



**Thursday, June 7, 2012
Chancellor's Consultation Council**

**Ventura County Community College District
Consultation Council
District Administrative Center
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
2:30 p.m.**

1. Call to Order

1.01 Call to Order

2. Review of Consultation Council Notes

2.01 Review of Consultation Council Notes from May 10, 2012.

3. Board Agenda Review June 19, 2012

3.01 Review June 19, 2012 Board Agenda

4. Participatory Governance

4.01 Review VCCCD Governance Chart and Narrative.

5. Other Items

5.01 Future Meetings

6. Adjourn Meeting

6.01 Adjourn meeting



Agenda Item Details

Meeting	Jun 07, 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	Jun 07, 2012 - Chancellor's Consultation Council
Category	2. Review of Consultation Council Notes
Subject	2.01 Review of Consultation Council Notes from May 10, 2012.
Access	Public
Type	Discussion

Public Content

 [05.10.12 Consultation Council Notes.pdf \(91 KB\)](#)

Administrative Content

Ventura County Community College District
Consultation Council Notes
May 10, 2012
2:30 p.m.

Present: Robin Calote, Pam Eddinger, Richard Duran, Steve Hall, Riley Dwyer, Peter Sezzi, Clare Geisen, Patricia Parham, Chris Lara-Cruz, Conni Owens, Maureen Rauchfuss, Peder Nielsen
Chair: James Meznek, Chancellor
Recorder: Patti Blair
Absent: Sue Johnson, Karen Bulger, Laura Brower, Dan Casey, Handel Evans, Robert Cabral

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Opening of Meeting	Dr. Meznek welcomed everyone to the meeting.	N/A	N/A	James Meznek
Review of Consultation Council Notes	Consultation Council notes from April 6 and April 27 were reviewed and approved, with minor corrections.	N/A	N/A	
Participatory Governance: Review VCCCD Governance Chart and Narrative	<p>Consultation Council reviewed the VCCCD Governance Chart. After discussion, there was agreement to change the subtitle from Deliberation and Recommendation to Advisory and Recommendation; insert "Institutional" in front of Research Advisory Committee (IRAC); add "Administrators or" in key in front of Administrative Decision Making Bodies.</p> <p>Dr. Duran commented on frequent meeting date conflicts between District and college participatory governance committees.</p> <p>Dr. Eddinger reported from the Moorpark College forums the suggestion for a Vice</p>	<p>N/A</p> <p>Ms. Geisen indicated the Board will review its meeting and committee schedule during the Strategic Planning meeting.</p> <p>Dr. Meznek indicated the Board is aware of the need for more community</p>	<p>N/A</p> <p>6/26/12</p>	James Meznek



Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	Chancellor of Instruction and including community in the planning process.	involvement. This will continue through the Citizens Advisory Body.		
Consultation Council Governance Committee Survey Results	<p>Dr. Meznek discussed the results of the Consultation Council Governance Committee Survey results.</p> <p>Standing item on agenda: future agenda items.</p> <p>DCAP work. DCAP membership will be expanded, as necessary. DCAP will provide full summaries to report to Consultation Council.</p> <p>Discussion included the possibility of using technology to eliminate the need for traveling to the District office.</p>			
Board of Trustees Evaluation	Dr. Meznek distributed a copy of the Board Evaluation and indicated the survey will be distributed by email to members of Consultation Council today.	The completed survey will be incorporated into the Board Strategic Planning meeting June 26, 2012.	Survey is due 5/25/12.	Consultation Council members.
Future Meetings	<p>Future Meetings</p> <ul style="list-style-type: none"> * June 7 & Agenda Review * June 14 15 Agenda Review * June 21 22 Governance Review * June 28 29 Agenda Review * July 12 13 Governance Review * August 2 3 Agenda Review August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review * Dates changed to accommodate 4/40 summer schedule. 			



Agenda Item Details

Meeting Jun 07, 2012 - Chancellor's Consultation Council
Category 3. Board Agenda Review June 19, 2012
Subject 3.01 Review June 19, 2012 Board Agenda
Access Public
Type Discussion

Public Content

-  [06.19.12 BoT Meeting Agenda for 06.07.12 Consultation Council FINAL.pdf \(3,185 KB\)](#)
-  [HR Items for Consultation Council.pdf \(327 KB\)](#)

Administrative Content



**Tuesday, June 19, 2012
Board of Trustees**

**Order of the Agenda
Ventura County Community College District
Thomas G. Lakin Boardroom
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
5:30 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 October 11, 2011.
- 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 Chancellor James Meznek, Ph.D., VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.

4. Recess to Closed Session

- 4.01 CONFERENCE WITH LEGAL COUNSEL: Existing Litigation (Gov. Code 54956.9 subd. (a)); Larry Guevara v. Ventura County Community College District, et al.; Ventura County Superior Court Case No. 56-2007-00285673-CU-WM-VTA
- 4.02 PUBLIC EMPLOYEE PERFORMANCE EVALUATION - CHANCELLOR (Gov. Code, section 54957)
- 4.03 PUBLIC EMPLOYMENT (Gov. Code, section 54957) - Chancellor

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

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

6. Pledge to the Flag

- 6.01 Pledge to the Flag

7. Action Item: Trustees/Chancellor's Office

- 7.01 Public Swearing in and Seating of Student Member: This item presents for approval the public swearing in and seating of Arthur Valenzuela, Student Member, to serve for the term from June 1, 2012 - May 31, 2013.

8. Acknowledgement of Guests and Special Recognitions

8.01 Student Trustee Certificate of Appreciation

8.02 Chancellor Reception

8.03 Construction Management Association of America Awards

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 Chancellor James Meznek, Ph.D., VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.

10. Associated Student Government Reports

10.01 Associated Student Government Reports

11. Senate President Business Report

11.01 Academic Senate Reports: 10 Areas for Academic and Professional Matters

11.02 Classified Senate Reports

12. Changes to the Agenda

12.01 Changes to the Agenda

13. Chancellor's Recommendations of Board of Trustees Agenda

13.01 CHANCELLOR'S RECOMMENDATION. The District's Consultation Council is the representative body designed to support the governance processes at each College and to assist in District governance through the review and analysis of the Board of Trustees agenda prior to action by the Trustees. The items presented to the Board of Trustees contained in the Consultation Council meeting agenda of June 7, 2012, have been reviewed within the District's Consultation Council and are hereby presented to the Trustees for action, without constituent objection.

14. Study Session: Accreditation Update

14.01 OPEN STUDY SESSION: Accreditation Update.

14.02 This item presents for discussion an accreditation update.

14.03 CLOSE STUDY SESSION.

15. Business Services

15.01 Trustees: Audit and Budget Committee met on May 30, 2012

15.02 OPEN STUDY SESSION: 2012/13 TENTATIVE BUDGET

15.03 CLOSE STUDY SESSION: 2012/13 Tentative Budget

15.04 APPROVAL OF 2012-13 TENTATIVE BUDGET: This item requests Board of Trustees approval of the 2012-2013 Tentative Budget for all funds of the District. Approval of the Tentative Budget authorizes expenditures of funds until the Adoption Budget is approved.

16. Board Policy

16.01 The Policy Committee met on May 15, 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).

16.02 This item presents for review the two-year Board Policy Review Calendar.

16.03 ACTION TO APPROVE BOARD POLICY (BP) 2205 DELINEATION OF SYSTEM AND BOARD FUNCTIONS. This item presents for approval BP 2205 Delineation of System and Board Functions. No administrative procedure is required.

16.04 ACTION TO APPROVE BOARD POLICY (BP) 2350 SPEAKERS. This item presents for approval BP 2350 Speakers. No administrative procedure is required.

16.05 ACTION TO REAFFIRM BOARD POLICY (BP) 2715 BOARD CODE OF ETHICS. This item presents for reaffirmation BP 2715 Board Code of Ethics and provides revised Administrative Procedure (AP) 2715(A) Board Code of Ethics for information.

16.06 ACTION TO REAFFIRM BOARD POLICY (BP) 2745 BOARD SELF-EVALUATION. This item presents for reaffirmation BP 2745 Board Self-Evaluation and provides revised Administrative Procedure (AP) 2745 Board Self-Evaluation for information.

16.07 ACTION TO REAFFIRM BOARD POLICY (BP) 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREES AND GENERAL EDUCATION. This item presents for reaffirmation BP 4025 Philosophy and Criteria for Associate Degrees and General Education and provides revised Administrative Procedure (AP) 4025 Philosophy and Criteria for Associate Degrees and General Education for information.

16.08 ACTION TO REAFFIRM BOARD POLICY (BP) 4225 COURSE REPETITION. This item presents for reaffirmation BP 4225 Course Repetition and provides revised Administrative Procedure (AP) 4225 Course Repetition for information.

16.09 ACTION TO APPROVE BOARD POLICY (BP) 4227 COURSE REPETITION ABSENT SUBSTANDARD ACADEMIC WORK. This item presents for approval BP 4227 Course Repetition Absent Substandard Academic Work and provides revised Administrative Procedure (AP) 4227 Course Repetition Absent Substandard Academic Work for information.

16.10 ACTION TO REAFFIRM BOARD POLICY (BP) 4230 GRADING AND ACADEMIC RECORD SYMBOLS. This item presents for reaffirmation BP 4230 Grading and Academic Record Symbols and provides revised Administrative Procedure (AP) 4230 Grading and Academic Record Symbols for information.

16.11 ACTION TO APPROVE BOARD POLICY (BP) 5010 ADMISSIONS AND CONCURRENT ENROLLMENT. This item presents for approval BP 5010 Admissions and Concurrent Enrollment and provides revised Administrative Procedure (AP) 5010 Admissions and Concurrent Enrollment for information.

17. Trustees/Chancellor's Office

17.01 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT: External Leadership Roles

17.02 ACTION TO APPROVE JUNE 26, 2012 BOARD OF TRUSTEES STRATEGIC PLANNING MEETING AGENDA.

17.03 STUDY SESSION: BOARD MEETING ASSESSMENT FROM THE MAY 4-6, 2012 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA ANNUAL TRUSTEE CONFERENCE. This item presents for review a Board meeting assessment for the May 4-6 Community College League of California Annual Trustee Conference.

17.04 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE MAY 8, 2012 REGULAR BOARD MEETING. This item presents for review a Board meeting assessment for the May 8, 2012 Regular Board of Trustees meeting.

17.05 ACTION TO ADOPT RESOLUTION. This item presents adoption of a Resolution of the Ventura County Community College District Ordering a Regular Governing Board Member Election, Ordering Consolidation with Other Elections, and Constituting "Specification of the Election Order" to be held on November 6, 2012.

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

18. Human Resources

18.01 APPROVAL OF EMPLOYMENT AGREEMENT - ADMINISTRATOR: CHANCELLOR

19. Capital Planning

19.01 Trustees: Capital Planning & Facilities Committee met on May 23, 2012.

20. Student Learning

20.01 There are no items.

21. Consent Calendar

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

22. Consent Calendar: Approval of Minutes

22.01 APPROVAL OF MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR MAY 8, 2012. This item presents for approval the minutes of the Board of Trustees Meeting of May 8, 2012.

22.02 APPROVAL OF MINUTES FOR THE SPECIAL BOARD MEETING OF THE BOARD OF TRUSTEES FOR MAY 25, 2012. This items presents for approval the minutes of the Board of Trustees Special Meeting of May 25, 2012.

22.03 APPROVAL OF MINUTES FOR THE SPECIAL BOARD MEETING OF THE BOARD OF TRUSTEES FOR JUNE 5, 2012. This items presents for approval the minutes of the Board of Trustees Special Meeting of June 5, 2012.

23. Consent Calendar: Business Services

23.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF APRIL 19, 2012 TO MAY 29, 2012: This item presents for ratification Accounts Payable and Payroll for the period of April 19, 2012 to May 29, 2012.

23.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #13 FOR FY 2011-12: This item presents for approval/ratification of Board Purchase Order Report #13, for FY 2011-2012 from April 23, 2012 to June 4, 2012

23.03 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #01 FOR FY 2012-13: This item presents for approval/ratification of Board Purchase Order Report #01, for FY 2012-2013 from April 23, 2012 to June 4, 2012

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

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

23.06 APPROVAL OF BID 431 VENTURA COLLEGE STUDENT CENTER FLOOR LEVELING PROJECT: This item presents for approval the award of Bid 431, Ventura College Student Center Floor Leveling Project to the lowest responsive bidder, Reliable Floor Covering, in the amount of \$58,947.

23.07 APPROVAL OF BID 432, PARKING AREA IMPROVEMENTS DISTRICT WIDE: This item presents for approval award of Bid 432, Parking Area Improvements District-Wide to the lowest responsible bidders, HeathCote Geotechnical, Quality Paving, and Mission Paving as displayed below.

23.08 APPROVAL OF BID 438, MOORPARK COLLEGE CAMPUS CENTER VENDING AREA DEMOLITION: This item presents for approval award of Bid 438 Moorpark College Campus Center Vending Area Demolition to the lowest responsible bidder, Specialized Environmental, Inc. in the amount of \$83,000.

23.09 APPROVAL OF BID 440, MOORPARK COLLEGE CAMPUS CENTER VENDING AREA RECONSTRUCTION: This item presents for approval award of Bid 440 Moorpark College Campus Center Vending Area Reconstruction to the lowest responsible bidder, Ardalan Construction Company, Inc. in the amount of \$246,900.

23.10 APPROVAL OF BID 441, MOORPARK COLLEGE SOLAR PV LAB SITE WORK AND MOCK ROOF STRUCTURES: This item presents for approval award of Bid 441 Moorpark College Solar PV Lab Site Work and Mock Roof Structures to the lowest responsible bidder, Kiwitt's General Building, in the amount of \$64,000.

23.11 APPROVAL OF CONTRACT WITH BLACKBOARD CONNECT TO PROVIDE MASS NOTIFICATION SERVICES: This item presents for approval the contract renewal with Blackboard Connect Inc. for mass notification services.

23.12 APPROVAL OF CONTRACT WITH BURNING GLASS FOR USE OF THE LABOR/INSIGHT WEB-BASED PORTAL: This item presents for approval a contract with Burning Glass, Inc. for use of its Labor/Insight web-based portal to provide real-time labor market information, which will allow our three colleges to more closely align CTE courses with job availability.

23.13 APPROVAL OF CONTRACT WITH OMNIUPDATE FOR OU WEB CONTENT MANAGEMENT SOFTWARE, LICENSE AND TECHNICAL SUPPORT: This item presents for approval a one-year agreement with OmniUpdate for OU

Software, License and Technical Support for OmniUpdate web content management software.

23.14 APPROVAL OF EXTENSION OF CONTRACT FOR GENERAL LEGAL SERVICES WITH FAGEN, FRIEDMAN & FULFROST: This item presents for approval the extension of a professional services contract with the law firm of Fagen, Friedman & Fulfroست for the period July 1, 2012 through June 30, 2013.

23.15 APPROVAL OF A CONTRACT FOR GENERAL LEGAL SERVICES WITH LIEBERT CASSIDY WHITMORE: This item presents for approval a professional services contract with the law firm of Liebert Cassidy Whitmore for the period July 1, 2012 through June 30, 2013.

23.16 APPROVAL OF EXTENSION OF CONTRACT FOR GENERAL LEGAL SERVICES WITH ORBACH, HUFF & SUAREZ, LLP: This item presents for approval the extension of a professional services contract with the law firm of Orbach, Huff & Suarez, LLP for the period July 1, 2012 through June 30, 2013.

23.17 APPROVAL OF CONTRACT WITH STRATA INFORMATION GROUP TO PROVIDE PROJECT MANAGEMENT SERVICES FOR BANNER AND LUMINIS ADMINISTRATIVE SYSTEMS: This item presents for approval the contract renewal with Strata Information Group (SIG) for ongoing project management services and specialized technical support for the Banner administrative software system, the Luminis web portal system, and related database applications.

23.18 Investment Report

23.19 MONTHLY BUDGET TRANSFER SUMMARY & AMENDMENT: This item presents for ratification the monthly budget transfer summary and budget amendment for the months of April - May 2012.

23.20 APPROVAL OF A CONTRACT WITH DOLINKA GROUP, LLC FOR REDEVELOPMENT CONSULTING AND ADVISORY SERVICES: This item request approval of a contract with Dolinka Group, LLC to provide Redevelopment consulting, advisory services, and study/audit effective June 20, 2012.

23.21 APPROVAL OF NEW CONTRACTS AND GRANTS FOR FISCAL YEAR 2012-13: This item request approval of a new contracts and grants for FY 2012-13 and authorization to amend the General Fund Restricted budgets.

23.22 APPROVAL OF A THREE-YEAR CONTRACT FOR MEASURE S BOND AUDIT SERVICES WITH VICENTI, LLOYD & STUTZMAN, LLP: This item presents for approval a three-year contract with the Certified Public Accounting firm of Vicenti, Lloyd & Stutzman LLP, for audit services for the Measure S bond program.

24. Consent Calendar: Human Resources

24.01 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF GRANTING LEAVE OF ABSENCE FOR UNION BUSINESS

24.02 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ESTABLISHMENT OF POSITIONS: This item presents for approval the establishment of three positions.

24.03 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ABOLISHMENT AND ESTABLISHMENT OF POSITIONS: This item presents for approval the abolishment and establishment of positions.

24.04 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF SEPARATION FROM EMPLOYMENT

24.05 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF REASSIGNMENT IN LIEU OF REDUCTION IN TIME OR LAYOFF

25. Consent Calendar: Capital Planning

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

25.02 APPROVAL TO APPOINT AMADOR WHITTLE ARCHITECTS, INC. FOR THE DESIGN OF A FIRST STOP CENTER IN THE MOORPARK COLLEGE LIBRARY, PROJECT #19118: This item presents for approval the appointment of Amador Whittle Architects, Inc. for a First Stop Center in the Moorpark College Library, Project #19118.

25.03 APPROVAL OF MEASURE S BUDGET TRANSFERS - OXNARD COLLEGE: This item presents for approval budget transfers between the Measure S funded projects at Oxnard College as described.

25.04 REJECT ALL BIDS FOR 3-M WINDOW FILM TINTING AT OXNARD COLLEGE PERFORMING ARTS CENTER,

PROJECT #29117: This item presents for approval the rejection of all bids for the 3-M Window Film Tinting at the Oxnard College Performing Arts Center, Project #29117.

25.05 AUTHORIZATION FOR USE OF MEASURE 'S' INTEREST REVENUE TO SUPPLEMENT MEASURE 'S' BOND BUDGET AT OXNARD COLLEGE STUDENT SERVICES CENTER, PROJECT #29120 FOR THE DEMOLITION OF OLD MODULAR BLDGS CONTAINING EAC/ASSESSMENT CENTER, CAMPUS POLICE AND HEALTH CENTER, PROJECT #29120: This item requests authorization to use \$1,051,702.33 of Measure 'S' Bond allocatable Interest Revenue for the Demolition project at Oxnard College Student Services Center, Project #29120.

25.06 APPROVAL OF MEASURE S BUDGET TRANSFERS AT VENTURA COLLEGE: This item presents for approval budget transfers between the Measure S funded projects at Ventura College as described.

25.07 APPROVAL OF CONTRACT WITH PACIFIC BUILDERS & ROOFING, dba WSP ROOFING, FOR THE REROOF OF THE VENTURA COLLEGE G BUILDING (THEATER), PROJECT #39117: This item presents for approval a contract with Pacific Builders & Roofing, dba WSP Roofing, in the amount of \$164,491 for the Ventura College Reroof of the G Building (Theater), Project #39117.

25.08 APPROVAL OF REDUCTION IN RETENTION FOR VIOLA, INC. FOR THE VENTURA COLLEGE G BUILDING (THEATER) RENOVATION, PROJECT #39117: This item presents for approval the reduction in retention for Viola, Inc. from 10% to 5% of the contract value for the Ventura College G Building (Theater) Renovation, Project #39117.

25.09 APPROVAL OF CONTINUATION OF CONTRACT WITH HEERY INTERNATIONAL AS PROGRAM AND CONSTRUCTION MANAGERS FOR THE VENTURA COUNTY COMMUNITY COLLEGE DISTRICT MEASURE S PROGRAM: This item presents for approval a one-year extension of the contract with Heery International to provide program and construction management services to the Measure S program for the Ventura County Community College District from October 1, 2012 through September 30, 2013, at a contract price not to exceed \$2,794,560. This amount is \$461,331 less than the contract extension for the previous year and is \$858,369 less than the contract amount two years ago.

25.10 APPROVAL TO EXTEND THE CONTRACT WITH HE CONSULTING, INC. FOR CAPITAL CONSTRUCTION MANAGEMENT: This item presents for approval extending a contract with HE consulting, Inc. for the services of J. Handel Evans to provide oversight of the Measure S Capital Construction Program for the District.

26. Consent Calendar: Student Learning

26.01 OXNARD COLLEGE AUTHORIZATION OF DESTRUCTION OF RECORDS. This item presents for approval the Authorization for Destruction of Records at Oxnard College.

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

27. Informational Items

27.01 Participatory Governance Handbook

28. Reports

28.01 Academic Senates

28.02 Trustees

28.03 Chancellor

29. Adjournment

29.01 Chair will adjourn the meeting.



Agenda Item Details

Meeting	Jun 19, 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 Jun 19, 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

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	Jun 19, 2012 - Board of Trustees
Category	1. Ventura County Community College District
Subject	1.03 Ventura County Community College District Board Objectives, adopted October 11, 2011.
Access	Public
Type	Information

Public Content

Board Goal One: Provide Access and Student Success

“Provide optimal student access to academic, career, and support programs through effective, efficient, and accountable operations. Provide quality educational programs and services without barriers to ensure student course, degree or certificate completion and successful four-year college transfer or employment.”

The goal and objectives are in no order of priority and are accomplished working through the District’s participatory governance structure and constituents. Progress and focus toward this goal will be measured by the following benchmarks/objectives:

- A. Students are served more efficiently by expedited movement through District programs resulting in associate, transfer, and CTE degree and certificate completion. Student learning opportunities are enhanced by implementing system-wide efficiencies. Associate degree programs contain no more than 60 units with an appropriate mix of general education, core discipline, and exploratory elective courses.
- B. Uniform collegiate level English, mathematics, and science course units and learning outcomes are established across the District consistent with equivalent courses at four-year California state universities or the transfer model curriculum (TMC).
- C. Uniform English, ESL and mathematics objectives for pre-collegiate courses are established and uniform student assessment and placement in such for both pre- collegiate and collegiate courses in these subject areas are implemented.
- D. Basic skills, ESL and all pre-collegiate programs are set no lower than two levels below collegiate level.
- E. Efficient and effective course coring and core sequences for academic programs and services are established and maintained and college catalogs accurately reflect curriculum and program offerings.
- F. Districtwide common-course numbering is established.

Board Goal Two: Maintain Instructional Quality Within Budgetary Limits

“Implement system-wide efficiencies to enhance institutional capacity to enroll students. Maximize student learning and success by allowing students to effectively achieve their educational goals.

Utilize student, course and program outcome information to continuously improve programs and services and enhance educational success. Improvement in student access, persistence, course completion, and degree/certificate completion will be emphasized as a benchmark for organizational

effectiveness.”

The goal and objectives are in no order of priority and are accomplished working through the District’s participatory governance structure and constituents. Progress and focus toward this goal will be measured by the following benchmarks/objectives:

- A. Technical and vocational college courses and programs are aligned with employer and market needs.
- B. Professional development activities for faculty and staff promote organizational best practices and technology activities that empower employees to work “smarter” allowing greater time to be expended on activities linked to student access, persistence, and success.
- C. Uniform policy and procedure for college program assessment, improvement, and discontinuance are established.

Board Goal Three: Prudent Fiscal Stewardship

“Ensure the budget process provides the foundation for sound planning, fiscal management, stability, sustainability, and accountability.”

The goal and objectives are in no order of priority and are accomplished working through the District’s participatory governance structure and constituents. Progress and focus toward this goal will be measured by the following benchmarks/objectives:

- A. The link between discretionary budgeting and strategic planning is strengthened.
- B. Expenditures linked to District planning are reviewed on an annual basis.
- 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.
- D. District long-term retirement obligations (GASB 45) are funded and adequate cash reserves are maintained to handle cash flow requirements, including state funding deferrals and unanticipated expenditures.
- 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.
- 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.
- G. A plan to fund budgetary structural deficits is developed and maintained.

Administrative Content



Agenda Item Details

Meeting	Jun 19, 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	Jun 19, 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 of Board, Chancellor, Faculty, Administrators, and Staff

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 (see relevant sections of Title 5 in Appendix III), VCCCD Board Policy, District practices and procedures, and job descriptions.

Role of the Board of Trustees

Trustees are guardians of the public's trust and are accountable to all county citizens although they are elected within subsections of Ventura County. 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 of Trustees, as elected representatives of the community, is the final voice in the District subject to the laws and appropriate regulations of the State Legislature and State Chancellor's Office. The Board completes work with a focus on the District mission. In these statements, most recently reviewed and adopted on July 14, 2009, and March 13, 2007, respectively, the members of the Board defined the end result of the efforts at the Colleges and District. The Board ensures that this 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.

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 (included in Appendix III). Minutes are prepared for all actions taken by the VCCCD Board of Trustees to serve as the District's public record.

Every regular Board meeting provides an opportunity for the public to address the Trustees on any item of interest to citizens within the jurisdiction of the Board. No action, however, can be taken on an issue unless it has first been noticed on the Board agenda.

In response to unagendized public comments, therefore, Board members may:

- Request clarification from those making public comments;
- Request staff to provide factual information on the comments being presented;

- Request staff to report back to the Board on the subject of comment at a later meeting; or
- Direct staff to place the matter on a future agenda.

The exception to the requirement for open meetings is when the Board confers in private on one of the following:

- Consideration of the appointment, employment, evaluation, discipline or dismissal of an employee;
- Consideration of charges brought against an employee by another;
- Consideration of national or public security;
- Confer with legal counsel regarding litigation;
- Consideration of student disciplinary actions;
- Consideration of real property transactions;
- Confer with District representatives within the scope of collective bargaining; or
- Consideration of honorary degrees or gifts from anonymous donors.

Items to be discussed in such a closed session are disclosed in open session through the printed and public Board agenda. Following a closed session, the Board reconvenes in open session and announces any action taken in closed session and the vote or abstentions of its members. Trustees do not disclose personnel, collective bargaining, or other discussions prohibited by law.

Role of District Chancellor

The Chancellor is the administrative agent of the Board of Trustees and, as such, is the District's only employee responsible 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 Participatory Governance Manual *Role of Administrators*.

The Chancellor has the right to accept, reject, or modify recommendations from the District Consultation Council. When the Chancellor rejects or modifies a recommendation from the District Consultation Council, he/she informs that group of the objections to their recommendation. The Academic Senates, Service Employees International Union (SEIU), Ventura County Federation of College Teachers (AFT), and/or Associated Student Governments (ASG) retains the right to present their comments on the Chancellor's recommendation directly to the Board of Trustees.

Role of Faculty

Faculty members perform duties as instructors, librarians, or counselors in areas for which they possess appropriate qualifications; assess, develop, and recommend articulation agreements; implement activities based on applicable recommendations and District/College goals; perform other contractually identified professional responsibilities; and provide advice and recommendations regarding relevant policies and procedures through active participation on District committees, councils, and task forces.

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;
- Processes for institutional planning and budget development; and
- Other academic/professional matters, mutually agreed upon between the Board of Trustees and the Academic Senate (Not implemented at VCCCD).

The Board and Chancellor consult collegially with Academic Senates on the matters described above. Consultation on processes in program review, planning, and budgeting means exactly that: It is not required to consult collegially on the “content” of program review, planning, and budget documents (although many people may be involved in the development of those activities).

Full-time and part-time faculty members within the District are represented in collective bargaining by a chapter of the American Federation of Teachers, which operates under a contract negotiated and approved by its members.

The two bodies that represent District faculty are compatible; the Academic Senates are responsible for professional and academic matters, while the chapter of the American Federation of Teachers responds to matters within the scope of salary, benefits, and working conditions.

Academic Senates appoint faculty members to District groups; in addition, provisions of the negotiated contract include appointment of faculty members to specific District and College governance committees to represent the American Federation of Teachers.

Role of Classified Staff

Classified staff members include College and District employees in a wide range of positions including administrative assistants, clerks, custodians, and grounds workers. 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.

Classified staff members at each College are represented by the Service Employees International Union, Local 99, including all regular, permanent and probationary, full-time and part-time merit system classified employees in Units “A” and “B” as certified by the Los Angeles Regional Director of the Public Employment Relations Board.

This collective bargaining unit conducts elections to appoint classified staff to District and College governing councils in the areas that have or will have a significant effect on staff and that are outside the scope of collective bargaining. Prior to the Board of Trustees taking action on such matters, classified staff are provided with the opportunity to participate in the formulation of recommendations through committee participation in areas that affect them. The Board gives every reasonable consideration to recommendations and opinions of staff.

Role of Students

Students are the reason the District and its Colleges exist: Students learn through participation in and completion of approved courses and involvement in college life activities.

Students at each College are represented by an Associated Student Government organization composed of an elected Board of Directors. 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 VCCCD 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. The Board of Trustees ensures that recommendations and positions developed by students are given every reasonable consideration. Similarly, the Academic Senate at each College will consult with their counterpart Associated Student Government prior to making recommendations that impact students' interests.

Role of Administrators

The job descriptions for College and District administrators assign specific governance roles for administrators and call for both successful processes and products.

Product: Administrators are held accountable to provide effective leadership for and support of faculty and staff in the planning, implementation, and monitoring of District and College activities while maintaining compliance with state regulations, laws, and District policies.

Process: Administrators are held accountable to carry out their responsibilities in styles that support and maintain the spirit and letter of participatory governance.

Drawing from job descriptions approved by the Board of Trustees for each administrative position, the roles for College and District administrators are to:

- Provide leadership and expertise in assessing, identifying, formulating, and aiding in implementing the overall academic direction for the College in conjunction with the Chancellor;
- Plan, organize, direct, and evaluate the activities of the College pursuant to District and College mission and goals as set forth by the Board of Trustees; report on College achievement of District and College goals;
- Plan and recommend the instructional and student services programs, College budget, and organizational structure of the College;
- Prepare and maintain an educational master plan and support institutional research related to student learning, development, and outcomes;
- Remain current on emerging services, methodologies, and technologies relevant to the College's educational programs and student services;
- Establish and maintain liaisons with business and community representatives as participants in the planning, development, and modification of division curriculum and programs;
- Serve as a resource to and collaborate with faculty and staff in developing, coordinating, and evaluating the Colleges' programs and services;
- Ensure that the colleges' educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, District policies, contractual agreements, and articulation agreements;
- Serve as a resource to the Chancellor, the Board of Trustees, and College faculty and staff for colleges' educational and student service programs; and
- Promote the appropriate inclusion of students, faculty, and staff in participatory decision-making processes.



Agenda Item Details

Meeting	Jun 19, 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	Jun 19, 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 Chancellor James Meznec, Ph.D., VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.
Access	Public
Type	

Public Content

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	4. Recess to Closed Session
Subject	4.01 CONFERENCE WITH LEGAL COUNSEL: Existing Litigation (Gov. Code 54956.9 subd. (a)); Larry Guevara v. Ventura County Community College District, et al.; Ventura County Superior Court Case No. 56-2007-00285673-CU-WM-VTA
Access	Public
Type	Discussion

Public Content

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 4. Recess to Closed Session
Subject 4.02 PUBLIC EMPLOYEE PERFORMANCE EVALUATION - CHANCELLOR (Gov. Code, section 54957)
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 4. Recess to Closed Session
Subject 4.03 PUBLIC EMPLOYMENT (Gov. Code, section 54957) - Chancellor
Access Public
Type Discussion

Public Content

PUBLIC EMPLOYMENT

- Chancellor

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 5. Reconvene in Open Session 6:30 p.m. and Closed Session Report
Subject 5.01 Chair will reconvene and provide a closed session report.
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting	Jun 19, 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 Jun 19, 2012 - Board of Trustees

Category 7. Action Item: Trustees/Chancellor's Office

Subject 7.01 Public Swearing in and Seating of Student Member: This item presents for approval the public swearing in and seating of Arthur Valenzuela, Student Member, to serve for the term from June 1, 2012 - May 31, 2013.

Access Public

Type

Public Content

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 8. Acknowledgement of Guests and Special Recognitions
Subject 8.01 Student Trustee Certificate of Appreciation
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 8. Acknowledgement of Guests and Special Recognitions
Subject 8.02 Chancellor Reception
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	8. Acknowledgement of Guests and Special Recognitions
Subject	8.03 Construction Management Association of America Awards
Access	Public
Type	Information

Public Content

Award presentation to Moorpark College and Oxnard College by Heery International on behalf of Construction Management Association of America.

Administrative Content



Agenda Item Details

Meeting	Jun 19, 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 Chancellor James Meznec, Ph.D., VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.
Access	Public
Type	Report

Public Content

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 10. Associated Student Government Reports
Subject 10.01 Associated Student Government Reports
Access Public
Type Report

Public Content

- Moorpark College
- Oxnard College
- Ventura College

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	11. Senate President Business Report
Subject	11.01 Academic Senate Reports: 10 Areas for Academic and Professional Matters
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	Jun 19, 2012 - Board of Trustees
Category	12. Changes to the Agenda
Subject	12.01 Changes to the Agenda
Access	Public
Type	Information

Public Content

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	13. Chancellor's Recommendations of Board of Trustees Agenda
Subject	13.01 CHANCELLOR'S RECOMMENDATION. The District's Consultation Council is the representative body designed to support the governance processes at each College and to assist in District governance through the review and analysis of the Board of Trustees agenda prior to action by the Trustees. The items presented to the Board of Trustees contained in the Consultation Council meeting agenda of June 7, 2012, have been reviewed within the District's Consultation Council and are hereby presented to the Trustees for action, without constituent objection.
Access	Public
Type	Report

Public Content

The District's Consultation Council is the representative body designed to support the governance processes at each College and to assist in District governance through the review and analysis of the Board of Trustees agenda prior to action by the Trustees. The items presented to the Board of Trustees contained in the meeting agenda of June 19, 2012, have been reviewed within the District's Consultation Council on June 7, 2012, and are hereby presented to the Trustees for action, without constituent objection.

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 14. Study Session: Accreditation Update
Subject 14.01 OPEN STUDY SESSION: Accreditation Update.
Access Public
Type Information

Public Content

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	14. Study Session: Accreditation Update
Subject	14.02 This item presents for discussion an accreditation update.
Access	Public
Type	Discussion

Public Content

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	14. Study Session: Accreditation Update
Subject	14.03 CLOSE STUDY SESSION.
Access	Public
Type	Information

Public Content

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 15. Business Services
Subject 15.01 Trustees: Audit and Budget Committee met on May 30, 2012
Access Public
Type Information, Report

Public Content

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 15. Business Services
Subject 15.02 OPEN STUDY SESSION: 2012/13 TENTATIVE BUDGET
Access Public
Type

Public Content

Chair will open Study Session: 2012/13 Tentative Budget

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 15. Business Services
Subject 15.03 CLOSE STUDY SESSION: 2012/13 Tentative Budget
Access Public
Type

Public Content

Chair will close Study Session: 2012/13 Tentative Budget

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	15. Business Services
Subject	15.04 APPROVAL OF 2012-13 TENTATIVE BUDGET: This item requests Board of Trustees approval of the 2012-2013 Tentative Budget for all funds of the District. Approval of the Tentative Budget authorizes expenditures of funds until the Adoption Budget is approved.
Access	Public
Type	Action
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends that the Board of Trustees approve the FY 2012-2013 Tentative Budget for all funds of the District.

Public Content

Background/Analysis

Title 5, California Code of Regulations, Section 58305 requires the District to adopt a budget on or before the first day of July. The Tentative budget is authorization for the District to incur expenses and issue checks in the new fiscal year. Furthermore, Title 5 requires notification to the public of the date, time, and location of the Governing Board's public hearing required on the final Adoption Budget.

Because the State has yet to reach an agreement on how to address the total identified year shortfall of \$15.7 billion, the Tentative Budget has been built with assumptions as to the level of reductions the District may face, based upon the budget information available and projections at that time.

Going into fiscal year 2012-13 (FY13) the District had to address a budget gap of approximately \$6 million dollars - approximately \$3 million from the prior year (FY12) (due to a budget deficit in the Adoption Budget, increased by the FY12 triggers) and approximately \$3 in inflationary costs (without the offset in funding for COLA from the State). Based on the most current projections, It is likely that the District will experience mid-year trigger reductions again in FY13, an additional reduction in revenue of \$7 million. Expenditure budgets were built to eliminate approximately \$8 million – the \$6 million initial shortfall and an additional \$2 million to partially protect the District in the event of failure of the voters to pass the tax measure needed to sustain the budget. Developing the budget in this manner will leave an additional \$5 million in potential revenue exposure (triggers). The Board authorizes the use of reserves in FY13 should the mid-year triggers be implemented and revenue to the District be further reduced. Any use of reserves, both as part of the Board-approved budget and any unanticipated mid-year reductions, will result in the need for reductions in the subsequent year (FY 14). Planning for possible FY14 scenarios will begin shortly.

The Tentative Budget, as presented, was reviewed by the District's participatory governance council (DCAS) at its June 7, 2012 meeting. The Board of Trustees' Audit, Budget & Foundation Relations Committee reviewed the Tentative Budget and is recommending its approval.

The Adoption (Final) Budget of the Ventura County Community College District is scheduled to be presented to the Board of Trustees, for review and approval on September 11, 2012 at the District Administrative Center, 255 W. Stanley Avenue, Suite 150, Ventura CA. This date may be delayed if the State extends the required deadline due

to lack of a balanced, approved budget.

Fiscal Impact

As stated in the Tentative Budget.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Sue Johnson		

Administrative Content

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

2012-2013 TENTATIVE BUDGET



**MOORPARK COLLEGE
OXNARD COLLEGE
VENTURA COLLEGE
DISTRICT ADMINISTRATIVE CENTER**

JUNE 19, 2012

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

MR. STEPHEN P. BLUM, ESQ., CHAIR

MR. ARTURO D. HERNÁNDEZ, VICE-CHAIR

MS. DIANNE MC KAY, TRUSTEE

DR. LARRY MILLER, TRUSTEE

MR. BERNARDO PEREZ, TRUSTEE

ADMINISTRATION

DR. JAMES MEZNEK, CHANCELLOR

*MS. SUSAN JOHNSON, VICE CHANCELLOR,
BUSINESS AND ADMINISTRATIVE SERVICES*

*MS. PATRICIA PARHAM, VICE CHANCELLOR,
HUMAN RESOURCES*

DR. PAM EDDINGER, PRESIDENT, MOORPARK COLLEGE

DR. RICHARD DURÁN, PRESIDENT, OXNARD COLLEGE

DR. ROBIN CALOTE, PRESIDENT, VENTURA COLLEGE

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
TABLE OF CONTENTS

	<u>PAGE(S)</u>
BUDGET NARRATIVE	i-xiv
SUMMARY OF BUDGET – BY FUND	1
GENERAL FUND-UNRESTRICTED	
REVENUE PROJECTIONS	2
BUDGET ALLOCATION	3
GENERAL FUND-UNRESTRICTED EXPENDITURES	4-5
COLLEGE BUDGETS	6-8
DISTRICT ADMINISTRATIVE CENTER BUDGET	9
DISTRICT-WIDE SERVICES BUDGET	10
UTILITIES	11
RESERVES	12
GENERAL FUND-DESIGNATED BUDGET	13
GENERAL FUND-RESTRICTED BUDGET	14
HEALTH SERVICES FUND BUDGET	15
PARKING SERVICES FUND BUDGET	16
SPECIAL REVENUE FUND BUDGET	17
CHILD DEVELOPMENT FUND BUDGET	18
BOOKSTORE FUND BUDGET	19
FOOD SERVICE FUND BUDGET	20
INTERNAL SERVICES FUND BUDGET	21-22
FINANCIAL AID FUND BUDGET	23
CAPITAL PROJECTS FUND BUDGET	24
APPENDIX	A-1 TO A-15

2012-2013

TENTATIVE BUDGET



BUDGET NARRATIVE



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET NARRATIVE
Fiscal Year 2012-2013 (FY 13)

PURPOSE

Title 5, California Code of Regulations, Section 58305 requires the District to adopt a budget on or before the first day of July. The main purpose of this Tentative Budget is to serve as authorization for the District to incur expenses and issue checks in the new fiscal year until the final budget is approved.

BACKGROUND

State of California

When the Governor released his Initial Budget Proposal in January, the State of California was facing an estimated \$9.2 billion budget shortfall for FY 2012-13. As a part of his May Revise, the Governor now estimates the shortfall to be \$15.7 billion. The Governor's budget plan calls for the Legislature to adopt a budget that includes expenditure reductions, revenue increases (tax increases that must be approved by the voters in November) and other measures. Similar to the prior year, the Governor's budget proposal includes significant midyear "trigger" reductions (\$5.7 billion) if the tax measures fail.

For the California Community College System, the Governor's May Revise contains two very different budget scenarios. The results of the November tax measure (Schools and Local Public Safety and Protection Act of 2012) will determine which scenario prevails. Assuming passage of the tax measure, the Governor's plan would augment base funding for the California Community Colleges by \$313 million. This increase is targeted toward reducing the State's "wall of debt" and buying back a portion of the

\$961 million in total year-over-year deferrals that have been assigned to the System. There is no new funding proposed for growth (restoration of class sections), COLA, or for restoration of the categorical programs that were reduced in the 2009-10 budget. There is also no proposal to increase student fees beyond the \$46 per-unit level effective summer 2012.

For the second year in a row, the Governor proposes to make the budget financeable through the use of automatic trigger reductions. If the Governor's proposed revenue plan (tax increases) is rejected by the voters in November, a total of \$5.7 billion in reductions would be enacted; the Community College System portion of that reduction is projected to be \$300 million. Based on the polling information currently available, and the fact that there may be at least one competing tax measure, it is unlikely that the voters will approve the tax increases (Schools and Local Public Safety and Protection Act of 2012) necessary to sustain our revenue base. This mid-year budget reduction seems very likely.

Ventura County Community College District

The District is currently projecting that actual revenue from the state will remain flat in FY13 if the tax initiatives pass. Over the past three years, the District has suffered revenue reductions totaling approximately \$16 million. These reductions are in addition to increased costs without the relief of state-funded COLA. The impact of these significant reductions in State funding to the community colleges is that colleges have been forced to reassess the programs and services they can deliver and the number of classes they can offer. VCCCD can no longer provide all the services previously offered; however, we will continue to focus on the delivery of core services and quality education.

The Tentative Budget provides a responsible allocation plan and is designed to allow the colleges to fund preliminary priorities and plans for FY 2012-13 and to ensure fiscal stability and sustainability of the District during these times of serious statewide fiscal decline. In developing this budget, the first priority is to allocate resources sufficient to maintain those functions that support the mission of the District and colleges in providing high quality instructional services.

The District began the FY13 budget process with an identified budget gap of approximately \$6 million dollars (prior to any State action in the budget year). In addition, it is likely that trigger cuts will be implemented again in the FY13 year due to expected failure of the tax measure included in the Governor's budget, a potential midyear revenue reduction to the District of approximately \$7 million. Expenditure budgets were built to eliminate a budget gap of approximately \$8 million: approximately \$3 million in initial FY12 budget deficit and FY12 triggers, approximately \$3 million attributed to cost inflation, and an additional \$2 million to partially protect the District in the event of failure of the voters to pass the tax measure needed to sustain the budget. **Developing the budget in this manner will leave an additional \$5 million in potential revenue exposure (triggers). The Board authorizes the use of reserves in FY13 should the mid-year triggers be implemented and revenue to the District further reduced. Any use of reserves, both as part of the Board-approved budget and any unanticipated mid-year reductions, will result in the need for reductions in the subsequent year (FY 14).**

REVENUE and ENROLLMENT MANAGEMENT

The District's general revenue represents the combination of state and local revenues, the majority of which must be earned through the generation of FTES (Full Time Equivalent Students (enrollment)).

Since the budget has been declining over the past several years, the District has been serving a significant number of students (FTES) for which we do not receive funding. The budgets (and class offerings) for FY12 were built with the intent of significantly reducing the number of unfunded students; however, the mid-year trigger reduction in funding was coupled with an additional reduction in funded FTES. It is projected that we will end FY12 with approximately 1,700 unfunded FTES. In FY13, it is again the intent to reduce FTES toward the funded cap. The goal is to bring the unfunded FTES down to 500, approximately 2% of the District's total FTES.

Unlike other segments of California's higher education, community colleges do not have the constitutional authority to assess tuition. Student fees are determined by the

Legislature as a part of the budget, rather than by the system or local college district, and the fees are then used by the State to offset the funding of community colleges.

EXPENDITURES

Expenditures were developed to be sustainable within the projected reduction in state revenue. **Expenditure budgets were built assuming there will be no mid-year reductions in operating budgets.** Mid-year reductions in revenue will be covered, as noted earlier, by the use of reserves.

Salary and Benefit Costs

The Tentative Budget reflects no general salary increases. The budget includes contractual step and column increases. The District Anthem Blue Cross health plan premiums for faculty increased by 19%. This increase is included in the budget. Rates for the Administrator (managers), Supervisor, Confidential, and Classified (ASCC) group increased by 3%, resulting in a monthly employee contribution. The District has a maximum funding cap for this group, which is included in the budget. Health Net and Kaiser increased significantly above their funding cap levels, necessitating monthly employee contributions for those employees (other than faculty) enrolled in these programs.

Retiree Health Liability

Based on the requirements of GASB 45, an actuarial study for post-retirement benefits was performed in December 2010, estimating the amount that would have accumulated under the requirements of GASB 45. The liability amount as of that time was approximately \$147 million. Actuarial studies are performed every two years. In FY11, the District established an irrevocable trust fund for the partial funding of that liability.

In the Tentative Budget, the expenditure for post-retirement benefits is projected to be \$10.6 million for all funds. Premiums for retirees are paid directly from the Retiree Health Benefits fund and are estimated at \$10 million. The difference between the two amounts will be transferred to the irrevocable trust and help mitigate our long-term liability. As a means of accruing the required annual expense (ARC), the District assesses, as an employer expense, a benefit rate of 8.7%. On average, the rates

range from 7% to 10%, depending on employee type and funding source to each eligible employee salary. These fringe benefit rates are assessed to all eligible employees' salaries in all funds, including categorical, grants and contracts, auxiliary services, etc.

INFRASTRUCTURE

Over the past several years the State has eliminated categorical funding for such items as Scheduled Maintenance, Instructional Equipment/Library Materials (IELM), Telecommunications and Technology Infrastructure Program (TTIP) funding for libraries, and the receipt of restricted lottery funds has also significantly decreased. When these categorical funding sources were provided by the State, the District eliminated the majority of General Fund support for those items and transferred their costs to the categorical funds. The cost of these items remains and, in fact, is growing even though the previous funding sources have been eliminated.

As these costs are on-going the significant decrease in revenue and increase in costs resulted in a significant structural deficit that needed be addressed. These items are central to the core mission of the colleges and the District and addressing the total cost of ownership (TOC) is a requirement of Accreditation as well as a prudent business practice.

In March 2012, the Board approved an infrastructure funding plan and allocation model to provide foundational funding for these critical needs. A separate sub-fund is being established to account for this redistribution of resources and associated expenditures. The FY13 budget for infrastructure will be presented as a part of the Adoption budget.

GENERAL FUND

The General Fund is the principal operating fund of the District. All revenues and expenditures not required by statutory law to be accounted for in a different fund are budgeted and accounted for in the General Fund. Four sub-funds exist within the General Fund, which are briefly described as follows:

- **General Fund - Unrestricted:** Represents revenues and expenditures that support most educational programs and services throughout the district, including instruction, student services, maintenance and operations, administration, and so forth.
- **General Fund - Unrestricted - Designated:** Represents revenues and expenditures associated with community services, contract education, entrepreneurial programs, and other activities which are initiated by the colleges and are intended to be self-supporting. This sub-fund is reported to the State as a part of the General Fund – Unrestricted.
- **General Fund – Unrestricted Designated- Infrastructure:** Represents revenues and a re-designation of General Fund - fund balance (prior year breakage) that has been specifically designated by the Board to be used for infrastructure needs including: Scheduled Maintenance and Capital Furniture (including classroom, faculty and administration); Library Materials and Databases; Instructional and Non-instructional Equipment; and Technology Refresh and Replacement (hardware and software). This sub-fund is reported to the State as a part of the General Fund – Unrestricted.
- **General Fund - Restricted:** Represents revenues and expenditures supporting educational services whose resources are restricted by law, regulation, grant terms and conditions, categorical funding agencies, or other externally-imposed restrictions. This sub-fund is reported to the State as a part of the Total General Fund.

GENERAL FUND – UNRESTRICTED

The VCCCD budget development process emphasizes the building of the General Fund-Unrestricted budget, since this is the budget that most heavily impacts ongoing college and district operations. The Budget Allocation Model, which is reviewed each year by DCAS, was utilized for the purpose of allocating resources to the various operational units within the District.

The Tentative Budget reflects an overall decrease in revenues from the 2011-12 Adoption Budget of \$2.4 million.

Budget Allocation Model

The Tentative Budget uses the Budget Allocation Model that was adopted by the Board in May 2007, and modified in March 2009, and March of 2012 to distribute resources to the operating units. The model is reviewed annually by DCAS in accordance with the commitment to regularly review the model components to ensure a more sustainable model that incorporates variables that are meaningful, readily defined, easily measured, and consistently reported.

Reserves

The District has designated its ending balance into four categories: State Required 5% Minimum Reserve; Revenue Shortfall Contingency Reserve; Unallocated Reserves; and Budget Carryover.

State Required 5% Minimum

In accordance the State Chancellor's Office Accounting Advisory FS 05-05: Monitoring and Assessment of Fiscal Condition, the State Chancellor's Office requires a minimum prudent unrestricted general fund balance of 5 percent. To ensure the District does not drop below this minimum requirement, the amount is segregated in a reserve designated for that purpose.

Revenue Shortfall Contingency

The Revenue Shortfall Contingency Reserve is designated by the Board to cover any mid-year reductions (including, but not limited to, statewide property tax shortfall, enrollment fee shortfall, and general statewide deficit), thus negating the need for mid-year reduction in operating budgets.

Budget Carryover

As a part of the current Budget Allocation Model, funds designated for Budget Carryover are currently limited to 1% of the prior year adopted budget.

Because of the uncertainty of the state fiscal condition and the expected magnitude of the FY13 statewide budget shortfall, following the significant reductions in FY11 and FY12, the four budget sites will be allowed to carryover up to 2% of their prior year adopted budget if those funds are unexpended in FY12. This amount will return to a 1% limitation for development of the FY14 budget.

Unallocated Reserves

Unallocated Reserves is the remaining ending balance that has not been designated for the other three uses. This balance has been maintained to allow for gradual adjustment to the significant reductions in revenue and in large part to handle the significant cash flow requirements as the State continues to defer millions of dollars in state apportionment and other cash payments to the districts.

The Unallocated Reserve would also be used to avoid budget reductions beyond the revenue reductions reflected in the Tentative Budget for FY13 and to cover any mid-year budget reductions beyond that in the Reserve for Revenue Shortfall Contingency. This reserve may also be allocated to cover any other unanticipated expenditures approved by the Board.

If, at the time of the Adoption Budget, the revenue reductions are greater than assumed in the Tentative Budget, the board has authorized, through the Budget Assumptions, the use of reserves to mitigate further budget cuts.

It is expected the balance of these Unallocated Reserves will be needed in subsequent years because of the uncertainty of funding for community colleges, including the hesitancy of the voters regarding tax increases, the varying community colleges' share of Proposition 98, the under-funded growth rates, continuing property tax and enrollment fee shortfalls, and the State's failure to fully identify a permanent solution to the overall statewide budget structural deficit.

Any use of reserves, both as part of the Budget and any mid-year reductions, will result in subsequent reductions in FY 14.

OTHER FUNDS

GENERAL FUND-UNRESTRICTED-DESIGNATED

This fund supports activities associated with contract education and ongoing programs such as community services and civic center. Although not restricted in a legal sense, these programs are entrepreneurial in nature and are intended to be fully self-supporting or profit-generating.

GENERAL FUND – RESTRICTED

This fund supports categorical programs, grants, contracts, and other programs whose budget resources are restricted by law, regulation, contract, grant agreement, or other externally restricted terms and conditions.

Major programs accounted for in this fund include state categorical programs such as EOPS (Extended Opportunity Programs and Services), DSP&S (Disabled Students Programs and Services), CalWORKS (California Work Opportunities and Responsibility to Kids), Economic and Workforce Development programs, as well as Perkins IV (VTEA/Vocational and Technical Education Act) federal grants, Restricted Lottery (Proposition 20) funds, Nursing Education grants, and Title V (HSI, STEM) federal grants.

The Governor continues to pursue his proposal to consolidate funding for essentially all categorical programs into one "flex item". With few exceptions, districts would have broad discretion in how they spend flex funding for categorical purposes, i.e. in contrast to current law, districts would not be restricted to spending these monies on existing categorical purposes. Instead, districts would have broad discretion, with the exception of appropriation protection for Foster Care Education Program and Disabled Students Program funds, to spend these monies on whatever they deem to be their local priorities. Categorical funds would, in effect, become general purpose monies. Under the Governor's plan, this new flexibility is intended to be permanent, with implementation beginning in 2012–13.

However, this consolidation funding proposal is strongly opposed by various student services and advocacy groups, and has little Legislative support. Even if adopted, because of the time expected to be required for transition, the FY 2012-13 Tentative Budgets for student service's programs have been developed within the existing individual categorical programs based on a projected 5% cut from the prior year level. This is consistent with prior years' Budget Assumptions and is also comparable to the 95% funding guarantee that most student services categorical programs were accorded in past years, given that the final allocations for most student services programs are not finalized until after the Governor signs the state budget and the State Chancellor's Office allocates funds to the districts based on MIS data that is submitted during the first quarter of the fiscal year.

The colleges are mindful that, should the consolidation proposal be included in the final State Adopted Budget, local priorities will need to be identified and a transition plan developed and ultimately implemented in FY14. The colleges continue to review alternative service delivery methods and consolidations where practicable, while focusing on maintaining core and/or mandated services.

HEALTH SERVICES FUND

This restricted fund accounts for the revenues and expenditures related to the operation of the colleges' Student Health Centers. The primary budgeted resources historically have been Student Health Fees and State Mandated Cost reimbursements. In 2010-11, after several years, the Student Health Centers received approx \$1,000,000 in reimbursements. The remaining mandated cost reimbursements, however, have continued to be deferred to a future fiscal period, even though the centers are still required to provide the same level of service as was provided in FY 1986-87.

The Governor's budget plan eliminates the mandate claiming process, instituting a block grant in its place. If this occurs, the current pool of mandate reimbursement will allow the centers to operate at their current levels for only a few years; after that time long-term program implications will need to be considered.

PARKING SERVICES FUND

This fund accounts for parking revenues (fees and fines) and expenditures associated with parking (including District police services), safety, and transportation. The College-wide Parking Lot Maintenance program supports repairs and renovations of parking areas district-wide. The Tentative Budget includes \$629,271 of General Fund-Unrestricted (Districtwide Services) support towards the cost of providing police services at all sites in addition to that received in parking revenues. Police services have been reduced significantly, no longer providing 24/7 coverage, but instead focusing coverage on when student, faculty and staff are on-campus.

CHILD DEVELOPMENT FUND

This fund accounts for all revenues and expenditures related to the operation of the colleges' Child Care Centers and associated child development activities. The Child Development Centers receive grant funding as a supplemental source of funding from the State of California in addition to client enrollment fees. With cuts to the state grant funding over the past two years and the need to maintain competitive child care rates, the Child Development Centers have operated close to or in deficit. These auxiliary operations are being modified as needed to maintain expenditures within revenue.

PROPRIETARY (ENTERPRISE) FUNDS (Bookstore/Food Service)

The enterprise funds account for business operations financed and managed similar to private enterprise and considered to be self-supporting. These funds consist of a separate Bookstore Fund and Food Service Fund to account for the revenues, expenses, and profits and/or losses at each college.

Bookstore

The District operates bookstores at all three campuses. The bookstore industry has been rapidly changing, offering many alternatives to students. The availability to purchase textbooks online, receive digital delivery of materials, and the ability to rent textbooks provides students greater flexibility, resulting in declining bookstores' sales. Overall sales and gross profit at each of the stores have decreased significantly over the past three years and additional declines are expected. The three bookstores remain profitable, allowing support of other college activities and self-supporting of capital

needs. Changes have been made to the operations to reduce operational costs in 2012-13 to ensure a marginal profit. The Tentative Budget reflects these changes.

