funding of GASB 45 as presented previously. All current retiree health benefits are paid out of this fund. The net difference between the annual required contribution expense (ARC) and the current retiree health premiums is periodically remitted to the District’s irrevocable trust.

## **STUDENT FINANCIAL AID FUND**

This fund accounts for the receipt and disbursement of government-funded student financial assistance programs. The major federally funded programs include Pell Grants, SEOG (Supplemental Educational Opportunity Grants), and Direct Loans. The major state-funded programs include EOPS (Educational Opportunity Programs and Services) Grants and Cal Grants. College Work-Study program costs, as well as all expenses incurred in the administration of all student financial assistance programs, are recorded in the General Fund.

## **CAPITAL PROJECTS FUND**

This fund accounts for the financial resources used in the acquisition and/or construction of major capital outlay projects. Project elements may include site improvements including parking lots, walkways and monument signs, building renovations, new construction, scheduled maintenance projects, hazardous substance abatement projects, and fixed assets, and may be funded from a combination of state capital outlay funds, local funds, redevelopment agency funds, nonresident student capital outlay surcharges, and General Obligation (GO) bonds (Measure S).

## **COMPLIANCE**

The Adoption Budget reflects all compliance with external standards, such as GASB, post retirement health, Ed Code, Title 5 regulations, Full Time Faculty Obligation, the 50% law, etc.

## **RECOMMENDATION**

The Adoption Budget, as presented, was reviewed by the District's participatory governance council (DCAS) at its August 23, 2012 meeting, and the August 30, 2012 Audit & Budget Committee and is recommended for approval by the Board.

DRAFT

# 2012-2013

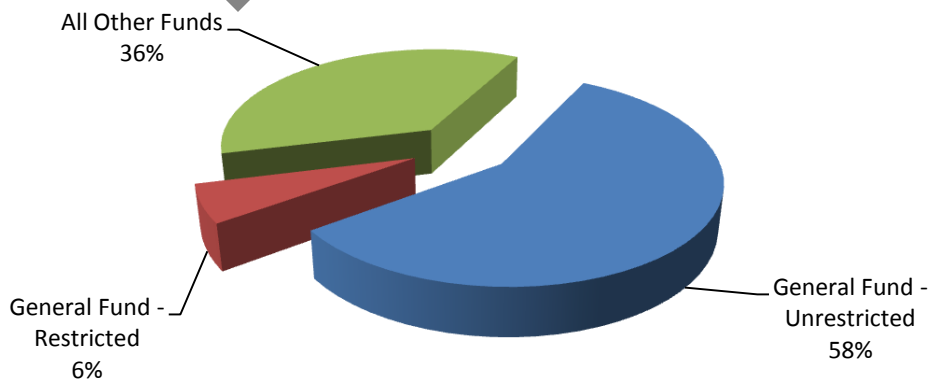
## ADOPTION BUDGET



## SUMMARY OF BUDGET BY FUND

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
SUMMARY OF BUDGET RESOURCES BY FUND

	2012-13 BUDGET**	PERCENT OF TOTAL BUDGET
General Fund - Unrestricted	150,075,673	54.6%
General Fund - Unrestricted Designated	8,232,340	3.0%
General Fund - Restricted	16,615,968	6.0%
Health Services Fund	6,317,731	2.3%
Parking Services Fund	3,129,166	1.1%
Special Revenue Fund (CRM)	173,294	0.1%
Child Care Center Fund	1,504,858	0.5%
Bookstore Fund	12,825,915	4.7%
Food Service Fund	615,275	0.2%
Internal Services Fund	3,052,031	1.1%
Financial Aid Fund	50,031,304	18.2%
Capital Projects Fund *	22,485,426	8.2%
<b>Total All Funds</b>	<b>275,058,981</b>	<b>100%</b>



\* Does not include budgeted GO Bonds (Measure S) of \$64,416,927.

\*\* Change of methodology. Resources include fund/ending balance.

# 2012-2013

## ADOPTION BUDGET



## GENERAL FUND – UNRESTRICTED



# 2012-2013

## ADOPTION BUDGET



## REVENUE PROJECTIONS

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
GENERAL FUND - UNRESTRICTED (Fund 111)  
REVENUE PROJECTIONS - FY13**

ACCOUNT DESCRIPTION	RATE	2011-12 ADOPTION BUDGET	2011-12 ACTUALS	2012-13 ADOPTION BUDGET	Change FY12 Actual VS FY13 Adoption	
<b>BASIC ALLOCATION</b>						
FY12=	2 Medium College @	\$ 3,875,136	7,750,272	7,750,272		
	1 Small College @	\$ 3,321,545	3,321,545	3,321,545		
FY13=	2 Medium College @	\$ 3,875,136		7,750,272		
	1 Small College @	\$ 3,321,545		3,321,545		
<b>CREDIT FTES</b>						
FY12=	26,023 FTES @	\$ 4,565	119,062,370	118,788,590		
FY13=	24,033 FTES @	\$ 4,565		109,706,880		
<b>NON CREDIT FTES</b>						
FY12=	507 FTES @	\$ 2,745	1,135,918	1,392,819		
FY13=	469 FTES @	\$ 2,745		1,286,333		
<b>WORKLOAD REDUCTION From FY12</b>						
CREDIT	(1,989) FTES @	\$ 4,565	(7,500,000)	(9,081,710)		
NON CREDIT	(39) FTES @	\$ 2,745		(106,485)		
<b>TOTAL GENERAL APPORTIONMENT</b>			<b>123,770,106</b>	<b>122,065,031</b>	<b>122,065,031</b>	<b>(0)</b>
CURRENT YEAR ADJUSTMENT (Deficit)			-	(2,867,846)	-	2,867,846
PRIOR YEAR ADJUSTMENT (Recalc)			-	255,205	-	(255,205)
TIER I Adjustment			-	87,705	(703,470)	(791,175)
PT FACULTY EQUITY COMP (Categorical Funds)			556,000	555,595	556,000	405
ENROLL FEE WAIVERS (2%)			139,000	154,257	139,000	(15,257)
LOTTERY PROCEEDS			3,147,000	3,225,360	3,147,000	(78,360)
LOTTERY PROCEEDS PRIOR YEAR			-	63,335	-	(63,335)
PT FACULTY OFFICE HOURS			-	8,293	-	(8,293)
PT FACULTY HEALTH INS			-	6,894	-	(6,894)
INTEREST INCOME			700,000	468,041	460,000	(8,041)
ENROLL FEES - LOC SH (2%)			205,000	227,536	205,000	(22,536)
NONRES TUITION - INTL			610,000	620,779	631,000	10,221
NONRES TUITION - DOM			1,070,000	1,102,100	1,095,000	(7,100)
OTHER LOCAL REVENUE			241,780	209,716	128,000	(113,780)
<b>TOTAL OTHER REVENUE</b>			<b>6,668,780</b>	<b>4,116,970</b>	<b>5,657,530</b>	<b>(1,011,250)</b>
<b>TOTAL GENERAL FUND UNRESTRICTED REV</b>			<b>130,438,886</b>	<b>126,182,001</b>	<b>127,722,561</b>	<b>(2,716,325)</b>

**FTES:**

FY12 = 24,502 projected funded, 26,463 actual; 1,961 unfunded  
FY13 = 24,502 projected funded

Contingency for FY13 Triggers	(2,000,000)
Eliminate FY12 use of reserves	(551,463)
<b>Total Resource decline</b>	<b>(2,551,463)</b>

**2012-2013**

**ADOPTION BUDGET**



**BUDGET ALLOCATION**

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
FY13 ADOPTION BUDGET ALLOCATION**

	<u>Adoption</u>
FY13 Projected Revenue	127,722,561
less: FY13 Trigger Contingency	(2,000,000)
Adjusted Revenue	125,722,561
Less: District-wide	(6,231,971)
Less: Utilities	(3,865,000)
Less: District Office (6.64% revenue)	(8,347,978)
Available for Distribution	107,277,612

	<u>Moorpark</u>	<u>Oxnard</u>	<u>Ventura</u>	<u>Total</u>	
<b>Class Schedule Delivery Allocation</b>					
FTES (FY12 actual, includes NonResident)	11,576	4,710	10,610	26,896	
WSCH	173,640	70,650	159,150		
Productivity Factor	559	545	541		
FTEF	311	130	294		
FTEF adjustment	9	8	7		
less: Full Time positions (FTEF)	(137)	(70)	(113)	<b>14,344,405</b>	<b>\$ 41,360,372</b>
=Hourly FTEF	183	68	188	<b>9,175,104</b>	<b>\$ 21,392,121</b>
<b>Total Class Schedule Delivery Allocation</b>	<b>\$ 26,605,122</b>	<b>\$ 12,627,863</b>	<b>\$ 23,519,508</b>	<b>\$ 62,752,493</b>	<b>58.5%</b>
<b>Base Allocation</b>	<b>\$ 5,363,881</b>	<b>\$ 5,363,881</b>	<b>\$ 5,363,881</b>	<b>\$ 16,091,642</b>	<b>15.0%</b>
<i>FTES ( FY12 funded, includes workload reduction)</i>	<i>10,857</i>	<i>4,355</i>	<i>9,290</i>	<i>24,502</i>	
<b>FTES Allocation</b>	<b>\$ 12,598,827</b>	<b>\$ 5,053,521</b>	<b>\$ 10,781,128</b>	<b>\$ 28,433,477</b>	<b>26.5%</b>
<b>Total Allocation FY13</b>	<b>\$ 44,567,830</b>	<b>\$ 23,045,265</b>	<b>\$ 39,664,517</b>	<b>\$ 107,277,612</b>	<b>100.0%</b>
<b>Campus FY12 Carryover</b>	<b>\$ 944,725</b>	<b>\$ 490,656</b>	<b>\$ 849,768</b>	<b>\$ 2,285,149</b>	
<b>FY13 Adoption Budget Allocation</b>	<b>\$ 45,512,555</b>	<b>\$ 23,535,921</b>	<b>\$ 40,514,285</b>	<b>\$ 109,562,761</b>	

**2012-2013**

**ADOPTION BUDGET**

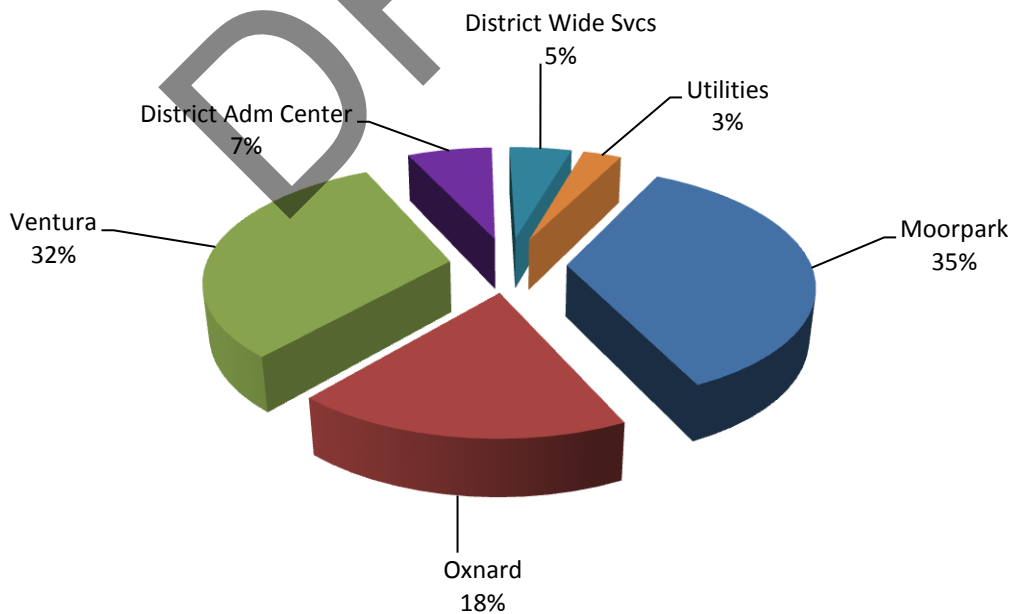


**GENERAL FUND – UNRESTRICTED**

**FUND 111 EXPENDITURES**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
COMPARATIVE BUDGET SUMMARY BY LOCATION  
GENERAL FUND - UNRESTRICTED

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 BUDGET*
MOORPARK	47,236,244	46,291,518	45,512,555
OXNARD	24,532,800	24,042,144	23,535,921
VENTURA	42,488,379	41,638,611	40,514,285
DISTRICT ADM CENTER	8,873,943	8,724,332	8,497,589
DISTRICTWIDE SVCS	6,083,637	6,538,529	6,231,971
UTILITIES	4,325,413	4,325,413	3,865,000
<b>TOTAL EXPENSES</b>	<b>133,540,416</b>	<b>131,560,547</b>	<b>128,157,322</b>

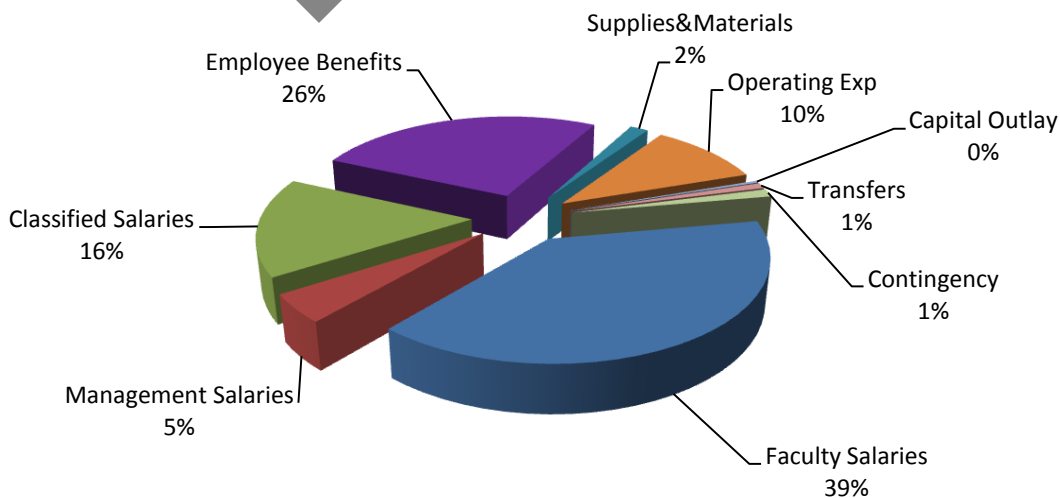


\* Includes site carryover funds.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
COMPARATIVE BUDGET SUMMARY  
GENERAL FUND - UNRESTRICTED

**ALL LOCATIONS**

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 BUDGET*	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES	53,483,271	53,292,636	50,207,705	39.2%
2000 MANAGEMENT SALARIES	5,948,764	5,871,959	5,776,046	4.5%
2000 CLASSIFIED SALARIES	22,219,749	21,012,573	20,341,505	15.9%
3000 EMPLOYEE BENEFITS	32,954,308	32,263,764	33,449,464	26.1%
SALARY & BENEFIT SUBTOTAL	114,606,092	112,440,932	109,774,720	85.7%
4000 SUPPLIES & MATERIALS	2,210,207	1,864,553	2,086,303	1.6%
5000 OPERATING EXP	13,090,673	11,283,434	13,128,389	10.2%
6000 CAPITAL OUTLAY	633,156	561,381	438,489	0.3%
7000 TRANSFERS	1,930,770	5,410,247	1,113,971	0.9%
7999 CONTINGENCY	1,069,518	-	1,615,451	1.3%
DIRECT EXPENDITURE SUBTOTAL	18,934,324	19,119,615	18,382,602	14.3%
TOTAL BUDGETED EXPENDITURES	133,540,416	131,560,547	128,157,322	100.0%

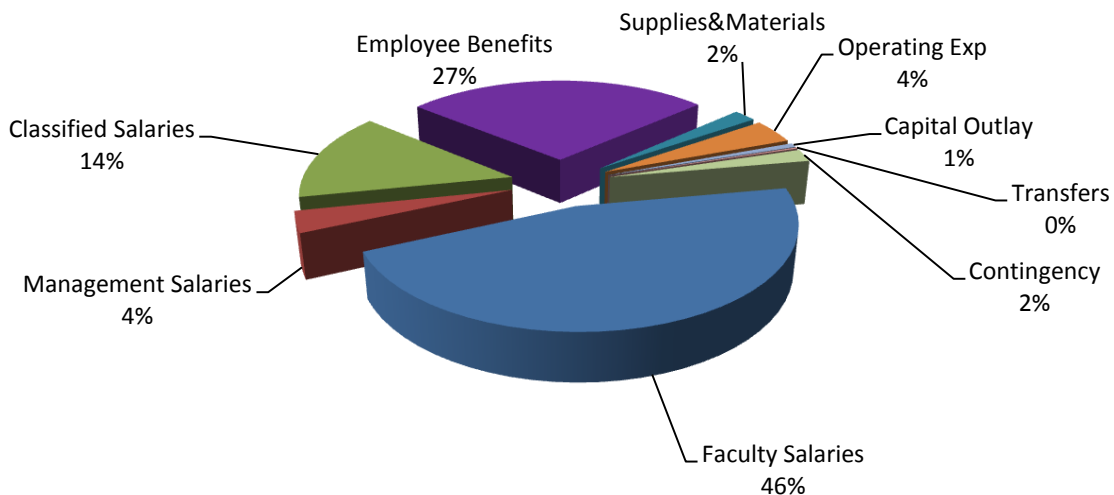


\* Includes site carryover funds.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
COMPARATIVE BUDGET SUMMARY  
GENERAL FUND - UNRESTRICTED

**MOORPARK COLLEGE**

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 BUDGET*	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES	22,497,895	22,498,921	21,098,034	46.4%
2000 MANAGEMENT SALARIES	1,518,480	1,410,911	1,552,147	3.4%
2000 CLASSIFIED SALARIES	7,235,265	6,703,103	6,510,577	14.3%
3000 EMPLOYEE BENEFITS	12,218,476	11,927,547	12,518,122	27.5%
SALARY & BENEFIT SUBTOTAL	43,470,116	42,540,482	41,678,881	91.6%
4000 SUPPLIES & MATERIALS	1,033,696	882,469	923,384	2.0%
5000 OPERATING EXP	1,947,101	1,528,921	1,792,410	3.9%
6000 CAPITAL OUTLAY	411,190	378,798	307,628	0.7%
7000 TRANSFERS	(130,000)	960,848	(100,000)	-0.2%
7999 CONTINGENCY	504,141	-	910,251	2.0%
DIRECT EXPENDITURE SUBTOTAL	3,766,128	3,751,036	3,833,674	8.4%
TOTAL BUDGETED EXPENDITURES	47,236,244	46,291,518	45,512,555	100.0%



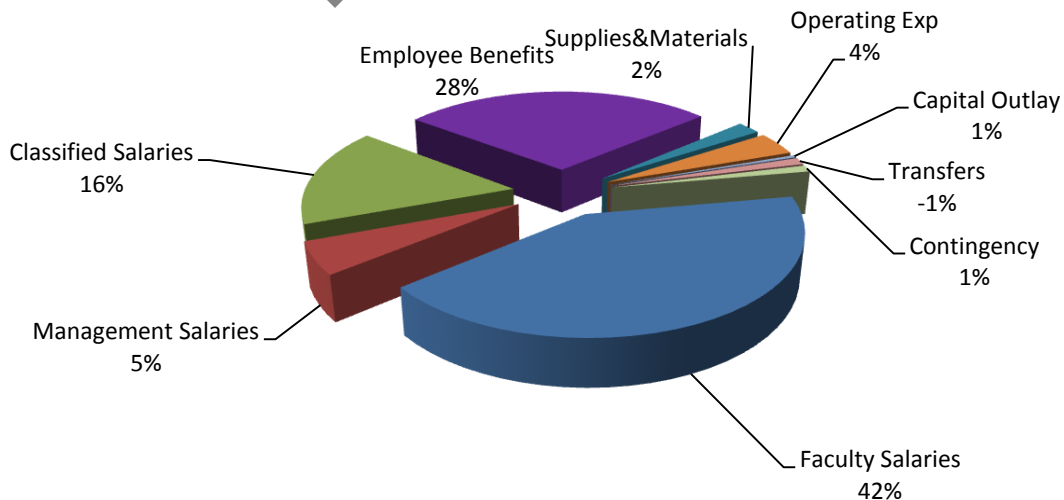
\* Includes site carryover funds.



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
COMPARATIVE BUDGET SUMMARY  
GENERAL FUND - UNRESTRICTED

**OXNARD COLLEGE**

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 BUDGET*	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES	10,331,386	10,410,131	10,076,983	42.8%
2000 MANAGEMENT SALARIES	1,274,222	1,224,750	1,262,661	5.4%
2000 CLASSIFIED SALARIES	4,378,989	4,180,358	3,879,787	16.5%
3000 EMPLOYEE BENEFITS	6,794,640	6,593,701	6,808,922	28.9%
SALARY & BENEFIT SUBTOTAL	22,779,237	22,408,939	22,028,353	93.6%
4000 SUPPLIES & MATERIALS	494,981	380,127	506,979	2.2%
5000 OPERATING EXP	922,879	814,088	923,442	3.9%
6000 CAPITAL OUTLAY	101,732	76,301	92,625	0.4%
7000 TRANSFERS	-	362,688	(272,300)	-1.2%
7999 CONTINGENCY	233,971		256,822	1.1%
DIRECT EXPENDITURE SUBTOTAL	1,753,563	1,633,205	1,507,568	6.4%
TOTAL BUDGETED EXPENDITURES	24,532,800	24,042,144	23,535,921	100.0%

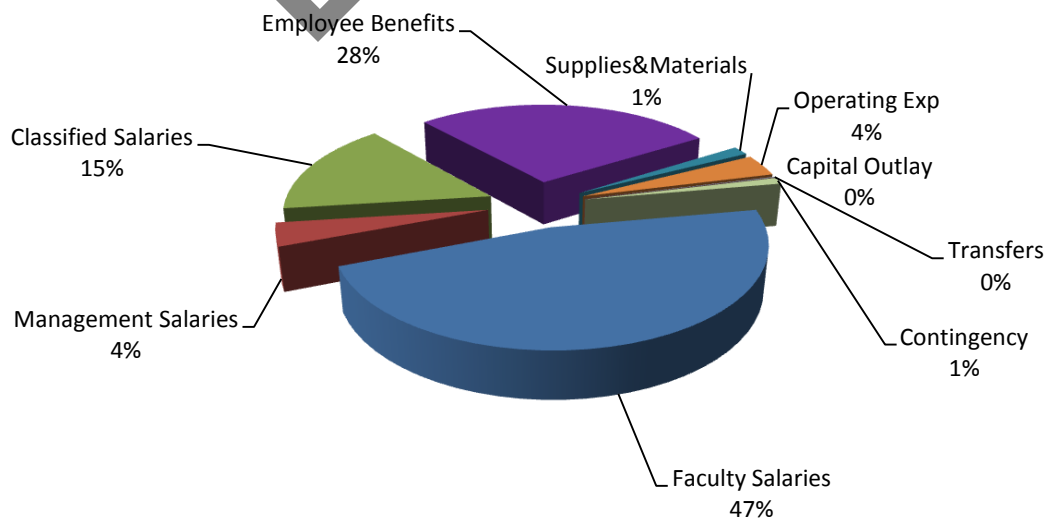


\* Includes site carryover funds.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
COMPARATIVE BUDGET SUMMARY  
GENERAL FUND - UNRESTRICTED

**VENTURA COLLEGE**

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 BUDGET*	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES	20,640,207	20,383,584	19,032,687	47.0%
2000 MANAGEMENT SALARIES	1,622,622	1,675,069	1,532,488	3.8%
2000 CLASSIFIED SALARIES	6,712,140	6,351,397	6,279,642	15.5%
3000 EMPLOYEE BENEFITS	10,971,027	10,807,735	11,166,738	27.6%
SALARY & BENEFIT SUBTOTAL	39,945,996	39,217,784	38,011,554	93.8%
4000 SUPPLIES & MATERIALS	625,145	547,927	592,593	1.5%
5000 OPERATING EXP	1,469,018	1,190,782	1,451,272	3.6%
6000 CAPITAL OUTLAY	116,815	106,282	35,435	0.1%
7000 TRANSFERS	-	575,835	-	0.0%
7999 CONTINGENCY	331,406	-	423,431	1.0%
DIRECT EXPENDITURE SUBTOTAL	2,542,383	2,420,827	2,502,731	6.2%
TOTAL BUDGETED EXPENDITURES	42,488,379	41,638,611	40,514,285	100.0%

