We are well into the spring semester, and commencement ceremonies are just around the corner. As many of you are aware, the District is currently experiencing a leadership transition period. A search for the successor President of Ventura College is underway as current President, Robin Calote, is retiring effective June 30. Candidates are applying, and Dr. Ed Valeau of the ELS Group is working with the Selection Committee to conduct and complete the recruitment process. We anticipate filling the Ventura College President position this summer.

Sue Johnson, Vice Chancellor of Business and Administrative Services, recently announced her retirement effective June 29, following 20 years of service to the District. Vice Chancellor Johnson is well known for her financial expertise within the District, throughout the Ventura County community, and across the State of California. We have benefitted from her leadership during many challenging and uncertain economic times.

Please join us at a retirement reception honoring President Calote and Vice Chancellor Johnson at the June 18 Board meeting to express our support and sincere gratitude. The District is proud of these exceptionally strong leaders who have accomplished a great deal during their tenure at Ventura College and the District.

We are also fortunate to have excellent staff at the Colleges and District Administrative Center to provide support and leadership during this transition. The District is prepared to address current and future staffing changes. An interim administrator will join the District in the area of Business Services until our search for a permanent successor is completed, and the recruitment for the vacant position of Vice Chancellor of Human Resources will move forward in the near future. I will continue to keep employees, students, and the community informed throughout this important process.

Moorpark College announced the selection of its new Executive Vice President, Dr. Lori Bennett. Dr. Bennett is the current Dean of Student Learning and has served Moorpark College for 17 years. She began as a Business Professor and served thereafter as Department Chair. As a Dean, she has worked with numerous departments and functional areas and anchored committees and workgroups related to the work of Moorpark College for over six years. Prior to working at Moorpark College, Dr. Bennett taught at Tacoma Community College and served as a Marketing Manager at Pharmavite and General Mills. She earned a Doctorate in Educational Leadership and Policy Studies from CSU Northridge, an MBA from The University of Chicago, and a Bachelor’s Degree in Business from University of Southern California. Dr. Bennett will step into her new role as Executive Vice President on July 1.

**Educational Master Plan**

Development of the 2013-2019 District Educational Master Plan (Master Plan) is progressing. In January 2013, the District Council on Accreditation and Planning (DCAP) proposed a preliminary
timeline for development and adoption of the Master Plan. Robin Calote, Ventura College President, was asked to guide the District and Colleges through the steps needed to produce a document for Board of Trustee review and consideration. Consultation Council agreed to a set of constituent groups to participate in focus group discussions to obtain input on key planning issues. Focus groups identified were the Academic, Classified, and Student Senates; the College Administrative or Dean’s Councils; the District’s Community Advisory Body (as augmented by additional community representatives); and representatives from the College Foundation Boards.

In mid-April 2013, Consultation Council members will meet to review data and results of focus group discussions. The first draft of the proposed Master Plan is scheduled for review with District/College constituent groups in April and with the Board of Trustees in June as part of the Board’s annual Board Planning Session.

Work will continue on the second draft of the Educational Master Plan during the summer. A final draft is expected to be completed in August, presented to the Board in September for discussion, and returned to the Board in October 2013 for Board adoption. While the final draft of the District’s Educational Master Plan takes shape, is completed, and adopted by the Board, all three Colleges will be working to align their College Academic Master Plans with the District’s Educational Master Plan.

**Citizens Advisory Body**

The Citizens Advisory Body met on April 4 at the Wright Event Center in Ventura. The meeting focused on gathering valuable community input related to the development of the District’s Educational Master Plan. Discussion topics included the following questions:

- In light of increased state and national emphasis on student completion, what might be done in order to create clear pathways to degrees, certificates, and transfers?
- Is there anything about our relationship with our educational partners that could be improved or that needs to change?
- In light of rapid technological advancements and increased options available for students on both the state and national level, what do we need to do to remain competitive in the online arena?
- What could the District and its three Colleges do to better meet community needs?

Following break-out group discussions, results were synthesized and shared with the participants. The results will also be shared at a larger District-wide focus group in April. It is through this process that overarching goals and objectives will be drafted for incorporation into the District’s Educational Master Plan.

**Board of Trustees**

The Board of Trustees met for its regularly-scheduled meetings on March 12 and April 9. In March, a Study Session was held to review a revised Civic Center Facilities Usage Fee Schedule. Following a presentation, discussion, and comments, the Board voted to approve the revised Facilities Usage Fee Schedule to be effective July 1, 2013.

