



**Friday, November 2, 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

1.01 Call to Order

2. Review of Consultation Council Notes

2.01 Review of the September 28, 2012 Consultation Council Notes

3. Board Meeting Agenda Review

3.01 Review and discuss Board of Trustees November 13, 2012 Board Meeting

4. Other Items

4.01 Master Plan. Agendized by Dr. Calote during the September 28, 2012 Consultation Council Meeting.

4.02 Future Agenda Items

4.03 Future Meetings

5. Adjourn Meeting

5.01 Adjourn meeting



Agenda Item Details

Meeting	Nov 02, 2012 - Chancellor's Consultation Council
Category	1. Call to Order
Subject	1.01 Call to Order
Access	Public
Type	Information

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 02, 2012 - Chancellor's Consultation Council
Category	2. Review of Consultation Council Notes
Subject	2.01 Review of the September 28, 2012 Consultation Council Notes
Access	Public
Type	Discussion

Public Content

[09.28.12 Consultation Council Notes.pdf \(35 KB\)](#)

Administrative Content

Ventura County Community College District
Consultation Council Notes
September 28, 2012
8:30 a.m.

Present: Handel Evans, Pam Eddinger, Riley Dwyer, Kim Watters, Karen Bulger, Peder Nielsen, Peter Sezzi, Steve Hall, Linda Kama'ila, Laura Brower, Karla Banks, Robin Calote, Ramiro Sanchez, Richard Duran, Dan Casey, Michael Arnoldus
Chair: Jamillah Moore, Chancellor
Recorder: Patti Blair
Absent: Patricia Parham, Sue Johnson, Clare Geisen

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Opening of Meeting	Dr. Moore welcomed everyone to the meeting.	N/A	N/A	Jamillah Moore
Review of Consultation Council Notes from August 31, 2012	The notes from the August 31, 2012 Consultation Council were reviewed and approved, with minor changes.			
Board Agenda	Dr. Moore led a review of the October 9, 2012 Board of Trustees Agenda and the October 9, 2012 Citizens Advisory Body agenda. There were no constituent objections.	Dr. Moore distributed the Citizens Advisory Body 2012 membership list.	N/A	Jamillah Moore
Review of 2012-2013 Strategic Objectives Template	Consultation Council members indicated governance committees discussed the template.	Discussions will continue.	N/A	Pam Eddinger
Accreditation Updates	College presidents discussed planning activities related to the accreditation visits proposed in November.	TBD	N/A	Jamillah Moore Presidents
Future Agenda Items	Dr. Calote requested agendaizing the Master Plan.	November 2, 2012	N/A	Jamillah Moore
	<p>Mr. Sezzi commented on recent Senate meetings, accreditation work, and resolutions.</p> <p>Dr. Eddinger commented on future planning, annual retreat, and work on the strategic plan.</p> <p>Mr. Arnoldus commented on DCHR's work on Board policies and procedures and invited everyone to future Personnel Commission meetings which are held the third Thursday of each month.</p>			

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>Ms. Dwyer commented on student learning objectives and program plans.</p> <p>Ms. Bulger commented on the retirement of Valerie Lee.</p> <p>Ms. Watters commented on low morale at Moorpark college, staff surveys, and commented on the lack of participation.</p> <p>Dr. Hall commented on an all-faculty committee meeting. Approximately 65 faculty attended and discussed faculty challenges.</p> <p>Dr. Duran commented on the passing of Ralph Smith and hosting a Chinese delegation in October.</p> <p>Ms. Brower commented on a future meeting of the classified confidentials</p> <p>Ms. Banks commented on October classified senate activities and low morale.</p> <p>Mr. Nielsen commented on low morale with anticipation of the November elections, and expressed appreciation to Dr. Moore for visiting the campuses.</p> <p>Dr. Kama'ila commented on the dedicated work of classified staff, Planning Budget Committee, program review, and program discontinuance.</p> <p>Dan Casey commented on low morale and Proposition 30.</p> <p>Mr. Sanchez commented on Districtwide committees, new changes in Title V, and Ventura College athletics.</p> <p>Dr. Calote commented the performing arts center, the first Ventura College Forum and indicated that she will be meeting monthly with Senates to discuss future forum discussions.</p> <p>Dr. Evans commented on the completion of the Ventura College Performing Arts Center, Moorpark college parking structure, and building certification.</p> <p>Dr. Moore commented on the budget challenges, improving morale, and thanked everyone for their work on the accreditation, budget, and the September 21 Board retreat</p>			
Future Meetings	<p>Future Meetings November 2 Agenda Review November 30 Agenda Review</p>			



Agenda Item Details

Meeting Nov 02, 2012 - Chancellor's Consultation Council
Category 3. Board Meeting Agenda Review
Subject 3.01 Review and discuss Board of Trustees November 13, 2012 Board Meeting
Access Public
Type Discussion

Public Content

[11.13.12 BoT Agenda for 11.02.12 Consultation Council.pdf \(2,706 KB\)](#)

Administrative Content



**Tuesday, November 13, 2012
Board of Trustees**

**Order of the Agenda
Ventura County Community College District
255 West Stanley Avenue, Suite 150
Thomas G. Lakin Board Room
Ventura, CA
Closed Session: 5:30 p.m.
Open Session 6:30 p.m.**

1. Ventura County Community College District

- 1.01 Ventura County Community College District Mission
- 1.02 District Strategic Planning Vision Statement, adopted October 11, 2011.
- 1.03 Ventura County Community College District Board Objectives, adopted September 11, 2012.
- 1.04 Association of Community College Trustees: Code of Ethics
- 1.05 Ventura County Community College Governance Roles

2. Open Session: Call to Order 5:30 p.m.

- 2.01 Call to order.

3. Public Comments Regarding Closed Session Agenda Items

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

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

- 4.01 CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation (Gov. Code, section 54956.9, subd. (b)); Claim Against Public Entity - 7 claims
- 4.02 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code, section 54957)
- 4.03 CONFERENCE WITH LABOR NEGOTIATOR: SEIU AND AFT (Gov. Code, sec. 54957.6)
- 4.04 CONFERENCE WITH LEGAL COUNSEL: Pending Litigation (Gov. Code, section 54956.9, subd. (b)); One (1) case

5. Reconvene in Open Session and Closed Session Report 6:30 p.m.

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

6. Pledge to the Flag

- 6.01 Pledge to the Flag

7. Changes to the Agenda

7.01 Changes to the Agenda

8. Acknowledgement of Guests and Special Recognitions

8.01 Acknowledgement of Guests and Special Recognitions

9. Public Comments

9.01 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.

10. Associated Student Government Reports

10.01 Associated Student Government

11. Senate President Business Report

11.01 Academic Senate

11.02 Classified Senate

12. Board Policy

12.01 The Policy Committee met on October 17, 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)

12.02 ACTION TO REAFFIRM BOARD POLICY (BP) 2431 CEO SELECTION. This item presents for reaffirmation BP 2431 CEO Selection. Existing AP 2431 Recruitment and Hiring: Chancellor is provided for information.

12.03 ACTION TO APPROVE BOARD POLICY (BP) 2710 CONFLICT OF INTEREST. This item presents for approval BP 2710 Conflict of Interest and provides revised Administrative Procedure (AP) 2710 Conflict of Interest and revised AP 2712 Conflict of Interest: Form 700: Statement of Economic Interests for information.

12.04 ACTION TO APPROVE BOARD POLICY (BP) 3410 NONDISCRIMINATION. This item presents for approval BP 3410 Nondiscrimination and provides proposed Administrative Procedure (AP) 3410 Nondiscrimination for information.

12.05 ACTION TO APPROVE BOARD POLICY (BP) 3420 EQUAL EMPLOYMENT OPPORTUNITY. This item presents for approval BP 3420 Equal Opportunity Employment and provides revised Administrative Procedure (AP) 3420 (formerly AP 7800) Equal Opportunity Employment Plan for information.

12.06 ACTION TO APPROVE BOARD POLICY (BP) 3430 PROHIBITION OF HARASSMENT AND DISCRIMINATION. This item presents for approval BP 3430 Prohibition of Harassment and Discrimination and provides revised Administrative Procedure (AP) 3430 Prohibition of Harassment and Discrimination for information.

12.07 ACTION TO REAFFIRM BOARD POLICY (BP) 3560 ALCOHOLIC BEVERAGES. This item presents for reaffirmation BP 3560 Alcoholic Beverages and provides proposed Administrative Procedure (AP) 3560 Alcoholic Beverages for information.

12.08 ACTION TO APPROVE BOARD POLICY (BP) 6200 BUDGET PREPARATION. This item presents for approval BP 6200 Budget Preparation and provides revised Administrative Procedure (AP) 6200 Budget Preparation for information.

12.09 ACTION TO REAFFIRM BOARD POLICY (BP) 6250 BUDGET MANAGEMENT. This item presents for reaffirmation BP 6250 Budget Management and provides revised Administrative Procedure (AP) 6250 Budget Management for information.

12.10 ACTION TO REAFFIRM BOARD POLICY (BP) 6330 PURCHASING. This item presents for reaffirmation BP

6330 Purchasing and provides revised Administrative Procedure (AP) 6330 Purchasing for information.

12.11 ACTION TO APPROVE BOARD POLICY (BP) 7100 COMMITMENT TO DIVERSITY. This item presents for approval BP 7100 Commitment to Diversity. No administrative procedure is required.

12.12 ACTION TO REAFFIRM BOARD POLICY (BP) 7130 COMPENSATION. This item presents for reaffirmation BP 7130 Compensation. No administrative procedure is required.

12.13 ACTION TO REAFFIRM BOARD POLICY (BP) 7140 COLLECTIVE BARGAINING. This item presents for reaffirmation BP 7140 Collective Bargaining. No administrative procedure is required.

12.14 ACTION TO REAFFIRM BOARD POLICY (BP) 7205 EMPLOYEE CODE OF ETHICS. This item presents for reaffirmation BP 7205 Employee Code of Ethics and provides existing Administrative Procedure (AP) 7205 for information.

12.15 ACTION TO REAFFIRM BOARD POLICY (BP) 7210 ACADEMIC EMPLOYEES. This item presents for reaffirmation BP 7210 Academic Employees. No administrative procedure is required.

12.16 ACTION TO APPROVE BOARD POLICY (BP) 7211 MINIMUM QUALIFICATIONS AND EQUIVALENCIES. This item presents for approval BP 7211 Minimum Qualifications and Equivalencies. Revised AP 7211 Minimum Qualifications and Equivalencies is provided for information.

12.17 ACTION TO REAFFIRM BOARD POLICY (BP) 7220 ACADEMIC EMPLOYEES: HONORIFIC ACADEMIC TITLE. This item presents for reaffirmation BP 7220 Academic Employees: Honorific Academic Title and provides existing Administrative Procedure (AP) 7220 Academic Employees: Honorific Academic Title for information.

12.18 ACTION TO REAFFIRM BOARD POLICY (BP) 7230 CLASSIFIED EMPLOYEES. This item presents for reaffirmation BP 7230 Classified Employees. No administrative procedure is required.

12.19 ACTION TO REAFFIRM BOARD POLICY (BP) 7240 CONFIDENTIAL EMPLOYEES. This item presents for reaffirmation BP 7240 Confidential Employees. No administrative procedure is required.

12.20 ACTION TO APPROVE BOARD POLICY (BP) 7250 EDUCATIONAL ADMINISTRATORS. This item presents for approval BP 7250 Educational Administrators. No administrative procedure is required.

12.21 ACTION TO APPROVE BOARD POLICY (BP) 7260 CLASSIFIED SUPERVISORS AND MANAGERS. This item presents for approval BP 7260 Classified Supervisors and Managers. No administrative procedure is required.

12.22 ACTION TO APPROVE BOARD POLICY (BP) 7270 STUDENT WORKERS. This item presents for approval BP 7270 Student Workers and provides revised Administrative Procedure (AP) 7270 Student Workers for information.

12.23 ACTION TO REAFFIRM BOARD POLICY (BP) 7335 HEALTH EXAMINATIONS. This item presents for reaffirmation BP 7335 Health Examinations. No administrative procedure is required.

12.24 ACTION TO REAFFIRM BOARD POLICY (BP) 7340 LEAVES. This item presents for reaffirmation BP 7340 Leaves. No administrative procedure is required.

12.25 ACTION TO REAFFIRM BOARD POLICY (BP) 7345 CATASTROPHIC LEAVE PROGRAM. This item presents for reaffirmation BP 7345 Catastrophic Leave Program. No administrative procedure is required.

12.26 ACTION TO REAFFIRM BOARD POLICY (BP) 7350 RESIGNATIONS. This item presents for reaffirmation BP 7350 Resignations and provides revised Administrative Procedure (AP) 7350 Resignations for information.

12.27 ACTION TO REAFFIRM BOARD POLICY (BP) 7360 DISCIPLINE AND DISMISSALS - ACADEMIC EMPLOYEES. This item presents for reaffirmation BP 7360 Discipline and Dismissals - Academic Employees. No administrative procedure is required.

12.28 ACTION TO REAFFIRM BOARD POLICY (BP) 7365 DISCIPLINE AND DISMISSALS - CLASSIFIED EMPLOYEES. This item presents for reaffirmation BP 7365 Discipline and Dismissals. No administrative procedure is required.

12.29 ACTION TO REAFFIRM BOARD POLICY (BP) 7367 EMPLOYEE REHIRING PROHIBITION. This item presents for reaffirmation BP 7367 Employee Rehiring Prohibition and provides existing Administrative Procedure (AP) 7367 Employee Rehiring Prohibition for information.

12.30 ACTION TO REAFFIRM BOARD POLICY (BP) 7380 UNREPRESENTED EMPLOYEES. This item presents for reaffirmation BP 7380 Unrepresented Employees. No administrative procedure is required.

12.31 ACTION TO REAFFIRM BOARD POLICY (BP) 7385 SALARY DEDUCTIONS. This item presents for reaffirmation BP 7385 Salary Deductions. No administrative procedure is required.

12.32 ACTION TO REAFFIRM BOARD POLICY (BP) 7510 DOMESTIC PARTNERS. This item presents for reaffirmation BP 7510 Domestic Partners. No administrative procedure is required.

12.33 ACTION TO REAFFIRM BOARD POLICY (BP) 7700 WHISTLEBLOWER PROTECTION. This item presents for reaffirmation BP 7700 Whistleblower Protection and provides revised Administrative Procedure (AP) 7700 Whistleblower Protection for information.

13. Trustees/Chancellor's Office

13.01 STUDY SESSION. ECONOMIC DEVELOPMENT AND COMMUNITY PARTNERSHIPS. This item presents for a presentation on the Economic Development Division.

13.02 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE October 9, 2012 REGULAR BOARD OF TRUSTEES MEETING. This item presents for review a Board Retreat assessment for the October 9, 2012 Regular Board of Trustees meeting.

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

14. Business Services

14.01 The Audit and Budget Committee did not meet.

15. Human Resources

15.01 APPROVAL OF THE PROPOSED INSTRUCTIONAL CALENDAR FOR THE 2013-2014 ACADEMIC YEAR. This item presents for approval the Proposed Instructional Calendar for the 2013-2014 Academic Year.

16. Capital Planning

16.01 Trustees: Capital Planning & Facilities Committee met on October 17, 2012.

17. Student Learning

17.01 There are no items.

18. Consent Calendar

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

19. Consent Calendar: Approval of Minutes

19.01 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES BOARD RETREAT September 21, 2012. This item presents for approval the minutes of the Board of Trustees Board Retreat of September 21, 2012.

19.02 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES REGULAR MEETING October 9, 2012. This item presents for approval the minutes of the October 9, 2012 Regular Meeting of the Board of Trustees.

19.03 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES CITIZENS ADVISORY BODY MEETING October 9, 2012. This item presents for approval the minutes of the October 9, 2012 Citizens Advisory Body Meeting.

20. Consent Calendar: Business Services

20.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF SEPTEMBER 12, 2012 TO OCTOBER 15, 2012: This item presents for ratification Accounts Payable and Payroll for the period of September 12, 2012 to October 15, 2012.

20.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #06 FOR FY 2012-13: This item presents

for approval/ratification of Board Purchase Order Report #06, for FY 2012-2013 from September 25, 2012 to October 29, 2012.

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

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

20.05 RATIFICATION OF CHANGE ORDER 2 FOR BID 428, MOORPARK COLLEGE PHYSICAL SCIENCE BUILDING HVAC RETROFIT: This item presents for ratification Change Order 2 for Bid 428, Moorpark College Physical Science Building HVAC Retrofit.

20.06 RATIFICATION OF CHANGE ORDER 1 FOR BID 440, MOORPARK COLLEGE VENDING AREA RECONSTRUCTION: This item presents for ratification Change Order 1 for Bid 440, Moorpark College Vending Area Reconstruction.

20.07 ACCEPTANCE OF COMPLETION OF BID 440, MOORPARK COLLEGE VENDING AREA RECONSTRUCTION: This item presents for approval the acceptance of completion of Bid 440, Moorpark College Vending Area Reconstruction.

20.08 APPROVAL OF BID 446, MOORPARK COLLEGE GYMNASIUM UV-3 HVAC EQUIPMENT REPLACEMENT: This item presents for approval award of Bid 446 Moorpark College Gymnasium UV-3 HVAC Equipment Replacement to the lowest responsible bidder, Bon Air Inc., in the amount of \$72,000.

20.09 APPROVAL TO ENTER INTO A THREE-YEAR AGREEMENT WITH LYNDA.COM FOR ONLINE TRAINING SERVICES: This item requests approval to enter into a three-year agreement with Lynda.com for online training services for faculty and staff.

20.10 MONTHLY BUDGET TRANSFER SUMMARY & AMENDMENT: This item presents for ratification the monthly budget transfer summary and budget amendment for the months of July – September 2012.

20.11 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.

20.12 APPROVAL TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH INSTITUTE FOR EVIDENCE-BASED CHANGE: This item presents for approval a Memorandum of Understanding (MOU) between Ventura County Community College District (VCCCD) and Institute for Evidence-Based Change (IEBC) for the purpose of collecting, analyzing, and sharing student data to track performance and improve student success from elementary school through college.

21. Consent Calendar: Human Resources

21.01 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ESTABLISHMENT OF A POSITION: This item presents for approval the establishment of an Office Assistant position.

21.02 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF SEPARATION FROM EMPLOYMENT: This item presents for approval the separation of employment for an employee.

22. Consent Calendar: Capital Planning & Facilities

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

22.02 APPROVAL OF CONTRACT WITH SUNBELT CONTROLS TO REPLACE VARIABLE FREQUENCY DRIVES IN THE S BUILDING (WAM BUILDING) AT VENTURA COLLEGE, PROJECT #39082. This item presents for approval a contract with Sunbelt Controls in the amount of \$27,875 to install new Variable Frequency Drives in the S Building (now the WAM Building) at Ventura College, Project #39082.

22.03 AUTHORIZATION FOR USE OF MEASURE S INTEREST REVENUE TO SUPPLEMENT MEASURE 'S' BOND BUDGET AT REGIONAL FIRE, SHERIFF AND POLICE EDUCATION AND TRAINING ACADEMY PROJECT #89106. This item requests authorization to use \$64,680.04 of Measure 'S' Bond allocable Interest Revenue for the Regional Fire, Sheriff and Police Education and Training Academy at Oxnard College.

22.04 APPROVAL OF MEASURE S BUDGET TRANSFERS AND REVENUE INTEREST SUPPLEMENT AT MOORPARK COLLEGE FOR PARKING PROJECT STRUCTURE, PROJECT #19125. This item presents for approval budget transfers between the Measure S funded projects at Moorpark College described below.

22.05 APPROVAL OF SUBCONTRACTOR SUBSTITUTION FOR PROJECT #19125: PARKING STRUCTURE AT MOORPARK COLLEGE. This item presents for approval the substitution of Rodriguez Brothers Engineering, Inc. as the listed subcontractor for Site Utilities on Project #19125 parking Structure project at Moorpark College.

22.06 APPROVAL OF PROPOSAL TO PROVIDE MATERIAL TESTING AND SPECIAL INSPECTIONS TO: CONSTRUCTION TESTING & ENGINEERING, INC. FOR PROJECT #19125, PARKING STRUCTURE AT MOORPARK COLLEGE. This item presents for approval the award of a contract to Construction Testing & Engineering, Inc., in the amount of \$175,975 for the most qualified proposal received for Material Testing and Inspection for Project #19125 parking Structure at Moorpark College.

23. Consent Calendar: Student Learning

23.01 OXNARD COLLEGE REVISED COURSE APPROVAL: This item presents for approval a revised course at Oxnard College.

23.02 VENTURA COLLEGE NEW COURSE APPROVAL: This item presents for approval a new course at Ventura College.

23.03 VENTURA COLLEGE NEW COURSE APPROVAL: This item presents for approval a new course at Ventura College.

23.04 VENTURA COLLEGE REVISED COURSE APPROVAL: This item presents for approval a revised course at Ventura College.

23.05 VENTURA COLLEGE REVISED COURSE APPROVAL: This item presents for approval a revised course at Ventura College.

23.06 VENTURA COLLEGE REVISED COURSE APPROVAL: This item presents for approval a revised course at Ventura College.

24. Informational Items

24.01 There are no items.

25. Reports

25.01 Academic Senates

25.02 Trustees

25.03 Legislative Update

25.04 Chancellor

26. Adjournment

26.01 Chair will adjourn the meeting.



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	1. Ventura County Community College District
Subject	1.01 Ventura County Community College District Mission
Access	Public
Type	Information

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.

Administrative Content



Agenda Item Details

Meeting	Nov 13, 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

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



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	1. Ventura County Community College District
Subject	1.03 Ventura County Community College District Board Objectives, adopted September 11, 2012.
Access	Public
Type	Information

Public Content

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)

Administrative Content



Agenda Item Details

Meeting	Nov 13, 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

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



Agenda Item Details

Meeting	Nov 13, 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

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

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.

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.

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.

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

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

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



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees
Category 2. Open Session: Call to Order 5:30 p.m.
Subject 2.01 Call to order.
Access Public
Type Information

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 13, 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

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.

[Board Policy 2350 Speakers](#)

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	4. Recess to Closed Session 5:30 p.m.
Subject	4.01 CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation (Gov. Code, section 54956.9, subd. (b)); Claim Against Public Entity - 7 claims
Access	Public
Type	Discussion

Public Content

Conference with Legal Counsel - Anticipated Litigation
{ Government Code 54956.9 (b) }
Claim Against Public Entity - 7 claims

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	4. Recess to Closed Session 5:30 p.m.
Subject	4.02 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code, section 54957)
Access	Public
Type	Discussion

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	4. Recess to Closed Session 5:30 p.m.
Subject	4.03 CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation (Gov. Code, section 54956.9, subd. (b)); One (1) case
Access	Public
Type	Discussion

Public Content

Conference with Legal Counsel - Anticipated Litigation
{ Government Code 54956.9 (b) }
Anticipated litigation: One (1) case

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	4. Recess to Closed Session 5:30 p.m.
Subject	4.04 CONFERENCE WITH LABOR NEGOTIATOR: SEIU AND AFT (Gov. Code, sec. 54957.6)
Access	Public
Type	Report

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	5. Reconvene in Open Session and Closed Session Report 6:00 p.m.
Subject	5.01 Chair will reconvene and provide a closed session report.
Access	Public
Type	Report

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	6. Pledge to the Flag
Subject	6.01 Pledge to the Flag
Access	Public
Type	Information

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	7. Changes to the Agenda
Subject	7.01 Changes to the Agenda
Access	Public
Type	Information

Public Content

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees
Category 8. Acknowledgement of Guests and Special Recognitions
Subject 8.01 Acknowledgement of Guests and Special Recognitions
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	9. Public Comments
Subject	9.01 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

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.

[Board Policy 2350 Speakers](#)

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	10. Associated Student Government Reports
Subject	10.01 Associated Student Government
Access	Public
Type	Report

Public Content

- Moorpark College
- Oxnard College
- Ventura College

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	11. Senate President Business Report
Subject	11.01 Academic Senate
Access	Public
Type	Information

Public Content

- 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



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	11. Senate President Business Report
Subject	11.02 Classified Senate
Access	Public
Type	Report

Public Content

- Moorpark College
- Oxnard College
- Ventura College

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.01 The Policy Committee met on October 17, 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)

Access Public

Type Information

Public Content

The following Board policies and administrative procedures are presented for reaffirmation or approval by the Board of Trustees:

No.	Title	Status
BP 2431	CEO Selection	No change/reaffirm.
AP 2431	Recruitment and Hiring: Chancellor	No change/reaffirm.
BP 2710	Conflict of Interest	Revised. (Language not in CCL Policy, but in CCL Procedure.)
AP 2710	Conflict of Interest	Revised to match CCL Procedure.
AP 2712	Conflict of Interest Code - Form 700: Statement of Economic Interests	Revised.
BP 3410	Nondiscrimination	Revised to match CCL language.
AP 3410	Nondiscrimination	Proposed [new].
BP 3420	Equal Employment Opportunity	Revised. (To correct wording to match CCL language.)
AP 3420	Equal Employment Opportunity	Formerly BP 7800. No revisions except numbering change.
BP 3430	Prohibition of Harassment and Discrimination	Revised to match CCL language.
AP 3430	Prohibition of Harassment and Discrimination	Revised to match CCL language.
BP 3560	Alcoholic Beverages	No change/reaffirm.
AP 3560	Alcoholic Beverages	Proposed [new].
BP 6200	Budget Preparation	Revised.
AP 6200	Budget Preparation	Revised.

BP 6250	Budget Management	No change/reaffirm.
AP 6250	Budget Management	Revised.
BP 6330	Purchasing	No change/reaffirm.
AP 6330	Purchasing	Revised.
BP 7100	Commitment to Diversity	Revised. (To match CCL language).
BP 7130	Compensation	No change/reaffirm.
BP 7140	Collective Bargaining	No change/reaffirm.
BP 7205	Employee Code of Ethics	No change/reaffirm.
AP 7205	Employee Code of Ethics	No change/reaffirm.
BP 7210	Academic Employees	No change/reaffirm.
BP 7211	Minimum Qualifications and Equivalencies	Revised.
AP 7211	Minimum Qualifications and Equivalencies	Attachment only revised. Revised attachment reviewed in DCHR 4/26/12.
BP 7220	Academic Employees: Honorific Academic Title	No change/reaffirm.
AP 7220	Academic Employees: Honorific Academic Title	No change/reaffirm.
BP 7230	Classified Employees	No change/reaffirm.
BP 7240	Confidential Employees	No change/reaffirm.
BP 7250	Educational Administrators	Revised. (To correct typographical errors and to match CCL language.)
BP 7260	Classified Supervisors and Managers	Revised. (To match CCL language.)
BP 7270	Student Workers	Revised.
AP 7270	Student Workers	Revised.
BP 7335	Health Examinations	No change/reaffirm.
BP 7340	Leaves	No change/reaffirm.
BP 7345	Catastrophic Leave Program	No change/reaffirm.
BP 7350	Resignations	No change/reaffirm.
AP 7350	Resignations	Revised (update HR staff titles & attachments only)
BP 7360	Discipline and Dismissals – Academic Employees	No change/reaffirm.
BP 7365	Discipline and Dismissals – Classified Employees	No change/reaffirm.
BP 7367	Employee Rehiring Prohibition	No change/reaffirm. (Only deleted reference to Chancellor to develop AP as this has been done).
AP 7367	Employee Rehiring Prohibition	No change/reaffirm. (Only corrected typographical error and added reference to attachment).
BP 7380	Unrepresented Employees	No change/reaffirm.
BP 7385	Salary Deductions	No change/reaffirm.
BP 7510	Domestic Partners	No change/reaffirm. (Only corrected typographical error.)

BP 7700	Whistleblower Protection	No change/reaffirm. (Only correction of typographical error to match CCL language).
AP 7700	Whistleblower Protection	Revised. (Only to update contact information.)

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.02 ACTION TO REAFFIRM BOARD POLICY (BP) 2431 CEO SELECTION. This item presents for reaffirmation BP 2431 CEO Selection. Existing AP 2431 Recruitment and Hiring: Chancellor is provided for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 2431 CEO Selection as presented. Existing AP 2431 Recruitment and Hiring: Chancellor is provided for information and is consistent with BP 2431.

Public Content

Background

Existing BP 2431 CEO Selection has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Existing AP 2431 Recruitment and Hiring: Chancellor is provided for information and is consistent with BP 2431.

Analysis

The Policy Committee reviewed existing BP 2431 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. Existing AP 2431 is provided for information. BP 2431 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/12
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
Title	BP 2431 CEO SELECTION
Number	BP 2431
Status	Active
Legal	Accreditation Standard IV.B.1 Accreditation Standard IV.B.1.j. California Code of Regulations, Title 5, Section 53000 et seq.
Adopted	November 8, 2005
Last Revised	April 12, 2011
Last Reviewed	March 10, 2011 _____

In the case of a Chancellor vacancy or notification of a vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

See Administrative Procedure 2431.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 2 Board of Trustees
Title	AP 2431 RECRUITMENT AND HIRING: CHANCELLOR
Number	AP 2431
Status	Active
Legal	BP 2431
Adopted	December 8, 2009
Last Revised	April 12, 2011
Last Reviewed	March 10, 2011 _____

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

Notification of Vacancy/Recruitment Strategy

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

Externally-Conducted Recruitment

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

Internally-Conducted Recruitment

The following procedure shall be observed for internally conducted recruitments:

Committee Composition and Appointments

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

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

Screening/Selection

The Vice Chancellor, Human Resources, approves timelines for the organizational meeting, application screening, application tally, oral interviews, and oral interview tally.

Timeline approval may be completed after the committee has set the calendar for the screening process. Any changes in the approved composition and/or timelines must be submitted to the Board for approval.

Announcement/Advertising

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

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

Organizational Meeting

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

The screening committee, under the direction of the Chair and the Vice Chancellor, Human Resources, identifies and discusses application screening criteria, creates oral interview questions and criteria, discusses the basis of the questions in relationship to the job

announcement, and determines the relative weighting. All criteria and questions are based upon the requirements listed in the vacancy announcement.

Prescreening

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

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

Screening

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

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

Application Tally

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

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

D. The Human Resources Department e-mails the individuals who are not selected for interview.

E. The Vice Chancellor, Human Resources, assigns dates and times for oral interviews taking into consideration distance and time of travel of the applicants.

Oral Interview

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

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

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

Generally, the discussion will consist of:

- (1) Clarification of technical questions asked during the interview
- (2) Favorable and unfavorable impressions concerning the manner in which the candidate responded to questions asked during the interview
- (3) Strengths and weaknesses of each candidate, including professional impact
- (4) Impressions concerning the manner in which the candidate responded to questions asked during the interview.

B. Among those items which are inappropriate for discussion are the following:

- (1) Advocacy or opposition for a particular candidate based on information obtained outside the interview process
- (2) Comments based on rumor or unsubstantiated knowledge of a candidate
- (3) Any comment not related to specific interview information is inappropriate, such as comments on race, gender, age, sexual orientation, and physical characteristics

C. Each committee member individually rates each candidate (4 - Highly Recommend, 3 - Recommend, 0 - Do Not Recommend). The Oral Interview Record Form is used for oral interview rating. Ratings must be supported by clearly written comments. Final ratings should be representative of the candidates' performance across all questions and any demonstrations.

Oral Tally

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

Reference Checks

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

Board of Trustees Interview

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

Offer of Employment/Notifications

- A. The Vice Chancellor, Human Resources, and the Board Chair discuss the salary offer.
- B. The Vice Chancellor, Human Resources, contacts the successful candidate and makes all necessary contractual arrangements. The Vice Chancellor, Human Resources, notifies the Board Chair, within a reasonable period of time, whether the candidate has or has not accepted the contract.
- C. The Vice Chancellor, Human Resources, or designee, completes the Record of Interview form indicating which applicants have not met minimum qualifications, which applicants were not invited to oral interviews, which applicants received oral interviews, and the candidate selected. The Trustees sign the form.

D. The Board Chair presents the outcome of the recruitment and selection process at the Board's next scheduled public meeting.