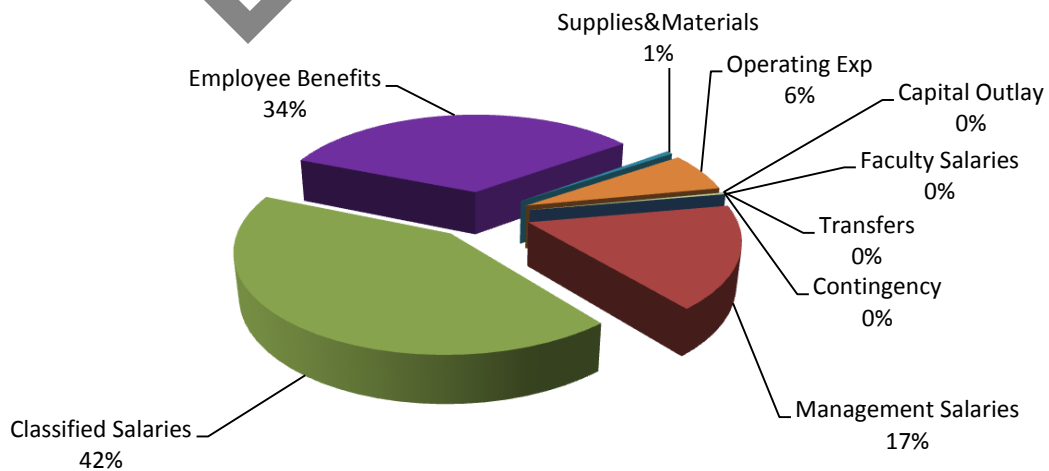


\* Includes site carryover funds.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
COMPARATIVE BUDGET SUMMARY  
GENERAL FUND - UNRESTRICTED

**DISTRICT ADMINISTRATIVE CENTER**

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 BUDGET*	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES	-	-	-	0.0%
2000 MANAGEMENT SALARIES	1,533,440	1,561,230	1,428,750	16.8%
2000 CLASSIFIED SALARIES	3,825,456	3,721,499	3,581,849	42.2%
3000 EMPLOYEE BENEFITS	2,886,279	2,863,072	2,865,818	33.7%
SALARY & BENEFIT SUBTOTAL	8,245,175	8,145,801	7,876,417	92.7%
4000 SUPPLIES & MATERIALS	46,655	46,298	50,950	0.6%
5000 OPERATING EXP	582,113	532,233	545,275	6.4%
6000 CAPITAL OUTLAY	-	-	-	0.0%
7000 TRANSFERS	-	-	-	0.0%
7999 CONTINGENCY	-	-	24,947	0.3%
DIRECT EXPENDITURE SUBTOTAL	628,768	578,531	621,172	7.3%
TOTAL BUDGETED EXPENDITURES	8,873,943	8,724,332	8,497,589	100.0%



\* Includes site carryover funds.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
COMPARATIVE BUDGET SUMMARY  
GENERAL FUND - UNRESTRICTED

**DISTRICTWIDE SERVICES**

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 BUDGET*	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES <sup>[3]</sup>	13,782	-	-	0.0%
2000 MANAGEMENT SALARIES	-	-	-	0.0%
2000 BOARD, COMMISSIONERS, OTHER	67,900	56,216	89,650	1.4%
3000 EMPLOYEE BENEFITS	83,886	71,709	89,864	1.4%
SALARY & BENEFIT SUBTOTAL	165,568	127,925	179,514	2.9%
4000 SUPPLIES & MATERIALS	9,730	7,732	12,397	0.2%
5000 OPERATING EXP	4,410,648	3,858,513	4,695,789 <sup>[1]</sup>	75.3%
6000 CAPITAL OUTLAY	3,420	-	-	0.0%
7000 TRANSFERS	1,494,271	2,544,359	1,344,271 <sup>[2]</sup>	21.6%
DIRECT EXPENDITURE SUBTOTAL	5,918,069	6,410,604	6,052,457	97.1%
TOTAL BUDGETED EXPENDITURES	6,083,637	6,538,529	6,231,971	100.0%

[1] Operating Exp includes:

Database/License/Tech	\$ 1,643,000
Prof and Liability Insurance	\$ 1,270,000
Bank & Credit Card Charges	\$ 275,000
Unemployment insurance	\$ 250,000
Audit Costs	\$ 160,000
Health Insurance Broker	\$ 125,000
Districtwide memberships	\$ 110,000
Legal & Collective Bargaining	\$ 40,000
Reserve for Uncollectible Enrollment	\$ 30,000
Other Miscellaneous Expense	\$ 789,989
Total	\$ 4,692,989

[2] Transfers in/out includes:

Campus Police Services	\$ 629,271
New Info Technology	\$ 250,000
College Work Study Match	\$ 225,000
Scheduled Maintenance	\$ 150,000
Self-Insurance	\$ 75,000
Gr Tchrr/Acad Sen Travel	\$ 15,000
Total	\$ 1,344,271

<sup>[3]</sup> Facilitators for hiring committees.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
 2012-2013 ADOPTION BUDGET  
 COMPARATIVE BUDGET SUMMARY  
 GENERAL FUND - UNRESTRICTED

**UTILITIES**

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 BUDGET
5000 OPERATING EXP	3,758,914	3,358,897	3,723,000
7000 TRANSFERS	566,499	966,516	142,000 <sup>[1]</sup>
DIRECT EXPENDITURE SUBTOTAL	4,325,413	4,325,413	3,865,000
TOTAL BUDGETED EXPENDITURES	4,325,413	4,325,413	3,865,000

<sup>[1]</sup> Debt Service

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET

GENERAL FUND - UNRESTRICTED

**RESERVES**

	2012-13 <u>BUDGET</u>
Beginning Balance	19,918,351
FY13 Budget (protection against triggers)	<u>2,000,000</u>
	<u>21,918,351</u>
Commitments:	
State Required Minimum 5%	(6,616,746)
Potential Triggers (tax initiative failure)	(8,000,000)
Rev Shortfall Contingency ( P1, P2, Recalc, etc.)	<u>(6,000,000)</u>
Unallocated	<u><u>1,301,605</u></u>

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**2012-2013**

**ADOPTION BUDGET**



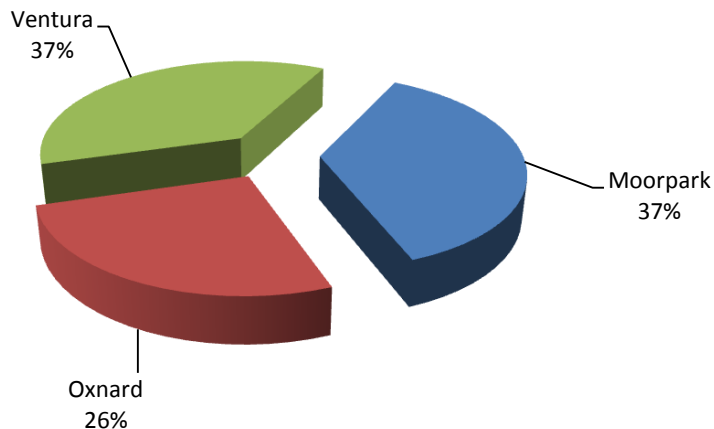
**GENERAL FUND DESIGNATED**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
GENERAL FUND- UNRESTRICTED (DESIGNATED) INFRASTRUCTURE

**FUND 113 BY MAJOR OBJECT**

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 ADOPTION BUDGET
8000 REVENUES	-	-	-
1000 FACULTY SALARIES	-	-	-
2000 CLASSIFIED SALARIES	-	-	-
3000 EMPLOYEE BENEFITS	-	-	-
SALARY & BENEFIT SUBTOTAL	-	-	-
4000 SUPPLIES & MATERIALS	-	-	240,649
5000 OTHER OPERATING EXP	-	-	663,810
6000 CAPITAL OUTLAY	-	-	280,504
7000 TRANSFERS (IN)/OUT	-	(1,184,963) *	-
TOTAL BUDGETED EXPENDITURES	-	(1,184,963)	1,184,963
Net Change Fund Balance			(1,184,963)
Beginning Fund Balance			1,184,963
Ending Fund Balance			-

**Expenditure Budget by Site**



\* First year of this fund. As of June 30, 2012 dollars were transferred based on infrastructure funding model. see Appendix A-3 for detail.

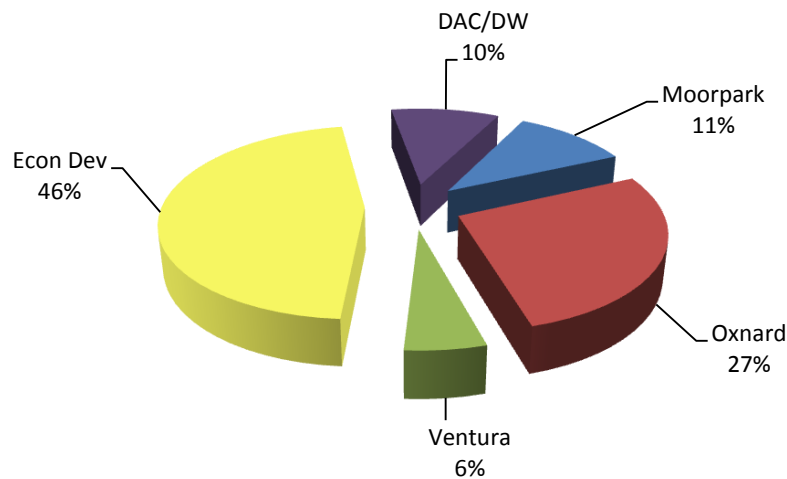


VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
GENERAL FUND- UNRESTRICTED (DESIGNATED)

**FUND 114 BY MAJOR OBJECT**

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 ADOPTION BUDGET
8000 REVENUES	3,803,008	3,649,426	3,815,498
1000 FACULTY SALARIES	35,195	27,256	19,200
2000 CLASSIFIED SALARIES	1,057,065	864,289	814,066
3000 EMPLOYEE BENEFITS	392,933	322,158	361,457
SALARY & BENEFIT SUBTOTAL	1,485,193	1,213,703	1,194,722
4000 SUPPLIES & MATERIALS	400,537	186,573	326,457
5000 OTHER OPERATING EXP	2,004,489	1,007,363	956,164
6000 CAPITAL OUTLAY	82,852	24,880	83,313
7000 TRANSFERS IN/OUT	1,033,801	756,275	1,246,979
TOTAL BUDGETED EXPENDITURES	5,006,871	3,188,793	3,807,635
Net Change Fund Balance			7,863
Beginning Fund Balance			3,231,879
Ending Fund Balance			3,239,742

**Expenditure Budget by Site**



**2012-2013**

**ADOPTION BUDGET**



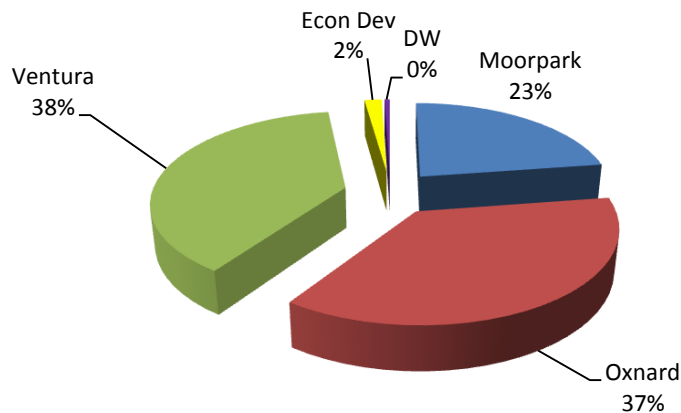
**GENERAL FUND RESTRICTED**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
GENERAL FUND- RESTRICTED

**FUND 12x BY MAJOR OBJECT**

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 ADOPTION BUDGET
8000 REVENUES	15,602,267	13,103,359	16,263,244
1000 FACULTY SALARIES	2,917,228	2,597,315	2,646,659
2000 CLASSIFIED SALARIES	5,273,578	4,876,212	5,187,434
3000 EMPLOYEE BENEFITS	2,350,652	2,221,148	2,459,209
SALARY & BENEFIT SUBTOTAL	10,541,458	9,694,675	10,293,302
4000 SUPPLIES & MATERIALS	1,679,743	706,361	2,335,374
5000 OTHER OPERATING EXP	1,883,907	1,389,420	2,012,909
6000 CAPITAL OUTLAY	1,088,474	735,936	1,286,944
7000 TRANSFERS IN/OUT	410,184	500,594	304,105
TOTAL BUDGETED EXPENDITURES	15,603,767	13,026,987	16,232,634
Net Change Fund Balance			30,610
Beginning Fund Balance			352,724
Ending Fund Balance			383,334

**Expenditure Budget by Site**



**2012-2013**

**ADOPTION BUDGET**



**HEALTH SERVICES FUND**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
HEALTH SERVICES FUND  
FUNDS 13x

	MOORPARK		OXNARD		VENTURA		DISTRICTWIDE		TOTAL	
	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13
BEGINNING FUND BALANCE	1,535,303	1,544,655	784,247	773,493	1,222,585	1,218,166	1,273,266	1,273,266	4,815,402	4,809,581
REVENUES										
State Mandated Costs	-	-	-	-	-	-	-	-	-	-
Student Health Fees	616,508	620,000	259,065	260,000	541,601	542,000	-	-	1,417,174	1,422,000
Other Student Charges	34,550	30,000	17,638	17,000	37,545	37,000	-	-	89,733	84,000
Other Local Income	1,320	1,500	721	400	760	250	-	-	2,801	2,150
TOTAL REVENUES	652,378	651,500	277,424	277,400	579,906	579,250	-	-	1,509,708	1,508,150
EXPENDITURES										
Academic Salaries	98,057	93,379	93,042	72,746	105,809	89,224	-	-	296,908	255,349
Classified Salaries	244,490	242,988	55,480	67,913	203,134	254,495	-	-	503,104	565,396
Employee Benefits	150,540	161,822	75,572	76,550	151,215	186,543	-	-	377,327	424,915
Supplies & Materials	35,516	38,500	21,132	27,000	29,647	40,000	-	-	86,295	105,500
Operating Expenses	91,115	83,284	42,177	48,666	82,315	85,433	-	-	215,607	217,383
Capital Outlay	23,308	53,000	775	51,000	12,205	50,000	-	-	36,288	154,000
TOTAL EXPENDITURES	643,026	672,973	288,178	343,875	584,325	705,695	-	-	1,515,529	1,722,543
OPERATING SURPLUS(DEFICIT)	9,352	(21,473)	(10,754)	(66,475)	(4,419)	(126,445)	-	-	(5,821)	(214,393)
INTRAFUND TRANSFER IN(OUT)	-	-	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	1,544,655	1,523,182	773,493	707,018	1,218,166	1,091,721	1,273,266	1,273,266	4,809,581	4,595,188

**2012-2013**

**ADOPTION BUDGET**



**PARKING SERVICES FUND**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
 2012-2013 ADOPTION BUDGET  
 PARKING SERVICES FUND  
 FUND 124

	CAMPUS POLICE		PARKING LOTS		TOTAL	
	Actual 2011-12	Budget 2012-13	Actual 2011-12	Budget 2012-13	Actual 2011-12	Budget 2012-13
BEGINNING BALANCE	180,228	316,333	71,783	18,562	252,011	334,895
REVENUES						
Parking Fees - Permits [a]	622,675	778,500	207,558	259,500	830,233	1,038,000
Parking Fees - Permits BOGW [a]	285,884	330,000	-	-	285,884	330,000
Parking Fees - Daily/Coin	541,462	500,000	-	-	541,462	500,000
Parking and Traffic Fines	410,425	295,000	-	-	410,425	295,000
Other Local Revenues/Fees	2,282	2,000	-	-	2,282	2,000
Interfund Transfer In from General Fund	629,271	629,271	-	-	629,271	629,271
TOTAL REVENUES	2,491,999	2,534,771	207,558	259,500	2,699,557	2,794,271
TOTAL FUNDS AVAILABLE	2,672,227	2,851,104	279,341	278,062	2,951,568	3,129,166
EXPENDITURES						
Classified Salaries	1,368,415	1,462,814	-	-	1,368,415	1,462,814
Employee Benefits	620,320	731,932	-	-	620,320	731,932
Supplies and Materials	65,245	44,100	-	-	65,245	44,100
Operating Expenditures	248,710	254,902	-	-	248,710	254,902
Capital Outlay	53,204	66,013	8,659	9,000	61,863	75,013
Interfund Transfer Out - [b]	-	-	252,120	254,000	252,120	254,000
TOTAL EXPENDITURES	2,355,894	2,559,761	260,779	263,000	2,616,673	2,822,761
PROJECTED ENDING BALANCE	316,333	291,343	18,562	15,062	334,895	306,405

[a] - Includes \$10 permit increase effective Fall 2012.

[b] - Transfer to Capital Projects Fund for parking lot maintenance/lighting/slurry capital outlay projects .

**2012-2013**

**ADOPTION BUDGET**



**SPECIAL REVENUE FUND**



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
 2012-2013 ADOPTION BUDGET  
 SPECIAL REVENUE FUND  
 CULINARY ARTS & RESTAURANT MANAGEMENT (CRM)  
 INSTRUCTIONAL LAB OUTLET

OXNARD  
 Budget  
 2012-13

BEGINNING BALANCE	15,294
REVENUES	
Food Sales	140,000
Catering Sales	18,000
Interfund Transfer In	-
TOTAL REVENUES	158,000
TOTAL FUNDS AVAILABLE	173,294
EXPENDITURES	
Classified Salaries	5,822
Employee Benefits	3,971
Students	10,852
Purchases	-
Supplies and Materials	1,800
Operating Expenditures	12,800
Capital Outlay	-
Interfund Transfer Out (Purchases)	96,000
TOTAL EXPENDITURES	131,245
PROJECTED ENDING BALANCE	42,049 *

\* any surplus will be transferred to the General Fund CRM instructional program in the following year.

**2012-2013**

**ADOPTION BUDGET**



**CHILD DEVELOPMENT FUND**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
 2012-2013 ADOPTION BUDGET  
 CHILD CARE CENTER FUND  
 FUNDS 33X

	MOORPARK		OXNARD		VENTURA		TOTAL	
	Actual 2011-12	Budget 2012-13	Actual 2011-12	Budget 2012-13	Actual 2011-12	Budget 2012-13	Actual 2011-12	Budget 2012-13
BEGINNING FUND BALANCE	149,041	109,512	223,939	333,136	101,237	101,237	474,217	543,885
REVENUES								
Child Care Tax Bailout Apportionment	30,491	30,491	30,491	30,491	30,491	30,491	91,473	91,473
Child Care Fees	405,278	365,500	121,111	121,000	244,767	243,000	771,156	729,500
Child Care Fees-paid by grants/aid	-	-	10	-	10,020	-	10,030	-
Child Care Fees-paid by others	-	-	87,951	90,000	39,876	50,000	127,827	140,000
Other Revenue	-	-	-	-	-	-	-	-
TOTAL REVENUES	435,769	395,991	239,563	241,491	325,154	323,491	1,000,486	960,973
EXPENDITURES								
Classified Salaries	321,856	242,614	137,183	212,477	261,651	275,446	720,690	730,537
Employee Benefits	131,186	111,193	92,523	131,754	123,034	126,130	346,743	369,077
Supplies & Materials	15,994	10,500	-	1,000	5,326	5,000	21,320	16,500
Operating Expenses	2,770	5,000	660	660	2,015	1,600	5,445	7,260
Non Capital Outlay	874	-	-	-	-	-	874	-
TOTAL EXPENDITURES	472,680	369,307	230,366	345,891	392,026	408,176	1,095,072	1,123,374
OPERATING INCOME (LOSS)	(36,911)	26,684	9,197	(104,400)	(66,872)	(84,685)	(94,586)	(162,401)
NON OPERATING REVENUES (EXPENSES)								
Capital Outlay	(2,618)	(1,000)	-	-	-	-	(2,618)	(1,000)
Transfers In / (Out)	-	-	100,000	-	66,872	85,000	166,872	85,000
TOTAL NON OPERATING REV// (EXP)	(2,618)	(1,000)	100,000	-	66,872	85,000	164,254	84,000
NET CHANGE IN BALANCE	(39,529)	25,684	109,197	(104,400)	-	315	69,668	(78,401)
ENDING FUND BALANCE	109,512	135,196	333,136	228,736	101,237	101,552	543,885	465,484

**2012-2013**

**ADOPTION BUDGET**



**BOOKSTORE FUND**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
BOOKSTORE FUND  
FUND 51X

	MOORPARK		OXNARD		VENTURA		TOTAL	
	Actual 2011-12	Budget 2012-13	Actual 2011-12	Budget 2012-13	Actual 2011-12	Budget 2012-13	Actual 2011-12	Budget 2012-13
BEGINNING FUND BALANCE	3,063,681	3,104,852	645,781	671,378	1,529,541	1,637,978	5,239,003	5,414,208
SALES	3,337,435	3,075,000	1,508,878	1,520,313	3,087,993	2,779,696	7,934,306	7,375,009
COST OF GOODS SOLD	2,435,553	2,258,250	1,109,275	1,109,828	2,286,479	2,030,730	5,831,307	5,398,808
GROSS PROFIT \$	901,882	816,750	399,603	410,485	801,514	748,966	2,102,999	1,976,201
GROSS PROFIT %	27%	27%	26%	27%	26%	27%	27%	27%
OPERATING EXPENDITURES								
Classified Salaries	408,614	315,807	190,865	222,961	318,264	313,908	917,743	852,676
Employee Benefits	238,412	178,889	94,833	103,585	162,639	172,349	495,884	454,823
Supplies & Materials	20,143	25,000	5,280	5,600	7,114	9,000	32,537	39,600
Depreciation Expense	15,489	3,000	1,436	2,000	-	-	16,925	5,000
Other Operating Expenses	126,771	144,800	86,013	76,425	124,622	115,861	337,406	337,086
Non Capital Outlay	-	-	1,230	1,750	-	-	1,230	1,750
TOTAL OPERATING EXPENDITURES	809,429	667,496	379,657	412,321	612,639	611,118	1,801,725	1,690,935
OPERATING INCOME (LOSS)	92,453	149,254	19,946	(1,836)	188,875	137,848	301,274	285,266
NON OPERATING REVENUES (EXPENSES)								
Other Income- Commission	23,718	21,000	5,861	4,500	15,562	11,198	45,141	36,698
Capital Equipment	-	(6,000)	-	-	-	-	-	(6,000)
Transfers In / (Out)	(75,000)	(75,000)	(210)	-	(96,000)	(96,000)	(171,210)	(171,000)
TOTAL NON OPERATING REVENUES/(EXP)	(51,282)	(60,000)	5,651	4,500	(80,438)	(84,802)	(126,069)	(140,302)
NET CHANGE IN BALANCE	41,171	89,254	25,597	2,664	108,437	53,046	175,205	144,964
BEGINNING FUND BALANCE	3,104,852	3,194,106	671,378	674,042	1,637,978	1,691,024	5,414,208	5,559,172

**2012-2013**

**ADOPTION BUDGET**



**FOOD SERVICE FUND**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
 2012-2013 ADOPTION BUDGET  
 VENDING OPERATIONS  
 FUND 52X

	MOORPARK Budget 2012-13	OXNARD Budget 2012-13	VENTURA Budget 2012-13	TOTAL Budget 2012-13
BEGINNING FUND BALANCE (from Cafeteria)	0	406,275	0	406,275
<b>REVENUE</b>				
Vending Commission	75,000	28,000	71,000	174,000
Other local income (Coke bonus pymt)	11,667	11,667	11,667	35,000
<b>TOTAL REVENUE</b>	<b>86,667</b>	<b>39,667</b>	<b>82,667</b>	<b>209,000</b>
<b>OPERATING EXPENDITURES</b>				
Classified Salaries	-	-	-	-
Employee Benefits	-	-	-	-
Student Salaries and Benefits	20,360	6,500	8,999	35,859
Supplies & Materials	1,000	-	2,500	3,500
Operating Expenses	3,625	-	5,000	8,625
<b>TOTAL OPERATING EXPENDITURES</b>	<b>24,985</b>	<b>6,500</b>	<b>16,499</b>	<b>47,984</b>
<b>OPERATING INCOME (LOSS) – FOODSERVICE</b>	<b>61,682</b>	<b>33,167</b>	<b>66,168</b>	<b>161,016</b>
<b>NON OPERATING EXPENSES</b>				
Capital Outlay	1,000	-	-	1,000
Transfers (In) / Out	10,000	-	30,000	40,000
<b>TOTAL NON OPERATING EXPENSES</b>	<b>11,000</b>	<b>-</b>	<b>30,000</b>	<b>41,000</b>
<b>NET CHANGE IN BALANCE</b>	<b>50,682</b>	<b>33,167</b>	<b>36,168</b>	<b>120,016</b>
<b>ENDING FUND BALANCE</b>	<b>50,682</b>	<b>439,442</b>	<b>36,168</b>	<b>526,291</b>

\* first year of operation

**2012-2013**

**ADOPTION BUDGET**



**INTERNAL SERVICES FUND**



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
INTERNAL SERVICES FUND

FUND 611 - SELF-INSURANCE

	Actual 2011-12	Budget 2012-13
BEGINNING BALANCE	1,008,520	976,288
REVENUES		
TRANSFERS FROM OTHER FUNDS	75,000	75,000
FUND RECOVERY	-	-
TOTAL FUNDS AVAILABLE	1,083,520	1,051,288
EXPENDITURES		
SELF-INSURANCE COSTS	5,651	10,000
SETTLEMENTS	36,049	65,000
INTERFUND TFR	65,532	-
ENDING BALANCE	976,288	976,288

FUND 612 - RETIREE HEALTH PAYMENT POOL

	Actual 2011-12	Budget 2012-13
BEGINNING BALANCE	832,288	1,128,705
REVENUES	296,467	-
EXPENDITURES	50	-
ENDING BALANCE	1,128,705	1,128,705