Food Service

After many years of operating losses, in March 2012 the Board took action to support the closure of the cafeterias. The colleges will expand the vending operations to include both hot and cold food and close the food preparation portion of the cafeteria service. The dining areas will remain open for students' use. At Oxnard College, an outlet of their instructional lab, the CRM (Culinary and Restaurant Management) program will provide some food service during lunch period.

INTERNAL SERVICES FUND

The **Self-Insurance Fund** provides funding for the level of risk retention held by the District. This fund is used to reimburse individuals or other entities for claims against the District up to our deductible levels (\$25,000/50,000) and for some settlement costs.

Full-time contract faculty members who work a non-contract assignment may elect to have all, or part, of their non-contract assignment pay deferred ("banked") to a subsequent semester or academic year. The **Workload Balancing Fund** is used to account for the those transactions and transfer a partial offset of salary costs to the General Fund as faculty use their load "banked" hours. The current liability in this account is approximately \$1,000,000 and is fully funded.

The **Retiree Health Benefits Fund** is the accrual for the funding of GASB 45 as presented previously. All current retiree health benefits are paid out of this fund. The net difference between the required annual expense (ARC) and the current retiree health premiums is periodically remitted to the District's irrevocable trust.

STUDENT FINANCIAL AID FUND

This fund accounts for the receipt and disbursement of government-funded student financial assistance programs. The major federally funded programs include Pell Grants, SEOG (Supplemental Educational Opportunity Grants), and NSL (Nursing Student Loans). The major state-funded programs include EOPS (Educational

Opportunity Programs and Services) Grants and Cal Grants. College Work-Study program costs, as well as all expenses incurred in the administration of all student financial assistance programs, are recorded in the General Fund.

CAPITAL PROJECTS FUND

This fund accounts for the financial resources used in the acquisition and/or construction of major capital outlay projects. Project elements may include site improvements including parking lots, walkways and monument signs, building renovations, new construction, scheduled maintenance projects, hazardous substance abatement projects, and fixed assets, and may be funded from a combination of state capital outlay funds, local funds, redevelopment agency funds, nonresident student capital outlay surcharges, and General Obligation (GO) bonds.

The FY 2012-13 Tentative Budget includes locally funded construction and capital outlay/improvement projects, scheduled maintenance projects, as well as funds for new technology/technology refresh and equipment replacement.

The FY 2012-13 Tentative Budget also includes projects funded from General Obligation (Measure S) bonds, including the Moorpark College Parking Structure, the Moorpark College Fountain Hall Renovation, the Oxnard College LRC Renovation and Expansion, the Ventura College Applied Science Building, the Ventura College Theatre Renovation, the Ventura College Building H Renovation, as well as various infrastructure and special repair projects at all three colleges.

COMPLIANCE

The Tentative Budget reflects all compliance with external standards, such as GASB, post retirement health, Ed Code, Title 5 regulations, Full Time Faculty Obligation, the 50% law, etc.

RECOMMENDATION

The Tentative Budget, as presented, was reviewed by the District's participatory governance council (DCAS) at its June 7, 2012 meeting and is recommended for approval by the Board.

DRAFT

2012-2013

TENTATIVE BUDGET



SUMMARY OF BUDGET BY FUND

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
SUMMARY OF BUDGET RESOURCES BY FUND

	2012-13 BUDGET**	PERCENT OF TOTAL BUDGET
General Fund - Unrestricted	149,153,922	56.1%
General Fund - Unrestricted Designated	6,657,051	2.5%
General Fund - Restricted	15,432,259	5.8%
Health Services Fund	6,179,434	2.3%
Parking Services Fund	2,907,274	1.1%
Special Revenue Fund (CRM)	155,750	0.1%
Child Development Fund	1,398,563	0.5%
Bookstore Fund	12,984,178	4.9%
Food Service Fund	620,847	0.2%
Internal Services Fund	3,094,470	1.2%
Financial Aid Fund	50,031,227	18.8%
Capital Projects Fund *	17,272,782	6.5%
Total All Funds	<u>265,887,758</u>	<u>100%</u>

* Does not include budgeted GO Bonds (Measure S) of \$66,557,147.

** change of methodology. Resources include fund/ending balance.

2012-2013

TENTATIVE BUDGET



GENERAL FUND – UNRESTRICTED

2012-2013

TENTATIVE BUDGET



REVENUE PROJECTIONS

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
GENERAL FUND - UNRESTRICTED (Fund 111)
REVENUE PROJECTIONS - FY13**

ACCOUNT DESCRIPTION	RATE	2011-12 ADOPTION BUDGET	2011-12 Projected ACTUALS	2012-13 TENTATIVE BUDGET	Change FY12 Adoption VS FY13 Tentative
BASIC ALLOCATION					
FY12=	2 Medium College @	\$ 3,875,136	7,750,272	7,750,272	
	1 Small College @	\$ 3,321,545	3,321,545	3,321,545	
FY13=	2 Medium College @	\$ 3,875,136		7,750,272	
	1 Small College @	\$ 3,321,545		3,321,545	
CREDIT FTES					
FY12=	26,023 FTES @	\$ 4,565	119,062,370	118,788,718	
FY13=	24,035 FTES @	\$ 4,565		109,715,749	
NON CREDIT FTES					
FY12=	507 FTES @	\$ 2,745	1,135,918	1,286,438	
FY13=	469 FTES @	\$ 2,745		1,286,438	
WORKLOAD REDUCTION From FY12					
CREDIT	(1,988) FTES @	\$ 4,565	(7,500,000)	(9,072,968)	
NON CREDIT	- FTES @	\$ 2,745			
TOTAL GENERAL APPORTIONMENT			123,770,106	122,074,005	122,074,005
					(1,696,101)
CURRENT YEAR ADJUSTMENT (Deficit)			-	(4,174,009)	-
PRIOR YEAR ADJUSTMENT (Recalc)			-	255,205	-
TIER I Adjustment			-	-	(703,470)
ENROLL FEE WAIVERS (2%)			139,000	139,000	139,000
LOTTERY PROCEEDS			3,147,000	3,147,000	3,147,000
LOTTERY PROCEEDS PRIOR YEAR			-	51,750	-
PT FACULTY OFFICE HOURS			-	7,630	-
PT FACULTY HEALTH INS			-	6,342	-
INTEREST INCOME			700,000	700,000	700,000
ENROLL FEES - LOC SH (2%)			205,000	205,000	205,000
NONRES TUITION - INTL			610,000	631,000	610,000
NONRES TUITION - DOM			1,070,000	1,095,000	1,070,000
OTHER LOCAL REVENUE			241,780	241,780	241,780
TOTAL OTHER REVENUE			6,668,780	2,816,845	5,965,310
TOTAL GENERAL FUND UNRESTRICTED REV			130,438,886	124,890,850	128,039,315

FTES:	Contingency for FY13 Triggers	(2,000,000)
FY12 = 24,504 projected funded; 26,249 actual; 1,745 unfunded	Eliminate FY12 use of reserves	(551,463)
FY13 = 24,504 projected funded; 25,004 projected actual. (does not assume Dec triggers)	Total Resource decline	(4,951,034)

2012-2013

TENTATIVE BUDGET



BUDGET ALLOCATION

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
FY13 TENTATIVE BUDGET ALLOCATION**

	Budget
FY13 Projected Revenue	128,039,315
less: FY13 Trigger Contingency	(2,000,000)
Adjusted Revenue	126,039,315
Less: District-wide	(6,267,677)
Less: Utilities	(3,865,625)
Less: District Office (6.64% revenue)	(8,369,011)
Available for Distribution	107,537,002

	Moorpark	Oxnard	Ventura	Total	
Class Schedule Delivery Allocation					
FTES (FY12 projected, includes NonResident)	11,430	4,716	10,521	26,667	
WSCH	171,450	70,740	157,815		
Productivity Factor	556	546	543		
FTEF	308	130	291		
FTEF adjustment	9	8	7		
less: Full Time positions (FTEF)	(136)	(71)	(117)	\$ 41,346,106	38.4%
=Hourly FTEF	181	67	181	\$ 20,901,884	19.4%
Total Class Schedule Delivery Allocation	\$ 26,269,723	\$ 12,592,823	\$ 23,385,444	\$ 62,247,990	57.9%
Base Allocation	\$ 5,376,850	\$ 5,376,850	\$ 5,376,850	\$ 16,130,550	15.0%
<i>FTES (FY12 funded, includes workload reduction)</i>	10,858	4,355	9,291	24,504	
FTES Allocation	\$ 12,920,067	\$ 5,182,374	\$ 11,056,021	\$ 29,158,462	27.1%
Total Allocation FY13	\$ 44,566,641	\$ 23,152,047	\$ 39,818,315	\$ 107,537,002	100.0%
Campus FY12 Carryover	\$ 944,725	\$ 490,656	\$ 849,768	\$ 2,285,148	
FY13 Tentative Budget Allocation	\$ 45,511,366	\$ 23,642,703	\$ 40,668,082	\$ 109,822,151	

2012-2013

TENTATIVE BUDGET



GENERAL FUND – UNRESTRICTED

FUND 111 EXPENDITURES

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 COMPARATIVE BUDGET SUMMARY BY LOCATION
 GENERAL FUND - UNRESTRICTED

	2011-12 ADOPTION BUDGET	2011-12 PROJECTED EXPENDITURES	2012-13 BUDGET*
MOORPARK	47,236,244	46,291,519	45,511,366
OXNARD	24,532,800	24,042,144	23,642,703
VENTURA	42,488,380	41,638,611	40,668,082
DISTRICT ADM CENTER	8,873,943	8,735,943	8,507,011
DISTRICTWIDE SVCS	6,083,637	6,435,637	6,267,677
UTILITIES	4,325,413	4,325,413	3,865,625
TOTAL EXPENSES	133,540,417	131,469,267	128,462,464

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* Includes site carryover funds.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 COMPARATIVE BUDGET SUMMARY
 GENERAL FUND - UNRESTRICTED

ALL LOCATIONS

	2011-12 ADOPTION BUDGET	2011-12 PROJECTED EXPENDITURES	2012-13 BUDGET*	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES	53,483,270	53,492,034	51,120,874	39.8%
2000 MANAGEMENT SALARIES	5,948,764	5,828,290	5,705,159	4.4%
2000 CLASSIFIED SALARIES	22,219,750	21,544,071	20,019,128	15.6%
3000 EMPLOYEE BENEFITS	32,954,308	32,460,150	32,946,294	25.6%
SALARY & BENEFIT SUBTOTAL	114,606,092	113,324,545	109,791,454	85.5%
4000 SUPPLIES & MATERIALS	2,210,207	2,170,625	2,111,331	1.6%
5000 OPERATING EXP	13,090,673	12,965,394	13,085,129	10.2%
6000 CAPITAL OUTLAY	633,157	650,344	476,354	0.4%
7000 TRANSFERS	1,930,770	2,358,359	1,239,896	1.0%
7999 CONTINGENCY	1,069,518	0	1,758,301	1.4%
DIRECT EXPENDITURE SUBTOTAL	18,934,325	18,144,721	18,671,010	14.5%
TOTAL BUDGETED EXPENDITURES	133,540,417	131,469,267	128,462,464	100.0%

* Includes site carryover funds.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 COMPARATIVE BUDGET SUMMARY
 GENERAL FUND - UNRESTRICTED

MOORPARK COLLEGE

	2011-12 ADOPTION BUDGET	2011-12 PROJECTED EXPENDITURES	2012-13 BUDGET*	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES	22,497,895	22,599,140	21,713,969	47.7%
2000 MANAGEMENT SALARIES	1,518,480	1,400,519	1,519,398	3.3%
2000 CLASSIFIED SALARIES	7,235,265	6,858,548	6,392,136	14.0%
3000 EMPLOYEE BENEFITS	12,218,476	11,993,866	12,249,647	26.9%
SALARY & BENEFIT SUBTOTAL	43,470,116	42,852,073	41,875,150	92.0%
4000 SUPPLIES & MATERIALS	1,033,696	1,060,689	919,876	2.0%
5000 OPERATING EXP	1,947,101	1,936,342	1,889,904	4.2%
6000 CAPITAL OUTLAY	411,190	455,754	334,993	0.7%
7000 TRANSFERS	(130,000)	(13,339)	(100,000)	-0.2%
7999 CONTINGENCY	504,141	0	591,443	1.3%
DIRECT EXPENDITURE SUBTOTAL	3,766,128	3,439,446	3,636,217	8.0%
TOTAL BUDGETED EXPENDITURES	47,236,244	46,291,519	45,511,366	100.0%

* Includes site carryover funds.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 COMPARATIVE BUDGET SUMMARY
 GENERAL FUND - UNRESTRICTED

OXNARD COLLEGE

	2011-12 ADOPTION BUDGET	2011-12 PROJECTED EXPENDITURES	2012-13 BUDGET*	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES	10,331,386	10,388,964	10,145,135	42.9%
2000 MANAGEMENT SALARIES	1,274,222	1,227,514	1,256,618	5.3%
2000 CLASSIFIED SALARIES	4,378,989	4,298,319	3,868,758	16.4%
3000 EMPLOYEE BENEFITS	6,794,640	6,674,348	6,725,284	28.4%
SALARY & BENEFIT SUBTOTAL	22,779,237	22,589,146	21,995,796	93.0%
4000 SUPPLIES & MATERIALS	494,981	384,782	578,179	2.4%
5000 OPERATING EXP	922,879	960,542	910,942	3.9%
6000 CAPITAL OUTLAY	101,732	107,674	103,125	0.4%
7000 TRANSFERS	0	0	(296,000)	-1.3%
7999 CONTINGENCY	233,971	0	350,661	1.5%
DIRECT EXPENDITURE SUBTOTAL	1,753,563	1,452,998	1,646,907	7.0%
TOTAL BUDGETED EXPENDITURES	24,532,800	24,042,144	23,642,703	100.0%

* Includes site carryover funds.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 COMPARATIVE BUDGET SUMMARY
 GENERAL FUND - UNRESTRICTED

VENTURA COLLEGE

	2011-12 ADOPTION BUDGET	2011-12 PROJECTED EXPENDITURES	2012-13 BUDGET*	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES	20,640,207	20,503,930	19,261,770	47.4%
2000 MANAGEMENT SALARIES	1,622,622	1,622,622	1,500,414	3.7%
2000 CLASSIFIED SALARIES	6,712,140	6,577,210	6,078,571	14.9%
3000 EMPLOYEE BENEFITS	10,971,027	10,866,771	10,987,758	27.0%
SALARY & BENEFIT SUBTOTAL	39,945,996	39,570,532	37,828,513	93.0%
4000 SUPPLIES & MATERIALS	625,145	650,845	569,093	1.4%
5000 OPERATING EXP	1,469,018	1,324,190	1,418,844	3.5%
6000 CAPITAL OUTLAY	116,815	84,116	35,435	0.1%
7000 TRANSFERS	-	8,928	-	0.0%
7999 CONTINGENCY	331,406	0	816,197	2.0%
DIRECT EXPENDITURE SUBTOTAL	2,542,384	2,068,079	2,839,569	7.0%
TOTAL BUDGETED EXPENDITURES	42,488,380	41,638,611	40,668,082	100.0%

* Includes site carryover funds.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 COMPARATIVE BUDGET SUMMARY
 GENERAL FUND - UNRESTRICTED

DISTRICT ADMINISTRATIVE CENTER

	2011-12 ADOPTION BUDGET	2011-12 PROJECTED EXPENDITURES	2012-13 BUDGET*	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES	-	-	-	0.0%
2000 MANAGEMENT SALARIES	1,533,440	1,577,635	1,428,728	16.8%
2000 CLASSIFIED SALARIES	3,825,456	3,728,487	3,600,263	42.3%
3000 EMPLOYEE BENEFITS	2,886,279	2,856,432	2,896,519	34.0%
SALARY & BENEFIT SUBTOTAL	8,245,175	8,162,554	7,925,510	93.2%
4000 SUPPLIES & MATERIALS	46,655	39,680	32,916	0.4%
5000 OPERATING EXP	582,113	533,709	548,585	6.4%
6000 CAPITAL OUTLAY				0.0%
7000 TRANSFERS	-	-	-	0.0%
7999 CONTINGENCY	0	0	0	0.0%
DIRECT EXPENDITURE SUBTOTAL	628,768	573,389	581,501	6.8%
TOTAL BUDGETED EXPENDITURES	8,873,943	8,735,943	8,507,011	100.0%

* Includes site carryover funds.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
COMPARATIVE BUDGET SUMMARY
GENERAL FUND - UNRESTRICTED

DISTRICTWIDE SERVICES

	2011-12 ADOPTION BUDGET	2011-12 PROJECTED EXPENDITURES	2012-13 BUDGET	PERCENT OF TOTAL BUDGET
1000 FACULTY SALARIES ^[3]	13,782	-	-	0.0%
2000 MANAGEMENT SALARIES	-	-	-	0.0%
2000 BOARD, COMMISSIONERS, OTHER	67,900	81,507	79,400	1.3%
3000 EMPLOYEE BENEFITS	83,886	68,733	87,085	1.4%
SALARY & BENEFIT SUBTOTAL	165,568	150,240	166,485	2.7%
4000 SUPPLIES & MATERIALS	9,730	34,630	11,268	0.2%
5000 OPERATING EXP	4,410,648	4,451,696	4,592,853 ^[1]	73.3%
6000 CAPITAL OUTLAY	3,420	2,800	2,800	0.0%
7000 TRANSFERS	1,494,271	1,796,271	1,494,271 ^[2]	23.8%
DIRECT EXPENDITURE SUBTOTAL	5,918,069	6,285,397	6,101,192	97.3%
TOTAL BUDGETED EXPENDITURES	6,083,637	6,435,637	6,267,677	100.0%

[1] Operating Exp includes:

Database/License/Tech	\$ 1,636,000
Prof and Liability Insurance	\$ 1,224,792
Legal	\$ 400,000
Bank & Credit Card Charges	\$ 375,150
Unemployment insurance	\$ 275,000
Audit Costs	\$ 160,000
Health Insurance Broker	\$ 125,000
Districtwide memberships	\$ 110,000
Reserve for Uncollectible Enrollment	\$ 50,000
Other Miscellaneous Expense	\$ 236,911
Total	\$ 4,592,853

[2] Transfers in/out includes:

Campus Police Services	\$ 629,271
New Info Technology	\$ 250,000
College Work Study Match	\$ 225,000
Scheduled Maintenance	\$ 150,000
Parking Online Admin	\$ 150,000
Self-Insurance	\$ 75,000
Gr Tchrr/Acad Sen Travel	\$ 15,000
Total	\$ 1,494,271

^[3] Facilitators for hiring committees.

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 COMPARATIVE BUDGET SUMMARY
 GENERAL FUND - UNRESTRICTED

UTILITIES

	2011-12 ADOPTION BUDGET	2011-12 PROJECTED EXPENDITURES	2012-13 BUDGET
5000 OPERATING EXP	3,758,914	3,758,914	3,724,000
7000 TRANSFERS	566,499	566,499	141,625
DIRECT EXPENDITURE SUBTOTAL	4,325,413	4,325,413	3,865,625
TOTAL BUDGETED EXPENDITURES	4,325,413	4,325,413	3,865,625

*Debt service

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET

GENERAL FUND - UNRESTRICTED

RESERVES

	2012-13 <u>BUDGET</u>
Proj Beginning Balance	18,691,458
FY13 Budget	<u>2,000,000</u>
	<u>20,691,458</u>
Commitments:	
State Required Minimum	(6,616,746)
Potential Triggers (tax initiative failure)	(7,160,000)
Rev Shortfall Contingency (P1, P2, Recalc)	<u>(6,000,000)</u>
Unallocated	914,712

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2012-2013

TENTATIVE BUDGET



GENERAL FUND DESIGNATED

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 GENERAL FUND- UNRESTRICTED (DESIGNATED)

FUND 114 BY MAJOR OBJECT

	2011-12 ADOPTION BUDGET	2011-12 PROJECTED EXPENDITURES	2012-13 BUDGET
8000 REVENUES	3,803,008	3,803,008	3,486,513
1000 FACULTY SALARIES	35,195	35,195	20,932
2000 CLASSIFIED SALARIES	1,057,065	1,057,065	844,727
3000 EMPLOYEE BENEFITS	392,933	392,933	348,940
SALARY & BENEFIT SUBTOTAL	1,485,193	1,485,193	1,214,599
4000 SUPPLIES & MATERIALS	400,537	400,537	506,762
5000 OTHER OPERATING EXP	2,004,489	2,004,489	1,036,172
6000 CAPITAL OUTLAY	82,852	82,852	64,733
7000 TRANSFERS IN/OUT	1,033,801	1,033,801	1,100,181
TOTAL BUDGETED EXPENDITURES	5,006,872	5,006,872	3,922,447
Net Change Fund Balance			(435,934)
Beginning Fund Balance			3,174,282
Ending Fund Balance			2,738,348

2012-2013

TENTATIVE BUDGET



GENERAL FUND RESTRICTED

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 GENERAL FUND- RESTRICTED

FUND 12X BY MAJOR OBJECT

	TOTAL
BEGINNING FUND BALANCE	300,000
8000 REVENUES/TRANSFERS IN	<u>15,132,259</u>
TOTAL BUDGETED RESOURCES	15,432,259
1000 ACADEMIC SALARIES	2,533,457
2000 CLASSIFIED SALARIES	4,854,270
3000 EMPLOYEE BENEFITS	<u>2,305,892</u>
SALARY & BENEFIT SUBTOTAL	9,693,619
4000 SUPPLIES & MATERIALS	1,908,931
5000 OTHER OPERATING EXPENSES	1,959,493
6000 CAPITAL OUTLAY	1,187,272
7000 TRANSFERS OUT AND PAYMENTS TO/FOR STUDENTS	<u>342,243</u>
DIRECT EXPENDITURE SUBTOTAL	5,397,939
TOTAL BUDGETED EXPENDITURES	15,091,558
ENDING FUND BALANCE	340,701

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2012-2013

TENTATIVE BUDGET



HEALTH SERVICES FUND

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 HEALTH SERVICES FUND
 FUNDS 13x

	MOORPARK		OXNARD		VENTURA		DISTRICTWIDE		TOTAL	
	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13
BEGINNING FUND BALANCE	1,535,303	1,532,906	784,247	747,978	1,222,585	1,117,133	1,273,266	1,273,266	4,815,402	4,671,284
REVENUES										
State Mandated Costs	-	-	-	-	-	-	-	-	-	-
Student Health Fees	616,699	620,000	259,160	260,000	541,416	542,000	-	-	1,417,275	1,422,000
Other Student Charges	35,000	30,000	17,318	17,000	37,000	37,000	-	-	89,318	84,000
Other Local Income	790	1,500	390	400	220	250	-	-	1,400	2,150
TOTAL REVENUES	652,489	651,500	276,868	277,400	578,636	579,250	-	-	1,507,993	1,508,150
EXPENDITURES										
Academic Salaries	98,057	93,048	93,042	72,746	105,809	89,101	-	-	296,908	254,895
Classified Salaries	248,989	242,626	69,766	67,913	264,032	254,443	-	-	582,787	564,982
Employee Benefits	159,072	159,885	76,794	74,994	161,720	184,972	-	-	397,586	419,851
Supplies & Materials	42,200	38,500	27,500	27,000	40,000	40,000	-	-	109,700	105,500
Operating Expenses	83,260	83,284	44,535	46,439	107,526	85,433	-	-	235,321	215,156
Capital Outlay	23,308	53,000	1,500	51,000	5,001	50,000	-	-	29,809	154,000
TOTAL EXPENDITURES	654,886	670,343	313,137	340,092	684,088	703,949	-	-	1,652,111	1,714,384
OPERATING SURPLUS(DEFICIT)	(2,397)	(18,843)	(36,269)	(62,692)	(105,452)	(124,699)	-	-	(144,118)	(206,234)
INTRAFUND TRANSFER IN(OUT)	-	-	-	-	-	-	-	-	-	-
BEGINNING FUND BALANCE	1,532,906	1,514,063	747,978	685,286	1,117,133	992,434	1,273,266	1,273,266	4,671,284	4,465,050

2012-2013

TENTATIVE BUDGET



PARKING SERVICES FUND

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 PARKING SERVICES FUND
 FUND 124

	CAMPUS POLICE		PARKING LOTS		TOTAL	
	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13
BEGINNING BALANCE	180,228	83,381	71,783	29,622	252,011	113,003
REVENUES						
Parking Fees - Permits [a]	656,257	775,000	218,752	263,000	875,009	1,038,000
Parking Fees - Permits BOGW [a]	231,964	330,000	-	-	231,964	330,000
Parking Fees - Daily/Coin	490,435	500,000	-	-	490,435	500,000
Parking and Traffic Fines	337,763	295,000	-	-	337,763	295,000
Other Local Revenues/Fees	1,202	2,000	-	-	1,202	2,000
Interfund Transfer In from General Fund	629,271	629,271	-	-	629,271	629,271
TOTAL REVENUES	2,346,892	2,531,271	218,752	263,000	2,565,644	2,794,271
TOTAL FUNDS AVAILABLE	2,527,120	2,614,652	290,535	292,622	2,817,655	2,907,274
EXPENDITURES						
Classified Salaries	1,395,678	1,462,814	-	-	1,395,678	1,462,814
Employee Benefits	692,761	738,035	-	-	692,761	738,035
Supplies and Materials	64,575	44,100	-	-	64,575	44,100
Operating Expenditures	237,484	254,902	-	-	237,484	254,902
Capital Outlay	53,241	66,013	8,793	9,000	62,034	75,013
Interfund Transfer Out - [b]	-	-	252,120	254,000	252,120	254,000
TOTAL EXPENDITURES	2,443,739	2,565,864	260,913	263,000	2,704,652	2,828,864
PROJECTED ENDING BALANCE	83,381	48,788	29,622	29,622	113,003	78,410

[a] - Includes \$10 permit increase effective Fall 2012.

[b] - Transfer to Capital Projects Fund for parking lot maintenance/lighting/slurry capital outlay projects .

2012-2013

TENTATIVE BUDGET



SPECIAL REVENUE FUND

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 SPECIAL REVENUE FUND
 CULINARY ARTS & RESTAURANT MANAGEMENT (CRM)

	OXNARD	
	Proj Actual 2011-12	Budget 2012-13
BEGINNING BALANCE	-	-
REVENUES		
Food Sales	89,486	140,000
Catering Sales	15,340	15,750
Interfund Transfer In	18,171	-
TOTAL REVENUES	122,996	155,750
TOTAL FUNDS AVAILABLE	122,996	155,750
EXPENDITURES		
Classified Salaries	13,983	7,807
Employee Benefits	2,103	2,724
Students	1,138	10,841
Purchases	91,760	-
Supplies and Materials	640	1,800
Operating Expenditures	13,372	12,800
Capital Outlay	-	-
Interfund Transfer Out	-	96,000
TOTAL EXPENDITURES	122,996	131,972
PROJECTED ENDING BALANCE	0	23,778

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2012-2013

TENTATIVE BUDGET



CHILD DEVELOPMENT FUND

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 CHILD DEVELOPMENT FUND
 FUNDS 33X

	MOORPARK		OXNARD		VENTURA		TOTAL	
	Projected 2011-12	Budget 2012-13	Projected 2011-12	Budget 2012-13	Projected 2011-12	Budget 2012-13	Projected 2011-12	Budget 2012-13
BEGINNING FUND BALANCE	149,041	137,709	223,939	222,370	101,237	88,512	474,217	448,590
REVENUES								
Child Care Tax Bailout Apportionment	30,491	30,491	30,491	30,491	30,491	30,491	91,473	91,473
Child Care Fees	408,820	365,500	124,864	120,000	247,697	243,000	781,381	728,500
Child Care Fees-paid by grants/aid	-	-	18	-	2,334	-	2,352	-
Child Care Fees-paid by others	-	-	77,545	80,000	50,000	50,000	127,545	130,000
Other Revenue	-	-	-	-	-	-	-	-
TOTAL REVENUES	439,311	395,991	232,918	230,491	330,522	323,491	1,002,750	949,973
EXPENDITURES								
Classified Salaries	312,951	257,346	134,230	194,805	260,151	264,904	707,332	717,055
Employee Benefits	121,954	121,852	90,366	130,372	122,323	124,405	334,643	376,629
Supplies & Materials	11,500	10,500	8,716	1,000	6,500	5,000	26,716	16,500
Operating Expenses	4,238	5,000	1,175	660	2,200	1,600	7,613	7,260
Non Capital Outlay	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	450,643	394,698	234,487	326,837	391,174	395,909	1,076,304	1,117,444
OPERATING INCOME (LOSS)	(11,332)	1,293	(1,569)	(96,346)	(60,652)	(72,418)	(73,554)	(167,471)
NON OPERATING REVENUES (EXPENSES)								
Capital Outlay	-	(1,000)	-	-	-	-	-	(1,000)
Transfers In / (Out)	-	-	-	-	47,927	60,000	47,927	60,000
TOTAL NON OPERATING REV// (EXP)	-	(1,000)	-	-	47,927	60,000	47,927	59,000
NET CHANGE IN BALANCE	(11,332)	293	(1,569)	(96,346)	(12,725)	(12,418)	(25,627)	(108,471)
ENDING FUND BALANCE	137,709	138,002	222,370	126,024	88,512	76,094	448,590	340,119

2012-2013

TENTATIVE BUDGET



BOOKSTORE FUND

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
BOOKSTORE FUND
FUND 51X

	MOORPARK		OXNARD		VENTURA		TOTAL	
	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13	Proj Actual 2011-12	Budget 2012-13
BEGINNING FUND BALANCE	3,063,681	3,108,103	645,781	684,268	1,529,541	1,715,564	5,239,003	5,507,934
SALES	3,479,947	3,138,351	1,500,310	1,520,313	3,036,171	2,784,580	8,016,428	7,443,244
COST OF GOODS SOLD	2,557,413	2,304,735	1,095,227	1,109,828	2,201,233	2,060,125	5,853,872	5,474,688
GROSS PROFIT \$	922,534	833,616	405,084	410,485	834,939	724,455	2,162,556	1,968,556
GROSS PROFIT %	27%	27%	27%	27%	27%	26%	27%	26%
OPERATING EXPENDITURES								
Classified Salaries	429,777	310,054	179,245	211,505	301,353	319,408	910,375	840,967
Employee Benefits	246,585	175,578	94,703	96,713	163,749	140,904	505,037	413,195
Supplies & Materials	25,000	25,000	7,437	5,600	14,000	12,500	46,437	43,100
Depreciation Expense	3,500	3,000	2,000	2,000	-	-	5,500	5,000
Other Operating Expenses	119,250	144,800	87,772	76,425	85,814	100,150	292,836	321,375
Non Capital Outlay	-	-	1,230	1,750	-	-	1,230	1,750
TOTAL OPERATING EXPENDITURES	824,112	658,432	372,387	393,993	564,916	572,962	1,761,415	1,625,387
OPERATING INCOME (LOSS)	98,422	175,184	32,697	16,492	270,023	151,493	401,141	343,169
NON OPERATING REVENUES (EXPENSES)								
Other Income- Commission	21,000	21,000	7,000	4,500	12,000	7,500	40,000	33,000
Capital Equipment	-	(6,000)	(1,000)	-	-	-	(1,000)	(6,000)
Transfers In / (Out)	(75,000)	(75,000)	(210)	-	(96,000)	(96,000)	(171,210)	(171,000)
TOTAL NON OPERATING REVENUES/(EXP)	(54,000)	(60,000)	5,790	4,500	(84,000)	(88,500)	(132,210)	(144,000)
NET CHANGE IN BALANCE	44,422	115,184	38,487	20,992	186,023	62,993	268,931	199,169
ENDING FUND BALANCE	3,108,103	3,223,287	684,268	705,260	1,715,564	1,778,557	5,507,934	5,707,103

2012-2013

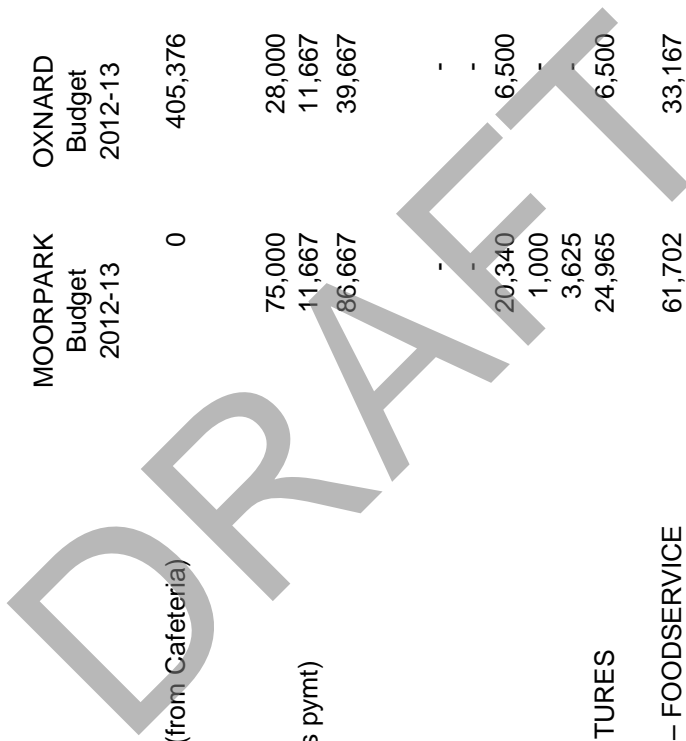
TENTATIVE BUDGET



FOOD SERVICE FUND

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 VENDING OPERATIONS
 FUND 52X

	MOORPARK Budget 2012-13	OXNARD Budget 2012-13	VENTURA Budget 2012-13	TOTAL Budget 2012-13
BEGINNING FUND BALANCE (from Cafeteria)	0	405,376	6,471	411,847
REVENUE				
Vending Commission	75,000	28,000	71,000	174,000
Other local income (Coke bonus pymt)	11,667	11,667	11,667	35,000
TOTAL REVENUE	86,667	39,667	82,667	209,000
OPERATING EXPENDITURES				
Classified Salaries	-	-	-	-
Employee Benefits	-	-	-	-
Student Salaries and Benefits	20,340	6,500	8,990	35,830
Supplies & Materials	1,000	-	2,500	3,500
Operating Expenses	3,625	-	5,000	8,625
TOTAL OPERATING EXPENDITURES	24,965	6,500	16,490	47,955
OPERATING INCOME (LOSS) – FOODSERVICE	61,702	33,167	66,177	161,045
NON OPERATING EXPENSES				
Capital Outlay	1,000	-	-	1,000
Transfers (In) / Out	10,000	-	-	10,000
TOTAL NON OPERATING EXPENSES	11,000	-	-	11,000
NET CHANGE IN BALANCE	50,702	33,167	66,177	150,045
ENDING FUND BALANCE	50,702	438,543	72,648	561,892



2012-2013

TENTATIVE BUDGET



INTERNAL SERVICES FUND

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
INTERNAL SERVICES FUND

FUND 611 - SELF-INSURANCE

	<u>2011-12</u> <u>Proj Exp</u>	<u>2012-13</u> <u>Budget</u>
BEGINNING BALANCE	1,008,520	1,008,520
REVENUES		
TRANSFERS FROM OTHER FUNDS	75,000	75,000
FUND RECOVERY	-	-
TOTAL FUNDS AVAILABLE	1,083,520	1,083,520
EXPENDITURES		
SELF-INSURANCE COSTS	10,000	10,000
SETTLEMENTS	65,000	65,000
ENDING BALANCE	1,008,520	1,008,520

FUND 612 - RETIREE HEALTH PAYMENT POOL

	<u>2011-12</u> <u>Proj Exp</u>	<u>2012-13</u> <u>Budget</u>
BEGINNING BALANCE	832,288	1,128,704
REVENUES	296,466	-
EXPENDITURES	50	-
ENDING BALANCE	1,128,704	1,128,704

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
INTERNAL SERVICES FUND

FUND 691 - WORKLOAD BALANCING

	<u>2011-12 Proj Exp</u>	<u>2012-13 Budget</u>
BEGINNING LIABILITY	1,019,838	940,025
INSTRUCTIONAL EXPENSE/BANKING	163,952	164,000
USAGE	(243,764)	(155,000)
ENDING LIABILITY	940,025	949,025

(Total Liability is fully funded)

FUND 693 - RETIREE HEALTH BENEFITS

	<u>2011-12 Proj Exp</u>	<u>2012-13 Budget</u>
BEGINNING BALANCE	20,812	17,221
TRANSFER IN (from all funds as fringe benefit %)	10,452,719	10,660,989
INTEREST	-	-
EXPENDITURES (actual premiums)		
premiums	8,739,810	9,994,409
misc	16,500	-
TRANSFER OUT (to irrevocable trust)	1,700,000	683,000
ENDING BALANCE	17,221	801

(Total Liability is \$147 million as of the Dec 2010 actuarial)

(The Market Value of the Irrevocable Trust as of Feb 29, 2012 is \$ 10,833,532)

2012-2013

TENTATIVE BUDGET



FINANCIAL AID FUND

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 FINANCIAL AID FUND
 FUND 74XX

	CAL GRANTS	CARE	EOPS	PELL	SEOG	NSL	ACG	Direct Loans	TOTAL
BEGINNING FUND BALANCE						927			927
REVENUES									
Federal Income		38,000,000			850,000			9,000,000	47,850,000
State Income	2,000,000	50,000	130,000						2,180,000
Local Income						300			300
TOTAL REVENUES	2,000,000	50,000	130,000	38,000,000	850,000	300		9,000,000	50,030,300
TOTAL FUNDS AVAILABLE	2,000,000	50,000	130,000	38,000,000	850,000	1,227		9,000,000	50,031,227
EXPENDITURES & OTHER OUTGO									
Operating Expenses						800			800
Student Financial Aid	2,000,000	50,000	130,000	38,000,000	850,000			9,000,000	50,030,000
TOTAL EXPENDITURES & OTHER OUTGO	2,000,000	50,000	130,000	38,000,000	850,000	800		9,000,000	50,030,800
ENDING FUND BALANCE						427			427

(Does not include BOG Waivers)

2012-2013

TENTATIVE BUDGET



CAPITAL PROJECTS FUND

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
CAPITAL PROJECTS FUND

FUND 4X BY MAJOR OBJECT

	DESCRIPTION	
8000	REVENUES/TRANSFERS IN	1,414,941
	Total Revenues	1,414,941
	EXPENDITURES	
1000	ACADEMIC SALARIES	-
2000	CLASSIFIED SALARIES	-
3000	EMPLOYEE BENEFITS	-
4000	SUPPLIES & MATERIALS	89,732
5000	OTHER OPERATING EXPENSES	646,822
6000	CAPITAL OUTLAY	78,508,009
7000	TRANSFERS	4,405,365
	Total Expenditures	83,649,928
	Net Change Fund Balance	(82,234,988)
	Beginning Fund Balance	85,078,001
	Ending Fund Balance*	2,843,013

*Unrestricted local funds and cumulative bond interest

2012-2013

TENTATIVE BUDGET



APPENDIX

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
GENERAL FUND- UNRESTRICTED (DESIGNATED)

FUND 114 BY PROGRAM

ORG. #	LOC	PROGRAM	BALANCE FORWARD	REVENUE	TRANSFER/ EXPENSE	ENDING BALANCE
12909	MC	Zoo Operations	543,817	120,000	200,992	462,825
15002	MC	Civic Center	-	110,000	110,000	-
15xxx	MC	Community Services	28,184	7,700	35,884	-
15004	MC	Indirect Cost Recovery	168,827	9,504	77,172	101,159
15006	MC	Surplus Sales	9,918	500	10,418	-
22073	OC	Foundation support	-	284,000	280,256	3,744
22147	OC	CSSC County Lease	461,412	202,493	200,000	463,905
24461	OC	Auto Body	3,000	1,000	4,000	-
24510	OC	Dental Hygiene	18,000	37,000	55,000	-
24528	OC	Fire Academy-CPAT	88,000	46,000	134,000	-
24565	OC	EMT Skills Testing	400	4,500	4,900	-
25002	OC	Civic Center	143,000	170,000	313,000	-
25003	OC	Community Services	7,000	70,000	62,939	14,061
25004	OC	Indirect Cost Recovery	604,000	20,000	11,850	612,150
25016	OC	OC Auto Shop	850	1,000	1,850	-
25023	OC	College Improvement Fund	97,000	-	97,000	-
25201	OC	CC Foundation Smog Ref & Tech	2,000	12,000	14,000	-
31031	VC	GIS	-	2,300	2,300	-
35002	VC	Civic Center	45,000	105,000	147,636	2,364
35003	VC	Community Services	4,500	-	-	4,500
35004	VC	Indirect Cost Recovery	280,000	25,000	50,000	255,000
35xxx	VC	Leases	33,404	63,229	21,675	74,958
35024	VC	LRC Testing Center	-	1,000	1,000	-
75004	DAC	Indirect Cost Recovery	62,843	-	62,843	-
82123	DWS	Remote Registration	201,393	125,000	174,271	152,122
89072	DWS	Sheriff Training Acad Lease	-	148,488	148,488	-
TOTAL GENERAL FUND- UNRESTRICTED DESIGNATED			2,802,547	1,565,714	2,221,474	2,146,787
TOTAL GF- UNRESTRICTED DESIGNATED (ECON DEV)			371,735	1,920,799	1,700,973	591,561
TOTAL GENERAL FUND- UNRESTRICTED DESIGNATED			3,174,282	3,486,513	3,922,447	2,738,348

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 GENERAL FUND- UNRESTRICTED (DESIGNATED)

FUND 114 - CENTRALIZED ECONOMIC DEVELOPMENT

ORG. #	LOC	PROGRAM	BALANCE FORWARD	REVENUE	TRANSFER/ EXPENSE	ENDING BALANCE
53001	DWS	Dean of Econ Development Office	371,735	505,449	285,623	591,561
54001	DWS	Contract Education (CE)	-	20,000	20,000	-
54003	DWS	County of Ventura HR Dept (CE)	-	155,000	155,000	-
54005	DWS	Co of Vta Behavioral Health Dep(CE)	-	78,085	78,085	-
54006	DWS	NavSea-Business Certificate (CE)	-	50,657	50,657	-
54008	DWS	NSWC PHD (CE)	-	13,800	13,800	-
54010	DWS	COV Title IVE Casa (CE)	-	690,000	690,000	-
54011	DWS	COV Title IVE Special Projects (CE)	-	407,808	407,808	-
TOTAL CENTRALIZED ECONOMIC DEVELOPMENT			371,735	1,920,799	1,700,973	591,561

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
GENERAL FUND - RESTRICTED**

FUND	MC	OC	VC	DW	TOTAL
121 STATE CATEGORICAL FUNDS	2,062,927	2,247,455	2,655,464	10,894	6,976,741
122 ECONOMIC & WORKFORCE DEV GRANTS	0	0	0	279,234	279,234
125 OTHER STATE GRANTS	521,956	275,806	586,549	0	1,384,311
126 FEDERAL AND LOCAL GRANTS	0	2,587,784	1,084,853	0	3,672,637
127 CONTRACTS	0	189,810	0	0	189,810
128X RESTRICTED LOTTERY & IELM	794,497	317,368	670,430	0	1,782,295
129 OTHER RESTRICTED	154,501	256,281	321,450	74,298	806,530
	<u>3,533,881</u>	<u>5,874,503</u>	<u>5,318,746</u>	<u>364,426</u>	<u>15,091,558</u>

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
GENERAL FUND- RESTRICTED (STATE CATEGORICAL)**

FUND 121

<u>ORG #</u>	<u>PROGRAM NAME</u>	<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>D/WIDE</u>	<u>TOTALS</u>
x6001	CARE	22,273	147,864	44,867		215,003
x6002	DSPS	466,134	322,825	539,391		1,328,350
x6003	EOPS	291,062	560,054	470,771		1,321,887
x6004	Matriculation	345,576	198,706	319,658		863,940
x6038	TANF	28,426	60,322	53,865		142,613
x6111	BFAP-SFAA	324,497	281,843	393,518		999,858
x7041	CalWORKS	109,789	194,389	176,710		480,888
x7101	Perkins IV Transitions (Tech Prep)	49,389	49,389	49,389		148,167
x7010	Perkins IV Title I Part C	200,886	201,674	315,668		718,228
37079	Matriculation (Non-Credit)			17,870		17,870
x8229	ESL/Basic Skills 12-13	90,000	90,000	90,000		270,000
86029	Staff Diversity				10,894	10,894
x6009	Excess College Effort - DSPS	15,129	30,388	7,758		53,275
x8227	ESL/Basic Skills 10-11 (Carryover)	30,568	20,000	86,000		136,568
x8228	ESL/Basic Skills 11-12 (Carryover)	89,200	90,000	90,000		269,200
TOTAL STATE CATEGORICAL FUNDS		2,062,927	2,247,455	2,655,464	10,894	6,976,741

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
GENERAL FUND- RESTRICTED (STATE GRANTS)**

FUNDS 122 and 125

<u>ORG #</u>	<u>PROGRAM NAME</u>	<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>D/WIDE</u>	<u>TOTAL</u>
ECONOMIC AND WORKFORCE DEV (EWD) GRANTS						
53010	Workplace Learning Resource Center (FY12 Carryover)				74,234	74,234
53011	Workplace Learning Resource Center (FY13)				205,000	205,000
SUBTOTAL EWD GRANTS		0	0	0	279,234	279,234
OTHER STATE GRANTS						
x7054	Foster and Kinship Care Education (FKCE)	115,884	109,806	104,591		330,281
37096	MESA (Math, Engineering, Science Achievement)			50,500		50,500
x7158	ADN Enrollment Growth Nursing Grant 10-12 - Year 2	48,866		43,846		92,713
x7159	ADN Enrollment Growth Nursing Grant 12-14 - Year 1	126,737	0	158,087		284,824
x8601	CTE Community Collaborative - Year 4	114,468	50,000	113,525		277,994
x8602	CTE Community Collaborative - Year 5	116,000	116,000	116,000		348,000
SUBTOTAL OTHER GRANTS		521,956	275,806	586,549	0	1,384,311
TOTAL STATE GRANT FUNDS		521,956	275,806	586,549	279,234	1,663,545

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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
GENERAL FUND- RESTRICTED (OTHER GRANTS AND CONTRACTS)**

FUND 126 (GRANTS)

<u>ORG #</u>	<u>PROGRAM NAME</u>	<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>TOTAL</u>
37024	Title V Hispanic Serving Institutions - Year 5			94,913	94,913
27075	SBVCDS Dental Assisting Program		80,200		80,200
38320	NSF ATE Guitar Project			74,028	74,028
27121	Project CREATE - Year 2		1,800		1,800
27122	Project CREATE - Year 3		14,800		14,800
x7165	H.S.I. Title V Cooperative - Year 1		49,000	10,000	59,000
x7166	H.S.I. Title V Cooperative - Year 2		163,676	270,925	434,601
x7167	H.S.I. Title V Cooperative - Year 3		218,937	555,987	774,924
28232	GE Seminar CSUCI Year 2		11,739		11,739
x7312	CSUCI ACCESSO Year 1		29,500	39,500	69,000
x7313	CSUCI ACCESSO Year 2		29,500	39,500	69,000
27180	STEM Year 1		795,000		795,000
27181	STEM Year 2		1,193,632		1,193,632
TOTAL GRANT FUNDS		0	2,587,784	1,084,853	3,672,637

FUND 127 (CONTRACTS)

<u>ORG #</u>	<u>PROGRAM</u>	<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>TOTAL</u>
26012	State Dept of Rehabilitation - Workability III		189,810		189,810
TOTAL CONTRACT FUNDS		0	189,810	0	189,810

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
GENERAL FUND- RESTRICTED**

FUNDS 128XX

FUND 1280X - RESTRICTED LOTTERY (INSTRUC'L SUPPLIES & MATERIALS) - NEW AND CARRYOVER

<u>ORG #</u>		<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>TOTALS</u>
VAR	Restricted Lottery (incl \$400K c/o)	627,712			627,712
VAR	Restricted Lottery (incl \$163K c/o)		255,368		255,368
VAR	Restricted Lottery (incl \$270K c/o)			476,356	476,356
TOTAL NEW AND CARRYOVER RESTRICTED LOTTERY FUNDS		627,712	255,368	476,356	1,359,436

FUND 128XX - INSTRUCTIONAL EQUIPMENT & LIBRARY MATERIALS (IELM) - CARRYOVER*

<u>ORG #</u>		<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>TOTALS</u>
VAR	Instructional Eq & Library Mat'l's	166,785	62,000	194,074	422,859
TOTAL CARRYOVER IELM FUNDS		166,785	62,000	194,074	422,859

TOTAL ALL 128XX FUNDS		794,497	317,368	670,430	1,782,295
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**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
GENERAL FUND- RESTRICTED (OTHER FUNDING SOURCES)**

FUND 129

<u>ORG #</u>		<u>MOORPARK</u>	<u>OXNARD</u>	<u>VENTURA</u>	<u>D/WIDE</u>	<u>TOTAL</u>
x6006	College Work Study (Federal)	154,501	256,281	321,450		732,231
81009	Financial Aid Admin Allowance				74,298	74,298
TOTAL OTHER FUNDING		154,501	256,281	321,450	74,298	806,530

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
CAPITAL PROJECTS FUND

FUND	MC	OC	VC	DW	TOTAL
412 STATE SCHEDULED MAINTENANCE	-	216,948	201,778		418,726
419 LOCALLY FUNDED PROJECTS	6,273,489	1,426,809	1,868,393	766,104	10,334,795
415 REDEVELOPMENT AGENCY FUNDS	2,917,372	793,731	244,454		3,955,557
417 NON RESIDENT STUDENT C/OUTLAY SURCHG	275,769	63,896	212,144		551,808
43XX MEASURE S BOND PROJECTS	19,265,277	18,327,761	28,262,455	701,653	66,557,147
NEW INFORMATION TECHNOLOGY & TECHNOLOGY REFRESH/EQUIPMENT 44x/451 REPLACEMENT	350,000	100,000	485,000	896,896	1,831,896
	29,081,907	20,929,145	31,274,224	2,364,653	83,649,929

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
 2012-2013 TENTATIVE BUDGET
 CAPITAL PROJECTS FUND
 FUND 412

STATE SCHEDULED MAINTENANCE PROJECTS

SCHEDULED MAINTENANCE PROJECTS RESOURCES:

SCHEDULED MAINTENANCE - STATE ALLOCATION (PRIOR YEARS)	228,853
SCHEDULED MAINTENANCE - LOCAL FUNDING (STATE REQUIRED MATCH)	189,873
TOTAL RESOURCES	418,726

LOC	PROJECT DESCRIPTION	TOTAL PROJECT BUDGET	EXPENSES TO DATE	PROJECT BALANCE REMAINING	2012-2013 PROJECT BUDGET
SCHEDULED MAINTENANCE PROJECTS					
OC	IRRIGATION - PHASE 2	99,095	29,389	69,707	69,707
OC	GENERAL SCHEDULED MAINTENANCE	102,981	-	102,981	102,981
OC	PAINT CLASSROOMS/5 BUILDINGS	73,248	34,268	38,980	38,980
OC	PE RESTROOM REPAIR	13,650	8,369	5,281	5,281
VC	RECOMMISSION UTILITIES & BUILDING SYSTEMS I/II	160,079	150,000	10,079	10,079
VC	CSA HVAC RENOVATION	211,698	20,000	191,698	191,698
TOTAL SCHEDULED MAINTENANCE PROJECTS		660,751	242,026	418,726	418,726

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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
CAPITAL PROJECTS FUND
FUND 419

LOCALLY FUNDED CAPITAL OUTLAY IMPROVEMENT PROJECTS

ORG	LOC	CONSTRUCTION PROJECT DESCRIPTION	TOTAL PROJECT BUDGET	EXPENSES TO DATE	PROJECT BALANCE REMAINING	2012-2013 PROJECT BUDGET
19107	MC	HEALTH SCIENCES FF&E	388,900	-	388,900	388,900
19140	MC	TECHNOLOGY BUILDING MODERNIZATION	406,177	360,449	45,728	45,728
19146	MC	CERAMIC KILN RELOCATION	385,980	383,845	2,136	2,136
19148	MC	OBSERVATORY CLASSROOM PROJECT	75,000	7,500	67,500	67,500
19157	MC	ADMINISTRATION BUILDING RENOVATION	100,000	62,679	37,321	37,321
19158	MC	SPECIAL REPAIRS & SITE IMPROVEMENT	566,271	337,217	229,054	229,054
19159	MC	FORUM (AA-147) RENOVATION	250,000	-	250,000	250,000
19165	MC	FH RESTROOM - SEWER IMPROVEMENT	14,931	5,925	9,006	9,006
19166	MC	MOORPARK COLLEGE WAYFINDING	887,607	19,982	867,625	867,625
19167	MC	SOLAR VOLTAIC LAB	78,480	1,210	77,270	77,270
19168	MC	HUMANITIES SS NORTH ELEVATOR REPAIR	166,710	97,330	69,379	69,379
19169	MC	BLACK BOX THEATER SEATING	63,081	61,578	1,503	1,503
19172	MC	MC TRASH COMPACTOR PROJECT	90,000	80,959	9,041	9,041
19175	MC	TELEPHONE SYSTEM UPGRADE	75,000	10,969	64,031	64,031
19176	MC	MC ASSESSMENT CENTER	200,000	-	200,000	200,000
19177	MC	MC PERFORMING ARTS IMPROVEMENTS	631,890	-	631,890	631,890
19178	MC	MC SECURITY LOCK HARDWARE UPGRADES	500,000	-	500,000	500,000
19179	MC	PS BUILDING HVAC UPGRADES	918,110	300,000	618,110	618,110
19180	MC	OVERFLOW PARKING LOT REPAIRS BID 427	35,000	3,586	31,414	31,414
19181	MC	THEATER LIGHTING REPLACEMENT PHASE 2	178,500	4,700	173,800	173,800
19183	MC	PERFORMING ARTS EMERGENCY LIGHTING PROJECT	105,000	19,500	85,500	85,500
19184	MC	LOW VOLTAGE AND DATA CABLING	10,000	1,000	9,000	9,000
19185	MC	CC VENDING RENOVATION	120,000	-	120,000	120,000
19206	MC	ACCESS BUILDING FLOOR/BLDG REPAIRS	10,000	2,757	7,243	7,243
19211	MC	SEC EFFECTS A A BUILDING	655,588	193,768	461,820	461,820
19217	MC	AA CERAMICS STUDIO	595,112	545,159	49,953	49,953
19458	MC	GENERAL SCHEDULED MAINTENANCE	1,038,864	-	1,038,864	1,038,864
19909	MC	PARKING LIGHTING PROJECT	327,400	100,000	227,400	227,400
29087	OC	HAZ MAT GASOLINE REMOVAL MW#4	1,229,621	1,000,000	229,621	229,621
29097	OC	LANDSCAPING PROJECT	50,698	9,323	41,375	41,375
29123	OC	BOOKSTORE RENOVATION	431,697	222,842	208,856	208,856
29124	OC	LRC RENOVATION (SUPPLEMENT BOND FUNDING)	173,413	93,075	80,338	80,338
29175	OC	OC TELEPHONE SYSTEM UPGRADE	60,000	12,000	48,000	48,000
29403	OC	UNIDENTIFIED CAPITAL PROJECT ORG	105,029	-	105,029	105,029
29451	OC	ROSE AVENUE CORRIDOR LANDSCAPE WALKWAY	190,000	-	190,000	190,000
29458	OC	GENERAL SCHEDULED MAINTENANCE	345,543	-	345,543	345,543
29917	OC	STUDENT CENTER RENOVATION	120,000	93,138	26,863	26,863
29919	OC	CAFETERIA IMPROVEMENTS/MAINTENANCE ACCT	100,000	-	100,000	100,000
29920	OC	CONCRETE APRON REPAIR	25,000	-	25,000	25,000
29922	OC	MARINE CENTER RENOVATION	100,000	73,817	26,183	26,183
39175	VC	TELEPHONE SYSTEM UPGRADE	110,000	30,200	79,800	79,800
39458	VC	GENERAL SCHEDULED MAINTENANCE	711,701	-	711,701	711,701
39462	VC	FIRE ALARM SYSTEM	160,000	12,100	147,900	147,900
39804	VC	SAFETY REPAIRS	256,860	210,051	46,809	46,809
39920	VC	OFFICE RENOVATIONS	100,000	50,000	50,000	50,000
39923	VC	ATHLETIC DANCE ROOM RENOVATIONS	320,000	190,000	130,000	130,000
39924	VC	CAMPUS STUDENT CENTER RENOVATION	450,000	270,000	180,000	180,000
39927	VC	ADMIN BUILDING RESTROOM RENOVATION	52,000	8,959	43,041	43,041
39929	VC	MODULAR VILLAGE	50,000	4,830	45,170	45,170
39930	VC	NORTH PARKING LOT TENNIS ANNEX UPGRADE	25,000	9,000	16,000	16,000
39931	VC	EAST PARKING LOT	225,625	-	225,625	225,625
39932	VC	ADMINISTRATION & ELC BUILDING ROOFING	192,347	-	192,347	192,347
89052	DW	EMERGENCY PHONES & BROADCAST ALERT SYS	611,490	605,701	5,788	5,788
89054	DW	EMERGENCY RESPONSE PLAN (EQUIPSUPPLIES)	231,182	225,720	5,462	5,462
89073	DW	FSTA CAM SITE SCH MAINTENANCE/LANDSCAPE	237,854	-	237,854	237,854
89913	DW	PARKING MAINTENANCE PROJECTS 2012	263,000	-	263,000	263,000
89914	DW	PARKING MAINTENANCE PROJECTS 2013	254,000	-	254,000	254,000
TOTAL CAPITAL OUTLAY PROJECTS			16,055,663	5,720,868	10,334,796	10,334,796