E. Release of information to District staff and the press regarding the outcome of the search will be undertaken by the Director of Administrative Relations in consultation with the candidate.



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.03 ACTION TO APPROVE BOARD POLICY (BP) 2710 CONFLICT OF INTEREST. This item presents for approval BP 2710 Conflict of Interest and provides revised Administrative Procedure (AP) 2710 Conflict of Interest and revised AP 2712 Conflict of Interest: Form 700: Statement of Economic Interests for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve revised BP 2710 Conflict of Interest as presented. Revised Administrative Procedure (AP) 2710 Conflict of Interest and revised AP 2712 Conflict of Interest: Form 700: Statement of Economic Interests are provided for information and are consistent with BP 2710.

Public Content

Background

Revised BP 2710 Conflict of Interest has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e) Revised Administrative Procedure (AP) 2710 Conflict of Interest and revised AP 2712 Conflict of Interest: Form 700: Statement of Economic Interests are provided for information and are consistent with BP 2710.

Analysis

The Policy Committee reviewed revised BP 2710 on October 17, 2012, and recommends the Board take action to approve this policy as presented. Revised AP 2710 and revised AP 2712 are provided for information. BP 2710 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/12
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
Title	BP 2710 CONFLICT OF INTEREST
Number	BP 2710
Status	Active
Legal	California Government Code Section 1090 et seq. California Government Code Section 1126 California Government Code Section 87200 et seq. Title 2, Section 18730 et seq.
Adopted	October 14, 2008
Last Reviewed	March 13, 2012 _____

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to his or her duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible.

Upon leaving ~~the Board~~ their positions, former members of the Board of Trustees and the Chancellor shall not, for a period of one year, act as an attorney, agent, or otherwise represent for compensation, others appearing before the Board.

In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions that may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the Administrative Procedure(s).

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

See Administrative Procedures [2710](#) and [2712](#).

Book	VCCCD Administrative Procedure Manual
Section	Chapter 2 Board of Trustees
Title	AP 2710 CONFLICT OF INTEREST
Number	AP 2710
Status	Active
Legal	California Government Code Section 87105 California Government Code Sections 87200-87210 Title 2, Section 18700 et seq.
Adopted	March 10, 2009
Last Reviewed	March 13, 2012 _____

Incompatible Activities (Government Code Sections 1126, and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Section 1090 et seq.)

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as designated employees.

A Board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091, subdivision (b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103, subdivision (b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part-time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103, subdivision (b)).

Financial Interest in a Decision (Government Code Section 87100 et seq.)

If a Board member or designated employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an designated employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter; and
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501, and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. The term “honorarium” does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code Section 87406.3)

Elected officials and the Chancellor shall not, for a period of one year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Also see [Administrative Procedure 2712](#).

Book	VCCCD Administrative Procedure Manual
Section	Chapter 2 Board of Trustees
Title	AP 2712 CONFLICT OF INTEREST CODE - FORM 700: STATEMENT OF ECONOMIC INTERESTS
Number	AP 2712
Status	Active
Legal	California Government Code Section 87103, subdivision (e) California Government Code Sections 87300-87302 California Government Code Section 89501 California Government Code Section 89502 California Government Code Section 89503 California Code of Regulations, Title 2, Section 18730
Adopted	August 12, 2008
Last Reviewed	March 13, 2012 _____

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of Article 2 of Chapter 7 of the Political Reform Act, Government Code Section 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regs., section 18100, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees

The persons holding positions listed in the ~~Designated Positions List~~ Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on ~~financial~~ economic interests.

Section 3. Disclosure Categories

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their ~~financial~~ economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200, et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and
- (C) The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of ~~financial~~ economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those ~~financial~~ economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the ~~financial~~ economic interests set forth in a designated employee's disclosure categories are the kinds ~~financial~~ economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

Section 4. Statements of Economic Interests

Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.² Maintenance and management of Statement of Economic Interest forms will be administered through the ~~VGCCD Human Resources Department~~ Chancellor's Office.

Section 5. Statements of Economic Interests

Time of Filing.

- (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements. All designated employees shall file statements no later than April 1.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code section 81004.

² See Government Code Section 81010 and 2 California Code of Regulations Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

- (D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

- (A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
1. File a written resignation with the appointing power; and
 2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

Section 6. Contents of and Period Covered by Statements of Economic Interests

- (A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.
- (B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- (C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.
- (D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7. Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investments and Real Property Disclosure. When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- (D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
- (E) Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 8. Prohibition on Receipt of Honoraria

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.
- (B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1. Prohibition on Receipt of Gifts in Excess of ~~\$390~~420

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than ~~\$390~~420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2. Loans to Public Officials

- (A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public

official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

- (C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (E) This section shall not apply to the following:
1. Loans made to the campaign committee of an elected officer or candidate for elective office.
 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
 3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
 4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3. Loan Terms

- (A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.
- (B) This section shall not apply to the following types of loans:
1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code, ~~Section 66703.1.~~

Section 8.4. Personal Loans

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
2. A loan that would otherwise not be a gift as defined in this title.
3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.
4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9. Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating ~~\$390420~~ or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3. Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.5. Disqualification of State Officers and Employees

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or
- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

Section 10. Disclosure of Disqualifying Interest

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Appendix

Section 13. Designated Positions and Disclosure Requirements

1. The persons occupying the following positions manage public investments. They shall file a full statement of economic interests pursuant to Government Code Section 87200 et seq. These persons shall file their statements electronically with the Clerk of the Board of Supervisors of the County of Ventura:

- Governing Board Members of the Board of Trustees (including Student Trustee)
- Chief Executive Officer-Chancellor
- Chief Business Officer-Vice Chancellor, Business and Administrative Services

All other designated positions shall file their statements of economic interests with the VCCCD filing officer. The Chancellor shall appoint the VCCCD filing officer.

2. **Disclosure Categories:** The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclose for each disclosure category to which he or she is assigned.

Category 1: All investments and business positions and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within ~~in~~ the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two (2) years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two (2) years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee’s Department.

Designated Positions, and the Disclosure Categories assigned to them, are as follows:

DESIGNATED POSITIONS

POSITIONS	CATEGORY
A. Members of Governing Board (including Student Trustee)	1
B. Members of the Personnel Commission	1
C. Chancellor	1
D. Staff	1
Vice Chancellors	1
Presidents	1
Executive Vice Presidents	2,3
Associate Vice Chancellors	2,3
Vice Presidents	2,3
Deans	3
Assistant Deans	3
Directors	3
Chief of Police	2,3
College Business Manager	2,3
Supervisor of Accounting <u>Accounts Payable Supervisor</u>	2,3
Budget Officer	3
<u>Payroll Supervisor</u>	<u>2, 3</u>
Consultants*	<u>1,2,3,4,5,6</u>
HE Consulting, Inc.	1
Heery International, Inc.	1

Consultants must be included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code subject to the following limitation: The Chancellor or designee may determine in writing that a particular consultant, although a “designated

position,” is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements described in this Section. Such written determination shall include a description of the consultant’s duties and, based on that description, a statement of the extent of disclosure requirements. The Chancellor’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

See attached California Form 805 – Agency Report of Consultants.
Also see [Administrative Procedure 2710](#).

**Agency Report of:
Consultants**

A Public Document

California Form **805**

1. Agency Name (Also include, Division, Department, or Region (if applicable))		<input type="checkbox"/> Amendment
Agency Contact (Name, Title)		Date of Original Filing: _____ (month, day, year)
Area Code/Phone Number	E-mail	

2. Firm Information

Firm Name _____

Firm Address	E-mail (optional)	E-mail (optional)
--------------	-------------------	-------------------

Describe General Purpose of Contract

3. Consultant Information

Consultant Name (Last, First)	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date Leaving/End Date (if known)
				Start ___/___/___ d / m / yr End ___/___/___ d / m / yr
				Start ___/___/___ d / m / yr End ___/___/___ d / m / yr
				Start ___/___/___ d / m / yr End ___/___/___ d / m / yr

4. Verification

I have read and understand FPPC Regulations 18701 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

Signature
Print Name
Title
(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

A Public Document

State and local government agencies may use this form to identify consultants that will make or participate in making governmental decisions on behalf of the agency. A consultant must file a Statement of Economic Interests (Form 700) within 30 days of assuming office.

This form identifies the Statement of Economic Interests, Form 700, disclosure requirements for individuals serving in these positions. This form is for the agency's internal use and should be maintained by the agency in the same manner as the agency's conflict-of-interest code. For more information, refer to the FPPC website www.fppc.ca.gov and Regulation 18701 and 18734.

Disclosure Requirements

- Disclosure requirements should conform to the range of duties.
- Alternatively, the agency must require an individual to file under the broadest disclosure category in the agency's conflict-of-interest code or, if the agency does not have a conflict-of-interest code, full disclosure.

Full disclosure includes reporting all investments, business positions, and interests in real property held on the date of assuming office and income received during the 12 months immediately preceding assuming office.

Examples:

An agency hired a law firm to act as its general counsel. An individual will make recommendations to the agency's board and provide general legal services. The individual qualifies as a consultant and based on the indefinable duties will be assigned the broadest or full disclosure under the agency's conflict-of-interest code.

Not all outside contractors meet the consultant definition in FPPC Regulation 18701 requiring of the Form 700. When an agency determines that an individual is a consultant with limited duties, tailored disclosure should be used.

An agency hired a firm to prepare an environmental impact report ("EIR") on airport expansion. The individual at the firm who will prepare the EIR should be assigned a disclosure requirement that reflects the contract's scope of authority. An example might include real property, investments and business positions in business entities, and income from only those sources engaging in air traffic or aviation goods or services. Note: The agency can assign an existing disclosure category, if applicable.

Instructions

An individual must file the Form 700 within 30 days of assuming office and an annual statement for each calendar year of the contract. At the conclusion of services a leaving office statement is required.

Part 1

Identify the agency, contact information, and provide the amendment explanation in the comment section when applicable.

Part 2

Identify the consultant's firm name and address. Briefly describe the general purpose of the contract.

Part 3

Identify the name of those individuals that qualify as consultants and will file the Form 700. Identify the disclosure by:

- Assigning an existing category(s) in the agency's code, or
- Writing a disclosure requirement.

Provide the start and end dates of service if known.

Part 4

The Agency's conflict-of-interest code should identify the position that is responsible for the verification.

Example of Part 2 & 3

2. Firm Name

ABC Company		
Firm Address	E-mail (optional)	E-mail (optional)
1010 Capital St., Sacramento, CA 95814	abcco@company.com	
Describe General Purpose of Contract		
Prepare an EIR on airport expansion.		

3. Consultant Information

Consultant Name (Last, First)	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Month/Day/Year)
Hector Rodriguez	3			Start 7/17/XX d/m/yr End 12/12/XX d/m/yr



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.04 ACTION TO APPROVE BOARD POLICY (BP) 3410 NONDISCRIMINATION. This item presents for approval BP 3410 Nondiscrimination and provides proposed Administrative Procedure (AP) 3410 Nondiscrimination for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees approve BP 3410 Nondiscrimination as presented. Proposed AP 3410 Nondiscrimination is provided for information and is consistent with BP 3410.

Public Content

Background

Revised BP 3410 Nondiscrimination has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Proposed AP 3410 Nondiscrimination is provided for information and is consistent with BP 3410.

Analysis

The Policy Committee reviewed revised BP 3410 on October 17, 2012, and recommends the Board take action to approve this policy as presented. Proposed AP 3410 is provided for information. BP 3410 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/12
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 3 General Institution
Title	BP 3410 NONDISCRIMINATION
Number	BP 3410
Status	Active
Legal	California Code of Regulations, Title 5, Section 53000 et seq. California Code of Regulations, Title 5, Section 59300 et seq. California Education Code Section 66250 et seq. California Education Code Section 72010 et seq. California Education Code Section 87100 et seq. California Government Code Section 12926.1 California Government Code Section 12940 et seq. California Penal Code Section 422.55
Adopted	December 13, 2005
Last Revised	October 14, 2008
Last Reviewed	

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, ~~sex (or gender, gender identity, gender expression)~~, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, ~~sex (or gender, gender identity, gender expression)~~, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

See Administrative Procedure 3410.

Book	VCCCD Board Policy Manual
Section	Chapter 3 General Institution
Title	AP 3410 NONDISCRIMINATION
Number	AP 3410
Status	Active
Legal	Accreditation Standard 1.6 <u>California Code of Regulations, Title 5, Section 59300 et seq.</u> <u>California Education Code Section 200 et seq.</u> <u>California Education Code Section 66250 et seq.</u> <u>California Education Code Section 72010 et seq.</u> <u>California Government Code Section 12926.1</u> <u>California Government Code Section 12940 et seq.</u> <u>California Penal Code Section 422.55 et seq.</u>

Adopted

Nondiscrimination References for Education Programs:
Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
Penal Code Sections 422.55 et seq.;
Title 5 Sections 59300 et seq.;
Accreditation Standard 1.6

Education Programs

The District shall provide access to its services, classes and programs without regard to national origin, religion, age, gender, gender identify, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or because he/she is perceived to have one or more of the foregoing characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” means a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

Nondiscrimination References for Employment:
California Education Code Section 87100 et seq.

California Code of Regulations, Title 5, Section 53000 et seq.
California Government Code Section 11135 et seq.
California Government Code Section 12940 et seq.

Employment

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran.

All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District's needs.

The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.05 ACTION TO APPROVE BOARD POLICY (BP) 3420 EQUAL EMPLOYMENT OPPORTUNITY. This item presents for approval BP 3420 Equal Opportunity Employment and provides revised Administrative Procedure (AP) 3420 (formerly AP 7800) Equal Opportunity Employment Plan for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees approve revised BP 3420 Equal Opportunity Employment as presented. Revised AP 3420 Equal Opportunity Employment Plan is provided for information and is consistent with BP 3420.

Public Content

Background

Revised BP 3420 Equal Opportunity Employment has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Revised AP 3420 Equal Opportunity Employment Plan is provided for information and is consistent with BP 3420.

Analysis

The Policy Committee reviewed revised BP 3420 on October 17, 2012, and recommends the Board take action to approve this policy as presented. Revised AP 3420 is provided for information. BP 3420 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/12
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 3 General Institution
Title	BP 3420 EQUAL EMPLOYMENT OPPORTUNITY
Number	BP 3420
Status	Active
Legal	California Code of Regulations, Title 5, Section 53000 et seq. California Education Code Sections 87100 et seq.
Adopted	December 13, 2005
<u>Last Reviewed</u>	

The Board supports the intent set forth by the California's Legislature~~ive Intent~~ to assure that effort is made to create communities in which opportunity is equalized. VCCCD's colleges will strive to foster a climate of acceptance and tolerance through the inclusion of faculty and staff from a wide variety of backgrounds. It supports diversity in the academic environment leading to multi-cultural awareness, mutual understanding and respect. Its employees should serve as suitable role models for all students. The Board therefore commits itself to promote the realization of equal employment through a equal employment opportunity program.

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

See Administrative Procedure 3420.

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7800 AP 3420 Equal Employment Opportunity Plan
Number	BP 8900 AP 3420
Status	Active
Legal	California Code of Regulations, Title 5, Section 53000 et seq. California Education Code Section 87100 et seq.
Adopted	November 9, 2010
Last Reviewed	October 14, 2010 _____

Introduction

The Ventura County Community College District Equal Employment Opportunity Plan (the Plan) was adopted by the Board of Trustees on November 9, 2010. The Plan reflects the District's commitment to equal employment opportunity. It is the District's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence. The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (California Code of Regulations, title 5, section 53000 et seq.) The Plan also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for the dissemination of the Plan.

Definitions

Adverse Impact: A statistical measure (such as those outlined in the EEO Commission's Uniform Guidelines on Employee Selection Procedures) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

Business Necessity: Circumstances which justify an exception to the requirements of Title 5, section 53021(b)(1), because compliance with that section would result in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.

Diversity: Means a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes the educational benefits that flow from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience, and other enriching characteristics.

Equal Employment Opportunity: Means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories listed in Title 5, section 53004(a). Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by Title 5, section 53000 et seq.

Equal Employment Opportunity Plan: A written document in which the District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

Equal Employment Opportunity Programs: All the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of Title 5, section 53006.

Ethnic Minorities: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.

Ethnic Group Identification: Means an individual's identification in one or more of the ethnic groups reported to the California Community Colleges Chancellor pursuant to Title 5, section 53004. These groups shall be more specifically defined by the California Community Colleges Chancellor consistent with state and federal law.

Goals for Persons with Disabilities: A statement that the District will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.

In-House or Promotional Only Hiring: Means that only existing District employees are allowed to apply for a position.

Monitored Group: Means those groups identified in Title 5, section 53004(b), for which monitoring and reporting is required pursuant to Title 5, section 53004(a).

Person with a Disability: Any person who (1) has a physical or mental impairment as defined in California Government Code section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

Projected Representation: The percentage of persons from a monitored group determined by the California Community Colleges Chancellor to be available and qualified to perform the work in question.

Reasonable Accommodation: The efforts made on the part of the District to remove artificial or real barriers which prevent or limit the employment and upward mobility of

persons with disabilities. "Reasonable accommodations" may include the items designated in Title 5, section 53025.

Screening or Selection Procedures: Any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests; performance tests; physical, educational, and work experience requirements; interviews; and evaluations of application materials.

Significantly Underrepresented Group: Any monitored group for which the percentage of persons from that group employed by the District in any job category listed in Title 5, section 53004(a), is below eighty percent (80%) of the projected representation for that group in the job category in question.

Target Date: A point in time by which the District plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.

Timetable: A set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

Policy Statement

The Ventura County Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Delegation of Responsibility, Authority and Compliance

It is the goal of the Ventura County Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

1. Board of Trustees

The Board of Trustees is ultimately responsible for proper implementation of the District's Plan at all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan.

2. Chancellor

The Board of Trustees delegates to the Chancellor the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Chancellor shall advise the Board of Trustees concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

3. Equal Employment Opportunity Officer

The District has designated the Director of Employment Services as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the Plan. If the designation of the Equal Employment Opportunity Officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The Equal Employment Opportunity Officer is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5, section 53000 et seq. The Equal Employment Opportunity Officer or designee is also responsible for receiving complaints described in the Complaints section of the Plan and for ensuring that applicant pools and selection procedures are properly monitored.

4. Equal Employment Opportunity Advisory Committee

The District will establish an Equal Employment Opportunity Advisory Committee to act as an advisory body to the Equal Employment Opportunity Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

5. Agents of the District

Any organization or individual, whether or not an employee of the District, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

6. Good Faith Effort

The District shall make a continuous good faith effort to comply with all the requirements of its Plan.

The District's Equal Employment Opportunity Advisory Committee will assist the District in implementing its Plan. The Equal Employment Opportunity Officer shall train the advisory committee on equal employment compliance and the Plan itself. The Equal

Employment Opportunity Advisory Committee shall hold a minimum of one meeting per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the Board of Trustees, the Chancellor, and the Equal Employment Opportunity Officer.

The committee will consist of three faculty members (one from each college) appointed by the Academic Senate Presidents at each college; three classified members appointed in accordance with the agreement between the Ventura County Community College District and the Service Employees International Union Local 99, AFL-CIO; and three administrators/managers/supervisors appointed by the Chancellor. Ex officio members shall include the Equal Employment Opportunity Officer (Director of Employment Services) and the Vice Chancellor, Human Resources. The composition of the committee should reflect diversity in, but not limited to, the areas of gender, age, and ethnicity. When the District has been unable to meet the requirement of diversity with regard to the monitored groups identified in Title 5, section 53004(b), the Committee will document that efforts were made to recruit advisory committee members who are members of such groups.

Complaints

Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5, Section 53026).

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. A complainant may not appeal the District's determination pursuant to Title 5, section 53026, to the Chancellor's Office, but under some circumstances, violations of the equal employment opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the California Community Colleges Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or District level using the process provided by Title 5, section 53026. See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints at:

<http://www.cccco.edu/divisions/legal/guidelines/Guidelines%20for%20Minimum%20Conditions%20Complaints.htm>

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

The complaint shall be filed with the Equal Employment Opportunity Officer. If the complaint involves the Equal Employment Opportunity Officer, the complaint may be filed with the Vice Chancellor, Human Resources. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The Equal Employment Opportunity Officer will forward copies of all written complaints to the California Community Colleges Chancellor's Office upon receipt.

In the event that a complaint filed under Title 5, section 53026, alleges unlawful discrimination, it will be processed according to the requirements of Title 5, section 59300 et seq.

Complaints Alleging Unlawful Discrimination or Harassment (Title 5, Section 59300 et seq.)

The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice Chancellor, Human Resources, is responsible for receiving such complaints and for coordinating their investigation.

Notification to District Employees

The commitment of the Board of Trustees and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan. The policy statement will be printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Board of Trustees, the Chancellor, administrators, the academic senate leadership, union representatives and members of the District Equal Employment Opportunity Advisory Committee. The Plan will be available on the District's website, and when appropriate, may be distributed by e-mail. The Equal Employment Opportunity Policy Statement and Plan will also be posted to the online employee portal to which all District personnel have access.

Training for Screening/Selection Committees

An employee of the District who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the Title 5 regulations on equal employment opportunity (Title 5, section 53000 et seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 12 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. The Equal Employment Opportunity Officer is responsible for ensuring training is provided.

Annual Written Notice to Community Organizations

The Equal Employment Opportunity Officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the Plan. The notice will also include the website address where the District advertises its job openings and contact information of the individuals to call in order to obtain employment information. A list of organizations that will receive this notice shall be developed by the Equal Employment Opportunity Advisory Committee. This list may be revised from time to time as necessary.

Analysis of District Workforce and Applicant Pool

The Human Resources Department will establish a process to either annually survey the District's workforce composition or to allow for employees to self-report and update their gender, ethnicity, and disability information. The District will also monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the Plan, to provide data needed for the reports required by this Plan, and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians and persons with disabilities.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). This survey will be done for each college in the District and the District Administrative Center. The District will annually report to the CCC Chancellor the results of its annual survey of employees. At least every three years, the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- 1) Executive/Administrative/Managerial
- 2) Faculty and other Instructional Staff
- 3) Professional Non-faculty
- 4) Secretarial/Clerical
- 5) Technical and Paraprofessional
- 6) Skilled Crafts
- 7) Service and Maintenance

Templates for the reporting of the District's workforce and applicant pools for Ventura College, Moorpark College, Oxnard College, and the District Administrative Center are attached as Appendix A.

Analysis of Degree of Underrepresentation and Significant Underrepresentation

The Chancellor's Office has officially determined that it will no longer utilize methodologies requiring availability data. Additionally, new Title 5 EEO regulations are

being developed. Completion of this section is delayed pending further direction from the Chancellor's Office.

Methods to Address Underrepresentation

The Chancellor's Office has officially determined that it will no longer utilize methodologies requiring availability data. Additionally, new Title 5 EEO regulations are being developed. Completion of this section is delayed pending further direction from the Chancellor's Office.

Additional Steps to Remedy Significant Underrepresentation

The Chancellor's Office has officially determined that it will no longer utilize methodologies requiring availability data. Additionally, new Title 5 EEO regulations are being developed. Completion of this section is delayed pending further direction from the Chancellor's Office.

Other Measures Necessary to Further Equal Employment Opportunity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination.

The District will employ the following measures to ensure equal employment opportunity:

- Implement practices and procedures to ensure that the application process is accessible to all potential candidates
- Implement procedures for auditing and updating job descriptions and job qualifications, including procedures for identifying and eliminating dated or otherwise non-job related criteria that act as barriers to traditionally excluded groups
- Include guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike
- Implement recruitment strategies designed to maximize the diversity of applicant pools and qualified applicant pools
- Implement protocols for screening and hiring committees to follow with respect to screening, interviewing, and evaluating candidates
- Review and revise District publications and other marking tools to reflect diversity in pictures, graphics, and text to project an inclusive image

Persons with Disabilities: Accommodations and Goals for Hiring

The Chancellor's Office has officially determined that it will no longer utilize methodologies requiring availability data. Additionally, new Title 5 EEO regulations are

being developed. Completion of this section is delayed pending further direction from the Chancellor's Office.

Graduate Assumption Program of Loans for Education

The District will encourage community college students to become qualified for and seek employment as community college employees. The District shall research and inform students about programs that may assist them in completing their graduate studies and becoming community college employees. The District will ensure information pertaining to such program is made available in student newspapers, course catalogs, and in locations accessible to students. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.

Attachment: EEO Plan Appendix A



EQUAL EMPLOYMENT OPPORTUNITY PLAN

Workforce Analysis

Ventura College
 Moorpark College
 Oxnard College
 District Administrative Center

Annual Report Date: _____

	Total	Male	Female	American Indian/ Alaskan Native (Male/Female ¹)	Black/ African American (Male/ Female)	Asian/ Pacific Islander (Male/ Female)	Hispanic/ Latino (Male/ Female)	White (Male/ Female)	Other/ Unknown (Race/ Sex)
Executive/ Administrative									
Professional/ Non-Faculty									
Secretarial/Clerical									
Technical and Paraprofessional									
Skilled Craft									
Service and Maintenance									
Faculty									
Persons with Disabilities									

¹ Title 5 does not require a gender breakdown within the ethnicity and disability groupings. It has been included here to provide greater clarity.



EQUAL EMPLOYMENT OPPORTUNITY PLAN

Asian/Pacific Islander Subgroup Workforce Analysis

- Ventura College
 Moorpark College
 Oxnard College
 District Administrative Center

Annual Report Date: _____

	Total	Chinese	Japanese	Filipino	Korean	Vietnamese	Asian Indian	Hawaiian	Guamanian	Laotian	Cambodian	Samoan
Executive/ Administrative												
Professional/ Non-Faculty												
Secretarial/Clerical												
Technical and Paraprofessional												
Skilled Craft												
Service and Maintenance												
Faculty												
Persons with Disabilities												



EQUAL EMPLOYMENT OPPORTUNITY PLAN

Analysis of Applicant Pools

- Ventura College
 Moorpark College
 Oxnard College
 District Administrative Center

Annual Report Date: _____

	Total	Male	Female	American Indian/ Alaskan Native (Male/Female ²)	Black/ African American (Male/ Female)	Asian/ Pacific Islander (Male/ Female)	Hispanic/ Latino (Male/ Female)	White (Male/ Female)	Other/ Unknown (Race/ Sex)
Executive/ Administrative									
Professional/ Non-Faculty									
Secretarial/Clerical									
Technical and Paraprofessional									
Skilled Craft									
Service and Maintenance									
Faculty									
Persons with Disabilities									

² Title 5 does not require a gender breakdown within the ethnicity and disability groupings. It has been included here to provide greater clarity.



EQUAL EMPLOYMENT OPPORTUNITY PLAN

Asian/Pacific Islander Subgroup Analysis of Applicant Pools

Ventura College
 Moorpark College
 Oxnard College
 District Administrative Center

Annual Report Date: _____

	Total	Chinese	Japanese	Filipino	Korean	Vietnamese	Asian Indian	Hawaiian	Guamanian	Laotian	Cambodian	Samoan
Executive/ Administrative												
Professional/ Non-Faculty												
Secretarial/Clerical												
Technical and Paraprofessional												
Skilled Craft												
Service and Maintenance												
Faculty												
Persons with Disabilities												



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.06 ACTION TO APPROVE BOARD POLICY (BP) 3430 PROHIBITION OF HARASSMENT AND DISCRIMINATION. This item presents for approval BP 3430 Prohibition of Harassment and Discrimination and provides revised Administrative Procedure (AP) 3430 Prohibition of Harassment and Discrimination for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve BP 3430 Prohibition of Harassment and Discrimination as presented. Revised AP BP 3430 Prohibition of Harassment and Discrimination is provided for information and is consistent with BP 3430.

Public Content

Background

Revised BP 3430 Prohibition of Harassment and Discrimination has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Revised AP 3430 Prohibition of Harassment and Discrimination is provided for information and is consistent with BP 3430.

Analysis

The Policy Committee reviewed revised BP 3430 on October 17, 2012, and recommends the Board take action to approve this policy as presented. Revised AP 3430 is provided for information. BP 3430 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/12
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 3 General Institution
Title	BP 3430 PROHIBITION OF HARASSMENT AND DISCRIMINATION
Number	BP 3430
Status	Active
Legal	California Education Code Section 212.5 California Education Code Section 44100 California Education Code Section 66252 California Education Code Section 66281.5 California Government Code Section 12950.1 Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e
Adopted	December 13, 2005
Last Reviewed	January 17, 2012 _____

All forms of harassment and discrimination are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other harassment and discrimination, including that which is based on any of the following statuses: ~~ethnic group identification~~ race, religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, ~~veteran status~~, marital status, sex, ~~or gender~~, gender identity, gender expression, age, or sexual orientation of any person, or on the basis of these perceived characteristics or based on the association with a person or group with one or more of these perceived characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment and discrimination without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment and discrimination or for participating in a harassment or discrimination investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3430. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities,

scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end, the Chancellor or his designee shall ensure that the institution undertakes education and training activities to counter harassment or discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. The Chancellor or his designee shall establish procedures that define harassment on campus. The Chancellor or his designee shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

See Administrative Procedure 3430.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 3 General Institution
Title	AP 3430 PROHIBITION OF HARASSMENT AND DISCRIMINATION
Number	AP 3430
Status	Active
Legal	Title VII of the Civil Rights Act of 1964, U.S. Code Annotated California Education Code Section 212.5 California Education Code Section 66281.5 California Education Code Section 66252 California Education Code Section 44100 California Government Code Section 12950.1
Adopted	June 16, 2010
Last Reviewed	_____

1. Statement of Intent

Members of a college community--students, faculty, administrators, staff, and visitors--must be able to study and work in an atmosphere of mutual respect and trust. The Ventura County Community College District (District) is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups.

Therefore, the District will not tolerate harassment or discrimination against any person. Discrimination is defined as special or disparate treatment based on ~~ethnic group identification, race, religious creed, color, national or ethnic origin, religion, ancestry, veteran status,~~ physical disability, or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or on the basis of these perceived characteristics or based on the association with a person or group with one or more of these perceived characteristics. The District will enforce all state and federal laws prohibiting discrimination.

Furthermore, the District is committed to maintaining a working and education environment free of sexual harassment. The District will not tolerate any behavior that constitutes sexual harassment of staff, students, or visitors. It is the policy of the District that all members of the collegial community including staff, students, visitors, guests, or contractors, will not sexually harass one another or retaliate against one another for filing sexual harassment complaints.

Finally, the District will comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the development, procurement, maintenance, or use of electronic or information technology and will respond to and resolve discrimination complaints regarding accessibility.

Though the goal of the District is to be sensitive to the needs of students, staff and those who interact with the college community while at the same time preserving the rights of those against whom allegations have been made, employees or students of the District who feel that they have been harassed or discriminated against based on the factors discussed previously have the right to file a complaint.

The procedures outlined here govern the process for all discrimination complaints filed by employees or students, including sexual harassment, and are pursuant to division 6, title 5, section 59300 et seq. of the California Code of Regulations. Complaints may be filed by a student against a student, a student against an employee, an employee against a student, an employee against an employee, a visitor against an employee, or an employee against a visitor.

Because the District is committed to maintaining an environment that is free from harassment and discrimination, any legitimate harassment and discrimination complaint or concern that is brought to the District's attention will be investigated and resolved, even if the complaint or concern comes to light in a manner that is not addressed in this procedure.

2. Non-Retaliation for Filing a Complaint

No individual will suffer retaliation as a result of filing a claim, for referring a matter for investigation or complaint, for acting as an advocate for a complainant or respondent, or being a witness in regard to harassment/discrimination allegations. Persons engaging in retaliation are subject to disciplinary action.

3. Academic Freedom

The Board of Trustees reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow sexual harassment or any other form of discrimination. The lecture, content, and discourse that are an intrinsic part of the course content shall in no event constitute sexual harassment or other form of discrimination. It is recognized that an essential function of education is a probing of received opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirement for a specific community college program, course or activity.

