Welcome to the 2012-2013 academic year. As this is my first semester as Chancellor of the Ventura County Community College District, allow me to open by sharing my excitement about beginning my tenure. As a product of the community college system, I have always sought to advance the opportunities of the students we serve. I have been where they are, and I have seen what they see. I understand the challenges they face simply trying to be students while balancing the rest of their busy and committed lives. The best part of my job is knowing that what I do every day has an impact on our students. Even though they might not directly recognize the work that we do, knowing that we serve them is what makes our jobs worth doing.

With that in mind, I would like to share with you my activities during the month of August by highlighting some of the projects I have been addressing and the meetings I have been having around the District. On August 15, I attended Flex Day openings at all three campuses. I met with staff and extended my appreciation for their extraordinary work and made a special, lighthearted presentation (delivery of donuts) to the AFT representatives in support of contract negotiations. I am looking forward to visiting the Ventura College Santa Paula site, as well as my continuous announced and impromptu visits to the campuses.

The October 15 deadline for College and District Accreditation Follow-Up Reports is right in front of us. We need to respond thoroughly to the Commission’s District Recommendations and Commission Special Concern. The Commission has made it very clear to us that the District report must be comprehensive and show clear and concise evidence addressing all recommendations, along with any areas of concern identified from ALL previous team reports. We must keep in mind what our duties are as faculty, staff, and elected officials. Our students are our first and utmost priority in this District. Following submission of the Follow-Up Reports, we expect a team visit from the Accrediting Commission for Community and Junior Colleges (ACCJC) sometime in November. We will meet with various groups to prepare for a great visit.

The looming budget challenges are not new. However, if the November tax initiative does not pass, there will be greater ramifications for us in order to continue to provide the best education possible for our students. The District has been working to ensure that we spend prudently and in the meantime, we support the needs of students at all the campus sites.

Many of you have asked what my vision is for the District. My overall vision is student success, transparency, compliance, fiscal stability, and open lines of communication. While these items exist in the District, my goal is to increase this so that we can enhance student success and compliance. During my first year, the main goal and singular focus will be accreditation and budget. I look forward to meeting and speaking with many of you in the upcoming months as I continue to get acquainted with this great institution of learning.
Communication and Outreach

I am a strong advocate for open lines of communication and being accessible. When I arrived at VCCCD, everyone was welcoming and very accommodating to me. As most of you know a little bit about me, as well as who I am, I would like to take a few minutes to learn a little bit about you. The third week into my tenure, I started 15-minute meetings with District Administrative Center staff. This has been such a great and rewarding communication experience. I would like to thank the staff who have participated, and I look forward to meeting many more of you in the next few months. Starting January 2013, I would also like to extend this invitation to any of you on the campuses. Please contact Patti Blair in my office to schedule a one-on-one 15-minute meeting with the Chancellor.

District Council on Accreditation and Planning (DCAP)

DCAP met on August 7 and August 20 to discuss progress made on the District’s seven accreditation recommendations and reviewed the draft response report to the Accrediting Commission. Drafts of the District’s responses to Accreditation Recommendations 1-7 and the Commission Concern were distributed to District and College constituents for feedback on August 21 (Recommendations 1-7) and August 24, 2012 (Commission Concern). The final Accreditation Follow-Up Reports will be presented to the Board on October 9, 2012.

DCAP developed a survey designed to collect feedback from employees about ways to improve the flow of information to and from the District through formal channels of the committee and governance structure and to identify any policies or procedures that need clarification or that are difficult to implement in practice. I will provide you with a summary of the survey findings in a future Chancellor’s Monthly Update. Additional activity by DCAP included discussion of a Strategic Plan Grid for 2012 and a proposed District Planning Manual, which is important in meeting accreditation recommendations.

District Consultation Council

Consultation Council met on August 2 and August 31. The Council reviewed the August 9 Strategic Board Planning Session – Part Two Agenda and the Board Meeting Agendas for August 14 and September 11, 2012. There were no constituent objections. Consultation Council then spent time reviewing the 2012-13 Board Strategic Objectives to determine responsibilities for the development of action steps.

Institutional Research Advisory Committee (IRAC)

IRAC met on August 8 and reviewed the most recent version of the Institutional Effectiveness report. A current version of the report has been posted on the IR website at www.vcccd.edu. The IR project list was reviewed and updated. Moorpark College submitted a request to add a field in the drop process for students to indicate a reason for dropping a class. The request was forwarded to the Banner Student Project Group with the suggestion to add the field after census is taken to avoid complicating the registration process for students. The committee discussed timelines for student/employee perception surveys and will provide a recommendation to Chancellor’s Cabinet.
Board Meetings

The Board met on August 9 for its Strategic Planning Session – Part Two. Dr. Pam Eddinger, Moorpark College President, provided a progress report prepared by the District Council on Accreditation and Planning (DCAP) regarding District Accreditation Recommendations. President Eddinger also provided a summary of work completed toward meeting the Board’s 2011-12 Goals and Objectives that included an assessment of completion, recommendation for future action, and recommended responsible parties for action. Following discussion, the Board modified and finalized its 2012-13 Board Goals and Objectives as follows:

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 Parties: 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).

The planning session ended with a review of the proposed revised Districtwide Integrated Planning Cycle. The Board approved the Transition Plan and Planning Cycle Timeline:

Transition Plan
Conduct 2012-2013 planning cycle through the following activities: Revise 2012 Goals and Objectives for 2013, create and implement action plans, and assess results at June 2013 Board Planning Session.

Revised Districtwide Integrated Planning Cycle Timeline

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

The Board of Trustees met for its regularly-scheduled meeting on August 14 and approved or reaffirmed numerous policies in the area of Business and Fiscal Affairs including Board Policy (BP) 6100 Delegation of Authority; BP 6150 Designation of Authorized Signatures; BP 6330 Purchasing; BP 6340 Contracts; BP 6400 Audits; BP 6500 Property Management; BP 6520 Security for District Property; BP 6540 Insurance; BP 6550 Disposal of Property; BP 6600 Capital Construction; BP 6620 Naming Buildings; BP 6700 Civic Center and Other Facilities Use; BP 6740 Citizens Oversight Committee; and BP 6800 Safety. All Board policies and procedures can be found at [www.vcccd.edu](http://www.vcccd.edu).

As I have completed my first 30 days as the Chancellor of this great institution, I am grateful to be of service to the students, faculty, and staff of Ventura County Community College District. There is much to celebrate about what we do. I will continue to visit the campuses to make sure that all of you are aware of the work we are doing in the District Administrative Center to support the students, faculty, and staff. I wish you all a successful and productive fall semester!

Jamillah Moore, Ed.D.,
Chancellor