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
CAPITAL PROJECTS FUND
FUNDS 415 AND 417**

NON RESIDENT STUDENT CAPITAL OUTLAY SURCHARGE & REDEVELOPMENT AGENCY PROGRAMS

ORG	LOC	PROGRAM DESCRIPTION	BEGINNING BALANCE	PROJECTED REVENUES	PROJECTED AVAILABLE BALANCE	2012-2013 PROJECT BUDGET
NONRESIDENT STUDENT CAPITAL OUTLAY SURCHARGE-FUND 417						
19001	MC	CAPITAL OUTLAY SURCHARGE	206,369	69,400	275,769	275,769
29001	OC	CAPITAL OUTLAY SURCHARGE	55,396	8,500	63,896	63,896
39001	VC	CAPITAL OUTLAY SURCHARGE	154,444	57,700	212,144	212,144
SUBTOTAL- NONRES STUD CAPITAL OUTLAY SURCHARGE			416,208	135,600	551,808	551,808
REDEVELOPMENT AGENCY FUNDS-FUND 415*						
19006	MC	CITY OF MOORPARK REDEVELOPMENT PROJECT	134,720	-	134,720	134,720
19007	MC	CITY OF SIMI VALLEY REDEVELOPMENT PROJECT	1,272,774	-	1,272,774	1,272,774
19008	MC	CITY OF T OAKS/NEWBURY RD REDEVEL PROJECT	1,509,878	-	1,509,878	1,509,878
29009	OC	CAMARILLO CORRIDOR RDA PROJECT	271,167	-	271,167	271,167
29010	OC	PORT HUENEME RDA PROJECT	55,679	-	55,679	55,679
29015	OC	CHANNEL ISLANDS RDA	31,511	-	31,511	31,511
29016	OC	OXNARD RDA PROJECT	435,374	-	435,374	435,374
39011	VC	SAN BUENAVENTURA DOWNTOWN/MISSION/BEACH	-	-	-	-
39012	VC	PIRU EARTHQUAKE RECOVERY PROGRAM	45,422	-	45,422	45,422
39013	VC	SANTA PAULA REDEVELOPMENT PROJECT	185,672	-	102,000	102,000
39014	VC	FILLMORE REDEVELOPMENT PROJECT	60,773	-	60,773	60,773
39015	VC	OJAI REDEVELOPMENT PROJECT	36,258	-	36,258	36,258
SUBTOTAL-REDEVELOPMENT AGENCY FUNDS			4,039,229	-	3,955,557	3,955,557
TOTAL NONRESIDENT STUDENT CAPITAL OUTLAY SURCHARGE & REDEVELOPMENT AGENCY			4,455,437	135,600	4,507,365	4,507,365

Assembly Bill X1 26 dissolved redevelopment agencies. While Health and Safety Code has determined that pass through payments have priority for revenue distribution, projections of FY 12-13 revenues are still being formulated. The FY 12-13 Adoption Budget will reflect the latest projections to be provided by the County Auditor-Controller.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
NEW INFORMATION TECHNOLOGY AND TECHNOLOGY REFRESH/EQUIPMENT REPLACEMENT PROGRAM
FUNDS 44X AND 451**

FUND	ORG	PROJECT DESCRIPTION	TOTAL PROGRAM RESOURCES	2012-2013 PROJECT BUDGET	2012-2013 PROJECTED ENDING BALANCE
441	19031	TECHNOLOGY REFRESH/EQUIP REPLACEMENT	620,226	350,000	270,226
443	29031	TECHNOLOGY REFRESH/EQUIP REPLACEMENT	334,013	100,000	234,013
445	39031	TECHNOLOGY REFRESH/EQUIP REPLACEMENT	265,200	240,000	25,200
445	35012	TECHNOLOGY REFRESH/EQUIP REPLACEMENT	246,638	245,000	1,638
447	79031	TECHNOLOGY REFRESH/EQUIP REPLACEMENT	533,736	250,000	283,736
451	82174	NEW INFORMATION TECHNOLOGY SYSTEMS	646,896	646,896	-
TOTAL NEW INFORMATION TECHNOLOGY AND TECHNOLOGY REFRESH/EQUIPMENT REPLACEMENT			2,646,708	1,831,896	814,813

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**VENTURA COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
FUNDS 43XX
GENERAL OBLIGATION (MEASURE S)
BOND PROJECTS**

ORG	PROJECT DESCRIPTION	TOTAL PROJECT BUDGET	EXPENSES TO DATE	PROJECT BALANCE REMAINING	2012 - 2013 PROJECT BUDGET
MOORPARK COLLEGE PROJECTS					
19058	LRTC CONSTRUCTION COSTS (SUPPL TO STATE FUNDS)	5,500,000	5,166,279	333,721	333,721
19059	CHILD DEVELOPMENT CENTER (SUPPL TO STATE FUNDS)	5,623,813	5,314,620	309,193	309,193
19101	RETIRE CAPITAL FINANCING	1,748,690	1,748,690	-	-
19105	NORTH PARKING LOT RENOVATION	2,354,000	2,201,788	152,212	152,212
19110	EATM STORM DRAIN PROJECT-ENGINEERING STUDY	1,120,000	1,061,809	58,191	58,191
19111	MAINTENANCE WAREHOUSE	1,050,000	993,268	56,732	56,732
19113	TRACK & FIELD PROJECT	3,230,000	3,051,323	178,677	178,677
19115	INFRASTRUCTURE/ELECTRICAL SYSTEM UPGRADES	8,506,000	8,085,000	421,000	421,000
19116	EATM COMPLEX	13,290,000	12,475,020	814,980	814,980
19117	HEALTH/SCIENCE COMPLEX	15,000,000	14,200,000	800,000	800,000
19118	LIBRARY RENOVATION	5,800,000	3,825,000	1,975,000	1,975,000
19119	ACADEMIC CENTER	24,650,000	23,100,000	1,550,000	1,550,000
VAR	PROJECTS ON HOLD/ABANDONED	88,000	78,235	9,765	9,765
19122	TELEPHONE DATA SWITCH	1,500,000	1,380,000	120,000	120,000
19123	PE FACILITIES RENOVATION AND EXPANSION	3,680,000	1,108,985	2,571,015	2,571,015
19125	PARKING STRUCTURE	13,459,192	1,205,000	12,254,192	12,254,192
19132	SPECIAL REPAIRS	5,000	-	5,000	5,000
19210	PE OFFICE ANNEX	445,000	409,014	35,986	35,986
19212	CONCRETE WALKWAY REPAIRS	405,000	390,014	14,986	14,986
19300	ALLOCATED/NOT DESIGNATED BOND INTEREST	815,413	-	815,413	815,413
19302	INFRASTRUCTURE/PIPED UTILITY SYSTEM UPGRADES	1,400,000	520,000	880,000	880,000
19303	INFRASTRUCT/ IMPROV TO CAMPUS SITE FINISHES	69,000	-	69,000	69,000
19427	REPLACE/REPAIR STORM DRAINS	45,000	37,881	7,119	7,119
19446	REPL FIRE ALARM PERFORM ARTS	180,000	151,348	28,652	28,652
19502	ROOFING PROJECTS	1,200,000	1,112,472	87,528	87,528
19XXX	SITE PLANNING & DEVELOPMENT COSTS*	-	4,283,085	(4,283,085)	(4,283,085)
	SUBTOTAL MOORPARK PROJECTS	111,164,108	91,898,832	19,265,277	19,265,277
OXNARD COLLEGE PROJECTS					
29026	COMMUNITY STUD SVCES BLDING (SUPPL TO COP)	1,720,000	1,715,697	4,303	4,303
29101	RETIRE CAPITAL FINANCING	5,875,825	5,875,824	1	1
29108	NORTH CAMPUS DRIVE PARKING LOT	4,050,000	3,805,449	244,551	244,551
29110	TRACK & FIELD IMPROVEMENTS	7,980,000	7,411,322	568,678	568,678
29111	CHILD DEVELOPMENT CENTER RENOVATION	1,470,000	1,368,994	101,006	101,006
29115	INFRASTRUCTURE/ELECTRICAL SYSTEM UPGRADES	2,922,800	2,739,181	183,619	183,619
VAR	PROJECTS ON HOLD/ABANDONED	80,000	67,965	12,035	12,035
29117	PERFORMING ARTS CLASSROOM & AUDITORIUM	16,646,142	15,600,000	1,046,142	1,046,142
29118	LRC PHONE MDF RENOVATION	830,000	750,765	79,235	79,235
29119	WAREHOUSE	1,320,000	1,242,916	77,084	77,084
29120	STUDENT SERVICES CENTER	27,409,205	25,820,683	1,588,522	1,588,522
29122	TELEPHONE DATA SWITCH	1,500,000	1,394,000	106,000	106,000
29123	BOOKSTORE RENOVATION/EXPANSION	22,157	20,442	1,715	1,715
29124	LRC NEW CONSTRUCTION	22,339,000	19,000,000	3,339,000	3,339,000
29125	GYMNASIUM REMODEL	1,016,000	936,533	79,467	79,467
29127	LRC RENOVATION	7,900,000	500,000	7,400,000	7,400,000
29132	UNALLOCATED SPECIAL REPAIRS	86,525	-	86,525	86,525
29140	DENTAL HYGIENE EXPANSION & MODERNIZATION	7,631,000	746,000	6,885,000	6,885,000
89106	FIRE TRAINING ACADEMY	255,016	241,521	13,495	13,495
29201	SPECIAL REPAIRS - CONCRETE	26,110	26,110	-	-
29202	SPECIAL REPAIRS - PAINTING	14,500	14,500	-	-
29203	SPECIAL REPAIRS - FLOORING	66,204	60,391	5,813	5,813
29204	SPECIAL REPAIRS - PLUMBING	23,031	20,849	2,183	2,183
29205	SPECIAL REPAIRS - ELECTRICAL	35,190	35,190	-	-
29207	SPECIAL REPAIRS - MISCELLANEOUS	18,834	18,392	442	442
29208	AUTO TECHNOLOGY RENOVATION	1,400,000	1,279,122	120,878	120,878
29300	ALLOCATED/NOT DESIGNATED BOND INTEREST	1,084,850	-	1,084,850	1,084,850
29302	INFRASTRUCTURE/PIPED UTILITY SYS UPGRADES	3,869,191	3,641,582	227,609	227,609
29303	INFRASTRUCT/IMPROV TO CAMPUS SITE FINISHES	200,000	110,024	89,976	89,976
29429	RE-ROOF OE BLDG CLASS/LAB BLDG #12	129,343	129,343	0	0
29430	RE-ROOF BLDGS #7 & 8, REC & FIRE TECH	19,895	19,895	-	-
29431	REPLACE 4160 ELECTRICAL CAMPUSWIDE	65,070	65,070	-	-
29432	REPLACE A/C UNIT BLDG #12 OE	106,040	72,180	33,860	33,860

**VENTURA COMMUNITY COLLEGE DISTRICT
2012-2013 TENTATIVE BUDGET
FUNDS 43XX
GENERAL OBLIGATION (MEASURE S)
BOND PROJECTS**

ORG	PROJECT DESCRIPTION	TOTAL PROJECT BUDGET	EXPENSES TO DATE	PROJECT BALANCE REMAINING	2012 - 2013 PROJECT BUDGET
29433	REPLACE BOILERS, WTR SOFTNR BLDG #12 OE	33,380	8,833	24,547	24,547
29434	REPLACE HVAC CONTROLS BLDGS #6, #12, PE & OE	25,000	12,210	12,790	12,790
29435	REPLACE CHEM & BIO VAC PUMP LIBERAL ARTS BLDG	17,468	16,983	485	485
29436	REPLACE HEATERS BLDG #9 AUTO TECH	16,484	16,484	-	-
29447	REPL ELECTRICAL EQUIPMENT CAMPUSWIDE	83,997	83,997	-	-
29449	BLDG #12 PLUMBING & MITIGATION	29,834	29,834	-	-
29450	REPL WALKWAY LIGHTING PH II CAMPUSWIDE	15,104	15,104	-	-
29XXX	SITE PLANNING & DEVELOPMENT COSTS*	-	5,092,047	(5,092,047)	(5,092,047)
	SUBTOTAL OXNARD PROJECTS	118,333,195	100,005,433	18,327,761	18,327,761
	VENTURA COLLEGE PROJECTS				
39066	LRC CONSTRUCTION (SUPPL TO STATE FUNDS)	2,865,000	2,640,675	224,325	224,325
39068	LRC SECONDARY & TERTIARY EFFECTS	4,920,000	4,656,378	263,622	263,622
39082	MODERNIZATION APP, S & DP BUILDINGS	4,915,799	4,460,000	455,799	455,799
39083	MODERNIZATION F BUILDING (COMMUNICATIONS)	455,335	391,930	63,405	63,405
39101	RETIRE CAPITAL FINANCING	2,237,873	2,237,873	-	-
39105	RENOVATE ATHLETIC FACILITIES	10,872,665	10,079,090	793,575	793,575
39109	VC INFRASTRUCTURE	28,317	28,317	-	-
39110	APPLIED SCIENCE BUILDING	18,500,000	1,250,000	17,250,000	17,250,000
39111	M & O RENOVATION	327,192	20,000	307,192	307,192
39115	INFRASTRUCTURE/ELECTRICAL SYSTEM UPGRADES	1,100,000	130,000	970,000	970,000
39116	SCIENCE BUILDING UPGRADES	185,000	171,362	13,638	13,638
39117	RENOVATE THEATER BUILDING G	16,081,995	13,500,000	2,581,995	2,581,995
VAR	PROJECTS ON HOLD/ABANDONED	247,000	223,496	23,504	23,504
39120	GENERAL PURPOSE & HI TECH FACILITY	46,525,840	43,500,000	3,025,840	3,025,840
39122	TELEPHONE DATA SWITCH	1,500,000	1,405,000	95,000	95,000
39126	FOOD SERVICE RENOVATION	2,100,000	1,936,849	163,151	163,151
39128	PAINTING OF H BUILDING	40,000	12,910	27,090	27,090
39130	EAST PARKING LOT RENOVATION	1,670,000	1,526,782	143,218	143,218
39132	SPECIAL REPAIRS	66,259	-	66,259	66,259
39140	STUDIO ARTS H BUILDING MODERNIZATION	5,200,000	350,000	4,850,000	4,850,000
89106	SHERIFF TRAINING ACADEMY	1,020,066	969,955	50,111	50,111
39300	ALLOCATED/NOT DESIGNATED BOND INTEREST	921,645	-	921,645	921,645
39302	INFRASTRUCTURE/PIPED UTILITY SYSTEMS UPGRAD	810,000	10,892	799,108	799,108
39303	INFRASTRUCT/IMPROV TO CAMPUS SITE FINISHES	80,000	-	80,000	80,000
39432	REPLACE ELECTRICAL TRANSFORMER	53,158	53,157	1	1
39437	RE-ROOF H BLDG FINE ARTS #14	108,137	106,583	1,554	1,554
39438	RE-ROOF F BLDG #42	63,064	61,822	1,242	1,242
39439	REPLACE ROOF APP BLDG #3	67,326	66,084	1,242	1,242
39441	REPLACE HVAC UNITS F BLDG-COMMUNICATIONS #42	129,412	122,346	7,066	7,066
39442	REPLACE HVAC UNITS H BLDG FINE ARTS #14	120,000	-	120,000	120,000
39443	REPLACE HVAC UNITS - BLDG #2 ADMIN	200,000	187,730	12,270	12,270
39452	REPL ROOF BLDG #45 AQUATIC FACILITY	99,737	99,517	220	220
39453	REPL ELECT TRNSFR BLDG #5 FOOD SVCS	73,047	70,425	2,622	2,622
39455	PAINT EXTERIOR OF SCIENCE BUILDING #4	85,624	54,088	31,536	31,536
39456	REPL ELECTRIC TRANSFORMER Q BLDG #25	457,915	457,379	536	536
39484	SWIMMING POOL REPAIR/DEMOLITION	868,005	815,802	52,203	52,203
39XXX	SITE PLANNING & DEVELOPMENT COSTS*	-	5,136,513	(5,136,513)	(5,136,513)
	SUBTOTAL VENTURA PROJECTS	124,995,410	96,732,955	28,262,455	28,262,455
89106/22	FIRE/SHERIFF/POLICE EDUC & TRAINING ACADEMY	25,330,042	23,780,442	1,549,600	1,549,600
89301	ALLOCATED/NOT DESIGNATED BOND INTEREST	158,524	-	158,524	158,524
89XXX	SITE PLANNING & DEVELOPMENT COSTS*	-	1,006,471	(1,006,471)	(1,006,471)
	SUBTOTAL FIRE/SHERIFF/POLICE ACADEMY	25,488,566	24,786,913	701,653	701,653
	TOTAL GENERAL OBLIGATION (MEAS S) BOND BUDGETS	379,981,279	313,424,133	66,557,147	66,557,147

* Unallocated planning and development costs have been built into each project budget. They will be allocated to each completed project based on proportional value



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.01 The Policy Committee met on May 15, 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 have been reviewed as part of the District's two-year review cycle (Accreditation Standard IV.B.1.e). Administrative procedures are provided for information:

- 16.03 Board Policy (BP) 2205 Delineation of System and Board Functions (revised); no administrative procedure required.
- 16.04 Board Policy (BP) 2350 Speakers (revised); no administrative procedure required.
- 16.05 Board Policy (BP) 2715 Board Code of Ethics (no change/reaffirm); Administrative Procedure (AP) 2715(A) Board Code of Ethics (revised).
- 16.06 Board Policy (BP) 2745 Board Self-Evaluation (no change/reaffirm); Administrative Procedure (AP) 2745 Board Self-Evaluation (revised).
- 16.07 Board Policy (BP) 4025 Philosophy and Criteria for Associate Degrees and General Education (no change/reaffirm); Administrative Procedure (AP) 4025 Philosophy and Criteria for Associate Degrees and General Education (revised).
- 16.08 Board Policy (BP) 4225 Course Repetition (no change/reaffirm); Administrative Procedure (AP) 4225 Course Repetition (revised).
- 16.09 Board Policy (BP) 4227 Course Repetition Absent Substandard Academic Work (proposed); Administrative Procedure (AP) 4227 Course Repetition Absent Substandard Academic Work (revised).
- 16.10 Board Policy (BP) 4230 Grading and Academic Record Symbols (no change/reaffirm); Administrative Procedure (AP) 4230 Grading and Academic Record Symbols (revised).
- 16.11 Board Policy (BP) 5010 Admissions and Concurrent Enrollment (revised); Administrative Procedure (AP) 5010 Admissions and Concurrent Enrollment (revised).

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.02 This item presents for review the two-year Board Policy Review Calendar.
Access	Public
Type	Discussion

Public Content

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 16. Board Policy

Subject 16.03 ACTION TO APPROVE BOARD POLICY (BP) 2205 DELINEATION OF SYSTEM AND BOARD FUNCTIONS. This item presents for approval BP 2205 Delineation of System and Board Functions. No administrative procedure is required.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees approve revised BP 2205 Delineation of System and Board Functions. No administrative procedure is required.

Public Content

Background

Existing BP 2205 has been revised and reviewed as part of the District's two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

Administrative Council and Consultation Council has developed, discussed, reviewed, and obtained constituent feedback from the colleges and District Administrative Center related to BP 2205 Delineation of System and Board Functions. The Chancellor recommends the Board take action to approve this policy as presented. No administrative procedure is required. BP 2205 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet	X	
President's Council	X	
Administrative Council		5/29/12
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		6/07/12
Legal Counsel	X	
Further Information	James Meznek, Clare Geisen	

Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
Title	BP 2205 DELINEATION OF SYSTEM AND BOARD FUNCTIONS
Number	BP 2205
Status	UNDER REVIEW
Legal	Accreditation Standard IV.B.1
Adopted	November 3, 2009
Last Reviewed	Mach 10, 2011

The Chancellor, in concert with the three colleges, shall develop clearly defined organizational maps that delineate the primary and secondary responsibilities of each, the college-to-college responsibilities, and the relationship of primary District and college committees to ensure the integrity of activities related to such areas as budget, research, planning, and curriculum. [See Participatory Governance Handbook.](#)

[No administrative procedure is required.](#)



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 16. Board Policy

Subject 16.04 ACTION TO APPROVE BOARD POLICY (BP) 2350 SPEAKERS. This item presents for approval BP 2350 Speakers. No administrative procedure is required.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees approve revised BP 2350 Speakers. No administrative procedure is required.

Public Content

Background

Existing BP 2350 Speakers has been revised and reviewed as part of the District's two-year review cycle (Accreditation Standard IV.B.1.e). AP 2350 is provided for information.

Analysis

The Policy Committee reviewed existing BP 2350 on May 15, 2012, and recommends the Board take action to approve this policy as presented. No administrative procedure is required. BP 2350 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet	X	
President's Council	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		6/07/12
Legal Counsel	X	
Further Information	James Meznec, Clare Geisen	

[16.04.01_BP2350SpeakersDraftFor5-15-12PCMTg.pdf \(38 KB\)](#)

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 16. Board Policy

Subject 16.05 ACTION TO REAFFIRM BOARD POLICY (BP) 2715 BOARD CODE OF ETHICS. This item presents for reaffirmation BP 2715 Board Code of Ethics and provides revised Administrative Procedure (AP) 2715(A) Board Code of Ethics for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 2715 Board Code of Ethics. AP 2715(A) has been revised, is provided for information, and is consistent with BP 2715.

Public Content

Background

Existing BP 2715/AP 2715(A) BOARD CODE OF ETHICS have been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e).

Analysis

The Policy Committee reviewed BP 2715 on May 15, 2012, and recommends the Board take action to reaffirm this policy as presented. AP 2715(A) has been revised, is provided for information, and is consistent with BP 2715. BP 2715/AP 2715(A) do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet	X	
President's Council	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		6/07/12
Legal Counsel	X	
Further Information	James Meznik, Clare Geisen	

[16.05.01_BP 2715 Board Code of Ethics.pdf \(52 KB\)](#)

[16.05.02_AP2715ABoardCodeOfEthicsDraftFor5-15-12PCMTg.pdf \(92 KB\)](#)



Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
Title	BP 2715 BOARD CODE OF ETHICS/STANDARDS OF PRACTICE
Number	BP 2715
Status	Active
Legal	Accreditation Standard IV.B.1.a, e & h
Adopted	November 3, 2009
Last Reviewed	March 13, 2012

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).

See Administrative Procedures [AP 2715\(A\)](#) and [AP 2715\(B\)](#).

[03.13.12 Board of Trustees Best Practices Agreement.pdf \(545 KB\)](#)

2012

Last Modified by Laurie Nusser on March 14,

Book VCCCD Administrative Procedure Manual
Section Chapter 2 Board of Trustees
Title AP 2715(A) BOARD CODE OF ETHICS
Number AP 2715(A)
Status REVISED
Legal [Accreditation Standard IV.B.1.a, e, & h](#)
Adopted July 14, 2009
Last Reviewed March 13, 2012

All Board members are expected to maintain the highest standards of practice and ethical behavior. To give guidance to Trustees in conforming their conduct to standards, the Board has adopted a Trustee Code of Ethics.

Code of Ethics

As an elected Trustee and member of the governing Board of the Ventura County Community College District, Trustees will support and maintain the following ethical principles:

Board as a Unit

- Recognize that individual Board members have no legal authority outside the meetings of the Board. Conduct relationships with District and college staff, students, local citizenry, and the media only on that basis.

Conflict of Interest

- Board members shall not have a financial, personal, or political interest in any contract or agreement made by the Board or in any contract or agreement they make in their capacity as Board members.

Student/Education Focus

- Protect the interests of students in decision-making and assure the opportunity for effective, efficient, high-quality education for college students.

Confidentiality

- Recognize that deliberations of the Board in closed session are confidential and not for release or discussion in public without the prior approval of the Board by majority vote.

Fiduciary Responsibility

- Serve as a steward of District resources by protecting, advancing, and promoting the interests of all citizens. Demonstrate independent decision-making unbiased by personal or special interest, or partisan political influences.

Create a Positive Climate

- Set an example for the entire District by acting with integrity and reflect the values of trustworthiness, respect, fairness, civility, and caring at all times when performing their responsibilities.

Advocate and Support the District and Colleges

- Use the powers of the office honestly, constructively, and civilly communicate and promote the needs of the wider community to the college District and the needs of the District to the community.

Board Relations and Delegation

- Maintain a public atmosphere where controversial issues can be debated openly, civilly, and fairly, protecting the dignity of individuals, and placing the good of the District above personal or political concerns.

Allegations of an Ethics Code/Standards of Practice Violation

To maintain public confidence in the Trustees, and in the institutional integrity of the District under its governance, the Board will be prepared to investigate the factual basis behind any charge or complaint of Trustee misconduct or violation of its Ethics Code. Allegations of misconduct or violation of the Board's Ethics Code ~~are to can~~ be submitted to the Chancellor/Board Chair in person, by telephone, or in writing ~~to ensure a clear understanding of the issues(s) raised~~. A person or persons submitting an allegation of Trustee misconduct or violation of the Board's Ethics Code shall be protected under Board Policy (B) 7700 Whistleblower Protection.

Allegations will be promptly addressed in the following manner:

- Alleged violations of Board Policy 2715 Code of Ethics/Standards of Practice will be addressed initially by the Board Chair, or by the Vice Chair if the alleged violation is by the Board Chair. The Board Chair/Vice Chair may refer the item to legal counsel and/or the Chancellor to determine whether there is sufficient cause to conduct an investigation. If sufficient cause is found, the Board Chair/Vice Chair will first discuss the violation(s) with the Trustee to reach resolution.
- If resolution is not achieved and further action is deemed necessary, the Board Chair, in open session at the next Board meeting, will appoint an ad hoc committee composed of two Board members not subject to the alleged violation(s) to examine the matter, prepare a written report, and provide recommendation(s) up to and including censure and/or sanction(s). Censure is an official, public expression of disapproval passed by the Board. 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).
- The ad hoc committee will be guided in its inquiry by the standards set forth in the Code of Ethics/Standards of Practice as defined in Board Policy 2715. In a manner determined by the ad hoc committee, a fact-finding process will be initiated and completed within a reasonable period of time to determine the validity of the alleged violation(s). The Trustee subject to the charge of misconduct will not be precluded from presenting

information to the ad hoc committee. The ad hoc committee will provide a written report of its findings and recommended action(s) to the full Board. Recommendation(s) to the Board may include sanctions and an action to censure the individual Trustee.

- The Board will then issue a public statement at an open Board meeting to express concern of an individual Trustee's misconduct. The Board Chair will state the expectations and standards of Board behavior and that the individual Trustee's action(s) failed to comply with Board Policy. Any action on the recommendation(s) up to and including censure and/or sanction(s) must be reported out and voted on in an open Board meeting. The Board must find by majority that the Trustee has violated Board Policy 2715 Code of Ethics/Standards of Practice. The action taken by the Board will be binding on the charged Trustee and on the Board as a whole. The records of any actions identified in the recommendation(s) will be maintained by the Chancellor's Office.
- The Student Trustee is not eligible to move, second, or vote upon the imposition of a sanction or censure on a Board member. However, a Student Trustee may participate in the discussion of a potential censure or sanction at an open Board meeting.

The Chair or Vice Chair and Chancellor are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of Board Policy 2715 Code of Ethics/Standards of Practice, including but not limited to:

- violating conflicts of interest laws
- violating open and public meeting laws
- failing to maintain confidentiality of closed session information
- misusing public funds/resources
- involvement in institutional operations or attempts to administer rather than govern
- ignoring local decision-making processes and communication protocols
- publicly advocating against Board decisions or pending future Board actions
- acting as an agent of a union, specific community group, or business interest
- advocating personal interests over the needs of the college district in community college education

Matters involving potential or actual violations of law may be referred to the proper authorities as prescribed by law.

Also see [Administrative Procedure 2715\(B\)](#) Standards of Practice.



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 16. Board Policy

Subject 16.06 ACTION TO REAFFIRM BOARD POLICY (BP) 2745 BOARD SELF-EVALUATION. This item presents for reaffirmation BP 2745 Board Self-Evaluation and provides revised Administrative Procedure (AP) 2745 Board Self-Evaluation for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 2745 Board Self-Evaluation. AP 2745 has been revised, is provided for information, and is consistent with BP 2745.

Public Content

Background

Existing BP 2745/AP 2745 BOARD SELF-EVALUATION have been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e).

Analysis

The Policy Committee reviewed BP 2745 on May 15, 2012, and recommends the Board take action to reaffirm this policy as presented. AP 2745 has been revised, is presented for information, and is consistent with BP 2745. BP 2745 and AP 2745 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet	X	
President's Council	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	
Consultation Council		6/07/12
Legal Counsel	X	
Further Information	James Meznec, Clare Geisen	

[16.06.01_BP 2745 Board Self-Evaluation.pdf \(47 KB\)](#)

[16.06.02_AP2745BoardSelfEvaluationRevisedFor5-15-12PCMtg.pdf \(88 KB\)](#)



Book VCCCD Board Policy Manual
Section Chapter 2 Board of Trustees
Title BP 2745 BOARD SELF-EVALUATION
Number BP 2745
Status Active
Legal [Accreditation Standard IV.B.1.e & g](#)
Adopted November 8, 2005
Last Reviewed March 13, 2012

The Board is committed to assessing its own performance as a Board through monthly meeting assessments and annually in May to identify its strengths and areas in which it may improve its functioning. Trustees will establish goals strengthening performance based upon the Board's monthly meeting assessments and annual assessment to measure its performance, effectiveness, and improvement in meeting Board performance goals. Results, progress, and corrective actions in meeting established Board performance goals will be reported in June each year.

To that end, the Chancellor shall establish a procedure.

See [Administrative Procedure 2745](#).

Book	VCCCD Administrative Procedure Manual
Section	Chapter 2 Board of Trustees
Title	AP 2745 BOARD SELF-EVALUATION
Number	AP 2745
Status	UP FOR REVIEW
Legal	Accreditation Standard IV.B.1.e & g
Adopted	May 10, 2011
Last Reviewed	March 13, 2012

To strengthen Board performance, the Board evaluates itself monthly and annually according to the following process:

Monthly Meeting Assessments

- A Board meeting assessment will be distributed monthly, following each Board meeting, to all Board members in electronic format by the Chancellor's Office.
- Each Board member will complete and submit the provided monthly Board meeting assessment electronically within one week of distribution. Trustees who complete the survey will be identified.
- Chancellor's Office will compile the results by listing the distribution of responses given for each question and providing a list of all comments, including Trustees completing the assessment.
- Results for each monthly meeting assessment will be reviewed at the next regularly scheduled Board meeting as an item for discussion by the full Board.
- Chancellor's Office will compile the monthly meeting assessment results for the period of July through May into a Summary Report to be reviewed and discussed at the Board's Annual Planning Session in June. Findings will be used in developing Board annual goals for strengthening Board performance.
- All forms and documentation associated with monthly meeting assessments will be maintained in the Chancellor's Office.

Annual Board Self-Evaluation

- A Board Self-Evaluation will be distributed annually, in May, to all Board members in electronic format by the Chancellor's Office.
- Each Board member will complete the provided Board Self-Evaluation and submit it electronically one month prior to the Board's Annual Planning Session in June.
- To provide constituent feedback to the Board, a Board Evaluation will be distributed annually, in May, to Consultation Council members in electronic format by the Chancellor's Office.
- Each Consultation Council member will complete the Board Evaluation and submit it electronically one month prior to the Board's Annual Planning Session in June.
- The Director of Administrative Relations ~~Chancellor's Office staff~~ will compile ~~the survey~~ results into a Board ~~Self~~-Evaluation Summary Report by listing the distribution of responses given for each question and providing a list of all comments.
- ~~Board Self Evaluation results~~ Survey results will then be reviewed and discussed at the Board's Annual Planning Session in June. Results, progress, and corrective actions in meeting previously-established Board annual performance goals will be evaluated and reported. New or updated Board development goals for strengthening performance will then be determined based on results in meeting previously-established Board performance goals.
- The Board ~~Self~~-Evaluation Summary Report and Board Development Goals will be placed on the Board agenda for review and appropriate action at a regularly-scheduled Board meeting.
- All forms and documentation associated with the Board Self-Evaluation process will be maintained in the Chancellor's Office.



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 16. Board Policy

Subject 16.07 ACTION TO REAFFIRM BOARD POLICY (BP) 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREES AND GENERAL EDUCATION. This item presents for reaffirmation BP 4025 Philosophy and Criteria for Associate Degrees and General Education and provides revised Administrative Procedure (AP) 4025 Philosophy and Criteria for Associate Degrees and General Education for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP4025 Philosophy and Criteria for Associate Degrees and General Education. AP 4025 has been revised, is provided for information, and is consistent with BP 4025.

Public Content

Background

Existing BP 4025/AP 4025 Philosophy and Criteria for Associate Degrees and General have been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e).

Analysis

The Policy Committee reviewed BP 4025 on May 15, 2012, and recommends the Board take action to reaffirm this policy as presented. AP 4025 has been reviewed and/or revised by the District Technical Review Workgroup (DTRW) and Chancellor's Cabinet, is presented for information, and is consistent with BP 4025. BP 4025 and AP 4025 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		4/24/12
President's Council	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)	X	
District Technical Review Workgroup (DTRW)	X	4/12/12
Consultation Council		6/07/12
Legal Counsel	X	
Further Information	James Meznec, Erika Endrijonas, Mary Rees	



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
Number	BP 4025
Status	Active
Legal	Title 5, Section 55805; Accreditation Standard II.A.3
Adopted	February 16, 2006

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

See Administrative Procedure 4025.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION
Number	AP 4025
Status	UNDER REVIEW
Legal	Title 5 Section 55061-55063, 66745; Accreditation Standard II.A.3.
Adopted	July 14, 2009
Last Reviewed	July 14, 2009

Philosophy and Criteria for Associate Degree

The philosophy and criteria for the associate degree and general education of the Ventura County Community College District address the considerations contained in the references listed above. These include, but are not limited to:

The programs of District colleges are consistent with the District mission, objectives, demographics and economics of its community.

The philosophy and criteria regarding the associate degree reference the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including but not limited to:

- To think, communicate, speak, and write clearly and effectively
- To understand and apply mathematical concepts
- To understand the modes of inquiry of the major disciplines
- To be aware of other cultures and time periods
- To achieve insights gained through experience in thinking about ethical problems
- To develop the capacity for self understanding

The Curriculum Committee of each District college establishes a curriculum proposal and review process that methodically and consistently validate the above principles within the college's course and program inventory.

At a secondary level, the District Technical Review Workgroup (DTRW) provides technical oversight to ensure that the colleges' course and program curriculum are in regulatory compliance.

Philosophy and Criteria for General Education

The philosophy and criteria regarding general education reference the policy of the Board of Governors that general education should lead to better self-understanding, including:

- Understand the modes of inquiry and critique used in the natural, social, and behavioral sciences and the humanities

- Understand and appreciate the role of culture and the arts in society and in one's personal life
- Think logically and communicate effectively
- Understand and adopt the concepts of personal health and fitness to enhance the quality of life
- Recognize the multitude of diversities in the physical and human environments and how these diversities impact individuals and society
- Understand the connections among the various disciplines
- Use a variety of means to find information, examine it critically, and apply it appropriately
- Work ethically and effectively with others
- Apply the skills necessary for successful living in an ever-changing and global environment
- Become productive workers and life-long learners
- Meet the objectives of general education

General education is designed to introduce students to the variety of means through which people comprehend the modern world.

General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology proficiency, affective and creative capabilities, social aptitude, and an appreciation for cultural diversity.

To meet the objectives of general education, the District college shall develop Student Learning Outcomes in the following areas, and place general education courses in accordance with those outcomes into the appropriate general education areas:

- Natural Sciences: A minimum of 6 units including one course in Biological Sciences and one course in Physical Science.
- Social and Behavioral Sciences: A minimum of 6 units including one course in American History/Institutions and one course in other Social and Behavioral Science
- Humanities: A minimum of 6 units including one course in Fine/Performing Arts and one course in any other Humanities.
- Language and Rationality: A minimum of six 6 units including one course in English Composition and one course from Communication/Analytical Thinking.
- Health/Physical Education: No unit minimum. One Health Education course and one Physical Education Activity course.
- Ethnic/Women's Studies: Students selecting an Associate in Arts degree in General Studies must complete a minimum of 3 units in Ethnic/Women's Studies.

The Curriculum Committee of the colleges, as part of the curriculum proposal and review process, will specifically address the placement of courses into the general education areas. Elements of the review process will include, at a minimum, the following:

- The alignment of the course outcome to general education outcome of the proposed area
- The rigor and comprehensive nature of the course as a lower-division introduction into the discipline
- Applicability of the course for **fulfilling CSU GE-Breadth** or **IGETC** ~~UC~~-for-transfer

Completion of the district College General Education pattern shall be required for all Associate degrees except:

- **When prohibited by legislated transfer degrees that require completion of CSU GE-Breadth and/or IGETC and forbid additional district requirements.**
- **When the degree is designed specifically for transfer and another general education pattern (such as CSU GE-Breadth, IGETC, or a university's native GE pattern) more adequately serves the needs of the students.**



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 16. Board Policy

Subject 16.08 ACTION TO REAFFIRM BOARD POLICY (BP) 4225 COURSE REPETITION. This item presents for reaffirmation BP 4225 Course Repetition and provides revised Administrative Procedure (AP) 4225 Course Repetition for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 4225 Course Repetition. AP 4225 has been revised, is provided for information, and is consistent with BP 4225.

Public Content

Background

Existing BP 4225/AP 4225 Course Repetition have been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e).

Analysis

The Policy Committee reviewed BP 4225 on May 15, 2012, and recommends the Board take action to reaffirm this policy as presented. AP 4225 has been revised and/or reviewed by District Council on Student Learning (DCSL) and Chancellor's Cabinet, is presented for information, and is consistent with BP 4225. BP 4225 and AP 4225 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		4/24/12
President's Council	X	
Administrative Council	x	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)		4/12/12
District Technical Review Workgroup (DTRW)	X	
Consultation Council		6/07/12
Legal Counsel	X	
Further Information	James Meznec, Erika Endrijonas, Riley Dwyer, Clare Geisen	



Book	VCCCD Board Policy Manual
Section	Chapter 4 Academic Affairs
Title	BP 4225 COURSE REPETITION FOR SUBSTANDARD GRADES
Number	BP 4225
Status	Active
Legal	Title 5, Sections 55761-55765
Adopted	February 16, 2006

Students may repeat courses in which substandard grades, less than "C," were earned.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative procedures.

See Administrative Procedure 4225.

AP 4225 Course Repetition

References: *Title 5 Sections 55023, 55030, 55040 - 55045 and 55253, 58161*

General Guidelines for Repetition of Credit Courses

Pursuant to Title 5, students are permitted ~~to repeat credit courses that are non-repeatable a maximum of two times for the purpose of three enrollment attempts to alleviate~~ to achieve a substandard (passing) grade. Students may be permitted, under special circumstances, to repeat non-repeatable credit courses in which ~~non-substandard or standard (passing) grades have been awarded.~~ Students may also repeat credit courses that are designated as repeatable in the colleges' catalogs providing the maximum number of allowed enrollments per course or set of courses is not exceeded.

~~Standard passing grades are defined as A, B, C or P/CR. For purposes of the regulatory enforcement of course repetition regulations only, S substandard grades are defined as D, F, NP/NC and W.~~

All enrollment attempts that result in an evaluative or non-evaluative grade on a student's permanent record are counted for purposes of this administrative procedure and pursuant to Title 5, Section 55023. Evaluative symbols are defined as standard passing grades of A, B, C or P/CR; and substandard grades of D, F and NP/NC. Non-evaluative symbols are defined as W.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing herein can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

Apportionment may be claimed for a maximum of ~~two repetitions of a course~~ three enrollment attempts to ~~alleviate~~ achieve a substandard (passing) grade (or a total of three times). The district may claim apportionment for one additional enrollment attempt under the following circumstances:

- Approved repetition due to significant lapse of time as defined in this section.
- Approved repetition due to extenuating circumstances as defined in this section if the course is not designated as repeatable.

The district may claim apportionment for students' enrollments without limitation under the following circumstances and if all other requirements are met:

- Approved attendance ~~in~~ for legally mandated training as defined in AP 4227
- Approved attendance of a student with a disability in credit special classes as a disability accommodation as defined in AP 4227
- The attendance of a student repeating cooperative work experience courses pursuant to Title 5, section 55253
- The attendance of a student withdrawing as a result of extraordinary conditions pursuant to Title 4 section 55024 (a)(10)
- The attendance of a student receiving a military withdrawal pursuant to section 55024 (d)(1)

The district may claim state apportionment for students' enrollments in credit courses that are designated as repeatable as provided by Title 5 section 55041@ for a maximum of four semesters. This limitation applies even if a student receives a substandard grade during one or more of the enrollments in such a course or petitions for repetition due to special circumstances as provided in VCCCD AP 4225 and AP 4227.

The district may permit enrollment in credit courses beyond the limits set forth in BP 4225, AP 4225 and AP 4227 providing apportionment is not claimed for such additional enrollments.

The district will develop and implement a mechanism for the proper monitoring of course repetitions.

Course Repetition to Alleviate a Substandard Grade

A non-repeatable course in which a grade of C/P/CR or better is earned may not be repeated except as allowed under special circumstances (see AP 4227). Students are permitted ~~to repeat courses that are non-repeatable a maximum of two times for the purpose of~~ a total of three enrollment attempts to alleviate ~~achieve a substandard (passing) grade.~~ This rule applies to courses taken at any regionally accredited college, in which the student received a substandard grade as defined above. Once a passing grade of C/P/CR or better is received, he or she may not repeat the course again under this section. However, repetition may be allowable under special circumstances as defined below and in AP 4227.

A student who has taken a class three times and received a substandard grade each time may petition to take the class again. The petition must state verifiable extenuating circumstances that affected the student's past performance in the class and/or additional steps the student has taken to prepare to succeed in the petitioned course. Approved repetitions beyond the third attempt may not be claimed for apportionment. For purposes of this section, extenuating circumstances are verifiable cases of illness, accident or other circumstances beyond the control of the student.

In order to identify acceptable equivalencies in course and grading scale, course comparability shall be determined chiefly by content, as defined in the catalog course description, and not by course title or units.

~~Upon completion of a repeated course the previous substandard grade and credit shall be disregarded in the computation of grade point averages.~~ The first two substandard grades may will be excluded from the student's grade point average calculations if the student repeats enrolls in and completes the class two or more times. The student's permanent record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

If a student repeats a repeatable course in which a substandard grade has been recorded, the substandard grade and credit may be disregarded provided that no additional repetitions are permitted beyond those limits specified in 55041(c)(6). No more than two substandard grades may be alleviated pursuant to this section.

A student who receives a substandard grade in a course that was approved for repetition due to a significant lapse of time will be permitted to utilize the grade alleviation process described in this section when the course in question is not designated as repeatable.

In determining the transfer of a student's credits, similar prior course repetition actions by other accredited colleges and universities shall be honored.

Apportionment may be claimed for a maximum of ~~two repetitions of a course~~ three enrollment attempts to alleviate a substandard achieve a standard (passing) grade ~~(or a total of three times).~~

Course Repetition Allowed Under Special circumstances

Course Repetition Due to Significant Lapse of Time

Students may petition only one time to repeat a course in which a satisfactory standard (passing) grade has already been awarded providing that one of the following conditions has been met:

1. The course was successfully completed more than three years prior, and:
 - a) is required as a part of the student's designated educational goal and/or
 - b) is in a sequence of courses based on prerequisites, or
2. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question.

If it is determined that an ~~activity allowable~~ course needs to be repeated pursuant to this section, the repetition shall count toward the maximum number of enrollments that are allowed for ~~the activity courses~~, except that if the student has already exhausted the activity course limitation, one additional repetition can be permitted due to lapse of time.

When a course is repeated pursuant to this section, both grades and credits will be included in the calculations of the grade point average.

The attendance of a student repeating a course due to lapse of time may be claimed only one time for apportionment funding.

Course Repetition Due to Extenuating Circumstances

Students may petition ~~two times~~ to repeat a course that is not designated as a repeatable course ~~regardless of whether or not substandard grades were previously recorded, if it is determined that the student's previous grade was, at least in part, the result of verifiable extenuating circumstances which justify the repetition. based on a finding that the student's previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances.~~ Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Petitions for course repetition under this section must be approved in writing by the appropriate Dean designated administrator.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of the grade point average, provided that no more than two substandard grades are excluded by course repetition.

The attendance of a student repeating a credit course by approved petition pursuant to this section may be claimed for apportionment funding for a maximum of ~~two~~ one times.

Repetition of Variable Unit, Open Entry/Open Exit Courses

Students may enroll in a variable unit, open entry/open exit course as many times as necessary to complete one time the entire curriculum of the course as described in the course outline of record, but may not repeat any portion of the curriculum for the course unless:

1. the course is required for legally mandated training;
2. the course is a special class for students with disabilities which the student needs to repeat as a verified disability-related accommodated;
3. repetition of the course to retake a portion of the curriculum is justified by verified extenuating circumstances; or
4. the student wishes to repeat the course to alleviate substandard work recorded for a portion of the curriculum.

Students repeating a portion of a course pursuant to this section are subject to the repetition limitations applicable to repeatable courses.

When a course is repeated pursuant to this section, the previous grade and credit will be excluded from the calculations of grade point average.

Course Repetition Allowed Absent Substandard Academic Work

As defined and explained in AP 4227, students may be allowed to repeat credit courses under the following special circumstances:

Legally Mandated Training Requirement: Students may, with ~~verification~~ certification, repeat a course when repetition is necessary to enable the student to meet a legally mandated training requirement as a condition of continued volunteer or paid employment.

Courses Designated as Repeatable: Students may repeat courses that have been designated as repeatable for a maximum of three times providing the course meets the required criteria.

Repetition of Special Classes: Students with disabilities may petition to repeat a special class for students with disabilities any number of times based on an individualized determination verifies that such repetition is required as a disability-related accommodation.



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.09 ACTION TO APPROVE BOARD POLICY (BP) 4227 COURSE REPETITION ABSENT SUBSTANDARD ACADEMIC WORK. This item presents for approval BP 4227 Course Repetition Absent Substandard Academic Work and provides revised Administrative Procedure (AP) 4227 Course Repetition Absent Substandard Academic Work for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve BP 4227 Course Repetition Absent Substandard Academic Work. AP 4227 has been revised and/or reviewed by District Council on Student Learning (DCSL) and Chancellor's Cabinet, is provided for information, and is consistent with BP 4227.

Public Content

Background

Existing BP 4227/AP 4227 Course Repetition Absent Substandard Academic Work have been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e).

Analysis

The Policy Committee reviewed BP 4227 on May 15, 2012, and recommends the Board take action to approve this policy as presented. AP 4227 has been revised and/or reviewed by District Council on Student Learning (DCSL) and Chancellor's Cabinet, is presented for information, and is consistent with BP 4227. BP 4227 and AP 4227 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		4/24/12
President's Council	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)		4/12/12
District Technical Review Workgroup (DTRW)	X	
Consultation Council		6/07/12
Legal Counsel	X	
Further Information	James Meznik, Erika Endrijonas, Riley Dwyer, Clare Geisen	

Book VCCCD Board Policy Manual
Section Chapter 4 Academic Affairs
Title BP 4227 COURSE REPETITION ABSENT SUBSTANDARD ACADEMIC WORK
Number BP 4227
Status PROPOSED
Legal Title 5 Sections 55041, 55042, 55253, 56029, 58161
Adopted
Last Reviewed

Under special circumstances, students may repeat courses in which a C/P (C=Satisfactory/P=Pass) or better grade was earned, or regardless of whether substandard academic work has been recorded.

The Chancellor shall, in consultation with the Academic Senates, establish administrative procedures to implement this policy.

See Administrative Procedure 4227.

AP 4227 Course Repetition Absent Substandard Academic Work

References:

Title 5 Sections 55041, 55042, and 55253, 56029, 58161

Under special circumstances, students may repeat courses in which a C/P or better grade was earned, or regardless of whether substandard academic work has been recorded.

Legally Mandated Training Requirement

Students are allowed to repeat a course when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of continued volunteer or paid employment. Students may repeat such courses any number of times, even if they received a grade of C/P or better; however, the grade received by the student each time will be included in calculations of the student's grade point average. Students will be required to ~~verify~~ certify the legally mandated training requirement for their continued volunteer or paid employment status.

The term "legally mandated" is interpreted to mean "required by statute or regulation", and excludes administrative policy or practice.

Legally mandated training courses will conform to all attendance accounting, course approval and other requirements imposed by applicable provisions of law.

The attendance of students in legally mandated training may be claimed for state apportionment without limitation.

Courses Designated as Repeatable

Repeatable courses will be so designated in the colleges' catalogs. Courses that are designated as repeatable include:

A course may be designated as repeatable if it meets the following criteria:

- The course content differs each time it is offered, or
- The course is an activity course where the student meets course objectives by repeating a similar primary educational activity and the gains an expanded educational experience each time the course is repeated because:
 - a) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
 - b) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.
- Activity courses which may qualify as repeatable courses meeting the requirements of paragraph (2)(B) of this subdivision include, but are not limited to the following:
 - a) Physical education courses; or
 - b) Visual or performing arts courses in music, fine arts, theater or dance.

Courses designated as repeatable shall be identified in the college catalog. The district will devise and implement a mechanism for the proper monitoring of such repetitions, including the

determination and certification that each identified course meets the criteria specified in Title 5 section 55041c.

Students may ~~repeat enroll in~~ courses that have been designated as repeatable, for ~~a maximum of three times (course can be taken four times total)~~ **not more than four semesters**. For purposes of this administrative procedure, summer or other intersessions count toward the maximum number of repetitions allowed. When a course is repeated pursuant to this section, the grade received each time will be included in the calculations of grade point average.

Where the colleges establish several levels of courses which consist of similar educational activities, repetition limitations applicable to this section apply to all levels of such courses. (Example: PE 1A, PE 1B and PE 1C may be taken in any combination a maximum of four times.) Visual and performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to this limitation.

The attendance of students in credit activity courses may be claimed for apportionment ~~for~~ a maximum of four ~~times~~ **semester enrollments** inclusive of summer and other intersessions. This limitation applies even if the student receives a substandard grade for one or more of the enrollments in ~~the activity course~~ such a course or petitions for repetition due to special circumstances as defined herein and by Title 5 section 55045.

Repetition of Special Classes for Students with Disabilities

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation. Such determination will generally be provided by a qualified instructor or academic counselor. The individualized determination must verify one of the following conditions:

- The success of the student in other general and/or special classes is dependent on additional repetitions of the specific special class in question;
- Additional repetitions of the special class in question are essential to completing the student's preparation for enrollment into other regular or special classes; or
- The student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

The attendance of a student with a disability may be claimed for state apportionment each time the student repeats a special class as a disability-related accommodation which is justified by one of the circumstances noted above. When a grade is received pursuant to this section, the grade received each time will be included in the calculations of grade point average.

Repetition of Cooperative Work Experience Education Courses

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.10 ACTION TO REAFFIRM BOARD POLICY (BP) 4230 GRADING AND ACADEMIC RECORD SYMBOLS. This item presents for reaffirmation BP 4230 Grading and Academic Record Symbols and provides revised Administrative Procedure (AP) 4230 Grading and Academic Record Symbols for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 4230 Grading and Academic Record Symbols. AP 4230 has been revised and/or reviewed by District Council on Student Learning (DCSL) and Chancellor's Cabinet, is provided for information, and is consistent with BP 4230.

Public Content

Background

Existing BP 4230/AP 4230 Grading and Academic Record Symbols have been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e).

Analysis

The Policy Committee reviewed BP 4230 on May 15, 2012, and recommends the Board take action to reaffirm this policy as presented. AP 4230 has been revised and/or reviewed by District Council on Student Learning (DCSL) and Chancellor's Cabinet, is presented for information, and is consistent with BP 4230. BP 4230 and AP 4230 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		4/24/12
President's Council	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)		4/12/12
District Technical Review Workgroup (DTRW)	X	
Consultation Council		6/07/12
Legal Counsel	X	
Further Information	James Meznik, Erika Endrijonas, Riley Dwyer, Clare Geisen	



Book VCCCD Board Policy Manual
Section Chapter 4 Academic Affairs
Title BP 4230 GRADING SYMBOLS
Number BP 4230
Status Active
Legal [Title 5, Section 55758](#)
Adopted February 16, 2006
Last Reviewed October 11, 2011

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

See [Administrative Procedure 4230](#).

AP 4230 Grading and Academic Record Symbols

Reference:

Title 5, Sections 55023, 55050

Evaluative Symbols:

The following evaluative symbols will be used to measure student work:

- A – Excellent (4 points per semester unit)
- B – Good (3 points per semester unit)
- C – Satisfactory (2 points per semester unit)
- D – Passing, Less than satisfactory (1 point per semester unit)
- F – Failing (0 point per semester unit)

P – Pass, At least satisfactory (units awarded not counted in GPA. Replaced CR effective Fall 2009)

NP – No Pass, Less than satisfactory, or failing (units not counted in GPA. Replaced NC effective Fall 2009)

CRE – Credit by Exam (units awarded not counted in GPA)

Grades from the letter grading scale shall be averaged on the basis of the numerical grade point equivalencies to determine a student's grade point average.

Non-Evaluative Symbols:

The District Governing Board has authorized the use of the non-evaluative symbols "I," "IP," "RD," and "W," and "MW" defined as follows:

I - Incomplete

Students who are at the end of a term and have failed to complete the required academic work of a course because of unforeseeable, emergency, and justifiable reasons may receive a symbol "I" (Incomplete) on their records.

The conditions for receiving a letter grade and for the removal of the "I" must be stated by the instructor in a written record which must also state the grade to be assigned in lieu of the removal of the "I." This record must be given to the student and a copy is to be placed on file with the Registrar until the conditions are met (the "I" is made up) or the time limit is passed.

A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term for which it was assigned. The "I" symbol shall not be used in calculating units attempted or for grade point averages.

IP – In Progress

The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the

course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative grade symbol in accordance with the academic record symbols to be recorded on the student's permanent record for the course.

RD - Report Delayed

The "RD" symbol may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W - Withdrawal

Students may withdraw from a class by the end of the third week of a full-semester length class or by 16% of the total meetings in a short-term class without any notation being recorded in the permanent academic record.

Withdrawals that occur after the third week of a full-semester length class or 16% of a short term class shall be recorded as a W on students' permanent academic records. W grades will be counted as one of the three enrollment attempts that students are allowed in order to achieve a standard (passing) grade of C/P or better in a course. They will also be counted in the calculation of a student's academic progress to determine academic standing (e.g. good standing, probation or dismissal).

Withdrawals shall not be permitted after the 14th week of a full-semester length class or 75% of total class meetings in a short-term class. Students who are actively enrolled after that point shall receive a grade other than W in the permanent academic record. Exception may be made if approved upon petition by the student and documentation of verifiable extenuating circumstances, and after consultation with appropriate faculty. Withdrawals approved by exception shall be recorded as a W on students' permanent academic record.

Appropriate faculty is notified of withdrawals on their summary class roster.

W grades shall not be assigned, or if assigned shall be removed, from the permanent academic record if determination is made pursuant to Title 5 sections 59300 et seq. that a student withdrew from a course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.

W grades shall not be assigned when withdrawal was necessary due to fire, flood or other extraordinary conditions pursuant to Title 5 section 58509. Such withdrawal must be petitioned by the student and supported by documentation of circumstances.

MW – Military Withdrawal

Military withdrawal occurs when students who are members of an active or reserve United States military service receive orders compelling withdrawal from classes. Upon verification of orders, the appropriate withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made on the permanent academic record for withdrawals.