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
INTERNAL SERVICES FUND

FUND 691 - WORKLOAD BALANCING

	Actual 2011-12	Budget 2012-13
BEGINNING LIABILITY	1,019,838	930,014
INSTRUCTIONAL EXPENSE/BANKING	163,952	164,000
USAGE	(253,776)	(254,000)
ENDING LIABILITY	930,014	840,014

(Total Liability is fully funded)

FUND 693 - RETIREE HEALTH BENEFITS

	Actual 2011-12	Budget 2012-13
BEGINNING BALANCE	20,813	17,025
TRANSFER IN (from all funds as fringe benefit %)	10,196,226	11,279,109
EXPENDITURES (actual premiums)		
premiums	8,637,614	9,972,893
misc	12,400	-
TRANSFER OUT (to irrevocable trust)	1,550,000	1,300,000
ENDING BALANCE	17,025	23,241

(Total Liability is \$147 million as of the Dec 2010 actuarial)

(As of June 30, 2012, Total amount transferred to irrevocable trust \$11,200,000 )

**2012-2013**

**ADOPTION BUDGET**



**FINANCIAL AID FUND**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
 2012-2013 ADOPTION BUDGET  
 FINANCIAL AID FUND  
 FUND 74XX

	CAL GRANTS	CARE	EOPS	PELL	SEOG	NSL	Direct Loans	TOTAL
BEGINNING FUND BALANCE						1,004		1,004
REVENUES								
Federal Income				38,000,000	850,000		9,000,000	47,850,000
State Income	2,000,000	50,000	130,000			300		2,180,300
Local Income								-
TOTAL REVENUES	2,000,000	50,000	130,000	38,000,000	850,000	300	9,000,000	50,030,300
TOTAL FUNDS AVAILABLE	2,000,000	50,000	130,000	38,000,000	850,000	1,304	9,000,000	50,031,304
EXPENDITURES & OTHER OUTGO								
Operating Expenses						800		800
Student Financial Aid	2,000,000	50,000	130,000	38,000,000	850,000		9,000,000	50,030,000
TOTAL EXPENDITURES & OTHER OUTGO	2,000,000	50,000	130,000	38,000,000	850,000	800	9,000,000	50,030,800
ENDING FUND BALANCE								504

(Does not include BOG Waivers)

**2012-2013**

**ADOPTION BUDGET**



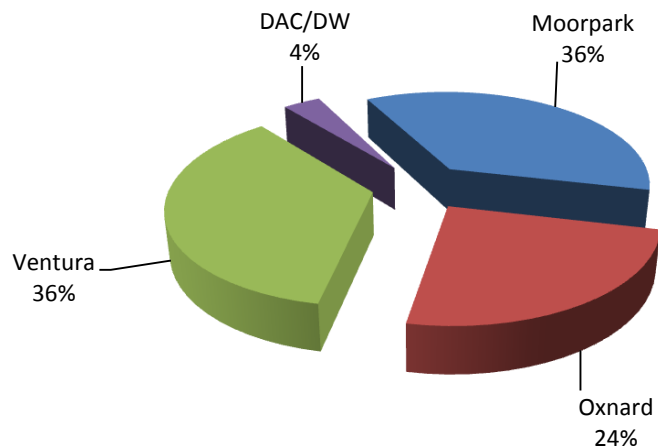
**CAPITAL PROJECTS FUND**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
CAPITAL PROJECTS FUND

**FUND 4x BY MAJOR OBJECT**

	2011-12 ADOPTION BUDGET	2011-12 ACTUAL EXPENDITURES	2012-13 ADOPTION BUDGET
8000 REVENUES	2,170,566	5,241,168	2,224,619
1000 FACULTY SALARIES	-	-	-
2000 CLASSIFIED SALARIES	-	2,034	-
3000 EMPLOYEE BENEFITS	-	188	-
SALARY & BENEFIT SUBTOTAL	-	2,222	-
4000 SUPPLIES & MATERIALS	443,032	252,647	103,806
5000 OTHER OPERATING EXP	1,182,500	1,271,856	861,289
6000 CAPITAL OUTLAY	100,667,842	27,290,661	78,226,052
7000 TRANSFERS IN/OUT	4,707,493	732,531	4,752,443
TOTAL BUDGETED EXPENDITURES	107,000,866	29,549,916	83,943,591
Net Change Fund Balance			(81,718,972)
Beginning Fund Balance			84,677,734
Ending Fund Balance			2,958,762

**Expenditure Budget by Site**



# 2012-2013

## ADOPTION BUDGET



## APPENDICES

**2012-2013**

**ADOPTION BUDGET**



**GENERAL FUND HISTORICAL EXPENDITURES**

**A-1**



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**Ventura County Community College District  
General Fund - Unrestricted (Fund 111)  
10 Year Historical Results**

		<b>FY03</b>	<b>FY04</b>	<b>FY05</b>	<b>FY06</b>	<b>FY07</b>					
FTES	<i>funded</i>	25,776	25,729	25,439	24,163	24,813					
	<i>actual</i>	25,819	25,791	25,439	24,163	24,813					
<b>Revenue</b>		<b>108,074,485</b>	<b>106,907,504</b>	<b>112,976,695</b>	<b>119,566,022</b>	<b>127,105,471</b>					
Academic											
salary		51,458,035	47,455,845	51,656,067	49,684,232	51,776,145					
payroll driven		5,762,260	6,756,781	6,507,195	5,951,803	5,742,940					
health & welfare		4,442,004	3,826,979	3,945,919	4,276,060	4,915,309					
Retiree/HRL**		1,623,852	2,190,686	2,109,744	2,590,717	3,139,174					
Total Academic		63,286,151	60,230,291	64,218,924	62,502,811	65,573,569	57.9%	57.8%	57.5%	53.6%	53.4%
Management *											
salary		5,576,549	4,851,108	4,794,064	4,910,159	4,672,873					
payroll driven		644,541	702,410	680,750	643,674	563,519					
health & welfare		414,391	403,087	398,818	406,244	396,114					
Retiree/HRL**		445,808	523,207	485,969	415,597	428,413					
Total Management		7,081,289	6,479,812	6,359,601	6,375,674	6,060,920	6.5%	6.2%	5.7%	5.5%	4.9%
Classified											
salary		16,120,943	14,326,663	15,420,047	14,788,336	15,317,074					
payroll driven		2,215,587	3,076,277	3,316,416	2,948,523	2,891,291					
health & welfare		2,919,888	3,195,662	3,093,586	3,164,866	3,354,433					
Retiree/HRL**		1,373,160	1,764,057	1,707,902	2,014,907	2,554,642					
Total Classified		22,629,579	22,362,659	23,537,951	22,916,632	24,117,440	20.7%	21.5%	21.1%	19.6%	19.6%
Sup/Conf/Other *											
salary		3,504,646	2,875,300	3,247,226	3,480,982	3,860,385					
payroll driven		366,809	511,531	584,792	562,292	562,283					
health & welfare		459,081	445,602	454,189	453,088	508,838					
Retiree/HRL**		362,556	436,423	391,961	334,703	447,713					
Total Sup/Conf/Other		4,693,092	4,268,855	4,678,168	4,831,066	5,379,220	4.3%	4.1%	4.2%	4.1%	4.4%
<b>Total Personnel Exp</b>		<b>97,690,111</b>	<b>93,341,617</b>	<b>98,794,644</b>	<b>96,626,183</b>	<b>101,131,149</b>	<b>89.4%</b>	<b>89.6%</b>	<b>88.4%</b>	<b>82.8%</b>	<b>82.4%</b>
Supplies & Materials		934,249	905,453	1,012,782	1,232,820	1,352,052	0.9%	0.9%	0.9%	1.1%	1.1%
Other Expenditures		9,496,304	8,223,664	9,860,746	10,384,445	12,006,562	8.7%	7.9%	8.8%	8.9%	9.8%
Capital Outlay		893,227	529,756	629,731	1,209,179	2,114,059	0.8%	0.5%	0.6%	1.0%	1.7%
Other Outgo		253,250	1,195,759	1,440,733	7,230,646	6,146,291	0.2%	1.1%	1.3%	6.2%	5.0%
<b>Total Direct Exp</b>		<b>11,577,030</b>	<b>10,854,632</b>	<b>12,943,992</b>	<b>20,057,090</b>	<b>21,618,964</b>	<b>10.6%</b>	<b>10.4%</b>	<b>11.6%</b>	<b>17.2%</b>	<b>17.6%</b>
<b>Total Expenditures</b>		<b>109,267,141</b>	<b>104,196,249</b>	<b>111,738,636</b>	<b>116,683,273</b>	<b>122,750,113</b>					

\* Salary, payroll and HW benefits for management and supervisors were combined in FY01, FY02 and have been adjusted by the ending budgeted amount.  
 \*\* Retiree H&W for years FY01-FY05, HRL charge FY06 and on. Costs for FY01 & FY02 calculated on proportional share using FY03, as detail data was unavailable.

FY08		FY09		FY10		FY11		FY12	
26,381		26,847		25,841		26,530		24,332	
26,381		29,348		29,218		27,333		26,463	
<b>136,167,317</b>		<b>140,905,801</b>		<b>136,316,095</b>		<b>137,799,108</b>		<b>124,852,216</b>	
57,469,055		58,455,912		57,691,334		55,236,772		53,292,636	
6,133,202		6,295,263		6,221,260		6,168,478		6,493,334	
4,747,383		5,007,471		5,706,317		5,522,753		5,882,413	
3,630,377		3,540,681		3,549,716		3,873,271		5,445,051	
71,980,017	53.3%	73,299,328	54.4%	73,168,627	54.6%	70,801,273	52.8%	71,113,435	54.1%
5,572,392		6,655,537		6,208,087		5,862,297		5,871,959	
677,673		881,744		868,171		872,155		921,546	
491,249		590,708		586,033		572,702		599,789	
560,775		491,652		413,192		790,521		915,597	
7,302,089	5.4%	8,619,641	6.4%	8,075,483	6.0%	8,097,676	6.0%	8,308,890	6.3%
16,478,408		18,497,984		18,191,742		17,470,685		16,304,500	
3,034,162		3,460,100		3,477,713		3,562,189		3,546,161	
3,698,598		3,979,132		4,111,490		4,098,897		4,024,525	
2,298,501		2,283,600		2,218,482		2,417,697		2,554,574	
25,509,668	18.9%	28,220,816	21.0%	27,999,428	20.9%	27,549,468	20.5%	26,429,761	20.1%
4,536,098		4,337,870		4,203,633		4,642,222		4,708,073	
620,691		611,777		614,536		694,240		757,401	
577,234		558,981		549,040		599,935		650,548	
397,820		345,627		308,219		402,186		472,824	
6,131,843	4.5%	5,854,255	4.3%	5,675,428	4.2%	6,338,583	4.7%	6,588,846	5.0%
<b>110,923,618</b>	<b>82.2%</b>	<b>115,994,039</b>	<b>86.1%</b>	<b>114,918,966</b>	<b>85.8%</b>	<b>112,787,000</b>	<b>84.1%</b>	<b>112,440,932</b>	<b>85.5%</b>
1,775,660	1.3%	1,796,084	1.3%	1,669,622	1.2%	1,901,863	1.4%	1,864,553	1.4%
13,128,649	9.7%	12,320,532	9.1%	12,219,128	9.1%	11,529,762	8.6%	11,283,434	8.6%
927,669	0.7%	427,325	0.3%	334,672	0.2%	920,548	0.7%	561,381	0.4%
8,222,356	6.1%	4,139,816	3.1%	4,871,794	3.6%	7,044,453	5.2%	5,410,247	4.1%
<b>24,054,334</b>	<b>17.8%</b>	<b>18,683,758</b>	<b>13.9%</b>	<b>19,095,215</b>	<b>14.2%</b>	<b>21,396,626</b>	<b>15.9%</b>	<b>19,119,615</b>	<b>14.5%</b>
<b>134,977,952</b>		<b>134,677,798</b>		<b>134,014,181</b>		<b>134,183,627</b>		<b>131,560,547</b>	

Ventura County Community College District

Expense by Activity

General Fund- Unrestricted & Restricted

Total District	FY06	FY07	FY08	FY09	FY10	FY11	FY12
Admissions & Records	1,902,540	1,862,281	2,050,515	2,176,628	2,105,558	1,987,447	1,919,076
Ancillary Services	1,883,568	2,071,332	1,917,272	2,161,817	2,506,887	2,696,553	1,757,776
Auxiliary Services <sup>a</sup>	-	138	34	764,630	778,370	821,584	886,252
Community Services & Economic Dev	853,513	1,764,396	2,377,544	2,816,331	1,949,057	1,588,186	1,561,425
General Institutional Support Svcs	21,760,970	23,456,782	25,924,045	26,479,955	23,428,669	22,040,586	21,888,349
Instructional	62,854,004	67,755,774	72,470,196	72,519,253	72,146,655	69,419,794	68,775,153
Instructional Administration	7,359,253	6,881,952	7,666,242	8,798,962	11,157,815	11,293,264	11,855,751
Instructional Support Services	3,537,611	3,808,164	3,911,262	4,335,222	3,866,934	3,323,146	3,242,230
Long-Term Debt & Other Financing <sup>b</sup>	248,822	(5)	-	566,499	566,499	566,499	566,499
Operation & Maintenance of Plant	11,501,621	12,213,657	12,840,089	13,078,606	12,495,462	13,086,827	12,932,493
Physical Property And Related Acqui	70,053	557,908	47,464	31,248	18,937	(109)	-
Planning, Policymaking & Coordination	2,055,918	2,458,531	3,062,303	3,085,191	2,964,021	2,630,575	2,562,144
Student Counseling and Guidance	6,062,882	6,660,365	7,516,457	7,751,573	6,899,739	6,798,487	6,389,751
Student Svcs Other	10,950,737	11,874,068	13,058,037	13,871,492	14,528,113	12,353,833	11,218,984
Transfer, Student Aid & Other Outgo	8,534,201	9,074,231	10,195,311	6,404,935	6,597,407	9,222,568	5,167,687
<b>Total</b>	<b>139,575,691</b>	<b>150,439,575</b>	<b>163,036,771</b>	<b>164,842,342</b>	<b>162,010,124</b>	<b>157,829,237</b>	<b>150,723,569</b>

Part FY06 - FY08 Contract Ed posted to Community Services

Page 86 of 388  
 Part FY06 - FY08 \$566,499 in long-term debt repayment posted to Operation & Maint.

**2012-2013**

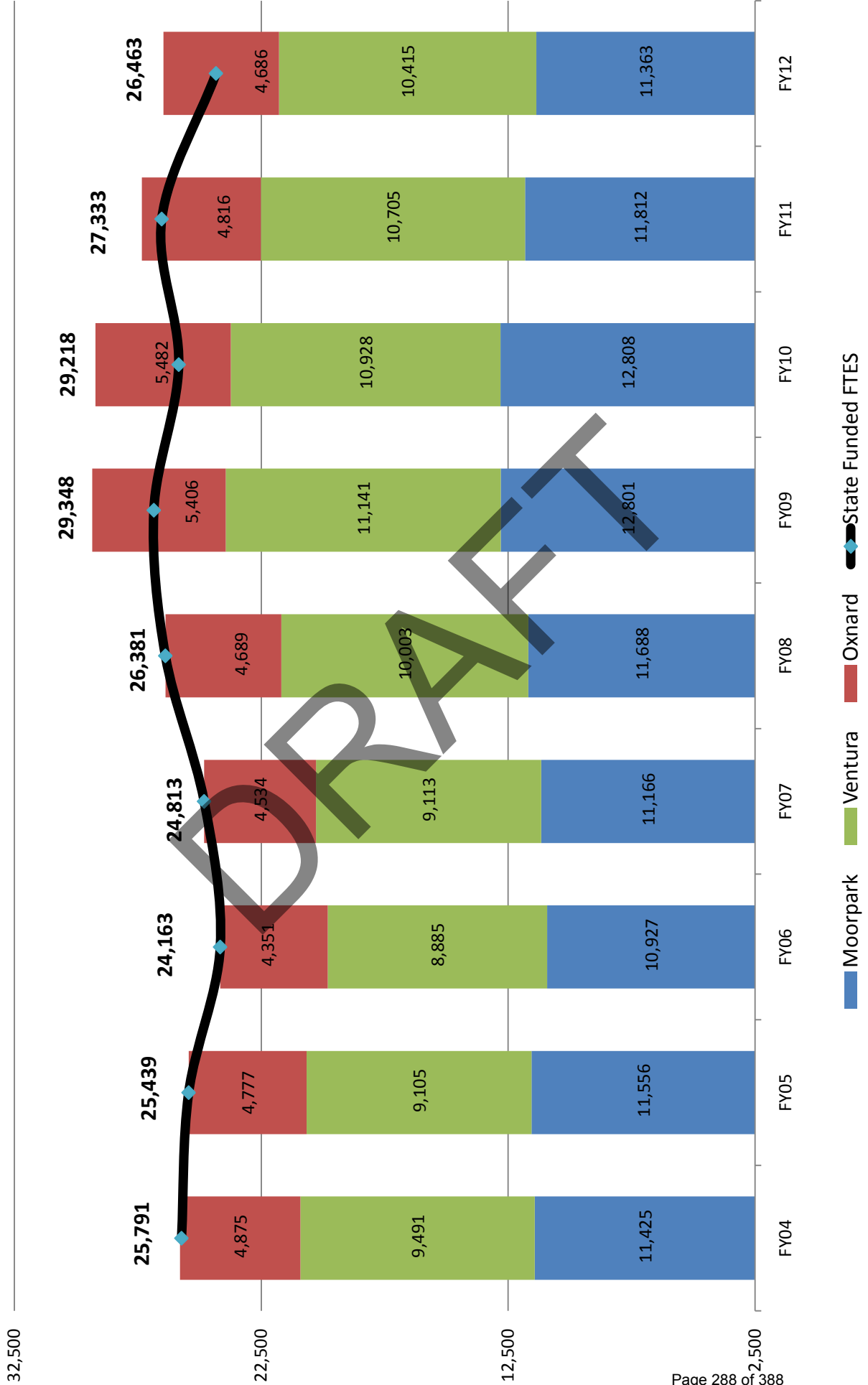
**ADOPTION BUDGET**



**HISTORICAL FTES**

**A-2**

# District Generated FTES



# 2012-2013

## ADOPTION BUDGET



## GENERAL FUND DESIGNATED-DETAIL

### A-3

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
GENERAL FUND- UNRESTRICTED DESIGNATED-INFRASTRUCTURE

FUND 113 BY PROGRAM

ORG. #	LOC	PROGRAM	BALANCE FORWARD	REVENUE	TRANSFER/ EXPENSE	ENDING BALANCE
15220	MC	Sch Maint & Capital Furniture	183,781	-	183,781	-
15221	MC	Library Materials & Databases	34,525	-	34,525	-
15222	MC	Inst & Non Inst Equip	103,575	-	103,575	-
15223	MC	Tech Hardware & Software	68,761	-	68,761	-
15224	MC	Other	44,737	-	44,737	-
25220	OC	Sch Maint & Capital Furniture	155,859	-	155,859	-
25221	OC	Library Materials & Databases	14,047	-	14,047	-
25222	OC	Inst & Non Inst Equip	42,142	-	42,142	-
25223	OC	Tech Hardware & Software	54,579	-	54,579	-
25224	OC	Other	44,737	-	44,737	-
35220	VC	Sch Maint & Capital Furniture	189,959	-	189,959	-
35221	VC	Library Materials & Databases	31,644	-	31,644	-
35222	VC	Inst & Non Inst Equip	94,932	-	94,932	-
35223	VC	Tech Hardware & Software	76,948	-	76,948	-
35224	VC	Other	44,737	-	44,737	-
TOTAL GF- UNREST DESIGNATED INFRASTRUCTURE			1,184,963	-	1,184,963	-

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
GENERAL FUND- UNRESTRICTED (DESIGNATED)

FUND 114 BY PROGRAM

ORG. #	LOC	PROGRAM	BALANCE FORWARD	REVENUE	TRANSFER/ EXPENSE	ENDING BALANCE
12909	MC	Zoo Operations	604,656	234,300	200,834	638,122
15002	MC	Civic Center	-	110,000	110,000	-
15004	MC	Indirect Cost Recovery	121,845	19,653	76,924	64,574
15010	MC	Leases	-	10,800	10,800	-
15024	MC	Testing Fees	-	11,615	11,615	-
22073	OC	Foundation support	-	284,000	277,977	6,023
22147	OC	CSSC County Lease	461,412	202,493	200,000	463,905
24461	OC	Auto Body	6,282	1,300	7,582	-
24510	OC	Dental Hygiene	28,400	45,000	41,380	32,020
24528	OC	Fire Academy-CPAT	70,089	46,000	71,979	44,110
24565	OC	EMT Skills Testing	174	8,500	6,833	1,841
25002	OC	Civic Center	173,499	220,000	277,686	115,813
25003	OC	Community Services	8,914	68,000	55,928	20,986
25004	OC	Indirect Cost Recovery	613,665	20,000	26,500	607,165
25016	OC	OC Auto Shop	29	1,000	1,029	-
25023	OC	College Improvement Fund	89,885	-	63,210	26,675
25201	OC	CC Foundation Smog Ref & Tech	136	12,000	12,136	-
31031	VC	GIS	51	2,300	2,300	51
35002	VC	Civic Center	-	130,754	129,963	791
35003	VC	Community Services	2,147	-	2,147	-
35004	VC	Indirect Cost Recovery	271,568	25,000	47,853	248,715
35010	VC	Leases	46,380	63,229	21,689	87,920
35024	VC	Testing Fees	50	1,000	1,000	50
75004	DAC	Indirect Cost Recovery	97,843	-	63,000	34,843
82123	DWS	Remote Registration	233,097	150,000	175,957	207,140
89072	DWS	Sheriff Training Acad Lease	-	148,488	148,488	-
<b>TOTAL GENERAL FUND- UNRESTRICTED DESIGNATED</b>			<b>2,830,122</b>	<b>1,815,432</b>	<b>2,044,810</b>	<b>2,600,744</b>
<b>TOTAL GF- UNRESTRICTED DESIGNATED (ECON DEV)</b>			<b>401,757</b>	<b>2,000,066</b>	<b>1,762,824</b>	<b>639,000</b>
<b>TOTAL GENERAL FUND- UNRESTRICTED DESIGNATED</b>			<b>3,231,879</b>	<b>3,815,498</b>	<b>3,807,634</b>	<b>3,239,744</b>

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
 2012-2013 ADOPTION BUDGET  
 GENERAL FUND- UNRESTRICTED (DESIGNATED)

FUND 114 - CENTRALIZED ECONOMIC DEVELOPMENT

ORG. #	LOC	PROGRAM	BALANCE FORWARD	REVENUE	TRANSFER/ EXPENSE	ENDING BALANCE
53001	DWS	Dean of Econ Development Office	401,757	535,396	298,154	639,000
54001	DWS	Contract Education (CE)	-	22,340	22,340	-
54003	DWS	County of Ventura HR Dept (CE)	-	155,000	155,000	-
54005	DWS	Co of Vta Behavioral Health Dep(CE)	-	79,360	79,360	-
54006	DWS	NavSea-Business Certificate (CE)	-	50,096	50,096	-
54008	DWS	NSWC PHD (CE)	-	15,580	15,580	-
54010	DWS	COV Title IVE Casa (CE)	-	690,000	690,000	-
54011	DWS	COV Title IVE Special Projects (CE)	-	407,808	407,808	-
54014	DWS	City Ventura:Leadshp Acad Mng (CE)	-	44,487	44,487	-
TOTAL CENTRALIZED ECONOMIC DEVELOPMENT			401,757	2,000,066	1,762,824	639,000

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**2012-2013**

**ADOPTION BUDGET**



**GENERAL FUND RESTRICTED-DETAIL**

**A-4**

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
GENERAL FUND - RESTRICTED**

FUND	MC	OC	VC	DW	TOTAL
121 STATE CATEGORICAL FUNDS	2,084,701	2,231,968	2,700,151	10,932	7,027,754
122 ECONOMIC & WORKFORCE DEV GRANTS	0	0	0	276,858	276,858
125 OTHER STATE GRANTS	503,989	281,377	585,444	0	1,370,811
126 FEDERAL AND LOCAL GRANTS	0	2,586,761	1,740,522	0	4,327,283
127 CONTRACTS	0	209,810	0	0	209,810
128X RESTRICTED LOTTERY & IELM	931,985	417,261	848,610	0	2,197,856
129 OTHER RESTRICTED	158,103	262,916	327,174	74,070	822,263
	<u>3,678,779</u>	<u>5,990,093</u>	<u>6,201,902</u>	<u>361,860</u>	<u>16,232,634</u>