The following Board Policies were approved and Administrative Procedures accepted: BP 2220 Committees of the Board; BP 2715 Board Code of Ethics/Standards of Practice; AP 2715 (A) Board Code of Ethics; AP 2715 (B) Board Standards of Practice; and BP/AP 5010 Admissions and
Concurrent Enrollment. Under BP 2715, the Trustees signed a strengthened *Board of Trustees Best Practices Agreement.*

The Board also approved the selection of Educational Leadership Search Group, LLC, to provide recruitment services for the District in its search for a successor Ventura College President. The proposal submitted by ELS Group was for a fee of $19,650, plus expenses.

On April 9, the Board voted unanimously in favor of a *Resolution in Support for Regulatory Mechanisms That Ensure Participatory Governance Within the Ventura County Community College District.* The resolution affirms the Board’s support for the current participatory governance structure defined by AB 1725 and codified within Ventura County Community College District Board Policy 2510 Participation in Local Decision Making.

Oxnard College Dean Carmen Guerrero, Ventura College Dean Kathleen Schrader, and Moorpark College Deans Kimberly Hoffmans and Julius Sokenu presented an excellent overview on Career Technical Education (CTE) that included information on programs, outreach activities, and future plans. If you would like a copy of the presentation, please contact the Chancellor’s Office.

Vice Chancellor Sue Johnson provided a budget update and discussed Fiscal Year 2013-14 Budget Assumptions and Guidelines. While the Board approved the budget assumptions and guidelines, further discussion is expected to take place in this area at future Board meetings. To view Vice Chancellor Johnson’s presentation and related budget documents, visit http://www.vcccd.edu/departments/budget/budget_documents.shtml.

**Council/Committee Meetings**

Several District-wide councils and committees met as follows:

**District Council on Human Resources (DCHR)**

DCHR met on March 28. The group conducted its annual review of the attachment to Administrative Procedure 7211 – Minimum Qualifications and Equivalencies that sets forth the District’s Disciplines Unique to a College. The document was updated, will be reviewed at the Colleges for accuracy, and then reconsidered at the next DCHR meeting.

DCHR received an update from the task force assigned to research creation of an administrative procedure on nepotism. The task force will continue its work and report again to DCHR in April. DCHR considered the draft revision of Board Policy 7352 Emeritus Status and a proposed administrative procedure to support the policy. The Human Resources Department will continue to research the operational feasibility of the proposed administrative procedure and return the item to the April DCHR meeting.

DCHR also discussed substitute lists, strategic planning goals and objectives, and letters of recommendation. These analyses will continue in April, along with the following topics: interim management hiring procedures, District-wide employee identification cards, governance committee self-appraisal results, and equivalency criteria.
District Council on Accreditation and Planning (DCAP)

DCAP met on March 18 at the District Administrative Center. The Council reviewed and agreed on the ACCJC Midterm Report proposed timeline and finalized the draft of District planning agenda items. The group then reviewed and discussed revisions to the first draft of the District Recommendation responses for the Midterm Report. A draft of the District responses was scheduled to be distributed to the campuses and District Administrative Center for feedback.

The final College Midterm Reports are required to be submitted to the Accrediting Commission by October 15, 2013. Council members briefly shared progress made on the District Educational Master Plan and details regarding the proposed District-wide session to be held on April 15. Finally, DCAP discussed “next steps” for VCCCD’s year-end report on accomplishments related to the Board’s Goals and Objectives in preparation for the Board’s June Strategic Planning Session.

District Council for Administrative Services (DCAS)

DCAS met on March 21. The Council approved the notes of February 21 and reviewed BP/AP 6300 – Fiscal Management; AP63XX – Cash Management; AP 6305 – Reserves; AP 6325 Payroll; and BP/AP 6900 – Bookstores. All BPs/APs were recommended to move forward to Chancellor’s Cabinet and on to the Policy Committee of the Board.

DCAS also reviewed the Budget Assumptions for fiscal year 2013-14 (FY14). FY14 projected revenue and enrollment management were discussed in detail, and all members present concurred with the Assumptions. The document was recommended to move forward to the Board in April. Preliminary FY14 detail revenue and costs were also discussed. These budget components will continue to be refined and will be presented regularly to DCAS throughout the budget development process.

Institutional Research Advisory Committee (IRAC)

IRAC met on March 27. Status of the District Educational Master Plan was discussed. The District Council on Planning and Accreditation (DCAP) has requested IRAC update the District’s Institutional Effectiveness Report by June for discussion at the Board of Trustees Planning Session. IRAC discussed the Community College Survey of Student Engagement, and Moorpark College will be renewing this service. IRAC then discussed and updated its current project list.