Students requesting military withdrawal must present a petition for withdrawal and a copy of the military orders, or other acceptable documentation, which verifies the dates and location of military assignment that compelled or compels withdrawal from classes.

A grade of MW shall be recorded on the permanent academic record upon approval of petition for military withdrawal that occurs after the third week of full-semester length classes or 16% of total meetings of short-term classes. MW grades shall not be counted as one of the three enrollment attempts allowed to

achieve a standard (passing) grade of C/P or better, or in the calculation of a student's academic progress for the determination of academic standing.



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.11 ACTION TO APPROVE BOARD POLICY (BP) 5010 ADMISSIONS AND CONCURRENT ENROLLMENT. This item presents for approval BP 5010 Admissions and Concurrent Enrollment and provides revised Administrative Procedure (AP) 5010 Admissions and Concurrent Enrollment for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 5010 Admissions and Concurrent Enrollment. AP 5010 has been revised and/or reviewed by District Council on Student Learning (DCSL) and Chancellor's Cabinet, is provided for information, and is consistent with BP 5010.

Public Content

Background

Existing BP 5010/AP 5010 Admissions and Concurrent Enrollment have been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e).

Analysis

The Policy Committee reviewed BP 5010 on May 15, 2012, and recommends the Board take action to reaffirm this policy as presented. AP 5010 has been revised and/or reviewed by District Council on Student Learning (DCSL) and Chancellor's Cabinet, is presented for information, and is consistent with BP 5010. BP 5010 and AP 5010 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		4/24/12
President's Council	X	
Administrative Council	X	
District Council on Administrative Services (DCAS)	X	
District Council on Human Resources (DCHR)	X	
District Council on Student Learning (DCSL)		4/12/12
District Technical Review Workgroup (DTRW)	X	
Consultation Council		6/07/12
Legal Counsel	X	
Further Information	James Meznik, Erika Endrijonas, Riley Dwyer, Clare Geisen	

Book	VCCCD Board Policy Manual
Section	Chapter 5 Student Services
Title	BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT
Number	BP 5010
Status	Active
Legal	Education Code Section <u>48800, 48800.5, 68000 et seq., 76000, 76001, 76002</u> ; Labor Code Section 3077
Adopted	April 18, 2006

The District shall admit the following students ~~who meet one of the following requirements and who are determined to be capable of profiting from the instruction offered:~~

- ~~Any person over the age of 18 and~~ California resident possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code

The district may admit other persons who meet the criteria set forth in AP 5010 and are determined to be capable of profiting from the instruction offered:

Admission ~~Concurrently Enrolled Special Admission Students~~

The district may admit concurrently enrolled special admission students providing they are determined to be able to benefit from advanced scholastic or vocational education, and they meet the criteria set forth in AP 5010.

For purposes of this section, concurrently enrolled special admission students are defined as minors and persons 18 years of age or older enrolled in grades K through 12 in an accredited public or private school, or an approved home school program who are eligible to attend pursuant to section 48800 et seq. A home school program that is affiliated with an accredited public or private K-12 school district, or for which an affidavit is on file with the California Department of Education will be considered an approved home school program.

Concurrently enrolled special admission students may be admitted as a special part-time or special full-time student in any session or term.

- ~~Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.~~

- ~~Any student whose age or class level is equal to grades K-12 is eligible to attend as a special full-time student~~
- ~~Any student enrolled in K-12 may attend summer session.~~

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission:

- If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.
- The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

~~Claims for State Apportionment for Concurrent Enrollment:~~

Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

Nonresidents:

The district may admit any person who is determined to be a nonresident of California under conditions stipulated herein providing the admission criteria set forth in AP 5010 is met and upon payment of all required nonresident tuition and fees See BP 5020, AP 5020 regarding nonresident tuition and fees). Nonresidents are defined as:

- U.S. citizens who are legal residents of a state other than California
- Immigrant aliens (permanent residents) who are legal residents of a state other than California
- Non-immigrant aliens who are citizens and legal residents of their home country
- Non-U.S. citizens who do not have lawful immigration status
- Any person who does not have a legal right to establish residency in California or, if he/she has the legal right to establish residency in California, has not demonstrated the combination of physical presence and intent sufficiently to warrant a determination of California residency.

Residency shall be determined in compliance with section 68000 et seq. of the California Education Code. The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for residency of community college students.

The attendance of nonresident students shall not be claimed for apportionment funding except as allowed by law under the California Education Code and Title 5 Administrative Code.

See Administrative Procedure 5010, Board Policy 5020 and Administrative Procedure 5020.

AP 5010 Admissions

Reference:

Education Code Section 76000

1. Designated Authority and Responsibility for the Admissions Process

Responsibility for the admission process in the colleges of the District is assigned to the appropriate administrator or designee in the Office of Admissions and Records. The appropriate administrator or designee makes initial admission determinations.

2. Admission Procedures for Students Over 18

Specific and current admission procedures are published in the most recent versions of the college schedule of classes, catalog, and website.

All prospective students must complete and sign a valid admissions application to be admitted to the college. Applications may be submitted in written format or online. Each person applying for admission or enrollment to the colleges of the Ventura County Community College District is classified as a 'resident' or a 'non-resident' for purposes of admission and/or tuition. The admission application will be the basis for initial residency determination. (See BP 5015, AP 5015 – Residency Determination, and BP 5020, AP 5020 – Nonresident Tuition)

Admission to the colleges of the Ventura County Community College District is open to anyone California resident who possesses a high school diploma or equivalent (certificate of proficiency, GED), any adult 18 years of age or older who may benefit from instruction offered, and any ~~person~~ California resident who is an apprentice as defined in Section 3077 of the Labor Code.

Students' self-certification may serve as proof of high school attendance and graduation or its equivalent, except that home schooled students may be required to provide verification from an accredited high school district that the home school curriculum completed is deemed equivalent to graduation from an accredited high school.

Admission may be granted to other persons who are determined to be capable of benefitting from the instruction offered, including minors who are concurrently enrolled in grades K-12 and persons who are not California residents, including nonimmigrant aliens. Additional admission criteria apply as stated below.

3. Admission Procedures for Non-Resident Students That Include a Determination of Residence Status

A U.S. citizen who is determined to be a resident of another state may be admitted under conditions stipulated by the governing board and on payment of non-resident tuition, capital outlay surcharge, enrollment fees, health fees, and other applicable fees.

U.S. citizens who are determined to be non-residents, but who submit verifiable documentation to certify that they meet the following criteria, will remain classified as a nonresident but may be exempted from payment of non-resident tuition pursuant to AB 540:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof
- Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

A non-citizen who holds or is applying for an F1 or M1 student visa may only be admitted under conditions stipulated by the governing board, and upon submission of a completed International Student Application packet and ~~on~~ payment of an application processing fee, non-resident tuition and foreign student surcharge, enrollment fees, health fees, and other applicable fees.

Non-citizens holding other non-immigrant visas may be admitted under conditions stipulated by the governing board, and upon presentation of their visa at the Admissions and Records Office for verification and determination of residency status. Non-immigrant students who are determined to be eligible to establish California residency under the terms of their visa will initially be classified as nonresidents and required to submit additional documentation in support of their request for residency reclassification. (See BP 5015 and AP 5015, Residency Determination).
~~as non-residents or residents as determined by the conditions of the visa and the student's ability provide documentation in support of the establishment of California residence pursuant to California Education Code.~~

Non-citizens without lawful immigration status ~~may~~ shall be classified as a non-residents but exempted from payment of non-resident tuition ~~if he or she~~ provided they submit verifiable documentation to certify that they meets the following requirements criteria:

- High school attendance in California for three or more years, and;
- Graduation from a California high school or attainment of the equivalent thereof, and;
- ~~The filing of an affidavit that attests that the student has filed an application to legalize his/her immigration status or will do so as soon as he/she is eligible~~
Verifiable documentation shall include the self-certifying affidavit required by the California Community Colleges' Chancellor's Office, and may include high school transcripts or other acceptable documents verifying attendance and graduation.

~~4. Publication of Admissions Policies and Procedures~~

~~Specific and current admission procedures are published in the most recent versions of the college schedule of classes, catalog, and website.~~

5. Minors as Special Admission Students

In accordance with the California Education Code, minors may be permitted to take college courses under very specific circumstances. The intent of Special Admissions is to provide minors who can benefit from advanced scholastic and vocational education the opportunity to take college-level courses that are not available through their primary school or other alternatives.

Special Admission students are required to complete and submit an application for college admission, a Special Admission packet that includes the Recommendation for Special Admission (required every semester), Memorandum of Understanding, and a transcript (for high school students) or a letter from the primary school principal attesting to the student's ability to benefit from advanced scholastic or vocational education (for K-8 students). Additional documentation, including the college instructor's written permission, may be required.

Students admitted as part-time special admission students may enroll in a maximum of six (6) units per semester or term, unless approved for additional units by the designated college administrator. Under no circumstances may a part-time special admission student enroll in more than eleven (11) units in a regular semester.

Parents and students applying for Special Full-time Admission status must contact the Registrar's Office. Petitions for Special Full-Time Admission will be considered only after the parent and student have exhausted all alternatives available through the secondary school district that the student would be attending. The decision to admit a minor as a special full-time admission student may be subject to the availability of classes. Special full-time admission students are required to complete at least 12 units in each primary term, and to maintain continuous enrollment until reaching the age of 18.

Under the Family Educational Rights and Privacy Act, once a student of any age is attending an institution of post-secondary education, all rights pertaining to the inspection, review and release of his/her educational records belong to the student without regard to the student's age. Therefore all students, regardless of age, must provide written consent for the release of their college transcripts and/or college records.



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 17. Trustees/Chancellor's Office
Subject 17.01 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT: External Leadership Roles
Access Public
Type

Public Content

 [DiffRoles-Jobs00.pdf \(79 KB\)](#)

Administrative Content

BOARD AND CEO ROLES DIFFERENT JOBS DIFFERENT TASKS

Introduction

Local boards of trustees and chief executive officers play different roles and have different responsibilities in leading their districts. Boards of trustees exert leadership through governing the college on behalf of the community. Chief executives lead by administering and managing the institution in accordance with board governing policies.

This publication identifies many of the different, yet complementary, roles and tasks of district CEOs and boards. It is designed to help boards and district CEOs define their own roles and expectations of each other and clarify what each contributes to their institutions. The areas addressed include:

- Board and CEO Relationship
- Leading the Organization
- Educational Program
- Fiscal Affairs
- Human Resources
- Community Relations
- Legislative Relations
- Legal Affairs

The board of trustees and the CEO are both responsible for building and maintaining a strong board/CEO partnership. Respect, communication, and honoring the different responsibilities are the basis for the trust that is essential to be an effective governing/leadership team.

Advisory Committee on Education Services

1998-1999 Chairs: Ann Foxworthy, Superintendent/President, Allan Hancock CCD; Jerry Patterson, Trustee, Coast CCD

1999-2000 Chairs: Floyd Hogue, Superintendent/President, Fremont-Newark CCD; Nancy Palmer, Trustee, Sierra Joint CCD

Staff to Committee: Cindra Smith, Director of Education Services

AUTHORITY IN LAW

Education Code Section 70902 authorizes local boards of trustees for the community colleges and defines their powers.

E. C. 70902 authorizes board responsibilities in the following areas:

- college plans
- program approval
- academic standards and graduation requirements
- personnel and employment practices
- budgets
- tax and bond elections
- district property
- local decision-making process
- student conduct
- fees
- grants, gifts, and scholarships
- auxiliary services
- academic calendar
- Board of Governors' consultation

Chief executives gain their authority from boards. E.C. 70902 and 72400 state that boards may delegate authority for the above to the chief executive officer and other college staff and committees. Other sections of the Education Code identify more specific board responsibilities.

Title V of the Administrative Code also defines tasks for the board, CEO and others. The Chancellor's office is responsible for monitoring whether colleges fulfill these conditions.

The Community College League of California's Policy and Procedure Service identifies mandated board policies and administrative procedures (available by subscription in summer, 2000). Please contact the League for more information.

POLICY

Most of the board tasks listed in this document refer to the board's policy role. "Policy" defines the general goals and acceptable practices for an institution. The board is responsible to discuss the general values and priorities that should be reflected in policy. The CEO and staff usually draft policy statements that incorporate these values and present them to the board for discussion and approval. The CEO also alerts the board about external factors that many require policy changes.

STRENGTHENING THE BOARD AND CEO RELATIONSHIP

Governing boards and CEOs are partners in leading the institution. As partners, they have the following tasks:

- goal setting and evaluation
- communication
- board operations

BOARD SUPPORT FOR CEO	CEO SUPPORT FOR BOARD
Goal Setting and Evaluation	
<ul style="list-style-type: none"> • Establish goals and expectations in consultation with the CEO • Periodically evaluate the CEO • Engage in periodic board self-evaluation 	<ul style="list-style-type: none"> • Establish goals and expectations in consultation with the board; regularly report progress • Ensure that there are CEO and board self evaluation processes
Communication	
<ul style="list-style-type: none"> • Maintain open communication • Direct the CEO only as a board, not as individual trustees • Keep the CEO informed of major issues and questions; follow the ‘no surprises’ rule • Establish and follow processes for board and staff communication that honor the CEO’s leadership role; do not direct staff • Call the CEO before board meetings if there are questions about agenda items • Refer complaints and comments to CEO; listen impartially • Always publicly support the CEO and college staff • In multi-campus districts, notify the chancellor before approaching college presidents 	<ul style="list-style-type: none"> • Maintain ongoing communication via e-mail, written, or phone updates • Keep all board members informed of issues and major events; follow the ‘no surprises’ rule • Accommodate different communication styles as feasible • Treat all board members equally and respectfully • Provide the same information to all board members • Contact all board members before each board meeting to address any questions • Follow up when the board refers comments or problems • Always publicly support the board • In multi campus districts, keep college presidents informed of board issues and concerns
Board Operations	
<ul style="list-style-type: none"> • Adopt and follow policies that: <ul style="list-style-type: none"> • Define structure and role of the board and its officers • Establish standards for trustee and board behavior • Define meetings and meeting practices • Define the level of information and support desired from the CEO; study and discuss the information provided • Attend conferences and other events to maintain own knowledge and skills 	<ul style="list-style-type: none"> • Provide adequate support for the board to follow its governing policies • Work with the chair to uphold the standards of practice • Work with the board chair to develop meeting agendas • Prepare meeting agenda items that engage trustees in broad policy-level discussions • Provide sufficient information to empower boards to make wise policy decisions • Support and manage trustee and board development • Invite and accompany trustees to conferences and events

ORGANIZATIONAL LEADERSHIP

Governing boards and CEOs play important and complementary roles in leading the organization. Task areas in organizational leadership include:

- general oversight
- policy making
- planning
- external leadership roles
- organizational structure
- decision making

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
General Oversight	
<ul style="list-style-type: none"> • Lead the institution through effective governing policies • Work in partnership with the CEO • Support the CEO as the institution’s leader • Create a positive climate for effective leadership through supporting institutional leaders and modeling integrity, vision, and ethical behavior 	<ul style="list-style-type: none"> • Lead and administer the institution • Implement and comply with board policy • Work in partnership with the board; support the governing role of the board • Ensure that board policies are up to date and followed • Create a positive climate and provide effective leadership by modeling integrity, vision, and ethical behavior
Policy Making	
<ul style="list-style-type: none"> • Identify and discuss broad policy-level values inherent in issues before the board • Reference and use current policy when making decisions • Provide thoughtful input early in the policy drafting process • Periodically review policies to ensure they are up-to-date 	<ul style="list-style-type: none"> • Identify broad policy implications inherent in issues and agenda items presented for board discussion • Reference current policy when presenting items for board action • Seek general input from the board prior to drafting policy • Establish and manage a system for periodic review of broad policy
Planning	
<ul style="list-style-type: none"> • Adopt policies that require and set parameters for effective planning • Be knowledgeable about future community needs and interests • Contribute to the development of the policy direction (mission, vision, and goals) • Ensure that public and community interests are represented in the mission, vision and policy goals • Ensure that the policy direction meets current and future community needs 	<ul style="list-style-type: none"> • Anticipate and articulate future trends and needs • Lead and manage a visionary and comprehensive planning processes • Articulate the mission, vision, and goals; work in partnership with the board • Ensure that planning responds to current and future community needs • Ensure that all district plans are linked • Ensure that college operations and budgets are aligned with plans • Keep the board informed on progress toward accomplishing plans and goals

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
External Leadership Roles	
<ul style="list-style-type: none"> • Be active in the community • Actively support the college(s) in the community • Participate in state conferences and, as time permits, in state and national community college associations 	<ul style="list-style-type: none"> • Be an active community leader • Participate in state and/or national associations and conferences • As time permits, become involved in state and/or national leadership positions
Organizational Structure	
<ul style="list-style-type: none"> • Establish policies that: <ul style="list-style-type: none"> • Define criteria for the organizational structure • Delegate authority to CEO to determine the organizational structure • Periodically review organization structure to ensure it meets board criteria 	<ul style="list-style-type: none"> • Determine, in consultation with key college personnel, an organizational structure that: <ul style="list-style-type: none"> • Is designed to achieve institutional goals • Meets board standards for effective organization • Report to the board on the effectiveness of the organizational structure in meeting board goals and standards
Decision Making	
<ul style="list-style-type: none"> • Establish and follow policies that define administrative, faculty, student, and classified staff roles in policy development and decision making • Establish and maintain formal processes for open communication with academic senate, classified staff and student leaders 	<ul style="list-style-type: none"> • Develop and administer clear processes for administration, faculty, classified staff and student participation in policy development and decision making • Ensure that information and training is provided to facilitate effective participation by college constituencies in decision-making processes

EDUCATIONAL PROGRAMS AND SERVICES

This area includes teaching and learning and the instructional and student services programs of the district. Academic Senates play a major role in these areas through their responsibility for the “academic and professional matters” specified in Title 5.

Task areas in educational programs and services include:

- general oversight
- treatment of students
- academic programs and services
- institutional effectiveness

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
General Oversight	
<ul style="list-style-type: none"> • Adopt policies that define and delegate clear and appropriate authority and responsibility for educational programs and services to CEO, as well as the Academic Senate • Review and approve significant changes to programs as required by state law and board policy 	<ul style="list-style-type: none"> • Lead and administer the delivery of high quality educational programs and services, including planning, development, program review, and staffing • Inform the board about the major programs and services of the college • Seek approval from the board as required
Treatment of Students	
<ul style="list-style-type: none"> • Adopt policies that define clear criteria for student status and progress • Adopt policies that ensure fair and equitable treatment of students • Determine whether or not the board wishes to be a court of appeal for student grievances 	<ul style="list-style-type: none"> • Ensure that student progress and goal achievement are appropriately recorded and recognized • Ensure that procedures exist and are followed for fair and equitable treatment of students, including discipline, due process, and grievances
Academic Programs and Student Services	
<ul style="list-style-type: none"> • Monitor that programs are aligned with policy direction and plans • Require program review or other processes that address ongoing evaluation and improvement of programs • Be aware of the scope of offerings of the district 	<ul style="list-style-type: none"> • Ensure that the delivery of educational programs, curriculum, and student services are in accordance with district plans • Establish and maintain processes that foster quality, effectiveness, relevancy, and efficiency
Institutional Effectiveness	
<ul style="list-style-type: none"> • Define “student success” • Require the CEO to develop accountability and evaluation programs and processes • Monitor how effective the institution is in achieving its goals and student success 	<ul style="list-style-type: none"> • Ensure a comprehensive program to monitor institutional effectiveness • Keep the board informed on progress toward accomplishing plans and goals • Provide reports to the board that enable it to be accountable to the local community and state and federal agencies

FISCAL AFFAIRS

Boards of trustees and chief executive officers share the responsibility to ensure that the district enjoys fiscal health and stability. Fiscal affairs include:

- budgeting
- financial activity
- asset protection and management
- fundraising and grants
- monitoring fiscal health

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
General	
<ul style="list-style-type: none"> • Establish policies that set standards for fiscal affairs • Approve budgets and expenditures as required by laws and board policy • Monitor the fiscal health of the institution by establishing a monitoring schedule and studying reports • Require long-range projections of the fiscal status 	<ul style="list-style-type: none"> • Establish and enforce administrative procedures that implement board policy and ensure the legal, ethical, and prudent management of college resources • Present clear and informative budgets and reports to the board • Keep the board informed about the financial status of the district
Budgeting	
<ul style="list-style-type: none"> • Adopt policies that require and define standards in the areas of: <ul style="list-style-type: none"> • Budget assumptions • Balanced budgets • Adequate reserve • Long-range revenue projections • Long-range projections for expenditure commitments (e.g. personnel, salaries and benefits, equipment, contracts) • Facility needs and maintenance • Approve the budget using board policy standards as criteria • Require short and long-term fiscal impact information on relevant agenda items such as equipment purchases, loans, and investments 	<ul style="list-style-type: none"> • Develop and use a set of assumptions in budget planning • Develop and implement an inclusive budget planning process • Present and interpret a budget to the board using policy criteria and assumptions • Analyze current financial position and present to the board long-range financial needs and proposals • Alert the board about significant changes in the budget; submit for approval as required by policy • Ensure that budget planning is linked to college and program plans
Financial Activity	
<ul style="list-style-type: none"> • Adopt policies that contain standards for: <ul style="list-style-type: none"> • Fund transfers • Purchase of equipment • Hiring and changes in status of personnel • Contracts 	<ul style="list-style-type: none"> • Develop procedures that ensure that expenditures and accounting processes are prudent, efficient, and adhere to law, board policy and auditing principles • Monitor income, expenditures, and cash flow • Monitor adherence to procedures for expending and accounting for funds

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
<ul style="list-style-type: none"> • Bid proposals and contracts • Paying obligations • Filing financial reports • Adopt policies that define when board approval is required for fiscal actions • Approve contracts and expenditures as required by law and board policy, including real property transactions • Approve TRANS and other major cash management strategies 	<ul style="list-style-type: none"> • Present contracts, expenditures, and other fiscal items to the board for approval as required • Review the need for and propose TRANS and other cash management programs in a timely manner
Asset Protection and Management	
<ul style="list-style-type: none"> • Adopt policies that define and require: <ul style="list-style-type: none"> • Sound investment practices • Sound cash flow management • Adequate protection and security • Adequate liability and insurance coverage • Risk management programs • Monitor that policies are being followed 	<ul style="list-style-type: none"> • Ensure that investment and cash flow management practices meet board criteria • Ensure that college assets and personnel are adequately protected and secured • Ensure that liability and insurance coverage meets board policy standards • Establish an adequate risk management program
Fundraising and Grants	
<ul style="list-style-type: none"> • Determine the need for, approve, and actively support bond elections • Provide leadership to create a foundation and establish links between the district and foundation boards • Support the foundation and fundraising efforts • Adopt policies that set criteria and priorities for grants • Accept or approve grants as required by law • Understand the short and long-range implications of grants 	<ul style="list-style-type: none"> • Prepare information that helps the board determine the need for and approve bond elections • Lead and administer various fundraising efforts, including the foundation and asset management activities • Keep the board informed about grants sought and awarded, including their implications for the college • Present grants for board approval as required;

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
Monitoring Fiscal Health	
<ul style="list-style-type: none"> • Require periodic reports to monitor fiscal control policies and accounting processes • Require regular reports on the fiscal status of the institution • Become educated about financial statements and their implications • Define broad expectations for the independent audit of the district accounts and business procedures • Set criteria for an auditing firm to conduct the annual audit • Review the audit report • Discuss deviations (if any) and give appropriate direction to CEO 	<ul style="list-style-type: none"> • Periodically, report to the board compliance with fiscal control policies • Periodically report the fiscal condition of the institution; provide a summary that clearly shows the relationship of expenditures to budget • Educate the board on how to read financial statements • Assist the board with the selection of an auditing firm • Cooperate with and auditor so the audit is thorough • Assist the board in reviewing the audit report • Correct deviations (if any) found as a result of the audit

HUMAN RESOURCES

The area of human resources includes all personnel and employment issues, and is subject to numerous state and federal laws and regulations. The board and CEO work together to address:

- hiring and other personnel practices
- treatment of personnel
- professional development
- salaries, benefits, and collective bargaining

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
Personnel Hiring	
<ul style="list-style-type: none"> • Establish policies that require: <ul style="list-style-type: none"> • Selection of the best qualified personnel • Administrative, faculty, and staff diversity • Competitive salaries and working conditions, within budget constraints • Set policy regarding which positions require board approval • Compliance with equal employment and affirmative action laws • Ratify hires as required by law (based on compliance with policy) 	<ul style="list-style-type: none"> • Ensure that personnel recruitment and hiring processes are: <ul style="list-style-type: none"> • Fair, legal, comply with laws • Result in good applicant pools • Reflect well on the institution • Seek to achieve that staff diversity reflects college and community populations • Forward personnel actions to the board as required; inform the board about other key personnel changes
Treatment of Personnel	
<ul style="list-style-type: none"> • Establish policies that require: <ul style="list-style-type: none"> • Fair and effective evaluation and supervision processes • Safe and pleasant working environment • Clear grievance procedures • Due process in employee discipline and termination • Academic freedom • Protection of privacy • Adopt policies that guide implementation of ADA and harassment laws • Adopt policies that ensure appropriate consultation with and delegation of authority to employee groups • Establish clear processes for board/staff communication that do not abrogate the board/CEO relationship • Support CEO recommendations on disciplinary action or terminations when cause is demonstrated and procedures have been followed 	<ul style="list-style-type: none"> • Ensure that: <ul style="list-style-type: none"> • Personnel regulations and procedures are fair, legal, and equitable and meet board policy criteria • Personnel manuals and handbooks are current and public • Personnel procedures are implemented and followed • Grievance procedures are clear, equitable, and followed • Discipline and termination are for demonstrable cause and follow procedures • Seek legal counsel when needed; share information with the board • Alert the board early to personnel problems that may become public or reach the board level • Provide adequate information to the board about personnel problems and recommendations

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
Professional Development	
<ul style="list-style-type: none"> • Establish policy expectations for staff orientation and ongoing professional development • Publicly recognize staff achievements • Engage in trustee and board development 	<ul style="list-style-type: none"> • Ensure that resources are allocated for professional and staff development • Encourage professional development and staff recognition programs • Engage in ongoing learning • Support trustee education and development
Salaries, Benefits, and Collective Bargaining	
<ul style="list-style-type: none"> • Delegate clear authority to the CEO or other agent to engage in collective bargaining on behalf of the board • Set criteria for salaries and benefits that establish competitive, fair wages and that protect current and future district resources • Ask the CEO to provide options and analyses on negotiating positions and their implications • Participate in training on positive bargaining practices • Provide clear direction to the CEO, including parameters for negotiations • Set and adhere to positive bargaining practices; stay on the “high road” • Maintain the confidentiality of bargaining positions 	<ul style="list-style-type: none"> • Engage in positive bargaining practices; follow board standards and criteria • Provide the board with an analysis of the implications of various options in the bargaining process • Provide training in collective bargaining approaches for all those involved in the process, as well as the board • Inform the board of union proposals • Maintain good communication with the board regarding the status of the negotiations • Delegate clear authority to the negotiating agents and ensure that they understand board parameters and budget constraints

COMMUNITY RELATIONS

Governing and leading community-based institutions requires boards and CEOs to be active participants in their communities and ensure strong college-community connections. Community relations roles and tasks are in the areas of:

- community involvement
- marketing and media relations
- foundation support

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
General	
<ul style="list-style-type: none"> • Ensure that general interests of the external communities are represented in board decisions • Advocate for and support the colleges in the community • Maintain links with business, government and community leaders • Adopt policies that govern: <ul style="list-style-type: none"> • community relations • marketing and public relations • foundations and fundraising 	<ul style="list-style-type: none"> • Ensure that district programs respond to community needs • Advocate for and support the colleges in the community • Maintain links with business, government and community leaders • Lead and administer programs that <ul style="list-style-type: none"> • Reflect a positive image for the college • Engender community support for the college • Ensure strong college and community connections
Community Involvement	
<ul style="list-style-type: none"> • Seek out various community perspectives • Establish and engage in systematic methods to link with community representatives and policy-makers including: <ul style="list-style-type: none"> • K-12 boards • local governments • community and business policy boards • higher education policy and advisory boards • Adopt policies that: <ul style="list-style-type: none"> • Ensure community input into strategic planning and institutional evaluation • Encourage partnerships and relationships with community organizations • Define community use of college facilities • Set the policy direction for community service 	<ul style="list-style-type: none"> • Establish a culture that fosters responsiveness to community needs and positive relations with the public and community groups. • Actively seek and foster professional relationships with education, government, business, and other community leaders • Participate in community events and service organizations • Encourage partnership programs with K-12 and higher education institutions • Ensure that planning processes assess and respond to community needs • Ensure a comprehensive program of community services and events • Establish and monitor procedures for public use of and participation in college facilities, programs, services, and events

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
Marketing and Media Relations	
<ul style="list-style-type: none"> • Adopt policies that: <ul style="list-style-type: none"> • Set parameters for marketing and public relations programs • Establish standards of good practice (ethics) for trustee relations with the public and media 	<ul style="list-style-type: none"> • Establish and administer comprehensive public relations operations; ensure the accuracy and quality of communication to public • Keep board informed about <ul style="list-style-type: none"> • Issues that may result in media contacts • Public relations and marketing efforts
Foundation Support	
<ul style="list-style-type: none"> • Adopt policies that establish the direction and parameters for a foundation • Support and monitor the foundation • Establish links with the foundation board of directors 	<ul style="list-style-type: none"> • Establish a foundation and ensure that it is effective • Actively support foundation activities through personal involvement

LEGISLATIVE RELATIONS

Legislative support is important for institutional success. The board and CEO play key roles in working with legislators and garnering support. The area of legislative relations includes:

- understanding policy trends and issues
- establishing and communicating priorities and needs
- advocating on behalf of the institution

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
Policy Trends and Issues	
<ul style="list-style-type: none"> • Engage in ongoing study of policy issues and trends through reading and conference attendance • Allocate time at board meetings and hold study sessions to discuss policy issues, trends, and system priorities • Understand the impact of state and national policy on local mission and goals 	<ul style="list-style-type: none"> • Establish processes to stay up-to-date on policy issues and trends • Monitor and gather relevant information • Ensure the board is aware of policy issues and trends: <ul style="list-style-type: none"> • Provide summaries of key points • Forward legislative alerts and other relevant information to the board • Design board agendas to allow time to discuss issues • Provide background and analysis of key initiatives to enable the board to take a position
Local Priorities	
<ul style="list-style-type: none"> • Allocate time to study and understand local community needs and priorities • Adopt positions that further the ability of the district to achieve its goals • Discuss local priorities and issues with the CCCT board of directors and the Community College League staff 	<ul style="list-style-type: none"> • Provide information and analysis to the board of local trends and issues that may require legislative response • Inform the board of the impact of state and national legislative initiatives on local priorities • Forward positions to state associations and the Chancellor's Office
Legislative Advocacy	
<ul style="list-style-type: none"> • Identify and make key contacts with legislators • Ensure that the CEO and all board members are introduced to key contacts • Study issues to ensure effective communication with legislators • Maintain ongoing and appropriate communication with legislators • Advocate on behalf of the college and its contributions to the community • Support board positions, as well as state system and association positions where not in conflict 	<ul style="list-style-type: none"> • Manage the board's legislative advocacy activities • Identify and make key contacts with legislators; ensure board members are introduced to key contacts • Identify a legislative liaison on the staff • Arrange for legislators to visit the district; include board members in these visits • Provide information to the board for advocacy purposes • Inform the board of Chancellor's Office, state and national association positions

LEGAL AFFAIRS

Governing boards and CEOs share the responsibility to ensure that the district:

- abides by local, state, and federal laws and legal intent
- uses legal counsel prudently

BOARD ROLE AND TASKS	CEO ROLE AND TASKS
Laws and Regulations	
<ul style="list-style-type: none"> • Adopt policies specifically required by law and regulation • Delegate authority to the CEO and require that procedures exist that comply with local, state and national laws and regulations • Monitor compliance • Follow laws related to board practices, including conflicts of interest, open and public meetings, confidentiality of closed sessions, and political practices 	<ul style="list-style-type: none"> • Be aware of laws and regulations that affect the institution • Inform the board and new trustees about major laws and regulations • Ensure that administrative procedures exist and are followed to comply with law and regulation • Monitor compliance and report to the board • Advise the board about laws and regulations that affect the board
Legal Actions and Counsel	
<ul style="list-style-type: none"> • Request legal counsel only as a board; work through the CEO • Request legal advice well in advance of potential problems • Accept and expect realistic assessments of the board's legal position • Establish policies that guide the CEO's response to lawsuits and threats of legal action • Adopt policies that insure and protect the assets and personnel of the district, as well as the board 	<ul style="list-style-type: none"> • Recommend appropriate legal counsel to advise the board • Inform the board of legal counsel used to advise the college • Inform the board of threats of legal action and lawsuits • Keep the board informed of progress on and outcomes of legal matters • Prepare summaries and analyses that review all options for the board when board action is required on legal issues • Ensure that the district has adequate liability protection



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 17. Trustees/Chancellor's Office
Subject 17.02 ACTION TO APPROVE JUNE 26, 2012 BOARD OF TRUSTEES STRATEGIC PLANNING MEETING AGENDA.
Access Public
Type

Public Content

Administrative Content



Tuesday, June 26, 2012
Board of Trustees Strategic Planning Session

Order of the Agenda

Ventura County Community College District
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
5:30 p.m.

1. Call to Order

1.01 Chair will call the meeting to order.

2. Public Comments Regarding Closed Session Agenda Items

2.01 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 Chancellor James Meznek, Ph.D., VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.

3. Recess to Closed Session

3.01 There are no closed session items.

4. Open Session

4.01 Open session will begin.

5. Closed Session Report

5.01 There is no closed session report.

6. Pledge to the Flag

6.01 Pledge to the Flag

7. Public Comments

7.01 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 Chancellor James Meznek, Ph.D., VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.

8. Acknowledgement of Guests and Special Recognitions

8.01 There are no items.

9. Chair will announce changes to agenda.

9.01 Chair will announce changes to agenda.

10. Chancellor's Recommendations of Board of Trustees Agenda

10.01 CHANCELLOR'S RECOMMENDATION. The District's Consultation Council is the representative body designed to support the governance processes at each College and to assist in District governance through the review and analysis of the Board of Trustees agenda prior to action by the Trustees. The items presented to the Board of Trustees contained in the meeting agenda of June 28, 2011, have been reviewed within the District's Consultation Council without constituent objection and are hereby presented to the Trustees for action.

11. Review of Agenda

11.01 Review of the Agenda.

12. Board Meeting Calendar

12.01 Board of Trustees 2013 Meeting Calendar

13. Board Committees 2013

13.01 Board of Trustees Committee Charges

13.02 Board of Trustees 2013 Committee Meeting Calendar

14. Professional Development Schedule

14.01 Professional Development 2012/2013

15. Board Self Evaluation

15.01 Summary of Board of Trustees Monthly Meeting Assessments

15.02 Review Board Self Evaluation and Consultation Council Evaluation of Board

15.03 Review Board of Trustees Progress Towards Meeting Performance Goals

15.04 Review and Establish 2012-2013 Performance Goals

16. District Planning

16.01 Review of District Mission.

16.02 Integrated Planning

16.03 Assessment of Current Planning Process and Transition to New Model

16.04 Citizens Advisory Body Survey

17. Progress in Meeting Board Goals and Objectives

17.01 Board Goals and Objectives Implementation Task Force Report

17.02 Business and Administrative Services Report

17.03 Human Resources Report

17.04 Institutional Effectiveness Report

18. Adjournment

18.01 Chair Blum will adjourn the meeting.



Agenda Item Details




Meeting	Jun 19, 2012 - Board of Trustees
Category	17. Trustees/Chancellor's Office
Subject	17.03 STUDY SESSION: BOARD MEETING ASSESSMENT FROM THE MAY 4-6, 2012 COMMUNITY COLLEGE LEAGUE OF CALIFORNIA ANNUAL TRUSTEE CONFERENCE. This items presents for review a Board meeting assessment for the May 4-6 Community College League of California Annual Trustee Conference.
Access	Public
Type	Discussion

Public Content


 [2012 05.04 BoT CCLC Conference Assessment.pdf \(26 KB\)](#)

Administrative Content


1. I attended the conference/workshop:

		Response Percent	Response Count
Stephen P. Blum		33.3%	1
Arturo Hernandez		0.0%	0
Dianne B. McKay		33.3%	1
Larry O. Miller		33.3%	1
Bernardo M. Perez		0.0%	0
answered question			3
skipped question			0

2. Trustees were provided adequate event information. Registration and travel arrangements were made consistent with Board policy and procedure.

		Response Percent	Response Count
Agree		100.0%	3
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments about the agenda distribution or content?			2
answered question			3
skipped question			0


3. The formal content of the conference/workshop was beneficial to me in the performance of my responsibilities as a District Trustee.

		Response Percent	Response Count
N/A		0.0%	0
Agree		100.0%	3
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0

If not, please comment on items not fully explained or supported. 2

answered question	3
skipped question	0


4. The formal content of the conference/workshop will contribute to the strengthened performance of the full Board.

		Response Percent	Response Count
N/A		0.0%	0
Agree		100.0%	3
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0

If not, please comment on items not fully explained or supported. 2

answered question	3
skipped question	0


5. Participation in informal workshop/conference activities was beneficial to me in the performance of my responsibilities as a District Trustee.

		Response Percent	Response Count
N/A		0.0%	0
Agree		100.0%	3
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0

If not, please comment on items not fully explained or supported. 2

answered question	3
skipped question	0


6. Participation in informal workshop/conference activities will contribute to the strengthened performance of the full Board.

		Response Percent	Response Count
N/A		0.0%	0
Agree		100.0%	3
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	3
skipped question	0

7. Participation in the conference/workshop was a useful and productive professional development activity.

		Response Percent	Response Count
N/A		0.0%	0
Agree		100.0%	3
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0

If not, please comment on items not fully explained or supported.

1

answered question

3

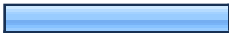


skipped question

0

8. 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	0

9. I completed the training assessment:

		Response Percent	Response Count
Stephen P. Blum		33.3%	1
Arturo Hernandez		0.0%	0
Dianne B. McKay		33.3%	1
Larry O. Miller		33.3%	1
Bernardo M. Perez		0.0%	0
		answered question	3
		skipped question	0

Q2. Trustees were provided adequate event information. Registration and travel arrangements were made consistent with Board policy and procedure.

- | | | |
|---|---|-----------------------|
| 1 | The staff did an excellent job as always. | May 16, 2012 11:02 PM |
| 2 | pattimdid a fine job. | May 16, 2012 3:45 PM |

Q3. The formal content of the conference/workshop was beneficial to me in the performance of my responsibilities as a District Trustee.

- | | | |
|---|---|-----------------------|
| 1 | The conference and break-out sessions were all very informative, timely and helpful. There were times I wish I could have attended more than one at a given time, but we split up so we could share information between us. | May 16, 2012 11:02 PM |
| 2 | I learned quite a bit at this conference. | May 16, 2012 3:45 PM |

Q4. The formal content of the conference/workshop will contribute to the strengthened performance of the full Board.

- | | | |
|---|---|-----------------------|
| 1 | I think the board will definitely benefit from the conference and continue to strengthen its performance. | May 16, 2012 11:02 PM |
| 2 | It is good for us all to go to these conferences. The information is helpful. | May 16, 2012 3:45 PM |

Q5. Participation in informal workshop/conference activities was beneficial to me in the performance of my responsibilities as a District Trustee.

- | | | |
|---|---|-----------------------|
| 1 | It is always helpful to meet other trustees and learn how they are dealing with the challenges we all face. | May 16, 2012 11:02 PM |
| 2 | Talking with other Trustees is very useful. It is good to see how other districts are handling the same issues. | May 16, 2012 3:45 PM |

Q7. Participation in the conference/workshop was a useful and productive professional development activity.

- | | | |
|---|---|-----------------------|
| 1 | This was a valuable professional development activity with may valuable sessions that I benefited from. | May 16, 2012 11:02 PM |
|---|---|-----------------------|

Q8. 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	It was good that we were all there.	May 16, 2012 11:02 PM
2	We all made it to this conference. We all built upon our ongoing professional development. The time was well spent.	May 16, 2012 3:45 PM
3	Complete understanding of the role of a Trustee is vital to making policy and working as a board.	May 9, 2012 10:55 AM



Agenda Item Details




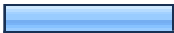
Meeting	Jun 19, 2012 - Board of Trustees
Category	17. Trustees/Chancellor's Office
Subject	17.04 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE MAY 8, 2012 REGULAR BOARD MEETING. This item presents for review a Board meeting assessment for the May 8, 2012 Regular Board of Trustees meeting.
Access	Public
Type	Discussion

Public Content


 [05.08.12 BoT Meeting Assessment.docx.pdf \(34 KB\)](#)

Administrative Content



1. I was present for the May 8, 2012 Board of Trustees meeting.

		Response Percent	Response Count
Stephen P. Blum		25.0%	1
Arturo Hernandez		25.0%	1
Dianne B. McKay		25.0%	1
Larry O. Miller		25.0%	1
Bernardo M. Perez		0.0%	0
		answered question	4
		skipped question	0

2. The Board of Trustees meeting agenda was distributed and posted timely.

		Response Percent	Response Count
Agree		100.0%	4
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
		Comments about the agenda distribution or content?	0
		answered question	4
		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		25.0%	1
Agree		75.0%	3
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0

Comments and recommendations for improvement: 1

answered question	4
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		25.0%	1
Agree		75.0%	3
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	4
skipped question	0

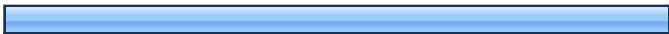
5. Chancellor's Office/Board of Trustees items were explained and supported by clear and concise detail.

		Response Percent	Response Count
N/A		0.0%	0
Agree		100.0%	4
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			4
skipped question			0


6. Trustee sub-committee reports were explained and supported by clear and concise detail.

		Response Percent	Response Count
Agree		100.0%	4
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
If not, please comment on items not fully explained or supported.			1
answered question			4
skipped question			0

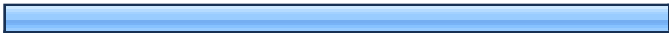
7. Questions/concerns regarding specific items were adequately addressed prior to the Board of Trustees meeting.

		Response Percent	Response Count
Yes		100.0%	4
No		0.0%	0
If no, please provide detailed comments below related to unaddressed questions/concerns.			0
answered question			4
skipped question			0

8. 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		100.0%	4
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments and recommendations for improvement:			1
answered question			4
skipped question			0


9. 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%	4
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0

Comments: 1

answered question	4
skipped question	0

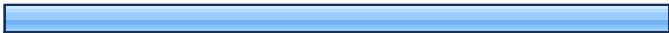
10. The Board acted in a professional manner and communicated through focused and relevant discussion specific to the agenda.

		Response Percent	Response Count
Agree		100.0%	4
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0


Comments: 0

answered question	4
skipped question	0


11. The Board of Trustees followed appropriate Parliamentary Procedure in their public meeting.

		Response Percent	Response Count
Agree		100.0%	4
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments:			1
answered question			4
skipped question			0

12. 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%	4
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments and recommendations for improvement:			0
answered question			4
skipped question			0

13. 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%	4
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments and recommendations for improvement:			0
answered question			4
skipped question			0

14. 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
	2
answered question	2
skipped question	2

15. I completed the May 8, 2012 Board of Trustees Meeting Assessment.

		Response Percent	Response Count
Stephen P. Blum	<input type="checkbox"/>	25.0%	1
Arturo Hernandez	<input type="checkbox"/>	25.0%	1
Dianne B. McKay	<input type="checkbox"/>	25.0%	1
Larry O. Miller	<input type="checkbox"/>	25.0%	1
Bernardo M. Perez		0.0%	0
		answered question	4
		skipped question	0

Q3. Closed session items were explained and supported, either orally and/or through written reports, in a clear and concise manner.

1	Some confusion over Chancellor Evaluation, would be good to discuss and plan better for the future.	May 14, 2012 5:27 AM
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Q6. Trustee sub-committee reports were explained and supported by clear and concise detail.

1	There were not many.	May 11, 2012 9:19 AM
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Q8. 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 institutiona...

1	Meeting went very smooth.	May 8, 2012 11:16 PM
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Q9. During the Board of Trustees public meeting, Trustees remained open-minded, courteous, and respectful of each other and staff.

1	We are making good progress.	May 8, 2012 11:16 PM
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Q11. The Board of Trustees followed appropriate Parliamentary Procedure in their public meeting.

1	Board members followed procedure well.	May 8, 2012 11:16 PM
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Q14. 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	It was a fairly light agenda compared to more recent meetings. The board handled the study sessions thoroughly.	May 11, 2012 9:19 AM
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2	Board did a nice good of sticking to the agenda and sticking to its policy making role.	May 8, 2012 11:16 PM
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Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	17. Trustees/Chancellor's Office
Subject	17.05 ACTION TO ADOPT RESOLUTION. This item presents adoption of a Resolution of the Ventura County Community College District Ordering a Regular Governing Board Member Election, Ordering Consolidation with Other Elections, and Constituting "Specification of the Election Order" to be held on November 6, 2012.
Access	Public
Type	Action

Public Content

 [Board Member Election Resolution.pdf \(108 KB\)](#)

Administrative Content

**Resolution of the Ventura County Community College District
Ordering a Regular Governing Board Member Election,
Ordering Consolidation with Other Elections, and
Constituting "Specification of the Election Order"
to be held on November 6, 2012**

WHEREAS, the Ventura County Community College District has complied with the requirements of Election Code Section 1302(b); and

WHEREAS, the Ventura County Community College District, pursuant to Election Code Section 1302(b), is required to hold the election of Governing Board Members on the same day upon which the statewide General Election is held; and

WHEREAS, pursuant to Election Code Section 1302(b) and Education Code Section 5302, the Ventura County Superintendent of Schools has called a Regular Governing Board Member Election to be held in this District on November 6, 2012; and

WHEREAS, pursuant to Section 5340 of the Education Code, School District Governing Board Member Elections of two or more districts of any type to be held in the same district or area on the same day shall be consolidated so that a person entitled to vote in both or all of such elections may do so at the same time and place and using the same ballot; and

WHEREAS, pursuant to Education Code Section 5342, School District elections may be consolidated by the officer conducting the election with elections held by certain other political subdivisions on the same day and in territory which is the same or partially the same, upon receipt of resolutions from two or more political subdivisions whose boundaries are totally or partially the same territory calling elections to be held on the same day; and

WHEREAS, pursuant to Education Code Section 5322, whenever an election is ordered, the Governing Board of the district shall, not less than 123 days prior to the date set for the election, by resolution delivered to the County Superintendent of Schools and the officer conducting the election, specify the date of the election, the purpose of the election, the authority for ordering the election, the authority for the specifications of the election order, and the signature of the officer or the Clerk of the Board by law authorized to make the designations therein contained; and

WHEREAS, pursuant to Education Code Section 5016, the Governing Board shall determine the winner by lot in the event of a tie vote.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED as follows:

1. The election shall be held on November 6, 2012.
2. The purpose of the election is to elect **two regular term vacancies** to the Governing Board of said School District.
3. The election shall be consolidated with elections held by certain other school districts or other political subdivisions on the same day and in territory which is the same or partially the same.

The Clerk of the Board of Trustees shall cause a copy of this resolution to be delivered to the County Superintendent of Schools and the officer conducting the election at least 123 days prior to the election pursuant to Education Code Section 5322.

The County Superintendent of Schools shall cause a copy of this resolution to be delivered to the County Clerk at least 120 days prior to the date of the election.

The foregoing resolution was duly and regularly adopted by the Board of Trustees of the Ventura County Community College District this _____ day of _____, 2012, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

 President of the Board of Trustees
 of the Ventura County Community College District

STATE OF CALIFORNIA)
) ss.
 COUNTY OF VENTURA)

I hereby certify that the foregoing is a full, true and correct transcript of a resolution duly adopted and affirmed by a formal vote of the members of the Board of Trustees of the District named therein at a duly constituted (regular) (special) meeting of said Board which was held on the _____ day of _____, 2012, as it appears upon the minutes of the said meeting.

 Clerk of the Board of Trustees
 of the Ventura County Community College District



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
 Category 17. Trustees/Chancellor's Office
 Subject 17.06 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	James Mezneke/Patti Blair		

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	19. Capital Planning
Subject	19.01 Trustees: Capital Planning & Facilities Committee met on May 23, 2012.
Access	Public
Type	Report

Public Content

Trustees: Capital Planning & Facilities Committee met on May 23, 2012.

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
Category 20. Student Learning
Subject 20.01 There are no items.
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
 Category 21. Consent Calendar
 Subject 21.01 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	James Mezneke/Patti Blair		

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	22. Consent Calendar: Approval of Minutes
Subject	22.01 APPROVAL OF MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR MAY 8, 2012. This item presents for approval the minutes of the Board of Trustees Meeting of May 8, 2012.
Access	Public
Type	Action (Consent), Minutes
Fiscal Impact	No
Budgeted	No
Recommended Action	The Chancellor recommends the Board of Trustees approve this item.
Minutes	View Minutes for May 8, 2012 - Board of Trustees

Public Content

 [05.08.12 BoT Meeting Minutes.pdf \(230 KB\)](#)

Administrative Content



**Ventura County Community College District
Board of Trustees Regular Meeting
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
Tuesday, May 8, 2012**

Members present: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, and Trustee Bernardo Perez.

Members not present: Student Trustee Arshia Malekzadeh

1. Mission

District Mission: 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.

Governance Roles

Roles of Board, Chancellor, Faculty, Administrators, and Staff

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 (see relevant sections of Title 5 in Appendix III), VCCCD Board Policy, District practices and procedures, and job descriptions.

Role of the Board of Trustees

Trustees are guardians of the public's trust and are accountable to all county citizens although they are elected within subsections of Ventura County. 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 of Trustees, as elected representatives of the community, is the final voice in the District subject to the laws and appropriate regulations of the State Legislature and State Chancellor's Office. The Board completes work with a focus on the District mission. In these statements, most recently reviewed and adopted on July 14, 2009, and March 13, 2007, respectively, the members of the Board defined the end result of the efforts at the Colleges and District. The Board ensures that this 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.

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 (included in Appendix III). Minutes are prepared for all actions taken by the VCCCD Board of Trustees to serve as the District's public record.

Every regular Board meeting provides an opportunity for the public to address the Trustees on any item of interest to citizens within the jurisdiction of the Board. No action, however, can be taken on an issue unless it has first been noticed on the Board agenda.

In response to unagendized public comments, therefore, Board members may:

- Request clarification from those making public comments;
- Request staff to provide factual information on the comments being presented;
- Request staff to report back to the Board on the subject of comment at a later meeting; or
- Direct staff to place the matter on a future agenda.

The exception to the requirement for open meetings is when the Board confers in private on one of the following:

- Consideration of the appointment, employment, evaluation, discipline or dismissal of an employee;
- Consideration of charges brought against an employee by another;
- Consideration of national or public security;
- Confer with legal counsel regarding litigation;
- Consideration of student disciplinary actions;
- Consideration of real property transactions;
- Confer with District representatives within the scope of collective bargaining; or
- Consideration of honorary degrees or gifts from anonymous donors.

Items to be discussed in such a closed session are disclosed in open session through the printed and public Board agenda. Following a closed session, the Board reconvenes in open session and announces any action taken in closed session and the vote or abstentions of its members. Trustees do not disclose personnel, collective bargaining, or other discussions prohibited by law.

Role of District Chancellor

The Chancellor is the administrative agent of the Board of Trustees and, as such, is the District's only employee responsible 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 Participatory Governance Manual *Role of Administrators*.

The Chancellor has the right to accept, reject, or modify recommendations from the District Consultation Council. When the Chancellor rejects or modifies a recommendation from the District Consultation Council, he/she informs that group of the objections to their recommendation. The Academic Senates, Service Employees International Union (SEIU), Ventura County Federation of College Teachers (AFT), and/or Associated Student Governments (ASG) retains the right to present their comments on the Chancellor's recommendation directly to the Board of Trustees.

Role of Faculty

Faculty members perform duties as instructors, librarians, or counselors in areas for which they possess appropriate qualifications; assess, develop, and recommend articulation agreements; implement activities based on applicable recommendations and District/College goals; perform other contractually identified professional responsibilities; and provide advice and recommendations regarding relevant policies and procedures through active participation on District committees, councils, and task forces.

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;
- Processes for institutional planning and budget development; and
- Other academic/professional matters, mutually agreed upon between the Board of Trustees and the Academic Senate (Not implemented at VCCCD).

The Board and Chancellor consult collegially with Academic Senates on the matters described above. Consultation on processes in program review, planning, and budgeting means exactly that: It is not required to consult collegially on the "content" of program review, planning, and budget documents (although many people may be involved in the development of those activities).

Full-time and part-time faculty members within the District are represented in collective bargaining by a chapter of the American Federation of Teachers, which operates under a contract negotiated and approved by its members.

The two bodies that represent District faculty are compatible; the Academic Senates are responsible for professional and academic matters, while the chapter of the American Federation of Teachers responds to matters within the scope of salary, benefits, and working conditions.

Academic Senates appoint faculty members to District groups; in addition, provisions of the negotiated contract include appointment of faculty members to specific District and College governance committees to represent the American Federation of Teachers.

Role of Classified Staff

Classified staff members include College and District employees in a wide range of positions including administrative assistants, clerks, custodians, and grounds workers. 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.

Classified staff members at each College are represented by the Service Employees International Union, Local 99, including all regular, permanent and probationary, full-time and part-time merit system classified employees in Units "A" and "B" as certified by the Los Angeles Regional Director of the Public Employment Relations Board.

This collective bargaining unit conducts elections to appoint classified staff to District and College governing councils in the areas that have or will have a significant effect on staff and that are outside the scope of collective bargaining. Prior to the Board of Trustees taking action on such matters, classified staff are provided with the opportunity to participate in the formulation of recommendations through committee participation in areas that affect them. The Board gives every reasonable consideration to recommendations and opinions of staff.

Role of Students

Students are the reason the District and its Colleges exist: Students learn through participation in and completion of approved courses and involvement in college life activities.

Students at each College are represented by an Associated Student Government organization composed of an elected Board of Directors. 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 VCCCD 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. The Board of Trustees ensures that recommendations and positions developed by students are given every reasonable consideration. Similarly, the Academic Senate at each College will consult with their counterpart Associated Student Government prior to making recommendations that impact students' interests.

Role of Administrators

The job descriptions for College and District administrators assign specific governance roles for administrators and call for both successful processes and products.

Product: Administrators are held accountable to provide effective leadership for and support of faculty and staff in the planning, implementation, and monitoring of District and College activities while maintaining compliance with state regulations, laws, and District policies.

Process: Administrators are held accountable to carry out their responsibilities in styles that support and maintain the spirit and letter of participatory governance.

Drawing from job descriptions approved by the Board of Trustees for each administrative position, the roles for College and District administrators are to:

- Provide leadership and expertise in assessing, identifying, formulating, and aiding in implementing the overall academic direction for the College in conjunction with the Chancellor;
- Plan, organize, direct, and evaluate the activities of the College pursuant to District and College mission and goals as set forth by the Board of Trustees; report on College achievement of District and College goals;
- Plan and recommend the instructional and student services programs, College budget, and organizational structure of the College;
- Prepare and maintain an educational master plan and support institutional research related to student learning, development, and outcomes;
- Remain current on emerging services, methodologies, and technologies relevant to the College's educational programs and student services;
- Establish and maintain liaisons with business and community representatives as participants in the planning, development, and modification of division curriculum and programs;
- Serve as a resource to and collaborate with faculty and staff in developing, coordinating, and evaluating the Colleges' programs and services;
- Ensure that the colleges' educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, District policies, contractual agreements, and articulation agreements;
- Serve as a resource to the Chancellor, the Board of Trustees, and College faculty and staff for colleges' educational and student service programs; and
- Promote the appropriate inclusion of students, faculty, and staff in participatory decision-making processes.