4. Dissemination of Policy, Procedures, and Training

i. A copy of the written policy on the prohibition of harassment and discrimination will be displayed in a prominent location in the main administrative building or other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

ii. Every District employee will receive training and a copy of the written policy and procedure on the prohibition of harassment and discrimination during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory bi-annual training. Thereafter, in years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and receive a copy of the revised policies and procedures.

5. Definitions

Complainant: An individual who brings a complaint against another because he/she believes that he/she has been the victim of harassment or discrimination.

Complaint: A written allegation that a student, staff member, or other individual who interacts with the District has subjected someone to harassment or discrimination.

Days: “Days” means calendar days.

Chancellor: The Chancellor of the Ventura County Community College District.

Governing Board: The Board of Trustees for the Ventura County Community College District.

Intake Facilitator: The person at the college or at the District Administrative Center who is responsible for conducting the informal and/or formal processing of all harassment/discrimination complaints.

Investigator: The person at the college or at the District Administrative Center who is responsible for investigating complaints of harassment and discrimination filed against the Responsible District Officer, the Vice Chancellor of Human Resources, the Chancellor, or members of the Governing Board.

Mental Disability: Includes, but is not limited to, all of the following:

1) Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:

A) “Limits” shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

B) A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.

C) “Major life activities” shall be broadly construed and shall include physical, mental, and social activities and working.

2) Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.

3) Having a record or history of a mental or psychological disorder or condition described in paragraphs (1) or (2), which is known to the District.

4) Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.

5) Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraphs (1) or (2).

Mental disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Physical Disability: Includes, but is not limited to, all of the following:

1) Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:

A) Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine; and

B) Limits a major life activity. For purposes of this section:

i) "Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.

ii) A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.

iii) "Major life activities" shall be broadly construed and includes physical, mental, and social activities and working.

2) Any other health impairment not described in paragraph (1) that requires specialized supportive services.

3) Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraphs (1) or (2), which is known to the District.

4) Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.

(5) Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraphs (1) or (2).

Physical disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Respondent: An individual against whom a claim of harassment or discrimination is made.

Responsible District Officer: The person at the District who is responsible for coordinating the investigations of all harassment and discrimination complaints. The current Responsible District Officer is the Director of Human Resource Operations.

Sexual Harassment: "Sexual harassment" is discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical

conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, under the following conditions:

- 1) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress;
- 2) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
- 3) The conduct has the purpose or effect of having a negative impact on the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment;
- 4) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the District.

Examples of behavior which could constitute sexual harassment include, but are not limited to:

Verbal harassment, including repeated sexual innuendoes, or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;

Visual/non-verbal harassment, including derogatory posters, cartoons or drawings, suggestive objects or pictures, graphic commentaries, leering, or obscene gestures;

Physical harassment, including unwanted physical contact and/or touching, interference with an individual's normal work movement or blocking a person's movement, or assault.

State Chancellor: The Chancellor of the State of California's Community College Districts.

Title 5: California Code of Regulations, division 6, title 5, sections 59300 et seq.

Vice Chancellor of Human Resources: The Vice Chancellor of Human Resources for the Ventura Community College District.

6. General Contact Information

Administrators, faculty members, other District employees, and students shall direct all initial complaints of discrimination or sexual harassment to the Intake Facilitators at each college or to the Director of Human Resources Operations, or the Chancellor if the complaint involves a member of Human Resources.

To request accommodation in filing a complaint in accordance with this procedure, contact the Responsible District Officer at (805) 652-5506.

7. Informal Process Prior to the Filing of a Formal Complaint

A. For the Complainant:

1) An individual who has reason to believe that he or she has been a victim of harassment or discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, veteran status, or physical or mental disability, may resolve the matter through an informal process under this procedure.

2) In order to ensure that the complaint process is handled efficiently, the Complainant should speak to an Intake Facilitator regarding his/her concerns.

3) Participation in the informal process is optional and not a prerequisite to filing a formal complaint.

B. For the Intake Facilitator:

1) Listen to the Complainant to understand the nature of the concern. Ask the Complainant if there is a way to resolve the complaint informally. If the answer is yes, contact the Responsible District Officer to discuss the proposed resolution to the problem. However:

a. Do not investigate the complaint.

b. Advise the Complainant that he or she need not participate in trying to resolve the complaint informally.

2) Give Complainant a copy of the District's Policy of Prohibition of Harassment and Discrimination.

3) Advise the Complainant of their right to file a formal complaint and explain the procedure for doing so.

4) Advise the Complainant that he or she may file a non-employment based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) when such a complaint is within that agency's jurisdiction.

5) If the complaint is employment-related, the Complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) when such a complaint is within that agency's jurisdiction.

C. For the Responsible District Officer:

1) If an Intake Facilitator contacts the Responsible District Officer with a proposed informal resolution to the complaint, the Responsible District Officer must take appropriate action to resolve the complaint if it is possible to do so. Resolution of the complaint could involve multiple parties, including the Respondent and the administration, and must be vetted appropriately.

2) If a resolution is reached, the informal process shall be concluded. At any time during the informal process, the Complainant may initiate a formal complaint.

3) The Responsible District Officer shall keep a written log of discussions and a record of the resolution. This information shall become part of the official investigation file if the Complainant initiates a formal complaint. If the parties reach a tentative

agreement upon resolution of the complaint, the Responsible District Officer will send a letter to the Complainant and Respondent summarizing the resolution.

Efforts at informal resolution need not include any investigation unless the Responsible District Officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint.

8. Threshold Requirements Prior to Investigation of a Formal Written Complaint

For both Complainants and Intake Facilitators:

District employees involved in any aspect of investigating or resolving a complaint of harassment or discrimination will receive training from a qualified source in advance of their service.

A. Formal complaints must be filed by someone who alleges that he or she has personally suffered discrimination or by one who has learned of such discrimination in his/her official capacity as a faculty member, supervisor, manager or administrator. Other complaints that do not meet the threshold may be informally investigated.

B. Formal complaints should be filed on a form prescribed by the State Chancellor's Office (see attachment) and must allege discrimination under California Code of Regulations, division 6, title 5, section 59300 et seq.

C. Formal complaints must be filed with the Responsible District Officer for the District or with the State Chancellor.

D. Formal complaints not related to employment discrimination must be filed with the District within one year of the alleged harassment or discrimination or within one year of the date on which the Complainant knew or should have known of the facts of the alleged incident.

E. Formal complaints related to employment discrimination must be filed with the District within one hundred eighty (180) days of the date that the alleged harassment or discrimination occurred. However, this timeframe will be extended by no more than 90 days if the complainant first obtained knowledge of the alleged violation after the expiration of the 180-day filing period.

Any complaint that does not meet the criteria described in this section will be deemed defective.

9. Defective Complaints

For Complainants, Intake Facilitators, and the Responsible District Officer:

If a complaint is found to be defective, it will be immediately returned to the Complainant with a complete explanation of why an investigation will not be initiated under the California Code of Regulations, title 5, section 59300 et seq. The notice will inform the Complainant that the formal complaint does not meet the requirements of California Code of Regulations, title 5, section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the Complainant will also be sent to the

State Chancellor's Office. Defective complaints do not necessarily stop other investigative or disciplinary processes should they be warranted by the seriousness of the allegations.

10. Formal Complaint Process

A. For Complainants and Intake Facilitators:

Should there be no informal resolution to the complaint, the following must occur:

1) On the complaint form, the Complainant shall describe in detail such alleged harassment or discrimination and the action the Complainant requests to resolve the matter. All written complaints shall:

- a. Be signed and dated by the Complainant.
- b. Contain at least:
 - i. The name(s) of the individual(s) involved. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, when possible.
 - ii. The date(s) of the event(s) at issue.
 - iii. A detailed description of the actions constituting the alleged harassment or discrimination.

2) The Intake Facilitator will review the complaint to determine if has been completed accurately and whether or not the complaint is defective.

3) If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding whether the alleged misconduct is covered under these procedures, the complaint will be returned and the Complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

4) Once the form is completed, it will be forwarded to the Respondent District Officer for review and action.

B. For Complainants and the Responsible District Officer:

- 1) After a proper complaint is received, the Responsible District Officer shall:
 - a. Send a copy of the complaint to the State Chancellor of the California Community College System after consultation with the Vice Chancellor of Human Resources and the Chancellor. A copy of the complaint will be maintained in the Human Resources Department at the District Administrative Center.
 - b. Meet with the Complainant to review the nature of the complaint and identify the scope and nature of the investigation. If the Complainant fails to meet with the Responsible District Officer within a reasonable time (usually 10 working days), the

Responsible District Officer will continue the investigation to the best of his/her abilities based on the written formal complaint.

c. Advise the Complainant that he or she may file a non-employment based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.

d. If the complaint is employment-related, the Complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) when such a complaint is within that agency's jurisdiction.

e. Give the Respondent an opportunity to meet with him/her to receive the Respondent's answer to the complaint and to review with Respondent the scope and nature of the investigation. The Respondent may inform the Responsible District Officer of witnesses to contact and may present documents in support of his/her position. The Responsible District Officer shall interview witnesses and review any other relevant documentation or information to determine whether or not the allegations made in the complaint can be substantiated.

f. Prior to completing the investigation, the Responsible District Officer may meet again separately with the Complainant and the Respondent, to give an overview of the steps taken during the investigation, and to ask the Complainant and the Respondent for any additional information that might be helpful to the investigation.

2) The Responsible District Officer shall determine whether a violation of the District's Policy of Prohibition of Harassment and Discrimination did or did not occur with respect to each allegation in the complaint. The findings shall take into consideration the severity of the conduct, the pervasiveness of the conduct, the pertinent background, and other relevant District policies.

3) If disciplinary action is recommended, appropriate contractual due process and statutory processes will be invoked.

11. Investigator Appointment

For Complainants and the Responsible District Officer:

In the event the complaint is against the Responsible District Officer, the Chancellor, or a member of the Governing Board, the Vice Chancellor of Human Resources shall appoint an Investigator to review and process the complaint in a manner consistent with this procedure. In the event the complaint is against the Vice Chancellor of Human Resources, the Chancellor or designee shall appoint an Investigator to review and process the complaint in a manner consistent with this procedure.

12. Administrative Determination

For Complainants and the Responsible District Officer:

A. The District shall complete its investigation within ninety (90) days of receiving a complaint. Once the investigation is complete, the Responsible District Officer shall:

1) Generate an administrative determination summarizing the investigation. A copy of the administrative determination will be submitted to the Complainant. When the case involves non-employment-related discrimination, the Responsible District Officer will also send a copy of the administrative determination to the State Chancellor's Office. When the case involves non-employment-related discrimination, the Responsible District Officer will also send a copy of the administrative determination to the State Chancellor's Office.

2) Send a written notice to the Complainant setting forth:

a. The findings of the Responsible District Officer (or District investigator) as to whether a violation of the District's Policy of Prohibition of Harassment and Discrimination based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, veteran status, marital status, or physical or mental disability did or did not occur with respect to each allegation in the complaint.

b. A description of actions to be taken, if any, to remedy any policy violation that occurred and to prevent similar problems from occurring in the future.

c. The proposed resolution of the complaint.

d. The Complainant's right to appeal to the Governing Board and the State Chancellor of the California Community College System when the case does not involve non-employment-related discrimination.

e. The Complainant's right to appeal to the Governing Board and to file a complaint with the California Department of Fair Employment and Housing when the case involves employment discrimination.

B. In the event disciplinary action is recommended for the Respondent, he/she shall be entitled to all due process procedures provided by statute and/or the employee collective bargaining agreement.

13. Complainant Appeal Rights and Process

For Complainants and the Responsible District Officer:

A. First Level of Appeal: If the Complainant is not satisfied with the results of administrative determination of the formal complaint, the Complainant may appeal the determination by submitting objections to the Governing Board within fifteen (15) days of the receipt of the determination.

B. First Level Response: Within forty-five (45) days of receiving the Complainant's appeal, a copy of the final District decision rendered by the Governing Board shall be forwarded to the Complainant, the State Chancellor of the California Community College system, and, if appropriate, the Respondent. If the Governing Board does not act within 45 days, the administrative determination shall be deemed approved and shall become the final District decision in the matter.

C. Second Level of Appeal: For any case involving non-employment-related discrimination, Complainants have the right to file a written appeal with the State Chancellor of the California Community College System within thirty (30) days after the Governing Board has issued the final District decision or permits the administrative determination to become final. The appeal must include:

- i. A copy of the Governing Board's decision regarding the case, or
- ii. Evidence to show that no response was received by the Complainant within 45 days of filing the first level of appeal.

Any case involving employment-related discrimination has no second level of appeal, but the Complainant may file a complaint with the California Department of Fair Employment and Housing (DFEH) within the jurisdiction of that agency.

D. Second Level Investigation and Response: See Section 16 below.

14. Provision of Information to the State Chancellor

For the Responsible District Officer:

For cases involving non-employment-related discrimination, the Responsible District Officer must, within one hundred fifty (150) days of receiving a complaint, forward to the State Chancellor either:

A. For open cases:

- 1) A copy of the final District decision rendered by the Governing Board or a statement indicating the date upon which the District's decision became final.
- 2) A copy of the notice that the District provided to the employee regarding the decision.
- 3) A copy of the Complainant's appeal of the Governing Board's decision.

OR

B. For closed cases: A notice that the appeal has been resolved or that the Complainant has not filed an appeal with the Governing Board and the case has been closed.

15. Extensions; Failure to Comply

For the Complainant and District Responsible Officer:

If the District, for reasons beyond its control, is unable to comply with the deadlines described in Sections 12 and 14 above, the District may file for a written request of an extension of the deadlines.

A. When an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether or not the case involves employment discrimination.

B. The request must be made no later than ten (10) days prior to the deadline for the timeframe in question.

C. A copy of the request for extension shall be sent to the Complainant who shall be notified that he or she may file written objections with the State Chancellor within five (5) days of receipt of the copy of the request for extension.

D. The State Chancellor may grant a request for the extension unless the delay would be prejudicial to the investigation. If the State Chancellor grants an extension of the 90-day deadline described in Section 12, the 150-day deadline described in Section 14 will be extended by an equal amount.

E. If the District fails to comply with the deadline requirements spelled out in Sections 12 and 14 and/or fails to respond after an extension has been granted pursuant to this section, the Chancellor may proceed with a review of the case per Section 16 below.

16. Second Level of Investigation and Response

For Complainants and the Responsible District Officer:

A. Once the State Chancellor receives an appeal from a Complainant regarding the District's response to a complaint, the State Chancellor shall review the appeal to determine if there is reasonable cause to believe that the District has violated the provisions of Title 5.

1) Failure of the Complainant to file an appeal shall not preclude the State Chancellor from finding reasonable cause to believe that the District has violated Title 5 if such a finding is appropriate.

2) If upon a review of the materials submitted by the Complainant during the appeal process the State Chancellor finds new issues or facts have been raised by the Complainant that were not previously known by the District, the State Chancellor will provide the District reasonable opportunity to respond to the new issues or facts raised by the Complainant.

3) If the State Chancellor finds that there is no reasonable cause to believe that a violation has occurred, the State Chancellor shall immediately notify both the Complainant and the District.

4) If the State Chancellor finds that there is reasonable cause to believe that a violation has occurred, the State Chancellor shall investigate to determine whether there is probable cause to believe a violation has occurred. Within one hundred twenty (120) days of initiating the investigation, the State Chancellor must take one of the following actions:

a. If the State Chancellor finds that there is probable cause to believe that the District violated the provisions of Title 5, the State Chancellor shall notify the District and the Complainant of such a finding. In response, the District can:

i. Acquiesce to the finding prior to the State Chancellor filing an accusation against the District.

ii. Respond that it does not acquiesce to the finding. If the District responds in this manner, the State Chancellor shall initiate the hearing process pursuant to chapter 5 (commencing with section 11500) of California Government Code part 1, division 3, title 2 to determine whether a violation occurred.

b. If the State Chancellor finds that there is no probable cause to believe that the District violated the provisions of Title 5, the State Chancellor shall notify the District and the Complainant that there is no probable cause to believe the District has violated the provisions of Title 5.

B. If it is determined that the District violated the provisions of Title 5, the State Chancellor may use any means authorized by law to effect compliance, including:

1) Withholding all or part of the State's support to the District, including state general apportionment and/or growth funding.

2) Make the District eligible for future state support conditional on compliance with specified conditions.

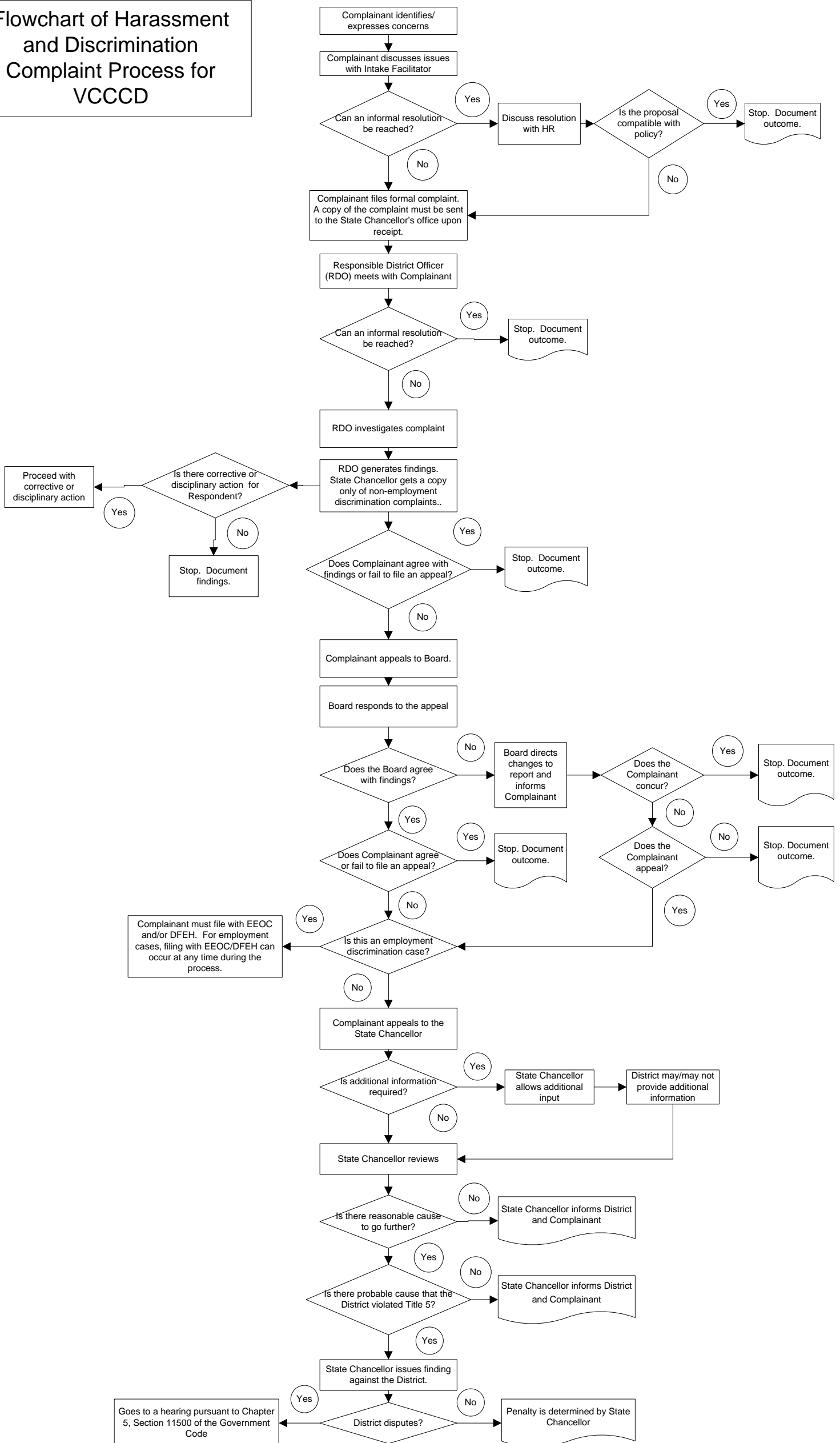
3) Pursue a court order compelling the District to comply with Title 5.

Note: No decision to curtail state funding to a district pursuant to this process can be made until the State Chancellor determines that compliance cannot be secured by voluntary means. In addition, any decision made by the State Chancellor pursuant to this procedure is subject to judicial review by the District, as provided in California Code of Civil Procedure section 1094.5.

Attachments:

- 1) Flowchart of Harassment and Discrimination Complaint Process for VCCCD**
- 2) Sexual Harassment/Discrimination Complaint Form**

Flowchart of Harassment and Discrimination Complaint Process for VCCCD





VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Sexual Harassment/Discrimination Complaint Form

This form is to be completed by either the Complainant or the Sexual Harassment Intake Facilitator.

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Student Employee Guest

I wish to complain against _____

Location: Moorpark College Oxnard College Ventura College District Service Center

Other location: Where? _____

Is this person a: Student Employee Other

Alleged Harassment/Discrimination based on: Ethnic Group Identification Disability Color Race Sexual Harassment Gender (includes harassment) Retaliation Religion

Have you tried an informal resolution? Yes No Date: _____

If so, how? _____

Summary of alleged sexual harassment/discrimination complaint:

Summary of alleged sexual harassment/discrimination complaint:

Date(s) on which alleged sexual harassment/discrimination occurred: _____

(Complaints must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.)

Other employees, students, or others who witnessed the allegations (name, address, phone):

Other employees, students, or others who witnessed the allegations (name, address, phone):

Who did you tell these allegations? _____

When? _____

HR Tools
http://my.vcccd.edu





**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT**

To your knowledge, what corrective action, if any, has been taken?

Have you filed a grievance or complaint with any other agency? Yes No

If yes, with whom? _____ When? _____

I understand the District will conduct an investigation of this complaint including, but not limited to, interviewing me, the alleged harasser, witnesses, and others as deemed necessary.

I certify this information is correct to the best of my knowledge.

Complainant Signature: _____ Date: _____

Facilitator Signature: _____ Date: _____

HR Tools
<http://my.vccd.edu>





Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.07 ACTION TO REAFFIRM BOARD POLICY (BP) 3560 ALCOHOLIC BEVERAGES. This item presents for reaffirmation BP 3560 Alcoholic Beverages and provides proposed Administrative Procedure (AP) 3560 Alcoholic Beverages for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 3560 Alcoholic Beverages as presented. Proposed AP 3560 Alcoholic Beverages is provided for information and is consistent with BP 3560.

Public Content

Background

Existing BP 3560 Alcoholic Beverages has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Proposed AP 3560 Alcoholic Beverages is provided for information and is consistent with BP 3560.

Analysis

The Policy Committee reviewed existing BP 3560 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. Proposed AP 3560 is provided for information. BP 3560 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/12
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 3 General Institution
Title	BP 3560 ALCOHOLIC BEVERAGES
Number	BP 3560
Status	Active
Legal	Business and Professions Code Section 25608
Adopted	December 13, 2005
Last Reviewed	

The Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

See Administrative Procedure 3560.

Book	VCCCD Board Policy Manual
Section	Chapter 3 General Institution
Title	AP 3560 Alcoholic Beverages
Number	AP 3560
Status	Active
Legal	34 Code of Federal Regulations Part 668.46(b)
	California Business and Professions Code Section 24045.4
	California Business and Professions Code Section 24045.6
	California Business and Professions Code Section 25608

Adopted

The possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the District Police Department. The campus has been designated “drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the District Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

The alcoholic beverage is for use during a fundraiser held to benefit **College Foundation(s)** that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the District.

or

The alcoholic beverage is acquired, possessed or used in connection with a course of instruction, sponsored dinner or meal demonstration given as part of a culinary arts program.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.08 ACTION TO APPROVE BOARD POLICY (BP) 6200 BUDGET PREPARATION. This item presents for approval BP 6200 Budget Preparation and provides revised Administrative Procedure (AP) 6200 Budget Preparation for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees approve BP 6200 Budget Preparation as presented. Revised AP 6200 Budget Preparation is provided for information and is consistent with BP 6200.

Public Content

Background

Revised BP 6200 Budget Preparation has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Revised AP 6200 Budget Preparation is provided for information and is consistent with BP 6200.

Analysis

The Policy Committee reviewed revised BP 6200 on October 17, 2012, and recommends the Board take action to approve this policy as presented. Revised AP 6200 is provided for information. BP 6200 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		10/10/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)		9/20/2012
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/12
Legal Counsel	X	
Further Information	Jamillah Moore, Sue Johnson	

BP 6200 – Budget Preparation

References:

Education Code section 70902(b)(5),
Title 5 sections 58300 et seq,

Each year, the Chancellor shall present to the Board a budget, indicating anticipated expenditures and estimated revenues for the next fiscal year, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual (BAM). The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The budget shall be developed each year in accordance with the current District Budget Allocation Model and Infrastructure Funding Model and appropriate shared participatory governance processes.
- The budget shall be balanced (i.e., budgeted expenditures will be covered by projected revenue). During periods of state financial decline, the budget may include a transition plan for expenditure reductions and one-time use of reserves.
- The annual budget shall support the District's and colleges' master and educational plans.
- The budgets for the three colleges will be developed through college participatory processes to support institutional planning and goals and objectives, as well as the Board goals and objectives.
- Assumptions, upon which the budget is based ~~are,~~ will be presented to the Board for review prior to approving the budget; changes in the assumptions ~~upon which the budget was based~~ shall be reported to the Board in a timely manner.
- Revenue associated with growth will be budgeted in the year following the year in which the growth was actually earned.
- Summer Full-time Equivalent Students (FTES) will be reported in the fiscal year in which the course ends.
- ~~A schedule is provided to the Board each year that which includes dates for presentation of the tentative budget, required public hearing(s), Board study session (if appropriate), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.~~
- Unrestricted general fund reserves shall be no less than 5% of the current year unrestricted and designated general fund budgeted expenditures and sufficient enough to meet the cash flow requirements of the district. ~~with targeted reserves between 7% and 15%.~~
- ~~Budget projections will address long-term goals and commitments.~~

See Administrative Procedure 6200

AP 6200 - Budget Preparation

References:

Accreditation Standard III.D

Education Code section 70902(b)(5), 84362; 87482.6

Title 5 sections 58300; CCR Sections 59200; 51025 and 53300, et seq.

Each year, the Chancellor shall present to the Board a budget, indicating anticipated expenditures and estimated revenues for the next fiscal year, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual (BAM). The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The budget shall be developed each year in accordance with the current District Budget Allocation Model and Infrastructure Funding Model and appropriate participatory governance processes.
- District Council on Administrative Services (DCAS) will annually review the elements of the current District Budget Allocation Model and Infrastructure Funding Model and will make recommendations to the Board for modifications when appropriate.
- ~~The annual budget shall support the District and colleges' master and educational plans and be linked to other institutional goals and planning efforts.~~
- Through participatory governance, the budget process will commence with DCAS developing assumptions upon which the budget will be based, and recommending those assumptions to the Board for acceptance prior to the Board adopting the Budget.
- ~~Assumptions upon which the budget is based are presented to the Board for review.~~
- ~~Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.~~
- The chief business officer of the district will, as appropriate, conduct Board study sessions and will make presentations to the colleges related to the District budget assumptions and the development of the districtwide budget.
- ~~The District will present a balanced Adoption Budget whereby all budgeted expenditures will be covered by projected current year revenue (to BP)~~
- In addition to short term operating plans, budget projections will address long-term goals and commitments such as post-retirement health benefits liability.
- The budget will provide for adequate reserves for cash requirements, long-term commitments, ~~and~~ unanticipated expenditures, and a contingency for revenue shortfall.
- Unrestricted general fund reserves shall be no less than 5% of the current year unrestricted and designated general fund budgeted expenditures or and sufficient enough to meet the cash flow requirements of the district (with targeted reserves between 7% and 15%).

- Budget development will consider statutory requirements including but not limited to things such as compliance with the 50% law, the district's full-time Faculty Obligation Number (FON), and funded Full-Time Equivalent Students (FTES).
- Revenue associated with growth will be budgeted in the year following the year in which the growth was actually earned.
- Summer FTES will be reported in the fiscal year in which the course ends.
- DCAS will review the details of the budget for districtwide services and make recommendations where appropriate, including the movement of budgetary items between colleges and districtwide services and district administrative center.
- ~~The Tentative Budget will be presented to the Board at its June meeting and the Adoption Budget at its September meeting, unless authorized to be approved later by the State Chancellor's Office.~~
- The Budget Assumptions are presented to the Board in the spring prior to any action on the budget. The Tentative Budget will be presented to the Board at its June meeting, and the Adoption Budget at its September meeting, unless authorized to be approved later by the State Chancellor's Office. A public hearing on the budget shall be held at the September Board meeting, unless authorized to be held later by the State Chancellor's Office.
- The adopted budget shall be submitted to the State Chancellor's Office on or before September 30, unless the State Chancellor's Office extends that due date.
- The budget ~~may~~ will be updated from time to time in accordance with AP 6250.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.09 ACTION TO REAFFIRM BOARD POLICY (BP) 6250 BUDGET MANAGEMENT. This item presents for reaffirmation BP 6250 Budget Management and provides revised Administrative Procedure (AP) 6250 Budget Management for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 6250 Budget Management as presented. Revised AP 6250 Budget Management is provided for information and is consistent with BP 6250.

Public Content

Background

Existing BP 6250 Budget Management has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Revised AP BP 6250 Budget Management is provided for information and is consistent with BP 6250.

Analysis

The Policy Committee reviewed existing BP 6250 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. Revised AP 6250 is provided for information. BP 6250 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		10/10/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)		9/20/2012
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Sue Johnson	

Title	BP 6250 BUDGET MANAGEMENT
Number	BP 6250
Status	Active
Legal	Title 5 Sections 58307, 58308
Adopted	October 9, 2007

The budget shall be managed in accordance with Title 5 and the California Community College Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See Administrative Procedure 6250.

Title	AP 6250 BUDGET MANAGEMENT
Number	AP 6250
Status	Active
Legal	Title 5 Sections 58307, 58308, <u>58311</u>
Adopted	October 13, 2009
Last Reviewed	September 25, 2009

The budget shall be managed in accordance with Title 5 and the California Community College Budget and Accounting Manual.

Budget revisions shall be made only in accordance with these policies and as provided by law.

It is the intent of the Board to have the budget as accurate as possible throughout the year. To accomplish this, budget amendments and budget transfers will be utilized when necessary.

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board.

Transfers may be made from the reserve to any expenditure classification by written approval of the Board, and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications by approval of the Board, and may be approved by a majority of the members of the Board.

Excess funds must be added to the general reserve of the District, and are not available for appropriation except by approval of the Board setting forth the need according to major classification

Budget will be managed under the Principles of Sound Fiscal Management as outlined in Title 5 section 58311.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.10 ACTION TO REAFFIRM BOARD POLICY (BP) 6330 PURCHASING. This item presents for reaffirmation BP 6330 Purchasing and provides revised Administrative Procedure (AP) 6330 Purchasing for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 6330 Purchasing as presented. Revised AP 6330 Purchasing is provided for information and is consistent with BP 6330.

Public Content

Background

Existing BP 6330 Purchasing has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Revised AP 6330 Purchasing is provided for information and is consistent with BP 6330.

Analysis

The Policy Committee reviewed existing BP 6330 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. Revised AP 6330 is provided for information. BP 6330 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		10/10/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)		9/20/2012
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Sue Johnson	



Book VCCCD Board Policy Manual
Section Chapter 6 Business and Fiscal Affairs
Title BP 6330 PURCHASING
Number BP 6330
Status Active
Legal [California Public Contract Code, Section 20650](#)
[California Education Code, Section 81656](#)
Adopted October 9, 2007
Last Reviewed August 14, 2012

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time, without going through the formal bid process.

No officer or employee, except as designated by the Chancellor, may obligate the District for any expenditure of funds without prior approval. Any obligation contracted without appropriate prior approval may become a personal expense of the employee. All purchase orders, contracts, leases, rentals, memorandums of understanding, and service agreements require the signature of the Chancellor or designee.

All such transactions exceeding \$10,000 shall be reviewed by the Board every 60 days.

See [Administrative Procedure 6330](#).

