

**DCAP MEETING**  
**Thomas G. Lakin Boardroom**  
**Wednesday, January 29, 2016 - 8:30 a.m.**

**Present:**

Greg Gillespie – Chair, Mary Rees – Co-Chair, Phil Briggs, Linda Kama’ila, Dave Keebler, Alex Kolesnik, Jim Limbaugh, Luis Sanchez (Skype), Ken Sherwood, Lori Bennett (Skype)

**Absent:** Jennifer Clark, Clare Geisen, Bernard Luskin, Peder Nielsen, Rick Post

**Guest:** Eric Martinsen, Sherice Bellamy, Leanne Colvin

**Recorder:** Andrea Rambo

Agenda Item		Action Due & By Whom
<b>Welcome</b>	The meeting commenced at 8:34 a.m.	
<b>Approval of Minutes (January 6, 2016)</b>	The January 6, 2016 Minutes were reviewed and approved as presented.	
<b>Action Items</b>		
<b>Integrated Planning Manual</b>	<p>G. Gillespie presented the revised document. L. Sanchez suggested a philosophy statement that would tie in to the District Strategic Plan for a future revision of the document and confirmed there is an annual review of the allocation model.</p> <p>D. Keebler will update the mechanisms of the District Budget Allocation Model, the State Budget Process Timeline, and will draft a paragraph regarding strategic use of reserves. He will bring the revised language to DCAS and provide an update to DCAP at the February meeting.</p> <p>The Integrated Planning Manual will be presented at the March 8, 2016 Board of Trustees Meeting.</p>	A. Rambo to create a placeholder for the Integrated Planning Manual on the March Board agenda.
<b>Functional Maps</b>	The Accreditation Standards Functional Map was discussed. The map will be revised to include definitions at the top of the document. “P” will be defined as Primary, “S” will be defined as Secondary, and “B” will be defined as joint or parallel process. J. Limbaugh will draft expanded definitions and will circulate the draft to DCAP members.	G. Gillespie to present the Functional Maps at January 29 Consultation

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	<p>A. Kolesnik made a motion to approve both functional maps, with definitions to be added later. G. Gillespie seconded the motion. The motion carried with unanimous consent.</p> <p>The Functional Maps will be added to Consultation Council on January 29<sup>th</sup> for inclusion in the February Board agenda.</p>	Council Meeting.
<b>Decision Making Handbook</b>	<p>The proposed addition of the Vice Chancellor, Educational Services to the governance committees was discussed. The committee determined the Vice Chancellor does not need to be a participant on the Emergency Preparedness Committee and the document will retain the existing reporting structure language for ITAC.</p> <p>D. Keebler addressed the need to update the <i>VCCCD Governance: Advisory and Recommendation Pathways</i> flow chart on page 35 of the document. D. Keebler will update the flow chart and present it to Cabinet for approval.</p> <p>L. Kama'ila provided an additional approved sentence to the preamble, "This document is a dynamic document and changes will be made on an ongoing basis to reflect decision-making realities. Consultation Council will approve any changes." A. Rambo will update the document.</p> <p>J. Limbaugh indicated the PIO attendance at DCAP meetings should be formalized and included in the document. Following discussion, the committee determined guests should be invited to DCAP meetings at the discretion of the Chancellor and do not need to be a part of the document.</p> <p>The revised document will return to the February 26, 2016 DCAP meeting for approval. The Decision-Making Handbook will be presented at the March 8, 2016 Board of Trustees Meeting.</p>	<p>D. Keebler to update the Pathways flow chart and present it to Cabinet.</p> <p>A. Rambo to update the preamble.</p> <p>A. Rambo to create a placeholder for the Decision Making Handbook on the March Board agenda.</p>
<b>Timeline Review</b>	<p>G. Gillespie introduced the revised Accreditation Timeline. J. Limbaugh is not comfortable sending an initial draft of the Self-Evaluation to the Board in April, based on the Oxnard College timeline. L. Kama'ila objected to an initial draft going to the Board before Senate approval.</p> <p>Following discussion, the committee created a revised timeline that includes submission deadlines.</p>	A. Rambo to distribute the revised timeline to DCAP members.

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<b>District Strategic Plan</b>	A District Strategic Plan Committee was convened by R. Post and is currently working on identifying objectives under the three strategic goals.	
<b>Formal Communications Survey</b>	The Formal Communications Survey was distributed as planned; P. Yeagley and A. Rambo are compiling results for discussion during a future DCAP meeting.	
<b>Board Evaluation Survey</b>	The Board Evaluation Survey was agendized for discussion during the January 29, 2016 Consultation Council Meeting.	
<b>Summer Session Planning</b>	Not discussed.	
<b>Dual Enrollment for Articulated Courses</b>	Not discussed.	
<b>DCAP Future Agenda Items</b>	There were no future agenda items added.	
<b>Adjourn</b>	The meeting adjourned at 10:01 a.m.	
<b>Future Meetings</b>	The next meeting will take place on Friday, February 26, 2016 from 8:30 am to 10:00 a.m. The April 1, 2016 meeting will start at 8:00 a.m.	