In attendance:

James Meznick, Chancellor

Robin Calote, Ventura College President

Richard Duran, Oxnard College President

Pam Eddinger, Moorpark College President

Sue Johnson, Vice Chancellor, Business and Administrative Services

Patricia Parham, Vice Chancellor, Human Resources

Dave Fuhrmann, Assistant Vice Chancellor, Information Technology

Erika Endrijonas, Executive Vice President

Ramiro Sanchez, Executive Vice President

David Keebler, Vice President, Business Services

Iris Ingram, Vice President, Business Services
Richard DeLaO, Chief of Police
Michael Arnoldus, Director
Terry Cobos, Director
Will Deits, Director
Sharon Dwyer, Project Manager
Patricia Ewins, Dean
Clare Geisen, Director
Karen Gorback, Assistant Dean
Tim Harrison, Dean
Kim Hoffmans, Dean
Gwen Huddleston-Lewis, Dean
Carolyn Inouye, Dean
Victoria Lugo, Dean
Mary Anne McNeil, Director
Darlene Melby, College Business Manager
Lisa Miller, Dean
David Oliver, Dean
Marjorie Price, Dean
Kathy Scott, Dean
Terry Schukart, Project Manager
John Sinutko, Director
Gail Warner, Director
Jay Wysard, Director
Robert Cabral, 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
Connie Owens, Oxnard College Classified Senate President
Carlos Gonzalez, Sr., Oxnard College Associated Student Government President
Daniel Chavez, Ventura College Associated Student Government Director of External Affairs
Les Dickey, Measure S
Steve Hall, AFT President
Patti Blair, Executive Assistant, Recorder

2. Call to Order:

Chair Blum called the meeting to order at 5:33 p.m.

3. Public Comments Regarding Closed Session Agenda Items

There were no public comments regarding Closed Session agenda items.

4. Recess to Closed Session

- 4.01 PUBLIC EMPLOYEE PERFORMANCE EVALUATION - CHANCELLOR (Gov. Code, section 54957)

5. Reconvene in Open Session and Closed Session Report

There was no closed session report.

6. Pledge to the Flag

Steve Hall led the pledge to the flag.

7. Acknowledgement of Guests and Special Recognitions

There were no guests or recognitions.

8. Public Comments

Public comment was made by Juan Smith.

9. Budget Update

Report: 9.01 BUDGET UPDATE: An update to the 2012/2013. Sue Johnson, Vice Chancellor, Business Services provided a 2012/2013 Budget Update.

10. Associated Student Government Reports

- Student Trustee Malekzadeh was not present and submitted a written report.
- Daniel Chavez, Ventura College Associated Student Government Director of External Affairs, thanked staff and students for their support; commented on the Districtwide student conference held at Moorpark College, inauguration of new student government officers, lending library, and student activities.
- Carlos Gonzalez, Sr., Oxnard College Associated Student Government President, commented on student finals, *Financial Aid Awareness Week* including student workshops, student activities including *Cinco de Mayo*, and thanked Oxnard College students, EOPS staff, and the VCCCD for the opportunity to serve as Associated Student Government President.

11. Senate President Business Report

- Riley Dwyer, Moorpark College Academic Senate President, commented on the 2012 State Spring Plenary Session, current structure of community colleges and Trustee roles, program reviews, *Participatory Governance Manual* and functional mapping chart, the budget, the hiring process for college vice presidents, and program review.
- Robert Cabral, Oxnard College Academic Senate President, commented on campus participatory governance committees, and work in the Program Effectiveness and Planning Committee and the Planning and Budget Council. Mr. Cabral thanked Associated Student Government President Carlos Gonzales for his participation and representation of students in the campus committees.
- Peter Sezzi, Ventura College Academic Senate President, commented on finals week, senate accomplishments, and the annual *Ventura College Faculty Satisfaction* survey. Mr. Sezzi acknowledged the recipients of four faculty awards: *Service to Students* - Ted Purell; *Service to Faculty* - Karrie Lang; *Service to College* (tie) - Mark Parley and Casey Mansfield. Mr. Sezzi also commented on the successful *Ventura College Open Forum*.
- Connie Owens, Oxnard College Classified Senate President, congratulated newly elected classified offices, commented on end-of-year classified and graduation activities, and thanked Human Resources for organizing the 5K event.
- Peder Nielsen, Ventura College Classified Senate President, thanked the Associated Student Body representatives and commented on *Earth Day*, Classified Appreciation BBQ, Human Resources 5K event, graduation, and the recent *Ventura College Open Forum*. Mr. Nielsen congratulated the Ventura County Women's Tennis Team for their success in the recent Ojai singles and doubles competition and reported the tennis team will compete in the State Championship.

12. Changes to the Agenda

- **12.01 REVISED ITEM 24.01: Changes in Personnel/Employment Status.**

13. Chancellor's Recommendations of Board of Trustees Agenda

Report: 13.01 CHANCELLOR'S RECOMMENDATION. The District's Consultation Council is the representative body designed to support the governance processes at each College and to assist in

District governance through the review and analysis of the Board of Trustees agenda prior to action by the Trustees. The items presented to the Board of Trustees contained in the Consultation Council meeting agenda of April 27, 2012, were reviewed within the District's Consultation Council and presented to the Trustees for action, without constituent objection.

14. Study Session: Accreditation Update

Discussion: 14.01 STUDY SESSION: ACCREDITATION UPDATE. This item presents for discussion an accreditation update.

Chancellor Meznek indicated accreditation work continues and commented on the May 2, 2012 visit to the ACCJC office by Chair Blum, Trustee McKay, and Dr. Meznek. The Delineation of Functions Mapping will be agendized for review in Consultation Council on May 10, 2012. The District Council on Accreditation and Planning (DCAP) continues its work with Information Technology, and discussed the establishment of a matrix to evaluate progress in meeting Board goals and objectives.

The Board of Trustees will review and update membership in the Citizens Advisory Body prior to surveying members through the Chancellor's Office/Administrative Relations. The Two-Year Board Policy and Procedure Review is ongoing. Ventura College recently accepted an invitation from ACCJC to host an accreditation event; all colleges will present program review during the workshop. The Board of Trustees Annual Self Evaluation Survey will be reviewed and the Board will discuss constituent participation in its annual evaluation.

Chair Blum commented on the ACCJC visit and indicated he gained a renewed understanding of Board expectations and will continue his work as Board Chair to ensure the Board meets accreditation recommendations.

Ms. Geisen distributed and discussed progress in the Board Policy/Administrative Procedure Two-Year Review Calendar. Ms. Geisen also distributed District/Colleges Accreditation Status Communications Plan and discussed activities related to pro-active accreditation communication activities, including portal updates, media releases, and correspondence with local high schools. An academic year-end letter from the Chancellor will be written and distributed, as well as a Letter to the Editor regarding accreditation status and activities.

Trustee McKay thanked Ms. Geisen for her ongoing work in communications and indicated the importance of outreach to the community, including e-blast activities, and suggested contracting with a communications specialist to augment Ms. Geisen's communications work in the area of communications. Trustee Miller supported Trustee McKay. Trustee Perez commented on the two-year review cycle matrix, suggested live streaming meetings, and the colleges occasionally hosting Board meetings. Trustee Hernandez agreed to the need for positive communication through community outreach, and indicated the need for immediate communication with other elected bodies throughout the counties. Trustee Blum asked for an agendized item for a communications specialist for the next Board meeting and indicated the need for communicate effectively and positively to the community related to accreditation. Ms. Geisen indicated the Citizens Advisory Body will be surveyed prior to the Board's Strategic Planning June 26, 2012 meeting and communication focus groups will be established to provide the Board with community feedback.

15. Board Policy

Information: 15.01 The Policy Committee met on April 18, 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). Chair Blum indicated the Policy Committee met and recommend the items presented.

Action: 15.02 ACTION TO APPROVE BOARD POLICY (BP) 2015 STUDENT MEMBER. This item presents for approval BP 2015 Student Member and provides existing Administrative Procedure (AP)

2015 Student Member for information. The Chancellor recommends the Board of Trustees approve revised BP 2015 Student Member. AP 2015 is provided for information and is consistent with BP 2015. Motion by Trustee Larry Miller, 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: 15.03 ACTION TO APPROVE BOARD POLICY (BP) 2105 ELECTION OF STUDENT MEMBER. This item presents for approval BP 2105 Election of Student Member and provides existing Administrative Procedure (AP) 2105 Election of Student Member for information. The Chancellor recommends the Board of Trustees approve revised BP 2105 Election of Student Member. AP 2105 is provided for information and is consistent with BP 2105. 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.

Action: 15.04 ACTION TO REAFFIRM BOARD POLICY (BP) 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES. This item presents for reaffirmation BP 4100 Graduation Requirements for Degrees and Certificates and provides revised Administrative Procedure (AP) 4100 Graduation Requirements for Degrees and Certificates for information. The Chancellor recommends the Board of Trustees reaffirm BP 4100 Graduation Requirements for Degrees and Certificates. AP 4100 has been revised, is provided for information, and is consistent with BP 4100. Motion by Trustee Larry Miller, 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: 15.05 ACTION TO REAFFIRM BOARD POLICY (BP) 4235 CREDIT BY EXAMINATION. This item presents for reaffirmation BP 4235 Credit By Examination and provides revised Administrative Procedure (AP) 4235 Credit By Examination for information. The Chancellor recommends the Board of Trustees reaffirm BP 4235 Credit By Examination. AP 4235 has been revised, is provided for information, and is consistent with BP 4235. 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: 15.06 ACTION TO REAFFIRM BOARD POLICY (BP) 6750 PARKING. This item presents for reaffirmation BP 6750 Parking and provides revised Administrative Procedure (AP) Parking 6750 for information. The Chancellor recommends the Board of Trustees reaffirm BP 6750 Parking. AP 6750 has been revised, is provided for information, and is consistent with BP 6750. 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.

16. Trustees/Chancellor's Office

Discussion: 16.01 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE APRIL 10, 2012 REGULAR BOARD MEETING. This item presents for review a Board meeting assessment for the April 10, 2012 Regular Board of Trustees meeting. Trustees discussed the April 10, 2012 Board Meeting Assessment. Trustee Hernandez apologized to Ms. Parham for any comments previously made. Trustee McKay requested the assessment be agendaized during the June strategic planning session.

Action: 16.03 ACTION TO APPROVE BOARD SELF-EVALUATION SURVEY. This item presents for approval the revised Board Self-Evaluation Survey and Discuss Authorized Individuals to Complete Survey.

Dr. Calote indicated DCAP recommends a quarterly Trustee evaluation. Trustees discussed broadening survey participation and agreed to include participation from the Consultation Council.

The Chancellor recommends the Board of Trustees approve the revised Board Self-Evaluation Survey, include three additional accreditation survey questions, and expand participation to include members of the Consultation Council.

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.

Action: 16.04 APPROVAL OF STUDENT TRUSTEE PRIVILEGES: This item presents for approval the annual establishment of Student Trustee privileges for 2012-2013. The Chancellor recommends the Board of Trustees approve the following privileges for the Student Trustee for 2012-2013: 1) Shall not be allowed to cast an advisory vote; 2) Shall not attend Closed Sessions; 3) Shall receive compensation similar to that of the Board, with no fringe benefits; and 4) The term of office will commence on June 1, 2012, and end May 31, 2013. 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.

Action: 16.05 APPROVAL OF RESOLUTION IN SUPPORT OF SCHOOLS AND LOCAL PUBLIC SAFETY AND PROTECTION ACT OF 2012: This item presents for approval the Resolution in Support of Schools and Local Public Safety and Protection Act of 2012. Dr. Steve Hall provided public comment. The Chancellor recommends the Board of Trustees approve the Resolution in Support of Schools and Local Public Safety and Protection Act of 2012. 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: 16.06 ACTION TO APPROVE GOVERNING BOARD MEMBER ABSENCE. This item presents for approval the absence of a Board of Trustees member. That the Board of Trustees approve the absence of Student Trustee Arshia Malekzadeh. Motion by Trustee Larry Miller, 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.

17. Business Services

There were no items.

Action: 23.06 APPROVAL OF A CONTRACT WITH AERONET COMMUNICATIONS FOR DESIGN SERVICES FOR DISTRICT PUBLIC WEBSITES: This item requests approval of a contract with Aeronet Communications for design services for District public websites. The Chancellor recommends that the Board of Trustees approve a contract with Aeronet Communications for website design services. 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: 23.11 APPROVAL OF NEW CONTRACTS FOR FISCAL YEAR 2012-13: This item request approval of new contracts for FY 2012-13. 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.

18. Human Resources

Action: 18.01 APPROVAL OF RESOLUTION FOR TERMINATION OF AN ACADEMIC EMPLOYEE: This item presents for approval the resolution for termination of an academic employee. The Chancellor recommends the Board of Trustees approve the Resolution for Termination of an Academic Employee as set forth below. 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.

19. Capital Planning

Report: 19.01 Trustees: Capital Planning & Facilities Committee met on April 18, 2012. Trustee Perez indicated the Capital Planning and Facilities Committee met and recommend the items presented..

20. Student Learning

There were no items.

21. Consent Calendar

Action (Consent): 21.01 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 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.

22. Consent Calendar: Approval of Minutes

Action (Consent), Minutes: 22.01 APPROVAL OF MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR April 10, 2012. This item presents for approval the minutes of the Board of Trustees meeting of April 10, 2012. 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.

23. Consent Calendar: Business Services

Action (Consent): 23.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF MARCH 20, 2012 TO APRIL 18, 2012: This item presents for ratification Accounts Payable and Payroll for the period of March 20, 2012 to April 18, 2012. 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 (Consent): 23.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #12 FOR FY 2011-12: This item presents for approval/ratification of Board Purchase Order Report #12, for FY 2011-2012 from March 27, 2012 to April 23, 2012. 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 (Consent): 23.03 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 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 (Consent): 23.04 APPROVAL OF REQUEST FOR PROPOSAL 435, FOOD VENDING SERVICES DISTRICT-WIDE: This item presents for approval award of Request for Proposal (RFP) 435 Food Vending Services District-wide to A Matter of Taste. 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 (Consent): 23.05 APPROVAL OF REQUEST FOR PROPOSAL 436, BEVERAGE VENDING SERVICES DISTRICT-WIDE: This item presents for approval award of Request for Proposal (RFP) 436 Beverage Vending Services District-wide to Coca Cola Bottling for a three year period. 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 (Consent): 23.07 APPROVAL OF A CONTRACT WITH BIBLIOTHECA FOR LIBRARY RADIO FREQUENCY IDENTIFICATION (RFID) HARDWARE, SOFTWARE AND SERVICES: This item requests approval of a contract with Bibliotheca for library Radio Frequency Identification (RFID) hardware, software, and services. 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 (Consent): 23.08 APPROVAL OF A CONTRACT WITH NUVENTIVE FOR SOFTWARE TO MANAGE STRATEGIC PLANNING AND ASSESSMENT: This item requests approval of a contract with Nuventive for software to manage strategic planning and assessment. 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 (Consent): 23.09 MONTHLY BUDGET TRANSFER SUMMARY & AMENDMENT: This item presents for ratification the monthly budget transfer summary and budget amendment for the months of March 2012. 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: 23.10 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. 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. Motion by Trustee Bernardo Perez, 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.

24. Consent Calendar: Human Resources

Action (Consent): 24.01 REVISED: CHANGES IN PERSONNEL/EMPLOYMENT STATUS: Approval of Separation from Employment. 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 (Consent): 24.02 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF CHANGE OF EMPLOYMENT UNDER SPECIAL PRE-RETIREMENT PROGRAM. This item presents for approval a request by a full-time faculty member to change her Special Pre-Retirement Work Percentage. 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 (Consent): 24.03 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF GRANTING SICK LEAVE DAYS FROM ESTABLISHED SICK LEAVE POOL FOR ACADEMIC EMPLOYEES: This item presents for approval the granting of sick leave days from the established Sick Leave Pool for Academic Employees. 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.

25. Consent Calendar: Capital Planning

Action (Consent): 25.01 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 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 (Consent): 25.02 APPROVAL OF MEASURE S BUDGET TRANSFERS AT MOORPARK

COLLEGE: This item presents for approval budget transfers between the Measure S funded projects at Moorpark College as described. 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 (Consent): 25.03 ACCEPTANCE OF COMPLETION OF CONTRACT WITH SMC CONSTRUCTION FOR THE REGIONAL FIRE, SHERIFF & POLICE EDUCATION AND TRAINING ACADEMY, PROJECT 89106:

This item presents for approval the acceptance of completion of the contract with SMC Construction for the Regional Fire, Sheriff & Police Education and Training Academy, Project 89106. 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.

26. Consent Calendar: Student Learning

Action (Consent): 26.01 SPRING 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT MOORPARK COLLEGE.

This item presents for approval the Spring 2012 candidates for graduation and certificates at Moorpark College. 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 (Consent): 26.02 SPRING 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT OXNARD COLLEGE.

This item presents for approval the Spring 2012 candidates for graduation and certificates at Oxnard College. 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 (Consent): 26.03 SPRING 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT VENTURA COLLEGE.

This item presents for approval the Spring 2012 candidates for graduation and certificates at Ventura College. 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 (Consent): 26.04 MOORPARK COLLEGE REVISED COURSE APPROVAL:

This item presents for approval a revised course at Moorpark College. 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 (Consent): 26.05 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 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 (Consent): 26.06 OXNARD COLLEGE DELETED PROGRAM APPROVAL:

This item presents for approval the deletion of a program at Oxnard College. 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 (Consent): 26.07 OXNARD COLLEGE NEW COURSES APPROVAL: This item presents for approval the new courses at Oxnard College. 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 (Consent): 26.08 OXNARD COLLEGE REVISED COURSES APPROVAL: This item presents for approval the revised courses at Oxnard College. 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.

27. Informational Items

There were no items.

28. Reports

- **Academic Senates**

Academic Senate Presidents commented about graduation activities, Academic Senate Elections, and finalizing campus-related activities prior to the end of the academic year.

- **Trustees**

Trustees commented on attending the May 4-6, 2012 Community College League Conference, graduation, campus activities, and community events. Trustee McKay and Chair Blum commented on their recent visit to the ACCJC office. Trustees congratulated students, faculty, and staff for a successful year.

29. Adjournment

Chair Blum adjourned the meeting at 9:24 p.m.



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	22. Consent Calendar: Approval of Minutes
Subject	22.02 APPROVAL OF MINUTES FOR THE SPECIAL BOARD MEETING OF THE BOARD OF TRUSTEES FOR MAY 25, 2012. This items presents for approval the minutes of the Board of Trustees Special Meeting of May 25, 2012.
Access	Public
Type	Action (Consent), Minutes
Recommended Action	The Chancellor recommends the Board of Trustees approve this item.
Minutes	View Minutes for May 25, 2012 - Special Meeting of the Board of Trustees

Public Content

 [05.25.12 BoT Meeting Minutes.pdf \(157 KB\)](#)

Administrative Content



**Ventura County Community College District
Board of Trustees Special Meeting
450 East Harbor Boulevard
Ventura, CA 93001
Friday, May 25, 2012**

Members present: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, and Trustee Bernardo Perez.

Members not present: Student Trustee Arshia Malekzadeh

1. Mission

District Mission: 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.

Governance Roles

Roles of Board, Chancellor, Faculty, Administrators, and Staff

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 (see relevant sections of Title 5 in Appendix III), VCCCD Board Policy, District practices and procedures, and job descriptions.

Role of the Board of Trustees

Trustees are guardians of the public's trust and are accountable to all county citizens although they are elected within subsections of Ventura County. 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 of Trustees, as elected representatives of the community, is the final voice in the District subject to the laws and appropriate regulations of the State Legislature and State Chancellor's Office. The Board completes work with a focus on the District mission. In these statements, most recently reviewed and adopted on July 14, 2009, and March 13, 2007, respectively, the members of the Board defined the end result of the efforts at the Colleges and District. The Board ensures that this 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.

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 (included in Appendix III). Minutes are prepared for all actions taken by the VCCCD Board of Trustees to serve as the District's public record.

Every regular Board meeting provides an opportunity for the public to address the Trustees on any item of interest to citizens within the jurisdiction of the Board. No action, however, can be taken on an issue unless it has first been noticed on the Board agenda.

In response to unagendized public comments, therefore, Board members may:

- Request clarification from those making public comments;
- Request staff to provide factual information on the comments being presented;
- Request staff to report back to the Board on the subject of comment at a later meeting; or
- Direct staff to place the matter on a future agenda.

The exception to the requirement for open meetings is when the Board confers in private on one of the following:

- Consideration of the appointment, employment, evaluation, discipline or dismissal of an employee;
- Consideration of charges brought against an employee by another;
- Consideration of national or public security;
- Confer with legal counsel regarding litigation;
- Consideration of student disciplinary actions;
- Consideration of real property transactions;
- Confer with District representatives within the scope of collective bargaining; or
- Consideration of honorary degrees or gifts from anonymous donors.

Items to be discussed in such a closed session are disclosed in open session through the printed and public Board agenda. Following a closed session, the Board reconvenes in open session and announces any action taken in closed session and the vote or abstentions of its members. Trustees do not disclose personnel, collective bargaining, or other discussions prohibited by law.

Role of District Chancellor

The Chancellor is the administrative agent of the Board of Trustees and, as such, is the District's only employee responsible 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 Participatory Governance Manual *Role of Administrators*.

The Chancellor has the right to accept, reject, or modify recommendations from the District Consultation Council. When the Chancellor rejects or modifies a recommendation from the District Consultation Council, he/she informs that group of the objections to their recommendation. The Academic Senates, Service Employees International Union (SEIU), Ventura County Federation of College Teachers (AFT), and/or Associated Student Governments (ASG) retains the right to present their comments on the Chancellor's recommendation directly to the Board of Trustees.

Role of Faculty

Faculty members perform duties as instructors, librarians, or counselors in areas for which they possess appropriate qualifications; assess, develop, and recommend articulation agreements; implement activities based on applicable recommendations and District/College goals; perform other contractually identified professional responsibilities; and provide advice and recommendations regarding relevant policies and procedures through active participation on District committees, councils, and task forces.

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;
- Processes for institutional planning and budget development; and
- Other academic/professional matters, mutually agreed upon between the Board of Trustees and the Academic Senate (Not implemented at VCCCD).

The Board and Chancellor consult collegially with Academic Senates on the matters described above. Consultation on processes in program review, planning, and budgeting means exactly that: It is not required to consult collegially on the "content" of program review, planning, and budget documents (although many people may be involved in the development of those activities).

Full-time and part-time faculty members within the District are represented in collective bargaining by a chapter of the American Federation of Teachers, which operates under a contract negotiated and approved by its members.

The two bodies that represent District faculty are compatible; the Academic Senates are responsible for professional and academic matters, while the chapter of the American Federation of Teachers responds to matters within the scope of salary, benefits, and working conditions.

Academic Senates appoint faculty members to District groups; in addition, provisions of the negotiated contract include appointment of faculty members to specific District and College governance committees to represent the American Federation of Teachers.

Role of Classified Staff

Classified staff members include College and District employees in a wide range of positions including administrative assistants, clerks, custodians, and grounds workers. 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.

Classified staff members at each College are represented by the Service Employees International Union, Local 99, including all regular, permanent and probationary, full-time and part-time merit system classified employees in Units "A" and "B" as certified by the Los Angeles Regional Director of the Public Employment Relations Board.

This collective bargaining unit conducts elections to appoint classified staff to District and College governing councils in the areas that have or will have a significant effect on staff and that are outside the scope of collective bargaining. Prior to the Board of Trustees taking action on such matters, classified staff are provided with the opportunity to participate in the formulation of recommendations through committee participation in areas that affect them. The Board gives every reasonable consideration to recommendations and opinions of staff.

Role of Students

Students are the reason the District and its Colleges exist: Students learn through participation in and completion of approved courses and involvement in college life activities.

Students at each College are represented by an Associated Student Government organization composed of an elected Board of Directors. 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 VCCCD 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. The Board of Trustees ensures that recommendations and positions developed by students are given every reasonable consideration. Similarly, the Academic Senate at each College will consult with their counterpart Associated Student Government prior to making recommendations that impact students' interests.

Role of Administrators

The job descriptions for College and District administrators assign specific governance roles for administrators and call for both successful processes and products.

Product: Administrators are held accountable to provide effective leadership for and support of faculty and staff in the planning, implementation, and monitoring of District and College activities while maintaining compliance with state regulations, laws, and District policies.

Process: Administrators are held accountable to carry out their responsibilities in styles that support and maintain the spirit and letter of participatory governance.

Drawing from job descriptions approved by the Board of Trustees for each administrative position, the roles for College and District administrators are to:

- Provide leadership and expertise in assessing, identifying, formulating, and aiding in implementing the overall academic direction for the College in conjunction with the Chancellor;
- Plan, organize, direct, and evaluate the activities of the College pursuant to District and College mission and goals as set forth by the Board of Trustees; report on College achievement of District and College goals;
- Plan and recommend the instructional and student services programs, College budget, and organizational structure of the College;
- Prepare and maintain an educational master plan and support institutional research related to student learning, development, and outcomes;
- Remain current on emerging services, methodologies, and technologies relevant to the College's educational programs and student services;
- Establish and maintain liaisons with business and community representatives as participants in the planning, development, and modification of division curriculum and programs;
- Serve as a resource to and collaborate with faculty and staff in developing, coordinating, and evaluating the Colleges' programs and services;
- Ensure that the colleges' educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, District policies, contractual agreements, and articulation agreements;
- Serve as a resource to the Chancellor, the Board of Trustees, and College faculty and staff for colleges' educational and student service programs; and
- Promote the appropriate inclusion of students, faculty, and staff in participatory decision-making processes.

In attendance:

Patricia Parham, Vice Chancellor, Human Resources
Patti Blair, Executive Assistant, Recorder

2. Call to Order:

Vice Chair Hernandez called the meeting to order at 1:33 p.m.

3. Pledge to the Flag

Vice Chair Hernandez led the pledge to the flag.

4. Public Comments Regarding Closed Session Agenda Items

There were no public comments regarding Closed Session agenda items.

5. Recess to Closed Session

- PUBLIC EMPLOYMENT - CHANCELLOR (Gov. Code, section 54957)

6. Reconvene in Open Session

Trustees convened in open session.

7. Closed Session Report

There was no closed session report.

8. Adjournment

Chair Blum adjourned the meeting at 10:35 p.m.



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	22. Consent Calendar: Approval of Minutes
Subject	22.03 APPROVAL OF MINUTES FOR THE SPECIAL BOARD MEETING OF THE BOARD OF TRUSTEES FOR JUNE 5, 2012. This items presents for approval the minutes of the Board of Trustees Special Meeting of June 5, 2012.
Access	Public
Type	Action (Consent)

Public Content

 [06.05.12 BoT Meeting Minutes.pdf \(158 KB\)](#)

Administrative Content



**Ventura County Community College District
Board of Trustees Special Meeting
5100 Adolfo Road
Camarillo, CA
Tuesday, June 5, 2012**

Members present: Chair Stephen Blum, Vice Chair Arturo Hernandez, Trustee Dianne McKay, Trustee Larry Miller, and Trustee Bernardo Perez.

Members not present: Student Trustee Arthur Valenzuela

1. Mission

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Governance Roles

Roles of Board, Chancellor, Faculty, Administrators, and Staff

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Role of the Board of Trustees

Trustees are guardians of the public's trust and are accountable to all county citizens although they are elected within subsections of Ventura County. 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 of Trustees, as elected representatives of the community, is the final voice in the District subject to the laws and appropriate regulations of the State Legislature and State Chancellor's Office. The Board completes work with a focus on the District mission. In these statements, most recently reviewed and adopted on July 14, 2009, and March 13, 2007, respectively, the members of the Board defined the end result of the efforts at the Colleges and District. The Board ensures that this 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.

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 (included in Appendix III). Minutes are prepared for all actions taken by the VCCCD Board of Trustees to serve as the District's public record.

Every regular Board meeting provides an opportunity for the public to address the Trustees on any item of interest to citizens within the jurisdiction of the Board. No action, however, can be taken on an issue unless it has first been noticed on the Board agenda.

In response to unagendized public comments, therefore, Board members may:

- Request clarification from those making public comments;
- Request staff to provide factual information on the comments being presented;
- Request staff to report back to the Board on the subject of comment at a later meeting; or
- Direct staff to place the matter on a future agenda.

The exception to the requirement for open meetings is when the Board confers in private on one of the following:

- Consideration of the appointment, employment, evaluation, discipline or dismissal of an employee;
- Consideration of charges brought against an employee by another;
- Consideration of national or public security;
- Confer with legal counsel regarding litigation;
- Consideration of student disciplinary actions;
- Consideration of real property transactions;
- Confer with District representatives within the scope of collective bargaining; or
- Consideration of honorary degrees or gifts from anonymous donors.

Items to be discussed in such a closed session are disclosed in open session through the printed and public Board agenda. Following a closed session, the Board reconvenes in open session and announces any action taken in closed session and the vote or abstentions of its members. Trustees do not disclose personnel, collective bargaining, or other discussions prohibited by law.

Role of District Chancellor

The Chancellor is the administrative agent of the Board of Trustees and, as such, is the District's only employee responsible 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 Participatory Governance Manual *Role of Administrators*.

The Chancellor has the right to accept, reject, or modify recommendations from the District Consultation Council. When the Chancellor rejects or modifies a recommendation from the District Consultation Council, he/she informs that group of the objections to their recommendation. The Academic Senates, Service Employees International Union (SEIU), Ventura County Federation of College Teachers (AFT), and/or Associated Student Governments (ASG) retains the right to present their comments on the Chancellor's recommendation directly to the Board of Trustees.

Role of Faculty

Faculty members perform duties as instructors, librarians, or counselors in areas for which they possess appropriate qualifications; assess, develop, and recommend articulation agreements; implement activities based on applicable recommendations and District/College goals; perform other contractually identified professional responsibilities; and provide advice and recommendations regarding relevant policies and procedures through active participation on District committees, councils, and task forces.

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;
- Processes for institutional planning and budget development; and
- Other academic/professional matters, mutually agreed upon between the Board of Trustees and the Academic Senate (Not implemented at VCCCD).

The Board and Chancellor consult collegially with Academic Senates on the matters described above. Consultation on processes in program review, planning, and budgeting means exactly that: It is not required to consult collegially on the "content" of program review, planning, and budget documents (although many people may be involved in the development of those activities).

Full-time and part-time faculty members within the District are represented in collective bargaining by a chapter of the American Federation of Teachers, which operates under a contract negotiated and approved by its members.

The two bodies that represent District faculty are compatible; the Academic Senates are responsible for professional and academic matters, while the chapter of the American Federation of Teachers responds to matters within the scope of salary, benefits, and working conditions.

Academic Senates appoint faculty members to District groups; in addition, provisions of the negotiated contract include appointment of faculty members to specific District and College governance committees to represent the American Federation of Teachers.

Role of Classified Staff

Classified staff members include College and District employees in a wide range of positions including administrative assistants, clerks, custodians, and grounds workers. 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.

Classified staff members at each College are represented by the Service Employees International Union, Local 99, including all regular, permanent and probationary, full-time and part-time merit system classified employees in Units "A" and "B" as certified by the Los Angeles Regional Director of the Public Employment Relations Board.

This collective bargaining unit conducts elections to appoint classified staff to District and College governing councils in the areas that have or will have a significant effect on staff and that are outside the scope of collective bargaining. Prior to the Board of Trustees taking action on such matters, classified staff are provided with the opportunity to participate in the formulation of recommendations through committee participation in areas that affect them. The Board gives every reasonable consideration to recommendations and opinions of staff.

Role of Students

Students are the reason the District and its Colleges exist: Students learn through participation in and completion of approved courses and involvement in college life activities.

Students at each College are represented by an Associated Student Government organization composed of an elected Board of Directors. 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 VCCCD 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. The Board of Trustees ensures that recommendations and positions developed by students are given every reasonable consideration. Similarly, the Academic Senate at each College will consult with their counterpart Associated Student Government prior to making recommendations that impact students' interests.

Role of Administrators

The job descriptions for College and District administrators assign specific governance roles for administrators and call for both successful processes and products.

Product: Administrators are held accountable to provide effective leadership for and support of faculty and staff in the planning, implementation, and monitoring of District and College activities while maintaining compliance with state regulations, laws, and District policies.

Process: Administrators are held accountable to carry out their responsibilities in styles that support and maintain the spirit and letter of participatory governance.

Drawing from job descriptions approved by the Board of Trustees for each administrative position, the roles for College and District administrators are to:

- Provide leadership and expertise in assessing, identifying, formulating, and aiding in implementing the overall academic direction for the College in conjunction with the Chancellor;
- Plan, organize, direct, and evaluate the activities of the College pursuant to District and College mission and goals as set forth by the Board of Trustees; report on College achievement of District and College goals;
- Plan and recommend the instructional and student services programs, College budget, and organizational structure of the College;
- Prepare and maintain an educational master plan and support institutional research related to student learning, development, and outcomes;
- Remain current on emerging services, methodologies, and technologies relevant to the College's educational programs and student services;
- Establish and maintain liaisons with business and community representatives as participants in the planning, development, and modification of division curriculum and programs;
- Serve as a resource to and collaborate with faculty and staff in developing, coordinating, and evaluating the Colleges' programs and services;
- Ensure that the colleges' educational programs and student services comply with the Education Code, state and federal regulations, accreditation standards, District policies, contractual agreements, and articulation agreements;
- Serve as a resource to the Chancellor, the Board of Trustees, and College faculty and staff for colleges' educational and student service programs; and
- Promote the appropriate inclusion of students, faculty, and staff in participatory decision-making processes.

In attendance:

Patricia Parham, Vice Chancellor, Human Resources
Patti Blair, Executive Assistant, Recorder

2. Call to Order:

Chair Blum called the meeting to order at 5:30 p.m.

3. Pledge to the Flag

Riley Dwyer led the pledge to the flag.

4. Public Comments Regarding Closed Session Agenda Items

Public comments were made by Peder Nielsen, Nenagh Brown, Riley Dwyer, and Yvonne Bodle Farris.

5. Recess to Closed Session

- PUBLIC EMPLOYMENT - CHANCELLOR (Gov. Code, section 54957)

6. Reconvene in Open Session

Trustees convened in open session.

7. Closed Session Report

Chair Blum provided the following closed session report:

The Board of Trustees took action to appoint Dr. Jamillah Moore as Chancellor, subject to a completion of a contract. The motion was made by Trustee Miller, and seconded by Trustee Perez. The vote was 4 to 1, Trustee McKay voting no.

8. Adjournment

Chair Blum adjourned the meeting at 8:58 p.m.



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 23. Consent Calendar: Business Services

Subject 23.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF APRIL 19, 2012 TO MAY 29, 2012: This item presents for ratification Accounts Payable and Payroll for the period of April 19, 2012 to May 29, 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	\$10,188,796.10
Payroll	\$ 8,275,155.10
TOTAL	\$18,463,951.20

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 Jun 19, 2012 - Board of Trustees

Category 23. Consent Calendar: Business Services

Subject 23.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #13 FOR FY 2011-12:
This item presents for approval/ratification of Board Purchase Order Report #13, for FY 2011-2012 from April 23, 2012 to June 4, 2012

Access Public

Type Action (Consent)

Fiscal Impact Yes

Budgeted Yes

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, June 05, 2012

Page 1 of 6

June 19, 2012

PO NUMBER P0072601 **PO AMOUNT:** \$10,072

VENDOR NAME: Allied Storage Containers Inc

PO REASON Storage Container Rental for Theater Building Renovation

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/24/2012	\$374.00	Ventura College	4331	\$10,072.00
11/29/2011	\$1,367.00			
8/22/2011	\$1,641.00			
9/1/2009	\$6,690.00			

PO NUMBER P0074393 **PO AMOUNT:** \$10,000

VENDOR NAME: Twining, Inc

PO REASON Materials Sampling and Special Inspection for Theater Building

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/27/2012	\$10,000.00	Ventura College	4331	\$10,000.00

PO NUMBER P0076966 **PO AMOUNT:** \$23,100

VENDOR NAME: Paul Murdoch Architects

PO REASON Architect Services for Library & Learning Resource Center Renovation

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/1/2012	\$23,100.00	Oxnard College	4321	\$23,100.00

PO NUMBER P0080339 **PO AMOUNT:** \$12,000

VENDOR NAME: Lucci and Associates Inc

PO REASON Electrical Engineering Services for Student Lounge

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/23/2012	\$8,500.00	Ventura College	419	\$12,000.00
4/1/2011	\$3,500.00			

PO NUMBER P0080628 **PO AMOUNT:** \$10,000

VENDOR NAME: Mainstreet Architects

PO REASON BPO - Architect Services for Building S Project # 39082

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/15/2012	\$10,000.00	Ventura College	4331	\$10,000.00

PO Board Report

Tuesday, June 05, 2012

Page 2 of 6

June 19, 2012

PO NUMBER P0081121 **PO AMOUNT:** \$10,500

VENDOR NAME: Pepsi Cola Bottling Company

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/16/2012	\$2,000.00	Ventura College	513	\$10,500.00
7/1/2011	\$8,500.00			

PO NUMBER P0081726 **PO AMOUNT:** \$10,000

VENDOR NAME: Lowe's Home Improvement Warehouse

PO REASON BPO - Supplies for Maintenance & Operations

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/3/2012	\$1,500.00	Ventura College	111	\$10,000.00
4/16/2012	\$2,500.00			
12/21/2011	\$6,000.00			

PO NUMBER P0081857 **PO AMOUNT:** \$30,000

VENDOR NAME: G I Rubbish Company

PO REASON BPO - Waste Disposal Campus Wide

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/24/2012	\$30,000.00	Moorpark College	111	\$30,000.00

PO NUMBER P0083818 **PO AMOUNT:** \$12,000

VENDOR NAME: Amador Whittle Architects, Inc.

PO REASON BPO - Architectural Services for Multiple Projects

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/9/2012	\$12,000.00	Moorpark College	419	\$12,000.00

PO NUMBER P0083857 **PO AMOUNT:** \$14,464

VENDOR NAME: State of California

PO REASON State of California Certificates for Fire Academy Students

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/3/2012	\$5,300.00	Oxnard College	792	\$14,464.00
11/2/2011	\$9,164.00			

PO Board Report

Tuesday, June 05, 2012

Page 3 of 6

June 19, 2012

PO NUMBER P0085402 **PO AMOUNT:** \$22,229

VENDOR NAME: Paton Group

PO REASON Instructional Equipment for Drafting Program

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/10/2012	\$22,229.00	Ventura College	121	\$20,730.00
		Ventura College	793	\$1,499.00

PO NUMBER P0085464 **PO AMOUNT:** \$17,817

VENDOR NAME: Ebsco Subscription Service

PO REASON Periodical Subscriptions for Library

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/12/2012	\$17,817.00	Ventura College	111	\$860.00
		Ventura College	12803	\$16,957.00

PO NUMBER P0085622 **PO AMOUNT:** \$15,806

VENDOR NAME: Datalink Networks Inc

PO REASON Communications Gateways for Network Infrastructure Enhancements

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/16/2012	\$15,806.00	Oxnard College	4321	\$9,853.00
		Ventura College	4331	\$5,953.00

PO NUMBER P0085760 **PO AMOUNT:** \$16,500

VENDOR NAME: Anderson-Kulwicz/Architects Inc

PO REASON Architect Services for Reroofing of Theater Building

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/19/2012	\$16,500.00	Ventura College	4331	\$16,500.00

PO NUMBER P0085776 **PO AMOUNT:** \$16,960

VENDOR NAME: SARS Software Products Inc

PO REASON Servers, Software License and Training for Counseling and Student Service Review

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/19/2012	\$16,960.00	Ventura College	126	\$16,960.00

PO Board Report

Tuesday, June 05, 2012

Page 4 of 6

June 19, 2012

PO NUMBER P0085800 **PO AMOUNT:** \$15,150

VENDOR NAME: AMH & RFID Solutions LLC

PO REASON Required Services to Tag and Enter Library Book in to a new Detection Security System

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/23/2012	\$15,150.00	Oxnard College	4321	\$15,150.00

PO NUMBER P0085818 **PO AMOUNT:** \$15,735

VENDOR NAME: Jobelephant.com Inc

PO REASON Chancellor Recruitment Advertising

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/24/2012	\$15,735.00	DistrictWide	111	\$15,735.00

PO NUMBER P0085819 **PO AMOUNT:** \$28,490

VENDOR NAME: Geotechniques

PO REASON Geotechnical Inspection Services District Wide

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/25/2012	\$28,490.00	DistrictWide	419	\$28,490.00

PO NUMBER P0085825 **PO AMOUNT:** \$10,490

VENDOR NAME: Condensed Curriculum International Inc

PO REASON Pharmacy Technician Training

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/9/2012	\$8,242.00	Ventura College	114	\$10,490.00
4/25/2012	\$2,248.00			

PO NUMBER P0085829 **PO AMOUNT:** \$17,500

VENDOR NAME: Datalink Networks Inc

PO REASON Planning and Installation for Network and Telecommunications Infrastructure

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
4/26/2012	\$17,500.00	Oxnard College	419	\$3,500.00
		Ventura College	419	\$14,000.00

PO Board Report

Tuesday, June 05, 2012

Page 5 of 6

June 19, 2012

PO NUMBER P0085891 **PO AMOUNT:** \$11,334

VENDOR NAME: Schi Computers

PO REASON Infrastructure Equipment for Performing Arts Building

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/2/2012	\$11,334.00	Ventura College	4331	\$11,334.00

PO NUMBER P0086018 **PO AMOUNT:** \$10,497

VENDOR NAME: DocuProducts

PO REASON Copier for Financial Aid

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/9/2012	\$10,497.00	Moorpark College	111	\$10,497.00

PO NUMBER P0086063 **PO AMOUNT:** \$29,577

VENDOR NAME: GST Golden Star Technology Inc

PO REASON Performing Arts Center Security Cameras

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/11/2012	\$29,577.00	Ventura College	4331	\$29,577.00

PO NUMBER P0086123 **PO AMOUNT:** \$11,240

VENDOR NAME: Penfield & Smith

PO REASON Engineering and Grading for Dental Hygiene Building

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/15/2012	\$11,240.00	Oxnard College	4321	\$11,240.00

PO NUMBER P0086165 **PO AMOUNT:** \$30,000

VENDOR NAME: State of California

PO REASON Plan Check Fee for Dental Hygiene Building

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/22/2012	\$30,000.00	Oxnard College	4321	\$30,000.00

PO Board Report

Tuesday, June 05, 2012

Page 6 of 6

June 19, 2012

PO NUMBER P0086201 **PO AMOUNT:** \$14,157
VENDOR NAME: Coast Cart, Inc.
PO REASON Utility Carts for Collegewide Use

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/24/2012	\$14,157.00	Moorpark College	111	\$14,157.00

PO NUMBER P0086204 **PO AMOUNT:** \$16,974
VENDOR NAME: Clean Source Inc
PO REASON Custodial Equipment for Maintenance and Operations

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/24/2012	\$16,974.00	Moorpark College	111	\$16,974.00

PO NUMBER P0086219 **PO AMOUNT:** \$25,000
VENDOR NAME: Bryan Reeve
PO REASON Project Inspector for Bid 428, Physical Science Building HVAC Retrofit Project

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
5/29/2012	\$25,000.00	Moorpark College	419	\$25,000.00

PO NUMBER P0086238 **PO AMOUNT:** \$25,004
VENDOR NAME: Turf Star Inc
PO REASON Utility Vehicle for Grounds Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
6/4/2012	\$25,004.00	Moorpark College	111	\$25,004.00



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 23. Consent Calendar: Business Services

Subject 23.03 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #01 FOR FY 2012-13:
This item presents for approval/ratification of Board Purchase Order Report #01, for FY 2012-2013 from April 23, 2012 to June 4, 2012

Access Public

Type Action (Consent)

Fiscal Impact Yes

Budgeted Yes

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, June 05, 2012

Page 1 of 16

June 19, 2012

PO NUMBER P0085837 **PO AMOUNT:** \$30,000

VENDOR NAME: Amador Whittle Architects, Inc.

PO REASON BPO - Architectural Services for Multiple Projects

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$30,000.00	Moorpark College	419	\$30,000.00

PO NUMBER P0085869 **PO AMOUNT:** \$45,500

VENDOR NAME: Kendall / Hunt Publishing Co

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$45,500.00	Moorpark College	511	\$45,500.00

PO NUMBER P0085871 **PO AMOUNT:** \$112,000

VENDOR NAME: PartnerShip

PO REASON BPO - Freight

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$112,000.00	Moorpark College	511	\$112,000.00

PO NUMBER P0085872 **PO AMOUNT:** \$1,201,500

VENDOR NAME: Pearson Education

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$1,201,500.00	Moorpark College	511	\$1,201,500.00

PO NUMBER P0085873 **PO AMOUNT:** \$53,000

VENDOR NAME: Scantron Corporation

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$53,000.00	Moorpark College	511	\$53,000.00

PO Board Report

Tuesday, June 05, 2012

Page 2 of 16

June 19, 2012

PO NUMBER P0085874 **PO AMOUNT:** \$85,000

VENDOR NAME: Ultimate Staffing Services

PO REASON BPO - Temporary Staffing for Bookstore Peak Season

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$85,000.00	Moorpark College	511	\$85,000.00

PO NUMBER P0085875 **PO AMOUNT:** \$45,800

VENDOR NAME: United Parcel Service

PO REASON BPO - Bookstore Freight

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$45,800.00	Moorpark College	511	\$45,800.00

PO NUMBER P0085883 **PO AMOUNT:** \$21,300

VENDOR NAME: C2F Incorporated

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$21,300.00	Moorpark College	511	\$21,300.00

PO NUMBER P0085884 **PO AMOUNT:** \$475,000

VENDOR NAME: Cengage Learning

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$475,000.00	Moorpark College	511	\$475,000.00

PO NUMBER P0085886 **PO AMOUNT:** \$15,500

VENDOR NAME: El Dorado Trading Group

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$15,500.00	Moorpark College	511	\$15,500.00

PO Board Report

Tuesday, June 05, 2012

Page 3 of 16

June 19, 2012

PO NUMBER P0085887 **PO AMOUNT:** \$27,000

VENDOR NAME: Elsevier

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$27,000.00	Moorpark College	511	\$27,000.00

PO NUMBER P0085928 **PO AMOUNT:** \$15,400

VENDOR NAME: Herff Jones Inc

PO REASON BPO - Bookstore Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$15,400.00	Moorpark College	511	\$15,400.00

PO NUMBER P0085929 **PO AMOUNT:** \$38,000

VENDOR NAME: John Wiley & Sons Inc

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$38,000.00	Moorpark College	511	\$38,000.00

PO NUMBER P0085931 **PO AMOUNT:** \$14,800

VENDOR NAME: Kennedy Wholesale

PO REASON BPO - Bookstore Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$14,800.00	Moorpark College	511	\$14,800.00

PO NUMBER P0085932 **PO AMOUNT:** \$20,000

VENDOR NAME: L J Williamson Publishing

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$20,000.00	Moorpark College	511	\$20,000.00

PO Board Report

Tuesday, June 05, 2012

Page 4 of 16

June 19, 2012

PO NUMBER P0085934 **PO AMOUNT:** \$975,000

VENDOR NAME: MBS Textbook Exchange Inc

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$975,000.00	Moorpark College	511	\$975,000.00

PO NUMBER P0085959 **PO AMOUNT:** \$35,000

VENDOR NAME: Morton Publishing Company

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$35,000.00	Moorpark College	511	\$35,000.00

PO NUMBER P0085960 **PO AMOUNT:** \$200,200

VENDOR NAME: MPS

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$200,200.00	Moorpark College	511	\$200,200.00

PO NUMBER P0085961 **PO AMOUNT:** \$17,000

VENDOR NAME: NACSCORP

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$17,000.00	Moorpark College	511	\$17,000.00

PO NUMBER P0085962 **PO AMOUNT:** \$20,000

VENDOR NAME: Oxford University Press Incorporated

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$20,000.00	Moorpark College	511	\$20,000.00

PO Board Report

Tuesday, June 05, 2012

Page 5 of 16

June 19, 2012

PO NUMBER P0085964 **PO AMOUNT:** \$15,750
VENDOR NAME: Paradigm Publishers
PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$15,750.00	Moorpark College	511	\$15,750.00

PO NUMBER P0085966 **PO AMOUNT:** \$30,000
VENDOR NAME: Pens Etc Inc
PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$30,000.00	Moorpark College	511	\$30,000.00

PO NUMBER P0085967 **PO AMOUNT:** \$16,000
VENDOR NAME: Pepsi Cola Bottling Company
PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$16,000.00	Moorpark College	511	\$16,000.00

PO NUMBER P0085995 **PO AMOUNT:** \$26,500
VENDOR NAME: Roaring Spring Blank Book Company
PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$26,500.00	Moorpark College	511	\$26,500.00

PO NUMBER P0086000 **PO AMOUNT:** \$30,000
VENDOR NAME: Sunshine Publishing
PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$30,000.00	Moorpark College	511	\$30,000.00

PO Board Report

Tuesday, June 05, 2012

Page 6 of 16

June 19, 2012

PO NUMBER P0086002 **PO AMOUNT:** \$352,000

VENDOR NAME: The McGraw Hill Company Inc

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$352,000.00	Moorpark College	511	\$352,000.00

PO NUMBER P0086004 **PO AMOUNT:** \$20,500

VENDOR NAME: Turning Technologies, LLC

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$20,500.00	Moorpark College	511	\$20,500.00

PO NUMBER P0086006 **PO AMOUNT:** \$14,300

VENDOR NAME: United Stationers Supply

PO REASON BPO - Bookstore Operational Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$14,300.00	Moorpark College	511	\$14,300.00

PO NUMBER P0086007 **PO AMOUNT:** \$11,000

VENDOR NAME: VF Outdoor, Inc.

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$11,000.00	Moorpark College	511	\$11,000.00

PO NUMBER P0086009 **PO AMOUNT:** \$175,500

VENDOR NAME: W W Norton & Company Incorporated

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$175,500.00	Moorpark College	511	\$175,500.00

PO Board Report

Tuesday, June 05, 2012

Page 7 of 16

June 19, 2012

PO NUMBER P0086029 **PO AMOUNT:** \$11,500

VENDOR NAME: Ablaze Artworks

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$11,500.00	Oxnard College	512	\$11,500.00

PO NUMBER P0086039 **PO AMOUNT:** \$257,000

VENDOR NAME: Cengage Learning

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$257,000.00	Oxnard College	512	\$257,000.00

PO NUMBER P0086041 **PO AMOUNT:** \$12,000

VENDOR NAME: Coca-Cola USA

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$12,000.00	Oxnard College	512	\$12,000.00

PO NUMBER P0086044 **PO AMOUNT:** \$15,500

VENDOR NAME: Dawn Sign Press

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$15,500.00	Oxnard College	512	\$15,500.00

PO NUMBER P0086047 **PO AMOUNT:** \$19,500

VENDOR NAME: D & H Distributing

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$19,500.00	Oxnard College	512	\$19,500.00

PO Board Report

Tuesday, June 05, 2012

Page 8 of 16

June 19, 2012

PO NUMBER P0086050 **PO AMOUNT:** \$11,000

VENDOR NAME: El Dorado Trading Group

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$11,000.00	Oxnard College	512	\$11,000.00

PO NUMBER P0086052 **PO AMOUNT:** \$469,000

VENDOR NAME: Pearson Education

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$469,000.00	Oxnard College	512	\$469,000.00

PO NUMBER P0086053 **PO AMOUNT:** \$79,500

VENDOR NAME: John Wiley & Sons Inc

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$79,500.00	Oxnard College	512	\$79,500.00

PO NUMBER P0086054 **PO AMOUNT:** \$32,000

VENDOR NAME: Jones & Bartlett Learning LLC

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$32,000.00	Oxnard College	512	\$32,000.00

PO NUMBER P0086055 **PO AMOUNT:** \$223,500

VENDOR NAME: MBS Textbook Exchange Inc

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$223,500.00	Oxnard College	512	\$223,500.00

PO Board Report

Tuesday, June 05, 2012

Page 9 of 16

June 19, 2012

PO NUMBER P0086056 **PO AMOUNT:** \$154,000

VENDOR NAME: The McGraw Hill Company Inc

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$154,000.00	Oxnard College	512	\$154,000.00

PO NUMBER P0086057 **PO AMOUNT:** \$25,800

VENDOR NAME: Messermeister Inc

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$25,800.00	Oxnard College	512	\$25,800.00

PO NUMBER P0086058 **PO AMOUNT:** \$54,000

VENDOR NAME: MPS

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$54,000.00	Oxnard College	512	\$54,000.00

PO NUMBER P0086059 **PO AMOUNT:** \$40,000

VENDOR NAME: PartnerShip

PO REASON BPO - Bookstore Freight

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$40,000.00	Oxnard College	512	\$40,000.00

PO NUMBER P0086060 **PO AMOUNT:** \$22,000

VENDOR NAME: Federal Express Corporation

PO REASON BPO - Bookstore Freight

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$22,000.00	Oxnard College	512	\$22,000.00

PO Board Report

Tuesday, June 05, 2012

Page 10 of 16

June 19, 2012

PO NUMBER P0086061 **PO AMOUNT:** \$32,000

VENDOR NAME: Prime Skill Staffing Services

PO REASON BPO - Temporary Staffing for Bookstore Peak Season

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$32,000.00	Oxnard College	512	\$32,000.00

PO NUMBER P0086087 **PO AMOUNT:** \$35,000

VENDOR NAME: ABF Freight System Inc

PO REASON BPO - Bookstore Freight

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$35,000.00	Ventura College	513	\$35,000.00

PO NUMBER P0086088 **PO AMOUNT:** \$41,000

VENDOR NAME: C2F Incorporated

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$41,000.00	Ventura College	513	\$41,000.00

PO NUMBER P0086089 **PO AMOUNT:** \$607,000

VENDOR NAME: Cengage Learning

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$607,000.00	Ventura College	513	\$607,000.00

PO NUMBER P0086090 **PO AMOUNT:** \$102,000

VENDOR NAME: Elsevier

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$102,000.00	Ventura College	513	\$102,000.00

PO Board Report

Tuesday, June 05, 2012

Page 11 of 16

June 19, 2012

PO NUMBER P0086091 **PO AMOUNT:** \$27,000

VENDOR NAME: Federal Express Corporation

PO REASON BPO - Bookstore Freight

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$27,000.00	Ventura College	513	\$27,000.00

PO NUMBER P0086092 **PO AMOUNT:** \$44,000

VENDOR NAME: Hawkes Learning Systems

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$44,000.00	Ventura College	513	\$44,000.00

PO NUMBER P0086093 **PO AMOUNT:** \$81,000

VENDOR NAME: J A Majors Company Inc

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$81,000.00	Ventura College	513	\$81,000.00

PO NUMBER P0086094 **PO AMOUNT:** \$63,000

VENDOR NAME: John Wiley & Sons Inc

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$63,000.00	Ventura College	513	\$63,000.00

PO NUMBER P0086095 **PO AMOUNT:** \$27,000

VENDOR NAME: Jones & Bartlett Learning LLC

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$27,000.00	Ventura College	513	\$27,000.00

PO Board Report

Tuesday, June 05, 2012

Page 12 of 16

June 19, 2012

PO NUMBER P0086096 **PO AMOUNT:** \$713,000

VENDOR NAME: MBS Textbook Exchange Inc

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$713,000.00	Ventura College	513	\$713,000.00

PO NUMBER P0086097 **PO AMOUNT:** \$507,500

VENDOR NAME: The McGraw Hill Company Inc

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$507,500.00	Ventura College	513	\$507,500.00

PO NUMBER P0086098 **PO AMOUNT:** \$206,000

VENDOR NAME: MPS

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$206,000.00	Ventura College	513	\$206,000.00

PO NUMBER P0086099 **PO AMOUNT:** \$68,500

VENDOR NAME: NACSCORP

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$68,500.00	Ventura College	513	\$68,500.00

PO NUMBER P0086100 **PO AMOUNT:** \$55,300

VENDOR NAME: Oxford University Press Incorporated

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$55,300.00	Ventura College	513	\$55,300.00

PO Board Report

Tuesday, June 05, 2012

Page 13 of 16

June 19, 2012

PO NUMBER P0086101 **PO AMOUNT:** \$55,000

VENDOR NAME: PartnerShip

PO REASON BPO - Bookstore Freight

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$55,000.00	Ventura College	513	\$55,000.00

PO NUMBER P0086102 **PO AMOUNT:** \$1,065,000

VENDOR NAME: Pearson Education

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$1,065,000.00	Ventura College	513	\$1,065,000.00

PO NUMBER P0086103 **PO AMOUNT:** \$38,000

VENDOR NAME: Pens Etc Inc

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$38,000.00	Ventura College	513	\$38,000.00

PO NUMBER P0086104 **PO AMOUNT:** \$30,000

VENDOR NAME: Prime Skill Staffing Services

PO REASON BPO - Temporary Staffing for Bookstore Peak Season

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$30,000.00	Ventura College	513	\$30,000.00

PO NUMBER P0086105 **PO AMOUNT:** \$22,000

VENDOR NAME: Roaring Spring Blank Book Company

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$22,000.00	Ventura College	513	\$22,000.00

PO Board Report

Tuesday, June 05, 2012

Page 14 of 16

June 19, 2012

PO NUMBER P0086106 **PO AMOUNT:** \$18,000
VENDOR NAME: The Rowman & Littlefield Publishing Group
PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$18,000.00	Ventura College	513	\$18,000.00

PO NUMBER P0086107 **PO AMOUNT:** \$15,500
VENDOR NAME: Sage Publications Incorporated
PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$15,500.00	Ventura College	513	\$15,500.00

PO NUMBER P0086108 **PO AMOUNT:** \$21,500
VENDOR NAME: Scantron Corporation
PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$21,500.00	Ventura College	513	\$21,500.00

PO NUMBER P0086109 **PO AMOUNT:** \$51,000
VENDOR NAME: S P Richards Company
PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$51,000.00	Ventura College	513	\$51,000.00

PO NUMBER P0086110 **PO AMOUNT:** \$30,000
VENDOR NAME: Ultimate Staffing Services
PO REASON BPO - Temporary Staffing for Bookstore Peak Season

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$30,000.00	Ventura College	513	\$30,000.00

PO Board Report

Tuesday, June 05, 2012

Page 15 of 16

June 19, 2012

PO NUMBER P0086111 **PO AMOUNT:** \$18,000

VENDOR NAME: United Parcel Service

PO REASON BPO - Bookstore Freight

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$18,000.00	Ventura College	513	\$18,000.00

PO NUMBER P0086112 **PO AMOUNT:** \$47,000

VENDOR NAME: VF Outdoor, Inc.