AP 6330 PURCHASING

Legal: Education Code Section 81656; Public Contracts Code Section 20650

Adopted: OCTOBER 13, 2009; LAST REVIEWED SEPTEMBER 25, 2009

Authority and Responsibility For Purchases

The authority to make purchases shall be vested in the Chancellor and no other officer or employee, except as designated below, may obligate the District for any expenditure of funds without prior approval.

The Chancellor has delegated authority to the Vice Chancellor of Business and Administrative Services, to purchase supplies, materials, apparatus, equipment and services as necessary for the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time without going through the formal bid process; except for emergency work contracts as identified in the Public Contract Codes.

The District Purchasing Department has the responsibility to manage the procurement policy as it relates to the acquisition of all equipment, supplies and services for use within the District or from funds held by the District, in compliance with all federal, state and local regulations and the Public Contract Code (PCC).

All purchase orders, contracts, leases, rentals, memorandums of understanding, and service agreements require the signature of the Vice Chancellor, Business and Administrative Services or designee.

All purchase orders, contracts, agreements, and memorandums of understanding (MOU's) for goods or services in the amount of \$50,000 or more require Board of Trustees approval prior to issuance of a purchase order. The Chancellor, or designee, may authorize purchases of \$50,000 or more if he/she deems it to be in the best interest of the district and if in his/her judgment, the purchase should not wait until the next regularly scheduled board meeting. In such a case, the Chancellor shall immediately notify the Board of the action.

A listing of all purchase orders in the amount of \$10,000 or more will be submitted to the Board of Trustees for ratification at the next regular meeting following issuance of the purchase order.

Goods or Services Provided by Employees, Board Members or Family Members

The District may purchase goods or services, after review of a minimum of three written quotes, from an employee of the District, Board Member or member of an ~~the~~ employee's or Trustee's family who owns or partly owns, operates, or has a financial interest in a business. Disclosure and prior approval by the Chancellor, or designee, is required before issuance of a purchase order. The purchase orders must be ratified by the Board. Employees and Board Members must refer to and comply with VCCCD's AP

2712: Conflict of Interest Code regarding requirement of reporting conflicts of interest. AP 2712 specifically addresses conflicts of interested of an economic nature.

Employees and members of the Board of Trustees must report any potential conflicts of interest. In particular, Trustees must disclose any potential conflict of interest, in public session, prior to the approval/ratification of a purchase order.

Unauthorized Purchases

Any obligation contracted without appropriate prior approval may become a personal expense of the employee making the purchase.

Refer to AP 2712



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.11 ACTION TO APPROVE BOARD POLICY (BP) 7100 COMMITMENT TO DIVERSITY. This item presents for approval BP 7100 Commitment to Diversity. No administrative procedure is required.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees approve revised BP 7100 Commitment to Diversity as presented. No administrative procedure is required.

Public Content

Background

Revised BP 7100 Commitment to Diversity has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed revised BP 7100 Commitment to Diversity on October 17, 2012, and recommends the Board take action to approve this policy as presented. No administrative procedure is required. BP 7100 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11//2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7100 COMMITMENT TO DIVERSITY
Number	BP 7100
Status	Active
Legal	California Education Code Section 87100 et seq. California Code of Regulations, Title 5, Section 53000 et seq.
Adopted	May 17, 2007
Last Reviewed	<hr/>

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to the success of all college students. The Board recognizes that diversity in the academic environment fosters multi-cultural awareness, promotes mutual understanding and respect, and provides role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

See Administrative Procedure 3420



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.12 ACTION TO REAFFIRM BOARD POLICY (BP) 7130 COMPENSATION. This item presents for reaffirmation BP 7130 Compensation. No administrative procedure is required.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 7130 Compensation as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7130 Compensation has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7130 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7130 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7130 COMPENSATION
Number	BP 7130
Status	Active
Legal	California Education Code Sections 70902, subdivision (b)(4) California Education Code Section 87801 California Education Code Section 88160 California Education Code Section 88087 California Government Code Section 53200
Adopted	May 17, 2007
Last Reviewed	<hr/>

The Board shall establish salary schedules and health and welfare benefits for all classes of employees. The Personnel Commission shall recommend to the Governing Board salary schedules for the classified service.

No Administrative Procedure required.



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.13 ACTION TO REAFFIRM BOARD POLICY (BP) 7140 COLLECTIVE BARGAINING. This item presents for reaffirmation BP 7140 Collective Bargaining. No administrative procedure is required.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 7140 Collective Bargaining as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7140 Collective Bargaining has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7140 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7140 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7140 COLLECTIVE BARGAINING
Number	BP 7140
Status	Active
Legal	California Government Code Section 3540 et seq.
Adopted	May 17, 2007
Last Reviewed	

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Section 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

No Administrative Procedure required.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.14 ACTION TO REAFFIRM BOARD POLICY (BP) 7205 EMPLOYEE CODE OF ETHICS. This item presents for reaffirmation BP 7205 Employee Code of Ethics and provides existing Administrative Procedure (AP) 7205 for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 7205 Employee Code of Ethics as presented and provides existing AP 7205 Employee Code of Ethics for information.

Public Content

Background

Existing BP 7205 Employee Code of Ethics has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Revised AP 7205 Employee Code of Ethics is provided for information and is consistent with BP 7205.

Analysis

The Policy Committee reviewed existing BP 7205 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented and provides existing AP 7205 for information. BP 7205 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7205 EMPLOYEE CODE OF ETHICS
Number	BP 7205
Status	Active
Legal	Accreditation Standard III.A.1.d Administrative Procedure 7205
Adopted	June 16, 2010
Last Revised	August 9, 2011
Last Reviewed	July 14, 2011 _____

Ventura County Community College District (“District”) employees are guided by principles that call for the respect of students, citizens, state policy makers, and the educational community at large. This Code of Ethics demonstrates to the public that our educational community has a vested interest in advancing the reputation and goodwill of the District and higher education.

Employees of the District will:

- Act with integrity and be accountable for their actions.
- Abide by the Code of Ethics and adhere to its principles.
- Abide by the District’s procedures and adopted policies.
- Conduct themselves in a manner consistent with applicable laws, regulations, and codes.
- Be familiar with Administrative Procedure 7700-Whistleblower Protections.

See Administrative Procedure AP 7205.

Book VCCCD Administrative Procedure Manual
 Section Chapter 7 Human Resources
 Title AP 7205 EMPLOYEE CODE OF ETHICS
 Number AP 7205
 Status Active
 Legal Accreditation Standard 3.A.1.d
 Board Policy/Administrative Procedure 7205
 Board Policy 7310
 Board Policy 7370
 Board Policy/Administrative Procedure 7700
 California Education Code Section 7054
 California Education Code Sections 87100-87103
 California Education Code Sections 87160-87164
 California Education Code Section 87732
 California Government Code Section 1090
 California Government Code Section 1098
 California Government Code Section 1126
 California Government Code Section 8314
 California Government Code Section 87100
 California Government Code Section 87103
 California Government Code Section 87200
 California Government Code Section 89500
 California Government Code Section 89502
 California Government Code Section 89503
 California Government Code Section 89506
 California Fair Political Practices Commission
 Personnel Commission Rule 263

Adopted _____
 Last Revised ~~August 9, 2011~~
 Last Reviewed July 14, 2011 _____

Preamble

The Ventura County Community College District is comprised of professionals who are dedicated to promoting a climate that enhances the worth, dignity, potential, and uniqueness of each individual within the college community. Although employees work in various settings and positions, they are committed to protecting human rights and pursuing academic excellence. While demanding for themselves freedom of inquiry and communication, they accept the responsibility these freedoms require: competency; objectivity in the application of skills; concern for the best interest of students, colleagues, and the college community; and avoidance of conflicts of interest and the appearance of impropriety.

Operational Definition of Ethics

Ethical behavior is defined as behavior that distinguishes right from wrong as measured by the accepted rules of conduct for a society and/or profession. Ethical behavior is based on integrity. An ethical person is fair, honest, straightforward, trustworthy, objective, moral, and unprejudiced.

Pursuant to BP 7205, the following administrative procedure identifies employee commitments and processes related to the Employee Code of Ethics.

1. Employee Responsibilities

- A. Employees will abide by the Code of Ethics and adhere to its principles.**
- B. Employees will abide by the District's procedures and adopted policies as listed on the District website.**
- C. Employees will conduct themselves in a manner consistent with applicable laws, regulations, and codes.**
- D. Employees will be familiar with Administrative Procedure 7700 - Whistleblower Protections.**
- E. Employees will act with integrity.**

2. Responsibilities to the College Community

This administrative procedure does not attempt to provide comprehensive examples as to what constitutes ethical or unethical behavior. Instead, it attempts to provide guidance for employees regarding the conduct of individuals as they work towards modeling ethical behavior and/or making ethical decisions in the workplace.

When making decisions, employees should always use sound judgment to fulfill the spirit as well as the letter of the policy. In addition, employees must be aware that as stewards of the public trust, they should avoid making decisions that give the appearance of participating in unethical behavior.

The following illustrates broad areas of concern where questions of ethics need to be considered prior to taking a course of action:

- A. Being honest when dealing with others and performing job duties.**
Employees are truthful in their discussions and in their work-related business, and do not intentionally withhold information, ignore data, or misrepresent facts or circumstances. They uphold the highest standards of honesty in their daily work.

- B. Maintaining appropriate relationships.**

Appropriate relationships within the District are free of coercion, harassment, and the abuse of authority.

Employees: Employees should refrain from entering into intimate relationships with District colleagues if a reasonable person could conclude that an abuse of power exists or might exist in those relationships. Supervisor/subordinate romantic or physical relationships are prohibited as is nepotism (see VCCCD Board Policy 7310).

Students: A romantic or physical relationship between an employee of the District and a student is prohibited in those instances where the employee has responsibility for directly supervising, evaluating, instructing, counseling, treating or otherwise overseeing the student. This is to protect the student from possible coercion and harassment where an unequal balance of power is inherent in the relationship.

Federal and State regulations regarding sexual harassment applies to this Administrative Procedure where appropriate.

C. Maintaining confidential information. Employees respect the privacy and confidentiality rights of co-workers and of students. All confidential information will be used only for the purpose for which it was originally collected and shared only with authorized parties on a need-to-know basis unless consent is given or required by law.

D. Keeping political affiliations and activities separate from the workplace. As responsible and interested citizens in our democratic society, employees are encouraged to participate in the political process. However, employees do not use District resources in political campaigns and activities or in support of or opposition to state bond measures, ballot propositions, or particular candidates. Employees holding elected office do not allow their political activities to interfere with the performance of their District work.

E. Exercising caution when accepting gifts, including honoraria. Employees may accept gifts from others in limited circumstances, but must also be aware that accepting any gift, favor, service, employment, or other thing of value could be inferred by a third party to influence the employee in the discharge of their duties and therefore should be avoided.

Employees will not accept from any person, directly or through another person or party, any gift, favor, service, employment, or other thing of value that is intended to influence the employee in the discharge of his or her duties at the District. The acceptance of honoraria for most public officials is prohibited.

F. Avoiding conflicts of interest and the appearance of conflicts of interest. Employees do not use their position or District property for non-District, personal purposes. They do not allow their private interests, whether personal, financial, or of any other type, to conflict or appear to conflict with their work-related duties and responsibilities. Employees avoid any conduct that would lead a reasonable person to conclude the individual is biased or motivated by personal gain or private interest in the performance of their work.

Full-time employees do not engage in any other employment that conflicts with, or is incompatible with their District responsibilities. Any exception for incidental emergencies are authorized by the employee's supervisor.

G. Entering into unauthorized contracts. Employees do not make unauthorized commitments or promises of any kind purporting to bind the District in a contractual agreement, relationship or partnership.

3. What to do when there is an ethical concern and/or steps for reporting violation ethics

A. Employees may seek the advice of a supervisor or a human resources manager to clarify rules and regulations impacting their duties. Employees governed by professional and/or discipline conduct standards will comply with these requirements, in addition to those described in this Employee Code of Ethics.

B. Allegations of unlawful activities may be filed pursuant to VCCCD Board Policy 7700-Whistleblower Protections and its associated administrative procedure.

C. Violations of VCCCD Board Policy 3430-Prohibition of Harassment and Discrimination may be reported pursuant to its associated administrative procedure when the allegation relates a complaint of discrimination or harassment regarding gender, race, color, religion, national origin, age, disability, Veteran's status, sexual orientation, or political affiliation.

4. Consequences for exhibiting unethical behavior that may also be in violation of law.

Employees should be aware of various policies, statutes, laws, and rules that touch on ethics. Sometimes unethical behavior can also be illegal behavior. Exhibiting or participating in unethical behavior can have serious consequences, including adverse employment actions (that is discipline up to and including dismissal per California Education Code section 87732 and Personnel Commission Rule 263), civil penalties and criminal penalties. The following information is non-exhaustive and is listed as a resource for employees to refer to regarding:

A. Reporting of improper conduct and keeping colleagues safe from retaliation for filing such reports: i) California Education Code sections 87160 and 87163; ii) VCCCD Board Policy and Administrative Procedure 7700 - Whistleblower Protections

B. Potential problems associated with the improper influence of family members and associates: i) California Government Code sections 87100-87103; ii) VCCCD Board Policy 7310 - Nepotism

C. Employee's obligation to maintain appropriate relationships with students: California Education Code section 87732.

D. Employee's obligation to uphold confidentiality: California Government Code section 1098.

E. Potential problems associated with conflicts of interest and outside income: i) California Government Code sections 1090, 1098, 1126, 87100, 87103,

87200; ii) California Penal Code section 504; iii) California Fair Political Practices Commission (www.fppc.ca.gov).

F. Potential problems associated with using a District position to support political candidates or parties: i) California Education Code section 7054; ii) California Government Code sections 8314 and 8900.

G. Potential problems associated with the acceptance of gifts: i) California Government Code sections 89500-89503, 89506; ii) California Fair Political Practices Commission (www.fppc.ca.gov).



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.15 ACTION TO REAFFIRM BOARD POLICY (BP) 7210 ACADEMIC EMPLOYEES. This item presents for reaffirmation BP 7210 Academic Employees. No administrative procedure is required.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 7210 Academic Employees as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7210 Academic Employees has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7210 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7210 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11//2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7210 ACADEMIC EMPLOYEES
Number	BP 7210
Status	Active
Legal	California Education Code Sections 87400 et seq. California Education Code Section 87419.1 California Education Code Section 87600 et seq. California Education Code Section 87482.8 California Code of Regulations, Title 5, Section 51025
Adopted	May 17, 2007
Last Reviewed	

Academic employees are all persons employed by the District in academic positions. Academic positions include, but are not limited to, every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professional in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code and applicable collective bargaining agreements. The Board reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full-time or part-time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

No Administrative Procedure required.



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.16 ACTION TO APPROVE BOARD POLICY (BP) 7211 MINIMUM QUALIFICATIONS AND EQUIVALENCIES. This item presents for approval BP 7211 Minimum Qualifications and Equivalencies. Revised AP 7211 Minimum Qualifications and Equivalencies is provided for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve BP 7211 Minimum Qualifications and Equivalencies as presented. Revised AP 7211 Minimum Qualifications and Equivalencies is provided for information and is consistent with BP 7211.

Public Content

Background

Revised BP 7211 Minimum Qualifications and Equivalencies has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Revised AP 7211 Minimum Qualifications and Equivalencies is provided for information and is consistent with BP 7211.

Analysis

The Policy Committee reviewed revised BP 7211 Minimum Qualifications and Equivalencies on October 17, 2012, and recommends the Board take action to approve this policy as presented. Revised AP 7211 Minimum Qualifications and Equivalencies is provided for information and is consistent with BP 7211. BP 7211 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11//2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7211 MINIMUM QUALIFICATIONS AND EQUIVALENCIES
Number	BP 7211
Status	Active
Legal	California Code of Regulations, Title 5, Section 53400 et seq. California Education Code Section 87001 California Education Code Section 87003 California Education Code Section 87359 California Education Code Section 87743.2
Adopted	October 13, 2009
Last Reviewed	October 30, 2009 _____

It is the policy of Ventura County Community College District (District) to provide an opportunity for individuals applying for academic positions within the District to demonstrate their qualifications as presented in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* or through an equivalency process should the individuals not possess a valid California Community College Teaching Credential appropriate to the discipline.

Review of minimum qualifications for applicants including equivalencies will be done in accordance with established procedure. The procedure will ensure a fair and objective process for determining if an applicant has the equivalent qualifications and is not intended to grant waivers for lack of the required qualifications.

I. QUALIFICATIONS FOR EMPLOYMENT

Minimum Qualifications: Minimum qualifications are established by the Legislature and the Board of Governors in consultation with the Academic Senate of the California Community Colleges. A current list of the Board of Governors' approved Minimum Qualifications for Faculty and Administrators in California Community Colleges is available on the District's website (<http://jobs.vcccd.edu>).

Diversity Qualifications: In accordance with California Code of Regulations, Title 5, section 53022, job requirements shall include "sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students." These criteria are included in standard language on all District faculty job announcements.

Local Qualifications: The District may establish local qualifications which focus on knowledge, skills, and abilities of instructors, counselors, librarians, and other student services faculty. These local qualifications are to be determined by the ~~D~~dean after consultation with faculty in the discipline and in collaboration with the Human Resources Department. The hiring process will focus on ensuring the District selects instructors who can inspire learning and who are experts in the subject matter of the curriculum as well as counselors, librarians, and other instructional and student service faculty who can foster community college effectiveness and who are subject matter experts in their area of specialty.

II. **EQUIVALENCY**

A. **Definition:** Equivalency, as defined in California Education Code section 87359, California Code of Regulations, Title 5, section 53430, and by the Academic Senate of California Community Colleges, was established to credit those whose preparation is at least equal to the state-adopted minimum qualifications as defined in *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. Equivalency for disciplines in which a master's degree is required means equal to a master's degree. In disciplines for which a master's degree is not generally available nor expected as determined by the *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, equivalency means equal to either a required lower-level degree, or a combination of degree and experience. Employees approved for an equivalency in a discipline in the District are determined to have met equivalency standards Districtwide. The authority to grant equivalency resides with the Board of Trustees or designee relying primarily on the expertise of the faculty in the discipline utilizing the Board's policy and procedures developed and agreed upon jointly by the Academic Senate(s) and approved by the Board. It does not give the District the authority to waive or lower standards and accept less-qualified individuals. Minimum qualifications shall be determined for disciplines, not for courses or subject areas within disciplines. In compliance with the California Community Colleges State Chancellor's Office regulations, "[A] district is not authorized to establish a single-course equivalency as a substitute for meeting minimum qualifications in a discipline." The District Board of Trustees or designee will not approve single-course equivalencies.

B. **Criteria for Equivalency: Disciplines Requiring a Master's Degree**

Equivalency may never mean fewer qualifications than the published minimum qualifications. Equivalency may be granted based upon any of the following:

1. Anticipated Completion of a Degree: Equivalency may be considered based on the completion or anticipated completion of course-work necessary for the required degree. However, the applicant must possess the master's degree required by the discipline as listed ~~on~~ in the job announcement and consistent with the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* prior to date of employment. Validation of conferred degree is required prior to beginning employment.
2. Completion of Appropriate Coursework in a Related Degree: Equivalency may be considered based on a completion of appropriate coursework for a related degree. In the event an applicant lacks the specific degree or experience listed in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges*, the applicant must meet one of the following minimum standards:

a. Possess a master's degree in a discipline not specifically listed in the job announcement and upon review by the Districtwide equivalency subcommittee, it is determined the coursework is closely related and/or parallel to the required discipline; OR

~~1.~~

b. Possess a bachelor's degree in the required discipline, plus an additional 30 graduate-level semester units of coursework specific to the discipline and relevant to the position. The coursework must be from an "accredited institution" as defined by Title 5, section 53406.

~~2.~~

3. Eminence: Eminence may be considered for an individual who is eminent in a specific endeavor and is recognized as such beyond the boundaries of his or her community; has demonstrably advanced his or her field; has been acknowledged by his or her peers beyond the norm for others in the specific endeavor, and attained prominence and celebrity status in the specific industry and/or community at-large. Eminence alone is not sufficient to grant equivalency. In addition, the individual must provide:

Evidence he or she possesses the equivalent of the minimum general education component of the appropriate degree; and

Evidence of the specialized knowledge of a particular discipline; and:

~~A.~~ Eminence criteria must include all of the following:

a. The applicant is recognized as eminent beyond the boundaries of his or her community. The applicant must be renowned outside of the individual's geographic community, whose professional reputation, expertise, and influence is beyond the norm within the field;

AND

b. The applicant has demonstrably advanced his or her field. The applicant must provide documentation to demonstrate advancement of the field by advanced degrees OR distinguished employment within the field OR evidence of research and authorship activities substantially contributing to the field;

AND

c. The applicant is acknowledged by his or her peers beyond the norm for others in the specific endeavor and provides evidence of several of the following:

1) Letters from other experts, former employers, or professional colleagues in the field (beyond those with whom he or she currently works) relating to the individual's recognized expertise, position, or prominence within the field;

- 2)___–Documents evidencing an extraordinary ability worthy of distinction, such as written advisory opinions from peer groups or organizations representing the field;
- 3)___–Evidence of a major, nationally or internationally recognized award for uncommon achievement in or advancement of a particular field;
- 4)___–Evidence of a significant contribution made to their fields;
- 5)___–Publications and/or articles published in established trade or professional journals;
- 6)___–Evidence of having been invited to present to discipline-related professional organizations;
- 7)___–Evidence of extraordinary success in their field;

AND

- d. ___–The applicant has attained prominence and celebrity status in the specific industry or community at-large. This may include appropriate local, state, national, and international associations, organizations, trade unions, guilds, or communities comprised of experts, who are themselves renowned in the specific field and who can attest, in writing, the prominence and celebrity status of the individual;

B2. ___–Documentation verifying eminence.

It is the applicant's responsibility to provide supporting documentation and information for consideration. Documentation shall include a completed Supplemental Questionnaire for Equivalency from the individual describing his or her accomplishments that support a claim of eminence and shall include:

Academic background documentation:

- ___ Transcripts showing completion of advanced degrees;

OR

- ___ Transcripts showing academic work equivalent to general education required for the degree listed under the minimum qualifications for the discipline.

Eminence-supporting documentation:

- Distinguished employment or performance records in the specific field of endeavor;
-
- Evidence of leadership in state or national professional organizations;
-
- Authored publications in their entirety;
-
- Evidence of work products demonstrating a command of the discipline;
-
- Awards or honors attained for contributions to his or her field of endeavor;
-
- Statements/letters from individuals or groups (beyond those with whom he or she currently works) whose evaluations would support eminence.

C. Criteria for Equivalency: Disciplines in which a ~~M~~aster's ~~D~~egree is ~~N~~ot ~~G~~enerally ~~E~~xpected or ~~A~~vailable, but ~~W~~hich ~~R~~equire a ~~R~~especific ~~B~~achelor's or ~~A~~ssociate ~~D~~egree

The Board may elect to grant equivalency for a related bachelor's or associate degree based on any of the following criteria ~~for faculty in disciplines not requiring a master's degree but where a related bachelor's or associate degree is generally expected or available:~~

1. A. Anticipated completion of a degree: Equivalency may be considered based on the completion or anticipated completion of coursework necessary for the required degree. However, the applicant must possess the bachelor's or associate degree required by the discipline as listed in the job announcement and consistent with the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* prior to date of employment. Validation of conferred degree is required prior to beginning employment.
2. Completion of related college or university-level coursework may be substituted for the required bachelor's or associate degree requirement as follows:
 - 120 semester units AND two year of occupational experience in the discipline; or
 - 60 semester units AND six years of occupational experience in the discipline; or
 - 30 semester units or industrial certification AND eight years of occupational experience in the discipline.

Note: All semester or equivalent units must be earned from a regionally accredited postsecondary educational institution.

~~B~~3. Teaching experience in the discipline may be substituted for related occupational experience on a year-for-year basis.

~~C~~4. Recency: An individual shall demonstrate current knowledge of the discipline.

D. Criteria for Equivalency: Disciplines in which a ~~M~~-master's ~~D~~degree is ~~N~~not ~~G~~generally ~~E~~expected or ~~A~~available, and in ~~W~~which a ~~R~~related ~~B~~bachelor's or ~~A~~associate ~~D~~degree is ~~N~~not ~~G~~generally ~~E~~expected or ~~A~~available

The Board may elect to grant equivalency for a bachelor's or associate degree based on any of the following criteria ~~for faculty in disciplines not requiring a master's degree, but where a bachelor's or associate degree is not generally expected or available:~~

1. Anticipated completion of a degree: Equivalency may be considered based on the completion or anticipated completion of coursework necessary for the required degree. However, the applicant must possess a bachelor's or associate degree as listed in the job announcement and consistent with the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* prior to date of employment. Validation of conferred degree is required prior to beginning employment.

~~A.~~

2. Completion of college or university-level coursework may be substituted for the required bachelor's or associate degree requirement as follows:

120 semester units AND two years of occupational experience in the discipline; or

60 semester units AND six years of occupational experience in the discipline; or

30 semester units or industrial certification AND eight years of occupational experience in the discipline.

Note: All semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.

~~B~~3. ~~_~~Teaching experience in the discipline may be substituted for related occupational experience on a year-for-year basis.

~~C~~4. ~~_~~Recency: An individual shall demonstrate current knowledge of the discipline.

~~Review of minimum qualifications for applicants including equivalencies will be done in accordance with established procedure. The procedure will ensure a fair and objective process for determining if an applicant has the equivalent qualifications and is not intended to grant waivers for lack of the required qualifications.~~

See Administrative Procedure 7211.

Book: VCCCD Administrative Procedure Manual
Section: Chapter 7 Human Resources
Title: AP 7211 Minimum Qualifications and Equivalencies
Number: AP 7211
Status: Active
Legal: California Code of Regulations, Title 5, Section 53400 et seq.
California Education Code Section 87001
California Education Code Section 87003
California Education Code Section 87359
California Education Code Section 87743.2
Adopted: December 14, 2010
Last Reviewed: ~~November 11, 2010~~ _____

A. Procedure for the Determination of Qualifying Degrees. (When not specifically defined by the Minimum Qualifications for Faculty and Administrators in California Community Colleges)

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

B. Procedure for the Determination of Equivalency

1. All faculty position announcements state the required qualifications as specified by the Minimum Qualifications for Faculty and Administrators in California Community Colleges, local qualifications, if any, and diversity qualifications, including the possibility of meeting the degree requirements by equivalency.
2. Each fall term, the Human Resources Department identifies the need for specific districtwide equivalency committees for the following academic year and in

consultation with the Academic Senates, establishes such committees. Composition of the committee(s) includes one tenured faculty member in the discipline from each of the colleges in the District who are the only voting members of the committee, an Academic Senate President serving in an ex-officio capacity, and a Human Resources Department representative responsible for meeting facilitation. A minimum of two faculty members, the Academic Senate President and the Human Resources Department representative must be present for there to be a quorum. For disciplines in which tenured faculty are not available at all three colleges, a tenured faculty member from a related discipline may be substituted for the tenured faculty member(s) in the discipline. A related discipline is one that is listed as a qualifying degree in the Minimum Qualifications for Faculty and Administrators in California Community Colleges for that discipline. The Director of Employment Services approves exceptions to the above composition as necessary following consultation with the Academic Senate Presidents. Should an equivalency be requested in a discipline that exists at only one college, a local college equivalency committee shall convene for the purpose of reviewing the request for equivalency. The committee will consist of two tenured faculty members in the discipline. The Director of Employment Services approves exceptions to committee compositions as necessary.

3. Following the closing date of the recruitment, the Human Resources Department forwards requests for equivalencies for faculty positions to the appropriate districtwide equivalency committee no later than two working days following the closing date of the position and prior to releasing the pool of applicants to the screening committee. The equivalency committee will meet within five working days following the closing date. The Human Resources Department will not forward files for applicants who are not requesting an equivalency or for applicants who request in their application an equivalency be considered but fail to attach the Supplemental Questionnaire for Equivalency.
4. The equivalency committee reviews requests for equivalency and provides recommendations to the Human Resources Department. Recommendations to grant equivalency are forwarded for consideration provided there is a unanimous vote by all committee members present. Less than a unanimous vote results in the denial of the equivalency request. The districtwide equivalency committee documents in writing whether the equivalency is recommended or not recommended on the Declaration of Equivalency Form.
5. The Human Resources Department forwards all recommended equivalencies to the full screening committee(s) for review along with all other completed application materials.
6. Applications for candidates not recommended for equivalency are made available to the entire screening committee(s). Committee members may review the equivalency recommendation and challenge any recommendations to deny equivalency. Challenges are taken back to the districtwide equivalency committee for consideration. Upon review, the committee may choose to sustain or modify its initial recommendation.

7. The local Academic Senate President, Executive Vice President, College President, Director of Employment Services, Vice Chancellor, Human Resources, Chancellor, and Board of Trustees or designee, in that order, reviews those applicants who are recommended for hire and for whom equivalency is required. The individuals endorse or deny the recommendation for equivalency, relying primarily on the advice and judgment of the equivalency committee, in accordance with California Education Code section 87359, subdivision (b). Individuals sign the Declaration of Equivalency form for the purpose of indicating endorsement of the equivalency. In the event a recommendation for equivalency is denied at any level of review in the process, the denying individual sends the recommendation back to the previous reviewer for discussion. The authority to approve the hiring of employees with equivalency remains with the Board of Trustees or designee.
8. Representatives of the collective Academic Senates and the Human Resources Department will review the equivalency process after one year, no later than spring 2011, to ensure its effectiveness and adherence to established policy and procedures.

See Attachment: Disciplines Unique to a College (Spring 2012).

Disciplines Unique to a College
~~Fall 2010~~ Spring 2012

Moorpark College		Oxnard College		Ventura College	
Discipline	Title	Discipline	Title	Discipline	Title
EATM	Exotic Animal Training and Management	AB	Automotive Body Technology	ARCH	Architecture
GR	Graphic Arts	AC	Air Conditioning & Refrigeration	CT	Construction Technology
HIM	Health Information Technologies	ADS	Addiction/Paraprofessional Training	FDM	Fashion & Related Technologies
HUM	Humanities	CRM	Culinary Arts/Food Tech	MT	Manufacturing Technology
ID	Interior Design	DTDA and DH	Dental Technology* (*Dental Assisting and Dental Hygiene)	RE	Real Estate
NTS	Nutritional Science	ENGT	Engineering Technology	WEL	Welding
RADT	Radiological Technology	FT	Fire Technology		
<u>FILM</u>	Film Studies	LA	Legal Assisting		



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.17 ACTION TO REAFFIRM BOARD POLICY (BP) 7220 ACADEMIC EMPLOYEES: HONORIFIC ACADEMIC TITLE. This item presents for reaffirmation BP 7220 Academic Employees: Honorific Academic Title and provides existing Administrative Procedure (AP) 7220 Academic Employees: Honorific Academic Title for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 7220 Academic Employees: Honorific Academic Title as presented. Existing AP 7220 Academic Employees: Honorific Academic Title is provided for information and is consistent with BP 7220.

Public Content

Background

Existing BP 7220 Academic Employees: Honorific Academic Title has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Existing AP 7220 Academic Employees: Honorific Academic Title is provided for information and is consistent with BP 7220.

Analysis

The Policy Committee reviewed existing BP 7220 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. Existing AP 7220 is provided for information. BP 7220 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7220 ACADEMIC EMPLOYEES: HONORIFIC ACADEMIC TITLE
Number	BP 7220
Status	Active
Legal	California Education Code Section 87400 et seq. Accreditation Standard 3 Administrative Procedure 7220
Adopted	July 14, 2009
Last Revised	May 17, 2007
Last Reviewed	June 25, 2009 _____

Community colleges are an integral part of higher education in California based on their assigned roles as defined by the California Master Plan for Higher Education.

The conferring of academic title is a traditional practice in institutions of higher education and its function is to recognize professional preparation and experience. The existence of academic title is instrumental in attracting and retaining qualified personnel and enhances the stature of Ventura County Community College District as an institution of higher learning in this community. A system of academic titles clarifies and strengthens faculty applications for grants and scholarships and places faculty members on a professional level with their peers at other academic institutions.