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
GENERAL FUND- RESTRICTED (STATE CATEGORICAL)**

**FUND 121**

<u>ORG #</u>	<u>PROGRAM NAME</u>	<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>D/WIDE</u>	<u>TOTALS</u>
x6001	CARE	22,273	147,864	44,867		215,003
x6002	DSPS	466,134	322,825	539,391		1,328,350
x6003	EOPS	291,062	560,054	470,771		1,321,887
x6004	Matriculation	345,576	198,706	319,658		863,940
x6038	TANF	28,426	60,322	53,865		142,613
x6111	BFAP-SFAA	346,343	292,733	437,663		1,076,739
x7041	CalWORKS	109,789	194,389	176,710		480,888
x7101	Perkins IV Transitions	49,389	49,389	49,389		148,167
x7010	Perkins IV Title I Part C	200,886	201,674	315,668		718,228
37079	Matriculation (Non-Credit)			17,870		17,870
x8229	ESL/Basic Skills 12-13	90,000	90,000	90,000		270,000
86029	Staff Diversity				10,932	10,932
x6009	Excess College Effort - DSPS	15,330	14,070	7,758		37,158
x8227	ESL/Basic Skills 10-11 (Carryover)	30,354	9,942	86,542		126,837
x8228	ESL/Basic Skills 11-12 (Carryover)	89,141	90,000	90,000		269,141
<b>TOTAL STATE CATEGORICAL FUNDS</b>		<b>2,084,701</b>	<b>2,231,968</b>	<b>2,700,151</b>	<b>10,932</b>	<b>7,027,754</b>

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
GENERAL FUND- RESTRICTED (STATE GRANTS)**

**FUNDS 122 and 125**

<u>ORG #</u>	<u>PROGRAM NAME</u>	<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>D/WIDE</u>	<u>TOTAL</u>
<b>ECONOMIC AND WORKFORCE DEV (EWD) GRANTS</b>						
53010	Workplace Learning Resource Center (FY12 Carryover)				71,858	71,858
53011	Workplace Learning Resource Center (FY13)				205,000	205,000
<b>SUBTOTAL EWD GRANTS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>276,858</b>	<b>276,858</b>
<b>OTHER STATE GRANTS</b>						
x7054	Foster and Kinship Care Education (FKCE)	115,885	109,806	113,165		338,856
37096	MESA (Math, Engineering, Science Achievement)			50,500		50,500
x7158	ADN Enrollment Growth Nursing Grant 10-12 - Year 2	46,394		42,277		88,671
x7159	ADN Enrollment Growth Nursing Grant 12-14 - Year 1	126,737	0	158,087		284,824
x8601	SB 70 CTE Community Collaborative - Year 4	98,973	55,571	105,416		259,960
x8602	SB 70 CTE Community Collaborative - Year 5	116,000	116,000	116,000		348,000
<b>SUBTOTAL OTHER GRANTS</b>		<b>503,989</b>	<b>281,377</b>	<b>585,444</b>	<b>0</b>	<b>1,370,811</b>
<b>TOTAL STATE GRANT FUNDS</b>		<b>503,989</b>	<b>281,377</b>	<b>585,444</b>	<b>276,858</b>	<b>1,647,669</b>

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
GENERAL FUND- RESTRICTED (OTHER GRANTS AND CONTRACTS)**

**FUND 126 (GRANTS)**

<u>ORG #</u>	<u>PROGRAM NAME</u>	<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>TOTAL</u>
37024	Title V Hispanic Serving Institutions - Year 5			109,838	109,838
37202	Title V HSI - VELOCIDAD - Year 1			630,188	630,188
27075	SBVCDS Dental Assisting Program		88,212		88,212
38320	NSF ATE Guitar Project			63,207	63,207
38096	California Connects: Mesa Program			2,262	2,262
27121	Project CREATE - Year 2		2,268		2,268
27122	Project CREATE - Year 3		14,800		14,800
x7165	Title V HSI Cooperative - Year 1		33,795	34,802	68,597
x7166	Title V HSI Cooperative - Year 2		163,676	269,040	432,716
x7167	Title V HSI Cooperative - Year 3		218,937	555,987	774,924
28232	GE Seminar CSUCI Year 2		11,739		11,739
x7312	CSUCI ACCESSO Year 1		29,500	35,698	65,198
x7313	CSUCI ACCESSO Year 2		29,500	39,500	69,000
27180	STEM II - Year 1		800,703		800,703
27181	STEM II- Year 2		1,193,632		1,193,632
<b>TOTAL GRANT FUNDS</b>		<b>0</b>	<b>2,586,761</b>	<b>1,740,522</b>	<b>4,327,283</b>

**FUND 127 (CONTRACTS)**

<u>ORG #</u>	<u>PROGRAM</u>	<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>TOTAL</u>
26012	State Dept of Rehabilitation - Workability III		189,810		189,810
28102	City of Oxnard Housing Authority		20,000		20,000
<b>TOTAL CONTRACT FUNDS</b>		<b>0</b>	<b>209,810</b>	<b>0</b>	<b>209,810</b>

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
GENERAL FUND- RESTRICTED**

**FUNDS 128XX**

**FUND 1280X - RESTRICTED LOTTERY (INSTRUC'L SUPPLIES & MATERIALS) - NEW AND CARRYOVER**

<u>ORG #</u>		<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>TOTALS</u>
VAR	Restricted Lottery (incl \$459K c/o)	783,895			783,895
VAR	Restricted Lottery (incl \$221K c/o)		353,670		353,670
VAR	Restricted Lottery (incl \$357K c/o)			654,377	654,377
<b>TOTAL NEW AND CARRYOVER RESTRICTED LOTTERY FUNDS</b>		<b>783,895</b>	<b>353,670</b>	<b>654,377</b>	<b>1,791,942</b>

**FUND 128XX - INSTRUCTIONAL EQUIPMENT & LIBRARY MATERIALS (IELM) - CARRYOVER**

<u>ORG #</u>		<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>TOTALS</u>
VAR	Instructional Eq & Library Mat's	148,090	63,591	194,232	405,914
<b>TOTAL CARRYOVER IELM FUNDS</b>		<b>148,090</b>	<b>63,591</b>	<b>194,232</b>	<b>405,914</b>

<b>TOTAL ALL 128XX FUNDS</b>		<b>931,985</b>	<b>417,261</b>	<b>848,610</b>	<b>2,197,856</b>
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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
GENERAL FUND- RESTRICTED (OTHER FUNDING SOURCES)**

**FUND 129**

<u>ORG #</u>	<u>PROGRAM</u>	<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>D/WIDE</u>	<u>TOTAL</u>
x6005	Veterans	3,602	6,635	5,724		15,962
x6006	College Work Study (Federal)	154,501	256,281	321,450		732,231
81009	Financial Aid Admin Allowance				74,070	74,070
<b>TOTAL OTHER FUNDING</b>		<b>158,103</b>	<b>262,916</b>	<b>327,174</b>	<b>74,070</b>	<b>822,263</b>

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# 2012-2013

## ADOPTION BUDGET



## CAPITAL FUND RESTRICTED-DETAIL

### A-5

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
CAPITAL PROJECTS FUND

FUND	MC	OC	VC	DAC/DW	TOTAL
412 STATE SCHEDULED MAINTENANCE	-	216,948	206,453	-	423,401
419 LOCALLY FUNDED PROJECTS	6,895,435	2,122,960	2,831,224	309,713	12,159,332
415 REDEVELOPMENT AGENCY FUNDS	3,332,384	863,800	411,000	-	4,607,184
417 NON RESIDENT STUDENT C/OUTLAY SURCHG	274,963	63,896	173,717	-	512,575
43XX MEASURE S BOND PROJECTS	19,449,879	17,393,643	27,093,434	479,971	64,416,927
NEW INFORMATION TECHNOLOGY & TECHNOLOGY REFRESH/EQUIPMENT 44x/451 REPLACEMENT	350,000	110,500	485,000	878,671	1,824,171
	30,302,660	20,771,747	31,200,828	1,668,355	83,943,591

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
CAPITAL PROJECTS FUND  
FUND 412**

**STATE SCHEDULED MAINTENANCE PROJECTS**

SCHEDULED MAINTENANCE PROJECTS RESOURCES:

SCHEDULED MAINTENANCE - STATE ALLOCATION (PRIOR YEARS)	<b>231,190</b>
SCHEDULED MAINTENANCE - LOCAL FUNDING (STATE REQUIRED MATCH)	<b>192,211</b>

<b>TOTAL RESOURCES</b>	<b>423,401</b>
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LOC	PROJECT DESCRIPTION	TOTAL PROJECT BUDGET	EXPENSES TO DATE	PROJECT BALANCE REMAINING	2012-2013 PROJECT BUDGET
SCHEDULED MAINTENANCE PROJECTS					
OC	IRRIGATION - PHASE 2	99,095	29,389	69,707	69,707
OC	GENERAL SCHEDULED MAINTENANCE	54,232	-	54,232	54,232
OC	REPLACE LIGHTING INVERTERS	45,000	-	45,000	45,000
OC	PE BOILER PROJECT	48,009	-	48,009	48,009
VC	RECOMMISSION UTILITIES & BUILDING SYSTEMS I/II	160,079	148,135	11,945	11,945
VC	CSA HVAC RENOVATION	211,698	17,190	194,508	194,508
<b>TOTAL SCHEDULED MAINTENANCE PROJECTS</b>		<b>618,114</b>	<b>194,713</b>	<b>423,401</b>	<b>423,401</b>

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
CAPITAL PROJECTS FUND  
FUNDS 415 AND 417**

**NON RESIDENT STUDENT CAPITAL OUTLAY SURCHARGE & REDEVELOPMENT AGENCY PROGRAMS**

ORG	LOC	PROGRAM DESCRIPTION	BEGINNING BALANCE	PROJECTED REVENUES	PROJECTED AVAILABLE BALANCE	2012-2013 PROJECT BUDGET
<b>NONRESIDENT STUDENT CAPITAL OUTLAY SURCHARGE-FUND 417</b>						
19001	MC	CAPITAL OUTLAY SURCHARGE	205,963	69,000	274,963	274,963
29001	OC	CAPITAL OUTLAY SURCHARGE	55,396	8,500	63,896	63,896
39001	VC	CAPITAL OUTLAY SURCHARGE	116,017	57,700	173,717	173,717
<b>SUBTOTAL- NONRES STUD CAPITAL OUTLAY SURCHARGE</b>			<b>377,375</b>	<b>135,200</b>	<b>512,575</b>	<b>512,575</b>
<b>REDEVELOPMENT AGENCY FUNDS-FUND 415*</b>						
19006	MC	CITY OF MOORPARK REDEVELOPMENT PROJECT	134,720	-	134,720	134,720
19007	MC	CITY OF SIMI VALLEY REDEVELOPMENT PROJECT	1,278,366	409,345	1,687,711	1,687,711
19008	MC	CITY OF T OAKS/NEWBURY RD REDEVEL PROJECT	1,509,878	75	1,509,953	1,509,953
29009	OC	CAMARILLO CORRIDOR RDA PROJECT	316,758	15,313	332,071	332,071
29010	OC	PORT HUENEME RDA PROJECT	56,076	7,436	63,513	63,513
29015	OC	CHANNEL ISLANDS RDA	31,511	-	31,511	31,511
29016	OC	OXNARD RDA PROJECT	436,705	-	436,705	436,705
39011	VC	SAN BUENAVENTURA DOWNTOWN/MISSION/BEACH	3,718	10,973	14,690	14,690
39012	VC	PIRU EARTHQUAKE RECOVERY PROGRAM	47,438	3,612	51,050	51,050
39013	VC	SANTA PAULA REDEVELOPMENT PROJECT	186,303	58,143	244,446	244,446
39014	VC	FILLMORE REDEVELOPMENT PROJECT	61,224	636	61,860	61,860
39015	VC	OJAI REDEVELOPMENT PROJECT	36,746	2,207	38,953	38,953
<b>SUBTOTAL-REDEVELOPMENT AGENCY FUNDS</b>			<b>4,099,444</b>	<b>507,740</b>	<b>4,607,184</b>	<b>4,607,184</b>
<b>TOTAL NONRESIDENT STUDENT CAPITAL OUTLAY SURCHARGE &amp; REDEVELOPMENT AGENCY</b>			<b>4,476,819</b>	<b>642,940</b>	<b>5,119,759</b>	<b>5,119,759</b>

\* Per AB 1484, the redevelopment trailer bill, the County Auditor-Controller must prepare estimates of amounts of property tax to be allocated and distributed in the upcoming six-month period and must provide those estimates to the receiving entity and the Department of Finance no later than October 1 and April 1 of each year. Budgets will be adjusted as revenues are received during FY13 if these funds are necessary for identified capital outlay projects.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
CAPITAL PROJECTS FUND  
FUND 419**

**LOCALLY FUNDED CAPITAL OUTLAY IMPROVEMENT PROJECTS**

ORG	LOC	CONSTRUCTION PROJECT DESCRIPTION	TOTAL PROJECT BUDGET	EXPENSES TO DATE	PROJECT BALANCE REMAINING	2012-2013 PROJECT BUDGET
19107	MC	HEALTH SCIENCES FF&E	388,900	-	388,900	388,900
19140	MC	TECHNOLOGY BUILDING MODERNIZATION	406,177	357,242	48,935	48,935
19146	MC	CERAMIC KILN RELOCATION	385,980	383,267	2,714	2,714
19148	MC	OBSERVATORY CLASSROOM PROJECT	75,000	7,500	67,500	67,500
19157	MC	ADMINISTRATION BUILDING RENOVATION	100,000	58,189	41,811	41,811
19158	MC	SPECIAL REPAIRS & SITE IMPROVEMENT	1,048,729	369,462	679,267	679,267
19159	MC	FORUM (AA-147) RENOVATION	250,000	-	250,000	250,000
19165	MC	FH RESTROOM - SEWER IMPROVEMENT	14,931	5,925	9,006	9,006
19166	MC	MOORPARK COLLEGE WAYFINDING	887,607	19,982	867,625	867,625
19167	MC	SOLAR VOLTAIC LAB	78,480	1,210	77,270	77,270
19168	MC	HUMANITIES SS NORTH ELEVATOR REPAIR	166,710	97,330	69,379	69,379
19169	MC	BLACK BOX THEATER SEATING	63,081	61,489	1,592	1,592
19172	MC	MC TRASH COMPACTOR PROJECT	90,000	51,602	38,398	38,398
19175	MC	TELEPHONE SYSTEM UPGRADE	75,000	10,759	64,241	64,241
19176	MC	MC ASSESSMENT CENTER	200,000	-	200,000	200,000
19177	MC	MC PERFORMING ARTS IMPROVEMENTS	631,890	-	631,890	631,890
19178	MC	MC SECURITY LOCK HARDWARE UPGRADES	500,000	-	500,000	500,000
19179	MC	PS BUILDING HVAC UPGRADES	941,146	405,002	536,145	536,145
19180	MC	OVERFLOW PARKING LOT REPAIRS BID 427	35,000	3,586	31,414	31,414
19181	MC	THEATER LIGHTING REPLACEMENT PHASE 2	178,500	1,927	176,573	176,573
19183	MC	PERFORMING ARTS EMERGENCY LIGHTING PROJ	105,000	-	105,000	105,000
19184	MC	LOW VOLTAGE AND DATA CABLING	10,000	261	9,739	9,739
19185	MC	CC VENDING RENOVATION	378,000	71,667	306,333	306,333
19206	MC	ACCESS BUILDING FLOOR/BLDG REPAIRS	10,000	2,471	7,529	7,529
19211	MC	SEC EFFECTS A A BUILDING	655,588	192,992	462,596	462,596
19217	MC	AA CERAMICS STUDIO	595,112	529,710	65,402	65,402
19458	MC	GENERAL SCHEDULED MAINTENANCE	1,216,887	-	1,216,887	1,216,887
19909	MC	PARKING LIGHTING PROJECT	327,400	296,112	31,288	31,288
19913	MC	DW PARKING MAINTENANCE 2012	8,000	-	8,000	8,000
29087	OC	HAZ MAT GASOLINE REMOVAL MW#4	1,229,621	917,139	312,483	312,483
29097	OC	LANDSCAPING PROJECT	50,698	8,283	42,415	42,415
29123	OC	BOOKSTORE RENOVATION	431,697	219,236	212,462	212,462
29124	OC	LRC RENOVATION (SUPPLEMENT BOND FUNDING)	173,413	93,075	80,338	80,338
29175	OC	OC TELEPHONE SYSTEM UPGRADE	60,000	15,821	44,179	44,179
29403	OC	GENERAL CAPITAL PROJECTS	305,029	-	305,029	305,029
29451	OC	ROSE AVENUE CORRIDOR LANDSCAPE WALKWAY	190,000	-	190,000	190,000
29458	OC	GENERAL SCHEDULED MAINTENANCE	521,922	-	521,922	521,922
29913	OC	DW PARKING MAINTENANCE 2012	218,561	-	218,561	218,561
29917	OC	STUDENT CENTER RENOVATION	120,000	90,298	29,703	29,703
29919	OC	CAFETERIA IMPROVEMENTS/MAINTENANCE ACCT	100,000	-	100,000	100,000
29920	OC	CONCRETE APRON REPAIR	25,000	-	25,000	25,000
29922	OC	MARINE CENTER RENOVATION	100,000	73,817	26,183	26,183
29923	OC	SNACK SHOP RENOVATION	14,685	-	14,685	14,685
39175	VC	TELEPHONE SYSTEM UPGRADE	110,000	33,065	76,935	76,935
39458	VC	GENERAL SCHEDULED MAINTENANCE	560,560	-	560,560	560,560
39462	VC	FIRE ALARM SYSTEM	160,000	11,200	148,800	148,800
39804	VC	SAFETY REPAIRS	256,860	207,599	49,261	49,261
39913	VC	DW PARKING MAINTENANCE 2012	246,250	-	246,250	246,250
39920	VC	OFFICE RENOVATIONS	100,000	47,398	52,602	52,602
39923	VC	ATHLETIC DANCE ROOM RENOVATIONS	216,000	175,418	40,582	40,582
39924	VC	CAMPUS STUDENT CENTER RENOVATION	479,474	188,477	290,997	290,997

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
CAPITAL PROJECTS FUND  
FUND 419**

ORG	LOC	CONSTRUCTION PROJECT DESCRIPTION	TOTAL PROJECT BUDGET	EXPENSES TO DATE	PROJECT BALANCE REMAINING	2012-2013 PROJECT BUDGET
39927	VC	ADMIN BUILDING RESTROOM RENOVATION	52,000	8,959	43,041	43,041
39929	VC	MODULAR VILLAGE	50,000	4,019	45,981	45,981
39930	VC	NORTH PARKING LOT TENNIS ANNEX UPGRADE	25,000	9,000	16,000	16,000
39931	VC	EAST PARKING LOT	225,625	-	225,625	225,625
39932	VC	ADMINISTRATION & ELC BUILDING ROOFING	192,347	1,626	190,721	190,721
39933	VC	MATH SCIENCE BUILDING HVAC RENOVATION	550,000	-	550,000	550,000
39934	VC	PROGRAM REVIEW FACILITIES IMPROVEMENT PHS2	100,000	-	100,000	100,000
39935	VC	LOCKER ROOM RENOVATION	225,000	31,131	193,869	193,869
89052	DW	EMERGENCY PHONES & BROADCAST ALERT SYS	611,490	610,916	573	573
89054	DW	EMERGENCY RESPONSE PLAN (EQUIPSUPPLIES)	231,182	225,720	5,462	5,462
89073	DW	FSTA CAM SITE SCH MAINTENANCE/LANDSCAPE	247,499	-	247,499	247,499
89913	DW	PARKING MAINTENANCE PROJECTS 2012	29,142	9,621	19,521	19,521
89914	DW	PARKING MAINTENANCE PROJECTS 2013	36,657	-	36,657	36,657
<b>TOTAL CAPITAL OUTLAY PROJECTS</b>			<b>18,068,833</b>	<b>5,909,502</b>	<b>12,159,332</b>	<b>12,159,332</b>

DRAFT

**VENTURA COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
FUNDS 43XX  
GENERAL OBLIGATION (MEASURE S)  
BOND PROJECTS**

ORG	PROJECT DESCRIPTION	TOTAL PROJECT BUDGET	EXPENSES TO DATE	PROJECT BALANCE REMAINING	2012 - 2013 PROJECT BUDGET
<b>MOORPARK COLLEGE PROJECTS</b>					
19058	LRTC CONSTRUCTION COSTS (SUPPL TO STATE FUNDS)	5,500,000	5,166,279	333,721	333,721
19059	CHILD DEVELOPMENT CENTER (SUPPL TO STATE FUNDS)	5,623,813	5,314,620	309,193	309,193
19101	RETIRE CAPITAL FINANCING	1,748,690	1,748,690	-	-
19105	NORTH PARKING LOT RENOVATION	2,354,000	2,201,788	152,212	152,212
19110	EATM STORM DRAIN PROJECT-ENGINEERING STUDY	1,120,000	1,061,809	58,191	58,191
19111	MAINTENANCE WAREHOUSE	1,050,000	993,268	56,732	56,732
19113	TRACK & FIELD PROJECT	3,230,000	3,051,323	178,677	178,677
19115	INFRASTRUCTURE/ELECTRICAL SYSTEM UPGRADES	8,506,000	8,061,369	444,631	444,631
19116	EATM COMPLEX	13,290,000	12,499,743	790,257	790,257
19117	HEALTH/SCIENCE COMPLEX	15,000,000	14,141,290	858,710	858,710
19118	LIBRARY RENOVATION	5,800,000	3,864,479	1,935,521	1,935,521
19119	ACADEMIC CENTER	24,650,000	23,019,531	1,630,469	1,630,469
VAR	PROJECTS ON HOLD/ABANDONED	88,000	78,235	9,765	9,765
19122	TELEPHONE DATA SWITCH	1,500,000	1,394,770	105,230	105,230
19123	PE FACILITIES RENOVATION AND EXPANSION	3,680,000	1,105,087	2,574,913	2,574,913
19125	PARKING STRUCTURE	13,459,192	1,118,407	12,340,785	12,340,785
19132	SPECIAL REPAIRS	5,000	-	5,000	5,000
19210	PE OFFICE ANNEX	445,000	409,014	35,986	35,986
19212	CONCRETE WALKWAY REPAIRS	405,000	390,014	14,986	14,986
19300	ALLOCATED/NOT DESIGNATED BOND INTEREST	842,334	-	842,334	842,334
19302	INFRASTRUCTURE/PIPED UTILITY SYSTEM UPGRADES	1,400,000	535,847	864,153	864,153
19303	INFRASTRUCT/ IMPROV TO CAMPUS SITE FINISHES	69,000	-	69,000	69,000
19427	REPLACE/REPAIR STORM DRAINS	45,000	37,881	7,119	7,119
19446	REPL FIRE ALARM PERFORM ARTS	180,000	151,348	28,652	28,652
19502	ROOFING PROJECTS	1,200,000	1,112,472	87,528	87,528
19XXX	SITE PLANNING & DEVELOPMENT COSTS*	-	4,283,884	(4,283,884)	(4,283,884)
	<b>SUBTOTAL MOORPARK PROJECTS</b>	<b>111,191,029</b>	<b>91,741,150</b>	<b>19,449,879</b>	<b>19,449,879</b>
<b>OXNARD COLLEGE PROJECTS</b>					
29026	COMMUNITY STUD SVCS BLDING (SUPPL TO COP)	1,720,000	1,715,182	4,818	4,818
29101	RETIRE CAPITAL FINANCING	5,875,825	5,875,824	1	1
29108	NORTH CAMPUS DRIVE PARKING LOT	4,050,000	3,805,449	244,551	244,551
29110	TRACK & FIELD IMPROVEMENTS	7,980,000	7,411,322	568,678	568,678
29111	CHILD DEVELOPMENT CENTER RENOVATION	1,470,000	1,368,994	101,006	101,006
29115	INFRASTRUCTURE/ELECTRICAL SYSTEM UPGRADES	2,922,800	2,738,756	184,044	184,044
VAR	PROJECTS ON HOLD/ABANDONED	80,000	-	80,000	80,000
29117	PERFORMING ARTS CLASSROOM & AUDITORIUM	16,646,142	15,543,640	1,102,502	1,102,502
29118	LRC PHONE MDF RENOVATION	830,000	750,765	79,235	79,235
29119	WAREHOUSE	1,320,000	1,242,916	77,084	77,084
29120	STUDENT SERVICES CENTER	28,460,907	25,828,455	2,632,452	2,632,452
29122	TELEPHONE DATA SWITCH	1,500,000	1,402,643	97,357	97,357
29123	BOOKSTORE RENOVATION/EXPANSION	22,157	20,442	1,715	1,715
29124	LRC NEW CONSTRUCTION	22,229,000	20,092,480	2,136,520	2,136,520
29125	GYMNASIUM REMODEL	1,016,000	936,533	79,467	79,467
29127	LRC RENOVATION	7,900,000	579,180	7,320,820	7,320,820
29132	UNALLOCATED SPECIAL REPAIRS	86,525	67,965	18,560	18,560
29140	DENTAL HYGIENE EXPANSION & MODERNIZATION	7,631,000	570,197	7,060,803	7,060,803
89106	FIRE TRAINING ACADEMY	255,016	241,521	13,495	13,495
29201	SPECIAL REPAIRS - CONCRETE	26,110	26,110	-	-
29202	SPECIAL REPAIRS - PAINTING	14,500	14,500	-	-
29203	SPECIAL REPAIRS - FLOORING	66,204	60,391	5,813	5,813
29204	SPECIAL REPAIRS - PLUMBING	23,031	20,849	2,183	2,183
29205	SPECIAL REPAIRS - ELECTRICAL	35,190	35,190	-	-
29207	SPECIAL REPAIRS - MISCELLANEOUS	18,834	18,392	442	442
29208	AUTO TECHNOLOGY RENOVATION	1,400,000	1,279,122	120,878	120,878
29300	ALLOCATED/NOT DESIGNATED BOND INTEREST	61,722	-	61,722	61,722
29302	INFRASTRUCTURE/PIPED UTILITY SYS UPGRADES	3,869,191	3,641,582	227,609	227,609
29303	INFRASTRUCT/IMPROV TO CAMPUS SITE FINISHES	310,000	110,024	199,976	199,976
29429	RE-ROOF OE BLDG CLASS/LAB BLDG #12	129,343	129,343	0	0
29430	RE-ROOF BLDGS #7 & 8, REC & FIRE TECH	19,895	19,895	-	-