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$47,000.00	Ventura College	513	\$47,000.00

PO NUMBER P0086113 **PO AMOUNT:** \$84,000

VENDOR NAME: W W Norton & Company Incorporated

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$84,000.00	Ventura College	513	\$84,000.00

PO NUMBER P0086124 **PO AMOUNT:** \$16,500

VENDOR NAME: Dell Computer Corporation

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$16,500.00	Oxnard College	512	\$16,500.00

PO NUMBER P0086126 **PO AMOUNT:** \$13,700

VENDOR NAME: Fire Protection Publications

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$13,700.00	Oxnard College	512	\$13,700.00

PO Board Report

Tuesday, June 05, 2012

Page 16 of 16

June 19, 2012

PO NUMBER P0086130 **PO AMOUNT:** \$16,500

VENDOR NAME: Josten's Inc

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$16,500.00	Oxnard College	512	\$16,500.00

PO NUMBER P0086131 **PO AMOUNT:** \$11,000

VENDOR NAME: Kendall / Hunt Publishing Co

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$11,000.00	Oxnard College	512	\$11,000.00

PO NUMBER P0086132 **PO AMOUNT:** \$30,200

VENDOR NAME: Kennedy Wholesale

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$30,200.00	Oxnard College	512	\$30,200.00

PO NUMBER P0086205 **PO AMOUNT:** \$10,000

VENDOR NAME: Midwest Library Service

PO REASON Books for Library

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$10,000.00	Moorpark College	111	\$10,000.00

PO NUMBER P0086252 **PO AMOUNT:** \$54,885

VENDOR NAME: XAP Corporation

PO REASON Online Electronic Admission System

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$54,885.00	DistrictWide	111	\$54,885.00



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.04 ACCEPTANCE OF GIFTS: This item presents for approval the acceptance of gifts.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
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 donor.

Public Content

Background/Analysis

The following items have been donated:

Cash Donation of \$1,000

To be used for the Oxnard College Geo Bowl

Donated by: John and Diane Flynn through the Oxnard College Foundation

Cash Donation of \$1,000

To be used for the Oxnard College Vet Center

Donated by: P&G Paper Products Co.

Cash Donation of \$1,500

To be used for the Oxnard College Baseball Program

Donated by: Southern California Food Services Corp, dba Wendy's

Cash Donation of \$2,000

To be used for the Oxnard College Baseball Program

Donated by: Charles & Dana Purcell

Cash Donation of \$2,000

To be used for the Chancellor's Awards

Donated by: Dr. James Meznek through the Oxnard College Foundation

Cash Donation of \$4,350

To be used for the Oxnard College Baseball Program

Donated by: Inter/Media Time Buying Corp.

Cash Donation of \$10,000

To be used for Oxnard College Endowment and Scholarships

Donated by: Davis Family Trust through the Oxnard College Foundation

Cash Donation of \$12,000

To be used for the Oxnard College Science Seminar for Summer 2012

Donated by: Sage Publications Inc.

Cash Donation of \$4,970

To be used for the Ventura College Golf Program

Donated by: The Ventura College Foundation

Donation of 2 Toyota Drivetrains

To be used by the Oxnard College Automotive Program

Donated by: Toyota Motor Sales USA Inc.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Richard Duran/Robin Calote/Sue Johnson		

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
 Category 23. Consent Calendar: Business Services
 Subject 23.05 SURPLUS/DISPOSAL OF EQUIPMENT: This item presents for approval the surplus/disposal of equipment and materials.
 Access Public
 Type Action (Consent)
 Fiscal Impact Yes
 Budgeted Yes
 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:

- 1976 American La France Fire Engine, Serial Number E679936
- 1971 Crown Fire Engine, Serial Number F1648
- 2 Minolta Bizhub Pro Copiers

Fiscal Impact

N/A

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Richard Duran		

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.06 APPROVAL OF BID 431 VENTURA COLLEGE STUDENT CENTER FLOOR LEVELING PROJECT: This item presents for approval the award of Bid 431, Ventura College Student Center Floor Leveling Project to the lowest responsive bidder, Reliable Floor Covering, in the amount of \$58,947.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Recommended Action	The Chancellor recommends that the Board of Trustees approve the award of Bid 431, Ventura College Student Center Floor Leveling Project to the lowest responsive bidder, Reliable Floor Covering, in the amount of \$58,947.

Public Content

Background/Analysis

The purpose of this bid is to level a portion of the Ventura College CSC building floor. The floor has up to five inches of severe sloping and requires leveling prior to building out new walls and installing modular furniture. This bid is included in the overall Student Center Renovation Project approved by the students in 2010.

The bid was posted to the Purchasing Department website and advertised for two consecutive weeks in the Ventura County Star. Three bidders attended the mandatory job walk with only one bidder submitting a bid.

The award shall be subject to final agreement on terms, conditions, specifications and scope of work between VCCCD and bidder.

Fiscal Impact

This project is being funded Student Center Fees

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Robin Calote/Sue Johnson		

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 23. Consent Calendar: Business Services

Subject 23.07 APPROVAL OF BID 432, PARKING AREA IMPROVEMENTS DISTRICT WIDE: This item presents for approval award of Bid 432, Parking Area Improvements District-Wide to the lowest responsible bidders, HeathCote Geotechnical, Quality Paving, and Mission Paving as displayed below.

Access Public

Type Action (Consent)

Fiscal Impact Yes

Budgeted Yes

Recommended Action The Chancellor recommends that the Board of Trustees approve the award of Bid 432, Parking Area Improvements District-Wide to the lowest responsible bidders in each of the nine section of the bid as described below. The total amount of the awarded bid sections is \$472,811.

Public Content

Background/Analysis

This project will replace or repair areas of pavement on the campuses that are in poor condition to alleviate potential safety hazards. This work includes the re-striping or re-marking of parking and roadway areas as needed. The recommendations of repair work are the results of a district-wide pavement survey that was performed in 2009.

Three vendors submitted bids for this project. Recommendation of award is to the lowest responsible bidders by section as highlighted in the display below. Of the 14 sections proposed, 12 were selected as priority areas in need of repair.

Pricing for this bid is valid for a six month period and may be renewed for additional six month periods not to exceed three years. The award shall be subject to final agreement on terms, conditions, and scope of work between VCCCD and bidder.

Bid Section	Description of Work	HeathCote	Mission	Quality
1	MC Music & EATM Lot	\$ 8,000	No bid	No bid
2	MC Campus Road	All bids rejected		
3	MC Auxiliary Lot	All bids rejected		
4	OC Fire Academy Lot	24,000	21,610	No bid
5	OC A Lot	All bids rejected		
6	OC B Lot	185,000	282,200	182,676
7	OC C & D Lot	24,000	4,900	4,500
8	OC Auto Tech Lot & F Lot	8,000	5,950	2,475
9	OC repaint roadways, curbs	10,000	10,550	7,300
10	VC West Parking Lot	4,000	No bid	No bid

11	VC West Campus Way	5,000	No bid	No bid
12	VC Ball Field Drive	5,000	No bid	No bid
13	VC North Parking Lot	220,000	No bid	274,397
14	VC North Lot Concrete Pad	15,000	No bid	12,250

Fiscal Impact

Project will be funded from Parking Lot Maintenance Funds (\$451,201) and CPAT Funds (\$21,610).

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.08 APPROVAL OF BID 438, MOORPARK COLLEGE CAMPUS CENTER VENDING AREA DEMOLITION: This item presents for approval award of Bid 438 Moorpark College Campus Center Vending Area Demolition to the lowest responsible bidder, Specialized Environmental, Inc. in the amount of \$83,000.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends that the Board of Trustees approve the award of Bid 438 Moorpark College Campus Center Vending Area Demolition to the lowest responsible bidder, Specialized Environmental, Inc. in the amount of \$83,000.

Public Content

Background/Analysis

This project includes the demolition of the existing mechanical system, modification of existing ducting, installation of new exhaust system, ceiling and asbestos abatement work. This area has not been modified in many years and in need of these improvements to ensure a safe area for the food vending machines that will be placed there. This improvement should allow for more efficient use of space, and improved ventilation and lighting in the area.

The bid was posted on the Purchasing Department website and advertised for two consecutive weeks in the Ventura County Star. Five bidders attended the mandatory job walk with only one bidder submitting a bid. Recommendation of award is to the lowest responsible bidder, Specialized Environmental, Inc. in the amount of \$83,000.

The award shall be subject to final agreement on terms, conditions, and scope of work between VCCCD and bidder.

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	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.09 APPROVAL OF BID 440, MOORPARK COLLEGE CAMPUS CENTER VENDING AREA RECONSTRUCTION: This item presents for approval award of Bid 440 Moorpark College Campus Center Vending Area Reconstruction to the lowest responsible bidder, Ardalan Construction Company, Inc. in the amount of \$246,900.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends that the Board of Trustees approve the award of Bid 440 Moorpark College Campus Center Vending Area Reconstruction to the lowest responsible bidder, Ardalan Construction Company, Inc. in the amount of \$246,900.

Public Content

Background/Analysis

This project involves reconstruction of the recent demolition of the vending area at Moorpark College. The new construction and finished work here will be an enhancement to this area as it is transformed into a vending marketplace for food and beverages sold on the campus. The construction is designed for a more efficient use of space, and adds a contemporary look to the exterior walls, ceiling and flooring. This area has not been modified for many years and in need of these improvements to ensure a safe area for the food vending machines that will be placed there.

The bid was posted to the Purchasing Department website and advertised for two consecutive weeks in the Ventura County Star. Ten vendors attended the mandatory job walk with two vendors submitting bids. Recommendation of award is to the lowest responsible bidder, Ardalan Construction Company, Inc., in the amount of \$246,900. Results of the bid are displayed below.

The award shall be subject to final agreement on terms, conditions, and scope of work between VCCCD and bidder.

Vendor	Bid Amount
Ardalan Construction	\$246,900
Monet Construction	\$279,000

Fiscal Impact

Project will be funded from Internal Capital Projects Funds

Staff Position Review	N/A	Primary	Advisory
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President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Pam Eddinger/Richard Duran/Robin Calote/ Sue Johnson		

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.10 APPROVAL OF BID 441, MOORPARK COLLEGE SOLAR PV LAB SITE WORK AND MOCK ROOF STRUCTURES: This item presents for approval award of Bid 441 Moorpark College Solar PV Lab Site Work and Mock Roof Structures to the lowest responsible bidder, Kiwitt's General Building, in the amount of \$64,000.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends that the Board of Trustees approve the award of Bid 441 Moorpark College Solar PV Lab Site Work and Mock Roof Structures to the lowest responsible bidder, Kiwitt's General Building, in the amount of \$64,000.

Public Content

Background/Analysis

This project will provide an outdoor laboratory environment for students to study and work on photovoltaic panels and solar energy installations. The lab site consists of three different types of roof structures enabling the student to learn about roofing and solar energy applications without the safety concerns of an actual rooftop. This project includes the routing of conduit and conductor cables to existing building and ground vaults.

Six bids were submitted for this project. Recommendation of award is to the lowest responsible bidder, Kiwitt's General Building, with a bid in the amount of \$64,000. Results of the bids are displayed below.

Pricing for this bid is valid for a six month period and may be renewed for additional six month periods not to exceed three years. The award shall be subject to final agreement on terms, conditions, and scope of work between VCCCD and bidder.

Vendor	Bid Amount
Kiwitt's Building	\$64,000
A.Bates G.C.	\$76,200
Lee Construction	\$78,332
Sigma Services	\$81,648
Monet Construction	\$98,000
T & G Construction	\$145,613

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		

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.11 APPROVAL OF CONTRACT WITH BLACKBOARD CONNECT TO PROVIDE MASS NOTIFICATION SERVICES: This item presents for approval the contract renewal with Blackboard Connect Inc. for mass notification services.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends that the Governing Board approve the contract renewal for mass notification services with Blackboard Connect, Inc. through the end of the 2012-13 fiscal year. The services will cost \$1,390 to complete fiscal year 2011-12, and \$34,500 for fiscal year 2012-13.

Public Content

Background/Analysis

In the wake of the Virginia Tech tragedy, in 2008 the board approved significant funding for multiple safety initiatives. The board approved a three-year agreement with Everbridge for mass notification services that expired in 2011. Last year the District switched to a new provider when the board approved a one-year contract with Blackboard Connect (Blackboard) to provide mass notification services.

The Higher Education Opportunity Act of 2008 (HEOA) was enacted into legislation after the District's implementation of the Everbridge mass notification service. The HEOA amended the Clery Act, requiring institutions to have a policy for emergency notification of the campus community upon "the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." Timely warnings must be issued when crimes that are considered a threat to students and employees are reported to campus security or local police agencies.

The Blackboard system includes the capability to send emergency text and email messages and make pre-recorded voice-message calls to students, faculty, and staff. It also includes mapped calling to target specific geographic areas, text-to-speech, language translation, and other advanced features. Along with the notification service, public relations services are provided for marketing and communication, both prior to and during an event.

Blackboard is the largest provider of mass notification services currently used at over 25,000 active sites across the USA, operating in 48 states plus the District of Columbia and Canada. In 2008, over 370 million voice messages and 46 million text-based (e-mail and SMS) messages were sent. Blackboard has many references in California, including local customers Cal State University Channel Islands and the Ventura Unified School District. The District has been satisfied with the services and performance of Blackboard Connect.

Fiscal Impact

The services will cost \$1,390 to complete fiscal year 2011-12, and \$34,500 for fiscal year 2012-13, from the 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	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.12 APPROVAL OF CONTRACT WITH BURNING GLASS FOR USE OF THE LABOR/INSIGHT WEB-BASED PORTAL: This item presents for approval a contract with Burning Glass, Inc. for use of its Labor/Insight web-based portal to provide real-time labor market information, which will allow our three colleges to more closely align CTE courses with job availability.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends that the Governing Board approve the contract with Burning Glass, Inc. for use of the Labor/Insight web-based portal.

Public Content

Background/Analysis

The South Central Regional Consortium (SCRC), under the administration of Ventura College, provides leadership to the colleges and economic development initiatives to meet the needs of vocational and career technical education and training in the region. The consortium conducts regional professional development activities for faculty and staff and holds monthly meetings to review programs and collaborate on strategies for addressing regional economic development and workforce preparation needs.

The consortium consists of eight member colleges, including Moorpark, Oxnard, Ventura, plus Allan Hancock, Antelope Valley, Cuesta, Santa Barbara City College, and College of the Canyons.

The Consortium wishes to contract with Burning Glass to use its Labor/Insight real-time labor market demand portal, which is comprised of a web-based online application that allows the user to interrogate aggregated demand (job) data across multiple coded data variables, including access to certain reports and the ability to drill down to the underlying job data.

The system will provide real-time labor market information on job openings throughout the United States. Depending on the job title, it searches through up to 19,000 online databases to locate openings. This technology will help our three colleges more closely align our CTE courses with job availability and assist students with customized career advice and placement assistance through our Career/Transfer Centers.

The Consortium will pay all costs related to the service. The annual service cost is \$6,500 for each college in the Consortium, for a total of \$52,000.

Fiscal Impact

The services will cost \$52,000 annually, funded by the VTEA Regional Consortium.

Staff Position Review	N/A	Primary	Advisory
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President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Robin Calote/Sue Johnson		

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 23. Consent Calendar: Business Services

Subject 23.13 APPROVAL OF CONTRACT WITH OMNIUPDATE FOR OU WEB CONTENT MANAGEMENT SOFTWARE, LICENSE AND TECHNICAL SUPPORT: This item presents for approval a one-year agreement with OmniUpdate for OU Software, License and Technical Support for OmniUpdate web content management software.

Access Public

Type Action (Consent)

Fiscal Impact Yes

Budgeted Yes

Recommended Action The Chancellor recommends that the Governing Board approve the contract renewal with OmniUpdate for OU Web Content Management Software, License and Technical Support for the 2012-13 fiscal year in the amount of \$31,500.

Public Content

Background/Analysis

OmniUpdate OU Web Content Management Software, License and Technical Support offers the user an intuitive interface that simplifies and streamlines the process and allows department staff the ability to manage web-site content without relying on Information Technology support for minor changes and updates to public web-sites.

The District implemented OmniUpdate software in June of 2007 and continued with annual renewals. This agreement will be for a one-year period, effective July 1, 2012 through June 30, 2013 at a cost of \$31,500.

Fiscal Impact

Included in Unrestricted General Funds - Districtwide Administrative System License Fees

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 Jun 19, 2012 - Board of Trustees

Category 23. Consent Calendar: Business Services

Subject 23.14 APPROVAL OF EXTENSION OF CONTRACT FOR GENERAL LEGAL SERVICES WITH FAGEN, FRIEDMAN & FULFROST: This item presents for approval the extension of a professional services contract with the law firm of Fagen, Friedman & Fulfroost for the period July 1, 2012 through June 30, 2013.

Access Public

Type Action (Consent)

Fiscal Impact Yes

Budgeted Yes

Recommended Action The Chancellor recommends that the Governing Board approve the extension of a contract for legal services for the period July 1, 2012 through June 30, 2013 with the law firm of Fagen, Friedman & Fulfroost.

Public Content

Background/Analysis

At the November 22, 2010 Board of Trustees meeting, the Board selected the law firm of Fagen, Friedman & Fulfroost as the law firm who will work through the Chancellor for general business law, employment law, contract administration, and other legal services.

The contract extension will be for the period July 1, 2012 through June 30, 2013 for an amount not to exceed \$200,000.

Fiscal Impact

Included in Fiscal Year 2012-13 Budget (General Fund – Unrestricted)

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 Jun 19, 2012 - Board of Trustees

Category 23. Consent Calendar: Business Services

Subject 23.15 APPROVAL OF A CONTRACT FOR GENERAL LEGAL SERVICES WITH LIEBERT CASSIDY WHITMORE: This item presents for approval a professional services contract with the law firm of Liebert Cassidy Whitmore for the period July 1, 2012 through June 30, 2013.

Access Public

Type Action (Consent)

Fiscal Impact Yes

Budgeted Yes

Recommended Action The Chancellor recommends that the Governing Board approve the contract for legal services for the period July 1, 2012 through June 30, 2013 with the law firm of Liebert Cassidy Whitmore.

Public Content

Background/Analysis

At the November 22, 2010 Board of Trustees meeting, the Board selected the law firm of Liebert Cassidy Whitmore as the law firm who will work through the Chancellor for collective bargaining and specialized consulting services.

The contract will be for the period July 1, 2012 through June 30, 2013 for an amount not to exceed \$200,000.

Fiscal Impact

Included in Fiscal Year 2012-13 Budget (General Fund – Unrestricted)

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 Jun 19, 2012 - Board of Trustees

Category 23. Consent Calendar: Business Services

Subject 23.16 APPROVAL OF EXTENSION OF CONTRACT FOR GENERAL LEGAL SERVICES WITH ORBACH, HUFF & SUAREZ, LLP: This item presents for approval the extension of a professional services contract with the law firm of Orbach, Huff & Suarez, LLP for the period July 1, 2012 through June 30, 2013.

Access Public

Type Action (Consent)

Fiscal Impact Yes

Budgeted Yes

Recommended Action The Chancellor recommends that the Governing Board approve the extension of a contract for legal services for the period July 1, 2012 through June 30, 2013 with the law firm of Orbach, Huff & Suarez, LLP.

Public Content

Background/Analysis

At the November 22, 2010 Board of Trustees meeting, the Board selected the law firm of Orbach, Huff & Suarez, LLP as the law firm who continue to work through the Chancellor for construction and real estate law associated with Proposition 39 Measure S Bond projects.

The contract extension will be for the period July 1, 2012 through June 30, 2013 for an amount not to exceed \$200,000.

Fiscal Impact

Included in Bond Measure S

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	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.17 APPROVAL OF CONTRACT WITH STRATA INFORMATION GROUP TO PROVIDE PROJECT MANAGEMENT SERVICES FOR BANNER AND LUMINIS ADMINISTRATIVE SYSTEMS: This item presents for approval the contract renewal with Strata Information Group (SIG) for ongoing project management services and specialized technical support for the Banner administrative software system, the Luminis web portal system, and related database applications.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends that the Governing Board approve the contract renewal for project management services with Strata Information Group for the 2012-13 fiscal year at a cost not to exceed \$300,000.

Public Content

Background/Analysis

The Banner system is a complex environment that requires specialized knowledge and skill sets for proper function and maintenance. Strata Information Group (SIG) is unique in its qualifications to provide expertise, knowledge, and experience to maintain and enhance the Banner system. SIG personnel have a deep and thorough understanding of district business processes and the usage of Banner to implement and sustain those processes. SIG has been instrumental in the management and ongoing implementation and maintenance of all facets of Banner.

With the addition of VCCCD Information Technology staff in recent years, the District staff members have begun taking on more of the project management responsibilities for Banner related projects. The reduction in the contract from prior years reflects the shifting of the workload. We anticipate additional reductions in the future as we increase the Banner subject matter expertise by internal staff. The reductions are in line with the District's Strategic Technology Plan initiative to reduce reliance on consulting and contract services.

When compared to other Banner clients and California Community College Districts as a whole, the VCCCD has been particularly successful in its implementation of Administrative Computer Systems.

The current focus of information technology projects is to improve the Banner systems to provide better and faster service to students and faculty by continuing to enhance self-service capabilities for faculty and students by increasing the efficiency of back-office processing.

SIG provides project management services for projects that require integration with Banner. They also provide specialized technical support for Banner and the Luminis web portal system. The portal provides a single sign-on for students, faculty, and staff to have access to a wide range of online services provided by the District.

In addition, ongoing maintenance and support is needed for Banner regulatory software releases, improvements in other functional areas of the system, and for the complex Banner database for required upgrades and to keep

abreast of improving technologies.

VCCCD staff provides Banner programming and operations support. These resources are supplemented with SIG project management and specialized technical staff to provide the level of support that is needed for the continued operation and maintenance of Banner as described above.

SIG staff possesses unique skills and certifications, including:

- Comprehensive project management and coordination, and availability of highly experienced staff as needed for particular tasks.
- Database and system administration support services supplied by staff with required certifications and significant experience with the Oracle database in an open system environment, who also possess many years of experience specifically in the support of Oracle for Banner.
- Facilitation of shared solutions between other Banner institutions. SIG staff work at many California Community Colleges and at institutions throughout the United States. This has allowed them to acquire and adapt effective solutions for the VCCCD from other Banner sites, which results not only in significant savings in time and effort, but also in a more rapid implementation of Banner functional improvements and solutions.

It is recommended that a contract with Strata Information Group be executed for project management services for Banner and Luminis Administrative Systems for the 2012-13 fiscal year at a cost not to exceed \$300,000. This is a \$60,000 decrease from last year's contract.

Fiscal Impact

Included in Unrestricted General Fund for the 2012-13 fiscal year.

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	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.19 MONTHLY BUDGET TRANSFER SUMMARY & AMENDMENT: This item presents for ratification the monthly budget transfer summary and budget amendment for the months of April - May 2012.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends ratification of the monthly budget transfers and budget amendment 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 amendments and 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.

Description	Location	Account	Amount
To redistribute General Fund budget from Direct Exp/Other outgo accounts to Salary and Benefit accounts	DWS	1xxx-3xxx 4xxx-7xxx	\$15,990 (\$15,990)
To redistribute General Fund budget from Direct Exp/Other outgo accounts to Salary and Benefit accounts	DAC	1xxx-3xxx 4xxx-7xxx	\$39,236 (\$39,236)
To redistribute General Fund budget from Salary and Benefits accounts to Direct Expenditure accounts	Moorpark	1xxx-3xxx 4xxx-7xxx	(\$167,012) \$167,012
To redistribute General Fund budget from Salary and Benefits accounts to Direct Expenditure accounts	Oxnard	1xxx-3xxx 4xxx-7xxx	(\$85,480) \$85,480
To redistribute Matric budget from Direct Exp/Other outgo accounts to Salary and Benefit accounts	Moorpark	1xxx-3xxx 4xxx-7xxx	\$17,002 (\$17,002)
To redistribute Matric budget from Direct Exp/Other outgo accounts to Salary and Benefit accounts	Ventura	1xxx-3xxx 4xxx-7xxx	\$17,375 (\$17,375)
To redistribute VTEA budget from Salary and Benefits accounts to Direct Exp/Other outgo accounts	Ventura	1xxx-3xxx 4xxx-7xxx	(\$41,799) \$41,799
To redistribute Police budget from Salary and Benefits accounts to Direct Exp/Other outgo accounts	DWS	1xxx-3xxx 4xxx-7xxx	(\$46,684) \$46,684
To redistribute CTE budget from Salary and Benefits accounts to Direct Exp/Other outgo accounts	Ventura	1xxx-3xxx 4xxx-7xxx	(\$30,237) \$30,237

To redistribute ESL/Basic Skills budget from Salary and Benefits accounts to Direct Exp/Other outgo accounts	Ventura	1xxx-3xxx 4xxx-7xxx	(\$10,003) \$10,003
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Fiscal Impact

Net effect \$0.

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	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.20 APPROVAL OF A CONTRACT WITH DOLINKA GROUP, LLC FOR REDEVELOPMENT CONSULTING AND ADVISORY SERVICES: This item request approval of a contract with Dolinka Group, LLC to provide Redevelopment consulting, advisory services, and study/audit effective June 20, 2012.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends that the Board of Trustees approve a contract with Dolinka Group, LLC to provide Redevelopment consulting, advisory services, and study/audit.

Public Content

Background/Analysis

On December 29, 2011, the California Supreme Court issued a ruling upholding sweeping changes to California redevelopment law. The court upheld Assembly Bill (AB) X1 26, which dissolved all redevelopment agencies in California as of February 1, 2012. This ruling meant that, effective immediately, all redevelopment agencies in California must begin the dissolution and winding-up process as required by ABX1 26.

ABX1 26 requires that the responsibilities of dissolved RDAs be administered by Successor Agencies, which are the city or county that sponsored the RDA, unless they choose to opt out. Successor Agencies will receive only the portion of former RDA tax increment needed to pay enforceable obligations (ROPS). The remainder of the tax increment will be apportioned by the County Auditor-Controller to affected taxing entities, including Local Educational Agencies (LEAs) (school districts and community college districts), as pass-through payments and excess revenues.

ABX1 26 stipulated that each Successor Agency must have an Oversight Board. Each Oversight Board is comprised of seven members representing the local agencies that serve the redevelopment project area: one member appointed by the community colleges; one from K-12; one from the largest special district; two members appointed by the city that formed the RDA; and two members appointed by the County Board of Supervisors, including a member of the public appointed at large.

Oversight board members have a fiduciary responsibility to holders of enforceable obligations, as well as to the local agencies that would benefit from property tax distributions from the former redevelopment project area. The seven-member board was designed so that no local agency has dominant control, however the interests of the members of the Oversight Boards may not be compatible. The school district, community college, special agency, and perhaps the county members may have similar interests that will be pitted against the appointees of the city. This dynamic requires that the Oversight Board members be financially savvy and extremely knowledgeable about the complex provisions of ABX1 26. VCCCD staff are currently seated on 12 Oversight Boards throughout Ventura County. The District receives approximately \$1 million in RDA pass-throughs per year. In 2005, the District contracted for an analysis/report of tax sharing revenues received from the redevelopment agencies, with an

objective to determine if calculations made by the redevelopment agencies of amounts owed to the District were accurate and complete. That report concluded that the majority of tax sharing revenues were remitted and administered in substantial compliance with the related agreements or that most appeared to be distributing tax sharing revenues based upon the statutory requirement.

Because of the changes in the laws over the most recent years governing the distribution of tax sharing revenues, there is a concern that the District may not have received all of the pass-through payments contractually/legally due in the years since those changes. This concern is evidenced by agencies adjusting their payments, sometimes by significant amounts, over the past two years. Pass-through payments are to be considered as "enforceable obligations" and are not to be subordinated. If funds are owed to the District based on a recalculation of the tax sharing revenues as per the related agreements or based upon the statutory requirement, we can request payment of any prior year amounts due going back three years.

In addition, Oversight Boards are being asked to approve a variety of Successor Agency actions that could reduce the amount of tax increment funds expected by the state, including actions to dispose of former RDA assets and properties that were funded by tax increment revenues, or alternatively, actions to direct the Successor Agency to transfer ownership of those assets that were constructed and used for a governmental purpose, such as roads, school buildings, parks, or fire stations, to the appropriate public jurisdiction pursuant to any existing agreements relating to construction or use of such assets.

Proceeds from the disposition/sale of those assets are a part of the Governor's budget for FY12-13. Community colleges would receive a significant part of those proceeds.

District staff serving on the Oversight Boards do not have all the necessary specialized knowledge in the highly complex area of the new redevelopment law. The need for advisory services in this area is made even more critical due to the assumption of the Governor that the CCC System funding be reduced for an anticipated \$116.1 million in FY12 from redirected tax increment, and \$341.2 million in FY13 from redirected tax increment and recovery of cash assets.

We are, therefore, proposing that a contract be executed with Dolinka Group for the provision of consulting, advisory and audit services (note, this is not considered to be an independent financial audit, but rather a study of redevelopment project areas and corresponding tax revenues). Dolinka Group will conduct an in-depth study of the redevelopment project areas within the District's boundaries. Dolinka Group will review/evaluate the accuracy of pass-through payment calculations, provide assistance working with the County Auditor-Controller to ensure ERAF (Educational Revenue Augmentation Funds) is included as a tax rate benefit to the District moving forward, assist in pursuing collection of monies that may be owed for prior payment discrepancies, and assist in assuring obligations to us are not subordinated

Dolinka Group will also provide needed training to the District staff serving on the Oversight Boards on their roles and key responsibilities, on reviewing asset disposals, red flags to identify on Successor Agency Recognized Obligation Payment Schedules (ROPS), strategies for negotiating with stakeholders from other agencies who may have conflicting goals, identification of the key issues and considerations under the jurisdiction of the Oversight Boards, and explanation of the financial impacts of the Oversight Boards' decisions on the District.

The Audit and Budget Committee discussed this contract on May 30 and recommends consideration and approval by the Board.

Fiscal Impact

Contract amount not to exceed \$86,000 for the study/review of all project areas and \$15,000 for consulting/training services - funded from Redevelopment Agency Funds (proportionally split between colleges)

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	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.21 APPROVAL OF NEW CONTRACTS AND GRANTS FOR FISCAL YEAR 2012-13: This item request approval of a new contracts and grants for FY 2012-13 and authorization to amend the General Fund Restricted budgets.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends that the Board of Trustees approve the new contracts and grants for fiscal year 2012-13 and authorize the amendment to the General Fund Restricted budgets.

Public Content

Background/Analysis

District wide Division of Economic Development

Chancellor's Office, California Community Colleges –Economic and Workforce Development Program: Workplace Learning Resource Center. The District has received notice of a renewal grant award in the amount of \$205,000 for the Workplace Learning Resource Center.

The State Chancellor's Office Economic and Workforce Development (EWD) program primarily supports community colleges that serve communities embracing the challenge to develop, sustain and advance their role in a global economy. Many community colleges, because of their accessibility and their central role in preparing the workforce, act as a catalyst or even may drive local economic development. The regional partnerships formed by community colleges can leverage financial capital, knowledge resources, and create industry networks. They impact the workforce pipeline through innovative efforts with various entities ranging from the secondary school systems to industry-specific employers. As hubs of innovation, community colleges represent critical assets in building effective regional strategies for global success.

Workplace Learning Resource Centers drive economic and workforce development in California through high quality, innovative, affordable education, and customized learning and training solutions for local employers in the private and public sectors, including occupation-specific skills assessment, needs and task analysis of requirements of the job, basic skills instruction, vocational English as a Second Language, analytical and problem-solving skills, and customer service training. The Centers provide programs that are functional in context to the job providing skill enhancement that employees can apply immediately to their work after training.

Contract education, in the form of workforce education, is a core component of the economic development plan for the District and for the employers that we serve. This grant supports the District's Mission Statement: "Ventura County Community College District works to enhance state, regional, and local economic growth and global competitiveness within the pursuit of its primary mission". This grant will assist in supporting that Statement by providing training programs to meet worker and employer needs.

The FY 2012-13 grant award is \$205,000. The grant budget will provide for the delivery of training and technical assistance services to the regional area, as well as for program staff, travel, supplies and materials, and indirect cost reimbursements.

The term of the grant is July 1, 2012 through June 30, 2013.

Org #53011 - Fund 122		
2000	Classified Salaries	123,913
3000	Employee Benefits	40,513
4000	Supplies & Materials	5,929
5000	Travel/Technical Assistance/Indirect Cost Reimb	31,145
6000	Capital Outlay	3,500
		\$ 205,000

District wide Division of Economic Development

County of Ventura – Human Resources Training Contract. The District is currently negotiating a continuation contract with the County to provide mandated training to employees. The tentative training topics include the following: Discrimination Prevention; Workplace Security; Excel; Word; Access; Adobe Acrobat; Supervision Basics; Career Development; Leadership; Effective Writing Skills; Effective Presentations.

The Division has been providing customized training to the County of Ventura Human Resources Division for over five years. The training that is provided under this contract is offered to employees of all agencies across the County. The total amount of the contract is expected to be \$155,000, and will provide for delivery of training and services, program supplies and materials, and contract administration.

This contract supports the District's mission to provide training programs to meet worker and employer needs. This contract also supports the specific economic and workforce development mission of the district, as outlined in its current Educational Master Plan, per Strategic Objective 5 and related activities. Contract education in the form of workforce education is a core component of our economic development plan for this district and the employers that we serve. Economic and workforce development is also clearly cited within the mission statement of the State's CCC Strategic Plan. In addition, this project directly addresses the specific economic and workforce education objectives contained within the respective master plans of the three campuses.

The contract term is July 1, 2012 through June 30, 2013.

Org # 54003 Fund 114		
4000	Supplies and Materials	2,600
5000	Training Contracts/Travel/Other Services	71,150
7000	Transfer Out/Contract Residual	81,250
		\$155,000

Moorpark College

Chancellor's Office, California Community Colleges –Enrollment Growth and Retention Program – ADN/RN Nursing Program Initiatives. Moorpark College has received continuing 2-year grant award that will provide funding for nursing enrollments and to increase program completion by planning, developing and implementing a student nursing retention program.

Outcomes as a result of Enrollment Growth and Retention Program funding are as follows:

- Expand current enrollment capacity in the nursing program by 11 students.
- Provide a program for students to demonstrate readiness through diagnostic assessment or successful completion of remedial pre-nursing coursework prior to commencing the registered nursing program; as well as a retention program for students enrolled in the ADN program.
- Fund the cost of the Test of Essential Academic Skills (TEAS) test

This project is in accordance with the Moorpark College mission in that it is designed to support the courses that develop the intellectual, societal, and cultural potential of each student as well as for career preparation in nursing. The primary mission of the District is to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs. This grant supports the Board objective that "technical and vocational college courses and programs are aligned with employer and market needs."

Grant funds will be utilized for instructional (faculty and Instructional Lab Technician) and non-instructional salaries/benefits, assessment tests, supplies, indirect cost reimbursements and capital outlay.

The total 2-year grant award is \$284,824 with a term of July 1, 2012 through June 30, 2014. The FY 2012-13 (Year 1) grant amount is \$126,737 with a term of July 1, 2012 through June 30, 2013. The FY 2013-14 (Year 2) grant amount is \$158,087 with a term of July 1, 2013 through June 30, 2014.

The Year 1 budget categories are as follows:

Org #17159 - Fund 125		
1000	Academic Salaries	34,207
2000	Classified Salaries	29,911
3000	Employee Benefits	32,601
4000	Supplies & Materials	1,644
5000	Indirect Cost Reimbursements	4,874
6000	Capital Outlay	13,500
7000	Payments To/For Students (tests)	10,000
		\$ 126,737

Ventura College

Chancellor's Office, California Community Colleges –Enrollment Growth and Retention Program – ADN/RN Nursing Program Initiatives. Ventura College has received continuing 2-year grant award that will provide funding for nursing enrollments and to increase program completion by planning, developing and implementing a student nursing retention program.

This grant would provide funding for enrollment of 34 additional nursing students at Ventura College. Assessment, remediation and retention services will be provided. Support services to increase the success rate on the state licensure exam would also be provided. Students will be selected based upon current admission criteria, GPA and Test of Essential Academic Skills (TEAS) test. Students will enter the nursing program in August 2012 and August 2013 with anticipated completion in May 2014 and 2015 respectively.

This grant supports the mission of Ventura College in that it offers academic and vocational programs leading to completion of associate degrees, provides student support program and services, and supports the state and region's economic viability through workforce development. It also demonstrates commitment to student success. This grant supports the Board objective that

“technical and vocational college courses and programs are aligned with employer and market needs.” This grant supports the Board of Trustee Planning goals 9 to strengthen college science, mathematics and technical education programs to address the national shortage of highly skilled workers.

Grant funds will be utilized for instructional and non-instructional salaries and benefits, assessment test prep, supplies, and indirect cost reimbursements.

The total 2-year grant award is \$356,074 with a term of July 1, 2012 through June 30, 2014. The FY 2012-13 (Year 1) grant amount is \$158,087 with a term of July 1, 2012 through June 30, 2013. The FY 2013-14 (Year 2) grant amount is \$197,987 with a term of July 1, 2013 through June 30, 2014.

The Year 1 budget categories are as follows:

Org #37159 - Fund 125		
1000	Academic Salaries	103,393
3000	Employee Benefits	11,927
4000	Supplies & Materials	7,350
5000	Technical Assist/Mileage/Indirect Cost Reimbursements	35,417
		\$158,087

District-wide

Chancellor’s Office, California Community Colleges – Career Technical Education (CTE) Unit - Community Collaborative project. The District (i.e. Moorpark College, Oxnard College and Ventura College), with Oxnard College as the lead college, has been awarded a renewal SB 70/SB 1133 CTE grant for FY 2011-12.

The overall goal of the Governor’s Career Technical Education (CTE) Initiative (SB 70/SB 1133) is to strengthen California’s workforce development efforts by linking the State’s investment in economic development with its investment in public instruction and other significant public investments. Funds are used for projects that:

- bring together economic development initiatives and consortia composed of community colleges, high schools, and Regional Occupational Centers and Programs (ROCPs);
- develop regional articulation councils to create seamless, non-redundant education and training in California that corresponds to economic demand;
- strengthen existing CTE sectors;
- establish career exploration programs for middle school and high school students; and
- meet critical professional development needs and capacity building needs.

This project will serve the entire County of Ventura, including all three community colleges, (Oxnard, Moorpark, Ventura), the ROP and K-12/Adult School systems. It will address all four required CTE Sectors:

- Career Exploration for 7th and 8th Graders,
- Career Technical Education Sectors,
- Teacher and Faculty Externships in Business and Industry, and
- CTE Professional Development.

The overall intent of this project is to provide the resources and structure needed to implement the new CTE legislation to create a seamless, well articulated CTE system among all educational sectors in the County. This will:

- eliminate duplication,
- fill gaps in programs,
- meet industry needs,
- address state standards, address all 15 Industry Sectors,
- provide pathways, and
- ensure proper course sequencing from middle school to high school to post-secondary education while encouraging students to prepare for careers at an early age

Project activities will include career exploration development for middle school students, outreach for career pathway areas, and a summer CTE academy program.

The primary mission of the District is to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs. This grant supports the Board objective that "technical and vocational college courses and programs are aligned with employer and market needs."

Oxnard College will function as the lead college, and will be responsible for overall grant coordination and reporting to the State. The grant term is February 1, 2012 through February 28, 2014. The total amount of grant funds is \$348,000. Through collaborative college processes, program funds were allocated as follows:

Moorpark College	\$116,000 (A)
Oxnard College	\$116,000 (B)
Ventura College	\$116,000 (C)
	\$348,000

A. Moorpark College will utilize their share, totaling \$116,000 to continue to partially fund the program coordinator, other non-instructional hourly, program supplies, travel and staff development activities, and indirect cost reimbursements. No new positions will be created.

Org #18602 - Fund 125		
1000	Academic Salaries	48,000
2000	Classified Salaries	19,000
3000	Employee Benefits	17,280
4000	Supplies & Materials	10,000
5000	Travel/Technical Assistance/Indirect Cost Reimb	21,270
6000	Capital Outlay	450
		\$116,000

B. Oxnard College will utilize their share, totaling \$116,000, to continue to partially fund the program coordinator, student hourly, program supplies, travel and staff development activities, and indirect cost reimbursements. No new positions will be created.

Org #28602 - Fund 125		
1000	Academic Salaries	64,371
2000	Classified Salaries	5,800
3000	Employee Benefits	20,267
4000	Supplies & Materials	5,800
5000	Travel/Technical Assistance/Indirect Cost Reimb	19,762
		\$116,000

(C) Ventura College will utilize their share, totaling \$116,000 to fund classified program staff, program supplies, travel and staff development activities, Career Discovery camps, capital outlay and indirect cost reimbursements. No new positions will be created.

Org #38602 - Fund 125		
2000	Classified Salaries	34,175
3000	Employee Benefits	17,776
4000	Supplies & Materials	30,000
5000	Travel/Technical Assistance/Indirect Cost Reimb	30,549
6000	Capital Outlay	3,500
		\$116,000

Fiscal Impact

Increase General Fund Unrestricted –Designated 114 - \$155,000
 Increase General Fund Restricted (EWD Grants) 122 - \$205,000
 Increase General Fund Restricted (Grants) 125 - \$632,264
 Increase General Fund Restricted (Grants) – FY14 125 - \$356,074

Future Fiscal Impact

There is no requirement for institutionalization of program, or retention of staff or services after the program funding expires.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Pam Eddinger/Robin Calote/Sue Johnson		

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	23. Consent Calendar: Business Services
Subject	23.22 APPROVAL OF A THREE-YEAR CONTRACT FOR MEASURE S BOND AUDIT SERVICES WITH VICENTI, LLOYD & STUTZMAN, LLP: This item presents for approval a three-year contract with the Certified Public Accounting firm of Vicenti, Lloyd & Stutzman LLP, for audit services for the Measure S bond program.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends that the Governing Board approve a three-year contract with the firm of Vicenti, Lloyd & Stutzman, LLP for audit services for the Measure S bond program.

Public Content

Background/Analysis

At the March 5 2002 election, the citizens of Ventura County approved the issuance of bonds totaling \$356.3 million for construction and rehabilitation of facilities on the three community college campuses and the Camarillo site. The first issuance of bonds, Series A in the amount of \$85 million, was sold in August 2002; the final issuance of bonds, Series C in the amount of \$191.3 million, was sold in November 2008.

Proposition 39 (55% School Construction Bond Vote) mandates that the District conduct an annual, independent financial audit of the proceeds from the sale of the Measure S bonds, until all of the bond proceeds have been expended for facilities projects, as well as an annual, independent performance audit to ensure that the bond funds have been expended only on the specific projects listed on the ballot.

The bond program is now in the last phase of construction projects, with only a handful of projects remaining that are either currently in design or awaiting Division of State Architect (DSA) approval.

Vicenti, Lloyd & Stutzman LLP has provided bond audit services to the District since FY 02-03, the first year of Measure S bond program expenditures. Their most recent contract provided for audit services through FY 10-11. The Board Audit & Budget Committee met on May 30, 2012 to discuss the process for bond audit services, and is recommending that Vicenti, Lloyd & Stutzman, LLP be provided a continuing contract. The District is proposing to issue a three-year contract for bond audit services for FY 11-12, FY 12-13 and FY 13-14.

The contract amounts are as follows:

- FY 11-12 Bond Audit: estimated not to exceed \$13,000
- FY 12-13 Bond Audit: Estimated not to exceed \$14,000
- FY 13-14 Bond Audit: Estimated not to exceed \$15,000

Fiscal Impact

Bond audit costs will be included in General Fund – Unrestricted budgets

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 Jun 19, 2012 - Board of Trustees

Category 25. Consent Calendar: Capital Planning

Subject 25.01 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 College. These change orders do not represent scope changes.

This item was presented and discussed at the Capital Planning and Facilities Committee meeting and recommended for approval.

Attached #	Project # Exhibit B #	Change Order	Contractor	College/Project	Total Amount	Reason
25.01.A	29124 26	5	Santa Barbara Plumbing	OC - LRC Renovation/New Construction	\$10,653.74	See attached
25.01.B	29124 26	24	GRD Construction	OC - LRC Renovation/New Construction	\$2,884.33	See attached

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

[25.01.A OC - CO 5 - SB Plumb - LRC.pdf \(15 KB\)](#)

[25.01.B OC - CO 24 - GRD - LRC.pdf \(16 KB\)](#)

Administrative Content

Ventura County Community College District
Oxnard College - Learning Resource Center Renovation/ New Construction
Rose Avenue Corridor Landscape Improvements
VCCCD Project #29124 / Exhibit B Ref. #26

CHANGE ORDER # 5 CONTINGENCY REPORT

[Santa Barbara Plumbing]
June 19, 2012

Original Construction Contract		\$179,000.00
Previously Approved Change Order # 4	\$ 30,331.36	
Change Order # 5	\$ <u>10,653.74</u>	
Total Increase to Construction Contract		<u>\$ 40,985.10</u>
Revised Construction Contract Amount		<u>\$219,985.10</u>

Original Construction Contingency		\$ 25,000.00
02/01/12 Increase/ <decrease> Construction Contingency		<u>\$ 25,000.00</u>
Revised Construction Contingency		\$ 50,000.00

Approved Change Orders to Date:	< \$ 30,331.36 >
Santa Barbara Plumbing C0# 5	<u>< \$ 10,653.74 ></u>

Total Change Orders to this Project to Date	<u>< \$ 40,985.10 ></u>
Construction Contingency Balance	<u>\$ 9,014.90</u>

Project Complete: 100% as of Apr-2012
Project Budget: \$22,339,000.00
Contingency utilized to-date: 82%

CHANGE ORDER # 5 EXPLANATION REPORT

10	Install 2" Pressure Regulator & Gate Valve	1,145.90
11	Dispose of Old Concrete Paving Below Existing Ground Surface	2,507.21
12	Remove Chain Link Fencing Next to Library	1,803.50
13	Relocate Weather Center	2,589.28
14	Expose & Cover Existing City 2" Copper Water Pipe	794.32
15	Install 16 Extra Irrigation Control Wires	<u>1,813.53</u>
	Total	<u>\$10,653.74</u>

Ventura County Community College District
Oxnard College - Learning Resource Center Renovation/ New Construction
VCCCD Project #29124 / Exhibit B Ref. #26

CHANGE ORDER # 24 CONTINGENCY REPORT

[GRD Construction]

June 19, 2012

Original Construction Contract	\$11,920,000.00
Previously Approved Change Orders thru 23	\$ 552,928.78
Change Order # 24	\$ <u>2,884.33</u>
Total Increase to Construction Contract	\$ <u>555,813.11</u>
Revised Construction Contract Amount	\$ <u>2,475,813.11</u>
<hr/>	
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	\$ <u>125,000.00</u>
Revised Construction Contingency	\$ 667,663.00
Approved Change Orders to Date: Thru 23	< \$ 552,928.78>
GRD Const. Change Order # 24	<\$ 2,884.33>
Santa Barbara Plumbing Contingency	<\$ <u>50,000.00</u> >
Total Change Orders to this Project to Date	<\$ <u>605,813.11</u> >
Construction Contingency Balance	\$ <u>61,849.89</u>
Project Complete: 98% as of Mar-2012	
Project Budget: \$22,339,000.00	
Contingency utilized to-date: 91%	

CHANGE ORDER #24 EXPLANATION REPORT

COR #

153	Credit for 4 Hubbell B2481 Boxes	<269.93>
157	Revised Electrical Cost for ASI # 13	2,356.41
159	Install 7" Back Splash in Room 101	1,177.00
160	Credit for Floor Whips at Recessed Floor Area	<2,118.25>
163	Provide Additional Landscape Work at South Side Fire Road	<u>1,739.10</u>
	Total Change Order # 24	<u>\$2,884.33</u>



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 25. Consent Calendar: Capital Planning

Subject 25.02 APPROVAL TO APPOINT AMADOR WHITTLE ARCHITECTS, INC.FOR THE DESIGN OF A FIRST STOP CENTER IN THE MOORPARK COLLEGE LIBRARY, PROJECT #19118:
This item presents for approval the appointment of Amador Whittle Architects, Inc. for a First Stop Center in the Moorpark College Library, Project #19118.

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 appoint Amador Whittle Architects, Inc. for the design of a First Stop Center in the Moorpark College Library, Project #19118.

Public Content

Background and Analysis

The First Stop Center is second phase construction for the original Moorpark College Library Building now referred to as Fountain Hall. The College has been in need of a First Stop/One Stop Center, and the building lends itself perfectly for that location being at the top of the campus alongside the Administration Building. It provides easy access for students, and the existing facility with its openness making it the most accommodating building on campus to house all of the needed student services. This appointment concludes an architectural selection process where a selection committee from the College of seven (7) members interviewed three (3) architectural firms that are familiar with the design of this type of facility. Based on the interview process the committed selected Amador Whittle Architects, Inc.and recommend to the Board of Trustees that Amador Whittle Architects, Inc.be approved as the Architectural Firm for the design of the Moorpark College First Stop Center pending successful contract negotiations.

This item was presented and discussed at the Capital Planning and Facilities Committee meeting and recommended for approval.

Exhibit B referenced #5: Add classrooms and lecture halls by converting old library space

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 Jun 19, 2012 - Board of Trustees

Category 25. Consent Calendar: Capital Planning

Subject 25.03 APPROVAL OF MEASURE S BUDGET TRANSFERS - OXNARD COLLEGE: This item presents for approval budget transfers between the Measure S funded projects at Oxnard College as described.

Access Public

Type Action (Consent)

Fiscal Impact No

Dollar Amount \$ 110,000.00

Budgeted Yes

Budget Source Measure S Funds

Recommended Action The Chancellor recommends that the Board of Trustees approve the budget transfers at Oxnard College between the Measure S projects as described.

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 Oxnard College:

Project/Exhibit B #	Beginning Budget	Transfers	Ending Budget
29303/42 INF Campus Site Finishes	\$ 200,000	\$ 110,000	\$ 310,000
29124/26 LRC Reno/New Construction	\$ 22,339,000	\$ <110,000>	\$ 22,229,000

Exhibit B Reference #42: Infrastructure necessary to support specified campus projects
 Exhibit B Reference #26: Construct additional classrooms, labs, lecture halls; replace old portables (Buildings A,B,C)

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 Jun 19, 2012 - Board of Trustees

Category 25. Consent Calendar: Capital Planning

Subject 25.04 REJECT ALL BIDS FOR 3-M WINDOW FILM TINTING AT OXNARD COLLEGE PERFORMING ARTS CENTER, PROJECT #29117: This item presents for approval the rejection of all bids for the 3-M Window Film Tinting at the Oxnard College Performing Arts Center, Project #29117.

Access Public

Type Action (Consent)

Budget Source N/A

Recommended Action The Chancellor recommends that the Board of Trustees reject all bids for the 3-M Window Film Tinting at the Oxnard College Performing Arts Center, Project # 29117.

Public Content

Background and Analysis

The bids received contained incomplete documents and multiple prices for different products. This work will be rebid with revised bid documents.

This item was presented and discussed at the Capital Planning and Facilities Committee meeting and recommended for approval.

Exhibit B reference #34: Construct Performing Arts classroom and auditorium, including expanding teaching/performance space

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	Jun 19, 2012 - Board of Trustees
Category	25. Consent Calendar: Capital Planning
Subject	25.05 AUTHORIZATION FOR USE OF MEASURE 'S' INTEREST REVENUE TO SUPPLEMENT MEASURE 'S' BOND BUDGET AT OXNARD COLLEGE STUDENT SERVICES CENTER, PROJECT #29120 FOR THE DEMOLITION OF OLD MODULAR BLDGS CONTAINING EAC/ASSESSMENT CENTER, CAMPUS POLICE AND HEALTH CENTER, PROJECT #29120: This item requests authorization to use \$1,051,702.33 of Measure 'S' Bond allocable Interest Revenue for the Demolition project at Oxnard College Student Services Center, Project #29120.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Dollar Amount	\$ 1,051,702.33
Budgeted	Yes
Budget Source	Project budget will be adjusted to include \$1,051,702.33 in allocable bond interest revenue which will be transferred to the Oxnard College Student Services Center Project #29120, providing for a total project budget of \$28,460,907.33.
Recommended Action	The Chancellor recommends that the Board of Trustees authorize use of Measure 'S' Bond Interest Revenue funds for the Oxnard College Student Services Center, Project #29120.

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 project.

Oxnard College has requested that two modular buildings be demolished: Police/ Student Health (infirmary and counseling) and the old Food Service (both services have moved into the Student Services Center). After demolition, the empty sites would be restored with sod and sidewalks.

The Oxnard College Student Services Center Project #29120 budget is \$27,409,205.00 and will be funded from Measure 'S' funds as well as \$1,051,702.33 in allocable bond Interest revenue funds.

This item was presented and discussed at the Capital Planning and Facilities Committee meeting and recommended for approval.

Exhibit B Reference # 32: Construct Student Services Building to address overcrowding

Staff Position Review	N/A	Primary	Advisory
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President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 25. Consent Calendar: Capital Planning

Subject 25.06 APPROVAL OF MEASURE S BUDGET TRANSFERS AT VENTURA COLLEGE: This item presents for approval budget transfers between the Measure S funded projects at Ventura College as described.

Access Public

Type Action (Consent)

Fiscal Impact No

Dollar Amount \$ 300,000.00

Budgeted Yes

Budget Source Measure S funds

Recommended Action The Chancellor recommends that the Board of Trustees approve the budget transfers at Ventura College between the Measure S projects as described.

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 is finalized, the individual project's 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 Ventura College:

Project/Exhibit B #	Beginning Budget	Transfers	Ending Budget
39117/43 Renovate Theatre Bldg 'G'	\$16,081,995	\$ 300,000	\$16,381,995
39120/46 Genl. Purpose, Adv. Tech	\$46,525,840	<\$ 300,000>	\$46,225,840

Exhibit B Reference #43: Renovate 37 year old G Building/Auditorium, including replacing antiquated electrical, heating, ventilation, plumbing and lighting systems

Exhibit B Reference #46: Construct Advanced Technology Education Training Building by building permanent classrooms, lecture halls, computer 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 Jun 19, 2012 - Board of Trustees

Category 25. Consent Calendar: Capital Planning

Subject 25.07 APPROVAL OF CONTRACT WITH PACIFIC BUILDERS & ROOFING, dba WSP ROOFING, FOR THE REROOF OF THE VENTURA COLLEGE G BUILDING (THEATER), PROJECT #39117: This item presents for approval a contract with Pacific Builders & Roofing, dba WSP Roofing, in the amount of \$164,491 for the Ventura College Reroof of the G Building (Theater), Project #39117.

Access Public

Type Action (Consent)

Fiscal Impact No

Dollar Amount \$ 164,491.00

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 Pacific Builders & Roofing, dba WSP Roofing, in the amount of \$164,491 for the Reroof of the Ventura College G Building (Theater), Project #39117.

Public Content

Background and Analysis

Bids for the G Building reroof project were opened on May 3, 2012, and Pacific Builders & Roofing, dba WSP Roofing, is the lowest and most responsible bidder.

This item was presented and discussed at the Capital Planning and Facilities Committee meeting and recommended for approval.

