

Ventura County Community College District
Consultation Council Notes
February 22, 2012
8:30 a.m.

Present: Robin Calote, Richard Duran, Pam Eddinger, Clare Geisen, Sue Johnson, Patricia Parham, Riley Dwyer, Peter Sezzi, Peder Nielsen, Connie Owens, Maureen Rauchfuss, Karen Bulger, and Steve Hall
Chair: James Meznik
Recorder: Patti Blair

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Opening of Meeting	<p>Chancellor Meznik opened the meeting and discussed the importance of Consultation Council within the District governance structure. Dr. Meznik distributed comments regarding accreditation made by Dr. Steve Hall at the Board of Trustees February 22, 2012 meeting. Dr. Meznik concurred with the statement and hoped that it would guide the work of the consultation council as the District addresses the remaining accreditation recommendations. The Chancellor further noted Dr. Hall's comments aligned with those made by Chair Blum during the February 22, 2012 Board meeting.</p> <p>Mr. Sezzi requested that activities pertaining to accreditation be iterative so that it can be shared with District senates as work is completed. The Chancellor agreed and other adjustments in communication will be necessary.</p>	N/A	N/A	James Meznik
Review of Consultation Council Consultation Council Charge	<p>Consultation Council reviewed pages 17-18 of the <i>Participatory Governance Handbook</i>. An extended discussion took place relative to the groups' charge. It was agreed that the following activities should remain charges of Consultation Council, with some changes as noted:</p> <ul style="list-style-type: none"> • Discuss and assist in the documenting the compliance of Districtwide accreditation standards. • Review the Board agenda prior to action by the Trustees. • Serve as the District-wide strategic planning body of the District. • Identify appropriate Board policies and procedures to develop and evaluate to move forward to the Board Policy Committee. • Recommend appropriate participatory governance structures for the District; and monitor and assess effectiveness of the implementation of said governance structures. 	Further review.	3/2/12	James Meznik
Role of Consultation Council Members	Chancellor suggested Consultation Council review and make suggestions at the next meeting regarding the adequacy of the membership. President Duran asked for clarification about the union's role in Consultation			

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	<p>Council. Dr. Meznek responded that the Council recommends to the District Chief Executive Officer (“Chancellor’s” Consultation Council). In some case, the council engages in participatory governance issues and in others, the membership participates in general consultation. Chancellor Meznek and Ms. Parham believe that union participation is contained within the existing contract; however, Dr. Hall was unsure of the accuracy of the information. Clarification will be provided at the March 2, 2012 Consultation Council meeting.</p>			
Review of Consultation Council Notes	<p>The Consultation Council Notes from February 3, 2012 were reviewed and no changes were made.</p>	<p>N/A</p>	<p>N/A</p>	<p>James Meznek</p>
Accreditation Findings	<p>Dr. Meznek distributed the ACCJC letter outlining Commission concerns and discussed the process in addressing Commission concerns.</p>	<p>N/A</p>	<p>N/A</p>	<p>James Meznek</p>
District Recommendation 1: Delineation of Functions Mapping	<p>Chancellor Meznek stated that the Delineation of Functions Mapping was the most urgent work for Consultation Council. This mapping should be completed as soon as possible. The Delineation of Functions document must align with a new, clearly written <i>Participatory Governance Handbook</i>. Some functions necessary for accreditation present dilemmas for the District, such as planning and research, which are unstaffed. DCSL and DTRW should also be reviewed in Consultation Council. A governance process chart will be provided to Consultation Council members for review prior to our next meeting.</p> <p>Items 4.03 through 4.07 were not discussed in detail. Chancellor requested Consultation Council review these recommendations and provide comment and timelines during the March 2, 2012 meeting.</p>			
District Recommendation 2: Policies and Procedures Review	<p>Recommendation will be reviewed and returned for suggestions during the March 2, 2012 Consultation Council meeting.</p>		<p>3/2/12</p>	
District Recommendation 3: Strategic Planning Outcomes Assessment and Analysis	<p>Dr. Eddinger will send a link to Consultation Council regarding strategic planning activities. Comments and recommendations will be discussed during the March 2, 2012 Consultation Council meeting.</p>		<p>3/2/12</p>	

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District Recommendation 4: Formal Communication	Consultation Council discussed interpretation of the recommendation, possible employee assessments. Dr. Meznek indicated a need to conduct an employee survey prior to October 2012.		3/2/12	
District Recommendation 5: Board Self-Assessment	Membership agreed that the Board is completing its self-assessment but will need to focus on measurable performance improvement outcomes. There was a constituent understanding that the existing tool was inadequate for its purpose.		3/2/12	
District Recommendation 6: Equitable and Consistent Decision-Making	Consultation Council will bring comments and recommendations March 2, 2012.		3/2/12	
District Recommendation 7: Board Professional Development	The recommendation relates to Board performance. Trustees will address this recommendation during their Special Board Meeting on February 22, 2012.		Rescheduled to March 2, 2012 meeting.	
February 22, 2012 Special Board Meeting Agenda Review	Reviewed and discussed Board of Trustees February 22, 2012 Special Board Meeting. Dr. Meznek discussed the Special Board Meeting and Trustees work to address Commission concerns. Mr. John Didion will facilitate the meeting. Academic Senates will discuss the senates' role under "Accreditation Process."	N/A	N/A	James Meznek
Future Meetings	Future Meetings March 2 Agenda Review March 9 <i>Governance Review</i> March 30 Agenda Review April 6 <i>Governance Review</i> April 27 Agenda Review May 4 <i>Governance Review</i> June 8 Agenda Review June 15 Agenda Review June 22 <i>Governance Review</i> June 29 Agenda Review July 13 <i>Governance Review</i> August 3 Agenda Review			

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	August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			
Adjourn Meeting	Dr. Meznec adjourned the meeting at 12:15 p.m.			