**VENTURA COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
FUNDS 43XX  
GENERAL OBLIGATION (MEASURE S)  
BOND PROJECTS**

ORG	PROJECT DESCRIPTION	TOTAL PROJECT BUDGET	EXPENSES TO DATE	PROJECT BALANCE REMAINING	2012 - 2013 PROJECT BUDGET
29431	REPLACE 4160 ELECTRICAL CAMPUSWIDE	65,070	65,070	-	-
29432	REPLACE A/C UNIT BLDG #12 OE	106,040	72,180	33,860	33,860
29433	REPLACE BOILERS, WTR SOFTNR BLDG #12 OE	33,380	8,833	24,547	24,547
29434	REPLACE HVAC CONTROLS BLDGS #6, #12, PE & OE	25,000	12,210	12,790	12,790
29435	REPLACE CHEM & BIO VAC PUMP LIBERAL ARTS BLDG	17,468	16,983	485	485
29436	REPLACE HEATERS BLDG #9 AUTO TECH	16,484	16,484	-	-
29447	REPL ELECTRICAL EQUIPMENT CAMPUSWIDE	83,997	83,997	-	-
29449	BLDG #12 PLUMBING & MITIGATION	29,834	29,834	-	-
29450	REPL WALKWAY LIGHTING PH II CAMPUSWIDE	15,104	15,104	-	-
29XXX	SITE PLANNING & DEVELOPMENT COSTS*	-	5,099,768	(5,099,768)	(5,099,768)
	<b>SUBTOTAL OXNARD PROJECTS</b>	<b>118,361,769</b>	<b>100,968,126</b>	<b>17,393,643</b>	<b>17,393,643</b>
	<b>VENTURA COLLEGE PROJECTS</b>				
39066	LRC CONSTRUCTION (SUPPL TO STATE FUNDS)	2,865,000	2,640,675	224,325	224,325
39068	LRC SECONDARY & TERTIARY EFFECTS	4,920,000	4,656,378	263,622	263,622
39082	MODERNIZATION APP, S & DP BUILDINGS	4,915,799	4,443,119	472,680	472,680
39083	MODERNIZATION F BUILDING (COMMUNICATIONS)	455,335	391,930	63,405	63,405
39101	RETIRE CAPITAL FINANCING	2,237,873	2,237,873	-	-
39105	RENOVATE ATHLETIC FACILITIES	10,872,665	10,062,407	810,258	810,258
39109	VC INFRASTRUCTURE	28,317	28,317	-	-
39110	APPLIED SCIENCE BUILDING	18,500,000	1,456,929	17,043,071	17,043,071
39111	M & O RENOVATION	327,192	16,005	311,187	311,187
39115	INFRASTRUCTURE/ELECTRICAL SYSTEM UPGRADES	1,100,000	125,677	974,323	974,323
39116	SCIENCE BUILDING UPGRADES	185,000	171,362	13,638	13,638
39117	RENOVATE THEATER BUILDING G	16,381,995	14,557,456	1,824,539	1,824,539
VAR	PROJECTS ON HOLD/ABANDONED	247,000	223,496	23,504	23,504
39120	GENERAL PURPOSE & HI TECH FACILITY	46,225,840	43,472,009	2,753,831	2,753,831
39122	TELEPHONE DATA SWITCH	1,500,000	1,419,424	80,576	80,576
39126	FOOD SERVICE RENOVATION	2,100,000	1,936,849	163,151	163,151
39128	PAINTING OF H BUILDING	40,000	12,910	27,090	27,090
39130	EAST PARKING LOT RENOVATION	1,670,000	1,526,782	143,218	143,218
39132	SPECIAL REPAIRS	66,259	-	66,259	66,259
39140	STUDIO ARTS H BUILDING MODERNIZATION	5,200,000	320,898	4,879,102	4,879,102
89106	SHERIFF TRAINING ACADEMY	1,020,066	969,955	50,111	50,111
39300	ALLOCATED/NOT DESIGNATED BOND INTEREST	951,873	-	951,873	951,873
39302	INFRASTRUCTURE/PIPED UTILITY SYSTEMS UPGRAD	810,000	39,576	770,424	770,424
39303	INFRASTRUCT/IMPROV TO CAMPUS SITE FINISHES	80,000	-	80,000	80,000
39432	REPLACE ELECTRICAL TRANSFORMER	53,158	53,157	1	1
39437	RE-ROOF H BLDG FINE ARTS #14	108,137	106,583	1,554	1,554
39438	RE-ROOF F BLDG #42	63,064	61,822	1,242	1,242
39439	REPLACE ROOF APP BLDG #3	67,326	66,084	1,242	1,242
39441	REPLACE HVAC UNITS F BLDG-COMMUNICATIONS #42	129,412	122,346	7,066	7,066
39442	REPLACE HVAC UNITS H BLDG FINE ARTS #14	120,000	-	120,000	120,000
39443	REPLACE HVAC UNITS - BLDG #2 ADMIN	200,000	187,730	12,270	12,270
39452	REPL ROOF BLDG #45 AQUATIC FACILITY	99,737	99,517	220	220
39453	REPL ELECT TRNSFR BLDG #5 FOOD SVCS	73,047	70,425	2,622	2,622
39455	PAINT EXTERIOR OF SCIENCE BUILDING #4	85,624	54,088	31,536	31,536
39456	REPL ELECTRIC TRANSFORMER Q BLDG #25	457,915	457,379	536	536
39484	SWIMMING POOL REPAIR/DEMOLITION	868,005	815,323	52,682	52,682
39XXX	SITE PLANNING & DEVELOPMENT COSTS*	-	5,127,723	(5,127,723)	(5,127,723)
	<b>SUBTOTAL VENTURA PROJECTS</b>	<b>125,025,638</b>	<b>97,932,204</b>	<b>27,093,434</b>	<b>27,093,434</b>
89106/22	FIRE/SHERIFF/POLICE EDUC & TRAINING ACADEMY	25,330,042	24,008,403	1,321,639	1,321,639
89301	ALLOCATED/NOT DESIGNATED BOND INTEREST	164,680	-	164,680	164,680
89XXX	SITE PLANNING & DEVELOPMENT COSTS*	-	1,006,348	(1,006,348)	(1,006,348)
	<b>SUBTOTAL FIRE/SHERIFF/POLICE ACADEMY</b>	<b>25,494,722</b>	<b>25,014,751</b>	<b>479,971</b>	<b>479,971</b>
	<b>TOTAL GENERAL OBLIGATION (MEAS S) BOND BUDGETS</b>	<b>380,073,158</b>	<b>315,656,231</b>	<b>64,416,927</b>	<b>64,416,927</b>

\* Unallocated planning and development costs have been built into each project budget. They will be allocated to each completed project based on proportional value

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
2012-2013 ADOPTION BUDGET  
TECHNOLOGY AND EQUIPMENT REPLACEMENT PROGRAM  
FUNDS 44X AND 451**

FUND	ORG	PROJECT DESCRIPTION	TOTAL PROGRAM RESOURCES	2012-2013 PROJECT BUDGET	2012-2013 PROJECTED ENDING BALANCE
441	19031	TECHNOLOGY REFRESH/EQUIP REPLACEMENT	806,025	350,000	456,025
443	29031	TECHNOLOGY REFRESH/EQUIP REPLACEMENT	480,352	110,500	369,852
445	39031	TECHNOLOGY REFRESH/EQUIP REPLACEMENT	287,481	240,000	47,481
445	35012	TECHNOLOGY REFRESH/EQUIP REPLACEMENT	249,549	245,000	4,549
447	79031	TECHNOLOGY REFRESH/EQUIP REPLACEMENT	537,192	250,866	286,326
451	82174	NEW INFORMATION TECHNOLOGY SYSTEMS	627,805	627,805	-
<b>TOTAL NEW INFORMATION TECHNOLOGY AND TECHNOLOGY REFRESH/EQUIPMENT REPLACEMENT</b>			<b>2,988,404</b>	<b>1,824,171</b>	<b>1,164,233</b>

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## Agenda Item Details

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Meeting	Sep 11, 2012 - Board of Trustees
Category	16. Business Services
Subject	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.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends that the Board of Trustees approve naming the Wright Event Center at Ventura College.

## Public Content

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### Background/Analysis

In 1966, the City of Ventura and Ventura College entered into a 50-year land lease for the land at the intersection of Telegraph Road and Day Road in Ventura for the purpose of operating the H.P. Wright Library. The City agreed to pay \$1 per year for the land, which would be used for the purpose of operating the H.P. Wright Library as a branch of the Ventura County Library system. Under the terms of the lease, ownership of both the building and the land underneath it would revert to the College in 2015 or whenever the building ceased to be used as a full-service library.

Because of declining revenues, the County Library Commission voted in February 2009 to no longer provide the City of Ventura with a subsidy to keep Wright Library open. The Library Agency staff then recommended that Wright be closed. In November 2009, all funding sources to operate the Wright Library were depleted and the facility ceased to be used as a library.

In February 2012, a quitclaim deed was recorded and ownership of the building and the land it stands on returned to the Ventura County Community College District. Because the building does not meet Field Act Standards that would enable it to be used for classroom space, it will be used by Ventura College for meetings, workshops, lectures, and other temporary assembly needs. It will also be available for public use in accordance with the Civic Center policy and procedure.

Board approval is being sought to name this facility the Wright Event Center. In doing so, Ventura College wishes to show respect to Helen Power Wright, who donated the funds that were used to build this facility.

Born in London in 1876, Helen Power Wright immigrated to Ventura with her parents at age 11, graduated from Ventura High School in 1897 and married civil engineer Milan James Wright in 1909.

Both Helen and Milan supported the E.P. Foster Hospital (now Community Memorial Hospital) and enjoyed the La Estrella Dance Club (founded in 1913 by young couples who wanted to learn how to fox-trot). An avid reader, Helen was also a member of a local book group called the Delphean Club. It was this love of books that culminated in her greatest gift, the H.P. Wright Library at 57 Day Road. Built from her bequest of \$300,000, it was welcomed by city officials and neighborhood families.

At the library's dedication in 1966, Helen's lawyer, Frank E. Orr, recalled, "The estate from which the funds were

derived was not accumulated without sacrifice. She gave of her substance. Because of her, Ventura County is a better place to live.”

Fiscal Impact

None

**Administrative Content**

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**Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	16. Business Services
Subject	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).
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve the consulting services contract with Chiung-Sally Chou, Ph.D., and the use of reserves, not to exceed \$40,000.

**Public Content**

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Background/Analysis

The Chancellor is recommending a Consultant to assist in providing technical assistance, facilitation, and finalization of the Oct. 15, 2012 accreditation report. In July, the Commission continued the Ventura County Community College District on probation. The Commission concluded that the District had deviated from eligibility requirements, accreditation standards or Commission policies. The Commission requires that the report submitted by all three institutions along with the District must demonstrate that the institutions have addressed the district recommendations, resolved the deficiencies, and now meet Eligibility Requirements and Accreditation Standards.

Dr. Chou has thirty years (30) of education experience and has provided technical assistance and training to K-12 schools and colleges in WASC and Accrediting Commission of Community and Junior Colleges (ACCJC) standards.

Fiscal Impact

Analysis of General Fund Reserves

2012-13 Adoption Budget GF Unrestricted Reserve - Unallocated	\$ 1,301,605
Proposed Budget Amendment	<u>40,000</u>
2012-13 General Fund Unrestricted Reserve - Unallocated	\$ 1,261,605

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Sue Johnson		



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**Agenda Item Details**

Meeting	Sep 11, 2012 - Board of Trustees
Category	17. Human Resources
Subject	17.01 There are no items.
Access	Public
Type	

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**Public Content**

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**Administrative Content**



### **Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees  
Category 18. Capital Planning  
Subject 18.01 Trustees: Capital Planning & Facilities Committee met on August 22, 2012.  
Access Public  
Type Report

### **Public Content**

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

### **Administrative Content**

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### **Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees  
Category 19. Student Learning  
Subject 19.01 There are no items.  
Access Public  
Type

### **Public Content**

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### **Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 20. Consent Calendar

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

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted No

Recommended Action The Chancellor recommends the Board of Trustees approve this item.

**Public Content**

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Background

N/A

Analysis

N/A

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Dr. Jamillah Moore/Patti Blair		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 21. Consent Calendar: Approval of Minutes

Subject 21.01 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES STRATEGIC PLANNING - PART TWO MEETING August 9, 2012. This item presents for approval the minutes of the Board of Trustees Meeting of August 9, 2012.

Access Public

Type Action (Consent), Minutes

Fiscal Impact No

Budgeted No

Recommended Action The Chancellor recommends the approval of the August 9, 2012 minutes of the Strategic Planning Session - Part Two meeting of the Board of Trustees.

**Public Content**

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This item presents for approval the minutes of the Board of Trustees Strategic Planning Session - Part Two meeting of the Board of Trustees for August 9, 2012.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Dr. Jamillah Moore, Patti Blair		

**Administrative Content**

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**Ventura County Community College District  
Board of Trustees Regular Meeting  
255 West Stanley Avenue, Suite 150  
Ventura, CA 93001  
Thursday, August 9, 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:**

Dr. Jamillah Moore, Chancellor  
Robin Calote, Ventura College President  
Pam Eddinger, Moorpark College President  
Sue Johnson, Vice Chancellor, Business and Administrative Services  
Patricia Parham, Vice Chancellor, Human Resources  
Erika Endrijonas, Executive Vice President  
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  
Lori Bennett, Dean  
Cynthia Herrera, Director  
Linda Kamaila, Oxnard College Academic Senate President  
Riley Dwyer, Moorpark College Academic Senate President  
Peter Sezzi, Ventura College Academic Senate President  
Karla Banks, Oxnard College Classified Senate President  
Steve Hall, AFT President  
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 3:05 p.m.

## **3. Public Comments Open Session Agenda Items**

Public comments were made by Steve Hall.

## **4. Changes to the Agenda**

There were no changes to the agenda.

## **5. Chancellor's Recommendation of the Board of Trustees Agenda**

**Report: 5.01 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 Consultation Council meeting agenda of August 2, 2012, have been reviewed within the District's Consultation Council and are hereby presented to the Trustees for action, without constituent objection. Chancellor Moore indicated the agenda is presented without changes.

## **6. Trustee/Chancellor's Office**

### **Action: 6.01 Open Study Session**

Chair Blum opened the study session.

**Discussion: 6.02 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE July 10, 2012 REGULAR BOARD MEETING.** This item presents for review a Board meeting assessment for the July 10, 2012 Regular Board of Trustees meeting. Trustees reviewed the July 10, 2012 Board of Trustees Meeting Assessment. The Board Chair provided a verbal statement on behalf of the Board regarding Vice Chair Hernandez's violation of the Board's March 13, 2012 Board of Trustees Best Practices Agreement during the July 10, 2012 Board meeting. In response, Vice Chair Hernandez provided a verbal statement of clarification and apology related to his verbal statement made at the July 10, 2012 Board meeting and expressed full commitment in support of the Board.

## **7. Public Comments**

Public comments were made by Steve Hall.

## **8. Action Item: Trustee/Chancellor's Office**

**Action, Minutes: 8.01 APPROVAL OF MINUTES FOR THE STRATEGIC PLANNING MEETING OF THE BOARD OF TRUSTEES ON JUNE 26, 2012.** This item presents for approval the minutes of the Board of Trustees Strategic Planning Meeting of June 26, 2012. The Chancellor recommends the approval of the June 26, 2012 minutes of the Strategic Planning Meeting of the Board of Trustees, with minor changes. Motion by Trustee Dianne McKay, 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.

## **9. Board of Trustees Professional Development 2012/2013 Calendar**

**Action: 9.01 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT 2012/2013 CALENDAR.** This item presents for approval the Board of Trustees Professional Development 2012/2013 Calendar. The Chancellor recommends the Board of Trustees approve this item. 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.

Trustees indicated commitment to attending professional development activities that include the following areas:

- Role of the Board Chair; Board Chair/CEO Relationship, 10/2012
- Effective Board and Committee Meetings, 10/2012

- Technical Assistance Visit (AB 1725), 01/2013
- Board/Staff Relationships, Accreditation, 02/2013
- Emergency Preparedness, 03/2013
- Board Role in Strategic Planning, 04/2013

Trustees further committed to a minimum of one or two Trustees attending the Community College League of California, Annual Convention and Partner Conference, 11/2012; Community College League of California, Effective Trustee Workshop, Board Chair Workshop, Annual Legislative Conference, 01/2013; and Community College League of California, Annual Trustees Conference, 05/2013.

#### **10. Board of Trustees 2013 Performance Goals**

**Action: 10.01 BOARD OF TRUSTEES 2012-2013 PERFORMANCE GOALS.** This item presents for approval the Board of Trustees 2012-2013 Performance Goals. The Chancellor recommends the Board of Trustees approve its 2012-2013 Board Performance Goals, with the deletion of the word "full" in the second sentence of Number 8. 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.

#### **11. STUDY SESSION: Board Goals and Objectives**

##### **Discussion: 11.02 Review Accreditation Recommendations**

Dr. Pam Eddinger presented a review of the Accreditation Recommendations on behalf of the District Council on Accreditation and Planning as follows:

The District Committee on Accreditation and Planning (DCAP) convened on March 8, 2012 to develop a series of action plans to address the seven District Recommendations outlined in the Commission Action Letter of February 2, 2012. DCAP reported on the details of the action plans during the June 26, 2012 Board Planning Session. The following summary provides an update since the June meeting, and an assessment of progress in meeting the seven District Recommendations.

- District Recommendation 1. In order to meet the Standards, the District, in concert with the three Colleges, shall develop clearly defined organizational maps that delineate the primary and secondary responsibilities of each, the College-to-College responsibilities, and that also incorporate the relationship of major District and College committees established to assure the integrity of activities related to such areas as budget, research, planning, and curriculum. (IV.B.3.a-b, IV.B.3.g)

Assessment: District meets this Recommendation. The District, through Consultation Council, has revised the Participatory Governance Handbook to reflect a clearly defined organization map. It also includes the delineation of an "Advisory and Recommendation Pathway" that illustrates the relationship of major District and College committees. Memberships on the committees are clearly defined. The Participatory Governance Handbook has been widely shared at the Colleges, and constituents have given input for improvement. The Participatory Governance Handbook was presented to the Board of Trustees for information on June 19, 2012.

- District Recommendation 2. In order to meet the Standard, the District, in concert with the three Colleges, shall document evidence that a review of District Policies and Procedures that may impede the timely and effective operations of the departments of the Colleges has taken place and that appropriate modifications are made that facilitate the operational effectiveness of the Colleges. A calendar that identifies a timeline for the regular and consistent review of policies shall be developed. (IV.B.1.e)

Assessment: District meets this Recommendation. The Policies and Procedures of the District are scheduled on a two-year cycle. This proposed schedule is being vigorously adhered to, as evidenced by the substantial amount of activities undertaken by the Policy Subcommittee of the Board, and the subsequent placement of reviewed and/or revised Policies and Administrative

Procedures on the monthly Board of Trustees agendas. Recommended changes to Board Policies and Administrative Procedures follow the “Advisory and Recommendation Pathway” outlined in the Participatory Governance Handbook to ensure constituent input. DCAP is working to identify effective ways to capture further feedback from the field to ensure that Policies and Procedures enhance rather than impede operations.

- District Recommendation 3. In order to increase effectiveness, the Teams recommend that the District conduct a periodic outcomes assessment and analysis of its strategic planning and decision-making processes, leading to sustainable continuous quality improvement in educational effectiveness in support of student learning and district-wide operations. (IV.B.3)

Assessment: District meets this Recommendation. To assess its decision-making processes, the District, through Consultation Council, reviewed and revised the Participatory Governance Handbook and substantially revised the deliberation and consultation process. The resulting structure, as documented in the Handbook under the “Advisory and Recommendation Pathway” ensures that the deliberation, recommendation, and decision-making process is appropriate and functional.

To assess effectiveness of the District and its Colleges, VCCCD has created a Districtwide Effectiveness Report that delineates the outcomes for corresponding annual Board Goals. The Districtwide Effectiveness Report provides three years of data for trend analysis and comparisons. The first report was presented at the June 28, 2012 Board Planning Session; the report will be presented annually and institutionalized as a component of the standard assessment measure. The Board also assessed and made plans to improve its current Districtwide planning at the June and August Planning Sessions, taking deliberate steps to reach the level of sustainable continuous quality improvement in integrated strategic planning.

- District Recommendation 4. In order to improve communications, the Teams recommend that the District assess the effectiveness of its formal communications and utilize constituency and community input/feedback data to implement improvements to ensure that open and timely communication regarding expectations of educational excellence, operational planning, and integrity continues and is enhanced at all levels of the organization. (III.A.3, IV.B.3)

Assessment: District meets this Recommendation. The District, through Consultation Council, has improved the effectiveness of its formal communications through a thorough review and revision of the District Participatory Governance Handbook. In creating and adhering to an appropriate “Advisory and Recommendation Pathway” for formal consultation and dialogue, the District ensures that the venues for constituent and community feedback are well-defined, well-understood, and available. In addition, the Chancellor’s office established a monthly update on the portal to communicate key issues affecting the District. Fall and Spring Semester surveys of all employees to assess communication effectiveness will be administered starting Fall 2012 and will be ongoing to ensure continuous communication improvement.

- District Recommendation 5. In order to meet the Standard, the Board of Trustees shall complete an analysis of its self-assessment pursuant to Board Policy 2745 and formally adopt expected outcomes and measures for continuous quality improvement that will be assessed and reported as a component of the immediately succeeding self-assessment. (IV.B.1.g)

Assessment: District meets this Recommendation. The Board of Trustees has reviewed its self-assessment instrument and made improvements to its content. Further, the Board is implementing the ongoing self-evaluation process, and conducted the annual summative Board self-evaluation at the June 26, 2012 Board Planning Session. The Board has also formally adopted outcomes and measures of its performance, and the assessment of these outcomes was an integral part of the annual assessment. An external assessment of the Board in the form of a survey to Consultation Council was established as part of the Board’s annual self-assessment

process. This year's external assessment results were discussed as part of the Board self-evaluation at the June 26, 2012 Board Planning Session.

- District Recommendation 6. In order to meet the Standards, the Board of Trustees shall establish clearly written policies and corresponding procedures to ensure that decision-making is administered by staff in an equitable and consistent manner across and within the three Colleges. (III.A.3.a, III.A.4.c, IV.B.1.b-c)

Assessment: District meets this Recommendation. The District administered a two-prong strategy to fulfill this Recommendation:

Policies and Procedures are reviewed on a two-year cycle with constituent input to ensure clarity and appropriateness in field implementation. (See Assessment of Recommendation 2)

A Functional Map in the Participatory Governance Handbook makes explicit the delineation of functions between the District and the Colleges, and clarifies where the sites have discretionary decision-making over operations, and where uniformity in practice is mandated.

- District Recommendation 7. In order to meet the Standards, the Board of Trustees shall assess its actions in relation to its policy making role and implement a program for ongoing Board member professional development to enhance and improve the demonstration of its primary leadership role in assuring the quality, integrity, and effectiveness of the student learning programs and services delivered by the District Colleges. (IV.A.3, IV.B.1. e-g)

Assessment: District meets this Recommendation. The Board has affirmed its commitment to professional development, and has developed a schedule of activities to accomplish this goal. The schedule for this year was formally adopted at the August 9, 2012 Board Planning Session. The Board has also established the practice of assessing the effectiveness of each professional development activity after it has taken place to ensure that the full Board is in concordance on the content and value of its development experience.

Trustees expressed thanks and gratitude for the work done in order to meet the Accreditation Recommendations. Dr. Eddinger reviewed the timeline regarding the review and execution of the final report.

### **Discussion: 11.03 Analyze and Evaluate 2011-2012 Board Goals and Objectives Outcomes**

Dr. Eddinger work completed on 2011-2012 Board Goals and Objectives. Trustees commended staff and faculty for their diligent and dedicated work towards meeting the Board's established goals and objectives. Completed 2011-12 goals were removed from the Board's future goals presented in Item 11.04.

During the June 26, 2012 Board Planning Session, a progress report on the Board Goals and Objectives was presented. The following is final summary of progress to date. The summary offers assessment of completion; recommendation on future action; and recommendation on the responsible parties for action.

### **Board Goal One: Provide Access and Student Success**

- **Strategic Objective 1-A:**  
Students are served more efficiently by expedited movement through District programs resulting in associate, transfer, and CTE degree and certificate completion. Student learning opportunities are enhanced by implementing system-wide efficiencies. Associate degree programs contain no more than 60 units with an appropriate mix of general education, core discipline, and exploratory elective courses.

Summary: The District has adopted DegreeWorks for student self-service in degree planning. Enrollment priority registration is in place to incentivize completion. Degree and certificate programs have been streamlined; regular cycles of review are established.

Assessment: Strategic Objective substantially completed.