Exhibit B reference #43: Renovate 37 year old G Building/Auditorium, including replacing antiquated electrical, heating, ventilation, plumbing and lighting systems

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 Jun 19, 2012 - Board of Trustees

Category 25. Consent Calendar: Capital Planning

Subject 25.08 APPROVAL OF REDUCTION IN RETENTION FOR VIOLA, INC. FOR THE VENTURA COLLEGE G BUILDING (THEATER) RENOVATION, PROJECT #39117: This item presents for approval the reduction in retention for Viola, Inc. from 10% to 5% of the contract value for the Ventura College G Building (Theater) Renovation, Project #39117.

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 reduction in retention for Viola, Inc. from 10% to 5% of the contract value for the G Building (Theater) Renovation at Ventura College, Project #39117.

Public Content

Background and Analysis

This request is for the reduction of the Contractor’s retention from 10% (\$890,074.87 through February 29, 2012) to 5% (\$445,037.44) until the close-out of the contract. There is no reason at this time to continue holding total amount of the 10% retention.

This item was presented and discussed at the Capital Planning and Facilities Committee meeting and recommended for approval.

Exhibit B reference #43: Renovate 37 year old G Building/Auditorium, including replacing antiquated electrical, heating, ventilation, plumbing and lighting systems.

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	Jun 19, 2012 - Board of Trustees
Category	25. Consent Calendar: Capital Planning
Subject	25.09 APPROVAL OF CONTINUATION OF CONTRACT WITH HEERY INTERNATIONAL AS PROGRAM AND CONSTRUCTION MANAGERS FOR THE VENTURA COUNTY COMMUNITY COLLEGE DISTRICT MEASURE S PROGRAM: This item presents for approval a one-year extension of the contract with Heery International to provide program and construction management services to the Measure S program for the Ventura County Community College District from October 1, 2012 through September 30, 2013, at a contract price not to exceed \$2,794,560. This amount is \$461,331 less than the contract extension for the previous year and is \$858,369 less than the contract amount two years ago.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Dollar Amount	\$ 2,794,560.00
Budgeted	Yes
Budget Source	This contract will be funded from Measure S bond proceeds \$2,769,560 and \$25,000 from non-bond funds.
Recommended Action	The Chancellor recommends that the Board of Trustees approve a one-year extension of the contract with Heery International as construction and program managers for the District from October 1, 2010 through September 30, 2011, at a contract price not to exceed \$2,794,560.

Public Content

Background and Analysis

In an effort to keep administrative costs to a minimum at the onset of the program, the District elected to retain the services of just one construction management firm (Heery) and to also outsource the administration and management of the State Capital Outlay Program. This decision has proven to be a wise one in that unlike other college districts, costs and control of those costs, has been managed centrally with direct reporting lines to the District representative and thus the Chancellor and the Trustees.

This arrangement has facilitated decision making and management of the project at the “program” rather than the “campus” level. This extension request reflects this “program” perspective with regard to the continuance of the program and to its eventual closure. Contained within the recommendation is an acknowledgement of the ending of the Measure S Bond program which reflects a reduction in staffing and overhead as projects are completed. For the 2012-2013 fiscal years this reduction represents personnel cost and overhead saving to the District of \$461,331 which continues previous reductions totaling \$858,369 leading to an overall reduction in the initial contract terms of \$1,319,700 it is anticipated that further reductions will follow as the program reaches its conclusion.

Over the last year construction on several of the large, signature projects that are at the heart of the Measure S

program were completed – including the Ventura AT/GPC/HSC buildings, the Oxnard Performing Arts Classroom & Auditorium and the Oxnard LRC expansion, the Moorpark Academic Center, Health Science building and EATM building and the Camarillo Regional Fire, Sheriff & Police Education and Training Academy. Over the next few months, construction will be completed on the Ventura G building (theatre) renovation project. In addition, future projects currently in design or awaiting DSA approval include the Moorpark parking structure, the Oxnard dental hygiene building, the renovation of the old Oxnard library and the new Ventura applied science building and the renovation of the Ventura H building (studio arts).

By continuing the contract with Heery International, the District will continue to realize substantial costs savings when compared to other Districts by using one firm to provide program and construction management services. On-going, regular reports on the Measures S program will continue to be made to the Board of Trustees.

Included in this contract is an allowance of \$25,000 for non Measure S work. The District may ask Heery International to provide oversight services on various small projects as the need arises that are not related to the Measure S program.

This item was presented at the Capital Planning and Facilities Committee meeting and recommended for approval.

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	Jun 19, 2012 - Board of Trustees
Category	25. Consent Calendar: Capital Planning
Subject	25.10 APPROVAL TO EXTEND THE CONTRACT WITH HE CONSULTING, INC. FOR CAPITAL CONSTRUCTION MANAGEMENT: This item presents for approval extending a contract with HE consulting, Inc. for the services of J. Handel Evans to provide oversight of the Measure S Capital Construction Program for the District.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes
Budgeted	Yes
Recommended Action	The Chancellor recommends that the Board of Trustees approve the contract extension with HE Consulting, Inc. for the services of J. Handel Evans to provide oversight of the Measure S Capital Construction Program for the period July 1, 2012 through June 30, 2013.

Public Content

Background/Analysis

Mr. Evans will continue his services and represent the District in planning and construction programs funded by Measure S. This contract extension will be for the period July 1, 2012 through June 30, 2013 for an amount not to exceed \$200,000. This contract is on file in the Business Services Office.

Fiscal Impact

This contract is funded from Bond Measure S and General Fund Unrestricted

This item was presented at the Capital Planning and Facilities Committee meeting and recommended for approval.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	James Meznik		

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	26. Consent Calendar: Student Learning
Subject	26.01 OXNARD COLLEGE AUTHORIZATION OF DESTRUCTION OF RECORDS. This item presents for approval the Authorization for Destruction of Records at Oxnard College.
Access	Public
Type	Action (Consent)
Preferred Date	Jun 19, 2012
Absolute Date	Jun 19, 2012
Fiscal Impact	No
Budgeted	No
Recommended Action	The Chancellor recommends that the Board approve the destruction of records at Oxnard College pursuant to provisions of "Regulations for Destruction of Records" (Title V, Division 6, Chapter 10, Subchapter 2.5, Sections 59020-59041), approved by the Board of Governors on September 23, 1976.

Public Content

Issue

This item presents for approval the destruction of records at Oxnard College pursuant to provisions of "Regulations for Destruction of Records" (Title V, Division 6, Chapter 10, Subchapter 2.5, Sections 59020-59041), approved by the Board of Governors on September 23, 1976.

Background

Oxnard College is requesting the destruction of the following student records:

59025. Class 3 - Disposable Records

- Registration dated Spring 2004 and prior
 - Program change (add/drop cards, drop rosters)
 - Student petitions for level/section change
 - Late enrollment requests
 - Reinstate requests
 - Census detail reports

Staff Position Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor			X	
President			X	
Executive Vice President			X	
Dean	X			
Academic Senate President	X			

Legal Counsel	X			
Further Information	James Meznick, Richard Duran			

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 26. Consent Calendar: Student Learning

Subject 26.02 VENTURA COLLEGE NEW COURSE APPROVAL: This item presents for approval a new course at Ventura College.

Access Public

Type Action (Consent)

Preferred Date Jun 20, 2012

Absolute Date Jun 20, 2012

Fiscal Impact No

Budgeted No

Budget Source N/A

Recommended Action This new course has been approved by the College Curriculum Committee and reviewed by the District Technical Review 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

NEW COURSE

Course I.D.: ESRM V10	Course Name: Environmental Ecology	Units: 3
Hours: 3 lecture weekly		
This course examines key processes regulating terrestrial ecosystem productivity and function. Specific focus is placed on plant-soil interactions above and below ground. This course includes study of the functional relationships between soil, plant, and atmospheric influences on the development and sustainability of terrestrial biomes. Field trips may be required. Transfer credit: CSU; UC; credit limitations - see counselor.		

Staff Position Review	N/A	Primary Recommendation	Advisory Recommendation	Comments
Chancellor			X	Reviewed and recommend
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			
Further Information	James Meznik, Pam Eddinger			

Administrative Content



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	27. Informational Items
Subject	27.01 Participatory Governance Handbook
Access	Public
Type	Information

Public Content

Administrative Content



PARTICIPATORY GOVERNANCE HANDBOOK

REVISED: MAY 22, 2012

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT Participatory Governance Handbook

Introduction

Ventura County Community College Learning Community:

The purpose of this guide is to clarify for constituents the participatory governance process used within our District. The relationship of College committees to District committees is mapped and the respective role and authority of the various governing bodies are defined.

In addition, this document outlines how employees are involved in the processes that lead to recommendations in their respective areas of responsibility and the accountability they have in decision-making. The information contained in this guide enhances our decision-making processes, making it clear how proposals move from conception to Board adoption.

**VCCCD Participatory Governance Handbook
Table of Contents**

Introduction.....	1
How to Read This Document.....	4
District Vision, Mission, and Values	5
Governance Principles Derived from Law and Accreditation Standards	7
The Law	7
Accreditation Standards	8
Implementation of the Law in VCCCD	8
Relationship of College Groups and District Groups	10
District Consultative Structure.....	10
General Operating Agreements for District Groups	10
Roles	11
Role of the Board of Trustees	11
Role of District Chancellor	13
Role of Faculty.....	13
Role of Classified Staff.....	14
Role of Administrators.....	14
Role of Students.....	14
Administrative Decision-Making Bodies	15
Chancellor’s Cabinet.....	15
District Advisory and Planning Body.....	16
District Consultation Council	16
District Advisory Bodies.....	17
Administrative Technology Advisory Committee.....	17
District Council on Accreditation and Planning.....	18
District Council on Human Resources.....	19
Institutional Research Advisory Committee.....	19
Governance Recommending Bodies.....	21
District Council on Academic Affairs	21
District Technical Review Workgroup - Instructional.....	21
District Technical Review Workgroup – Student Services	24
District Council on Administrative Services	25
Instructional Technology Advisory Committee.....	26
Appendix I	27
Suggested Norms for Group Interactions	27
Appendix II	28
Functional Mapping.....	28
Appendix III.....	44
Applicable Excerpts from Laws and Regulations.....	44
Appendix IV.....	58
VCCCD Governance: Advisory and Recommendation Pathways	58



How to Read This Document

The Ventura County Community College District (VCCCD or District) Participatory Governance Handbook (Handbook) is intended to be a useful, comprehensive guide to collaborative decision-making processes between and among faculty and staff assigned to the four sites of the District:

- District Administrative Center
- Moorpark College
- Oxnard College
- Ventura College

The Handbook begins with the statements of vision and values adopted by the Board of Trustees (Board) on March 13, 2007. An updated VCCCD mission statement was adopted by the Board on April 12, 2011.

The second section describes the laws that mandate participatory governance and the concomitant philosophical commitments shared by members of VCCCD.

The next three sections provide the charge and membership of District groups. These bodies are formed to:

- Provide efficient and effective communications among the Colleges and the District, and
- Ensure that recommendations from the Colleges' governance bodies are heard and acted upon in a timely manner.

The three categories of District groups reflect the origin of the group and membership. All District groups report to the Chancellor.

The appendices of this Handbook provide suggested group norms, functional mapping, applicable laws and regulations, and a glossary of acronyms and terms.

District Vision, Mission, and Values

Vision

The Ventura County Community College District will become the leader in the development of high quality, innovative educational programs and services.

Keeping in mind that students come first, we will model best practice in instructional and service delivery, student access, community involvement, and accountability.

Mission

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.

Values

- We base our actions on what will best serve students and the community.
- We maintain high standards in our constant pursuit of excellence.

-
- We recognize and celebrate creativity, innovation, and entrepreneurship.
 - We demonstrate integrity and honesty in action and word.
 - We communicate openly and respectfully to students, colleagues, and members of the public.
 - We hire and retain personnel who reflect the diversity of the communities we serve.
 - We promote inclusiveness and openness to differing viewpoints.
 - We use data, research, and open discussion to drive our plans and decisions.
 - We demonstrate responsible stewardship for our human, financial, physical, and environmental resources.
 - We seek and maintain long-term partnerships with the communities we serve.

Governance Principles Derived from Law and Accreditation Standards

This section describes the laws that mandate participatory governance and the accreditation standards that hold institutions accountable for creating and implementing effective processes in which faculty, staff, administrators, and students collaborate in decision-making.

The Law

Governance processes within VCCCD, designed in accordance with California Education Code 70901 and 70902 and Assembly Bill 1725, are intended to ensure that decisions are based on well-informed recommendations, support sound District functioning, and are made at the level and with the participation of those who can contribute to their effectiveness, efficiency, and implementation.

According to this Code, the Board of Governors of the California Community Colleges establishes minimum standards as required by law, including, but not limited to, the following:

- Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.
- Minimum standards for the employment of academic and administrative staff in community colleges.
- Minimum standards for the formation of community colleges and districts.
- Minimum standards for credit and noncredit classes.
- Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, administrators, and students the right to participate effectively in district and college governance, the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

The role of the local governing Board is to establish procedures in keeping with the minimum standards established by the Board of Governors of the California Community Colleges. In terms of governance, those procedures must ensure that:

- Faculty, staff, and students have the statutory right to participate effectively in District and College governance, and
- The Board retains its ability to be the final decision maker.

Accreditation Standards

Colleges in Ventura County Community College District are accredited by the Association of Community and Junior Colleges, the two-year higher education division of the Western Association of Schools and Colleges. Governance, as defined in these accreditation standards, supports institutional effectiveness by requiring processes in which ethical and broad-based leadership:

- Guide the accomplishment of the mission, and
- Promote ongoing dialogue focused on continuous improvement.

Governance is addressed in two components of the accreditation standards. Standard IV includes these statements most relevant to this Handbook:

- Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designed responsibilities of the governing board and chief administrator.
- 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.

The Policy and Procedures for the Evaluation of Institutions in Multi-College/Multi-Unit Districts or Systems include these statements most relevant to this Handbook:

- The integrity of the district/system programs and services falls within the scope of the institution's accreditation.
- Institutions have the responsibility to describe and display clearly the particular way functions are distributed in their unique multi-college organization.
- When a team identifies serious inadequacies in the performance of a district/system function, such a deficiency could jeopardize the accreditation of one, some, or all of the district/system colleges.

In addition to laws cited in the previous section, these accreditation standards provide a mandate for collaborative decision making and ongoing cooperation in decision making among the components in a multi-college district.

Implementation of the Law in VCCCD

Ventura County Community College District and its Colleges' governance groups strive to put into practice the spirit and principles of participatory governance. Effective participatory governance is a partnership between and among those

who are charged with making recommendations and those who are held accountable for outcomes. VCCCD creates processes to foster just such a successful governance partnership. An inclusive governance structure enables members of the VCCCD community to participate in developing recommendations for consideration by the Board of Trustees.

The intent of AB 1725 and the accreditation standards is actualized at both College and District levels in such a spirit of collaboration. Functionally, the process includes a system of committee meetings and activities designed to solve challenges at levels closest to the staff and work units affected and to provide the District's Presidents and Chancellor with assistance in preparing plans, processes, and policies.

These processes work because members of the District groups and District administrative staff agree that shared responsibilities are important and are to be protected through adherence to the following mutual agreements:

1. All members of District governance, advisory, and operational groups agree to:
 - Work for the greater good of our students.
 - Use analytical skills, creativity, and expertise to further District long-range goals, effective day-to-day functioning, and students' well-being.
 - Fulfill group member responsibilities through:
 - Attendance at meetings
 - Clear articulation of constituent needs
 - Function as a team member with other members of the group
 - Follow-through on tasks
 - Report meeting outcomes back to constituent groups
 - Work toward common understanding and consensus in an atmosphere of respect.
 - Support the implementation of recommendations once group consensus is reached.
 - Welcome change and innovation.
2. In turn, the Chancellor agrees to support the work of District groups by making the commitment that members of District groups will have:
 - Flexibility and resources needed to accomplish assigned tasks.
 - Shared responsibility for outcomes.
 - Praise and recognition for their work.
 - Support for change and innovation.
 - Access to leadership opportunities.
 - Establishment of Tuesday/Wednesday college meetings and Thursday/Friday District meetings, unless necessitated by unusual circumstances.
 - The Board of Trustees set an annual calendar.

Relationship of College Groups and District Groups

As independently accredited institutions, each College complies with the accreditation standards, Education Code, and Title 5 regulations on governance by developing processes for collegial consultation on each campus.

The Colleges have developed autonomous and individualized processes to generate, review, and implement recommendations on the academic and professional matters defined in law and regulation. However, when the implementation of recommendations from a College will impact the other Colleges and/or District, these recommendations are presented at the District Consultation Council. After being reviewed and considered by this District group, recommendations flow to the Chancellor and Board of Trustees or return to the College group for clarification. This does not prevent any of the Academic Senates from communicating directly with the Board of Trustees.

In addition to governance bodies, each College has created advisory and operational groups as needed to maintain smooth routine functioning and to ensure that College constituencies are informed and involved. If recommendations from the Colleges' advisory and operational groups have District-wide implications, these are brought forward for consideration at the appropriate and parallel District operational or advisory group.

District Consultative Structure ***General Operating Agreements for District Groups***

Operating agreements outline the rules of conduct, delegation of authority, and the roles and responsibilities of individuals who are committee members.

While some District groups may develop operating agreements specific to its tasks as detailed later in this Handbook, there are six overall operating agreements for VCCCD groups.

1. All members of District groups understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. The group formulates recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law.
2. Team members are committed to their group's charge and to agreed-upon norms for operating in District groups. In the first fall meeting, each governance group will:

-
- Distribute and discuss the group's charge and reporting structure to the group membership's understanding of the relationship between the Colleges' governance structures and the District groups
 - Review norms for working as a team (see Appendix I for suggestions)
 - Develop operating agreements for determining recommendations
 - Review or establish task-specific operating agreements, if needed
3. Team members are committed to regular attendance and understand that matters before District groups will be acted upon irrespective of absent members.
 4. District groups will meet on either Thursday or Friday. The schedule for groups is established for the coming academic year in the final meeting of the preceding spring semester. Once set, the schedule may be adjusted only by consensus of the group members. These District groups are not subject to the Ralph M. Brown Act and therefore are not public meetings.
 5. A record of each meeting is distributed to the Chancellor's Office, to committee members, and is posted on the District website.
 6. Recommendations from all District groups are forwarded to the Chancellor. The chairs are responsible for tracking the progress of those recommendations and providing feedback to the District group on the approval, rejection, or modification of the recommendations. All District consultative bodies are expected to conduct their work efficiently and provide recommendations to the Chancellor on a timely basis. Failure to provide recommendations in a reasonable period of time may result in the Chancellor exercising his/her delegated authority to act independently.

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.

Administrative Decision-Making Bodies

Chancellor's Cabinet

The Chancellor's Cabinet discusses 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. Items that require consistent implementation that emerge from Chancellor's Cabinet discussions are communicated to the College and District Administrative Center personnel as appropriate.

On a periodic basis, Chancellor's Cabinet meets with Chancellor's Administrative Council, comprised of members of Chancellor's Cabinet, executive vice presidents, and vice presidents.

Chair: District Chancellor

Members: College Presidents (3)
Vice Chancellor, Business and Administrative Services
Vice Chancellor, Human Resources
Director of Administrative Relations

Typically, Chancellor's Cabinet meets weekly, or as needed.

District Advisory and Planning Body

District Consultation Council

The District Consultation Council is the representative body designed to facilitate cross-District communication, support the governance processes at each College, and assist in District governance as described in the accreditation standards.

The District Consultation Council facilitates and integrates communication across the four sites of the District by:

- Reviewing the Board agenda prior to action by the Trustees;
- Recommending appropriate participatory governance structures for the District, and monitoring and assessing effectiveness of the implementation of said governance structures;
- Receiving and analyzing recommendations from College governance bodies and determining the appropriate next step for such recommendation;
- Reviewing District-wide compliance with accreditation standards for the Accrediting Commission for Community and Junior College/Western Association of Schools and Colleges; and
- Serving as the District-wide strategic planning body of the District.

Constituent agreement/disagreement on Board items discussed in Consultation Council are noted as a Board informational item in the Chancellor's summary statement "Chancellor's Recommendations of Board of Trustees Agenda." Discrete agenda items presented to the Board in areas of senate primacy contain advisory recommendations and comments from Chancellor, President, Executive Vice President, and Dean.

The Chancellor has the right to accept, reject, or modify recommendations from the District Consultation Council. When the Chancellor rejects or modifies a recommendation from the District Consultation Council, he/she informs that group of the objections to their recommendation. The Academic Senates and Associated Student Governments (ASG) retain the right to present their comments on the Chancellor's recommendation directly to the Board of Trustees.

The authority of the District Consultation Council is limited by the scope of delegated Board authority to the Chancellor, collective bargaining agreements, and constituent group authority as provided by law. This council meets once per month, unless it is necessary to hold an additional meeting. The District Consultation Council engages in a formative assessment of its processes annually.

Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation as defined in Appendix III of this Handbook.

Chair: District Chancellor

Members: Vice Chancellor, Business and Administrative Services
Vice Chancellor, Human Resources
Director of Administrative Relations
Executive Vice President (1), (appointed by the Chancellor)
District Classified Representative (1)
Classified Confidential Representative (1)

From Each College:

College President
Academic Senate President or designee
Classified Senate President
Associated Student Government Representative

From the Collective Bargaining Units:

AFT President
SEIU President

Typically, the council meets monthly, or as needed.

District Advisory Bodies

Administrative Technology Advisory Committee

The Administrative Technology Advisory Committee (ATAC) advises the Chancellor on technology planning and priority setting for all technologies not used in the teaching/learning process, including Banner enhancements, with the exception of the distance learning platform. Such activities may include, but are not limited to, evaluating and prioritizing tasks, including implementation timelines and the identification of needed resources; setting priorities for fiscal and staff resources; and making recommendations to revise business processes and functionalities to improve procedures and productivity.

Ad hoc committees are assigned specific components of projects as needed.

Chair: Associate Vice Chancellor, Information Technology

Members: Vice Chancellor, Business and Administrative Services
Vice Chancellor, Human Resources
Director of Administrative Relations
District Information Technology Project Support Staff

From Each College:
Executive Vice President (or designee)
Vice President, Business Services

Typically, the committee meets bi-monthly, or as needed.

District Council on Accreditation and Planning

The District Council on Accreditation and Planning (DCAP) is an evolving body established to address immediate accreditation and planning issues. As such, DCAP advises the Chancellor, through Cabinet and the District Consultation Council on matters pertaining to the development, monitoring, and evaluation of District-wide planning and accreditation cycle activities.

Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation.

Membership will be expanded and/or modified by December 31, 2012.

Chair: Appointed by the Chancellor (currently Chancellor's Designee)

Members: District Administrative Center Representative
Student Trustee
Others as determined by the Chancellor

From Each College:
College President
Academic Senate President or designee

Typically, this committee meets monthly.

District Council on Human Resources

The District Council on Human Resources (DCHR) is advisory to the Chancellor on human resources policies and procedures. This charge includes:

- Develop the first draft of Board policies on human resources;
- Develop the first draft of District procedures to implement the related Board policies on human resources;
- Review implementation processes that accompany innovations in technology to support human resources; and
- Facilitate discussion on common interests among the three colleges with regard to human resources issues.

Chair: Vice Chancellor, Human Resources

Members: Human Resources Department Manager(s)
AFT Representative

From Each College:
Executive Vice President
Academic Senate President or designee
Classified Representative

Typically, the committee meets monthly during the academic year.

Institutional Research Advisory Committee

Research is conducted at the college using uniform Districtwide data elements sustained by the Information Technology department. Comprehensive research is not performed at the District; however, standardized data and reporting structures are agreed upon through the District's Institutional Research Advisory Committee (IRAC) [formally Institutional Research Committee]. IRAC is charged with supporting District and college decision-making in the areas of enrollment management, planning, academic program review, performance and outcomes assessment, accreditation, and organizational development. IRAC functions include coordination of research activities, developing, evaluating and regularly distributing basic community demographic information and performance indicators through the District-supported DataMart; and assisting to ensure correct and complete MIS data collection and submission to the California Community College System Office.

In addition, the Chancellor's appointed chair of the District Council of Accreditation and Planning (DCAP) is responsible for providing requests to IRAC in support of DCAP's authorized functions and activities.

The Colleges are responsible for the development and assessment of student learning outcomes and service unit outcomes in accordance with accreditation standards. Although each College has developed its own process and schedule for the development and the assessment of course, program and institution-level student learning outcomes, a common method for tracking data on the progress made is maintained. The Colleges are also responsible for developing and evaluating the data elements called for through their site-specific program review models.

Chair: Associate Vice Chancellor, Information Technology

Members: Senior Programmer Analyst
College Institutional Researcher (3)
Technical Data Specialist (1 DAC)
Technical Data Specialist (1 College)
Others as determined by the Chancellor

Typically, the committee meets as needed.

Governance Recommending Bodies

District Council on Academic Affairs

The District Council on Academic Affairs (DCAA) advises the Chancellor through Cabinet and the District Consultation Council regarding instructional program development and related Board policies, administrative procedures, and standard operating practices; DCAA facilitates the coordination of District college programs and reviews institutional offerings for redundancy, growth and development, and discontinuance; and prepares the initial draft of the educational master plan as it relates to instruction and student services. The District Council on Academic Affairs is advised by two District workgroups on academic and professional matters (DTRW-I and DTRW-SS). The workgroups focus on instruction and student services in program development.

Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation.

Co-Chair: Appointed by the Chancellor (currently one College Executive Vice President).
Faculty member selected by the DCAA Council (1)

From Each College:

Executive Vice President (1)
Academic Senate President or designee
Vice President, Business Services (1)
Faculty co-chair of campus planning committees or a college faculty designee
Associated Student Government Representative
Additional college faculty member

Typically, this committee meets monthly.

District Technical Review Workgroup - Instructional

The purpose of the District Technical Review Workgroup - Instructional (DTRW-I) is:

- To put into practice the collaboration of faculty and District administration in ensuring the technical and legal accuracy of new and substantively revised

courses and programs approved by each College's Curriculum Committee; and

- To safeguard the primacy of each College Curriculum Committee and the College faculty in the design and modification of courses and programs.

The DTRW-I is an advisory group to DCAA. It reviews curriculum submitted by the three VCCCD College Curriculum Committees. The DTRW-I is responsible for reviewing new and substantively revised courses and programs prior to submission through DCAA to the Chancellor and the Board of Trustees. DTRW-I is responsible for ensuring the technical and legal accuracy of all components of new and substantively revised courses and programs. In addition, the DTRW-I may choose to review and provide advice on questions regarding the interpretation of curricular regulations. To fulfill these charges, members of this workgroup are assigned responsibility for remaining current on all regulations and laws related to curriculum.

In addition to the general operating agreements for District groups included previously in this Handbook, DTRW-I follows these additional operating agreements:

- Membership in DTRW-I for the following academic year will be chosen in the spring to ensure:
 - The members are prepared to meet as early as needed in the fall;
 - There is sufficient time for summer training on curriculum; and
 - There is sufficient time for members' schedules to be adjusted, if needed, to accommodate the DTRW-I meeting schedule.
- The Colleges' Curriculum Committees forward new and substantively revised courses, degrees, and certificates to the DTRW-I for review no later than 5:00 p.m. on the third Friday of each month. Each College will submit one packet via the DTRW-I email address. Revisions to this packet made after the submission date will be deferred to the following DTRW-I meeting.
- Substantively revised courses are presented to the DTRW-I in conventional legislative format, with each College's current catalog as the foundational document. If there is a proposed revision to a course that is not yet published in the College catalog, the Executive Vice President from that College will bring the current course outline.
- When the DTRW-I determines that element(s) of a new or substantively revised course or program do not comply with regulation or law, the DTRW-I, via the Colleges' representatives, shall advise the College Curriculum Committee of the variance, citing specific authority. The College Curriculum Committee shall duly consider the advice of the DTRW-I.

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- Should the College Curriculum Committee's determination vary from the advice of the DTRW-I, documentation articulating the varying interpretations of technical/legal point(s) in dispute are forwarded to DCAA.
 - New and substantively revised courses and programs will be placed on the Board Agenda only after approval by the originating College Curriculum Committee and review by DTRW-I and DCAA.
 - Course and program activity requiring DTRW-I and DCAA review and Board approval are:
 - Curricular matters involving international travel
 - All new degrees, certificates, and awards
 - Deleted degrees, certificates, and awards
 - Substantial revisions of degrees, certificates, and awards
 - All new courses
 - Substantial revisions of courses, including changes to:
 1. Title (if substantial)
 2. Units and/or Hours (if increased)
 3. Description (if substantial)
 4. Prerequisite(s) and/or Corequisite(s) (if substantial)
 5. Fees required
 6. Course repetition (added or increased)

Course and program activity requiring College Curriculum Committee review only are:

- Non-substantive revisions to degrees, certificates, and awards
- Deleted courses
- Experimental courses (offered for only one year)
- Reintroduced courses (deleted within past two years) with no substantial revisions
- Non-substantive revisions of courses including changes to:
 1. Course ID (discipline name or abbreviation plus alphanumeric designation)
 2. Title (if modest – e.g., Black Literature to African American Literature)
 3. Units and/or Hours (if no increase)
 4. Prerequisite(s) and/or corequisite(s) (correction, reduction, elimination)
 5. Recommended preparation
 6. Description (if non-substantive)

-
7. Fees (removed)
 8. Course repetition (reduced or removed)
 9. Field trips (required or may be required or removed)
 10. Former course ID (pro forma with revision of course ID)
 11. Co-designation (same as)
 12. Pass/No Pass only (no letter grade)
 13. Not applicable for degree credit
 14. Transfer credit
 15. Distance education

- The Board Agenda template for new and substantively revised courses and programs will include the notation “Reviewed by –District Council on Academic Affairs (DCAA).”

Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation as defined in Appendix III of this Handbook.

Chair: The Chancellor appoints a member to serve as the administrative chair on this workgroup. This member co-chairs the workgroup with a faculty member. The home College for the faculty co-chair is rotated among the three Colleges, and the maximum term for a faculty co-chair is one year.

From Each College:
Executive Vice President
Faculty co-chair of the College Curriculum Committee
Articulation Officer

Typically, this workgroup meets monthly during the academic year.

District Technical Review Workgroup – Student Services

The District Technical Review Workgroup (DTRW-SS) is an advisory group to DCAA. It is responsible for the review and development of Board policies, administrative procedures and standard operating practices in the student support area prior to submission through DCAA to the Chancellor and Board of Trustees. It may also serve as a body providing operational and procedural advice to DCAA for issues that impact students district-wide.

Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation as defined in Appendix III of this Handbook.

Chair: The Chancellor appoints an Executive Vice President as chair. This member co-chairs the workgroup with another member selected by the entire group; this co-chair position is rotated annually among the three Colleges. The maximum term for a co-chair selected by the group is one year.

From Each College:
Dean, (Student Services)
Associated Student Government Representative
Registrar
Articulation Officer or non-instructional designee

Typically, this workgroup meets monthly during the academic year.

District Council on Administrative Services

The District Council of Administrative Services (DCAS) recommends to the Chancellor through the Cabinet and the District Consultation Council on budget policy, development, and implementation, including, but not limited to, the District allocation model, business policies, and procedures.

Members understand that they attend meetings to represent constituent groups at a College or the District Administrative Center. In this role, members formulate recommendations to the Chancellor through consultation and are responsible to serve as a conduit for information and the catalyst for discussion on topics raised at the District group and within the constituent group. These topics include, but are not limited to, the specific areas outlined in state law and regulation.

District budget office staff provides support to DCAS.

Chair: Vice Chancellor, Business and Administrative Services
Faculty Co-Chair

Members: AFT Representative (1)
Executive Vice President (1), (appointed by the Chancellor)

From Each College:

Vice President, Business Services
Academic Senate President or designee
Classified Representative
Student Representative, as appointed by Associated Student
Government

Typically, this committee meets monthly.

Instructional Technology Advisory Committee

The Instructional Technology Advisory Committee (ITAC) advises the Chancellor on technology planning and priority setting for all technologies used in the teaching/learning process. Such activities may include, but are not limited to, evaluating and prioritizing tasks, including implementation timelines and the prioritization of needed resources; and making recommendations to revise instructional technology processes and functionalities to improve student learning.

Ad hoc committees are assigned specific components of projects as needed for all instructional technology.

Chair: Associate Vice Chancellor, Information Technology
Members: District Information Technology Project Support Staff, as needed

From Each College:

Executive Vice President (or designee)
Instructional Technologists (3)
Faculty Members (2)

Typically, the committee meets once per semester, or as necessary.

Appendix I

Suggested Norms for Group Interactions

The following are suggested norms for Ventura County Community College District governance groups. In the first fall meeting, each governance body will review this list, which the group will adopt or modify.

- Come prepared to present and participate;
- Listen to the contributions and reactions of fellow committee members;
- Avoid sidebar conversations;
- Refrain from interrupting;
- Commit to achieving the committee's purposes;
- Keep actions purposeful;
- Make sure the recorder expresses the intent of the committee members;
- Take responsibility for changing one's own non-constructive habits or negative attitudes;
- Present positions as clearly as possible and avoid blindly arguing for individual ideas;
- Avoid changing one's mind just to agree and avoid conflict. Support only ideas one can live with;
- Acknowledge and accept differences of opinion that improve committee chances of reaching the best solution;
- When the team reaches a stalemate, look for the next most acceptable alternative that all team members can live with;
- Value the unity of the committee; and
- Share meeting records and information with your constituency group(s).

Appendix II



Ventura County Community College District Moorpark College • Oxnard College • Ventura College

Functional Mapping

This document describes and explains the areas of functional responsibility between District Administrative Center (District) and the colleges within Ventura County Community College District (VCCCD), including Moorpark College, Oxnard College and Ventura College. It also includes the District's cross-college communication and advisory structures in the form of committees, councils, and task forces.

Functions that are the responsibility of the District are intended to provide for efficiency and continuity of services and programs. Compliance and functions that are statutorily required are also the responsibility of District operations. The provision of educational programs, student support services, direct campus operations, and various ancillary functions are the responsibility of the colleges.

ACADEMIC AFFAIRS/STUDENTS

District – District Council on Academic Affairs College – Executive Vice Presidents

Curriculum development, as well as provision of academic programs, is the responsibility of the colleges' Executive Vice Presidents. The District Council on Academic Affairs (DCAA): advises the Chancellor and administration through Cabinet and the District Consultation Council regarding instructional program development and related Board policies, administrative procedures, and standard operating practices; DCAA facilitates the coordination of District college programs and reviews institutional offerings for redundancy, growth and development, and discontinuance; and prepares the initial draft of the educational master plan as it relates to instruction and student services. The District Council on Academic Affairs is advised by two District workgroups on academic and professional matters (DTRW-I and DTRW-SS). The workgroups focus on instruction and student services in program development.

BOARD POLICY AND ADMINISTRATIVE REGULATIONS

Board of Trustees

VCCCD is governed by a five-member locally elected Board of Trustees (Board) and a student Board member. The five trustees are elected in even-numbered years to four-year terms by the voters of Ventura County. The Board is responsible for adopting policies that govern the business of the District and its colleges. The Chancellor, the District's Chief Executive Officer, is responsible for carrying out policies approved by the Board.

Development and review of policies and procedures are collegial efforts involving a variety of participatory governance groups. For policies and regulations that affect academic matters, the Board relies primarily on the academic senates; on matters defined as within the scope of bargaining interests, the Board follows the requirements of negotiations. For administrative matters, the Board relies primarily on staff recommendations with input from various constituencies in the development and review process. The general public may comment at public board meetings on any policy consideration before the Board.

The role of the Board is to establish policies and procedures in keeping with the minimum standards established by the Board of Governors of the California Community Colleges, the California Education Code, and Title 5 Regulations. Existing policies and procedures appear in the Ventura County Community College District Board Policy Manual. Operating under Brown Act rules, the Board conducts policy development and administrative oversight of the District through (1) public board meetings, and (2) the delegation of authority to the Chancellor. Through the Board's delegation of administrative authority, the Board holds the Chancellor accountable for the administration of policies adopted by the Board and the conduct of District business (Board Policy 2430). The Board supports District personnel in the completion of their duties and ensures they have the requisite responsibility, adequate resources, and necessary authority to perform their assigned work tasks effectively.

Chancellor

The Chancellor is the Chief Executive Officer of the District and is responsible for the administration of the district in accordance with the policies established by the Board. The execution of all decisions made by the Board requiring administrative action is the responsibility of the Chancellor.

As a multi-college district, the Chancellor, serving as the Board's Chief Executive Officer is the District's chief administrator. With broad discretionary powers, the Chancellor reports directly to the Board and is responsible for overall operations of the District, including all programs and services involving educational development, student learning, human resources, facilities planning, business services, fiscal

affairs, and legislative relations. The Chancellor is responsible for providing policy recommendations to the Board, strategic planning, establishing, and maintaining an effective and efficient organization, educational leadership to the colleges, and for supporting District policies with state and local constituencies.

Vice Chancellor, Business and Administrative Services

The Vice Chancellor, Business and Administrative Services reports directly to the Chancellor and is the Chief Financial Officer for the District. The Vice Chancellor provides leadership and accountability for fiscal management, business services, annual audits, legal and risk management, information technology systems, health and safety concerns, the coordination of federal and state reporting for fiscal and facility operations, and overseeing construction projects funded by the recent general obligation bond issue. The Vice Chancellor, Business and Administrative Services chairs and works with District-wide participatory governance groups and committees and serves as a member of Chancellor's Cabinet executive team and District Chancellor's Consultation Council.

Vice Chancellor, Human Resources

The Vice Chancellor, Human Resources reports directly to the Chancellor and is the Chief Human Resources Officer for the District. The Vice Chancellor, Human Resources provides leadership and accountability for human resources functions, including the development of human resources policies and procedures, labor relations, employee relations, contract administration, staff training and development, benefit administration, recruitment, hiring, classification, compensation, worker's compensation, records management and human resources information systems, and legal compliance. The Vice Chancellor, Human Resources works with and chairs District-wide participatory governance groups and committees, serves as a member of the Chancellor's Cabinet executive team and District Chancellor's Consultation Council, acts as liaison to the Personnel Commission, and serves as chief negotiator for the District, representing the Board.

Presidents

The Presidents are the chief executive officers of the colleges and report directly to the Chancellor. The Presidents are responsible for day-to-day operations of the total college programs and provide leadership and coordination for the college community. The three Presidents serve as members of the Chancellor's Cabinet executive team and District Chancellor's Consultation Council.

The Chancellor has delegated certain powers and duties to the college Presidents. In turn, each President provides leadership and advocacy for his or her campus at both the local and District level and is responsible and accountable for the institution's programs, services, and operations. The

Presidents are responsible to the Chancellor to ensure the appropriate implementation of District policies. Additionally, each college President represents his or her college in the communities served by the college and is responsible for maintaining effective communication among faculty, students, staff, and administration. The Presidents are responsible for working with constituent communities in the review of current District policies and administrative procedures.

Personnel Commission

The Personnel Commission prescribes, amends, and interprets rules and regulations to ensure the efficiency of the classified service, conducts recruitment and selection processes for classified employees, and maintains a classification plan, including conducting classification studies. The Personnel Commission also investigates and hears appeals of permanent classified employees who have been suspended, demoted, or dismissed.

Division of Responsibility

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions requiring administrative action. The Chancellor may delegate authority and responsibility for specific functions to each college President. In a decentralized college district, and with the guiding principle that supports and maintains the philosophy of college autonomy, this District is basically structured in such a way that the colleges have primary authority over educational programs and student services functions while the District office has centralized certain functions related to human resources, fiscal and budgetary oversight, construction and capital outlay, and technological support. The relationships are symbiotic as opposed to duplicative. The goal is to provide communication and support collaboration between the colleges and the District. The colleges have broad oversight of instructional responsibilities while the District primarily ensures compliance with applicable statute and regulatory parameters.

BUDGET DEVELOPMENT AND REPORTING

District – Vice Chancellor, Business and Administrative Services Colleges – Vice Presidents of Business Services

The Board delegates budget development to the District under the leadership of the Vice Chancellor, Business and Administrative Services. While the Board retains its fiduciary responsibility for fiscal oversight, the District is responsible for establishing and maintaining the budget, in consultation with the colleges.

The District develops the annual Budget Assumptions and establishes the revenue and District-wide fixed cost budgets. A formula for the distribution of funds to the colleges and other District operations has been established through a participatory process. This formula has been refined annually with input from the District-wide budget development committee comprised of faculty leaders, classified staff, and administrators throughout the District. Once funds are distributed, the colleges and administrative departments are responsible for the planning and budgeting of college priorities as well as the expenditure and monitoring of funds within the constraints of local, state, and federal laws.

The District budget office also maintains position control and provides state budget reporting, attendance accounting, Management Information Systems (MIS), and Integrated Postsecondary Education Data Systems (IPEDS) reporting.

Once funds are distributed, the colleges and administrative departments are responsible for the planning and budgeting of college priorities as well as the expenditure and monitoring of funds within the constraints of local, state, and federal laws. The Vice Presidents of Business Services allocate college discretionary funds to departments, disciplines, and programs and initiate any requirements for new accounts or changes in allocations to accounts that do not affect the overall college discretionary fund.

CLASSIFICATION AND COMPENSATION

District – Vice Chancellor, Human Resources

Colleges – Presidents, Executive Vice Presidents, Vice Presidents, Deans, Directors

Under direction of the Vice Chancellor, Human Resources and the Personnel Commission, the Director of Employment Services/Personnel Commission oversees the functions of classification and compensation, including conducting position classification studies, establishing classifications, and recommending salaries. College administrators are responsible for assigning responsibilities to positions, which provides the basis for position classifications.

COMMUNITY INVOLVEMENT

Citizens Advisory Body

The Citizens Advisory Body provides community input and feedback to the Board of Trustees in the preparation of its Districtwide planning. The community body assists the Board in the evaluation of the District's effectiveness in meeting educational excellence and operational efficiency and acts as a vehicle to which

the Board communicates its expectations of organizational excellence and integrity.

The Citizens Advisory Body consists of 20 members who serve a three-year term; members may serve multiple terms. Individual Trustees recommend up to four community members to the full Board for approval. Members are recommended for their broad community standing, professional experience, and/or public service.

The Board of Trustees confers with the community body several times a year, typically in the preparation of its District plan and as a follow-up in evaluating its success in meeting Board goals and objectives.

College Foundations

The three college foundations are 501(c)(3) charitable organizations that support and advance the educational and student services provided by the colleges. At each college, the Foundation Board of Directors is the organizational authority for the Foundation and includes public members and institutional members. The Foundations raise and distribute funds for student scholarships and special projects.

Citizens Oversight Committee

The Citizens Oversight Committee (COC) was established in May 2002 as a result of the passage of Measure S, a \$356.3 million bond issue for construction and rehabilitation of facilities on the three college campuses and the Camarillo site. The COC has statutory responsibility to inform the public concerning VCCCD's expenditure of revenues received from the sale of Measure S bonds. The COC also is responsible for the preparation and presentation of an annual report to the Board related to the Measure S Bond program expenditures and activities. Seven members serve on the COC, representing groups such as student government, the business community, senior citizens' organization, a taxpayers' organization, and a foundation member affiliated with the VCCCD.

CONTRACT ADMINISTRATION AND LABOR RELATIONS

District – Vice Chancellor, Human Resources

Colleges – Presidents, Executive Vice Presidents, Vice Presidents, Deans, Directors

The Vice Chancellor, Human Resources serves as chief negotiator for the District, representing the Board. The Vice Chancellor, Human Resources has primary responsibility for contract administration and ensuring compliance. College managers are responsible for adhering to contract provisions and researching and responding to alleged contract violations. Representative

college managers also serve as members of the District's negotiation team and provide input regarding changes needed in contract language.

ECONOMIC AND WORKFORCE DEVELOPMENT

District – Dean of Economic Development

Colleges – Presidents, Executive Vice Presidents, Vice Presidents

Economic and Workforce Development is a District-wide operation under direction of the Chancellor. The District Dean of Economic Development has primary responsibility for developing and administering District-wide economic, not-for-credit career education, and workforce development programs that serve local workforce needs. Responsibilities include providing assessment, testing services, and customized, training; responding to mandated training requirements and new legislation; outreach to high schools, special populations, and the community; and creating and maintaining partnerships with various business and industry organizations to address local workforce education and training needs.

The District Dean and the colleges work collaboratively to implement strategies for achieving college goals and objectives related to career/occupational/workforce education. Input and request for Economic Development services are made through the President of each college within the Chancellor's Cabinet.

EMERGENCY PLANNING

District – Vice Chancellor, Business and Administrative Services

Colleges – Presidents, Incident Commander, Emergency Response Team

Under direction of the Vice Chancellor, Business and Administrative Services, the Chief of Police, with shared responsibility with the Director of General Services and Associate Vice Chancellor, Information Technology, implements and coordinates the District's emergency plan as mandated by the State of California, Office of Emergency Services. Responsibilities include updating the emergency plan, coordinating all training, maintaining emergency response teams, and maintaining inventory of emergency equipment and supplies.

The District maintains an Emergency Preparedness and Response Plan, with emergency response teams at each college and the District Administrative Center. The plan is designed to effectively coordinate the use of college and community resources to protect life and property immediately following a major natural, accidental disaster or emergency, and continuity of campus operations. The plan provides for multiple level emergency response organization and is

intended to structure and facilitate the flow of emergency information and resources within and between organizational levels: field response, local government, and operational areas and regions.

Each college Incident Commander provides management of the college Emergency Response Team and provides support to the college President during an emergency. The colleges' Incident Commanders also work with the District Administrative Center to provide training and technical expertise to faculty, staff, and administration in areas of safety, environmental health, and emergency services.

EMPLOYEE BENEFIT ADMINISTRATION

District – Vice Chancellor, Human Resources

The Vice Chancellor, Human Resources is responsible for benefit administration, including carrier negotiations and directing broker activities.

EMPLOYEE RELATIONS

District – Vice Chancellor, Human Resources

Colleges – Presidents, Executive Vice Presidents, Vice Presidents, Deans, Directors

Under direction of the Vice Chancellor, Human Resources, the District Director of Human Resources Operations administers the employee performance and evaluation function and provides counsel and direction to college managers and other District departments. College administrators are primarily responsible for employee performance management and evaluation.

FACILITIES

District – Vice Chancellor, Business and Administrative Services

Colleges – Vice Presidents of Business Services

The District has the responsibility for oversight and coordination of all procurement, construction, maintenance, and operations of all VCCCD facilities and construction projects. The Director of Facilities, Maintenance, and Operations under the leadership of the Vice President, Business Services, coordinates contracts, leases, facilities planning, construction, and maintenance and operations at each college. As a part of its overall academic planning process, each college develops a facilities master plan and scheduled maintenance priorities that reflect the integration of the educational and student

support needs of the institution. When combined, these plans form the basis for master planning and facilities development at VCCCD.

The District is also responsible for a major construction program as a result of the passage of a local bond initiative (Measure S) which includes the procurement and construction of several major facilities and significant upgrading of infrastructure throughout VCCCD. The District has elected to “outsource” this program utilizing the services of a consultant who, reporting to the Chancellor and the Board of Trustees, works very closely with college leadership in the design, planning, and build-out of each project and who in turn oversees the construction and delivery of the individual projects. As a part of this program, the District is also responsible for fulfilling its statutory responsibilities by reporting and responding to the Measure S Citizens’ Oversight Committee on all matters pertaining to bond projects.

FISCAL OVERSIGHT

District – Vice Chancellor, Business and Administrative Services Colleges – Vice Presidents of Business Services

The District has primary responsibility for administering policy and procedures related to the expenditure of funds and has full audit compliance responsibility. Once a budget is developed and approved by the Board, the colleges have autonomy in determining campus expenditures so they can fulfill the college missions. The District is responsible for the annual audit and works with the colleges to ensure that revenue and expenditure management conforms to appropriate accounting practices and statutes. The District provides for central coordination of purchasing, accounting, grants, and contract management, accounts payable, and payroll activities. The District is fiscally independent.

GRANTS ADMINISTRATION

District – Vice Chancellor, Business and Administrative Services Colleges – Presidents, Executive Vice Presidents, Vice Presidents

Grant development is a shared responsibility between the colleges and the District. The colleges identify grant funding/renewal opportunities and intent to participate. The District reviews grant funding/renewal requests for viability, fiscal compliance, and college mission alignment and advances requests for consideration and approval to the Chancellor’s Cabinet. If approved, the District submits grant proposals to the funding agencies. The colleges implement and manage their projects, including monitoring budgets and completing required reporting. The District provides ongoing technical assistance through project closeout.

INFORMATION TECHNOLOGY

District – Vice Chancellor, Business and Administrative Services College – Vice Presidents of Business Services

Information technology and computing services support are provided by the District's IT Department, with personnel located at the District Administrative Center and at each college. The District Information Technology organization provides support for the District's administrative computing, networking infrastructure, telecommunications, data center operations, web services, central Help Desk, and support and development for District-wide applications. Support for local campus applications and instructional labs and classrooms at the colleges are provided by IT personnel located at the college.

The Associate Vice Chancellor, Information Technology reports to the Vice Chancellor, Business and Administrative Services. At the colleges, the College Technology Services Supervisor reports to the Associate Vice Chancellor, Information Technology located at the District, with liaison responsibility to the College Vice President, Business Services. Operational responsibility for the Finance Systems and the Human Resources System resides with the respective Vice Chancellor for each functional area. Operational support for the Student Information System resides at the colleges under the respective Executive Vice President. Technology security is the responsibility of the District.

LEGAL SERVICES

District – Vice Chancellor, Business and Administrative Services and Vice Chancellor, Human Resources

The Vice Chancellor, Business and Administrative Services and the Vice Chancellor, Human Resources are responsible for legal compliance and mandates, managing current and potential litigation, investigations, and resolutions, and overseeing reporting, monitoring, and training.

PLANNING

District – Board of Trustees, Chancellor, Chancellor's Designee Colleges – Presidents

The Board of Trustees engage in in-depth strategic planning and goal setting activities on a six-year cycle, with an opportunity for mid-cycle adjustments at Year Three. Planning and goal setting result from dialogue with college and

district personnel, and the Board of Trustees' Community Advisory Body, which includes representatives from area agencies, businesses, professional organizations, and the educational community. The Board receives annual reports on the status of the strategic plan and goal implementation from the Chancellor and his/her Consultation Council. Periodic reports are provided to the Board regarding progress in meeting goals and objectives during Board meetings from the Chancellor's Cabinet.

The Consultation Council converts the goals created by the Board of Trustees into measurable objectives acceptable to the Board and presents periodic and annual summary progress reports on District-wide goals, objectives, and action steps to the Board of Trustees. The Consultation Council is supported in these efforts by the District Council on Accreditation and Planning (DCAP), which is chaired by the Chancellor's Designee and charged with training the District Councils on the preparation of action steps to meet the objectives and monitoring the progress made by the District Councils in the development and implementation of action steps to meet the objectives. DCAP also consolidates the reports of action step progress from the District Councils, the College Presidents (for any objectives that link directly to campus goals and objectives) and the Chancellor (for any objectives that link directly to District Administrative Center goals and objectives) into one report and presents this report to the Consultation Council.

Through the administrative chair of the District Council on Accreditation and Planning, direction is provided to the campus and district institutional researchers on the organizational effectiveness data elements needed to monitor progress toward Board goals.

Action steps to support the objectives developed by the Consultation Council are prepared and implemented by:

- DCAA (via DTRW-I and DTRW-SS) for instruction and student services objectives
- DCAS for budget and facilities objectives
- ATAC for technology objectives
- DCHR for personnel and professional development objectives
- DLTF for distance learning objectives

These Councils and Committees report their action steps and progress to DCAP, who (as described above) prepares the consolidated report and presents it to the Consultation Council for discussion and analysis.

Planning for the District Administrative Center is led by the Chancellor.

Planning for the Colleges is led by the Presidents, using processes developed at each College in concert with the Academic Senates and involving all campus constituent groups.

POLICE AND COLLEGE SAFETY

District – Chief of Police

Colleges – Vice Presidents of Business Services and Police Lieutenants/Sergeant

Campus safety, traffic, and parking operations are the responsibility of the District. The College Police Department is a centralized operation reporting to the Chief of Police, who in turn reports to the Vice Chancellor, Business and Administrative Services. The Police Department includes P.O.S.T.-certified police officers and three campus Lieutenants, along with a contracted central dispatch for emergency operations. Resources are managed and deployed centrally, and the Lieutenants work with the Chief of Police to provide each college with coverage. Community College Police Lieutenants are the daily liaison with college administration through the Vice Presidents of Business Services to ensure safety of students, faculty, staff, and college physical assets.

PUBLIC RELATIONS/MARKETING DISTRICTWIDE

District – Director of Administrative Relations

Colleges – Presidents, Presidents' Designee(s)

External public relations and marketing are centralized functions of the District Administrative Center. The Director of Administrative Relations reports directly to the Chancellor and is responsible for promoting VCCCD internally and externally through a variety of communication initiatives, marketing District and college brands in print/electronic publications, and managing public relations/marketing District-wide. The Director of Administrative Relations has an informal reporting relationship with the college Presidents and collaborates with each President and/or his/her designee(s) to promote public relations related to the college and facilitate information electronically and in print regarding college programs, services, news, and events. At the college level, the Presidents and/or Presidents' designee(s) are responsible for internal college communications and content of the colleges' websites, employee portals, and student portals, with the exception of the news, events, and marketing-related areas of each website and portal. Content of the news, events, and marketing-related areas of the colleges' websites and portals are the responsibility of the Director of Administrative Relations.

Content management responsibilities for the District website and employee portal are a collaborative effort of IT, Director of Administrative Relations, and designated content publishers in District departments. IT collaborates with the

Director of Administrative Relations regarding functional or design changes to the District website and portals that impact content and branding.

PURCHASING AND CONTRACTS

District – Vice Chancellor, Business and Administrative Services Colleges – Vice Presidents of Business Services, Deans, and Other Administrators

Under direction of the Vice Chancellor, Business and Administrative Services, the Director of General Services handles all procurement and contract administration activities for the District. The Purchasing Department competitively purchases a wide variety of materials, supplies, equipment, and contracts for services through a centralized purchasing system.

All agreements, memorandums of understanding, and contracts are reviewed and processed through the Purchasing Department. The Vice Chancellor, Business and Administrative Services has approval authority for all District contracts and agreements. College administrative offices prepare purchase requisitions, identify specific products or services required, and forward the requisitions to District Purchasing for processing. The colleges notify District Accounting that a product or service has been satisfactorily received and payment can be made.

RECRUITMENT AND HIRING

District – Vice Chancellor, Human Resources Colleges – Presidents and Other College Administrators

Under direction of the Vice Chancellor, Human Resources and the Personnel Commission, the Director of Employment Services/Personnel Commission directs the activities and operations associated with the selection and hiring of Ventura County Community College District employees. The Director of Employment Services/Personnel Commission serves as the Director to the Commission, overseeing the personnel selection processes for the classified service.

College and District administrators submit requisitions through an online system to initiate the hiring process. Screening committees are established in accordance with hiring procedures, ensuring subject matter expertise, staff participation, and diversity. Classified employees, faculty, and managers participate in the screening process as prescribed by associated policy and procedures. The direct supervisor conducts reference checks for selected candidates.

For the selection of managers, college/District staff participates in developing screening materials, screening applicants, and conducting initial interviews. For academic management positions, screening committees recommend candidates to the college President and Chancellor for final consideration. For classified management positions, the Human Resources Department places candidates on eligibility lists based on their performance in the screening process. The college President/Vice Chancellor and the Chancellor conduct interviews for all management positions.

For the selection of non-managerial classified employees, college/District staff participates in developing screening materials, screening applicants, and conducting initial interviews. The Human Resources Department places candidates on eligibility lists based on performance in the screening process. College management recommends candidates to the Chancellor or designee for final approval.

For the selection of faculty, college staff participates in developing screening materials, screening applicants, and conducting initial interviews. College management recommends candidates to the Chancellor or designee for final approval.

RECORDS MANAGEMENT AND HUMAN RESOURCES INFORMATION SYSTEMS

District – Vice Chancellor, Human Resources

Under direction of the Vice Chancellor, Human Resources, the Director of Human Resources Operations oversees the manual and electronic records storage systems for all human resources files and data.

RESEARCH

District – Associate Vice Chancellor, Information Technology

Research is conducted at the college using uniform Districtwide data elements sustained by the Information Technology department. Comprehensive research is not performed at the District; however, standardized data and reporting structures are agreed upon through the District's Research Advisory Committee (IRAC) [formally Institutional Research Committee]. IRAC is charged with supporting District and college decision-making in the areas of enrollment management, planning, academic program review, performance and outcomes assessment, accreditation, and organizational development. IRAC functions include coordination of research activities, developing, evaluating and regularly

distributing basic community demographic information and performance indicators through the District-supported DataMart; and assisting to ensure correct and complete MIS data collection and submission to the California Community College System Office.