A system of academic titles also serves to remind new students that they are entering into the field of higher education and it strengthens correspondence written by faculty members on behalf of students who are applying for scholarships, admission to other institutions of higher education and employment.

Per Article 2 of the agreement between Ventura County Community College District and Ventura County Federation of College Teachers AFT Local 1828, AFL-CIO, official titles for faculty are: Instructor, Counselor, Associate Librarian, Specialist, Coordinator, Student Personnel Worker, Facilitator, Coach/Athletic Director, and Department Chair. This policy refers to honorary titles for faculty only.

See Administrative Procedure 7220.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7220 Academic Employees: Honorific Academic Title
Number	AP 7220
Status	Active
Legal	California Education Code Section 87400 et seq. Accreditation Standard 3
Adopted	July 14, 2009
Last Reviewed	June 25, 2009 _____

Qualifications for Title

The honorific titles for faculty of Professor, Associate Professor, Assistant Professor, Adjunct Professor and Instructor/Lecturer, shall be assigned in accordance with the following requirements:

A. Academic titles bestowed on faculty are honorific.

B. The following academic titles are awarded to faculty as follows:

- Associate Professor Full-time tenured faculty
- Assistant Professor Full-time non-tenured faculty; full-time non-tenure track faculty; full-time temporary leave replacement faculty
- Adjunct Professor Temporary (part-time) faculty completing seven (7) semesters or greater in the District
- Instructor/Lecturer Temporary (part-time) faculty with less than seven (7) semesters in the District
- Professor Tenured full-time faculty with seven (7) years of full-time faculty experience in the District

C. These titles will be implemented with all faculty effective spring 2010 semester.

D. Leave replacement faculty titles will revert back to the appropriate title after the expiration of the leave replacement assignment.

E. Members of the faculty current holding academic administrative positions may retain their academic rank as earned.

E. Faculty not wishing to hold honorific academic title of any type may choose to use their official title as specified in Article 2 of the Agreement between Ventura County Community College and Ventura County Federation of College Teachers AFT Local 1828, AFL-CIO.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.18 ACTION TO REAFFIRM BOARD POLICY (BP) 7230 CLASSIFIED EMPLOYEES. This item presents for reaffirmation BP 7230 Classified Employees. No administrative procedure is required.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 7230 Classified Employees as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7230 Classified Employees has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7230 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7230 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10//112012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7230 CLASSIFIED EMPLOYEES
Number	BP 7230
Status	Active
Legal	California Education Code Section 88004 California Education Code Section 88009 California Education Code Section 88076 California Education Code Section 88080 California Education Code Section 88120
Adopted	May 17, 2007
Last Reviewed	

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include:

- Academic positions
- Professional experts employed on a temporary basis for a specific project.
- Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District, financed by state or federal funds.

The Board shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110.)

The Personnel Commission shall establish rules to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be six (6) months with the exception of police, administrative and executive classes.

No Administrative Procedure required.



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.19 ACTION TO REAFFIRM BOARD POLICY (BP) 7240 CONFIDENTIAL EMPLOYEES. This item presents for reaffirmation BP 7240 Confidential Employees. No administrative procedure is required.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 7240 Confidential Employees as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7240 Confidential Employees has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7240 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7240 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7240 CONFIDENTIAL EMPLOYEES
Number	BP 7240
Status	Active
Legal	California Government Code Section 3540.1, Subdivision (c)
Adopted	May 17, 2007
<u>Last Reviewed</u>	_____

Confidential employees are those who are required to develop or represent management position with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is confidential one shall be made by the Board in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the Personnel Commission. Such terms and conditions of employment shall include, but not limited to, procedures for evaluation and rules regarding leaves, transfers and reassignments.

No Administrative Procedure required.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.20 ACTION TO APPROVE BOARD POLICY (BP) 7250 EDUCATIONAL ADMINISTRATORS. This item presents for approval BP 7250 Educational Administrators. No administrative procedure is required.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees approve BP 7250 Educational Administrators as presented. No administrative procedure is required.

Public Content

Background

Revised BP 7250 Educational Administrators has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed revised BP 7250 on October 17, 2012, and recommends the Board take action to approve this policy as presented. No administrative procedure is required. BP 7250 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7250 EDUCATIONAL ADMINISTRATORS
Number	BP 7250
Status	Active
Legal	California Education Code Section 72411 et seq. California Education Code Section 87002, Subdivision (b) California Education Code Sections 87457-87460 California Government Code Section 3540.1, Subdivisions (g) and (m)
Adopted	May 17, 2007
<u>Last Reviewed</u>	_____

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code section 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his or her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Chancellor and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458, subdivisions (c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.

Educational administrators shall be compensated in the manner provided for by the contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational administrators shall be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor. Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Board of Trustees.

Educational administrators may be employed by contract up to three years in duration.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and

conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

No Administrative Procedure required.



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.21 ACTION TO APPROVE BOARD POLICY (BP) 7260 CLASSIFIED SUPERVISORS AND MANAGERS. This item presents for approval BP 7260 Classified Supervisors and Managers. No administrative procedure is required.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve BP 7260 Classified Supervisors and Managers as presented. No administrative procedure is required.

Public Content

Background

Revised BP 7260 Classified Supervisors and Mangers has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed revised BP 7260 on October 17, 2012, and recommends the Board take action to approve this policy as presented. No administrative procedure is required. BP 7260 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7260 CLASSIFIED SUPERVISORS AND MANAGERS
Number	BP 7260
Status	Active
Legal	California Education Code Section 72411 California Government Code Section 3540.1, subdivisions (g) and (m)
Adopted	May 17, 2007
<u>Last Reviewed</u>	_____

Classified administrators are administrators who are not employed as educational administrators.

Classified supervisors are those classified administrators, regardless of job description, having authority to recommend hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational program of the District.

Classified administrators may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provision of these policies regarding employment of classified employees. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators. Classified administrators may be employed by contract of up to three years in duration.

No Administrative Procedure required.



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.22 ACTION TO APPROVE BOARD POLICY (BP) 7270 STUDENT WORKERS. This item presents for approval BP 7270 Student Workers and provides revised Administrative Procedure (AP) 7270 Student Workers for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve BP 7270 Student Workers as presented and provides revised AP 7270 Student Workers.

Public Content

Background

Revised BP 7270 Student Workers has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Revised AP 7270 Student Workers is provided for information and is consistent with BP 7270.

Analysis

The Policy Committee reviewed revised BP 7270 on October 17, 2012, and recommends the Board take action to approve this policy as presented. Revised AP 7270 is provided for information. BP 7270 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book VCCCD Board Policy Manual
 Section Chapter 7 Human Resources
 Title BP 7270 STUDENT WORKERS
 Number BP 7270
 Status Active
 Legal California Education Code Section 69960, Subdivision (f)
 California Education Code Section 88076
 California Government Code Section 18220
 Adopted March 8, 2011
 Last Reviewed February 10, 2011 _____

I. BACKGROUND

In accordance with California Education Code section 88076, the District may employ full-time students in a part-time capacity. The District may also employ part-time students who participate in a college work-study program or work experience education program that is conducted by the District and is financed by state or federal funds.

II. STUDENT WORKER CLASSIFICATIONS AND COMPENSATION

Students may be hired to work in the following classifications:

Category	Skill Requirements	Examples	Compensation
Student Aide	Little skill required Little initial experience Limited prior knowledge in the field Immediate supervision required	<u>Clerical</u> <u>Door control/ushering</u> <u>Equipment control</u>	<u>Step 1 - \$8.00</u> <u>Step 2 - \$8.25</u> <u>Step 3 - \$8.50</u>
Student Assistant	Moderate degree of skill Prior experience required General supervision required	<u>Child care</u> <u>Maintenance</u> <u>Clerical</u> <u>Lab support</u> <u>Cashiering</u>	<u>Step 1 - \$8.50</u> <u>Step 2 - \$8.75</u> <u>Step 3 - \$9.00</u>
Student Specialist	Highly skilled Required e Experience in area of specialization required General supervision required	<u>Stage crafts</u> <u>Tutor</u> <u>Science/technology</u> <u>lab support</u> <u>Peer advising</u> <u>Police Cadets</u> <u>Information</u> <u>Technology support</u>	<u>Step 1 - \$9.00</u> <u>Step 2 - \$9.25</u> <u>Step 3 - \$9.50</u>
Student Specialist II	<u>Advanced tutoring skills, including group facilitation or supplemental instruction (with advanced knowledge of subject matter)</u> General supervision required	<u>Supplemental Instruction Tutor</u>	<u>Step 1 - \$9.50</u> <u>Step 2 - \$9.75</u> <u>Step 3 - \$10.00</u>

Initial placement of students will be on Step 1. Students will move to the next step after completion of approximately 800 hours of service. Step increases shall be recommended by the supervisor.

III. ELIGIBILITY

Student workers must be enrolled full-time (a minimum of 12 semester units or equivalent quarter units) at any educational institution during the semester in which they are employed, unless the student is an eligible participant in the Federal Work Study or CalWORKs programs. Students eligible for services under the Disabled Student Programs and Services (DSP&S) program will be considered to be in full-time status if enrolled in the minimum number of units as determined appropriate by DSP&S. Student workers employed during the summer must have been enrolled full-time during the previous spring semester or be enrolled full-time for the upcoming fall semester.

When hiring student workers, preference shall be given to student applicants up to 26 years of age who are, or have been, dependent children in foster care.

IV. ALLOWABLE HOURS PER WEEK

Student workers are limited to working 20 hours per week while classes are in session and 35 hours per week during the summer and when classes are not in session (i.e., winter and spring breaks). Students participating in federal or state work-study/work experience programs may work up to 35 hours per week as dictated by the program.

Student workers cannot work simultaneously within the District in any other capacity.

See Administrative Procedure 7270.

Book VCCCD Administrative Procedure Manual
Section Chapter 7 Human Resources
Title AP 7270 RECRUITMENT AND HIRING: STUDENT WORKERS
Number AP 7270
Status Active
Legal California Education Code Section 88076
Adopted March 8, 2011
~~Revised~~Last Reviewed February 10, 2011 _____

RECRUITMENT AND SELECTION PROCEDURES FOR STUDENT WORKERS

Identification of Vacancy

College management identifies the need for student workers.

Announcement/Advertising

The Human Resources Department posts and maintains general student worker recruitment pools for each District location in the Online Requisition and Application Processing (ORAP) system, through which prospective student workers may apply for employment. Pools are created two months prior to the start of the semester and closed at the end of the semester.

The colleges may announce specific positions and advertise accordingly at the college.

Selection Process/Offer of Employment

1. The hiring supervisor identifies the need for a student worker and contacts the designated point person at the location with access to student worker applications in ORAP.
2. The designated point person provides the hiring supervisor with applications for those students who are eligible for employment in the specific position(s).
3. The hiring supervisor reviews the applications and interviews the most qualified applicants. The hiring supervisor gives preference to applicants up to 26 years of age who are, or have been, dependent children in foster care as indicated in their application for employment. During the interview, the hiring supervisor discusses the applicant's criminal history with the applicant. The hiring supervisor shall not recommend employment where a nexus exists between the applicant's criminal history and the responsibilities of the position. The hiring supervisor shall also not recommend employment of individuals who have been convicted of any sex offense listed under California Education Code section 87010. Careful consideration shall be given to convictions listed under California Education Code section 87011.
4. Upon identifying a candidate for hire, the hiring supervisor completes the *Authorization of Employment for Student Hourly Help*. The hiring supervisor routes the paperwork to the appropriate administrator responsible for final

approval (authorizing administrator). This authority typically resides with the Executive Vice Presidents or the Vice Presidents, Business Services, at the colleges. The Vice Chancellor, Business and Administrative Services, and the Vice Chancellor, Human Resources, are the authorizing administrators for positions in their respective operations at the District Administrative Center.

5. The authorizing administrator reviews the assignment to ensure the dates of the assignment, total number of hours requested, and the nature of the work are in compliance with District policy and practice pertaining to student workers. The authorizing administrator also reviews the Relative Status Disclosure form to ensure the student is not working under the direct or indirect supervision of a relative.
6. The authorizing administrator forwards the paperwork for all approved student workers to the location-designated point person (processor) responsible for the processing of student worker authorizations. Upon receipt and review of the paperwork, the processor informs the hiring supervisor that they may proceed with extending an offer of employment and completes the post-offer paperwork. The student may begin working once the hiring supervisor receives notice that they may extend an offer of employment.
7. The processor contacts the Police Department to arrange for the student worker to be fingerprinted within ten (10) days of beginning employment with the District. The processor tracks the student to ensure the fingerprinting is completed within the ten-day timeframe. Student workers working in the Child Development Center must be fingerprinted prior to starting employment.
8. The processor forwards all of the student worker paperwork to the Human Resources Department.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.23 ACTION TO REAFFIRM BOARD POLICY (BP) 7335 HEALTH EXAMINATIONS. This item presents for reaffirmation BP 7335 Health Examinations. No administrative procedure is required.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 7335 Health Examinations as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7335 Health Examinations has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7335 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7335 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7335 HEALTH EXAMINATIONS
Number	BP 7335
Status	Active
Legal	California Education Code Section 88021
Adopted	May 17, 2007
Last Reviewed	

The Chancellor may require medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations shall be required only after a conditional job offer has been made, and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination on the basis of the candidate's age or disability.

With the interest of protecting employees, students, the district and the public from potentially dangerous or inefficacious behavior, the Chancellor may require any employee to undergo a physical or mental examination at any time an employee demonstrates symptoms of conditions that may affect the employee's ability to perform his or her job in a safe and effective manner and it appears to be in the District's interest to obtain verification of an employee's fitness for duty. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen jointly by the District and the employee. Should the employee and the District fail to reach agreement on said physician, the physician shall be chosen by the District.

No Administrative Procedure required.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.24 ACTION TO REAFFIRM BOARD POLICY (BP) 7340 LEAVES. This item presents for reaffirmation BP 7340 Leaves. No administrative procedure is required.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 7340 Leaves as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7340 Leaves has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7340 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7340 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7340 LEAVES
Number	BP 7340
Status	Active
Legal	California Education Code Section 87700 California Education Code Section 87701 California Education Code Section 87036 California Education Code Section 87037 California Education Code Section 87763 et seq. California Education Code Section 87766 California Education Code Section 87768.5 California Education Code Section 87784 California Education Code Section 88190 et seq. California Education Code Section 88193 California Education Code Section 88207 California Education Code Section 88210 California Government Code Section 12945
Adopted	May 17, 2007
<u>Last Reviewed</u>	

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- Illness leaves for all classes of permanent employees;
- Vacation leave for members of the classified service, administrators, supervisors and managers;
- Leave for service as an elected official of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated; Education Code Sections 87768.5; 88210;
- Leave of absence to serve as an elected member of the Legislature; Education Code Section 87701;
- Pregnancy leave; Education Code Sections 87766; 88193; Government Code Section 12945;
- Personal necessity leave; Education Code Sections 87784 and 88207;
- Industrial accident leave;
- Bereavement leave;
- Jury service or appearance as a witness in court; Education Code Section 87036; 87037;
- Military service; Education Code Section 87700;
- Sabbatical leaves for permanent faculty and administrators.

Vacation leave for classified employees shall not accumulate beyond 240 hours of paid leave.

Vacation leave for educational and classified administrators, classified supervisors and managers shall not accumulate beyond 480 hours of paid leave. Such employees' leave balances must be at or below 320 hours by June 30 of each fiscal year to accrue for the subsequent year.

Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

No Administrative Procedure required.



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.25 ACTION TO REAFFIRM BOARD POLICY (BP) 7345 CATASTROPHIC LEAVE PROGRAM. This item presents for reaffirmation BP 7345 Catastrophic Leave Program. No administrative procedure is required.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 7345 Catastrophic Leave Program as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7345 Catastrophic Leave Program has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7345 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7345 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7345 CATASTROPHIC LEAVE PROGRAM
Number	BP 7345
Status	Active
Legal	California Education Code Section 87045
Adopted	May 17, 2007
Last Reviewed	_____

The Board authorizes implementation of a catastrophic leave program to permit employees of the District to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury.

The Chancellor shall establish administrative procedures to administer the program that comply with the requirements established by the Education Code. The policy and procedures shall not be applied in an arbitrary, capricious, or discriminatory manner.

No Administrative Procedure required.



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.26 ACTION TO REAFFIRM BOARD POLICY (BP) 7350 RESIGNATIONS. This item presents for reaffirmation BP 7350 Resignations and provides revised Administrative Procedure (AP) 7350 Resignations for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 7350 Resignations as presented. AP 7350 Resignations has been revised, is provided for information, and is consistent with BP 7350.

Public Content

Background

Existing BP 7350 Resignations has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Revised AP 7350 Resignations is provided for information and is consistent with BP 7350.

Analysis

The Policy Committee reviewed existing BP 7350 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. AP 7350 Resignations has been revised, is presented for information, and is consistent with BP 7350. BP 7350 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7350 RESIGNATIONS
Number	BP 7350
Status	Active
Legal	California Education Code Section 87730 California Education Code Section 88201
Adopted	May 17, 2007
Last Revised	June 16, 2010
Last Reviewed	May 13, 2010 _____

The Board shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the fiscal year during which the resignation has been received by the Board.

The Board hereby delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor. The resignation is final when accepted by the Chancellor or his designee and may not be rescinded unless unique circumstances arise that require the Chancellor's review and authorization to rescind.

See Administrative Procedure AP 7350.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7350 RESIGNATIONS
Number	AP 7350
Status	Active
Legal	Personnel Commission Rule 251 Personnel Commission Rule 253 Article 15 of the Agreement Between the VCCCD and the Ventura County Federation of College Teachers, AFT Local 1828, AFL-CIO, dated July 1, 2010 through June 30, 2013
Adopted	June 16, 2010
Last Reviewed	May 13, 2010 <u>September 11, 2012</u>

1. Resignation Acceptance Process:

a. For All Employees:

i. Employees should submit resignations on the appropriate resignation form provided by the District at My VCCCD (see attached forms). Should a signed resignation letter be submitted in lieu of the resignation form, the Chancellor or his designee will accept the letter, but may require the employee to complete the District resignation form to ensure that the District has all the information that is needed to properly process the resignation.

ii. The Human Resources Department shall provide separate resignation forms for academic and classified employees.

iii. When submitting a resignation form, the employee must complete and sign both the first and the second pages of the form.

iv. After completing and signing the form, the employee submits the form to his or her direct supervisor.

v. The supervisor signs the form and forwards it to the College President or appropriate District administrator.

vi. The College President or appropriate District administrator reviews and signs the resignation form and sends the resignation form to the Human Resources Department for processing. The resignation is considered accepted when received by the Human Resources Department.

b. For Classified Employees:

i. The District prefers that the employee provide at least two weeks' notice prior to the date of resignation. Resignations are effective on the date they are accepted by the Chancellor or his designee.

ii. Resignations only apply to the position the employee occupies at the time of the resignation.

iii. Resignation does not impair an employee's right to be selected from eligibility lists on which the employee may have been placed. However, if an employee resigns, the Human Resources Department will remove service points associated with the employee's previous employment with the District and will adjust the employee's ranking on any eligibility lists on which he/she may be listed, if it is appropriate to do so.

c. For Academic Employees:

i. Contract Faculty:

1) Resignations submitted by contract faculty members are considered final when accepted by the Chancellor.

2) Should the contract faculty member choose to withdraw his/her resignation before it is accepted by the Chancellor, he/she must do so in writing.

3) Effective dates of contract faculty resignations may be adjusted depending on the District's ability to find a replacement for the contract faculty member.

ii. Non-contract faculty:

1) Resignations by non-contract faculty members are considered final on the closing of the fifth working day after the faculty member submits the resignation to his/her direct supervisor.

2) Should the non-contract faculty member choose to withdraw his/her resignation, he/she must do so in writing before the resignation becomes final.

3) Effective dates of these resignations are determined by the faculty member at the time of resignation.

2. Human Resources Resignation Documentation Process: After the resignation has been accepted in accordance with section 1 above, the original resignation form must be forwarded to the Human Resources Department at the District Administrative Center. Once received by the Human Resources Department, the following steps must occur:

a. The Human Resources Department will deliver the resignation to the Director of Human Resources Operations who will:

i. Review the information on the form to determine if it is appropriate to contact the employee for an exit interview.

ii. Contact the employee to schedule an exit interview if appropriate.

iii. Conduct an exit interview and follow the process identified in section 4 of this procedure.

iv. Forward the resignation to the Executive Assistant to the Personnel Commission.

b. The Executive Assistant to the Personnel Commission then enters the resignation information into HR Actions and then forwards:

i. Copies of the resignation to the appropriate Human Resources Technician, the Payroll Services Supervisor, and the ~~Employment Benefits Specialist~~ Analyst.

ii. The original resignation to the Clerical Assistant in charge of personnel files.

c. Upon receipt of the copy of the resignation, the Human Resources Technician checks the resignation. If it was submitted by a contract academic employee, the Human Resources Technician will note whether the employee has chosen to continue to work in part-time academic status.

d. Upon receipt of the original resignation, the ~~Clerical Assistant~~ staff member in charge of personnel files:

i. Removes the employee's information from the Department of Justice website.

ii. Files the original resignation in the employee's file.

e. Upon receipt of the resignation copy, the Payroll Services Supervisor:

i. Enters a code in Banner identifying the effective date of the resignation.

ii. Ensures that the employee receives his/her final paycheck, including any pay due to the employee for outstanding vacation and/or comp time.

iii. Ensures that if the employee has chosen to retire from District service, any information regarding the employee's retirement date, sick leave balances, or other information is communicated to the State Teachers Retirement System (STRS) and/or the Public Employees Retirement System (PERS).

f. Upon receipt of the resignation copy, the Employment Benefits Specialist will provide the employee with enrollment information regarding the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). If the employee chooses to exercise his/her rights under this act, he/she must complete the documentation in the COBRA packet and return it to the Employment Benefits Specialist within sixty (60) days of the date of the resignation. If the former employee returns the enrollment information, the Employment Benefits Specialist will:

i. Contact the insurance providers.

ii. Ensure that the former employee pays the medical insurance premium for the first month (the medical insurance provider then direct bills the former employee thereafter).

iii. Ensure that the former employee pays the dental and vision care premiums if the former employee has chosen to continue coverage for these items.

3. Separation Checklist Process: Prior to the employee's last day on the job, the employee's direct supervisor must:

a. Collect the items on the Employee Separation Checklist (see attached) from the employee.

b. Forward the items collected to the appropriate departments.

c. Ensure that all tasks on the checklist are completed.

d. Forward a copy of the Employee Separation Checklist to the Human Resources Department.

4. Exit Interview Process:

a. If an employee wishes to be heard in an exit interview, the employee may complete an Exit Interview Form and submit it to the appropriate College President or the Vice Chancellor, Human Resources.

b. If an Exit Interview form is received by the College President, the Vice Chancellor, Human Resources, or their designees, the appropriate administrator will conduct an exit interview with the employee. The interviewing administrator will share any exit interview results that appear to require follow up, changes in procedure, process improvements, or some other type of administrative action, with appropriate management personnel.

c. Exit interviews may be conducted in a manner consistent with Section 2.a. above.

5. Resignation in Lieu of Disciplinary Action: An employee who resigns to avoid disciplinary action is generally prohibited from rehire with the District (see Administrative Procedure 7367).

6. Resignation Reversal for Academic Employees:

a. Resignations submitted by academic employees that have been received and are final may be withdrawn and reversed if it is in the best interests of the District to do so. Such requests must be submitted in writing by the employee to the Chancellor.

b. The Chancellor or his designee will respond in writing to such requests. The Chancellor's decision to accept or not to accept the resignation reversal shall be final.

Attached to this procedure are samples of the following documents:

- ~~Academic Employee~~ Resignation Form
- ~~Classified Employee~~ Resignation Form (Permanent Employees)
- Classified Resignation Form (Non-Permanent Employees)
- Exit Interview Form
- ~~Employee Separation Checklist~~



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Academic Resignation

I, _____, Employee ID Number _____, do hereby tender my resignation from my position as _____ Department/Discipline: _____ () full-time contract / () part-time academic employee - () only one box) with the Ventura County Community College District, at:

- () Moorpark College () Oxnard College () Ventura College

This resignation will be effective at the close of business on _____, my last day of work in a paid status. This resignation is executed by me freely and voluntarily and of my own free will for the reason that:

NOTE:

If this resignation is for the purpose of retirement from STRS (State Teachers' Retirement System) or PERS (Public Employee's Retirement System), please be aware that it is your responsibility to submit the necessary application forms. Questions may be directed to the Teachers' Retirement Office of the County Superintendent of Schools Office, 5189 Verdugo Way, Camarillo, CA 93012, at (805) 383-1993.

() Resignation for purposes of Retirement Only – intend to continue teaching part-time

Employee Name (Please Print) _____

Employee ID No. _____

Employee Signature: _____ Date: _____

Submit completed form to the office of your Dean and/or appropriate College Administrator who will forward to the Human Resources Department at the District Administration Center for processing.

FOR REVIEW / SIGNATURE:

College Dean: _____ Date: _____

Chancellor, College President and/or Designee _____ Date: _____

IMPORTANT: If you have health, vision and dental benefits at the time of resignation/retirement complete the COBRA information on the second page of this form. If you qualify for District-paid retirement benefits, it is NOT necessary to complete the second page.





**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT**

-NOTICE-

FEDERAL HEALTH INSURANCE LAW

Federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), provides eligible employees and certain family members the right to continue health care coverage under our group health plans with the eligible member paying the premium costs.

Please complete the information below so that we may notify you and your spouse of each of your rights to continued coverage as required by COBRA.

Name

Birthdate

Employee: _____

Address: _____
Street City State Zip

Spouse: _____

Address: _____
Street City State Zip

Children: _____

Signature: _____ Date: _____





**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT**

**Classified Resignation Form
(Permanent Employees)**

I do hereby tender my resignation as _____
at _____, _____
(Department) (Location)
to take effect at the close of business on _____
for the reason that: _____

I hereby certify this resignation is executed by me freely and voluntarily and of my own free will and is not given by reason of any threat, force, duress, or undue influence by any person. I understand that the effect of this resignation is to cancel all of my civil service rights with reference to this position. I also understand that if I were a permanent employee at the time of this resignation, I may, within 39 months, apply for reinstatement to this same position or any other position of the same or substantially similar classification upon the recommendation of authority and with the approval of the Personnel Commission.

Employee Name (please print)

Employee Signature

Date

Employee ID Number

REVIEWED BY:

Supervisor

Date

President/Chancellor

Date

IMPORTANT:
If you have health, vision and dental benefits at the time of resignation/retirement, please complete the COBRA information on the second page of this form. If you qualify for the District-paid retirement benefits, do not complete the second page.

Note: Return completed form to the Human Resources Department.





**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT**

- NOTICE -

FEDERAL HEALTH INSURANCE LAW

Federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), provides eligible employees and certain family members the right to continue health care coverage under our group health plans with the eligible member paying the premium costs.

Please complete the information below so that we may notify you and your spouse of each of your rights to continued coverage as required by COBRA.

Employee Name:	_____	Birthdate:	_____
Address:	_____		
City:	_____	State:	_____
		Zip Code:	_____

Spouse Name:	_____	Birthdate:	_____
Address:	_____		
City:	_____	State:	_____
		Zip Code:	_____

<i>Children:</i>			
Name:	_____	Birthdate:	_____
Name:	_____	Birthdate:	_____
Name:	_____	Birthdate:	_____
Name:	_____	Birthdate:	_____

Signature: _____ Date: _____





VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Classified Resignation Form
(Non-Permanent Employees)

I do hereby tender my resignation as _____
at _____, _____ to take
(Department) (Location)
effect at the close of business on _____ for the
reason that: _____.

I hereby certify this resignation is executed by me freely and voluntarily and of my own free will and is not given by reason of any threat, force, duress, or undue influence by any person.

Employee Name: _____

Signature: _____

Date: _____

Employee ID: _____

REVIEWED BY:

Supervisor

Date

President/Chancellor

Date





VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT

Exit Interview Form

Employee Name:

Classification:

College Supervisor:

Date of Hire/Reinstatement: Date of Resignation:

1. What is your reason for leaving the district/college/site?

2. Were the following benefits satisfactory or unsatisfactory?
A. Health insurance
B. Dental insurance
C. Vacation time
D. Sick leave time
E. Personal leave
Satisfactory Unsatisfactory

3. Did you feel your salary was comparable to others in your field?
Have you accepted another job? Yes No

A. If yes, what is the company's name?

B. How does the starting salary on your new job compare with your salary here?
Higher Approximately equal Lower

5. Please rate your supervision received, on the following points:
Almost
A. Followed policies and practices
B. Demonstrated firm and equal treatment
C. Provided recognition
D. Developed cooperation
D. Resolved complaints, grievances and problems
Always Usually Sometimes Never

6. Was your workload usually: Too great Too light About right

7. What suggestions do you have for improving the Ventura County Community College District?





**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DEPARTMENT**

CHECK-OFF LIST

Item	Description (Key #, tag # of the equipment, etc.)	Date Returned
Key(s)		
Cell phone, pager, etc.		
VCCCD credit card		
IT Department clearance for: <ul style="list-style-type: none"> • Banner/LotusNotes • FAX machine • Palm Pilot or other PDA • Desktop computer • Laptop computer • Printer • Online service subscription paid by DAC • DSL or cable modem line paid by DAC • Other IT equipment: _____ _____		
Library: Contact the Library to ensure there are no holds on account.		
Other		

Interview conducted by: _____ Date: _____

Please return to the DAC HR Department: 255 W. Stanley Ave. Ste. 150, Ventura, CA 93001





Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.27 ACTION TO REAFFIRM BOARD POLICY (BP) 7360 DISCIPLINE AND DISMISSALS - ACADEMIC EMPLOYEES. This item presents for reaffirmation BP 7360 Discipline and Dismissals - Academic Employees. No administrative procedure is required.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 7360 Discipline and Dismissals - Academic Employees as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7360 Discipline and Dismissals - Academic Employees has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7360 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7360 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7360 DISCIPLINE AND DISMISSALS - ACADEMIC EMPLOYEES
Number	BP 7360
Status	Active
Legal	California Education Code Section 87669 California Education Code Section 87732
Adopted	May 17, 2007
<u>Last Reviewed</u>	

A contract or regular employee may be dismissed or disciplined for one or more of the grounds set forth in Education Code Section 87732. If the employee is to be disciplined, the Board shall determine the nature of the discipline. If the Board decides to dismiss or discipline a contract or regular employee, it shall assure that each of the following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board has received all statements of evaluation which considers the events for which dismissal or discipline may be imposed;
- The Board has received a recommendation from the Chancellor;
- The Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss or discipline a contract or regular employee, it shall take the actions required by the Education Code, and the Chancellor or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666 through 87681, and 87740.

The Chancellor shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

No Administrative Procedure required.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.28 ACTION TO REAFFIRM BOARD POLICY (BP) 7365 DISCIPLINE AND DISMISSALS - CLASSIFIED EMPLOYEES. This item presents for reaffirmation BP 7365 Discipline and Dismissals. No administrative procedure is required.

Access Public

Type

Public Content

Background

Existing BP 7365 Discipline and Dismissals - Classified Employees has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7365 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7365 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Administrative Content

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7365 DISCIPLINE AND DISMISSALS - CLASSIFIED EMPLOYEES
Number	BP 7365
Status	Active
Legal	California Education Code Section 88013
Adopted	May 17, 2007
<u>Last Reviewed</u>	

Disciplinary action may result from a wide range of types and severity of rules, regulations, policies, or laws. The types of action may involve suspension, demotion, or dismissal.

1. Suspension refers to exclusion of an employee from his/her job without pay for a prescribed number of days. Suspension must occur only for a reasonable cause and shall not be for more than thirty (30) days.
2. Demotion refers to a downward movement of an employee from a class of positions to another, and involves a reduction in pay.
3. Dismissal refers to the permanent separation of the employee from employment within the District.