Recommendation: Revise Strategic Objective 1-A

Students are served more efficiently by expedited movement through District Programs resulting associate, transfer, and CTE degree and certificate completion. Student learning opportunities are enhanced by implementing system-wide efficiencies. Establish a Districtwide General Education subcommittee to develop ideas to improve commonality among courses at each college. Responsible Party: District Council for Academic Affairs (DCAA)

- **Strategic Objective 1-B:**

Uniform collegiate level English, Mathematics and Science course units and learning objectives are established across the District consistent with equivalent courses at four-year California state universities or the transfer model curriculum (TMC).

Summary: Mathematics faculty of the District colleges reviewed student success and course content data, to ensure there is alignment with state norm. English and Science faculty have initiated similar reviews and are encouraged to continue.

Assessment: Strategic Objective partially completed.

Recommendation: Revise Strategic Objective 1-B

Review collegiate level English and Science courses to ensure comparability in units and learning objectives with equivalent courses at four-year CSUs or transfer model curriculum.

Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Mathematics Faculty

- **Strategic Objective 1-C:**

Uniform English[and] Mathematics objectives for pre-collegiate courses are established and uniform student assessment and placement in such for both pre-collegiate and collegiate courses in these subject areas are implemented.

Summary: Learning objectives in Math and English are comparable at each level among the Colleges. English and Math faculty have initiated similar reviews and are encouraged to continue. The State Chancellor's Office is planning for AB743 – Uniform Assessment. The District colleges will follow uniform assessment implementation directives as they become available from the CCCCCO.

Assessment: Strategic Objective partially completed.

Recommendation: Revise Strategic Objective 1-C

Review English and Mathematics objectives for pre-collegiate courses to ensure comparability among District colleges.

Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Mathematics Faculty

- **Strategic Objective 1-D:**

Basic skills, ESL and all pre-collegiate programs are set no lower than two levels below collegiate level.

Summary: Effective Fall 2012, courses lower than two levels below collegiate will not be offered.

Assessment: Strategic Objective completed.

Recommendation: Remove Strategic Objective 1-D

- **Strategic Objective 1-E:**

Efficient and effective course coring and core sequences for academic programs and services are established and maintained and college catalogs accurately reflect curriculum and program offerings.

Summary: The colleges have completed the coring of their curriculum. The 2013 catalogs reflect updates.

Assessment: Strategic Objective completed.



Recommendation: Remove Strategic Objective 1-E

- **Strategic Objective 1-F:**

District-wide common course numbering is established.

Summary: The colleges are articulating their courses through the SB1440 (Transfer Model Curriculum) process, and the C-ID (Statewide Course Identification) system. The District colleges are ensuring their courses are comparable both within the District and statewide.

Assessment: Methodology to achieve this Strategic Objective is established. The Strategic Objective is substantially completed.

Recommendation: Revise Strategic Objective 1-F

Participate in the SB1440 and C-ID initiative to ensure college courses are comparable District-wide and within the California Community College system.

Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committees

## **Board Goal Two: Maintain Instructional Quality within Budgetary Limits**

- **Strategic Objective 2-A:**

Technical and vocational college courses and programs are aligned with employer and market needs.

Summary: The Colleges will use the software Burning Glass to assess on employer needs in Ventura, Santa Barbara and Los Angeles counties. The Colleges will continue to leverage SB70 grant funds to develop CTE pathways and early career education with K-12 partners.

Assessment: Strategic Objective is being institutionalized and is substantially completed .

Recommendation: Retain Strategic Objective 2-A

Responsible Parties: Local Curriculum Committees, Local Program Review Committees

- **Strategic Objective 2-B:**

Professional development activities for faculty and staff promote organizational best practices and technological activities that empower employees to work smarter allowing greater time to be expended on activities linked to student access, persistence, and success.

Summary: Professional development is embedded in the institutional and contractual processes of each District college, and evident in both the governance structure and the activities conducted.

Assessment: Strategic Objective is ongoing.

Recommendation: Retain Strategic Objective 2-B

Responsible Party: Local Professional Development Committees, Human Resources Department

- **Strategic Objective 2-C:**

Uniform policy and procedure for college program assessment, improvement, and discontinuance are established.

Summary: AP 4021 Program Discontinuance was reviewed at the March 2012 Board Meeting, and is in practice.

Assessment: Strategic Objective is completed.

Recommendation: Remove Strategic Objective 2-C

## **BOARD GOAL THREE: PRUDENT FISCAL STEWARDSHIP**

- **Strategic Objective 3-A:**

The link between discretionary budgeting and strategic planning is strengthened.

Summary: Position Control has been strengthened. Rationale and financial impact are part of the Board agenda, linking budget and planning. The District Council for Administrative Services (DCAS) developed, and the Board of Trustees approved, an Infrastructure Funding Model (IFM) that addresses Total Cost of Ownership (TCO).

Assessment: Strategic Objective is ongoing.

Recommendation: Retain Strategic Objective 3-A

Responsible Parties: District Committee for Accreditation and Planning (DCAP), Consultation Council

- **Strategic Objective 3-B:**

Expenditures linked to District Planning are reviewed on an annual basis

Summary:

The need to link District Planning to expenditures is acknowledged. A methodology will be identified to make the linkage explicit.

Assessment: Strategic Objective is ongoing.

Recommendation: Retain Strategic Objective 3-B

Responsible Party: District Council for Administrative Services (DCAS)

- **Strategic Objective 3-C:**

The effectiveness and efficiency of all District operations, programs, and services are improved and associated cost savings are redirected to student learning and support.

Summary: As part of the FY12 and FY13 budget, the Board approved a number of re-organizations to streamline operations. The Human Resources Department continues to review individual positions, classification series, and departments to ensure effectiveness and efficiencies.

Assessment: Strategic Objective is ongoing.

Recommendation: Retain Strategic Objective 3-C

Responsible Parties: Program Review Committees, Management, All Constituencies

- **Strategic Objective 3-D:**

District long-term retirement obligations (GASB45) are funded and adequate cash reserves are maintained to handle cash flow requirements, including state funding deferrals and unanticipated expenditures.

Summary: The District established an irrevocable trust to fund post-employment retiree health benefits. The Board-adopted budget ensured adequate cash reserves without district borrowing (TRANS).

Assessment: Strategic Objective is ongoing.

Recommendation: Retain Strategic Objective 3-D

Responsible Party: District Council for Administrative Services (DCAS)

- **Strategic Objective 3-E:**

Costs in areas such as healthcare, work-related injuries, facilities and operations, etc. are contained or reduced and cost savings are redirected to student learning and support.

Summary: The District established of two Health Benefits committees and a wellness group to plan initiative for District employees. The Board approved the Infrastructure Funding Model (IFM), which will help fund maintenance schedule and reduces overall cost.

Assessment: Strategic Objective is ongoing.

Recommendation: Retain Strategic Objective 3-E

Responsible Parties: Employee Health Benefits Committees, Risk Management, Human Resources Department

- **Strategic Objective 3-F:**

The state's financial condition is monitored and assessed to allow for timely budgetary intervention to avoid crises and unanticipated disruptions in District operations and programs.

Summary: The budget includes several contingencies to ensure continuity; they are: current projections of the state's financial status, reductions to expenditure, reserves for revenue shortfall, and a plan and estimate for use of reserves to avoid mid-year operating budget reductions.

Assessment: Strategic Objective is ongoing.

Recommendation: Retain Strategic Objective 3-F

Responsible Parties: Vice Chancellor of Finance, District Council for Administrative Services (DCAS)

- **Strategic Objective 3-G:**  
A plan to fund budgetary structural deficits is developed and maintained.  
Summary: The Board approved an Infrastructure Funding Model (IFM) that will provide foundational funding for capital structural deficits such as equipment replacement, scheduled maintenance.  
Assessment: Strategic Objective is completed.  
Recommendation: Remove Strategic Objective 3-G

**Action, Discussion: 11.04 Review, Reaffirm and/or Modify Board Goals and Objectives for 2012-2013**

The Chancellor recommends the Board of Trustees review, reaffirm and/or modify Board Goals and Objectives for 2012-2013. Trustees approved the 2012-2013 Board Goals and Objectives for 2012-2013, with minor modifications. 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.

- **BOARD GOAL ONE: PROVIDE ACCESS AND STUDENT SUCCESS**

Strategic Objective 1-A:

Students are served more efficiently by expedited movement through District Programs resulting associate, transfer, and CTE degree and certificate completion. Student learning opportunities are enhanced by implementing system-wide efficiencies. Establish a Districtwide General Education subcommittee to develop ideas and strategies to improve commonality among courses at each college. Responsible Parties: District Council for Academic Affairs (DCAA)

Strategic Objective 1-B:

Review collegiate level English and Science courses to ensure comparability in units and learning objectives with equivalent courses at four-year CSUs or transfer model curriculum. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Science Faculty

Strategic Objective 1-C:

Review English and Mathematics objectives for pre-collegiate courses to ensure comparability among District colleges. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committee, Local English and Mathematics Faculty

Strategic Objective 1-D:

Participate in the SB 1440 (TMC - Transfer Model Curriculum) and C-ID (Course Identification Number System) initiative to ensure college courses are comparable District-wide and within the California Community College system. Responsible Parties: District Council for Academic Affairs (DCAA), Local Curriculum Committees

- **BOARD GOAL TWO: MAINTAIN INSTRUCTIONAL QUALITY WITHIN BUDGETARY LIMITS**

Strategic Objective 2-A:

Technical and vocational college courses and programs are aligned with employer and market needs. Responsible Parties: Local Curriculum Committees, Local Program Review Committees

Strategic Objective 2-B:

Professional development activities for faculty and staff promote organizational best practices and technological activities that empower employees to work smarter allowing greater time to be expended on activities linked to student access, persistence, and success. Responsible Party: Local Professional Development Committees, Human Resources Department

- **BOARD GOAL THREE: PRUDENT FISCAL STEWARDSHIP**

Strategic Objective 3-A:

The link between discretionary budgeting and strategic planning is strengthened. Responsible Parties: District Committee for Accreditation and Planning (DCAP), Consultation Council

Strategic Objective 3-B:

Expenditures linked to District Planning are reviewed on an annual basis. Responsible Party: District Council for Administrative Services (DCAS)

Strategic Objective 3-C:

The effectiveness and efficiency of all District operations, programs, and services are improved and associated cost savings are redirected to student learning and support. Responsible Parties: Program Review Committees, Management, All Constituencies

Strategic Objective 3-D:

District long-term retirement obligations (GASB45) are funded and adequate cash reserves are maintained to handle cash flow requirements, including state funding deferrals and unanticipated expenditures. Responsible Party: District Council for Administrative Services (DCAS)

Strategic Objective 3-E:

Costs in areas such as healthcare, work-related injuries, facilities and operations, etc. are contained or reduced and cost savings are redirected to student learning and support. Responsible Parties: Employee Health Benefits Committees, Risk Management, Human Resources Department

Strategic Objective 3-F:

The state's financial condition is monitored and assessed to allow for timely budgetary intervention to avoid crises and unanticipated disruptions in District operations and programs. Responsible Parties: Vice Chancellor of Finance, District Council for Administrative Services (DCAS)

**12. Planning**

**Discussion: 12.02 Review Proposed Revised Planning Cycle**

Dr. Eddinger reviewed the Proposed Revised Planning Cycle. Following discussion of the planning cycle and development of a District Master Plan, breakout groups were formed and facilitated by Trustees to discuss topics of importance to the District and colleges. Groups discussed the VCCCD mission, serving students, community collaboration, and meeting future needs in a time of budget challenges.

**Action: 12.05 Action to Approve Proposed Planning Cycle**

The Chancellor recommends the adoption of the Transition Plan and Revised Integrated Planning Cycle Timeline. 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.

Transition Plan:

Conduct 2012-2013 planning cycle through the following activities:

- Revise the 2012 Goals and Objectives for 2013
- Create and Implement Action Plans
- Assess results at June 2013 Board Planning Session

Revised Districtwide Integrated Planning Cycle Timeline:

Academic Year	Cycle	Plan Activities	Assessment Activities
2012-13	Transition from prior year plan; initiation	Transition: Complete Original Planning Cycle; Conduct Master Planning: Create Master Plan with Goals	Assess and improve planning

	of new planning cycle		process;
2013-14	Current Cycle: Year One	Create Strategic Plan containing Strategic Objectives to support Master Plan Goals; develop and implement Action Steps	Assess Progress on Objectives; Assess and improve planning process
2014-15	Current Cycle: Year Two	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2015-16	Current Cycle: Year Three	Mid-term Review of Master Plan Goals: Assess status of Master Plan Goals, Strategic Plan and Objectives; adjust Strategic Plan and Objectives as needed	Assess and improve planning process
2016-17	Current Cycle: Year Four	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2017-18	Current Cycle: Year Five	Assess status of Strategic Plan and Objectives; continue implementation of Action Steps	Assess and improve planning process
2018-19	Current Cycle: Year Six	Master Planning Year: Assess and modify Master Plan for the next 6-year cycle	Assess and improve planning process

### 13. Adjournment

#### Information: 13.01 Chair will adjourn the meeting

Chair Blum adjourned the meeting at 6:15 p.m. and offered best wishes to Dr. Duran.



**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 21. Consent Calendar: Approval of Minutes

Subject 21.02 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES REGULAR MEETING August 14, 2012. This item presents for approval the minutes of the Board of Trustees Meeting of August 14, 2012.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends the approval of the August 14, 2012 minutes of the regular meeting of the Board of Trustees.

**Public Content**

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This item presents for approval the minutes of the regular meeting of the Board of Trustees for August 14, 2012.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Dr. Jamillah Moore, Patti Blair		

**Administrative Content**

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

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  
Steve Hall, AFT President

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**

There was no closed session report.

### **7. Pledge to the Flag**

Student Representative Daniel Chavez led the pledge to the flag.

### **8. Changes to the Agenda**

There were no changes to the agenda.

### **9. Chancellor's Recommendations of Board of Trustees Agenda**

Report: 9.01 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 Consultation Council meeting agenda of August 2, 2012, have been reviewed within the District's Consultation Council and are hereby presented to the Trustees for action, without constituent objection.

### **10. Acknowledgement of Guests and Special Recognitions**

Chair Blum thanked Vice Chancellor Sue Johnson for serving as Interim Chancellor during the month of July. Trustees thanked Jim Walker and the Human Resources Department for a successful Chancellor search. Chair Blum and Trustees welcomed Chancellor Moore to the District. Dr. Moore thanked Ms. Johnson and the VCCCD team for the warm welcome, and thanked Presidents, Academic Senates, and union leadership for recent campus visits and introductory meetings.

### **11. Public Comments**

Public comments were made by Felicia Rueff.

### **12. Associated Student Government Reports**

- Daniel Chavez, Ventura College Associated Student Government Director of External Affairs, commented on the Ventura College Student Executive Retreat, Ventura College Lending Library, and expressed excitement with the beginning of the fall semester.



- Cindy Avalos, Oxnard College Associated Student Government President, commented on Club Rush and book swap, and expressed excitement with the beginning of the fall semester. Ms. Avalos thanked the District for the opportunity to represent Oxnard College students.
- Student Trustee Valenzuela commented on Assemblyman Jeff Gorell's meeting, District Council on Accreditation and Planning meeting, website redesign, and the Student Trustee Conference.

### **13. Senate President Business Report**

#### **Report: 13.01 Academic Senate**

- Linda Kama'ila, Oxnard College Academic Senate President, commented on Flex Week, new and old technology, and welcomed eight new faculty members.
- Riley Dwyer, Moorpark College Academic Senate President, commented on Flex Week, welcomed new facility, and the new semester.
- Peter Sezzi, Ventura College Academic Senate President, commented on Flex Week, professional development, welcomed new faculty, student panel focusing on effective teaching practices. Lending Library, Academic Senate Meetings, a successful academic year, and thanked Dr. Moore for attending Flex Week,

#### **Report: 13.02 Classified Senate**

- Peder Nielsen, Ventura College Classified Senate President, commented on the new academic year.

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

#### **Information: 14.01 OPEN STUDY SESSION: Accreditation Update.**

Chair Blum opened the study session.

**Discussion: 14.02 Accreditation Update. This item presents for discussion an accreditation update.** Dr. Moore commented on the Board Strategic Planning Session and the accreditation report. Dr. Eddinger 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.

**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.

**Action: 16.06 ACTION TO REAFFIRM BOARD POLICY (BP) 6150 DESIGNATION OF AUTHORIZED SIGNATURES.** This item presents for reaffirmation BP 6150 Designation of Authorized Signatures and provides existing Administrative Procedure (AP) 6150 Designation of Authorized Signatures for information. The Chancellor recommends the Board of Trustees reaffirm BP 6150 Designation of Authorized Signatures. Existing AP 6150 is provided for information and is consistent with BP 6150. 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: 16.07 ACTION TO APPROVE BOARD POLICY (BP) 6330 PURCHASING.** This item presents for approval BP 6330 Purchasing and provides revised Administrative Procedure (AP) 6331 Procurement Cards, revised AP 6336 Travel, and existing AP 6337 Mileage Reimbursement for information. The Chancellor recommends the Board of Trustees approve BP 6330 Purchasing. Revised AP 6331 Procurement Cards, revised AP 6336 Travel, and existing AP 6337 Mileage Reimbursement are provided for information and are consistent with BP 6330. Motion by Trustee Dianne McKay, 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: 16.08 ACTION TO APPROVE BOARD POLICY (BP) 6340 CONTRACTS.** This item presents for approval BP 6340 Contracts and provides revised Administrative Procedure (AP) 6340 Contracts and

existing AP 6365 Accessibility of Information Technology for information. The Chancellor recommends the Board of Trustees approve BP 6340 Contracts. Revised AP 6340 Contracts and existing AP 6365 Accessibility of Information Technology are provided for information and are consistent with BP 6340. 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: 16.09 ACTION TO REAFFIRM BOARD POLICY (BP) 6400 AUDITS.** This item presents for reaffirmation BP 6400 Audits and provides revised Administrative Procedure (AP) 6400 Audits for information. The Chancellor recommends the Board of Trustees reaffirm BP 6400 Audits. AP 6400 has been revised, is provided for information, and is consistent with BP 6400. 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: 16.10 ACTION TO REAFFIRM BOARD POLICY (BP) 6500 PROPERTY MANAGEMENT.** This item presents for reaffirmation BP 6500 Property Management and provides existing Administrative Procedure (AP) 6500 Property Management for information. The Chancellor recommends the Board of Trustees reaffirm BP 6500 Property Management. Existing AP 6500 Property Management is provided for information and is consistent with BP 6500. 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: 16.11 ACTION TO REAFFIRM BOARD POLICY (BP) 6520 SECURITY FOR DISTRICT PROPERTY.** This item presents for reaffirmation BP 6520 Security for District Property and provides existing Administrative Procedures (AP) 6530 District Vehicles and AP 6535 Use of District Equipment for information. The Chancellor recommends the Board of Trustees reaffirm BP 6520 Security for District Property. Existing AP 6530 District Vehicles and AP 6535 Use of District Equipment are provided for information and are consistent with BP 6520. 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: 16.12 ACTION TO REAFFIRM BOARD POLICY (BP) 6540 INSURANCE.** This item presents for reaffirmation BP 6540 Insurance. No administrative procedure is required. The Chancellor recommends the Board of Trustees reaffirm BP 6540 Insurance. 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: 16.13 ACTION TO REAFFIRM BOARD POLICY (BP) 6550 DISPOSAL OF PROPERTY.** This item presents for reaffirmation BP 6550 Disposal of Property and provides revised Administrative Procedure (AP) 6550 Disposal of Property for information. The Chancellor recommends the Board of Trustees reaffirm BP 6550 Disposal of Property. AP 6550 Disposal of Property has been revised, is provided for information, and is consistent with BP 6550. 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: 16.14 ACTION TO APPROVE BOARD POLICY (BP) 6600 CAPITAL CONSTRUCTION.** This item presents for approval BP 6600 Capital Construction and provides proposed Administrative Procedure (AP) 6600 Capital Construction for information. The Chancellor recommends the Board of Trustees approve revised BP 6600 Capital Construction. Proposed AP 6600 Capital Construction is provided for information and is consistent with BP 6600. Motion by Trustee Larry Miller, 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: 16.15 ACTION TO APPROVE BOARD POLICY (BP) 6620 NAMING BUILDINGS.** This item presents for approval BP 6620 Naming Buildings and provides revised Administrative Procedure A(P) 6620 for information. The Chancellor recommends the Board of Trustees approve BP 6620 Naming Buildings. Revised AP 6520 Naming Buildings is provided for information and is consistent with BP 6620. 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: 16.16 ACTION TO APPROVE BP 6700 CIVIC CENTER AND OTHER FACILITIES USE.** This item presents for approval BP 6700 Civic Center and Other Facilities Use. Revised Administrative Procedure (AP) 6700 Civic Center and Other Facilities Use is provided for information. The Chancellor recommends the Board of Trustees approve BP 6700 Civic Center and Other Facilities Use. AP 6700 Civic Center and Other Facilities Use has been revised, is provided for information, and is consistent with BP 6700. 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: 16.17 ACTION TO REAFFIRM BOARD POLICY (BP) 6740 CITIZENS OVERSIGHT COMMITTEE.** This item presents for reaffirmation BP 6740 Citizens Oversight Committee and provides proposed Administrative Procedure (AP) 6740 Citizens Oversight Committee for information. The Chancellor recommends the Board of Trustees reaffirm BP 6740 Citizens Oversight Committee. Proposed AP 6740 Citizens Oversight Committee is provided for information and is consistent with BP 6740. Motion by Vice Chair Arturo Hernandez, 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: 16.18 ACTION TO APPROVE BOARD POLICY (BP) 6800 SAFETY.** This item presents for approval BP 6800 Safety. Proposed Administrative Procedure (AP) 6800 Safety is provided for information. The Chancellor recommends the Board of Trustees approve BP 6800 Safety. Proposed AP 6800 Safety is provided for information and is consistent with BP 6800. 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.

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

**Action: 17.01 ACTION TO APPOINT SECRETARY TO THE BOARD OF TRUSTEES.** This item presents for approval the appointment of Jamillah Moore, Ed.D., as Secretary to the Board of Trustees. The Board of Trustees appoint Jamillah Moore, Ed.D., as Secretary to the Board of Trustees. 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: 17.02 ACTION TO ESTABLISH THE BOARD OF TRUSTEES PLANNING, ACCREDITATION, AND COMMUNICATION (PAC) COMMITTEE AS A REGULAR STANDING COMMITTEE AND DISSOLVE THE ACADEMIC AFFAIRS COMMITTEE.** The Chancellor recommends that the Board of Trustees approve the establishment of the Planning, Accreditation, and Communication (PAC) Committee and dissolve the Academic Affairs Committee. 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.

**Action: 17.03 ACTION TO APPOINT MEMBERS AND ALTERNATE MEMBERS TO THE BOARD PLANNING, ACCREDITATION, AND COMMUNICATION (PAC) COMMITTEE.** The Chancellor recommends that members and alternate members be appointed to serve on the Planning, Accreditation, and Communication (PAC) Committee. That Chair Blum and Trustee McKay serve as members, and Trustee Perez serve as an alternate member. 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: 17.04 ACTION TO APPROVE THE 2013 MEETINGS OF THE BOARD CALENDAR.** This item presents for approval the 2013 Meetings of the Board Calendar. That the Board of Trustees approve the 2013 Meetings of the Board Calendar. 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: 17.05 ACTION TO APPROVE GOVERNING BOARD MEMBER ABSENCE.** There was no action taken.

#### **18. Business Services**

**Action: 18.01 FISCAL YEAR-END BUDGET TRANSFERS:** This item requests approval of 2011-2012 fiscal year-end closing budget transfers between major expenditure classifications, and use of fund balance/retained earnings in accordance with Education Code Section 70902 and Title 5, California Code of Regulations, Section 58307. The Chancellor recommends acceptance of the 2011-2012 fiscal year-end closing budget transfers and/or use of fund balance/retained earnings displayed as Exhibit 18.01.01. Motion by Trustee Larry Miller, 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.

#### **19. Human Resources**

There were no items.

#### **20. Capital Planning**

**Report: 20.01 Trustees: Capital Planning & Facilities Committee met on July 25, 2012.** Trustee Perez indicated the Capital Planning Committee met and recommend agenda items.

#### **21. Student Learning**

There were no items.

#### **22. Consent Calendar**

**Action (Consent): 22.01 APPROVAL OF CONSENT CALENDAR.** This item presents for approval the Consent Calendar. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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.

#### **23. Consent Calendar: Approval of Minutes**

**Action (Consent), Minutes: 23.01 APPROVAL OF MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR JULY 10, 2012.** This item presents for approval the minutes of the Board of Trustees Meeting of July 10, 2012. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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.