District Council on Academic Affairs (DCAA)

DCAA met on March 28. DCAA continues to revise and review administrative procedures that will align the District with new legislation and Education Code – primarily focused on the statewide Student Success Initiative. Three administrative procedures receiving significant attention are academic renewal, pre-requisites, co-requisites and advisories on recommended preparation, and priority enrollment. Another major focus of DCAA has been on the Board’s Strategic Objective 1.A. District-wide General Education, which is working to align general education across the three Colleges. This effort has resulted in the majority of courses aligning – an important accomplishment for our Colleges’ students. And lastly, the Council discussed curriculum, including courses and programs that have been approved by the three College curriculum committees.
District Technical Review Workgroup – Instruction (DTRW-I)

At its March 7 meeting, DTRW-I reviewed curriculum submissions from all three Colleges. In support of the Board of Governor’s goal for colleges to develop Associate of Arts and Associate of Sciences Degrees for Transfer, Moorpark College proposed an AA-T in Music and an AA-T in Philosophy, Oxnard College proposed an AA-T in Spanish, and Ventura College proposed AA-Ts in both Anthropology and Mathematics. Other program proposals reviewed included a revision to Oxnard College’s A.S./Certificate of Achievement in Business Management and Ventura College’s new Certificate of Achievement in State Smog Licensed Technician Preparation and revisions to their AA-Ts in Communication Studies, Studio Arts, and Theatre Arts, in addition to revisions to their existing A.A. in General Studies with Holistic Studies Emphasis and the accompanying Proficiency Award.

The committee also reviewed over 135 new and revised course proposals. Many of these revisions were required to gain state approval of the AA/AS-Ts, some were revised to fix issues related to lecture and lab hours, while others were reviewed to modify the discipline and/or course pre-requisites. All of these courses were scheduled for review by the District Council on Academic Affairs at its March meeting.

DTRW-I held its last meeting of the 2012-2013 academic year on Thursday, April 12. While Ventura College had no curriculum submissions under review, Moorpark College brought forward three new Theatre Arts courses. All three courses were developed in response to changes in course repeatability, and all are needed to meet the transfer and preparation needs of Theatre Arts majors at Moorpark College. Oxnard College also presented a new Business course in Organizational Behavior, in addition to revised courses in Accounting, Math, Philosophy, and Psychology. Most of those changes were necessary to gain C-ID approval in support of the AA-T degrees in the respective areas. Oxnard College also presented an Associate of Arts in Philosophy for Transfer degree template. Minor suggestions were offered to all curriculum and the committee members agreed that all of the curriculum should be forwarded to the District Council on Academic Affairs (DCAA) for review.

The Committee also reviewed a revision to Board Policy and Administrative Procedure 4102 Career and Technical Education Programs. A collaborative effort of the CTE Deans at all three Colleges, the process by which a CTE program is developed is described in addition to clearly articulating the two-year review cycle for all CTE programs as required by Title 5. Although BP/AP 4022 Course Approval was on the agenda, it was not discussed because the draft was incomplete. The Committee did agree that if the Executive Vice Presidents were able to develop an acceptable AP within the next week, it will be shared electronically for feedback and then forwarded to DCAA for review on Thursday, April 26 since DTRW-I will not meet again until August. The BP and AP on Repeatability was tabled because the State Chancellor’s Office is still working on the official guidelines upon which the District’s policy and procedure should be based.

DTRW-I also reviewed the committee self-appraisal results, which were largely positive. The issue of what role DCAA plays in the curriculum review process was a common theme throughout all of the responses, and it will be discussed by DCAA and Consultation Council at subsequent meetings. Finally, DTRW-I set its meeting schedule for the next academic year when it will return to meeting on the fourth Thursday of each month, which was the practice until a year ago. The change in meeting time worked better last year because there was no need to send the curriculum reviewed by DTRW-I to another committee (DCAA) prior to Board review.
District Technical Review Workgroup – Student Services (DTRW-SS)

DTRW-SS also met on March 7 and had a similarly large agenda to address. Several Board Policies and Administrative Procedures under Old Business require additional feedback from various College constituencies before they can be sent forward from DTRW-SS to DCAA, including AP 5130 Financial Aid and BP/AP 5150 Extended Opportunity Programs and Services. BP/AP 5500 Standards of Conduct was fully reviewed and forwarded to DCAA.

Under New Business, ten BP/APs were reviewed and forwarded to DCAA, ranging in topic from BP/AP 5052 Open Enrollment, BP/AP 5200 Student Health Services, and BP/AP 5300 Student Equity to BP/AP 5530 Student Rights and Grievances. BP/AP 5410 Associated Students Elections and BP/AP 5420 Associated Students Finance were both tabled pending further refinements by the Deans of Student Services from all three Colleges.