No person in the classified service shall be disciplined except for reasonable cause designated by rule of the Personnel Commission. Notification procedures and due process rights for disciplinary actions are as designated by rule of the Personnel Commission.

No Administrative Procedure required.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.29 ACTION TO REAFFIRM BOARD POLICY (BP) 7367 EMPLOYEE REHIRING PROHIBITION. This item presents for reaffirmation BP 7367 Employee Rehiring Prohibition and provides existing Administrative Procedure (AP) 7367 Employee Rehiring Prohibition for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 7367 Employee Rehiring Prohibition as presented. Existing AP 7367 Employee Rehiring Prohibition is provided for information and is consistent with BP 7367.

Public Content

Background

Existing BP 7367 Employee Rehiring Prohibition has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Existing AP 7367 Employee Rehiring Prohibition is provided for information and is consistent with BP 7367.

Analysis

The Policy Committee reviewed existing BP 7367 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. Existing AP 7367 is provided for information. BP 7367 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7367 EMPLOYEE REHIRING PROHIBITION
Number	BP 7367
Status	Active
Legal	
Adopted	October 12, 2009
Last Reviewed	September 25, 2009 _____

The Ventura County Community College District shall not rehire former employees who have been dismissed for cause, negotiated resignation settlements in lieu of termination of employment, or resigned following a notice of disciplinary action. Exceptions may be made with full consideration by the Board of Trustees. ~~The Chancellor will develop administrative procedures to ensure that this policy is implemented District-wide.~~

See Administrative Procedure 7367.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7367 EMPLOYEE REHIRING PROHIBITION
Number	AP 7367
Status	Active
Legal	
Adopted	December 8, 2009
Last Reviewed	

Background:

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

Procedure:

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

Reemployment Attempts:

Reinstatement requests submitted by employees who have a Notice of Rehiring Prohibition on file will not be approved.

Employees who attempt to become reemployed by the District via the recruitment and selection process will not be allowed to compete in exams if their employment file contains a Notice of Rehiring Prohibition.

If an employee is hired, did or did not disclose on their job application that they previously worked for the District, and their personnel file contains a Notice of Rehiring Prohibition, the employee will be dismissed when the Notice of Rehiring Prohibition is discovered.

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

See Attachment A – Notice of Rehiring Prohibition

****NOTICE OF REHIRING PROHIBITION****

This employee, _____, was previously dismissed for cause, negotiated a resignation settlement in lieu of termination of employment, or resigned after receiving a notice of disciplinary action. Pursuant to Board Policy 7367, **this employee cannot be reinstated or rehired.**

Any questions or concerns regarding the attempted reinstatement or rehire of this employee must be directed to the Vice Chancellor, Human Resources.

Vice Chancellor, Human Resources

Date



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	12. Board Policy
Subject	12.30 ACTION TO REAFFIRM BOARD POLICY (BP) 7380 UNREPRESENTED EMPLOYEES. This item presents for reaffirmation BP 7380 Unrepresented Employees. No administrative procedure is required.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm 7380 Unrepresented Employees as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7380 Unrepresented Employees has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7380 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7380 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7380 UNREPRESENTED EMPLOYEES
Number	BP 7380
Status	Active
Legal	California Education Code Section 70000 et seq.
Adopted	May 17, 2007
Last Reviewed	_____

Except that which is addressed by the Personnel Commission within its jurisdiction, the Board of Trustees shall establish policy regarding salary, benefits and otherwise negotiable terms and conditions of employment of unrepresented employees. The Chancellor shall act as the representative of unrepresented employees before the Board of Trustees.

No Administrative Procedure required.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.31 ACTION TO REAFFIRM BOARD POLICY (BP) 7385 SALARY DEDUCTIONS. This item presents for reaffirmation BP 7385 Salary Deductions. No administrative procedure is required.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP7385 Salary Deductions as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7385 Salary Deductions has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7385 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7385 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7385 SALARY DEDUCTIONS
Number	BP 7385
Status	Active
Legal	California Education Code Section 87040 California Education Code Section 87833 California Education Code Section 87834 California Education Code Section 88167
Adopted	May 17, 2007
Last Reviewed	

An employee may request reduction of or deduction from his or her salary, without charge, in any amount for any or all of the following purposes:

- participation in a deferred compensation program;
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance plans we administer, or any of them;
- union dues and 125 plans;
- contribution to District foundations; and/or
- charitable contributions for any plans administered by the District.

The request provided for above shall be revocable upon written request by the employee.

The District shall without charge reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying his or her membership dues in any local, statewide or other professional organization.

No Administrative Procedure required.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.32 ACTION TO REAFFIRM BOARD POLICY (BP) 7510 DOMESTIC PARTNERS. This item presents for reaffirmation BP 7510 Domestic Partners. No administrative procedure is required.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 7510 Domestic Partners as presented. No administrative procedure is required.

Public Content

Background

Existing BP 7510 Domestic Partners has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed existing BP 7510 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 7510 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7510 DOMESTIC PARTNERS
Number	BP 7510
Status	Active
Legal	California Family Code Section 297 California Family Code Section 297.5 California Family Code Section 298 California Family Code Section 298.5 California Family Code Section 299 California Family Code Section 299.2 California Family Code Section 299.3
Adopted	May 17, 2007
Last Reviewed	<hr/>

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to "spouses" in ~~[District's]~~ VCCCD policies or procedures shall be read to include registered domestic partners as permitted by California law.

No Administrative Procedure required.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 12. Board Policy

Subject 12.33 ACTION TO REAFFIRM BOARD POLICY (BP) 7700 WHISTLEBLOWER PROTECTION. This item presents for reaffirmation BP 7700 Whistleblower Protection and provides revised Administrative Procedure (AP) 7700 Whistleblower Protection for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 7700 Whistleblower Protection as presented. Revised AP 7700 Whistleblower Protection is provided for information and is consistent with BP 7700.

Public Content

Background

Existing BP 7700 Whistleblower Protection has been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Revised AP 7700 Whistleblower Protection is provided for information and is consistent with BP 7700.

Analysis

The Policy Committee reviewed existing BP 7700 on October 17, 2012, and recommends the Board take action to reaffirm this policy as presented. Revised AP 7700 is provided for information. BP 7700 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		8/20/2012
President's Council	X	
Academic Senate	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)		9/27/2012, 10/11/2012
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		11/02/2012
Legal Counsel	X	
Further Information	Jamillah Moore, Patricia Parham	

Book	VCCCD Board Policy Manual
Section	Chapter 7 Human Resources
Title	BP 7700 WHISTLEBLOWER PROTECTION
Number	BP 7700
Status	Active
Legal	California Education Code Sections 87160-87164 California Government Code Section 53296 California Labor Code Sections 1102.5 Private Attorneys General Act of 2004 (California Labor Code Section 2698 et seq.)
Adopted	May 17, 2007
Last Reviewed	

The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity – intentional or negligent – that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, ~~and that remedies~~ are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy including discipline of those who violate it up to and including termination.

See Administrative Procedure 7700.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 7 Human Resources
Title	AP 7700 Whistleblower Protection
Number	AP 7700
Status	Active
Legal	California Education Code Sections 87160-87164 California Government Code Section 53296 California Labor Code Section 1102.5 Private Attorneys General Act of 2004 (California Labor Code Section 2698 et seq.) Board Policy 2710 Board Policy 7205 Board Policy 7700
Adopted	March 8, 2011
Last Reviewed	February 10, 2011 _____

A. Statement of Intent

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the district in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 2710 Conflict of Interest and BP 7700 Whistleblower Protection, and addressing complaints of retaliation for making such reports.

B. Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

1. Anonymous reports

Anonymous reporting impedes the District's ability to investigate thoroughly. However, anonymous allegations will be investigated to the extent possible. Anonymous allegations may be submitted as follows:

- Telephoning: ~~800-472-50201-888-FRAUDALERT (1-888-372-8325)~~
- Reporting online: reportlineweb.com/vcccd
- Writing to: ~~Fraud Alert, Post Office Box 220, La Verne, California, 91750~~
- Contacting the following website: ~~1888fraudalert.com, Code: alert280~~

2. Reporting options for those who come forward

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised. Allegations may be made orally. Reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his or her signature that it is accurate and complete.

- a. A report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit.
- b. If the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District.
- c. If the report is about a College President, Vice Chancellor, or other administrator who reports directly to the Chancellor, the report must be made to the Chancellor.
- d. When the alleged unlawful activity involves the Chancellor, the report should be made to the Chair of the Board of Trustees.
- e. When the alleged unlawful activity involves the Board of Trustees or one of its members, the report should be made to the Chancellor, who will confer with the Chair of the Board of Trustees and/or legal counsel on how to proceed.

3. Receipt of allegations

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he or she must immediately forward to the President of the College where the alleged activity has occurred. If the activity has occurred at the District Administrative Center (DAC), the report must be forwarded to the Chancellor.

- a. If this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above.
- b. The high-level administrator or Trustee who receives the written report pursuant to this section is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured, if deemed necessary.
- c. In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be:

- i. Warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and
- ii. Advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

C. Protection from Retaliation

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

Any employee who believes he or she has been subjected to or affected by retaliatory conduct for reporting suspected unlawful activity or for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct).

1. Any college work site supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their College President.
2. If the supervisory employee works at the DAC, that employee must report the problem to the Chancellor.
3. If the allegations of retaliation or the underlying allegations of unlawful conduct involve the President or Chancellor, the supervisor shall report to the highest level administrator and/or Trustee who is not implicated in the reports of unlawful activity and retaliation.

D. Investigations

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

As set forth fully above, retaliation against individuals who report suspected unlawful activities will not be tolerated. All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis.

At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

E. Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the California Community College Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

F. Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 13. Trustees/Chancellor's Office

Subject 13.01 STUDY SESSION. ECONOMIC DEVELOPMENT AND COMMUNITY PARTNERSHIPS. This item presents for a presentation on the Economic Development Division.

Access Public

Type

Public Content

Administrative Content



Agenda Item Details





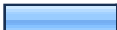

Meeting	Nov 13, 2012 - Board of Trustees
Category	13. Trustees/Chancellor's Office
Subject	13.02 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE October 9, 2012 REGULAR BOARD OF TRUSTEES MEETING. This item presents for review a Board Retreat assessment for the October 9, 2012 Regular Board of Trustees meeting.
Access	Public
Type	Discussion

Public Content


[10.09.12 BoT Meeting Assessment.pdf \(38 KB\)](#)

Administrative Content

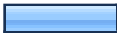

1. I was present for the October 9, 2012 Board of Trustees meeting.

		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
		answered question	6
		skipped question	0


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?	0
		answered question	6
		skipped question	0


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		16.7%	1
Agree		83.3%	5
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.			0
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
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.			0
answered question			6
skipped question			0

6. Trustee committee reports 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.			0
answered question			6
skipped question			0

7. Trustee professional development related to the role of the Board Chair and CEO/Board Chair relationship will contribute to enhancing and improving the demonstration of the Board's primary leadership role in assuring the quality, integrity, and effectiveness of the student learning programs and services delivered by the District Colleges.

		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 your recommendations for future professional development.

1

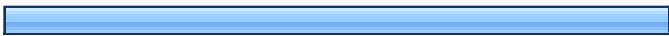
answered question

6

skipped question

0

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

		Response Percent	Response Count
N/A		0.0%	0
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

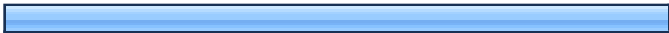
9. The Board of Trustees conducted themselves in accordance with its Code of Ethics/Standards of Practice (e.g., was prepared, read materials and raised questions prior to public meeting, respected divergent opinions and avoided the perception of conflicts of interest and involvement in institutional 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		83.3%	5
Disagree		16.7%	1
Don't Know (please comment below)		0.0%	0
Comments and recommendations for improvement:			0
answered question			6
skipped question			0


10. 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
answered question			6
skipped question			0


11. 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
answered question			6
skipped question			0


12. 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
answered question			6
skipped question			0

13. 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
answered question			6
skipped question			0

14. 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:			0
answered question			6
skipped question			0

15. 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
	3
answered question	3
skipped question	3

16. I completed the October 9, 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
	answered question		6
	skipped question		0

Q7. Trustee professional development related to the role of the Board Chair and CEO/Board Chair relationship will contribute to enhancing and improving the demonstration of the Board's primary leadership role in assuring the quality, integrity, and effectiveness of the student learning programs and s...

1 Good review.

Q15. 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 none

2 I believe the Board should go back and revisit the 75 unit cap, because there were students who did not know about Priority Enrollment changes during the summer, and I am not sure if the colleges are promoting these restrictions to students unless they are going to see a counselor, which not all do.

3 The board has made very good improvement over the last year. We need to sustain the improvement. I am confident we will.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 13. Trustees/Chancellor's Office

Subject 13.03 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

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



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	14. Business Services
Subject	14.01 The Audit and Budget Committee did not meet.
Access	Public
Type	Information

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	15. Human Resources
Subject	15.01 APPROVAL OF THE PROPOSED INSTRUCTIONAL CALENDAR FOR THE 2013-2014 ACADEMIC YEAR. This item presents for approval the Proposed Instructional Calendar for the 2013-2014 Academic Year.
Access	Public
Type	Action, Information
Fiscal Impact	No
Recommended Action	The Chancellor recommends that the Board of Trustees approve the attached Proposed Instructional Calendar for the 2013-2014 Academic Year.

Public Content

Background/Analysis: The Agreement between the Ventura County Community College District and the Ventura County Federation of College Teachers, AFT Local 1828. AFL-CIO, states in Section 9.1 that the "parties shall meet on or before November 1 of each year to establish the instructional calendar for the following academic year." On October 10, 2012, the parties exchanged proposals and met to discuss the 2013-2014 Instructional Calendar. The parties reached an agreement on the proposed calendar. The AFT Executive Council subsequently approved this proposed 2013-2014 Instructional Calendar on October 15, 2012. The proposed 2013-2014 Instructional Calendar is attached.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Jamillah Moore, Patricia Parham		

[2013-2014 Proposed Instructional Calendar-Signed 10.10.12.pdf \(447 KB\)](#)

Administrative Content

**Ventura County Community College District
Proposed 2013-2014 Instructional Calendar (10/10/12)**

Fall 2013

	S	M	T	W	Th	F	S	
August 2013					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	1
	18	19	20	21	22	23	24	2
	25	26	27	28	29	30	31	3
September 2013	1	2	3	4	5	6	7	4
	8	9	10	11	12	13	14	5
	15	16	17	18	19	20	21	6
	22	23	24	25	26	27	28	7
	29	30						8
October 2013			1	2	3	4	5	9
	6	7	8	9	10	11	12	10
	13	14	15	16	17	18	19	11
	20	21	22	23	24	25	26	12
	27	28	29	30	31			13
November 2013					1	2		14
	3	4	5	6	7	8	9	15
	10	11	12	13	14	15	16	16
	17	18	19	20	21	22	23	17
	24	25	26	27	28	29	30	18
December 2013	1	2	3	4	5	6	7	19
	8	9	10	11	12	13	14	20
	15	16	17	18	19	20	21	21
	22	23	24	25	26	27	28	22
	29	30	31					23

Spring 2014

	S	M	T	W	Th	F	S	
January 2014				1	2	3	4	
	5	6	7	8	9	10	11	1
	12	13	14	15	16	17	18	2
	19	20	21	22	23	24	25	3
	26	27	28	29	30	31		4
February 2014							1	5
	2	3	4	5	6	7	8	6
	9	10	11	12	13	14	15	7
	16	17	18	19	20	21	22	8
	23	24	25	26	27	28		9
March 2014							1	10
	2	3	4	5	6	7	8	11
	9	10	11	12	13	14	15	12
	16	17	18	19	20	21	22	13
	23	24	25	26	27	28	29	14
April 2014								15
			1	2	3	4	5	16
	6	7	8	9	10	11	12	17
	13	14	15	16	17	18	19	18
	20	21	22	23	24	25	26	19
May 2014								20
					1	2	3	21
	4	5	6	7	8	9	10	22
	11	12	13	14	15	16	17	23
	18	19	20	21	22	23	24	24
	25	26	27	28	29	30	31	25

Fall Semester: 87 days

- Instructional Days: 84
- Self-Assigned Flex Days: 2
- Mandatory Flex Days: 1
- First day of instruction for full-semester classes: 8/19
- Holidays: 9/2, 11/11, 11/28-29
- Final Exam Week: 12/12-12/18
- Last day of fall semester: 12/18

Spring Semester: 88 days

- Instructional Days: 84
- Self-Assigned Flex Days: 4
- Mandatory Flex Days: 0
- First day of instruction for full-semester classes: 1/6
- Holidays: 1/20, 2/14, 2/17
- Spring Break: 3/31-4/4
- Final Exam Week: 5/13-5/19
- Last day of spring semester: 5/19

Saturday Classes

	Fall	Spring
First Day of Instruction:	8/17	1/11
 No Instruction:	8/31, 11/30	1/18, 2/15, 3/15
Last Instruction Day-Final Exam:	12/14	5/17

For the Federation:

For the District:



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	16. Capital Planning
Subject	16.01 Trustees: Capital Planning & Facilities Committee met on October 17, 2012.
Access	Public
Type	Report

Public Content

Trustees: Capital Planning & Facilities Committee met on October 17, 2012.

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees
Category 17. Student Learning
Subject 17.01 There are no items.
Access Public
Type Information

Public Content

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees
 Category 18. Consent Calendar
 Subject 18.01 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

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



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 19. Consent Calendar: Approval of Minutes

Subject 19.01 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES BOARD RETREAT September 21, 2012. This item presents for approval the minutes of the Board of Trustees Board Retreat of September 21, 2012.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends the approval of the September 21, 2012 minutes of the Board of Trustees Board Retreat.

Public Content

This item presents for approval the minutes of the Board of Trustees Board Retreat September 21, 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



**Ventura County Community College District
Board of Trustees Retreat Minutes
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
Tuesday, September 21, 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
Dan Casey, SEIU Chief Steward
Patti Blair, Executive Assistant, Recorder

1.01 Open Session: Call to Order

Chair Blum called the meeting to order at 3:00 p.m.

1.02 Pledge to the Flag

Student Trustee Valenzuela led the pledge to the flag.

1.03 Introductions

Chair Blum introduced Cindra Smith and Terilyn Finders who served as facilitators for the Board of Trustees Retreat.

1.04 Review Meeting Norms

Trustees discussed meeting norms and agreed to active participation, active listening, moving forward in a positive manner, relevant discussion and questions, and the completion of business.

1.05 Outcomes

Trustees agreed to outcomes that include open channels of communication, strengthened leadership team, enhanced understanding of roles and responsibilities, consensus, and an assessment (matrix) of channels of communication.

2.0 Changes to the Agenda

There were no changes to the agenda.

3.0 Public Comments

There were no public comments.

4.0 Accreditation Standard IV

Facilitators reviewed Accreditation Standards, specifically Standard IV:

The institution recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution. Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.

A. Decision-Making Roles and Processes

The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.

1. Institutional leaders create an environment for empowerment, innovation, and institutional excellence. They encourage staff, faculty, administrators, and students, no matter what their official titles, to take initiative in improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective discussion, planning, and implementation.

2. The institution establishes and implements a written policy providing for faculty, staff, administrator, and student participation in decision-making processes. The policy specifies the manner in which individuals bring forward ideas from their constituencies and work together on appropriate policy, planning, and special-purpose bodies.

a. Faculty and administrators have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and

expertise. Students and staff also have established mechanisms or organizations for providing input into institutional decisions.

b. The institution relies on faculty, its academic senate or other appropriate faculty structures, the curriculum committee, and academic administrators for recommendations about student learning programs and services.

3. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution. These processes facilitate discussion of ideas and effective communication among the institution's constituencies.

4. The institution advocates and demonstrates honesty and integrity in its relationships with external agencies. It agrees to comply with Accrediting Commission Standards, policies, and guidelines, and Commission requirements for public disclosure, self study and other reports, team visits, and prior approval of substantive changes. The institution moves expeditiously to respond to recommendations made by the Commission.

5. The role of leadership and the institution's governance and decision-making structures and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.

B. Board and Administrative Organization

In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/ systems clearly define the organizational roles of the district/system and the colleges.

1. The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.

a. The governing board is an independent policy-making body that reflects the public interest in board activities and decisions. Once the board reaches a decision, it acts as a whole. It advocates for and defends the institution and protects it from undue influence or pressure.

b. The governing board establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them.

c. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity.

d. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.

e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.

f. *The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.*

g. *The governing board's self-evaluation processes for assessing board performance are clearly defined, implemented, and published in its policies or bylaws.*

h. *The governing board has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.*

i. *The governing board is informed about and involved in the accreditation process.*

j. *The governing board has the responsibility for selecting and evaluating the district/system chief administrator (most often known as the chancellor) in a multi-college district/system or the college chief administrator (most often known as the president) in the case of a single college. The governing board delegates full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district/system or college, respectively.*

In multi-college districts/systems, the governing board establishes a clearly defined policy for selecting and evaluating the presidents of the colleges.

2. *The president has primary responsibility for the quality of the institution he/she leads. He/she provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.*

a. *The president plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. He/she delegates authority to administrators and others consistent with their responsibilities, as appropriate.*

b. *The president guides institutional improvement of the teaching and learning environment by the following:*

- *establishing a collegial process that sets values, goals, and priorities;*
- *ensuring that evaluation and planning rely on high quality research and analysis on external and internal conditions;*
- *ensuring that educational planning is integrated with resource planning and distribution to achieve student learning outcomes; and*
- *establishing procedures to evaluate overall institutional planning and implementation efforts.*

c. *The president assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies.*

d. *The president effectively controls budget and expenditures.*

e. *The president works and communicates effectively with the communities served by the institution.*

3. *In multi-college districts or systems, the district/system provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. It establishes clearly defined roles of authority and responsibility between the colleges and the district/system and acts as the liaison between the colleges and the governing board.*

- a. *The district/system clearly delineates and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice.*
- b. *The district/system provides effective services that support the colleges in their missions and functions.*
- c. *The district/system provides fair distribution of resources that are adequate to support the effective operations of the colleges.*
- d. *The district/system effectively controls its expenditures.*
- e. *The chancellor gives full responsibility and authority to the presidents of the colleges to implement and administer delegated district/system policies without his/her interference and holds them accountable for the operation of the colleges.*
- f. *The district/system acts as the liaison between the colleges and the governing board. The district/system and the colleges use effective methods of communication, and they exchange information in a timely manner.*
- g. *The district/system regularly evaluates district/system role delineation and governance and decision-making structures and processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.*

5.01 Board Performance: Review Best Practices Agreement

The Board acknowledged the Best Practices Agreement and reaffirmed commitment to its contents that include:

1. Adhere to my role and responsibilities, consistent with the accountability requirements to VCCCD students, the State of California, Accreditation Commission, and the general public;
2. Observe VCCCD Board policies and procedures in the conduct of my Trustee role and hold other Board members accountable to the provisions contained therein;
3. Consistently demonstrate my policy leadership role in strengthening the Board's performance and ensure continuous organizational improvement and assessment to best serve students and the community;
4. Pattern my actions as a public official within the parameters contained in the Community College League of California Board and CEO Roles, Different Jobs, Different Tasks; the Association of Community Colleges Trustees' Roles and Responsibilities, and Role of a Trustee, outlined by the Board Chair, as appended;
5. Comply with the Brown Act and not engage in serial meetings and not reveal my position or (perceived) positions of other Trustees when presented with constituent advocacy;
6. Employ the ACCJC meeting Ground Rules and follow Parliamentary Procedure in the conduct of the Board's public meetings, as appended; and
7. Participate in professional development activities, consistent with the Board's adopted professional development plan, as appended, to achieve measurable and sustainable performance improvement through reflective Board self-evaluation.

5.02 Review Board Performance Goals

The Board reviewed the Board Performance Goals with particular emphasis on avoiding Trustee involvement in operational matters. The following Board Performance Goals were reaffirmed:

1. Continue to strengthen Board performance through training in best practices by 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.

5.03 Review Board Policy 2715 Board Code of Ethics/Standards of Practice

The Board reviewed Board Policy 2715, discussed challenges, and reaffirmed Trustee behavior and expectations outlined in the policy:

The Board, as an independent policy making body, shall maintain high standards of ethical conduct for its members. Members of the Board are responsible to:

- Establish and support the mission and policies of the District.
- Act only in the best interests of the entire community.
- Advocate and defend the District and colleges through decision-making unbiased by personal interest, special interest, or partisan political influences.
- Ensure public input into Board deliberations.
- Adhere to both open and closed meeting state laws and regulations.
- Prevent conflicts of interest and the perception of conflicts of interest.
- Exercise authority only as a Policy Board and fully support Board actions once taken, its members avoid involvement in institutional operations.
- Use appropriate, formal channels of District communication, and encourage others to do so.

- Respect divergent opinions and treat others with civility.
- Be informed about the District, educational issues and the responsibilities of trusteeship.
- Be informed about and comply with accreditation requirements and process.
- Devote adequate time to the work of the Board.
- Read materials and raise questions prior to public meeting, when possible.
- File Statement of Economic Interest Form 700 in a timely manner, as required by law.
- Complete ethics training for elected officials as required by law.
- Commit to continuous, measurable, sustainable improvements in Board performance through professional development and Board self-evaluation.
- Observe the Open Meeting Act and maintain the confidentiality of closed sessions and other confidential matters.
- Ensure all Board members adhere to Board policies and the Board of Trustees Best Practices Agreement (attachment).

All Board members are expected to maintain high standards of conduct and ethical behavior. In order to maintain public confidence in the Board, and in the institutional integrity of the colleges under its governance, the Board will be prepared to investigate the factual basis behind any charge or complaint of Trustee misconduct.

Trustee misconduct may result in censure and/or sanction(s). Censure is an official, public expression of disapproval passed by the Board. A Board member may be subject to a resolution of censure by the Board should it be determined that Trustee misconduct has occurred. Sanction is enacting a penalty for inappropriate behavior. Sanctions may include, but are not limited to, a Trustee's removal from serving on all Board committees or removal from Board office (i.e., Chair or Vice Chair).

6.01 Review Effective Board Relations

Trustees discussed the challenges of being informed, asking information, and making sound decisions. The Board reviewed *Board Focus: Preventing Micromanagement - Creating High Performance Boards* and discussed achieving a balance of information to make informed decisions without micromanaging staff or becoming involved in operations. Trustees discussed various scenarios the Board and individual Trustees are confronted with.

7.0 Formal Channels of Communication Policy

Trustees discussed appropriate formal channels of communication and agreed to the following:

1. Communication from the Chancellor to the Board of Trustees includes Weekly Updates, monthly one-on-one meetings, and timely telephone calls.
2. Communication from Trustees to the Chancellor. Trustees communicate directly with the Chancellor; the Chancellor will inform the Board.
3. Crisis Communications Protocols. The Chancellor becomes informed and communicates with the Board through the Director, Administrative Relations and Chancellor's Office staff. Information is collected from college presidents and campus police. The Director, Administrative Relations communicates with employee and the media. Trustees will refer questions to the Chancellor's Office and suggested using a phrase "this situation has the Chancellor's full attention."
4. Communication at Meetings. Trustees will communicate appropriately and hold each other accountable.
5. Media. The Director, Administrative Relations will work through the Planning, Accreditation, and Communications Committee on Board-related media matters. Trustees will refer questions to the Chancellor's Office.
6. Communication with community members. Timely delivery of Trustee invitations and community communications. Trustees will refer questions to the Chancellor's Office and suggested using a phrase "this situation has the Chancellor's full attention."
7. Communicating with employees and students. Trustees agreed to communicate through the Chancellor's Office.

8. Trustees on campus. Trustees will advise Chancellor of the visit and contact the College President when arriving on campus. Trustees requested annual invitations to visit the campuses.

8. Professional Development

Trustees reviewed planned professional development activities and conference participation.

9. Adjournment

Facilitators reviewed Trustee Board Retreat outcomes. Chair Blum requested a formal communications document be created. Chair Blum adjourned the meeting at 6:45 p.m.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 19. Consent Calendar: Approval of Minutes

Subject 19.02 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES REGULAR MEETING October 9, 2012. This item presents for approval the minutes of the October 9, 2012 Regular Meeting of the Board of Trustees.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends the Board of Trustees approve this item.

Public Content

This item presents for approval the minutes of the October 9, 2012 Board of Trustees Meeting.

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

Administrative Content



**Ventura County Community College District
Board of Trustees Regular Meeting Minutes
Oxnard College Performing Arts Center
4000 Rose Avenue
Oxnard, CA
Tuesday, October 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:

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
Iris Ingram, Vice President, Business Services
Richard DeLaO, Chief of Police
Clare Geisen, Director
Linda Kama'ila, 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
Peder Nielsen, Ventura College Classified Senate President
Cindy Avalos, Oxnard College Associated Student Government President
Sayed Shah, Moorpark College Associated State Government President
Daniel Chavez, Ventura College Associated Student Government Director of External Affairs
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 3:04 p.m.

3. Public Comments Regarding Closed Session Agenda Items

There were no public comments regarding Closed Session items.

4. Recess to Closed Session

- **Discussion: 4.01 CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation (Gov. Code, section 54956.9, subd. (b)); Claim Against Public Entity - 10 claims.**
- **Discussion: 4.02 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code, section 54957).**

5. Reconvene in Open Session and Closed Session Report

Chair Blum provided the following closed session report:

- **Discussion: 4.01 CONFERENCE WITH LEGAL COUNSEL: Anticipated Litigation (Gov. Code, section 54956.9, subd. (b)); Claim Against Public Entity - 10 claims.** It was moved by Trustee McKay and seconded by Trustee Miller, and carried on a 5-0 vote, that the Board reject all ten (10) claims in the matter of Jonathan Foote against Ventura County Community College District. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.
- **Discussion: 4.02 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (Gov. Code, section 54957).** It was moved by Trustee McKay and seconded by Trustee Perez, and carried on a 5-0 vote, to suspend employee no. 900405531 without pay for fifteen (15) working days. Final Resolution: Motion is approved. Yes: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, Trustee Bernardo Perez.

6. Pledge to the Flag

Karla Banks led the pledge to the flag.

7. Changes to the Agenda

There were no changes to the agenda.

8. Acknowledgement of Guests and Special Recognitions

Chair Blum presented a Certificate of Recognition to the Moorpark College Forensics Team.

9. Public Comments

Public comments were made by Larry Kennedy, Jim Gilmer, Rocio Cabrera, Amanda Hoffman, Kirsten Baluyot, Lizzy Martin, Marta Erazo, Christina Campos, Mirco Ocampo, Vivian Linares, Prynne Bansag, Lindsey Fugate, Karin Cross, Jin Ju Chong, Victor Manuel Arredondo, and Andres Orozco.

10. Associated Student Government Reports

- Daniel Chavez, Ventura College Student Government President, commented on current budget challenges, Ventura College student support of Proposition 30, and student activities.
- Cindy Avalos, Oxnard College Student Government President, commented on student government, Proposition 30, program discontinuance, and student activities.

- Syed Shah, Associated Student Body President, commented on student activities, including volunteerism, Civic Day, and Proposition 30.
- Student Trustee Valenzuela commented on statewide student government work, student financial aid, student government workshop, attendance at the Legislative and the Planning, Accreditation, and Communication committee meetings.

11. Senate President Business Report

Academic Senate

- Peter Sezzi, Ventura College Academic Senate President, commented on the Ventura College Academic Senate Meeting, criteria for coring courses, campus faculty work in program review, and student learning objectives.
- Linda Kama'ila, Oxnard College Academic Senate President, commented on program discontinuance and Proposition 30.
- Riley Dwyer, Moorpark College Academic Senate President, commented on program review, accreditation, delineation of functions, and thanked the Board of Trustees, Sue Johnson, and DCAS for the infrastructure of the funding model.

Classified Senate

- Karla Banks, Oxnard College Classified Senate President, welcomed the Board of Trustees to Oxnard College, classified activities, and classified participation in the planning and budget process.
- Peder Nielsen, Ventura College Classified Senate President, commented on classified activities and student services,

12. Accreditation

Discussion: 12.01 ACCREDITATION UPDATE. This item presents for discussion an accreditation update. Dr. Moore indicated the college reports and special reports were presented to the Board for action.