#### **24. Consent Calendar: Business Services**

**Action (Consent): 24.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF JUNE 13 TO JULY 17, 2012:** This item presents for ratification Accounts Payable and Payroll for the period of June 13, 2012 to July 17, 2012. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 24.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #03 FOR FY 2012-13:** This item presents for approval/ratification of Board Purchase Order Report #03, for FY 2012-2013 from June 25, 2012 to July 31, 2012. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 24.03 ACCEPTANCE OF GIFTS:** This item presents for approval the acceptance of gifts. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 24.04 SURPLUS/DISPOSAL OF EQUIPMENT:** This item presents for approval the surplus/disposal of equipment and materials. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 24.05 APPROVAL OF AGREEMENT RENEWAL WITH IPARADIGMS FOR TURNITIN PLAGIARISM CHECKING SOFTWARE:** This item requests approval for an agreement renewal with iParadigms for licenses, integration, and support for Turnitin plagiarism checking software, a system that can be used by faculty and students to check for originality and plagiarism. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 24.06 APPROVAL OF CONTRACT RENEWAL WITH EX LIBRIS FOR LIBRARY MANAGEMENT SOFTWARE:** This item requests approval of a contract renewal with Ex Libris (USA) Inc. for the Library Management Software. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 24.07 ACCEPTANCE OF COMPLETION OF BID 437, VENTURA COLLEGE STUDENT SERVICE CENTER FLOOR LEVELING PROJECT:** This item presents for approval the acceptance of completion of Bid 437 Ventura College Student Center Floor Leveling Project in the amount of \$58,947. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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: 24.08 APPROVAL OF NEW GRANTS FOR FISCAL YEAR 2012-13:** This item request approval of new grants for FY 2012-13. The Chancellor recommends that the Board of Trustees approve the new grants for fiscal year 2012-13. 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 (Consent): 24.09 QUARTERLY FINANCIAL STATUS REPORT, GENERAL FUND – UNRESTRICTED (CCFS-311Q):** This item requests acceptance of the quarterly financial status report (CCFS-311Q) for the General Fund-Unrestricted as required by law. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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.

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

**Action (Consent): 25.01 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ESTABLISHMENT OF POSITIONS:** This item presents for approval the establishment of three positions. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 25.02 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF SEPARATION FROM EMPLOYMENT:** This item presents for approval the separation of employment for an employee. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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.

## **26. Consent Calendar: Capital Planning & Facilities**

**Action (Consent): 26.01 ACCEPTANCE OF CHANGE ORDER SUMMARY REPORTS FOR CAPITAL PROJECTS:** This item presents for approval the Change Order Summary Reports for Capital Projects. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 26.02 APPROVAL TO EXECUTE A CONTRACT FOR WITH AMADOR WHITTLE ARCHITECTS FOR THE DESIGN OF RENOVATION OF FOUNTAIN HALL (OLD LIBRARY) AT MOORPARK COLLEGE PROJECT 19118;** This item presents for approval the authorization for management to execute a contract with Amador Whittle Architects, Inc. for the amount of One Hundred Twenty Three Thousand, Six Hundred (\$123,600.00) dollars for architectural and FFE design for interior renovation of the Library Building to accommodate student and staff for processing of student services at Moorpark College. This amount includes a \$3,100 allowance for reimbursable expenses. These fees may be subject to change depending on evolution of the conceptual design process. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 26.03 4.03 APPROVAL OF CONTRACT WITH TORO ENTERPRISES FOR THE BIOSWALE AT VENTURA COLLEGE, PROJECT #39302 INF PIPED UTILITY SYSTEMS:** This item presents for approval a contract with Toro Enterprises in the amount of \$213,357 to construct a Bioswale at Ventura College, Project #39302 Inf Piped Utility Systems. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 26.04 APPROVAL OF CONTRACT WITH KIWITT'S GENERAL BUILDING FOR ADA ELECTRICAL PUSH PADS FOR THE MCE/MCW BUILDINGS AT VENTURA COLLEGE, PROJECT #39120 AT/ GPC/ HSC.** This item presents for approval a contract with Kiwitt's General Building in the amount of \$38,000 to install additional ADA electrical push pads in the MCE/MCW buildings (previously known as the AT/GPC/HSC) at Ventura College, Project #39120. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 26.05 APPROVAL TO EXECUTE A CONTRACT WITH JDML INC. DBA STANDARD INDUSTRIES FOR THE POLICE AND CAFETERIA (FORMERLY STUDENT CENTER) BUILDINGS DEMOLITION, AT OXNARD COLLEGE PROJECT # 29120 STUDENT SERVICES CENTER.** This item presents for approval a contract for \$215,500 with JDML Inc. dba Standard Industries for demolition of the Police and Cafeteria Buildings at Oxnard College, project # 29120 Student

Services Center. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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.

#### **27. Consent Calendar: Student Learning**

**Action (Consent): 27.01 SUMMER 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT MOORPARK COLLEGE:** This item presents for approval the Summer 2012 candidates for graduation and certificates at Moorpark College. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 27.02 SUMMER 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT OXNARD COLLEGE.** This item presents for approval the Summer 2012 candidates for graduation and certificates at Oxnard College. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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 (Consent): 27.03 SUMMER 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT VENTURA COLLEGE.** This item presents for approval the Summer 2012 candidates for graduation and certificates at Ventura College. The Chancellor recommends the Board of Trustees approve this item. Motion by Trustee Bernardo Perez, 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.

#### **28. Informational Items**

There were no items.

#### **29. Reports**

##### **Report: 29.01 Academic Senates**

Academic Senate Presidents did not provide additional reports.

##### **Report: 29.02 Trustees**

Trustees and Student Trustees commented on California Youth Connection, Flex Day, and thanked faculty and staff for their dedication work on behalf of our students.

##### **Report: 29.03 Chancellor**

Chancellor Moore wished faculty and staff a successful Flex Day/Week, commented on the fall semester, and attending State Chancellor Jack Scott's retirement

#### **30. Adjournment**

Chair Blum adjourned the meeting at 7:55 p.m.





**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 22. Consent Calendar: Business Services

Subject 22.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF JULY 18 TO AUGUST 14, 2012: This item presents for ratification Accounts Payable and Payroll for the period of July 18, 2012 to August 14, 2012.

Access Public

Type Action (Consent)

Fiscal Impact Yes

Budgeted Yes

Recommended Action The Chancellor recommends the Board of Trustees ratify the checks as listed.

**Public Content**

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Background

Education Code §85231 requires all payments from the funds of a community college district shall be made by written order of the governing board of the district. The Governing Board of the District ratifies the total payments made for accounts payable and payroll for the specified period.

Analysis

Accounts Payable	\$ 19,618,119.67
Payroll	\$5,945,447.96
<b>TOTAL</b>	<b>\$25,563,567.63</b>

Fiscal Impact

Included in approved budgets.

<b>Staff Position Review</b>	<b>N/A</b>	<b>Primary</b>	<b>Advisory</b>
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Sue Johnson		



**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 22. Consent Calendar: Business Services

Subject 22.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #04 FOR FY 2012-13:  
This item presents for approval/ratification of Board Purchase Order Report #04, for FY 2012-2013 from July 31, 2012 to August 28, 2012.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends that the Board of Trustees approve/ratify the purchase orders listed in the attached exhibit.

**Public Content**

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Background/Analysis

See attached

Fiscal Impact

In approved budgets

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Pam Eddinger/Robin Calote/ Richard Duran/Sue Johnson		

[PO Board Report FY13 #4.pdf \(25 KB\)](#)

**Administrative Content**

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# PO Board Report

Tuesday, August 28, 2012

Page 1 of 5

September 11, 2012

**PO NUMBER** P0055777 **PO AMOUNT:** \$10,500

**VENDOR NAME:** Rincon Consultants Inc

**PO REASON** Soil Remediation for Fire and Sheriff's Academy

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/6/2012	\$10,500.00	DistrictWide	4341	\$10,500.00

**PO NUMBER** P0076966 **PO AMOUNT:** \$16,425

**VENDOR NAME:** Paul Murdoch Architects

**PO REASON** Architect Services for Library & Learning Resource Center Renovation

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/8/2012	\$16,425.00	Oxnard College	4321	\$16,425.00

**PO NUMBER** P0084152 **PO AMOUNT:** \$21,350

**VENDOR NAME:** Geotechniques

**PO REASON** Geotechnical Testing for Applied Sciences Building

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/8/2012	\$21,350.00	Ventura College	4331	\$21,350.00

**PO NUMBER** P0086008 **PO AMOUNT:** \$72,000

**VENDOR NAME:** Vista Higher Learning

**PO REASON** BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/28/2012	\$65,000.00	Moorpark College	511	\$72,000.00
7/1/2012	\$7,000.00			

**PO NUMBER** P0086095 **PO AMOUNT:** \$20,000

**VENDOR NAME:** Jones & Bartlett Learning LLC

**PO REASON** BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/8/2012	\$20,000.00	Ventura College	513	\$20,000.00

# PO Board Report

Tuesday, August 28, 2012

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September 11, 2012

**PO NUMBER** P0086413 **PO AMOUNT:** \$22,404

**VENDOR NAME:** Sinclair Sanitary Supply Inc

**PO REASON** BPO - Custodial Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/1/2012	\$16,000.00	Oxnard College	111	\$22,404.00
7/1/2012	\$6,404.00			

**PO NUMBER** P0086506 **PO AMOUNT:** \$50,000

**VENDOR NAME:** Jordano's Inc

**PO REASON** BPO - Supplies for Culinary Restaurant Management Program

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/23/2012	\$50,000.00	Oxnard College	111	\$50,000.00

**PO NUMBER** P0086850 **PO AMOUNT:** \$37,500

**VENDOR NAME:** Clean Source Inc

**PO REASON** BPO - Custodial Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/28/2012	\$35,000.00	Moorpark College	111	\$37,500.00
7/2/2012	\$2,500.00			

**PO NUMBER** P0087082 **PO AMOUNT:** \$11,000

**VENDOR NAME:** Ventura Co Medical Center

**PO REASON** BPO - Medical Services for Student Health Center

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/9/2012	\$11,000.00	Ventura College	133	\$11,000.00

**PO NUMBER** P0087244 **PO AMOUNT:** \$12,980

**VENDOR NAME:** Barr West Electric

**PO REASON** Removal of Electrical & Fire Alarms in Temporary Classrooms for Theatre Remodel Project

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$12,980.00	Ventura College	4331	\$12,980.00

# PO Board Report

Tuesday, August 28, 2012

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September 11, 2012

**PO NUMBER** P0087400 **PO AMOUNT:** \$26,212  
**VENDOR NAME:** BKM Office Environments  
**PO REASON** Furniture for Library Learning Resource Center Renovation Per California State University Contract 10Z04814

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/19/2012	\$26,212.00	Oxnard College	4321	\$26,212.00

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**PO NUMBER** P0087544 **PO AMOUNT:** \$11,793  
**VENDOR NAME:** County of Ventura  
**PO REASON** Data Communication & Vault Space on South Mountain & Camarillo

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/31/2012	\$11,793.00	DistrictWide	111	\$11,793.00

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**PO NUMBER** P0087549 **PO AMOUNT:** \$10,296  
**VENDOR NAME:** IBM Corporation  
**PO REASON** IBM License Subscription and Support

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/1/2012	\$10,296.00	Oxnard College	12802	\$10,296.00

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**PO NUMBER** P0087584 **PO AMOUNT:** \$26,550  
**VENDOR NAME:** Greene Tree Care  
**PO REASON** BPO - Tree Trimming & Removal

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/6/2012	\$26,550.00	Ventura College	417	\$26,550.00

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**PO NUMBER** P0087602 **PO AMOUNT:** \$15,250  
**VENDOR NAME:** DMC Design Group Inc  
**PO REASON** Engineer/Design Services for East Parking Lot Improvements

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/7/2012	\$15,250.00	Ventura College	419	\$15,250.00

# PO Board Report

Tuesday, August 28, 2012

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September 11, 2012

**PO NUMBER** P0087656 **PO AMOUNT:** \$10,000

**VENDOR NAME:** Vista

**PO REASON** Contribution for Bus Route to Campus

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/9/2012	\$10,000.00	Moorpark College	111	\$10,000.00

**PO NUMBER** P0087706 **PO AMOUNT:** \$10,200

**VENDOR NAME:** Phyllis J Villarreal

**PO REASON** CPR/AED/First Aid Training for County Foster Parents & Casa Pacifica

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/15/2012	\$10,200.00	District-Eco Dev	114	\$10,200.00

**PO NUMBER** P0087727 **PO AMOUNT:** \$31,725

**VENDOR NAME:** Sports Facilities Group, Inc.

**PO REASON** Safety Guardrails for Baseball Bleachers

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/20/2012	\$31,725.00	Ventura College	419	\$31,725.00

**PO NUMBER** P0087741 **PO AMOUNT:** \$13,600

**VENDOR NAME:** Twining, Inc

**PO REASON** Project Inspection Services for Reroofing of Theater Building

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/20/2012	\$13,600.00	Ventura College	4331	\$13,600.00

**PO NUMBER** P0087765 **PO AMOUNT:** \$15,050

**VENDOR NAME:** Hurst Review Services

**PO REASON** State Board Testing for Nursing Program

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/20/2012	\$15,050.00	Ventura College	125	\$15,050.00

# PO Board Report

Tuesday, August 28, 2012

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September 11, 2012

**PO NUMBER** P0087821 **PO AMOUNT:** \$30,679  
**VENDOR NAME:** Central Restaurant Products  
**PO REASON** Equipment for Culinary Restaurant Management Program

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/24/2012	\$30,679.00	Oxnard College	121	\$30,679.00

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**PO NUMBER** P0087829 **PO AMOUNT:** \$26,526  
**VENDOR NAME:** Ventek International  
**PO REASON** Annual Pay Station Web Hosting and Data Fee

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
8/24/2012	\$26,526.00	DistrictWide	124	\$26,526.00

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees  
 Category 22. Consent Calendar: Business Services  
 Subject 22.03 ACCEPTANCE OF GIFTS: This item presents for approval the acceptance of gifts.  
 Access Public  
 Type Action (Consent)  
 Recommended Action The Chancellor recommends acceptance of the following gifts on behalf of the Ventura County Community College District and requests that an appropriate expression of the Board of Trustees appreciation be sent to the donors.

**Public Content**

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Background/Analysis

The following items have been donated:

Cash Donation of \$2,100  
 To be used for the Moorpark College Symphony Orchestra  
 Donated by: Camarillo Arts Council

Donation of a 2003 Rescue Ambulance, VIN 1FDWE45FX3HB97857  
 To be used by the Oxnard College Regional Fire Academy  
 Donated by: Los Angeles Fire Department

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Pam Eddinger/Richard Duran		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees  
 Category 22. Consent Calendar: Business Services  
 Subject 22.04 SURPLUS/DISPOSAL OF EQUIPMENT: This item presents for approval the surplus/disposal of equipment and materials.  
 Access Public  
 Type Action (Consent)  
 Recommended Action The Chancellor recommends that the Board of Trustees approve the disposal of the items on behalf of the Ventura County Community College District.

**Public Content**

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Background/Analysis

Items less than a \$5,000 value to be disposed per Ed Code 81452.

The following items are outdated or too costly to be repaired:

- Lockers
- Elliptical Exercise Machines
- Physical Therapy Whirlpool
- Weight Lifting Machines

Fiscal Impact

N/A

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Robin Calote		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 22. Consent Calendar: Business Services

Subject 22.05 RATIFICATION OF CHANGE ORDER 1 FOR BID 428, MOORPARK COLLEGE PHYSICAL SCIENCE BUILDING HVAC RETROFIT: This item presents for ratification Change Order 1 for Bid 428, Moorpark College Physical Science Building HVAC Retrofit.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends that the Board of Trustees approve Change Order 1 for Bid 428, Moorpark College Physical Science Building HVAC Retrofit.

**Public Content**

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Background/ Analysis

Change Order 1 includes changes for the removal and replacement of existing ductwork, extension to the concrete mechanical support pad, removal and reinstallation of the variable frequency drive, and to change vent to an acid washing piping. Work was either not shown on plans or had to be revised to accommodate the new equipment. The work on this change order was completed prior to presenting agenda item to the Board of Trustees in order to avoid delays in the project.

Original Contract	\$532,000
Change Order 1	<u>\$ 46,809</u>
Revised Contract Balance	\$578,809

Fiscal Impact

This project is being funded from Scheduled Maintenance Funds.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Pam Eddinger/Sue Johnson		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 22. Consent Calendar: Business Services

Subject 22.06 ACCEPTANCE OF COMPLETION OF BID 428, MOORPARK COLLEGE PHYSICAL SCIENCE BUILDING HVAC RETROFIT: This item presents for approval the acceptance of completion of Bid 428, Moorpark College Physical Science Building HVAC Retrofit to Bon Air, Inc.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends that the Board of Trustees approve the acceptance of completion of Bid 428, Moorpark College Physical Science Building HVAC Retrofit to Bon Air, Inc.

**Public Content**

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Background/ Analysis

This project, awarded to Bon Air, Inc., was completed on time in the amount of \$578,809.

Fiscal Impact

This project is being funded from Scheduled Maintenance Funds.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Pam Eddinger/Sue Johnson		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 22. Consent Calendar: Business Services

Subject 22.07 ACCEPTANCE OF COMPLETION OF BID 438, MOORPARK COLLEGE CAMPUS CENTER VENDING AREA DEMOLITION: This item presents for approval the acceptance of completion of Bid 438 Moorpark College Campus Center Vending Area Demolition.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends that the Board of Trustees approve the acceptance of completion of Bid 438 Moorpark College Campus Center Vending Area Demolition.

**Public Content**

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Background/Analysis

This project, awarded to Specialized Environmental, Inc. was completed on time in the amount of \$83,564.

Fiscal Impact

Project will be funded from Internal Capital Projects Funds

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Robin Calote/Sue Johnson		

**Administrative Content**

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**Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	22. Consent Calendar: Business Services
Subject	22.08 ESTABLISHMENT OF 2012-2013 GANN APPROPRIATION LIMIT AS REQUIRED BY THE CALIFORNIA CONSTITUTION: This item authorizes establishment of the 2012-13 Gann Appropriations Limit as required by Article XIII B of the California Constitution and Government Code Section 7910.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends that the Board of Trustees adopt the attached Resolution, displayed as Exhibit 22.08.01, establishing the 2012-13 Gann Appropriations Limit at \$156,272,942 as required by Article XIII B of the California Constitution and Government Code Section 7910.

**Public Content**

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Background/Analysis

In November 1979, California voters passed Proposition 4, the "Gann Initiative," adding Article XIII B to the California Constitution to place limits on appropriations from "proceeds of taxes" revenues of state and local governments. In November 1988, California voters passed Proposition 98, amending Article XIII B to revise the measurement of year-to-year changes in revenues from "proceeds of taxes." The Legislature has amended the Government Code to specify the computational methodology by which state and local agencies, including school and community college districts, must establish appropriation limits each year as part of the budget development process. Government Code Section 7910 requires the governing board of each community college district to establish the appropriations limit each year as a legislative act.

Ventura County Community College District's appropriations limit of \$156,272,942 has been computed in accordance with Government Code Section 7908 and is displayed as Exhibit 22.08.01). This limit will have no effect on the 2012-13 Adoption Budget, in that the District's projected revenues from "proceeds of taxes" are expected to be below the appropriations limit by more than \$44 million.

Fiscal Impact

N/A

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Sue Johnson		

**Administrative Content**

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES RESOLUTION  
2012-13 GANN APPROPRIATIONS LIMIT  
September 11, 2012

WHEREAS, Article XIII B of the Constitution of the State of California requires the establishment of appropriations limits, commonly called Gann Limits, on "proceeds of taxes" revenues for public agencies, including school and community college districts, commencing with the 1980-81 fiscal year, and

WHEREAS, Article XIII B and Government Code Section 7908 require that California community college districts revise their method of calculating Gann Appropriations Limits beginning with the 1988-89 fiscal year, and

WHEREAS, Ventura County Community College District's Gann Limit has been calculated in accordance with Article XIII B of the California Constitution and Government Code Section 7908,

THEREFORE, BE IT RESOLVED, as a legislative act of this Board of Trustees pursuant to Government Code Section 7910, that for the purpose of Article XIII B, there is hereby established the Ventura County Community College District's Gann Appropriations Limit of \$156,272,942 for the 2012-13 fiscal year.

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Mr. Stephen P. Blum, Esq., Chair  
Ventura County Community College District  
Board of Trustees

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Date



**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 22. Consent Calendar: Business Services

Subject 22.09 APPROVAL OF NEW CONTRACTS AND GRANTS FOR FISCAL YEAR 2012-13: This item request approval of new contracts and grants for FY 2012-13.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends that the Board of Trustees approve new contracts and grants for fiscal year 2012-13.

**Public Content**

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Background/Analysis

Oxnard College:

City of Oxnard Housing Authority – Teen Parent Program. Oxnard College has received a renewal agreement in the amount of \$20,000 from the City of Oxnard to continue to provide services necessary to administer the Teen Parent Program. This program is an educational and economic development opportunity that targets Oxnard public housing tenants. The Teen Parent Program provides teen parent services that include counseling, outreach, workshops, transportation, childcare, books, and school supplies assistance. The underlying funding for the City of Oxnard is from a U.S. Department of Housing and Urban Development (HUD) Resident Opportunities & Self Sufficiency (ROSS) program grant.

This program is consistent with the Oxnard College Mission by assisting these students in identifying educational goals and providing them support services, thus ensuring student success in fulfilling their educational goals. This program supports the Strategic Master Plan, specifically Section 3.C.1) Develop and implement a comprehensive outreach strategy by institutionalization of a comprehensive Outreach Plan for high school and community adult learners which will result in increased enrollment; Section 3.C.2) Develop and implement a Strategic Marketing Plan – A marketing plan will be developed that is aimed at 1) improving a positive awareness of Oxnard College in the community; 2) effective branding of OC as an institution of higher education and transfer; 3) increasing the enrollment of adult learners and high school graduates; and Section 3.C.8) Maintain and expand the network of partnerships with external stake holders and better serve the community – will annually establish two new or enhance existing partnerships with community agencies.

The funds will be utilized for hourly counseling for teen parent outreach, general office and outreach supplies, student support services such as transportation, books, childcare, and also for indirect cost reimbursements.

The total amount of the agreement is \$20,000. The term of the agreement is August 1, 2012 through June 30, 2013.

Org # 28102 - Fund 127		
1000	Academic Salaries	5,771
3000	Employee Benefits	729
4000	Supplies & Materials	200



5000	Indirect Cost Reimbursement	2,000
7000	Payments To/For Students	11,300
		\$20,000

District-wide Division of Economic Development:

STATE CHANCELLOR’S OFFICE, CALIFORNIA COMMUNITY COLLEGES – ECONOMIC AND WORKFORCE DEVELOPMENT PROGRAM: WORKPLACE LEARNING RESOURCE CENTER. The District has received notice of a renewal grant award in the amount of \$205,000 for the Workplace Learning Resource Center.

The State Chancellor’s Office Economic and Workforce Development (EWD) program primarily supports community colleges that serve communities embracing the challenge to develop, sustain and advance their role in a global economy. Many community colleges, because of their accessibility and their central role in preparing the workforce, act as a catalyst or even may drive local economic development. The regional partnerships formed by community colleges can leverage financial capital, knowledge resources, and create industry networks. They impact the workforce pipeline through innovative efforts with various entities ranging from the secondary school systems to industry-specific employers. As hubs of innovation, community colleges represent critical assets in building effective regional strategies for global success.

Workplace Learning Resource Centers drive economic and workforce development in California through high quality, innovative, affordable education, and customized learning and training solutions for local employers in the private and public sectors, including occupation-specific skills assessment, needs and task analysis of requirements of the job, basic skills instruction, vocational English as a Second Language, analytical and problem-solving skills, and customer service training. The Centers provide programs that are functional in context to the job providing skill enhancement that employees can apply immediately to their work after training.

This grant supports the District’s mission to provide training programs to meet worker and employer needs. Contract education, in the form of workforce education, is a core component of the economic development plan for the District and for the employers that we serve. This grant supports Strategic Planning Objective 5: Develop and implement a comprehensive District-wide integrated Economic Development and Career Preparation program for Ventura County. Economic and workforce development is also clearly cited within the mission statement of the State’s CCC Strategic Plan. In addition, this project directly addresses the specific economic and workforce education objectives contained within the respective master plans of the three campuses.

The FY 2012-13 grant award is \$205,000. The grant budget will provide for the delivery of training and technical assistance services to the regional area, as well as for program staff, travel, supplies and materials, and indirect cost reimbursements.

The term of the grant is July 1, 2012 through June 30, 2013.

Org # 53011 - Fund 122		
2000	Classified Salaries	92,967
3000	Employee Benefits	30,392
4000	Supplies & Materials	36,996
5000	Technical Assist/Travel Indirect Cost Reimb	41,145
6000	Capital Outlay	3,500
		\$205,000

Fiscal Impact

Increase General Fund – Restricted (EWD Grants) - 122 \$205,000  
 Increase General Fund – Restricted (Contracts) - 127 \$ 20,000

Future Fiscal Impact

There is no requirement for institutionalization of program, or retention of staff or services after the program funding expires.