Finally, DTRW-SS agreed upon the content and format for student alert flyers regarding the upcoming changes to the Enrollment Priorities criteria. Although the changes do not need to be in place until fall 2014, the Colleges are required to inform students beginning in spring 2013 regarding potential impacts on their enrollment priority. Changes to AP 5055 are under discussion.

DTRW-SS also held its last meeting of the 2012-2013 academic year on Thursday, April 12. There was some confusion at the beginning of the meeting as to whether BP/AP 5055 had been returned to DTRW-SS by DCAA after its last review for more consideration of the current unit maximum for maintaining priority enrollment status. After reporting out that Chancellor’s Cabinet had supported adding athletes to the second priority group, in response to questions about why the maximum number of units could not be addressed now, the Co-Chair explained that while DCAA agreed that the unit issue should be discussed by DTRW-SS, there was more interest in completing the approval process so that priority registration for athletes could begin by fall 2013. It was agreed that DTRW-SS would revisit the issue in fall 2013. BP/AP 5410 Associate Student Elections and BP/AP 5420 Associated Students Finance had a final review and were forwarded to DCAA for their April 25 meeting. AP 5130 Financial Aid and BP/AP 5150 Extended Opportunity Programs and Services (EOPS) will be forwarded to DCAA unless either of the Deans of Students who were unable to attend the meeting indicate their respective areas did not support the minor changes presented at the last meeting.

Like DTRW-I, the committee reviewed its self-appraisal survey results, and the consensus was that while the committee functioned well this year, greater clarity about the role of DCAA is needed. In particular, the committee felt as though the absence of the Academic Senate Presidents had negatively impacted the work flow of the committee. Finally, DTRW-SS also set its meeting schedule for the next academic year when it will return to meeting on the fourth Thursday of each month which was the practice until a year ago. The change in meeting time worked better last year because there was no need to send policies or procedures reviewed by DTRW-SS to another committee (DCAA) prior to Board review.

District Consultation Council

Consultation Council met on March 1 and reviewed the March 12 Board Meeting Agenda. There were no constituent objections. The Council then discussed progress made on the District Educational Master Plan and details regarding the April District-wide session. A status of the ACCJC Midterm Report was provided; planning agenda items have been identified and write-ups are near completion. District Recommendation responses were provided to the Colleges for review.
The Council also reviewed the existing year-end committee self-evaluation template and recommended changes. Committee self-evaluations are completed on an annual basis.

Consultation Council met again on March 29 and reviewed several meeting agendas, including the April 4 Citizens Advisory Body Meeting Agenda, April 5 Board Workshop Agenda, and the April 9 Board Meeting Agenda. There were no constituent objections. Daniel Chavez, Ventura College Associated Student Government Director of External Affairs, provided a presentation on Common Core Standards: K-12.

Consultation Council reviewed the fall 2012 VCCCD Employee Formal Communications Survey Summary and agreed to hold a more in-depth discussion at a future Consultation Council meeting. The Council also reviewed its Self-Appraisal findings and will make recommendations for improvement during its review of the Participatory Governance Handbook.

On April 5, Consultation Council began its review of the Participatory Governance Handbook following a period of review and feedback by College constituents and District Administrative Center employees. Thorough discussion of recommended changes occurred, and continued review of the handbook will take place on May 17.

I have now had an opportunity to hold “Coffee with the Chancellor” at all three Colleges. I would like to thank the Presidents and staff for hosting me. I enjoyed talking with many of you about what is happening in the District and also learned about positive activities occurring on your campuses. I look forward to holding more of these informal conversations with you in the future.

One topic that was raised several times during my visits was in the area of grants and whether the District supports seeking grant funding opportunities. The District supports efforts to secure grants in a manner that directly supports the mission, goals, and objectives of the District and Colleges.

Under Board Policy and Administrative Procedure 3280 “Grants,” the process begins at the campus level, and College requests are then reviewed and approved through the District and Chancellor’s Cabinet prior to submission to the funding agency. If funded, the implementation and management of grant programs are the responsibility of the Vice Presidents of Business Services and the Executive Vice Presidents of Student Learning, as well as the Dean(s) of the department under which the grant program is housed. This includes fiscal and program oversight, production of deliverables, reporting requirements, as well as compliance with all funding source regulations and District policies and procedures. The full Board Policy and Administrative Procedure are available on the VCCCD website at www.vcccd.edu.

The Board of Trustees and I look forward to attending the Colleges’ graduations in May and value the opportunity to celebrate your success in educating our students. It is rewarding to see the graduates and their families experience such life-changing achievements.

Jamillah Moore, Ed.D.  
Chancellor