Action: 12.02 ACTION TO FORMALLY ADOPT THE MOORPARK COLLEGE RESPONSE TO ACCJC REPORT. This item presents for adoption the Moorpark College Follow-Up Report in response to ACCJC Accreditation Recommendations and Commission Concern. The Chancellor recommends the Board of Trustees approve this item. 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: 12.03 ACTION TO FORMALLY ADOPT THE OXNARD COLLEGE RESPONSE TO ACCJC REPORT. This item presents for adoption the Oxnard College Follow-Up Report in response to ACCJC Accreditation Recommendations and Commission Concern. The Chancellor recommends the Board of Trustees approve this item. 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: 12.04 ACTION TO FORMALLY ADOPT THE VENTURA COLLEGE RESPONSE TO ACCJC REPORT. This item presents for adoption the Ventura College Follow-Up Report in response to ACCJC Accreditation Recommendations and Commission Concern. The Chancellor recommends the Board of Trustees approve this item. 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: 12.05 ACTION TO FORMALLY ADOPT THE OXNARD COLLEGE RESPONSE TO ACCJC SPECIAL REPORT. This item presents for adoption the Oxnard College Response to ACCJC Special Report. The Chancellor recommends the Board of Trustees approve this item. 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: 12.06 ACTION TO FORMALLY ADOPT THE VENTURA COLLEGE RESPONSE TO ACCJC SPECIAL REPORT. This presents for adoption the Ventura College Response to ACCJC Special Report. 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.

13. Board Policy

Information: 13.01 The Policy Committee did not meet in September.

14. Trustees/Chancellor's Office

Report: 14.01 ANNUAL INFORMATION TECHNOLOGY UPDATE: Dave Fuhrmann, Associate Vice Chancellor, Information Technology, provided an annual technology update.

Report: 14.02 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT: Role of the Board Chair and Chair/CEO Relationship. Chair Blum and Chancellor Moore presented professional development of the role of the Board Chair and Chair/CEO relationship.

Discussion: 14.03 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE September 11, 2012 REGULAR BOARD MEETING. This item presents for review a Board meeting assessment for the September 11, 2012 Regular Board of Trustees meeting. Trustees reviewed the September 11, 2012 Board of Trustees meeting assessment. Trustees commented positively about the program discontinuance professional development.

Action: 14.04 ACTION TO APPROVE GOVERNING BOARD MEMBER ABSENCE. There was no action taken.

15. Business Services

Information: 15.01 The Audit and Budget Committee did not meet.

Action: 15.02 APPROVAL TO RENAME THE OLD LIBRARY BUILDING AT OXNARD COLLEGE: This item requests for approval the renaming of Oxnard College's old library building, scheduled to be modernized into classrooms Summer 2012, to Condor Hall. The Chancellor recommends that the Board of Trustees approve the renaming of Oxnard College's old library building to Condor Hall. 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.

16. Human Resources

Information: 16.01 There were no items.

17. Capital Planning

Report: 17.01 Trustees: Capital Planning & Facilities Committee met on September 11, 2012. Trustee Perez indicated the Capital Planning and Facilities Committee met and recommend agendaized Capital Planning items.

18. Student Learning

Information: 18.01 There were no items.

19. Consent Calendar

Action (Consent): 19.01 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 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.

20. Consent Calendar: Approval of Minutes

Action (Consent), Minutes: 20.01 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES

REGULAR MEETING September 11, 2012. This item presents for approval the minutes of the Board of Trustees Meeting of September 11, 2012. The Chancellor recommends the Board of Trustees approve this item. 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.

21. Consent Calendar: Business Services

Action (Consent): 21.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF AUGUST 14 TO SEPTEMBER 11, 2012:

This item presents for ratification Accounts Payable and Payroll for the period of August 14, 2012 to September 11, 2012. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 21.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #05 FOR FY 2012-13:

This item presents for approval/ratification of Board Purchase Order Report #05, for FY 2012-2013 from August 28, 2012 to September 25, 2012. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 21.03 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 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 (Consent): 21.04 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 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 (Consent): 21.05 ACCEPTANCE OF COMPLETION OF BID 423, MOORPARK COLLEGE PERIMETER LIGHTING PROJECT:

This item presents for approval the acceptance of completion of Bid 423 Moorpark College Perimeter Lighting Project. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 21.06 ACCEPTANCE OF COMPLETION OF BID 441, MOORPARK COLLEGE SOLAR PV LAB SITE WORK AND MOCK ROOF STRUCTURES:

This item presents for approval the acceptance of completion of Bid 441, Moorpark College Solar PV Lab Site Work and Mock Roof Structures. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 21.07 APPROVAL OF CHANGE ORDERS 1 AND 2 FOR BID 442, VENTURA COLLEGE RENOVATION OF ATHLETIC LOCKER AREAS:

This item presents for approval Change Orders 1 and 2 for Bid 442, Ventura College Renovation of Athletic Locker Areas. The Chancellor

recommends the Board of Trustees approve this item. 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 (Consent): 21.08 ACCEPTANCE OF COMPLETION OF BID 439, VENTURA COLLEGE ADMINISTRATION & ENGLISH LEARNING CENTER BUILDINGS ROOFING PROJECT: This item presents for approval the acceptance of completion of Bid 439, Ventura College Administration & English Learning Center Building Roofing Project to RMC Construction and Roofing, Inc. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 21.09 APPROVAL OF AMENDMENT TO I-NET MEMORANDUM OF UNDERSTANDING: This item requests approval of an amendment to the I-NET Memorandum of Understanding between the City of Ventura, The County of Ventura, Ventura Unified School District, and the Ventura County Community College District. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 21.10 APPROVAL OF A CONTRACT WITH AERONET COMMUNICATIONS FOR PHASE 2 OF PORTAL DESIGN SERVICES FOR TITLE V COOPERATIVE GRANT: This item requests approval of a contract with Aeronet Communications for the second phase of the project for portal design services for the Ventura College Title V Cooperative Grant. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 21.11 ACCEPTANCE OF ANNUAL FINANCIAL AND BUDGET REPORT FOR FY2011-2012 (CCFS-311): This item requests acceptance of the Annual Financial and Budget Report (CCFS-311) for FY 2011-2012 as required by law. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 21.12 APPROVAL TO EXECUTE A MULTI-YEAR COOPERATION AGREEMENT WITH OXNARD UNION HIGH SCHOOL DISTRICT FOR OXNARD COLLEGE: This item request approval to execute a multi-year Cooperation Agreement with Oxnard Union High School District (OUHSD) for the implementation of Naviance Succeed for the Oxnard College STEM grant. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 21.13 APPROVAL OF NEW CONTRACTS AND GRANTS FOR FISCAL YEAR 2012-13: This item request approval of new contracts and grants for FY 2012-13. The Chancellor recommends the Board of Trustees approve this item. 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.

22. Consent Calendar: Human Resources

Action (Consent): 22.01 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ABOLISHMENT AND ESTABLISHMENT OF POSITIONS: This item presents for approval the abolishment and establishment of positions. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 22.02 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF SEPARATION FROM EMPLOYMENT: This item presents for approval the separation of employment for two employees. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 22.03 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ESTABLISHMENT OF A POSITION: This item presents for approval the establishment of an Evening and Weekend Activities Attendant position. The Chancellor recommends the Board of Trustees approve this item. 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.

23. Consent Calendar: Capital Planning & Facilities

Action (Consent): 23.01 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 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 (Consent): 23.02 ACCEPTANCE OF COMPLETION OF CONTRACT WITH PACIFIC BUILDERS AND ROOFING (WSP ROOFING) FOR THE REROOF OF THE G BUILDING AT VENTURA COLLEGE, PROJECT #39117. This item presents for approval the acceptance of completion of the contract with Pacific Builders and Roofing (WSP Roofing) for the reroof of the G Building (Theater) at Ventura College, Project #39117. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 23.03 APPROVAL OF MEASURE S BUDGET TRANSFERS OXNARD COLLEGE. This item presents for approval budget transfers between the Measure S funded projects at Oxnard College. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 23.04 ACCEPTANCE OF THE DISTRICT'S 2014-2018 STATE FIVE-YEAR CAPITAL CONSTRUCTION PLAN: This item presents for approval the acceptance of the District's 2014-2018 State Five-Year Capital Construction Plan. The Chancellor recommends the Board of Trustees approve this item. 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.

24. Consent Calendar: Student Learning

Action (Consent): 24.01 MOORPARK COLLEGE NEW COURSE APPROVAL: This item presents for approval a new course at Moorpark College. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 24.02 MOORPARK COLLEGE REVISED COURSES APPROVAL: This item presents for approval the revised courses at Moorpark College. The Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 24.03 MOORPARK COLLEGE NEW DEGREES APPROVAL: This item presents for approval new degrees at Moorpark College. The Chancellor recommends the Board of Trustees approve this item. 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: 24.04 OXNARD COLLEGE NEW PROGRAM APPROVAL: This item presents for approval a new program at Oxnard College. The Chancellor recommends the Board of Trustees approve this item. 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.

25. Informational Items

Information: 25.01 Participatory Governance Handbook

The Participatory Governance Handbook was presented for information only. There was no action taken.

26. Reports

Report: 26.01 Academic Senates

- Linda Kama'ila, Oxnard College Academic Senate President, acknowledged the passing of retired faculty member Ralph Smith and commented on the dedicated efforts of classified staff.
- Peter Sezzi, Ventura College Academic Senate President, commented on the Academic Senate Resolution presented in May, Proposition 30, shared governance, accreditation, nursing program, and Ventura College football.

Report: 26.02 Trustees

- Student Trustee Arthur Valenzuela commented on the Student Trustee workshop.
- Trustees commented on the thoroughness of recent Trustee communications, Oxnard College activities, Board Retreat, Ventura School Board meetings, Ventura College Performing Arts Center, and expressed thanks to staff and faculty for hosting the October 9, 2012 Board meeting.

Report: 26.03 Legislative Update

Trustee Perez commented on pending legislation and requested timely information on future federal legislation related to education and veteran benefits.

27. Adjournment

Chair Blum adjourned the meeting at 6:02 p.m. in memory of Ralph Smith.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 19. Consent Calendar: Approval of Minutes

Subject 19.03 APPROVAL OF MINUTES FOR THE BOARD OF TRUSTEES CITIZENS ADVISORY BODY MEETING October 9, 2012. This item presents for approval the minutes of the October 9, 2012 Citizens Advisory Body Meeting.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends the Board of Trustees approve this item.

Public Content

This item presents for approval the minutes of the October 9, 2012 Board of Trustees Citizens Advisory Body Meeting.

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

Administrative Content



**Ventura County Community College District
Citizens Advisory Body Meeting Minutes
Oxnard College Performing Arts Center
4000 Rose Avenue
Oxnard, CA
Tuesday, October 9, 2012**

Members present: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, and Student Trustee A.J. Valenzuela. Trustee Perez was not present.

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
Iris Ingram, Vice President, Business Services
Richard DeLaO, Chief of Police
Clare Geisen, Director
Linda Kama'ila, 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
Peder Nielsen, Ventura College Classified Senate President
Cindy Avalos, Oxnard College Associated Student Government President
Sayed Shah, Moorpark College Associated State Government President
Daniel Chavez, Ventura College Associated Student Government Director of External Affairs
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 6:30 p.m.

3. Pledge to the Flag

Byron Ward led the pledge to the flag.

4. Changes to the Agenda

There were no changes to the agenda.

5. Public Comments

There were no public comments.

6. Board Study Session: Citizens Advisory Body

Chair Blum opened the study session. Citizens Advisory Body members provided introductions. Citizens Advisory Body members in attendance were:

- Anil K. Garg
- Beth Pallares
- Betsy Connolly
- Bill Burrato
- Byron K. Ward
- Cecilia Cuevas
- Celina L. Zacarias
- Cheryl Moore
- Ellen Smith
- Hank Lacayo
- Harry Culotta
- Jeff Baarstad
- Jim Gilmer
- John Puglisi
- Jorge Garcia
- Loredana Carson
- Michael H Wesner
- Rene Rodriguez
- Roseann Mikos
- Sandra D. Rubio

Discussion: 6.03 Review of Citizens Advisory Body Survey Results - 2012

Citizens Advisory Body members and the Board of Trustees discussed survey results. Trustees discussed the need to gain feedback from the citizens group in future direction, community relationships, and student success. Members reminded the Board of the desire to emphasize and expand career technical education, and maintain a balance of vocational education and general education, in addition to building community partnerships.

Citizens Advisory Body members responded positively to future meetings and the opportunity to provide the Board of Trustees with community opinions, feedback, and suggested direction.

Report: 6.04 Budget Update

Sue Johnson, Vice Chancellor of Business and Administrative Services, provided a budget update.

Report: 6.05 Accreditation Update

Chancellor Moore provided an accreditation update.

Discussion: 6.06 Review Progress in Meeting 2011-2012 Board Goals and Objectives

Dr. Pam Eddinger, Moorpark College President, reviewed progress towards meeting 2011-2012 Board Goals and Objectives.

Discussion: 6.07 Review 2012-2013 Board Goals and Objectives

Dr. Pam Eddinger, Moorpark College President, reviewed 2012-2013 Board Goals and Objectives.

7. Adjournment

Chair Blum thanked members of the Citizens Advisory Body for participating in the October 9, 2012 meeting and adjourned the meeting at 8:45 p.m.



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 20. Consent Calendar: Business Services

Subject 20.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF SEPTEMBER 12, 2012 TO OCTOBER 15, 2012: This item presents for ratification Accounts Payable and Payroll for the period of September 12, 2012 to October 15, 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

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	\$7,261,838.15
Payroll	\$7,560,458.80
TOTAL	\$14,822,296.95

Fiscal Impact

Included in approved budgets.

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



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 20. Consent Calendar: Business Services

Subject 20.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #06 FOR FY 2012-13:
This item presents for approval/ratification of Board Purchase Order Report #06, for FY 2012-2013 from September 25, 2012 to October 29, 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

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		

Administrative Content

PO Board Report

Tuesday, October 30, 2012

Page 1 of 5

November 13, 2012

PO NUMBER P0073256 **PO AMOUNT:** \$24,000

VENDOR NAME: State of California

PO REASON Monitoring Fees for Remediation of Camarillo Property

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
9/27/2012	\$24,000.00	DistrictWide	4341	\$24,000.00

PO NUMBER P0084536 **PO AMOUNT:** \$15,411

VENDOR NAME: Penfield & Smith

PO REASON Campus Wide Bioswale Land Drainage Study

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/29/2012	\$8,500.00	Ventura College	4331	\$15,411.00
9/26/2012	\$6,911.00			

PO NUMBER P0086673 **PO AMOUNT:** \$10,000

VENDOR NAME: JAG Distributing

PO REASON BPO - Bookstore Resale Supplies

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
9/26/2012	\$2,000.00	Ventura College	513	\$10,000.00
7/1/2012	\$8,000.00			

PO NUMBER P0086926 **PO AMOUNT:** \$10,000

VENDOR NAME: Sheeler Moving and Storage Inc

PO REASON BPO - Moving Services for Maintenance and Operations

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/9/2012	\$3,000.00	Moorpark College	111	\$10,000.00
9/13/2012	\$5,000.00			
7/2/2012	\$2,000.00			

PO NUMBER P0087375 **PO AMOUNT:** \$10,520

VENDOR NAME: Roy E. Colbert

PO REASON Architectural Services for Demolition of Old Buildings

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/1/2012	\$2,150.00	Oxnard College	4321	\$10,520.00
7/19/2012	\$8,370.00			

PO Board Report

Tuesday, October 30, 2012

Page 2 of 5

November 13, 2012

PO NUMBER P0087387 **PO AMOUNT:** \$10,878

VENDOR NAME: Center for Innovation & Resources

PO REASON Provide Specialized Training for County of Ventura HSA Programs

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/29/2012	\$10,878.00	District-Eco Dev	114	\$10,878.00

PO NUMBER P0087593 **PO AMOUNT:** \$10,000

VENDOR NAME: Scooters BBQ & Catering

PO REASON BPO - Food for Football PreGames & Coach Meetings

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/2/2012	\$4,000.00	Ventura College	111	\$6,000.00
8/6/2012	\$6,000.00	Ventura College	793	\$4,000.00

PO NUMBER P0087672 **PO AMOUNT:** \$31,702

VENDOR NAME: Cardiac Science Corporation

PO REASON Automated External Defibrillators Campus-Wide

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
8/13/2012	\$31,702.00	Oxnard College	132	\$27,079.00
		Ventura College	133	\$4,623.00

PO NUMBER P0088011 **PO AMOUNT:** \$14,592

VENDOR NAME: Fence Factory Incorporated

PO REASON Fencing for Softball Field

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/5/2012	\$14,592.00	Ventura College	419	\$14,592.00

PO NUMBER P0088114 **PO AMOUNT:** \$40,381

VENDOR NAME: Hi Tech Power, Inc.

PO REASON Replace Light Inverters for Emergency Lights in the Student Services, Administration and Food Services Buildings

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
9/19/2012	\$40,381.00	Oxnard College	412	\$40,381.00

PO Board Report

Tuesday, October 30, 2012

Page 3 of 5

November 13, 2012

PO NUMBER P0088142 **PO AMOUNT:** \$29,206
VENDOR NAME: All-Phase Electric Supply Company
PO REASON Lights for North Parking Lot Project

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
9/21/2012	\$29,206.00	Ventura College	419	\$29,206.00

PO NUMBER P0088204 **PO AMOUNT:** \$13,000
VENDOR NAME: Baker & Taylor Inc
PO REASON BPO - Textbooks

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
9/27/2012	\$13,000.00	Oxnard College	512	\$13,000.00

PO NUMBER P0088214 **PO AMOUNT:** \$11,780
VENDOR NAME: Zones Inc
PO REASON Software License and Maintenance for Servers/Network Infrastructure

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
9/28/2012	\$11,780.00	Moorpark College	4311	\$3,990.00
		Oxnard College	4321	\$3,192.00
		Ventura College	4331	\$798.00
		DistrictWide	111	\$3,800.00

PO NUMBER P0088276 **PO AMOUNT:** \$10,000
VENDOR NAME: Roadrunner Shuttle
PO REASON BPO - Transportation for Athletics

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/4/2012	\$10,000.00	Moorpark College	111	\$10,000.00

PO NUMBER P0088315 **PO AMOUNT:** \$10,678
VENDOR NAME: Pro-Cut International Ltd
PO REASON Instructional Equipment for Automotive Technology

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/9/2012	\$10,678.00	Ventura College	121	\$10,678.00

PO Board Report

Tuesday, October 30, 2012

Page 4 of 5

November 13, 2012

PO NUMBER P0088317 **PO AMOUNT:** \$11,041

VENDOR NAME: DocuProducts

PO REASON Copier for Business Office

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/9/2012	\$11,041.00	Moorpark College	441	\$11,041.00

PO NUMBER P0088349 **PO AMOUNT:** \$10,205

VENDOR NAME: Edwards Technologies Inc

PO REASON Sound Equipment for the Performing Arts Building

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/11/2012	\$10,205.00	Moorpark College	419	\$10,205.00

PO NUMBER P0088350 **PO AMOUNT:** \$14,869

VENDOR NAME: DK Electrical Contractors, Inc.

PO REASON Handrail Lighting Steps for Lecture Hall at EATM

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/11/2012	\$14,869.00	Moorpark College	4311	\$14,869.00

PO NUMBER P0088384 **PO AMOUNT:** \$47,516

VENDOR NAME: Haas Factory Outlet

PO REASON Instructional Equipment for Manufacturing and Tool Design Program

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/15/2012	\$47,516.00	Ventura College	121	\$47,516.00

PO NUMBER P0088386 **PO AMOUNT:** \$12,335

VENDOR NAME: Dell Computer Corporation

PO REASON Computers for Student Center, Pricing per Western States Contracting Alliance #B27160

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/15/2012	\$12,335.00	Ventura College	419	\$12,335.00

PO Board Report

Tuesday, October 30, 2012

Page 5 of 5

November 13, 2012

PO NUMBER P0088476 **PO AMOUNT:** \$46,093

VENDOR NAME: Rincon Consultants Inc

PO REASON Monitoring and Site Closure for Wells/Plume Project

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/25/2012	\$46,093.00	Oxnard College	419	\$46,093.00

PO NUMBER P0088479 **PO AMOUNT:** \$22,607

VENDOR NAME: Genisys Corporation

PO REASON Equipment for Infrastructure and Server Storage

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/25/2012	\$22,607.00	District Office	447	\$22,607.00

PO NUMBER P0088482 **PO AMOUNT:** \$12,293

VENDOR NAME: State of California

PO REASON DSA Fees for Project Close Out of Athletics Facilities Renovation

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/25/2012	\$12,293.00	Ventura College	4331	\$12,293.00

PO NUMBER P0088486 **PO AMOUNT:** \$10,541

VENDOR NAME: All Star Fire Equipment Inc

PO REASON Instructional Supplies for Fire Academy

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/25/2012	\$10,541.00	Oxnard College	121	\$10,541.00

PO NUMBER P0088496 **PO AMOUNT:** \$18,000

VENDOR NAME: Prime Skill Staffing Services

PO REASON BPO - Temporary Staffing for Bookstore Peak Season

DATE	AMOUNT	LOCATION	FUND	LOC/FUND AMOUNT
10/29/2012	\$18,000.00	Moorpark College	511	\$18,000.00



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	20. Consent Calendar: Business Services
Subject	20.03 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

Background/Analysis

The following items have been donated:

Cash Donation of \$4,350
 To be used for the Oxnard College Baseball Program
 Donated by: Various Donors through the Oxnard College Foundation

Donation of a Studio Background Set
 To be used by the Oxnard College Television Instruction Program
 Donated by: Greg Cabrera, TV Guide Cable Channel

Donation of a Samick Baby Grand Piano
 To be used by the Ventura College Music Department
 Donated by: Carlisle Cooper through the Ventura College Foundation

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

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 20. Consent Calendar: Business Services

Subject 20.04 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

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:

- Panasonic Copier
- 4 Laptops

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



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	20. Consent Calendar: Business Services
Subject	20.05 RATIFICATION OF CHANGE ORDER 2 FOR BID 428, MOORPARK COLLEGE PHYSICAL SCIENCE BUILDING HVAC RETROFIT: This item presents for ratification Change Order 2 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 ratify Change Order 2 for Bid 428, Moorpark College Physical Science Building HVAC Retrofit.

Public Content

Background/ Analysis

Change Order 2 includes changes for the addition of a fire damper, light, outlet, roofing and ducting. 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 the agenda item in order to avoid delays in the project.

Original Contract	\$532,000
Change Order 1	\$ 46,809
Revised Contract Balance	\$578,809
Change Order 2	\$ 7,657
Revised Contract Balance	\$586,466

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	Sue Johnson/Pam Eddinger		

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	20. Consent Calendar: Business Services
Subject	20.06 RATIFICATION OF CHANGE ORDER 1 FOR BID 440, MOORPARK COLLEGE VENDING AREA RECONSTRUCTION: This item presents for ratification Change Order 1 for Bid 440, Moorpark College Vending Area Reconstruction.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends that the Board of Trustees ratify Change Order 1 for Bid 440, Moorpark College Vending Area Reconstruction.

Public Content

Background/Analysis

Change Order 1 includes the additional work needed to correct areas revealed in the demolition portion of the project. The unforeseen areas in need of added work included concrete infill at new walls, extension of floor and ceiling areas to include insulation and T-bar, furring to ensure flush walls, installation of additional tiles, resurfacing of floor sink area to avoid trip hazard and relocation of the gas line to accommodate the new ceiling. The work on this change order was completed prior to presenting the agenda item in order to avoid delays in the project.

Original Contract	\$246,900
Change Order 1	\$ 14,782
Revised Contract Balance	\$261,682

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	Sue Johnson/Pam Eddinger		

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 20. Consent Calendar: Business Services

Subject 20.07 ACCEPTANCE OF COMPLETION OF BID 440, MOORPARK COLLEGE VENDING AREA RECONSTRUCTION: This item presents for approval the acceptance of completion of Bid 440, Moorpark College Vending Area Reconstruction.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends that the Board of Trustees approve the acceptance of completion of Bid 440, Moorpark College Vending Area Reconstruction.

Public Content

Background/ Analysis

This project, awarded to Ardalan Construction, was completed on time in the amount of \$261,682.

Fiscal Impact

Project was funded from Internal Capital Projects Funds

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

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 20. Consent Calendar: Business Services

Subject 20.08 APPROVAL OF BID 446, MOORPARK COLLEGE GYMNASIUM UV-3 HVAC EQUIPMENT REPLACEMENT: This item presents for approval award of Bid 446 Moorpark College Gymnasium UV-3 HVAC Equipment Replacement to the lowest responsible bidder, Bon Air Inc., in the amount of \$72,000.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends that the Board of Trustees approve the award of Bid 446 Moorpark College Gymnasium UV-3 HVAC Equipment Replacement to the lowest responsible bidder, Bon Air Inc., in the amount of \$72,000.

Public Content

Background/ Analysis

This unit is in need of replacement to ensure the continued necessary air circulation in the gymnasium of the college. This unit is one of three that work in conjunction for this purpose in providing cool and warm air as needed for proper building ventilation.

Three bids were submitted for this project. Recommendation of award is to the lowest responsible bidder, Bon Air Inc., in the amount of \$72,000. Results of the bids are displayed below.

Vendor	Bid Amount
Bon Air Inc.	\$72,000
Smith Electric	\$79,951
United Mechanical	\$91,500

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	Pam Eddinger/Sue Johnson		



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	20. Consent Calendar: Business Services
Subject	20.09 APPROVAL TO ENTER INTO A THREE-YEAR AGREEMENT WITH LYNDA.COM FOR ONLINE TRAINING SERVICES: This item requests approval to enter into a three-year agreement with Lynda.com for online training services for faculty and staff.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends that the Board of Trustees approve entering into a three-year agreement with Lynda.com for online training services for faculty and staff.

Public Content

Background/Analysis

Accreditation standard IIC requires that “the institution provides quality training in the effective application of its information technology”.

The District has used a variety of online training services over the past five years. The most comprehensive and effective service has been provided by Lynda.com. The quality of the online instruction is excellent, with timely releases for the latest technology. The proposed service will provide employees with unlimited access to over 1,500 courses and nearly 80,000 tutorials covering a wide variety of technology and disciplines, with new courses added weekly.

By entering into a three-year agreement, the district will save \$33,500 over the life of the three year agreement. The annual costs will be \$20,000 (year 1); \$28,000 (year 2); and \$31,000 (year 3), funded from unrestricted general funds. Renewing for only one year would cost \$37,500. The District has spent \$20,000 with Lynda.com in the past year for a service that has been discontinued. The new service has greater available content than the previous service, with access to additional materials such as instructors’ exercise files.

Other competing services have been reviewed by IT and instructional support staff. The competing services in most cases are more expensive, and all had lower quality content and fewer training options.

Lynda.com provides online computer skills training for consumers, businesses, and schools. The company is privately held, based in Carpinteria, CA. The company was originally founded in Ventura County.

Fiscal Impact

Total cost of \$79,000 over three years, funded from Unrestricted General Fund.

Staff Position Review	N/A	Primary	Advisory
President	X		

Academic Senate	X		
Legal Counsel	X		
Further Information	Sue Johnson		

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	20. Consent Calendar: Business Services
Subject	20.10 MONTHLY BUDGET TRANSFER SUMMARY & AMENDMENT: This item presents for ratification the monthly budget transfer summary and budget amendment for the months of July – September 2012.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends ratification of the monthly budget transfers as presented.

Public Content

Background/Analysis

It is the intent of the Board to have the budget as accurate as possible throughout the year. To accomplish this, budget transfers will be utilized when necessary.

Pursuant to Board Policy BP 6250, the budget transfer summary below illustrates the resources that have been redistributed within existing budgets to meet current obligations.

<u>Description</u>	<u>Location</u>	<u>Account</u>	<u>Amount</u>
To redistribute General Fund budget from Direct Exp/Other outgo accounts to Salary and Benefit accounts	Ventura	1xxx-3xxx 4xxx-7xxx	\$12,000 (\$12,000)
To redistribute Student Health Center budget from Salary and Benefits accounts to Direct Expenditure accounts	Ventura	1xxx-3xxx 4xxx-7xxx	(\$30,000) \$30,000
Increase revenue and expense budgets for Econ Dev	DWS	4xxx 5xxx 7xxx 8xxxx	2,016 4,800 5,024 16,864

Fiscal Impact

Net additional revenue \$5,024.

Staff Position Review	N/A	Primary	Advisory
President	X		

Academic Senate	X		
Legal Counsel	X		
Further Information	Robin Calote		

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	20. Consent Calendar: Business Services
Subject	20.11 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.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends that the Board of Trustees accept the quarterly financial status report (CCFS-311Q) for the General Fund-Unrestricted and authorize that the report be filed with the Chancellor’s Office of the California Community Colleges and the Ventura County Superintendent of Schools.

Public Content

Background/Analysis

Education Code Section 84040(c) (1) and Title 5, California Code of Regulations, Section 58310 require that each community college district report on the financial and budgetary condition of the district on a quarterly basis. The Board of Trustees is required to review the report at a regularly scheduled meeting and transmit copies to the Chancellor’s Office of the California Community Colleges and the appropriate county offices.

Analysis

The quarterly financial status report (CCFS-311Q) for the General Fund-Unrestricted (which includes the District’s General Fund-Unrestricted (111) and the General Fund-Unrestricted Designated (114)) for the period ending September 30, 2012 is displayed as Exhibit 20.11.01, and has been prepared in conformity with generally accepted accounting principles as set forth in the *California Community Colleges Budget and Accounting Manual* and includes general-purpose financial information.

Fiscal Impact

None

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

[20.11.01 311Q1 Exhibit.pdf \(60 KB\)](#)

District: (680) VENTURA		Quarter Ended: (Q1) Sep 30, 2012			
Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	138,857,921	141,505,429	129,784,315	123,016,792
A.2	Other Financing Sources (Object 8900)	322,317	204,405	47,113	538,131
A.3	Total Unrestricted Revenue (A.1 + A.2)	139,180,238	141,709,834	129,831,428	123,554,923
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	131,731,123	129,629,393	128,582,819	129,180,335
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,506,563	7,343,669	4,981,558	3,981,424
B.3	Total Unrestricted Expenditures (B.1 + B.2)	137,237,686	136,973,062	133,564,377	133,161,759
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,942,552	4,736,772	-3,732,949	-9,606,836
D.	Fund Balance, Beginning	23,823,578	25,766,130	30,502,902	26,769,953
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	23,823,578	25,766,130	30,502,902	26,769,953
E.	Fund Balance, Ending (C. + D.2)	25,766,130	30,502,902	26,769,953	17,163,117
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	18.8%	22.3%	20%	12.9%
II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	29,218	27,667	26,463	24,502
III. Total General Fund Cash Balance (Unrestricted and Restricted)					
		As of the specified quarter ended for each fiscal year			
		2009-10	2010-11	2011-12	2012-2013
H.1	Cash, excluding borrowed funds		7,169,882	32,115,972	21,092,948
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	20,464,573	7,169,882	32,115,972	21,092,948

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	131,004,952	123,016,792	16,058,797	12.3%
I.2	Other Financing Sources (Object 8900)	533,107	538,131	8,115	1.5%
I.3	Total Unrestricted Revenue (I.1 + I.2)	131,538,059	123,554,923	16,066,912	12.2%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	129,173,519	129,180,335	29,953,267	23.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,976,400	3,981,424	1,085,987	27.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	133,149,919	133,161,759	31,039,254	23.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,611,860	-9,606,836	-14,972,342	
L	Adjusted Fund Balance, Beginning	26,769,953	26,769,953	26,769,953	
L.1	Fund Balance, Ending (C. + L.2)	25,158,093	17,163,117	11,797,611	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	18.9%	12.9%		
V. Has the district settled any employee contracts during this quarter? NO					
VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?					NO
If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)					
VII. Does the district have significant fiscal problems that must be addressed? This year?					YES
					Next year?
					YES
If yes, what are the problems and what actions will be taken? (Enter explanation below, include					

additional pages if needed.) The instability of the State Budget. The District is planning a contingency budget.