<b>Staff Position Review</b>	<b>N/A</b>	<b>Primary</b>	<b>Advisory</b>
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Richard Duran/Sue Johnson		

**Administrative Content**

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**Agenda Item Details**

Meeting	Sep 11, 2012 - Board of Trustees
Category	23. Consent Calendar: Human Resources
Subject	23.01 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ESTABLISHMENT OF POSITIONS: This item presents for approval the establishment of three positions.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Recommended Action	The Chancellor recommends the Board of Trustees approve the establishment of the following positions:

**Public Content**

It is recommended that the following positions be established:

<b>1.</b>					
<b>Establish</b>	<b>Classification</b>	<b>Location</b>	<b>Position Number</b>	<b>FTE</b>	<b>Effective</b>
	Tutorial Services Specialist II	Ventura	VCU565	11 months/100%	10/1/12
<b>Background/Analysis</b>	This position will plan and coordinate supplemental instruction and other special tutoring activities at the college. The position is being created to meet the objectives of the Title V Grant approved by the Board on August 14, 2012. Ventura College will institutionalize this position. Beginning in the third grant year (FY 14-15), the college will begin to absorb 25% of the costs of this position in the General Fund-Unrestricted. The percentage of costs paid by the General Fund will increase by 25% each succeeding year and the position will be fully funded by the General Fund at the end of the Grant.				
<b>Fiscal Impact</b>	Salary of \$51,400, Benefits of \$25,500, Title V Grant Fund				

<b>2.</b>					
<b>Establish</b>	<b>Classification</b>	<b>Location</b>	<b>Position Number</b>	<b>FTE</b>	<b>Effective</b>
	Administrative Assistant	Ventura	VCU564	11 months/100%	10/1/12
<b>Background/Analysis</b>	This position will provide administrative support to the Grant Director - Title V Grant. The position is being created in accordance with the staffing plan outlined in the Title V Grant approved by the Board of Trustees on August 14, 2012. This position will be abolished with the termination of the grant, and the incumbent in the position will be provided appropriate placement rights.				

<b>Fiscal Impact</b>	Salary of \$41,500, Benefits of \$24,600, Title V Grant Fund
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<b>3.</b>					
<b>Establish</b>	<b>Classification</b>	<b>Location</b>	<b>Position Number</b>	<b>FTE</b>	<b>Effective</b>
	Grant Director, Title V Grant	Ventura	VMC076	12 months/100%	10/1/12
<b>Background/ Analysis</b>	This position will manage a comprehensive set of activities related to the goals and objectives of the Title V Grant. The position is being created in accordance with the staffing plan outlined in the Title V Grant approved by the Board of Trustees on August 14, 2012. This position will be abolished with the termination of the grant, and the incumbent in the position will be provided appropriate placement rights.				
<b>Fiscal Impact</b>	Salary of \$85,000, Benefits of \$34,000, Title V Grant Fund				

<b>Staff Position Review</b>	<b>N/A</b>	<b>Primary</b>	<b>Advisory</b>
<b>President</b>		X	
<b>Academic Senate</b>	X		
<b>Legal Counsel</b>	X		
<b>Further Information</b>	Jamillah Moore, Patricia Parham, Robin Calote		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees  
 Category 23. Consent Calendar: Human Resources  
 Subject 23.02 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF RESCISSION OF SEPARATION OF EMPLOYMENT  
 Access Public  
 Type Action (Consent)  
 Fiscal Impact No  
 Recommended Action The Chancellor recommends the Board of Trustees approve the rescission of separation of employment for the employee listed below.

**Public Content**

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This item presents for approval the rescission of separation of employment for the following employee:

Employee No.	Classification	Location	Position	FTE	Effective
900243374	Office Assistant	Ventura	VCU385	12 months/47.5%	8/28/12
<b>Background/Analysis</b>	On August 14, 2012, the Board of Trustees approved the separation of employment of employee no. 900243374 effective August 28, 2012, due to exhaustion of all leave benefits. The employee returned to work prior to exhausting all leave benefits and therefore the separation of employment should be rescinded.				

Staff Position Review	N/A	Primary	Advisory
President		X	
Academic Senate	X		
Legal Counsel	X		
<b>Further Information</b>	Jamillah Moore, Patricia Parham, Robin Calote		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 24. Consent Calendar: Capital Planning & Facilities

Subject 24.01 ACCEPTANCE OF CHANGE ORDER SUMMARY REPORTS FOR CAPITAL PROJECTS: This item presents for approval the Change Order Summary Reports for Capital Projects.

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted Yes

Budget Source Funding provided by Bond Measure S Funds

Recommended Action The Chancellor recommends that the Board of Trustees ratify the action taken on the attached Change Order Summary reports.

**Public Content**

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**Background and Analysis**

This item reports the most recent change orders in the Measure S bond capital construction program at Oxnard and Ventura College's. These change orders do not represent scope changes.

This item was presented and discussed at the Capital Planning and Facilities Committee meeting and was recommended for approval.

Attached #	Project # Exhibit B #	Change Order	Contractor	College/Project	Total Amount	Reason
24.01.A	29124 26	27	GRD Construction	OC - LRC Renovation/New Construction	\$79,315.50	See attached
24.01.B	39117 43	23	Viola Construction	VC- Theatre "G" Building	<\$17,042.00>	See attached

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

[29124 GRD contingency CO27 BOT 09-11-12.pdf \(12 KB\)](#)

[39117 Viola C23 contingency consol BOT 09-11-12.pdf \(14 KB\)](#)

**Administrative Content**

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**Ventura County Community College District  
Oxnard College  
Learning Resource Center Renovation/ New Construction  
VCCCD Project #29124 / Exhibit B Ref. #26**

**CHANGE ORDER # 27 CONTINGENCY REPORT**

GRD Construction.  
September 11, 2012

Original Construction Contract	\$11,920,000.00
Previously Approved Change Orders thru 26	\$ 614,031.10
Change Order # 27	\$ <u>79,315.50</u>
Total Increase to Construction Contract	\$ <u>693,346.60</u>
Revised Construction Contract Amount	\$ <u>12,613,346.60</u>
<hr/>	
Original Construction Contingency	\$ 1,192,000.00
Increase/ <decrease> Construction Contingency	<\$ 737,515.00>
12/01/11 Increase/<decrease> Const Contingency	\$ 88,178.00
02/01/12 Transfer from FF & E Budget	\$ 125,000.00
07/31/12 Transfer from Project Contingencies	\$ <u>75,683.60</u>
Revised Construction Contingency	\$ 743,346.60
Approved Change Orders to Date: Thru 26	< \$ 614,031.10>
GRD Const. Change Order # 27	<\$ 79,315.50>
Santa Barbara Plumbing Contingency	<\$ <u>50,000.00</u> >
Total Change Orders to this Project to Date	<\$ <u>743,346.60</u> >
Construction Contingency Balance	<u><u>\$ 0.00</u></u>
Project Complete: 98% as of June-2012	
Project Budget: \$22,229,000.00	
Contingency utilized to-date: 100%	

**CHANGE ORDER #27 EXPLANATION REPORT**

[GRD Construction.]  
September 11, 2012

**COR #**

**CHANGE ORDER # 27**

95	Adjust Skylight Area Framing	20,976.00
174	Revise Fire Truck Driveway Approach off of Rose Avenue	21,530.63
175	Touch-up Interior Walls of LRC Building	1,935.23
176	Install Skylight Framing Shims, FCD # 13	13,652.45
177 R2	Audio Security Alarms on Doors 101,150A,150B,159A&159B	14,863.99
178	Install Power Door Assist Device on Room 101 Interior Door	<u>6,357.20</u>

**Total Change Order # 27                    \$79,315.50**

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**Ventura County Community College District**  
**Ventura College – G Building Renovation**  
VCCCD Project #39117 / Exhibit B Ref. #43

**CHANGE ORDER #23 CONTINGENCY REPORT**

[Viola Constructors]  
Sept. 11, 2012

Original Construction Contract	\$ 9,989,000.00
Previously Approved Change Orders thru #22	\$ 567,674.00
Change Order #23	<u>\$ &lt;17,042.00&gt;</u>
Total Increase to Construction Contract	<u>\$ 550,632.00</u>
Revised Construction Contract Amount	<u>\$ 10,539,632.00</u>

Original Construction Contingency	\$ 998,900.00
Increase/ <Decrease> Construction Contingency	<\$ 458,729.00>
07/2012 Transfer from Project Contingency	<u>\$ 30,000.00</u>
Revised Construction Contingency	\$ 570,171.00

Approved Change Orders to Date: #1-22	< \$ 567,674.00 >
Viola CO #23	<u>\$ 17,042.00</u>

Total Change Orders to this Project to Date <\$ 550,632.00>

Construction Contingency Balance \$ 19,539.00

Project Complete: 99% as of July 31, 2012  
Project Budget: \$16,381,995.00  
Contingency utilized to-date: 97%

**CHANGE ORDER #23 EXPLANATION REPORT**

1. The contractor inadvertently damaged the wave guide for district-wide communications. This is a back charge for the repair of this cable.

<\$ 4,461>

2. The panels covering the architectural elements on the roof of the theater, as designed by the architect, could not be installed in the field. There were discrepancies between the structural drawings and the architectural drawings that could not be resolved in a timely manner. The scope was removed from the contract and will be bid separately when the design can be finalized.  
(COR #241) <\$ 12,939>
3. The A/V cabling for the orchestra pit could not be installed as designed. The pathway and termination points had to be changed from the wall of the pit to the floor of the orchestra lift.  
(COR #243) \$ 10,734
4. The air handler in the theater could not handle the volume necessary. A larger motor had to be installed to supply the air volume needed.  
(COR #246) \$7,854
5. Due to design problems, the sun shades were deleted from the rear of the theater.  
(COR #251) <\$20,935>
6. The contract drawings did not show any seismic expansion joints between the new CMU walls and the existing structure at the rear of the building. New sheet metal joints were added.  
(COR #252) \$2,705

Total Change Order #23: <\$ 17,042>



**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 24. Consent Calendar: Capital Planning & Facilities

Subject 24.02 APPROVAL TO CONTRACT WITH LOWEST AND MOST RESPONSIVE BIDDER FOR THE PARKING STRUCTURE, MOORPARK COLLEGE PROJECT #19125. This item presents for approval a contract with XXXX for the Parking Structure project at Moorpark College in the amount of \$XXX,XXX.XX.

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted Yes

Budget Source Funding for this contract will be provided through Measure S Bond funds

Recommended Action The Chancellor recommends that the Board of Trustees approve the acceptance of Lowest and Most Responsive Bid received for the Parking Structure project at Moorpark College, and award a contract to the successful bidder.

**Public Content**

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**Background and Analysis**

Bids will be received for the existing Parking Structure Project on August 28, 2012 based upon design prepared by International Parking Design. The new Parking Structure project will must needed additional parking for students and staff The established construction budget for this work is \$12,000,000.00.

This item was presented at the Board Construction Subcommittee.

Exhibit B referenced #19 Build parking structure to alleviate neighborhood traffic congestion

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 24. Consent Calendar: Capital Planning & Facilities

Subject 24.03 APPROVAL OF PROPOSAL TO PROVIDE STORM WATER MANAGEMENT SERVICES FOR PROJECT #19125, PARKING STRUCTURE AT MOORPARK COLLEGE This item presents for approval the proposal for Storm Water Resources, LLC. to provide storm water management services for services in the amount of \$66,970.00 for Project #19125: Parking Structure project at Moorpark College.

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted Yes

Budget Source Funding provided by Bond Measure S funds

Recommended Action The Chancellor recommends that the Board of Trustees approve the issuance of a contract to Storm Water Resources, LLC. in the amount of \$66,970.00 for storm water management services for the construction of the new Parking Structure project at Moorpark College.

**Public Content**

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**Background and Analysis**

Storm water management service is a requirement mandated by the State of California to assure that all storm water from a construction site is adequately maintained a so as not to create any contaminates into the clean storm drainage system. Requirement consists of inspections and sampling and reporting of all storm water activities.

This item was presented at the Board Construction Subcommittee and recommended for approval.

Exhibit B referenced #19: Build parking structure to alleviate neighborhood traffic congestion

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	24. Consent Calendar: Capital Planning & Facilities
Subject	24.04 APPROVAL OF PROPOSAL TO PROVIDE GEOTECHNICAL CONSTRUCTION TESTING SERVICES FOR PROJECT #19125, PARKING STRUCTURE AT MOORPARK COLLEGE. This item presents for approval the proposal for Geotechniques to provide geotechnical construction testing services in the amount of \$78,920.00 for Project #191256: Parking Structure project at Moorpark College.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	No
Budget Source	Funding for this contract will be provided through Measure S Bond funds
Recommended Action	The Interim Chancellor recommends that the Board of Trustees approve the issuance of a contract to Geotechniques in the amount of \$78,920.00 for the geotechnical construction testing services for the construction the new Parking Structure project at Moorpark College.

**Public Content**

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**Background and Analysis**

The geotechnical service is routine soil sampling, density & laboratory testing, observation and grading and final compaction reports required by the contract document for the construction of this project.

This item was presented at the Board Construction Subcommittee and recommended for approval.

Exhibit B referenced #19: Build parking structure to alleviate neighborhood traffic congestion

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 24. Consent Calendar: Capital Planning & Facilities

Subject 24.05 APPROVAL OF CONTRACT FOR PROJECT INSPECTOR SERVICES FOR PROJECT #19125, PARKING STRUCTURE AT MOORPARK COLLEGE. This item presents for approval the authorization for management to execute a contract with Bryan Reeve for Project Inspection services as required by the Division of the State Architect for Project #19125: Parking Structure at Moorpark College at a rate of \$82/hr., for an estimated 2,450 hours not to exceed \$200,900.00.

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted Yes

Budget Source Funding for this contract will be provided through Measure S Bond funds.

Recommended Action The Chancellor recommends that the Board of Trustees authorize management to execute the agreement with Bryan Reeve at a rate of \$82/hr, not to exceed \$200,900.00 for Project Inspection services as required by the Division of the State Architect for Project #19125: Parking Structure at Moorpark College.

**Public Content**

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**Background and Analysis**

The State statutory requirement is that the District shall retain the services of a certified Project class 1 inspector on all projects. Based upon successful experience with Bryan Reeve on the Moorpark College Health Science Center, it is recommended that Mr. Reeve be accepted as Project Inspector for the new parking Structure project at Moorpark College. Work on this project is scheduled to begin October, 2012.

This item was presented at the Board Construction Subcommittee and recommended for approval.

Exhibit B referenced #19: Build parking structure to alleviate neighborhood traffic congestion

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 24. Consent Calendar: Capital Planning & Facilities

Subject 24.06 APPROVAL TO ISSUE AN ADDENDUM TO GOLDEN STATE LABOR COMPLIANCE FOR WAGE COMPLIANCE SERVICES FOR THE PARKING STRUCTURE AT MOORPARK COLLEGE PROJECT #19125. This item presents for approval an addendum to Golden State Labor Compliance in the amount of \$50,250.00 for additional service to verify compliance with all state of California prevailing Wage requirements for the parking Structure Project at Moorpark College.

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted Yes

Budget Source Funding for this contract will be provided through Measure S Bond funds

Recommended Action The Chancellor recommends that the Board of Trustees approve an addendum to the Agreement with Golden State Labor Compliance, in the amount of \$50,250.00 for prevailing wage services for the Parking Structure Project at Moorpark College.

**Public Content**

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**Background and Analysis**

To meet the Prevailing Wage requirements as set forth by the State of California, interviews were conducted with several State approved Labor compliance agencies and resulting from those interviews, Golden State Labor Compliance was selected to conduct all investigation and monitoring of all labor personnel employed on the projects to assure that all contractors were in compliance with the requirement of the Prevailing wage for the jurisdiction of this Parking Structure project. Upon completion of the design and determination of the project schedule, Golden State labor Compliance has submitted a request for an addendum of \$50,250.00 to the agreement of \$11,000.00. This addendum to the original agreement will increase the total cost of the prevailing wage monitoring to \$61,250.00 for the Parking Structure Project at Moorpark College.

This item was presented and discussed at the Board Construction Subcommittee and recommended for approval.

Exhibit B reference #19: Build parking structure to alleviate neighborhood traffic congestion

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 24. Consent Calendar: Capital Planning & Facilities

Subject 24.07 APPROVAL TO EXECUTE A CONTRACT WITH xxxxx FOR THE COMMUNITY STUDENT SERVICES CENTER, OXNARD COLLEGE, STRUCTURAL UPGRADES, PROJECT # 29026. This item presents for approval a contract for \$xx,xxx.xx with xxxxxxx for structural upgrades of the Community Student Services Center Building, project # 29026 VCCCD in order to meet DSA requirements.

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted Yes

Recommended Action The Chancellor recommends that the Board of Trustees approve a contract with xxxxx for the structural upgrades of the Community Student Services Center Building, project # 29026.

**Public Content**

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**Background and Analysis**

The project entails roof and demolition plywood deck, framing enhancement, and roof deck repairs. This project was put out to bid and the lowest responsive bidder is xxxxx in the amount of \$XX.XX. Bidders were given 5 days after the announcement of the lowest bid and there were no protests in the allotted time. Work is required prior to DSA sign off of original project.

This item was presented and discussed at the Board Construction Subcommittee.

Exhibit B Reference #26: Construct additional classrooms, labs, lecture halls, replace old portables (Building A, B, C)

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 24. Consent Calendar: Capital Planning & Facilities

Subject 24.08 APPROVAL OF MEASURE S BUDGET TRANSFERS OXNARD COLLEGE. This item presents for approval budget transfers between the Measure S funded projects at Oxnard College described below.

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted Yes

Recommended Action The Chancellor recommends that the Board of Trustees approve the budget transfers at Oxnard College between the Measure S projects described above.

**Public Content**

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**Background and Analysis**

The Measure S program started in 2002 and is expected to continue until 2014. As projects are completed, and as the design process for new projects are finalized, the individual projects budgets need to be adjusted periodically to account for changes to the estimated total costs of the projects. The following budget transfers are proposed for Oxnard College:

<u>Project</u>	<u>Beginning Budget</u>	<u>Transfers</u>	<u>Ending Budget</u>
29026 Comm. Student Services Cntr	\$ 1,720,000	\$ 25,000	\$ 1,745,000
29120 Student Services Center	\$28,460,907	<\$ 25,000>	\$28,435,907

Exhibit B Reference #26: Construct additional classrooms, labs, lecture halls; replace old portables (Buildings A, B, C)  
 Exhibit B Reference #32: Construct Student Services Build to address overcrowding

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 24. Consent Calendar: Capital Planning & Facilities

Subject 24.09 APPROVAL OF REDUCTION IN RETENTION FOR GRD CONSTRUCTION FOR THE LEARNING RESOURCE CENTER RENOVATION/NEW CONSTRUCTION, PROJECT #29124. This item presents for approval the reduction in retention for GRD Construction from 5 % to 2 ½ % of the contract value for the Learning Resource Center Renovation/New Construction, Project #29124.

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted Yes

Budget Source Funding provided by Bond Measure S funds

Recommended Action The Chancellor recommends that the Board of Trustees approve the reduction in retention from 5 % to 2 ½ % for the Learning Resource Center Renovation/New Construction, project #29124.

**Public Content**

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**Background and Analysis**

Currently the contract is over 98% complete substantial completion was on May 29, 2012. This request is for the reduction of the contractor's earned retention from 7.5 % (\$956,339.25 thru 06/30/2012) to 2 ½ % (\$311,223.54) until the close-out of the contract after completion of final change orders. We see no reason at this time to continue holding the total amount of retention; partial release of retention will assist the contractor in completing work.

This item was presented and discussed at the Capital Planning and Facilities Committee meeting and recommended for approval.

Exhibit B reference #26: Construct additional classrooms, labs, lecture halls; replace old portables (Bldgs A, B, C).

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	24. Consent Calendar: Capital Planning & Facilities
Subject	24.10 APPROVAL OF CONTRACT WITH VENCO WESTERN FOR THE LANDSCAPING OF THE G BUILDING (THEATER) AT VENTURA COLLEGE, PROJECT #39117. This item presents for approval a contract with Venco Western in the amount of \$84,184 for the Landscaping of the G Building (Theater) at Ventura College, Project #39117.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	Yes
Budget Source	Funding provided by Bond Measure S funds
Recommended Action	The Chancellor recommends that the Board of Trustees approve a contract with Venco Western in the amount of \$84,184 for the Landscaping of the G Building (Theater) at Ventura College, Project #39117.

**Public Content**

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**Background and Analysis**

Bids for the G Building landscaping project were opened on July 31, 2012, and Venco Western is the lowest and most responsible bidder.

This item was presented and discussed at the Capital Planning and Facilities Committee meeting and recommended for approval.

Exhibit B reference #43: Renovate 37 year old G Building/Auditorium, including replacing antiquated electrical, heating, ventilation, plumbing and lighting systems

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 24. Consent Calendar: Capital Planning & Facilities

Subject 24.11 APPROVAL OF REDUCTION IN RETENTION FOR VIOLA CONSTRUCTORS, INC. FOR THE G BUILDING (THEATER) RENOVATION AT VENTURA COLLEGE, PROJECT #39117. This item presents for approval the reduction in retention for Viola Constructors, Inc. from 5% to 2.5% of the contract value for the G Building (Theater) Renovation at Ventura College, Project #39117.

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted Yes

Budget Source Funding provided by Bond Measure S funds

Recommended Action The Chancellor recommends that the Board of Trustees approve the reduction in retention for Viola Constructors, Inc. from 5% to 2.5% of the contract value for the G Building (Theater) Renovation at Ventura College, Project #39117.

**Public Content**

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**Background and Analysis**

Currently the project is 99.9% complete. This request is for the reduction of the contractor’s earned retention from 5% (\$574,020.47 through Jun-30-2012) to 2.5% (\$254,764.48) until the close-out of the contract. We see no reason at this time to continue holding the total amount of retention.

This item was presented and discussed at the Capital Planning and Facilities Committee meeting and recommended for approval.

Exhibit B reference #43: Renovate 37 year old G Building/Auditorium, including replacing antiquated electrical, heating, ventilation, plumbing and lighting systems

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees  
 Category 24. Consent Calendar: Capital Planning & Facilities  
 Subject 24.12 APPOINTMENT TO THE CITIZENS OVERSIGHT COMMITTEE.  
 Access Public  
 Type Action (Consent)  
 Fiscal Impact No  
 Recommended Action The Chancellor recommends that the Board of Trustees approve the appointment of Daniel Chavez as a student member of the citizens Oversight Committee for the Measure S Bond Program.

**Public Content**

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**Background and Analysis**

California Educational Code 15282 states that the Citizens Oversight Committee shall consist of at least seven members. Position D, designated for a currently-enrolled District student involved in student government was previously held by Richard Littleton. This vacancy will now be filled with Daniel Chavez.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 24. Consent Calendar: Capital Planning & Facilities

Subject 24.13 APPOINTMENT TO THE CITIZENS OVERSIGHT COMMITTEE.

Access Public

Type Action (Consent)

Fiscal Impact No

Recommended Action The Chancellor recommends that the Board of Trustees approve the appointment of Dick Thompson to the citizens Oversight Committee for the Measure S Bond Program.

**Public Content**

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**Background and Analysis**

California Educational Code 15282 states that the Citizens Oversight Committee shall consist of at least seven members. Position C, designated for someone active in a tax payers' organization is currently held by Mr. Dick Thompson. His current term expires on 09/30/2012. He will continue service for a second term.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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**Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees

Category 24. Consent Calendar: Capital Planning & Facilities

Subject 24.14 APPOINTMENT TO THE CITIZENS OVERSIGHT COMMITTEE.

Access Public

Type Action (Consent)

Fiscal Impact No

Recommended Action The Chancellor recommends that the Board of Trustees approve the appointment of Dr. Barbara Thorpe to the citizens Oversight Committee for the Measure S Bond Program.

**Public Content**

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**Background and Analysis**

California Educational Code 15282 states that the Citizens Oversight Committee shall consist of at least seven members. Position F, which has no restrictions is currently vacant. Dr. Thorpe's resume if available for review at the Chancellor's office.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

**Administrative Content**

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### **Agenda Item Details**

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Meeting Sep 11, 2012 - Board of Trustees  
Category 25. Consent Calendar: Student Learning  
Subject 25.01 There are no items.  
Access Public  
Type

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	26. Informational Items
Subject	26.01 There are no items.
Access	Public
Type	Information

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	27. Reports
Subject	27.01 Academic Senates
Access	Public
Type	Report

### **Public Content**

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- Moorpark College
- Oxnard College
- Ventura College

### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	27. Reports
Subject	27.02 Trustees
Access	Public
Type	Report

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	27. Reports
Subject	27.03 Chancellor
Access	Public
Type	Report

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Sep 11, 2012 - Board of Trustees
Category	28. Adjournment
Subject	28.01 Chair will adjourn the meeting.
Access	Public
Type	Information

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Aug 31, 2012 - Chancellor's Consultation Council
Category	4. Other Items
Subject	4.01 Review of 2012-2013 Strategic Objectives Template, Charge to Appropriate Governance Groups, and Local Committees to Begin Creation of Action Steps.
Access	Public
Type	

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting Aug 31, 2012 - Chancellor's Consultation Council  
Category 4. Other Items  
Subject 4.02 Future Agenda Items  
Access Public  
Type

### **Public Content**

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### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Aug 31, 2012 - Chancellor's Consultation Council
Category	4. Other Items
Subject	4.03 Future Meetings
Access	Public
Type	Information

### **Public Content**

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#### **Future Meetings**

September 28 Agenda Review  
November 2 Agenda Review  
November 30 Agenda Review

### **Administrative Content**

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### **Agenda Item Details**

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Meeting	Aug 31, 2012 - Chancellor's Consultation Council
Category	5. Adjourn Meeting
Subject	5.01 Adjourn meeting
Access	Public
Type	Information

### **Public Content**

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### **Administrative Content**

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