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	20. Consent Calendar: Business Services
Subject	20.12 APPROVAL TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH INSTITUTE FOR EVIDENCE-BASED CHANGE: This item presents for approval a Memorandum of Understanding (MOU) between Ventura County Community College District (VCCCD) and Institute for Evidence-Based Change (IEBC) for the purpose of collecting, analyzing, and sharing student data to track performance and improve student success from elementary school through college.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends the Board of Trustees approve the MOU between Ventura County Community College District (VCCCD) and IEBC through the period August 31, 2017.

Public Content

Background/Analysis

IEBC is a non-profit organization established in 2010 by the founders of the California Partnership for Achieving Student Success (Cal-PASS). IEBC, through its "Transitions Data Initiative," is assisting education stakeholders, K-12 school systems, community colleges, universities, employers, child welfare systems, and others. in using data to improve student achievement. The Transitions Data Initiative collects, analyzes, and shares student data to track performance and improve success from elementary school through college. The Transitions Data Initiative coordinates the process of member educational institutions sharing academic performance data concerning students who have or who are attending their institutions by facilitating the transfer of data from the member educational institutions, ensuring the confidentiality of records and their consistency with the Family Education Rights and Privacy Act (FERPA) guidelines, and providing technical assistance to member educational institutions.

The Transitions Data Initiative is managed and implemented by IEBC in partnership with the Grossmont-Cuyamaca Community College District (GCCCCD). Data sharing in California education initiated by IEBC and GCCCCD has resulted in local instructional and curriculum improvements and increased student success throughout the state. The educational institutions who choose to participate want to evaluate and improve their respective educational programs through the analysis of academic performance data concerning students who have attended or who are now attending another member institution. It is necessary, therefore, for the educational institutions to share student data on a reciprocal basis for the purpose of evaluating and analyzing their respective educational programs. The Transitions Data Initiative also is designed to conduct certain studies intended for the improvement of instruction on behalf of its members. Education institutions will be notified of this data use, and third party organizations participating in such studies will agree to data use and confidentiality regulations.

The Transitions Data Initiative is not a public system. Data and resulting reports are for internal program improvement purposes only. Access is limited to consortium members who sign MOUs. Each participating organization agrees to provide data once a year that focus on student information such as courses, grades, and outcomes. To ensure confidentiality and consistency with FERPA guidelines, students' social security numbers are

encrypted.

Fiscal Impact

The MOU will be in effect until August 31, 2017. There is no charge for participating in the IEBC Transitions Data Initiative, and participating does not preclude continued participation in the Cal-PASS initiative operated by San Joaquin Delta College and EdResults.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Jamillah Moore, Sue Johnson, Pam Eddinger, Richard Duran, Robin Calote, Clare Geisen		

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 21. Consent Calendar: Human Resources

Subject 21.01 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ESTABLISHMENT OF A POSITION: This item presents for approval the establishment of an Office Assistant position.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends the Board of Trustees approve the establishment of the following position:

Public Content

It is recommended that the following position be established:

Establish	Classification	Location	Position Number	FTE	Effective
	Office Assistant	DAC	WCU056	12 months/40%	11/14/12
Background/Analysis	The Economic Development Division requests the establishment of a part-time Office Assistant position to provide additional clerical support for the unit.				
Fiscal Impact	Salary of \$15,400, Benefits of \$4,000; Economic Development Funds				

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Jamillah Moore, Patricia Parham		

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	21. Consent Calendar: Human Resources
Subject	21.02 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF SEPARATION FROM EMPLOYMENT: This item presents for approval the separation of employment for an employee.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends the Board of Trustees approve the separation of employment of the individual listed below.

Public Content

Issue: This item presents for approval the separation of the following employee:					
Employee No.	Location	Classification	Position	FTE	Effective Date
900325829	Oxnard	Job Developer-Disabled Students	XCU336	12 months/100%	11/14/12
Background/Analysis	This employee is being released during the employee's probationary period.				
Fiscal Impact	N/A				

Staff Position Review	N/A	Primary	Advisory
President		X	
Academic Senate	X		
Legal Counsel	X		
Further Information	Jamillah Moore, Patricia Parham, Richard Durán		

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 22. Consent Calendar: Capital Planning & Facilities

Subject 22.01 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

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 and recommended for approval.

Attached #	Project # Exhibit B #	Change Order	Contractor	College/Project	Total Amount	Reason
23.01.01	29124 26	29	GRD Construction	OC - LRC Renovation/New Construction	\$12,474.00	See attached
23.01.02	39117 43	25	Viola Construction	VC- Theatre "G" Building	\$5,300.00	See attached
23.01.03	39302 60	01	Toro Enterprises	VC- Piped Utilities Upgrades	\$1,452.00	See attached
23.01.04	39110 47	01	Clauss Construction	VC- Applied Science Bldg.	\$23,713.00	See attached
23.01.05	29120 26	01	Standard Industries	VC-Police and Cafeteria Demolition	\$17,877.00	See attached

Staff Position Review	N/A	Primary	Advisory
President	X		

Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

[22.01.01_GRD.pdf \(38 KB\)](#)

[22.01.02_Viola.pdf \(57 KB\)](#)

[22.01.03_ToroEnterprises.pdf \(29 KB\)](#)

[22.01.04_Clauss.pdf \(31 KB\)](#)

[22.01.05_StandardIndustries.pdf \(30 KB\)](#)

Administrative Content

**Ventura County Community College District
Oxnard College
Learning Resource Center Renovation/ New Construction
VCCCD Project #29124 / Exhibit B Ref. #26**

CHANGE ORDER #29 CONTINGENCY REPORT

[GRD Construction]

Nov. 13, 2012

Original Construction Contract		\$ 11,920,000.00
Previously Approved Change Orders	\$ 698,699.35	
Change Order #29	\$ <u>12,474.00</u>	
Total Increase to Construction Contract		\$ <u>711,173.35</u>
Revised Construction Contract Amount		\$ <u>12,631,173.35</u>

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		\$ 75,683.60
08/31/12 Transfer from Project Contingencies		\$ 6,000.00
09/30/12 Transfer from Project Contingencies		\$ <u>50,000.00</u>
Revised Construction Contingency		\$ 799,346.60

Approved Change Orders to Date	< \$ 698,699.35>
GRD Const. Change Order #29	<\$ 12,474.00>
Santa Barbara Plumbing Contingency	<\$ <u>50,000.00</u> >

Total Change Orders to this Project to Date	<\$ 761,173.35>
Construction Contingency Balance	\$ <u>38,173.25</u>

Project Complete: 98% as of July 2012
 Project Budget: \$22,229,000.00
 Contingency utilized to-date: 95%

CHANGE ORDER #29 EXPLANATION REPORT

1. After DSA reviewed the fire sprinkler design calculations, they required the 4" fire line to be reduced to a 3" fire line. This cost is for replacement of that fire line.
(COR #172R1) \$10,384.00
2. After DSA review, Axis Fire Protection was required to recalculate and redesign the fire sprinkler system.
(COR #182) \$ 2,090.00

TOTAL CHANGE ORDER #29: \$12,474.00

Ventura County Community College District
Ventura College – G Building Renovation
VCCCD Project #39117 / Exhibit B Ref. #43

CHANGE ORDER #25 CONTINGENCY REPORT

[Viola Constructors]

Nov. 13, 2012

Original Construction Contract	\$ 9,989,000.00
Previously Approved Change Orders thru #24	\$ 576,985.00
Change Order #25	<u>\$ 5,300.00</u>
Total Increase to Construction Contract	<u>\$ 582,285.00</u>
Revised Construction Contract Amount	<u>\$ 10,571,285.00</u>

Original Construction Contingency	\$ 998,900.00
Increase/ <decrease> Construction Contingency	<\$ 458,729.00>
07/2012 Transfer from Project Contingency	\$ 30,000.00
08/2012 Transfer from Project Contingency	\$ 10,000.00
09/2012 Transfer from Project Contingency	<u>\$ 3,000.00</u>
Revised Construction Contingency	\$ 583,171.00

Approved Change Orders to Date: #1-24 < \$ 576,985.00 >

Viola CO #25 < \$ 5,300.00 >

Total Change Orders to this Project to Date <\$ 582,285.00>

Construction Contingency Balance \$ 886.00

Project Complete: 100% as of Aug. 31, 2012

Project Budget: \$16,381,995.00 <\$165,943.00> funding for Re-roofing project at Bldg 'G'

Contingency utilized to-date: 99%

CHANGE ORDER #25 EXPLANATION REPORT

- The orchestra pit lift motor was old and needed to be replaced. The Contractor also replaced a gate valve that was leaking.
(COR # 259) \$ 5,300

Total Change Order #25: \$ 5,300.00

Ventura County Community College District
Ventura College – Piped Utilities Upgrades--Bioswale
VCCCD Project #39302 / Exhibit B Ref. #60

CHANGE ORDER #1 CONTINGENCY REPORT

[Toro Enterprises, Inc.]

Nov. 13, 2012

Original Construction Contract		\$ 213,357.00
Previously Approved Change Orders	\$ 0.00	
Change Order #1	<u>\$ 7,634.00</u>	
Total Increase to Construction Contract		<u>\$ 7,634.00</u>
Revised Construction Contract Amount		<u>\$ 220,991.00</u>

Original Construction Contingency		\$ 50,000.00
Approved Change Orders to Date: #	< \$ 0.00 >	
Toro CO #1	<u><\$ 7,634.00></u>	
Total Change Orders to this Project to Date		<u><\$ 7,634.00></u>
Construction Contingency Balance		<u>\$ 42,366.00</u>
Project Complete: 39% as of Sept. 30, 2012		
Project Budget: \$450,000.00		
Contingency utilized to-date: 15%		

CHANGE ORDER #1 EXPLANATION REPORT

1. The spoils from the excavation were moved to the borrow site at the new Applied Science Center and compacted to the requirements of the soils engineer.
(COR # 1) \$ 4,942
 2. An old steel drainage pipe was discovered in the new excavation site and was removed.
(COR # 2) \$ 1,674
 3. The existing catch basin at the west end of the site did not have a proper lid. To keep the site safe, the Contractor installed a new cover.
(COR # 3) \$ 1,018
- Total Change Order #1: \$ 7,634.00

Ventura County Community College District
Ventura College – Applied Science
VCCCD Project #39110 / Exhibit B Ref. #47

CHANGE ORDER #1 CONTINGENCY REPORT

[Claus Construction]

Nov. 13, 2012

Original Construction Contract		\$ 639,000.00
Previously Approved Change Orders	\$ 0.00	
Change Order #1	(<u>\$ 19,002.00</u>)	
Total Increase to Construction Contract		<u>(\$ 19,002.00)</u>
Revised Construction Contract Amount		<u>\$ 619,998.00</u>
<hr/>		
Original Construction Contingency		\$ 50,000.00
10/2012 Increase Construction Contingency <i>(Change in scope of work, Item 5, Explanation Section)</i>		<u>\$ 42,715.00</u>
		\$ 92,715.00
Approved Change Orders to Date	< \$ 0.00 >	
Claus CO #1	< <u>\$ 23,713.00</u> >	
Total Change Orders to this Project to Date		<u><\$ 23,713.00></u>
Construction Contingency Balance		<u>\$ 69,002.00</u>
Project Complete: 100% as of Sept. 30, 2012		
Project Budget: \$750,000.00 demo/ re-locate utilities portion		
Contingency utilized to-date: 26%		

CHANGE ORDER #1 EXPLANATION REPORT

1. During demolition of the UV building, transite pipe was discovered under the footings. The hazardous material was removed and disposed of using the proper procedures.
(COR # 1) \$ 10,943
2. During the removal of an existing catch basin, a large void was discovered under the fire access road. This void was filled with concrete slurry.
(COR # 2) \$ 1,957

3. During the removal of the J and K buildings, more transite pipe was discovered. This pipe was removed and disposed of using the proper procedures.
(COR # 3) \$ 6,250

4. The conduit for the street lights south of the site was shown on the drawings as being outside the construction area. The conduit was found inside the over-ex zone of the new building and therefore had to be rerouted.
(COR # 4) \$ 4,563

5. The conduit duct bank was found to be just outside the over-ex area of the new building and did not have to be rerouted. The campus elected to not have the new fiber optic media installed at this time. Credit is for this scope of work.
(COR # 5) (\$42,715)

Total Change Order #1: (\$19,002.00)

**Ventura County Community College District
Oxnard College
Student Services Center Project—CSSCII-Secondary Effects
Police and Cafeteria Demolition
VCCCD Project #29120 / Exhibit B Ref. #26**

CHANGE ORDER #1 CONTINGENCY REPORT

[Standard Industries]
November 13, 2012

Original Construction Contract		\$215,500.00
Previously Approved Change Orders	\$ 0.00	
Change Order #1	\$ <u>17,877.00</u>	
Total Increase to Construction Contract		<u>\$ 17,877.00</u>
Revised Construction Contract Amount		<u>\$233,377.00</u>
<hr/>		
Original Construction Contingency		\$ 50,000.00
Increase/ <decrease> Construction Contingency		<u><\$ 0.00></u>
Revised Construction Contingency		\$ 50,000.00
Approved Change Orders to Date	< \$ 0.00 >	
Standard Industries Change Order #1	<u><\$ 17,877.00></u>	
Total Change Orders to this Project to Date		<u><\$ 17,877.00></u>
Construction Contingency Balance		<u>\$ 32,123.00</u>
Project Complete: 42% as of October 2012		
Project Budget: \$500,000.00		
Contingency utilized to-date: 36%		

CHANGE ORDER #1 EXPLANATION REPORT

1. Owner requested the removal of two existing trees and trimming of eight other trees on the site.
(COR #1) \$ 7,800.00

2. Gate shut-off valve needed to be installed on the existing site to complete the landscape portion of the work.
(COR #2) \$ 825.00

3. Owner requested a section of the project site to be graded to receive mulch.
(COR #3) \$4,958.00

4. Power for the irrigation controller was located at the Cafeteria building, which is scheduled to be demolished. To reestablish the power, it needed to be relocated to the OE building.
(COR #4) \$1,731.00

5. The power for a second irrigation controller was located at the Police building, which is scheduled to be demolished, and needed to be relocated to the site box controller.
(COR #5) \$2,563.00

Total Change Order #1: \$17,877.00



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 22. Consent Calendar: Capital Planning & Facilities

Subject 22.02 APPROVAL OF CONTRACT WITH SUNBELT CONTROLS TO REPLACE VARIABLE FREQUENCY DRIVES IN THE S BUILDING (WAM BUILDING) AT VENTURA COLLEGE, PROJECT #39082. This item presents for approval a contract with Sunbelt Controls in the amount of \$27,875 to install new Variable Frequency Drives in the S Building (now the WAM Building) at Ventura College, Project #39082.

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 Sunbelt Controls in the amount of \$27,875 for new Variable Frequency Drives in the S Building (WAM building) at Ventura College, Project #39082.

Public Content

Background and Analysis

Bids for the Variable Frequency Drives were opened on September 27, 2012, and Sunbelt Controls is the lowest and most responsible bidder.

Exhibit B reference #47: Construct and upgrade science classrooms and labs

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 22. Consent Calendar: Capital Planning & Facilities

Subject 22.03 AUTHORIZATION FOR USE OF MEASURE S INTEREST REVENUE TO SUPPLEMENT MEASURE 'S' BOND BUDGET AT REGIONAL FIRE, SHERIFF AND POLICE EDUCATION AND TRAINING ACADEMY PROJECT #89106. This item requests authorization to use \$64,680.04 of Measure 'S' Bond allocable Interest Revenue for the Regional Fire, Sheriff and Police Education and Training Academy at Oxnard 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 budget transfers at Moorpark College between the Measure S projects described below.

Public Content

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 Moorpark College:

Project	Beginning Budget	Transfers	Ending Budget
89301 Allocated Bond Interest	\$ 164,680.04	<\$64,680.04>	\$ 100,000.00
89106 Fire/ Sheriff's Academy	\$ 26,105,124.00	\$64,680.04	\$ 26,169,804.04

Exhibit B Reference # 1: Regional Fire, Sheriff and Police Education and Training Academy

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 22. Consent Calendar: Capital Planning & Facilities

Subject 22.04 APPROVAL OF MEASURE S BUDGET TRANSFERS AND REVENUE INTEREST SUPPLEMENT AT MOORPARK COLLEGE FOR PARKING PROJECT STRUCTURE, PROJECT #19125. This item presents for approval budget transfers between the Measure S funded projects at Moorpark College described below.

Access Public

Type Action (Consent)

Fiscal Impact No

Budgeted Yes

Budget Source Funding provided through Measure S Bond funds.

Recommended Action The Chancellor recommends that the Board of Trustees approve the budget transfers at Moorpark College between the Measure S projects described above.

Public Content

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 Moorpark College:

<u>Project</u>	<u>Beginning Budget</u>	<u>Transfers</u>	<u>Ending Budget</u>
19300 Allocated Bond Interest	\$ 842,333.69	<\$611,220.00>	\$ 231,113.69
19123 PE Facilities Renovation	\$ 3,680,000.00	<\$2,320,000.00>	\$ 1,360,000.00
19125 Parking Structure	\$13,459,192.00	\$2,931,220.00	\$16,390,412.00

Exhibit B Reference # 19: Parking Structure
 Exhibit B Reference # 16: PE Facilities Renovation

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 22. Consent Calendar: Capital Planning & Facilities

Subject 22.05 APPROVAL OF SUBCONTRACTOR SUBSTITUTION FOR PROJECT #19125: PARKING STRUCTURE AT MOORPARK COLLEGE. This item presents for approval the substitution of Rodriquez Brothers Engineering, Inc. as the listed subcontractor for Site Utilities on Project #19125 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 funds.

Recommended Action The Chancellor recommends that the Board of Trustees approve the substitution of subcontractor, Rodriquez Brothers Engineering, Inc. with Burns Pacific construction, Inc. for the Site Utilities portion of the work on Project #19125 Parking Structure project at Moorpark College.

Public Content

Background and Analysis

ARB Structures, Inc. has requested that Rodriquez Brothers Engineering, Inc., the listed Site Utilities subcontractor, be replaced by Burns Pacific Construction, Inc. as the listed subcontractor due to Rodriquez Brothers Engineering Inc’s refusal to comply with Article 6.10 of General Conditions Section 00700.

Based upon ARB Structures, Inc.’s request for substitution, the District issued a letter to Rodriquez Brothers Engineer, Inc, advising them of the request by ARB Structures, Inc. to substitute them as the listed Site utilities subcontractor per Public Contract Code 4107.

Exhibit B #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



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees

Category 22. Consent Calendar: Capital Planning & Facilities

Subject 22.06 APPROVAL OF PROPOSAL TO PROVIDE MATERIAL TESTING AND SPECIAL INSPECTIONS TO: CONSTRUCTION TESTING & ENGINEERING, INC. FOR PROJECT #19125, PARKING STRUCTURE AT MOORPARK COLLEGE. This item presents for approval the award of a contract to Construction Testing & Engineering, Inc., in the amount of \$175,975 for the most qualified proposal received for Material Testing and Inspection for Project #19125 parking Structure 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 the issuance of a contract to Construction Testing & Engineering, Inc., in the amount of \$175,975 for material sampling, testing and special inspection services for the construction the new parking Structure at Moorpark College.

Public Content

Background and Analysis

Proposals were received for material sampling, testing and special inspections services, from laboratories which are DSA approved, for the onsite and offsite sampling of materials & laboratory testing required by the testing and Inspection section of the design documents as required by the Division of State Architects. Proposal from Construction Testing & Engineering, Inc. in the amount of \$175,975.00 has been evaluated as the lowest and most responsive proposal.

Exhibit B #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



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	23. Consent Calendar: Student Learning
Subject	23.01 OXNARD COLLEGE REVISED COURSE APPROVAL: This item presents for approval a revised course at Oxnard College.
Access	Public
Type	Action (Consent)
Preferred Date	Nov 13, 2012
Absolute Date	Nov 13, 2012
Fiscal Impact	No
Budgeted	No
Recommended Action	The Chancellor recommends that the Board of Trustees approve a revised course at Oxnard College.

Public Content

Background

The revised course has been approved by the Oxnard College Curriculum Committee and reviewed by the District Technical Review Workgroup-Instruction. The program meets the standards and requirements established by Title 5, the campus Curriculum Committee, and the District Technical Review Workgroup-Instruction.

OXNARD COLLEGE: Revised Course

Course I.D.: CAOT R001 A	Keyboarding (Alpha Numeric)+	1.5 4
<p>This course is for the beginning student. This course provides instruction and development of fundamental skills in the operation of the keyboard including on letter, number, symbol, and special keys, and the numeric keypad. develops fundamental skills in the operation of the keyboard. May be taken two times for credit. Pass/No Pass at Student's Option.</p>		

Staff Position Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor			X	Reviewed and Recommended
President			X	Reviewed and Recommended
Executive Vice President			X	Reviewed and Recommended
Dean			X	Reviewed and Recommended

Academic Senate President		X		Reviewed and Recommended
Legal Counsel	X			
Further Information	Jamillah Moore, Erika Endrijonas			

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	23. Consent Calendar: Student Learning
Subject	23.02 VENTURA COLLEGE NEW COURSE APPROVAL: This item presents for approval a new course at Ventura College.
Access	Public
Type	Action (Consent)
Preferred Date	Nov 14, 2012
Absolute Date	Nov 14, 2012
Fiscal Impact	No
Budgeted	No
Budget Source	N/A
Recommended Action	The new course has been approved by the College Curriculum Committee and reviewed by the District Technical Workgroup. The new course meets the standards and requirements established by Title 5, the campus Curriculum Committee, and has been reviewed by the District Technical Review Workgroup. The Chancellor endorses the recommendation of the faculty and college administration.

Public Content

COURSE I.D: Math V13A	Intermediate Algebra: First Half	Units: 3.0
Hours: 3 lecture weekly		
Prerequisite:	MATHV01 with grade of C or better or MATH V01E with grade of CR or P or MATH V11B with grade of C or better; or 1 year of high school beginning algebra (Algebra I) with grade of C or better; or placement as measured by the college assessment process	
Description:	This course is the first half of Intermediate Algebra. Completion of both MATH V13A and MATH 13B is equivalent to MATH V03. This course covers equations and inequalities, systems of equations using matrices, exponents and radicals, and complex numbers. Students receiving credit in MATH V13A will not receive credit in MATH V03-A-V03C.	

Staff Position Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor			X	Endorses
President			X	Reviewed and recommend

Executive Vice President			X	Reviewed and recommend
Dean			X	Reviewed and recommend
Academic Senate President		X		Reviewed and recommend
Legal Counsel	X			

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	23. Consent Calendar: Student Learning
Subject	23.03 VENTURA COLLEGE NEW COURSE APPROVAL: This item presents for approval a new course at Ventura College.
Access	Public
Type	Action (Consent)
Preferred Date	Nov 14, 2012
Absolute Date	Nov 14, 2012
Fiscal Impact	No
Budgeted	No
Budget Source	N/A
Recommended Action	The new course has been approved by the College Curriculum Committee and reviewed by the District Technical Workgroup. The new course meets the standards and requirements established by Title 5, the campus Curriculum Committee, and has been reviewed by the District Technical Review Workgroup. The Chancellor endorses the recommendation of the faculty and college administration.

Public Content

COURSE I.D: Math V13B	Intermediate Algebra: Second Half	Units: 3.0
Hours: 3 lecture weekly		
Prerequisite:	MATHV03C with grade of CR or P or MATH V13A with grade of C or better.	
Description:	This course is the second half of Intermediate Algebra. Completion of both MATH V13A and MATH V13B is equivalent to MATH V03. This course covers functions and graphs, quadratic equations, conic sections, and exponential and logarithmic functions. Students receiving credit in MATH V13B will not receive credit in MATH V03-D-V03-E	

Staff Position Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor			X	Endorses
President			X	Reviewed and recommend
Executive Vice President			X	Reviewed and recommend
Dean			X	Reviewed and recommend
Academic Senate President		X		Reviewed and recommend
Legal Counsel	X			

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	23. Consent Calendar: Student Learning
Subject	23.04 VENTURA COLLEGE REVISED COURSE APPROVAL: This item presents for approval a revised course at Ventura College.
Access	Public
Type	Action (Consent)
Preferred Date	Nov 14, 2012
Absolute Date	Nov 14, 2012
Fiscal Impact	No
Budgeted	No
Budget Source	N/A
Recommended Action	The revised course has been approved by the College Curriculum Committee and reviewed by the District Technical Workgroup. The new course meets the standards and requirements established by Title 5, the campus Curriculum Committee, and has been reviewed by the District Technical Review Workgroup. The Chancellor endorses the recommendation of the faculty and college administration.

Public Content

COURSE I.D.: AES V40B	United States History: Focus on African Americans II	Units: 3.0
Hours: 3 lecture weekly		
Description:	<p>This course will explore the history of the United States from the Civil War and Reconstruction to the present. <i>It will begin</i> with emphasis on the role of African Americans. Beginning with Reconstruction at the end of the Civil War to the presidential plans for Reconstruction, futile opposition of southern Democrats to radical Republican reconstruction plans and the plight of the newly freed slaves is to be analyzed. Analyses of amendments, and other American history topics such as <i>the struggles the nation faced to reconstruct the Union and to accommodate the newly freed African Americans as citizens of the nation, and trace the parallel struggles of the nation itself and those African American citizens to become one united nation.</i> <i>The course will also analyze Constitutional amendments,</i> industrialization, Jim Crow laws, <i>the Populist party Party, the Spanish American war War,</i> and all other <i>subsequent</i> American wars will be discussed in relation to African Americans and their</p>	

involvement and contributions. Special emphasis will be placed upon contributions. *It will analyze the significant political, cultural, and economic changes in the post World War II era, including the Civil Rights movement and various attempts to address issues of poverty and incomplete citizenship for African Americans and other minorities. The course will emphasize the roles, involvement, and contributions of African Americans, as well as relevant institutions, trends, concepts, movements, and problems relevant to the country in general and to African Americans in particular.* A balanced focus will be placed on social, political, economic, and intellectual considerations.

Field trips may be required. Formerly AES 40B. Same as HIST V03B. Transfer credit: CSU; UC; credit limitations – see counselor.

Staff Position Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor			X	Endorses
President			X	Reviewed and recommend
Executive Vice President			X	Reviewed and recommend
Dean			X	Reviewed and recommend
Academic Senate President		X		Reviewed and recommend
Legal Counsel	X			

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	23. Consent Calendar: Student Learning
Subject	23.05 VENTURA COLLEGE REVISED COURSE APPROVAL: This item presents for approval a revised course at Ventura College.
Access	Public
Type	Action (Consent)
Preferred Date	Nov 14, 2012
Absolute Date	Nov 14, 2012
Fiscal Impact	No
Budgeted	No
Budget Source	N/A
Recommended Action	The revised course has been approved by the College Curriculum Committee and reviewed by the District Technical Workgroup. The new course meets the standards and requirements established by Title 5, the campus Curriculum Committee, and has been reviewed by the District Technical Review Workgroup. The Chancellor endorses the recommendation of the faculty and college administration.

Public Content

COURSE I.D. HIST V03B	United States History: Focus on African Americans II	Units: 3.0
Hours: 3 lecture weekly		
Description:	<p>This course will explore the history of the United States from the Civil War and Reconstruction to the present. It will begin with emphasis on the role of African Americans. Beginning with Reconstruction at the end of the Civil War to the presidential plans for Reconstruction, futile opposition of southern Democrats to radical Republican reconstruction plans and the plight of the newly freed slaves is to be analyzed. Analyses of amendments, and other American history topics such as the struggles the nation faced to reconstruct the Union and to accommodate the newly freed African Americans as citizens of the nation, and trace the parallel struggles of the nation itself and those African American citizens to become one united nation. The course will also analyze Constitutional amendments, industrialization, Jim Crow laws, the Populist party Party, the Spanish American war War, and all other subsequent American wars will be discussed in relation to African Americans and their involvement and contributions. Special emphasis will be</p>	

placed upon contributions. *It will analyze the significant political, cultural, and economic changes in the post World War II era, including the Civil Rights movement and various attempts to address issues of poverty and incomplete citizenship for African Americans and other minorities. The course will emphasize the roles, involvement, and contributions of African Americans, as well as relevant institutions, trends, concepts, movements, and problems relevant to the country in general and to African Americans in particular. A balanced focus will be placed on social, political, economic, and intellectual considerations.*

Field trips may be required. Formerly Hist 3B. Same as AES V40B. Transfer credit: CSU; UC; credit limitations – see counselor.

Staff Position Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor			X	Endorses
President			X	Reviewed and recommend
Executive Vice President			X	Reviewed and recommend
Dean			X	Reviewed and recommend
Academic Senate President		X		Reviewed and recommend
Legal Counsel	X			

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	23. Consent Calendar: Student Learning
Subject	23.06 VENTURA COLLEGE REVISED COURSE APPROVAL: This item presents for approval a revised course at Ventura College.
Access	Public
Type	Action (Consent)
Preferred Date	Nov 14, 2012
Absolute Date	Nov 14, 2012
Fiscal Impact	No
Budgeted	No
Budget Source	N/A
Recommended Action	The revised course has been approved by the College Curriculum Committee and reviewed by the District Technical Workgroup. The new course meets the standards and requirements established by Title 5, the campus Curriculum Committee, and has been reviewed by the District Technical Review Workgroup. The Chancellor endorses the recommendation of the faculty and college administration.

Public Content

Course I.D.: V21B	Calculus with Analytic Geometry II	Units: 3.0
Hours: 5 lecture weekly		
<p>Topics covered in this course will include: review of differentiation and integration of logarithmic and exponential functions; infinite series; techniques of integration; and, polar and parametric representations and improper integrals. There will be applications to conic sections <i>This course continues the coverage of the elements of calculus that was begun in MATH V21A. It includes applications and techniques of integration (including improper integrals), parametric and polar representations of plane curves, sequences and series, and an introduction to vectors. The course will also introduce applications to conic sections, and a variety of topics from other disciplines.</i></p>		
Formerly Math 21B. Transfer credit: CSU; UC: credit limitations – see counselor.		
C-ID: Math 900S [MATH V21A + MATH V21B].		

Staff Position	Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor				X	Endorses
President				X	Reviewed and recommend

Executive Vice President			X	Reviewed and recommend
Dean			X	Reviewed and recommend
Academic Senate President		X		Reviewed and recommend
Legal Counsel	X			

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees
Category 24. Informational Items
Subject 24.01 There are no items.
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	25. Reports
Subject	25.01 Academic Senates
Access	Public
Type	Report

Public Content

- Moorpark College
- Oxnard College
- Ventura College

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	25. Reports
Subject	25.02 Trustees
Access	Public
Type	Report

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	25. Reports
Subject	25.03 Legislative Update
Access	Public
Type	Report

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 13, 2012 - Board of Trustees
Category	25. Reports
Subject	25.04 Chancellor
Access	Public
Type	Report

Public Content

Administrative Content



Agenda Item Details

Meeting Nov 13, 2012 - Board of Trustees
Category 26. Adjournment
Subject 26.01 Chair will adjourn the meeting.
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Nov 02, 2012 - Chancellor's Consultation Council

Category 4. Other Items

Subject 4.01 Master Plan. Agendized by Dr. Calote during the September 28, 2012 Consultation Council Meeting.

Access Public

Type

Public Content

Administrative Content



Agenda Item Details

Meeting Nov 02, 2012 - Chancellor's Consultation Council
Category 4. Other Items
Subject 4.02 Future Agenda Items
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting	Nov 02, 2012 - Chancellor's Consultation Council
Category	4. Other Items
Subject	4.03 Future Meetings
Access	Public
Type	Information

Public Content

Future Meetings

November 30 Agenda Review

Administrative Content



Agenda Item Details

Meeting	Nov 02, 2012 - Chancellor's Consultation Council
Category	5. Adjourn Meeting
Subject	5.01 Adjourn meeting
Access	Public
Type	Information

Public Content

Administrative Content