RISK MANAGEMENT

District – Vice Chancellor, Business and Administrative Services Colleges – Vice Presidents of Business Services

Under direction of the Vice Chancellor, Business and Administrative Services, the Director of General Services implements and administers the loss prevention and risk management program of the District. The Risk Management Department, responsible for property and liability, protects students, the general public, employees, and District assets against adverse effects of accidental loss. The mission of risk management is to minimize or eliminate losses, cost effectively.

The Vice Presidents of Business Services are responsible for the review and implementation of the Student Insurance Plan, arranging for employee ergonomic evaluations to be conducted on an as-needed basis, and serving as the liaison between vendors and the District for the continuation of removal of hazardous materials from the colleges.

STAFF TRAINING AND DEVELOPMENT

District – Vice Chancellor, Human Resources Colleges – Presidents

Under direction of the Vice Chancellor, Human Resources, the District Director of Human Resources Operations is responsible for ensuring knowledge, skills, and abilities of District managers and staff are developed and enhanced to meet District performance goals. College Presidents are responsible for identifying training and development needs for their staff. College Presidents work within their college committee structure to develop local college-based professional development programs for faculty, staff, and managers.

STUDENT SERVICES

Colleges – Executive Vice Presidents

Student Services program development and operations are the responsibility of the colleges' Executive Vice Presidents. Policy review and development are

coordinated with the colleges' academic leadership and through DCAA and DTRW-SS.

WORKER'S COMPENSATION

District – Vice Chancellor, Human Resources

**Colleges – Presidents, Executive Vice Presidents, Vice Presidents, Deans,
Directors**

Under direction of the Vice Chancellor, Human Resources, the Director of Human Resources Operations is responsible for managing worker's compensation claims via a third party worker's compensation claims administrator. College administrators are responsible for communicating and relaying information to human resources regarding potential and current employee claims. Human resources staff and college administrators collaborate to develop solutions for returning an injured employee to work.

Appendix III

Applicable Excerpts from Laws and Regulations

Education Code 70902

- (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.
- (2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.
- (b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:
 - (1) Establish policies for, and approve, current and long-range academic and facilities plans and programs, and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.
 - (2) (A) Establish policies for and approve credit courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. A credit course of instruction that is not offered in an approved educational program may be offered without the approval of the board of governors only under conditions authorized by regulations adopted by the board of governors.
 - (B) The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

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- (3) Establish academic standards, probation, dismissal, and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.
 - (4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors, and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.
 - (5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures, and request that those elections be called.
 - (6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.
 - (7) Establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
 - (8) Establish rules and regulations governing student conduct.
 - (9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.
 - (10) In its discretion, receive and administer gifts, grants, and scholarships.
 - (11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.
 - (12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.
 - (13) Hold and convey property for the use and benefit of the district. The governing board may acquire, by eminent domain, any property necessary to carry out the powers or functions of the district.
 - (14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

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- (c) In carrying out the powers and duties specified in subdivision or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.
- (d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made non-delegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.
- (e) This section shall remain in effect only until January 1, 2013.

Government Code 54950-54953: The Brown Act

54950.5. This chapter shall be known as the Ralph M. Brown Act.

54951. As used in this chapter, "local agency" means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency.

54952. As used in this chapter, "legislative body" means:

- (a) The governing body of a local agency or any other local body created by state or federal statute.
- (b) A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body. However, advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.

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- (c) (1) A board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that either:
- (A) Is created by the elected legislative body in order to exercise authority that may lawfully be delegated by the elected governing body to a private corporation, limited liability company, or other entity.
 - (B) Receives funds from a local agency and the membership of whose governing body includes a member of the legislative body of the local agency appointed to that governing body as a full voting member by the legislative body of the local agency.
- (2) Notwithstanding subparagraph (B) of paragraph (1), no board, commission, committee, or other multimember body that governs a private corporation, limited liability company, or other entity that receives funds from a local agency and, as of February 9, 1996, has a member of the legislative body of the local agency as a full voting member of the governing body of that private corporation, limited liability company, or other entity shall be relieved from the public meeting requirements of this chapter by virtue of a change in status of the full voting member to a nonvoting member.
- (d) The lessee of any hospital the whole or part of which is first leased pursuant to subdivision (p) of Section 32121 of the Health and Safety Code after January 1, 1994, where the lessee exercises any material authority of a legislative body of a local agency delegated to it by that legislative body whether the lessee is organized and operated by the local agency or by a delegated authority.

54952.1. Any person elected to serve as a member of a legislative body who has not yet assumed the duties of office shall conform his or her conduct to the requirements of this chapter and shall be treated for purposes of enforcement of this chapter as if he or she has already assumed office.

54952.2. (a) As used in this chapter, "meeting" includes any congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.

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- (b) Except as authorized pursuant to Section 54953, any use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the members of the legislative body to develop a collective concurrence as to action to be taken on an item by the members of the legislative body is prohibited.
- (c) Nothing in this section shall impose the requirements of this chapter upon any of the following:
- (1) Individual contacts or conversations between a member of a legislative body and any other person.
 - (2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.
 - (3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.
 - (4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.
 - (5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves

business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

54952.6. As used in this chapter, "action taken" means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, resolution, order or ordinance.

54952.7. A legislative body of a local agency may require that a copy of this chapter be given to each member of the legislative body and any person elected to serve as a member of the legislative body who has not assumed the duties of office. An elected legislative body of a local agency may require that a copy of this chapter be given to each member of each legislative body all or a majority of whose members are appointed by or under the authority of the elected legislative body.

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by roll call.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that

protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) No legislative body shall take action by secret ballot, whether preliminary or final.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), when a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and that number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31,

14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(4) This subdivision shall remain in effect only until January 1, 2009.

- 54953.1. The provisions of this chapter shall not be construed to prohibit the members of the legislative body of a local agency from giving testimony in private before a grand jury, either as individuals or as a body.
- 54953.2. All meetings of a legislative body of a local agency that are open and public shall meet the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof.
- 54953.3. A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.

If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

- 54953.5. (a) Any person attending an open and public meeting of a legislative body of a local agency shall have the right to record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding by the legislative body of the local agency that the recording cannot continue without noise, illumination, or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

(b) Any tape or film record of an open and public meeting made for whatever purpose by or at the direction of the local agency shall be subject to inspection pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1), but, notwithstanding Section 34090, may be erased or destroyed 30 days after the taping or recording. Any inspection of a video or tape recording shall be provided without charge on a video or tape player made available by the local agency.

54953.6. No legislative body of a local agency shall prohibit or otherwise restrict the broadcast of its open and public meetings in the absence of a reasonable finding that the broadcast cannot be accomplished without noise, illumination, or obstruction of view that would constitute a persistent disruption of the proceedings.

Title 5

§ 53200. Definitions

For the purpose of this Subchapter:

- (a) "Faculty" means those employees of a community college district who are employed in positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code, and for which minimum qualifications for hire are specified by the Board of Governors.
- (b) "Academic senate," "faculty council," and "faculty senate" means an organization formed in accordance with the provisions of this Subchapter whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters. For purposes of this Subchapter, reference to the term "academic senate" also constitutes reference to "faculty council" or "faculty senate."
- (c) "Academic and professional matters" means the following policy development and implementation matters:
 - (1) curriculum, including establishing prerequisites and placing courses within disciplines;
 - (2) degree and certificate requirements;
 - (3) grading policies;

-
- (4) educational program development;
 - (5) standards or policies regarding student preparation and success;
 - (6) district and college governance structures, as related to faculty roles;
 - (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
 - (8) policies for faculty professional development activities;
 - (9) processes for program review;
 - (10) processes for institutional planning and budget development; and
 - (11) other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.
- (d) "Consult collegially" means that the district governing board shall develop policies on academic and professional matters through either or both of the following methods, according to its own discretion:
- (1) relying primarily upon the advice and judgment of the academic senate; or
 - (2) agreeing that the district governing board, or such representatives as it may designate, and the representatives of the academic senate shall have the obligation to reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

§ 51023.5. Staff

- (a) The governing board of a community college district shall adopt policies and procedures that provide district and college staff the opportunity to participate effectively in district and college governance. At minimum, these policies and procedures shall include the following:
- (1) Definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its college(s) that, for the purposes of this section, the governing board is required by law to recognize or chooses to recognize pursuant to legal authority. In addition, for the purposes of this section, management and non-management positions or groups of positions shall be separately defined or categorized.
 - (2) Participation structures and procedures for the staff positions

defined or categorized.

- (3) In performing the requirements of subsections (a)(1) and (2), the governing board or its designees shall consult with the representatives of existing staff councils, committees, employee organizations, and other such bodies. Where no groups or structures for participation exist that provide representation for the purposes of this section for particular groups of staff, the governing board or its designees, shall broadly inform all staff of the policies and procedures being developed, invite the participation of staff, and provide opportunities for staff to express their views.
- (4) Staff shall be provided with opportunities to participate in the formulation and development of district and college policies and procedures, and in those processes for jointly developing recommendations for action by the governing board, that the governing board reasonably determines, in consultation with staff, have or will have a significant effect on staff.
- (5) Except in unforeseeable, emergency situations, the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters through appropriate structures and procedures as determined by the governing board in accordance with the provisions of this Section.
- (6) The policies and procedures of the governing board shall ensure that the recommendations and opinions of staff are given every reasonable consideration.
- (7) When a college or district task force, committee, or other governance group, is used to consult with staff regarding implementation of this section or to deal with other issues which have been determined to significantly affect staff pursuant to subdivision (a)(4), the appointment of staff representatives shall be made as follows:
 - (A) The exclusive representative shall appoint representatives for the respective bargaining unit employees, unless the exclusive representative and the governing board mutually agree in a memorandum of understanding to an alternative appointment process.
 - (B) Where a group of employees is not represented by an exclusive agent, the appointment of a representative of such employees on any task force, committee or governance group

shall be made by, or in consultation with, any other councils, committees, employee organizations, or other staff groups that the governing board has officially recognized in its policies and procedures for staff participation.

(C) When the task force, committee or governance group will deal with issues outside the scope of collective bargaining, any other council, committee or staff group, other than an exclusive agent, that the governing board has officially recognized in its policies and procedures for staff participation may be allowed to designate an additional representative. These organizations shall not receive release time, rights, or representation on such task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.

(D) In all cases, representatives shall be selected from the category that they represent.

- (a) In developing and carrying out policies and procedures pursuant to subsection (a), the district governing board shall ensure that its actions do not dominate or interfere with the formation or administration of any employee organization, or contribute financial or other support to it, or in any way encourage employees to join any organization in preference to another. In addition, in order to comply with Government Code sections 3540, et seq., such procedures for staff participation shall not intrude on matters within the scope of representation under section 3543.2 of the Government Code. Governing boards shall not interfere with the exercise of employee rights to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Nothing in this section shall be construed to impinge upon or detract from any negotiations or negotiated agreements between exclusive representatives and district governing boards. It is the intent of the Board of Governors to respect lawful agreements between staff and exclusive representatives as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to staff pursuant to these regulations.
- (b) Nothing in this section shall be construed to impinge upon the policies and procedures governing the participation rights of faculty and students pursuant to sections 53200-53204, and section 51023.7, respectively.
- (c) The governing board of a community college district shall comply substantially with the provisions of this section.

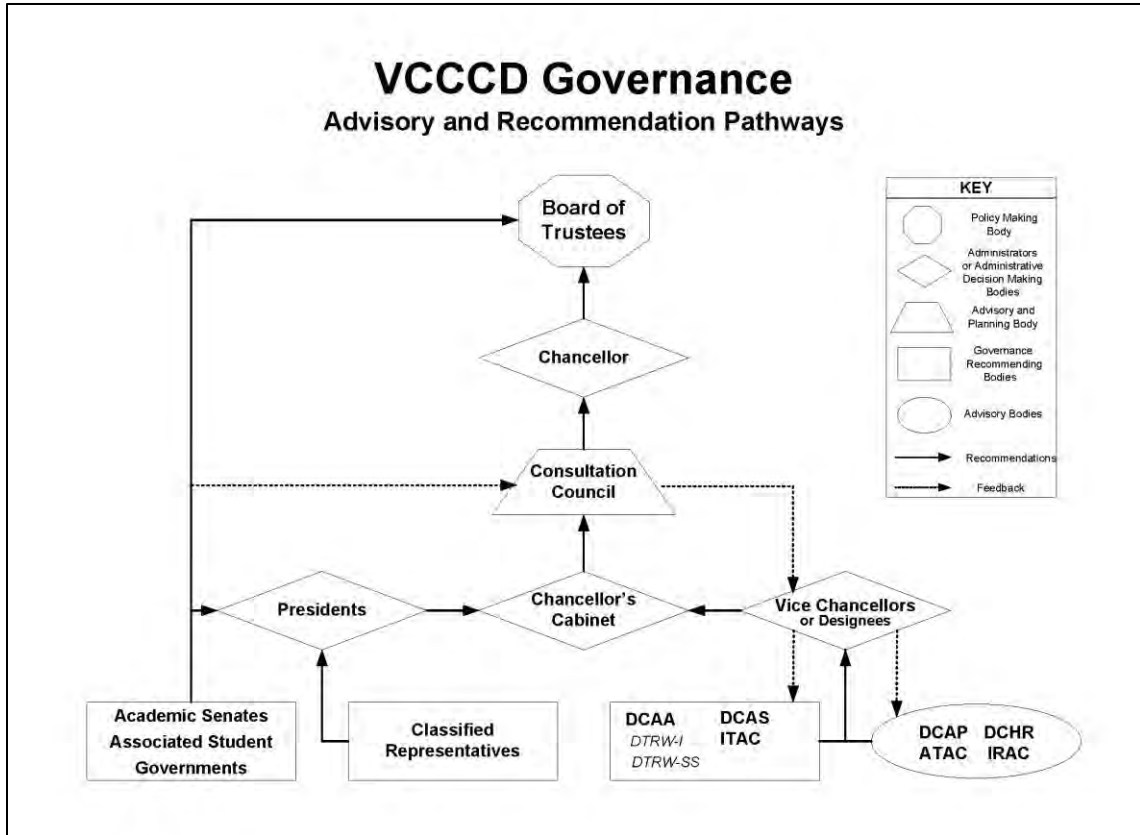
§ 51023.7. Students

- (a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance. Among other matters, said policies and procedures shall include the following:
- (1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.
 - (2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.
 - (3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.
 - (4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.
- (b) For the purposes of this Section, district and college policies and procedures that have or will have a "significant effect on students" includes the following:

-
- (1) grading policies;
 - (2) codes of student conduct;
 - (3) academic disciplinary policies;
 - (4) curriculum development;
 - (5) courses or programs which should be initiated or discontinued;
 - (6) processes for institutional planning and budget development;
 - (7) standards and policies regarding student preparation and success;
 - (8) student services planning and development;
 - (9) student fees within the authority of the district to adopt; and
 - (10) any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.
- (c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.
- (d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206.
- (e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section.

Appendix IV

VCCCD Governance: Advisory and Recommendation Pathways





Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	28. Informational Items
Subject	28.01 The Participatory Governance Manual is provided for information only.
Access	Public
Type	Information

Public Content

[28.01 Participatory Governance Handbook rev 06 19 12.pdf \(634 KB\)](#)

Administrative Content



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
 Category 18. Human Resources
 Subject 18.01 APPROVAL OF EMPLOYMENT AGREEMENT - ADMINISTRATOR: CHANCELLOR
 Access Public
 Type Action
 Fiscal Impact Yes

Recommended Action The Board of Trustees to approve the Employment Agreement - Administrator: Chancellor, as set forth below.

Public Content

Background/Analysis: At a Special Meeting of the Board of Trustees on June 5, 2012, the Board took action to appoint Dr. Jamillah Moore as Chancellor, contingent upon successful employment contract negotiations. The terms of an Employment Agreement were negotiated with Dr. Moore.

This item presents for approval the Employment Agreement between the Ventura County Community College District and Dr. Jamillah Moore. The Agreement will be available to the public upon its execution.

Fiscal Impact:

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel			X
Further Information	Patricia Parham		



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees
 Category 24. Consent Calendar: Human Resources
 Subject 24.01 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF GRANTING LEAVE OF ABSENCE FOR UNION BUSINESS
 Access Public
 Type Action (Consent)
 Fiscal Impact No

Recommended Action The Chancellor recommends the Board of Trustees approve the granting of a leave of absence for union business.

Public Content

Employee	Job Classification	Location	Effective Date
Daniel Casey	Business Office Assistant I (Seasonal)	Ventura	7/1/12
Background/Analysis	Mr. Casey is an elected officer of the Service Employees International Union, Local 99, AFL-CIO (SEIU). He has been on a paid leave of absence from the District since July 1, 2010, in order to participate in and conduct SEIU business related to his position with SEIU. His leave is scheduled to end on June 30, 2012. SEIU has requested that Mr. Casey's leave be extended to December 31, 2012. (See attached letter.) California Education Code section 77210 requires that such leave be granted by the District and that SEIU reimburse the District for all costs associated with Mr. Casey's compensation during his leave of absence.		
Fiscal Impact	N/A		

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel			X
Further Information	James Meznec, Patricia Parham, Robin Calote		

[SEIU Letter Re Dan Casey Leave 5.29.12.pdf \(40 KB\)](#)

Administrative Content



RECEIVED

MAY 15 2012

VICE CHANCELLOR
HUMAN RESOURCES

May 9, 2011

Patricia S. Parham
Vice Chancellor, Human Resources
Ventura County Community College District
255 W. Stanley Ave., Suite 150
Ventura, CA 93001

SUBJECT: Leave of Absence for Daniel Casey – Request for Extension

Dear Patricia:

This is to request an extension of Mr. Daniel Casey's leave of absence to participate in and conduct union business related to his position with SEIU. The duration of this extension will be from July 1, 2012 through December 31, 2012.

As it is presently, pursuant to CA Education Code Sec. 88210, the Union shall reimburse the District for all costs associated with Mr. Casey's compensation during this extension of his leave of absence.

Please contact me if you have any questions regarding this request.

Very truly yours,

Michael Haberberger
Project Director

c: Bill A. Lloyd
Daniel Casey

seiu99/ctw

Edward Reed
President

Barbara Torres
Vice President

Maggie Johnson
Treasurer

Keryl Cartee-McNeely
Secretary

Bill A. Lloyd
Executive Director

Executive Board

County Office of Education

Ramon Capiral
Laine McNally

Early Education

LaRonda Davison
Gayle Williams

Higher Education

Lori L. Annala
James Bradley
Daniel B. Casey
Carlos H. Diaz

Large Public K-12

Maggie Estell
Joseph Holguin
Edward A. Nwadiibia

Small Public K-12

Vilma Carrizales
Ron Cloutier
Samuel Conner
Michael Robertson



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	24. Consent Calendar: Human Resources
Subject	24.02 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ESTABLISHMENT OF POSITIONS: This item presents for approval the establishment of three positions.
Access	Public
Type	Action (Consent)
Fiscal Impact	Yes

Recommended Action The Chancellor recommends the Board of Trustees approve the establishment of the positions set forth below.

Public Content

A. It is recommended that the following positions at Moorpark College be established:

	Classification	Location	Position Number	FTE	Effective
Establish	Foster Care Project Specialist	Moorpark	MCU479	12 months/ 75%	06/20/12
1. Background/Analysis	Under the general supervision of the Dean of Student Learning, the Foster Care Project Specialist will be responsible for the coordinating of the day-to-day operations of the Foster Care & Kinship Education Program. The establishment of this position will allow for the appropriate assignment of duties and consistency with the structure in place at Oxnard College and Ventura College.				
Fiscal Impact	Salary of \$45,000, benefits of \$25,000; Foster Kinship Care Education Grant				

	Classification	Location	Position Number	FTE	Effective
Establish	Placement Project Specialist	Moorpark	MCU480	12 months/ 40%	06/20/12
2. Background/Analysis	The Placement Project Specialist will be responsible for coordinating the day-to-day operations of the college's CalWorks program. This includes supervising and coordinating student placement, monitoring student progress, serving as the liaison to local employers and related public service agencies, and preparing reports.				
Fiscal Impact	Salary of \$24,000, benefits of \$5,000; CalWORKs Funding				

B. It is recommended that the following position at Oxnard College be established:

Establish	Classification	Location	Position Number	FTE	Effective
	Office Assistant (Seasonal)*	Oxnard College	XCU390	5 months/ 40%	07/1/12
Background/Analysis	<p>The establishment of this seasonal position will provide for clerical support for the Extended Opportunity Programs and Services unit at Oxnard College during the busiest periods of the year. This position will also help ensure the college meets its objective to provide accurate and timely management information system reporting.</p> <p>*A proposed classification specification for Office Assistant (Seasonal) has been provided for review in conjunction with this item and is pending Personnel Commission approval.</p>				
Fiscal Impact	Salary of \$6,000, benefits of \$1,000; EOPS Funding				

Staff Position Review	N/A	Primary	Advisory
President		X	
Academic Senate	X		
Legal Counsel	X		
Further Information	James Meznec, Patricia Parham, Richard Duran, Pam Eddinger		

[Attachment to Item 24.02 Office Assistant Class Spec.pdf \(21 KB\)](#)

Administrative Content

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**CLASS TITLE: OFFICE ASSISTANT (SEASONAL)****BASIC FUNCTION:**

Under the general supervision of an assigned supervisor, perform a variety of office support, clerical, and routine secretarial duties of a general or specialized nature.

REPRESENTATIVE DUTIES:

Serve as receptionist for assigned area; receive office and telephone callers; provide general and technical information in accordance with established guidelines. *E*

Verify and review materials such as applications, records, files, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures in determining completeness of applications, records, files, and reports; collect and process appropriate information. *E*

Prepare, review, edit, and proofread a variety of documents and forms including general correspondence, agendas, requisitions, purchase orders, reports, minutes, and memoranda from rough draft, recordings, or verbal instruction; disseminate information as appropriate. *E*

Maintain accurate and up-to-date files and records for assigned areas; develop and monitor various logs, accounts, and files for current and accurate information; maintain and generate reports from a database or network system; verify accuracy of information and research discrepancies. *E*

Perform a variety of routine clerical accounting duties and responsibilities pertaining to financial record keeping and reporting; compile information and data for statistical and financial reports; check and tabulate data; maintain a variety of accounting records, logs, and files. *E*

Produce newsletters, brochures, technical handouts, and other specialized documents using desktop publishing software and other computer applications. *E*

Receive, sort, and distribute incoming and outgoing correspondence. *E*

Maintain office supplies and inventories; order, receive, and maintain office supplies and equipment; prepare requisitions, purchase orders, and work order forms. *E*

Maintain calendar of activities, meetings, and various events; schedule appointments; reserve facilities for specific uses. *E*

Assist in the preparation and distribution of meeting agendas and associated material; take and prepare minutes. *E*

Make reservations and travel arrangements; process a variety of travel and expense forms. *E*

Assist in training and providing work direction to student workers. *E*

OFFICE ASSISTANT (SEASONAL) (continued)

Perform related duties as required.

E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Office procedures, methods, and equipment including computers
Office productivity computer applications including word processing, spreadsheet, email, and database
Principles and procedures of records management, including those related to maintaining filing systems
Methods and techniques of proper phone etiquette
Mathematical principles
Basic principles of business letter writing and report preparation
Fundamentals of English grammar, spelling, and composition
Principles and practices of sound business communication
Customer service and public relations methods and techniques

ABILITY TO:

Interpret and apply general administrative and departmental policies and procedures
Apply applicable federal, state, and local laws, codes, and regulations
Operate office equipment including computers and supporting word processing, spreadsheet, and publishing applications
Learn and apply new information and skills
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Establish and maintain a variety of files and records
Prepare routine correspondence and memoranda
Accurately count, record, and balance assigned transactions
Make arithmetic calculations quickly and accurately
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
Plan and organize work to meet changing priorities and deadlines
Understand and carry out oral and written directions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Exercise initiative and independence of judgment and action
Prepare reports by gathering and organizing data from a variety of sources

OFFICE ASSISTANT (SEASONAL) (continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Graduation from high school or evidence of equivalent educational proficiency.

Experience: One year of responsible clerical experience involving public contact and the use of a computer and office applications OR two years of customer service experience that required the use of computer applications to enter and retrieve information.

WORKING CONDITIONS:

ENVIRONMENT:

College or District Office environment
Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to take and transcribe dictation and to operate a computer keyboard and other office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and review documents
Reaching to retrieve and file records



Agenda Item Details

Meeting Jun 19, 2012 - Board of Trustees

Category 24. Consent Calendar: Human Resources

Subject 24.03 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ABOLISHMENT AND ESTABLISHMENT OF POSITIONS: This item presents for approval the abolishment and establishment of positions.

Access Public

Type Action (Consent)

Fiscal Impact Yes

Recommended Action The Chancellor recommends the Board of Trustees approve the abolishment of a Grant Accounting/Administrative Assistant and the establishment of an Accounting Technician II.

Public Content

A. It is recommended that the following positions be abolished or established at Ventura College:

Action	Abolish	Classification	Location	Position Number	FTE	Effective
		Grant Accounting/ Administrative Assistant (Vacant)	Ventura	VCU498	12 months/ 100%	06/30/12
Action	Establish	Classification	Location	Position Number	FTE	Effective
		Accounting Technician II	Ventura	VCU562	12 months/ 100%	07/01/12
Background/ Analysis	The proposed action will allow for the appropriate assignment of duties to the position as the position will only be responsible for performing a variety of accounting duties related to the preparation, maintenance, and review of financial records, accounts, and reports. The proposed position will not be assigned responsibilities associated with providing administrative support.					
Fiscal Impact	Included in FY 2012-2013 budget					

B. It is recommended that the following positions be abolished or established at Moorpark College:

Action	Abolish	Classification	Location	Position Number	FTE	Effective
		Instructional Lab Technician II - Electronics	Moorpark	MCU093	11 months/ 100%	06/30/12
Action	Establish	Classification	Location	Position Number	FTE	Effective
		Instructional Lab Technician II - Physical and Applied Sciences	Moorpark	MCU481	11 months/ 100%	07/01/12
Background/ Analysis	The current Instructional Lab Technician II - Electronics classification does not accurately reflect the duties to be assigned to the position. The establishment of the Instructional Lab Technician II - Physical and Applied Sciences will allow for the appropriate assignment of duties to the employee who is placed in the position. The revised classification specification was approved by the Personnel Commission on May 17, 2012, and it is presented in conjunction with this recommendation.					
Fiscal Impact	Annual salary savings of \$3,000; Benefits of \$700; General Fund					

Staff Position Review	N/A	Primary	Advisory
President		X	
Academic Senate	X		
Legal Counsel	X		
Further Information	James Meznek, Patricia Parham, Robin Calote, Pam Eddinger		

[Attachment to Item 24.03 - Class Spec for Instructional Lab Tech II Physical and Applied Sciences.pdf \(22 KB\)](#)

[Attachment to Item 24.03 - Class Spec for Instructional Lab Technician II Physical and Applied Sciences Redlined.pdf \(29 KB\)](#)

Administrative Content

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN II - PHYSICAL AND APPLIED SCIENCES**BASIC FUNCTION:**

Under the general supervision of a Dean, perform a variety of complex technical lab work and provide instructional support in labs for physics, engineering, astronomy, environmental sciences, or the earth sciences.

REPRESENTATIVE DUTIES:

Organize and oversee the operation and maintenance of a highly technical and complex instructional science laboratory. *E*

Prepare and issue materials and equipment for student use in a lab; monitor and maintain records of materials and equipment on loan to or checked out by students and faculty. *E*

Assist faculty, staff, and students in the safe use of a variety of equipment, materials, and supplies in an instructional lab setting. *E*

Provide instructional guidance and assistance to individual and small groups of science students; reinforce concepts, techniques, and practical applications presented by the instructor. *E*

Test, adjust, calibrate, maintain, and perform minor repairs on apparatus and equipment, such as oscilloscopes, voltmeters, lasers, meters and signal generators; fabricate, rebuild, and modify equipment as necessary; send equipment out for major repairs. *E*

Maintain stock rooms, laboratories, and other assigned areas in a safe, clean, and orderly condition; encourage awareness of and oversee the proper use of facilities and safe practices. *E*

Prepare instructional materials, supplies, and equipment for instructors' demonstrations and student labs; develop and prepare demonstrations and experiments as required; conduct tests of supplies and materials to ensure accurate mixtures and quantities. *E*

Operate computers and related software applications to control scientific experiments, collect data, and produce analytical written reports. *E*

Screen, select, train, evaluate, and provide work direction for student workers. *E*

Order and receive lab supplies, materials, parts, and equipment; maintain inventories, ensuring that adequate quantities are available for timely instructional use. *E*

Ensure the accurate labeling and orderly, safe, and proper storage of all supplies, materials, and equipment. *E*

Maintain a variety of files and records regarding instructional materials, inventories, purchase orders, and equipment repairs; prepare reports as required; perform general clerical duties as

INSTRUCTIONAL LAB TECHNICIAN – PHYSICAL AND APPLIED SCIENCES (continued)

needed. *E*

Use and operate a variety of technical equipment and measuring devices including precision balances, computer equipment, drafting and art tools, and environmental monitoring equipment. *E*

Design and set up displays for science classes and at various locations on campus to promote interest in the science programs. *E*

Assist in preparing for field trips and accompany students on field trips as required. *E*

Assist in preparation of the preliminary laboratory budget; project estimated needs, supplies, and requests; monitor budget expenditures. *E*

Write instruction booklets and short outlines for the use of software. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures, and equipment used in the physical and applied sciences such as engineering, physics, astronomy, environmental sciences, and the earth sciences, including geography, geology, and geographic information systems

Health and safety regulations

Methods and techniques of record keeping

Correct English usage, grammar, spelling, punctuation, and vocabulary

Methods and techniques of preparing scientific experiments

Electrical and soldering equipment and materials

Basic principles of budget preparation

Operational characteristics of laboratory apparatus, equipment, and materials pertaining to the assigned laboratories and subject areas

Proper methods of storing equipment, materials, and supplies

Fundamentals of English grammar, spelling, and composition

Principles of customer service

Basic inventory and purchasing processes, and procedures

ABILITY TO:

Operate office equipment including computers and supporting word processing and spreadsheet applications

Learn and apply techniques of precise measurement and notation

Ensure the care and security of assigned equipment, specialized materials and supplies

Assemble, maintain, and repair lab equipment

Issue and receive equipment and supplies

Train and provide work direction to others

Understand and follow oral and written directions

Learn, interpret, and follow District operations, policies, and objectives

Work independently with little direction

INSTRUCTIONAL LAB TECHNICIAN – PHYSICAL AND APPLIED SCIENCES (continued)

Communicate effectively, both orally and in writing
Establish and maintain effective working and cooperative relationships with others
Plan and organize work to meet schedules and timelines
Maintain records and prepare reports
Analyze situations accurately and adopt effective courses of action
Provide information and assistance to students regarding the operation, use, and care of equipment
Read schematic diagrams and analyze circuitry

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: A bachelor's degree from a recognized college or university in any of the physical or applied sciences

Experience: Two years of work experience in the field of specialty, preferably in an instructional environment.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver License

WORKING CONDITIONS:

ENVIRONMENT:

Instructional lab environment

PHYSICAL ABILITIES:

Hearing and speaking to communicate with students and faculty
Seeing to inspect materials and to observe student behavior
Dexterity of hands and fingers to prepare materials and demonstrations and to operate and maintain lab equipment
Lifting and carrying heavy objects
Reaching to grasp and move supplies

HAZARDS:

Exposure to electrical currents
Exposure to hazardous chemicals
Exposure to laser beams

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL LAB TECHNICIAN II - PHYSICAL AND APPLIED SCIENCES

BASIC FUNCTION:

~~Under the direction of an assigned supervisor, perform complex technical work related to physics and earth sciences including physics, astronomy and geology; oversee the operation and maintenance of a highly technical or complex instructional laboratory including maintaining supplies and preparing equipment and materials for demonstrations and experiments.~~

Under the general supervision of a Dean, perform a variety of complex technical lab work and provide instructional support in labs for physics, engineering, astronomy, environmental sciences, or the earth sciences.

REPRESENTATIVE DUTIES:

Organize and oversee the operation and maintenance of a highly technical and complex instructional science laboratory. *E*

~~Prepare and issue materials and equipment, books, and clothing for student use in a lab; monitor and maintain records of materials and equipment on loan to or checked out by students and faculty instructors. *E*~~

Assist faculty, staff, and students in the safe use of a variety of equipment, materials, and supplies in an instructional lab setting. *E*

Provide instructional guidance and assistance to individual and small groups of science students; reinforce concepts, techniques, and practical applications presented by the instructor. *E*

~~Test, adjust, calibrate, maintain, and perform minor repairs on apparatus and equipment, such as oscilloscopes, voltmeters, lasers, meters and signal generators; fabricate, rebuild and modify equipment as necessary; send equipment out for major repairs. *E*~~

~~Maintain stock rooms, laboratories and other assigned areas in a safe, clean and orderly condition; encourage awareness of and oversee the proper use of facilities and safe practices. *E*~~

~~Prepare materials and unknowns for laboratory demonstrations, practical examinations and general instruction; prepare and set up laboratory equipment and other teaching aids for class demonstrations, practical examinations and student assignments; set up, test and troubleshoot computer equipment and software for experiments. *E*~~

Prepare instructional materials, supplies, and equipment for instructors' demonstrations and student labs; develop and prepare demonstrations and experiments as required; conduct tests of supplies and materials to ensure accurate mixtures and quantities. *E*

Operate computers and related software applications to control scientific experiments, collect data, and produce analytical written reports. *E*

Screen, select, train, evaluate, and provide work direction for student workers. *E*

~~Order, receive and inspect materials, supplies and laboratory equipment including computers and related equipment; arrange for proper storage and handling of specimens, chemicals, and laboratory equipment; provide certain laboratory materials by procuring from local terrain or stores; inventory materials and assure adequate quantities are available for instructional use. *E*~~

Order and receive lab supplies, materials, parts, and equipment; maintain inventories, ensuring that adequate quantities are available for timely instructional use. *E*

~~Prepare, label and maintain adequate quantities of stock solutions and reagents; classify and label mineral, rock and fossil specimens. *E*~~

Ensure the accurate labeling and orderly, safe, and proper storage of all supplies, materials, and equipment. *E*

Maintain a variety of files and records regarding instructional materials, inventories, purchase orders, and equipment repairs; prepare reports as required; perform general clerical duties as needed. *E*

Use and operate a variety of technical equipment and measuring devices including precision balances, computer equipment, drafting and art tools, and environmental monitoring equipment ~~and District vehicles. *E*~~

Design and set up displays for science classes and at various locations on campus to promote interest in the science programs. *E*

~~Assist in preparing for field trips and accompany students on field trips as required.; transport students and equipment as needed. operate District and rental vans as needed. *E*~~

Assist in preparation of the preliminary laboratory budget; project estimated needs, supplies, and requests; monitor budget expenditures. *E*

Write instruction booklets and short outlines for the use of software. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

~~Principles, practices, procedures, terminology and equipment of Physics and Earth Sciences~~
Principles, practices, procedures, and equipment used in the physical and applied sciences such as engineering, physics, astronomy, environmental sciences, and the earth sciences, including geography, geology, and geographic information systems

Health and safety regulations

Methods and techniques of record keeping

Record-keeping techniques

Correct English usage, grammar, spelling, punctuation, and vocabulary

~~Technical aspects of geology and physics~~

INSTRUCTIONAL LAB TECHNICIAN – PHYSICAL AND APPLIED SCIENCES (continued)
INSTRUCTIONAL LAB TECH II/PHYSICAL SCIENCES (continued) Page Two

~~Oral and written communications skills~~
~~Interpersonal skills using tact, patience and courtesy~~
Methods and techniques of preparing scientific experiments
Electrical and soldering equipment and materials
Basic principles of budget preparation
Operational characteristics of laboratory apparatus, equipment, and materials pertaining to the assigned laboratories and subject areas
~~Science laboratory operation at the community college level~~
~~Proper methods of storing equipment, materials, and supplies~~
~~Methods and procedures of operating computer and peripheral equipment~~
Fundamentals of English grammar, spelling, and composition
Principles of customer service
Basic inventory and purchasing processes, and procedures

ABILITY TO:

~~Communicate effectively with students and adults~~
~~Operate computers and related equipment~~
Operate office equipment including computers and supporting word processing and spreadsheet applications
~~Learn and apply techniques of precise measurement and notation~~
~~As~~Ensure the care and security of assigned equipment, specialized materials and supplies
~~Assemble, maintain, and repair lab equipment~~
~~Demonstrate competence in the Physics and Earth Sciences~~
~~Issue and receive equipment and supplies~~
~~Plan and organize work~~
~~Train, select, evaluate and provide work direction to student workers~~
Train and provide work direction to others
~~Understand and follow oral and written directions~~
Learn, interpret, and follow District operations, policies, and objectives
~~Work independently with little direction~~
~~Communicate effectively, both orally and in writing~~
~~Establish and maintain effective working and cooperative relationships with others~~
Plan and organize work to meet schedules and timelines
~~Maintain records and prepare reports~~
~~Analyze situations accurately and adopt effective courses of action~~
Provide information and assistance to students regarding the operation, use, and care of equipment
Read schematic diagrams and analyze circuitry

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: bachelor's degree in physical and earth sciences or related field and two years of work experience in field of specialty, additional experience may be substituted for up to two years of the education requirement.~~

Any combination equivalent to:

Education: A bachelor's degree from a recognized college or university in any of the physical or applied sciences

Experience: Two years of work experience in the field of specialty, preferably in an instructional

INSTRUCTIONAL LAB TECHNICIAN – PHYSICAL AND APPLIED SCIENCES (continued)

environment.

LICENSES AND OTHER REQUIREMENTS:

~~Valid California Class II driver's license~~

A valid California Driver License

WORKING CONDITIONS:

ENVIRONMENT:

Instructional ~~physics and earth science~~ lab environment

PHYSICAL ABILITIES:

Hearing and speaking to communicate with students and faculty

Seeing to inspect materials and to observe student behavior

Dexterity of hands and fingers to prepare materials and demonstrations and to operate and maintain lab equipment

Lifting and carrying heavy objects

Reaching to grasp and move supplies

HAZARDS:

Exposure to electrical currents

Exposure to hazardous chemicals

Exposure to laser beams



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	24. Consent Calendar: Human Resources
Subject	24.04 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF SEPARATION FROM EMPLOYMENT
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	The Chancellor recommends the Board of Trustees approve the separation of employment of the employees set forth on the attached list.

Public Content

Please see attachment.

[Attachment to Item 24.04-Separation from Employment.pdf \(71 KB\)](#)

Administrative Content

Attachment to Item 24.04 – VCCCD June 19, 2012 Board of Trustees’ Meeting Agenda

Issue: This item presents for approval/ratification the separation of the following employees:

1. Incumbent	Classification	Location	Position	FTE	Effective
Patricia Bergman	Clerical Assistant II	Moorpark	MCU358	12 months/100%	6/30/12
Background/Analysis: Ms. Bergman’s permanent position was approved for elimination on 4/10/12. She will be laid off and placed on the reemployment list for any positions that become available in the classification of Office Assistant.					

2. Incumbent	Classification	Location	Position	FTE	Effective
Lindy Chau	Accounting Clerk II	Moorpark	MCU001	11 months/100%	6/30/12
Background/Analysis: Ms. Chau’s permanent position was approved for elimination on 4/10/12. She will be laid off and placed on the reemployment list for any positions that become available in the classification.					

3. Incumbent	Classification	Location	Position	FTE	Effective
Ornpawee Duangpun	Clerical Assistant II	Moorpark	MCU459	12 months/100%	6/30/12
Background/Analysis: Ms. Duangpun’s permanent position was approved for elimination on 4/10/12. She will be laid off and placed on the reemployment list for any positions that become available in the classification of Office Assistant.					

4. Incumbent	Classification	Location	Position	FTE	Effective
Lori Jay	Clerical Assistant II	Moorpark	MCU457	12 months/100%	6/30/12
Background/Analysis: Ms. Jay’s permanent position was approved for elimination on 4/10/12. She will be laid off and placed on the reemployment list for any positions that become available in the classification of Office Assistant.					

5. Incumbent	Classification	Location	Position	FTE	Effective
Krista Mendelsohn	Clerical Assistant II	Moorpark	MCU383	12 months/100%	6/30/12
Background/Analysis: Ms. Mendelsohn’s permanent position was approved for elimination on 4/10/12. She chose to accept the lay off and not exercise bumping rights. She will be placed on the reemployment list for any positions that become available in the classification of Office Assistant.					

6. Incumbent	Classification	Location	Position	FTE	Effective
Maria Perez-Medeiros	Clerical Assistant II	Moorpark	MCU456	12 months/100%	6/30/12
Background/Analysis: Ms. Perez-Medeiros was bumped by an employee with more seniority. She will be laid off and placed on the reemployment list for any positions that become available in the classification of Office Assistant.					

7. Incumbent	Classification	Location	Position	FTE	Effective
Patricia Banales-Mendoza	Clerical Assistant II (Bilingual)	Oxnard	XCU033	10 months/75%	6/30/12
Background/Analysis: Ms. Banales-Mendoza was bumped by an employee with more seniority. She chose to accept the lay off and not exercise bumping rights. She will be placed on the reemployment list for any 10-month/75% positions that become available in the classification of Office Assistant.					

8. Incumbent	Classification	Location	Position	FTE	Effective
Cynthia Gullekson	Accounting Technician I	Oxnard	XCU347	12 months/100%	6/30/12
Background/Analysis: Ms. Gullekson was bumped by an employee with more seniority. She will be laid off and placed on the reemployment list for any positions that become available in the classification.					

9. Incumbent	Classification	Location	Position	FTE	Effective
Dennis Marletti	Student Activities Specialist	Oxnard	XCU378	12 months/50%	6/30/12
Background/Analysis: Mr. Marletti's permanent position was approved for elimination on 4/10/12. He chose to accept the lay off and not exercise bumping right. He will be placed on the reemployment list for any 12-month/50% positions that become available in the classification.					

10. Incumbent	Classification	Location	Position	FTE	Effective
Valerie Fox	Clerical Assistant II	Oxnard	XCU381	12 months/40%	6/30/12
Background/Analysis: Ms. Fox was bumped by an employee with more seniority. She will be laid off and placed on the reemployment list for any 12-month/40% positions that become available in the classification of Office Assistant.					

11. Incumbent	Classification	Location	Position	FTE	Effective
Jaime Cervantes Gama	Grounds Maintenance Worker	Ventura	VCU085	12 months/100%	6/30/12
Background/Analysis: Mr. Cervantes Gama was bumped by an employee with more seniority. He will be laid off and placed on the reemployment list for any positions that become available in the classification.					

12. Incumbent	Classification	Location	Position	FTE	Effective
Geraldine Daniels	Instructional Assistant/Multi-clerical	Ventura	VCU101	10 months/37.5%	6/30/12
Background/Analysis: Ms. Daniels' permanent position was approved for elimination on 4/10/12. She chose to accept the lay off and not exercise bumping rights. She will be placed on the reemployment list for any 10-month/37.5% positions that become available in the classification.					

13. Incumbent	Classification	Location	Position	FTE	Effective
William De La Rosa	Instructional Lab Technician I/Automotive (Bilingual)	Ventura	VCU089	10 months/100%	6/30/12
Background/Analysis: Mr. De La Rosa was bumped by an employee with more seniority. He will be laid off and placed on the reemployment list for any positions that become available in the classification.					

14. Incumbent	Classification	Location	Position	FTE	Effective
Kathryn Jameson-Meledy	Grant Developer/Writer	Ventura	VCU457	12 months/100%	9/30/12
Background/Analysis: Ms. Jameson-Meledy's permanent position was approved for elimination on 4/10/12. She chose to accept the lay off and not exercise bumping rights. She will be placed on the reemployment list for any positions that become available in the classification.					

15. Incumbent	Classification	Location	Position	FTE	Effective
Michael Oxford	Instructional Lab Technician II/Learning Resources	Ventura	VCU474	12 months/100%	6/30/12
Background/Analysis: Mr. Oxford's permanent position was approved for elimination on 4/10/12. He chose to accept the lay off and not exercise bumping rights. He will be placed on the reemployment list for any positions that become available in the classification.					

16. Incumbent	Classification	Location	Position	FTE	Effective
Joseph Reznak	Information Technology Support Specialist I	Ventura	WCU036	12 months/100%	6/30/12
Background/Analysis: Mr. Reznak's permanent position was approved for elimination on 4/10/12. He will be laid off and placed on the reemployment list for any positions that become available in the classification.					

17. Incumbent	Classification	Location	Position	FTE	Effective
Michelle Saastamoinen	Business Office Assistant I	Ventura	VCU465	12 months/75%	6/30/12
Background/Analysis: Ms. Saastamoinen's permanent position was approved for elimination on 4/10/12. She chose to accept the lay off and will be placed on the reemployment list for any 12-month/75% positions that become available in the classification.					

18. Incumbent	Classification	Location	Position	FTE	Effective
Chedva Weingart	Supervisor of Accounting	DAC	DSC051	12 months/100%	6/30/12
Background/Analysis: Ms. Weingart's permanent position was approved for elimination on 4/10/12. She will be laid off and placed on the reemployment list for any positions that become available in the job classification.					

19. Incumbent	Classification	Location	Position	FTE	Effective
Karen Gorback	Assistant Dean	Ventura	VMA178	12 months/100%	6/30/12
Background/Analysis: Dr. Gorback's position was approved for elimination on 1/17/12. She chose not to exercise retreat rights.					

20. Incumbent	Classification	Location	Position	FTE	Effective
Jerry Mortensen	Assistant Dean	Ventura	VMA319	12 months/100%	6/30/12
Background/Analysis: Mr. Mortensen's permanent position was approved for elimination on 1/17/12. He chose not to exercise retreat rights.					

21. Incumbent	Classification	Location	Position	FTE	Effective
Sandra Mason	Clerical Assistant II	DAC	DCU068	12 months/100%	6/30/12
Background/Analysis: Ms. Mason was bumped by an employee with more seniority. She will be laid off and placed on the reemployment list for any positions that become available in the classification of Office Assistant.					

22. Incumbent	Classification	Location	Position	FTE	Effective
Elizabeth Johnson	Human Resources/Personnel Assistant	DAC	DCU085	12 months/100%	6/30/12
Background/Analysis: Ms. Johnson was bumped by an employee with more seniority. She will be laid off and placed on the reemployment list for any positions that become available in the classification of Human Resources/Personnel Assistant.					

Staff Position Review	N/A	Primary	Advisory
President			X
Academic Senate	X		
Legal Counsel	X		
Further Information	James Meznik, Patricia Parham, Robin Calote, Richard Duran, Pam Eddinger		



Agenda Item Details

Meeting	Jun 19, 2012 - Board of Trustees
Category	24. Consent Calendar: Human Resources
Subject	24.05 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF REASSIGNMENT IN LIEU OF REDUCTION IN TIME OR LAYOFF
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	The Chancellor recommends the Board of Trustees approve the reassignment in lieu of reduction in time or layoff of the employees set forth on the attached list.

Public Content

Please see attachment.

[Attachment to Item 24.05 - Reassignment in Lieu of Layoff.pdf \(94 KB\)](#)

Administrative Content

Attachment to Item 24.05 – VCCCD June 19, 2012 Board of Trustees’ Meeting Agenda

Issue: This item presents for approval/ratification the reassignment in lieu of layoff of the following employees:

1. Incumbent:	Micaela Aguilar		
From Classification	Location	Position	FTE
Clerical Assistant II	Moorpark	MCU364	12 months/100%
To Classification	Location	Position	FTE
Office Assistant (Bilingual)	Oxnard	XCU033	10 months/75%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Aguilar’s position was approved for elimination on 4/10/12. She chose to exercise bumping rights and will displace a less senior employee in the classification. She will be placed on the 39-month reemployment list for any 12-month/100% position that becomes available in the classification of Office Assistant.			

2. Incumbent:	Dan Casey		
From Classification	Location	Position	FTE
Business Office Assistant I	Moorpark	MCU419	12 months/100%
To Classification	Location	Position	FTE
Business Office Assistant I (Seasonal)	Ventura	VCU561	6 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Mr. Casey’s position was approved for elimination on 4/10/12. He requested and was successful in obtaining a lateral transfer to a job classification with an equivalent pay grade. He will be placed on the 39-month reemployment list for any position that becomes available in the classification of Business Office Assistant I.			

3. Incumbent:	Scott Colvin		
From Classification	Location	Position	FTE
Operations Supervisor	Moorpark	MSC017	12 months/100%
To Classification	Location	Position	FTE
Warehouse Operator II	Ventura	VCU459	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Mr. Colvin’s position was approved for elimination on 4/10/12. He requested and was selected for a voluntary demotion to a lower job classification for which he is qualified. He will be placed on the reemployment list for 63 months for any position that becomes available in the classification of Operations Supervisor.			

4. Incumbent:	Kathleen Downes		
From Classification	Location	Position	FTE
Admissions & Records Technician	Moorpark	MCU007	12 months/100%
To Classification	Location	Position	FTE
Admissions & Records Technician	Oxnard	XCU006	12 months/100%
Effective Date:	6/11/2012		
Background/Analysis: Ms. Downes’ position was approved for elimination on 4/10/12. She chose to exercise placement rights and transferred to a vacant position in the classification.			

5. Incumbent:	Margaret Spellman		
From Classification	Location	Position	FTE
Administrative Assistant II	Moorpark	MCU453	12 months/100%
To Classification	Location	Position	FTE
Administrative Assistant	Moorpark	MCU015	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Spellman's position was approved for elimination on 4/10/12. She chose to exercise placement rights to a vacant position.			

6. Incumbent:	Robert Balderrama		
From Classification	Location	Position	FTE
Instructional Lab Technician I/Automotive	Oxnard	XCU064	12 months/100%
To Classification	Location	Position	FTE
Instructional Lab Technician I/Automotive (Bilingual)	Ventura	VCU089	10 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Mr. Balderrama's position was approved for elimination on 4/10/12. He chose to exercise bumping rights and will displace the least senior employee in the classification. He will be placed on the 39-month reemployment list for any 12-month/100% position that becomes available in the classification of Instructional Lab Technician I/Automotive.			

7. Incumbent:	Shirley Gratner		
From Classification	Location	Position	FTE
Accounting Technician I	Oxnard	XCU355	12 months/100%
To Classification	Location	Position	FTE
Accounting Technician I	Oxnard	XCU347	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Gratner's position was approved for elimination on 4/10/12. She chose to exercise bumping rights and will displace the least senior employee in the classification.			

8. Incumbent:	Masoomah Lashkari		
From Classification	Location	Position	FTE
Accounting Technician II	Oxnard	XCU003	12 months/100%
To Classification	Location	Position	FTE
Accounting Technician II	Oxnard	XCU385	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Lashkari's position was approved for elimination on 4/10/12. She chose to exercise placement rights to a vacant position in her current classification.			

9. Incumbent:	Angelica Ramos-Navarro		
From Classification	Location	Position	FTE
Instructional Assistant/Multi-clerical (Bilingual)	Oxnard	XCU073	11 months/45%
To Classification	Location	Position	FTE
Office Assistant	Oxnard	XCU381	12 months/40%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Ramos-Navarro's position was approved for elimination on 4/10/12. She chose to exercise bumping rights and will displace the least senior employee in a lower classification in which she previously served. She will be placed on the 39-month reemployment list for any 11-month/45% position that becomes available in the classification of Instructional Assistant/Multi-clerical.			

10. Incumbent:	Alice Sweetland		
From Classification	Location	Position	FTE
Grounds Maintenance Worker	Oxnard	XCU208	12 months/100%
To Classification	Location	Position	FTE
Grounds Maintenance Worker	Ventura	VCU085	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Sweetland's position was approved for elimination on 4/10/12. She chose to exercise bumping rights and will displace the least senior employee in the classification.			

11. Incumbent:	Rosalina Valenzuela		
From Classification	Location	Position	FTE
Business Office Assistant I (Bilingual)	Oxnard	XCU309	12 months/45%
To Classification	Location	Position	FTE
Business Office Assistant I (Seasonal)	Oxnard	XCU389	6 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Valenzuela was displaced by an employee with more seniority. She requested and was selected for a lateral transfer to a position in a classification for which she is qualified. She will be placed on the 39-month reemployment list for any 12-month/45% position that becomes available in the classification of Business Office Assistant I.			

12. Incumbent:	Ruby Amaro		
From Classification	Location	Position	FTE
Accounting Clerk I	Ventura	VCU493	11 months/47.5%
To Classification	Location	Position	FTE
Business Office Assistant I (Seasonal)	Ventura	VCU560	6 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Amaro's position was approved for elimination on 4/10/12. She requested and was selected for a lateral transfer to a position in a classification for which she is qualified. She will be placed on the 39-month reemployment list for any 11-month/47.5% position that becomes available in the classification of Accounting Clerk I.			

13. Incumbent:	Claudia Baker		
From Classification	Location	Position	FTE
Business Office Assistant I	Ventura	VCU471	12 months/100%
To Classification	Location	Position	FTE
Business Office Assistant I (Bilingual)	Oxnard	XCU309	12 months/45%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Baker's position was approved for elimination on 4/10/12. She chose to exercise bumping rights and will displace the least senior employee in the classification. She will be placed on the 39-month reemployment list for any 12-month/100% position that becomes available in the classification of Business Office Assistant I.			

14. Incumbent:	Elizabeth Doyle		
From Classification	Location	Position	FTE
Clerical Assistant II	Ventura	VCU528	12 months/100%
To Classification	Location	Position	FTE
Office Assistant	DAC	DCU068	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Doyle's position was approved for elimination on 4/10/12. She chose to exercise bumping rights and will displace the least senior employee in the classification.			

15. Incumbent:	Dora Hartman		
From Classification	Location	Position	FTE
Community Services Specialist	Ventura	VCU469	12 months/100%
To Classification	Location	Position	FTE
Administrative Assistant	Ventura	VCU014	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Hartman's position was approved for elimination on 4/10/12. She chose to exercise placement rights to a vacant position in a lower classification in which she previously served. She will be placed on the 39-month reemployment list for any position that becomes available in the classification of Community Services Specialist.			

16. Incumbent:	Erika Hurtado		
From Classification	Location	Position	FTE
Instructional Lab Technician II/Learning Resources	Ventura	VCU497	12 months/47.5%
To Classification	Location	Position	FTE
Tutorial Services Specialist I (Bilingual)	Ventura	VCU556	12 months/100%
Effective Date:	6/1/2012		
Background/Analysis: Ms. Hurtado's position was approved for reduction from 12 months/47.5% to 10 months/40% on 4/10/12 and she was to be bumped by an employee with greater seniority. She requested and was successful in obtaining a lateral transfer to a classification with an equivalent pay grade.			

17. Incumbent:	Peggy Kinney		
From Classification	Location	Position	FTE
Clerical Assistant II	Ventura	VCU545	12 months/100%
To Classification	Location	Position	FTE
Office Assistant	Moorpark	MCU456	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Kinney's position was approved for elimination on 4/10/12. She chose to exercise bumping rights and will displace a less senior employee in the classification.			

18. Incumbent:	Loreto Mahler		
From Classification	Location	Position	FTE
Clerical Assistant I	Ventura	VCU385	12 months/47.5%
To Classification	Location	Position	FTE
Business Office Assistant I (Seasonal)	Ventura	VCU559	6 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Mahler was displaced by an employee with more seniority. She requested and was selected for a voluntary demotion to a position in a classification for which she is qualified. She will be placed on the reemployment list for 63 months for any 12-month/47.5% position that becomes available in the classification of Office Assistant.			

19. Incumbent:	Karen Osher-Partovi		
From Classification	Location	Position	FTE
Accounting Technician II	Ventura	VCU349	12 months/100%
To Classification	Location	Position	FTE
Accounting Technician II	Ventura	VCU562	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Osher-Partovi's position was approved for elimination on 4/10/12. She chose to exercise placement rights to a vacant position in her current classification.			

20. Incumbent:	Sharon Oxford		
From Classification	Location	Position	FTE
Tutorial Services Specialist II	Ventura	VCU522	12 months/100%
To Classification	Location	Position	FTE
Instructional Lab Technician II/Learning Resources	Ventura	VCU497	10 months/40%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Oxford's position was approved for elimination on 4/10/12. She chose to exercise bumping rights and will displace the least senior employee in a lower classification in which she previously served. She will be placed on the 39-month reemployment list for any position that becomes available in the classification of Tutorial Services Specialist II.			

21. Incumbent:	Lisa Ayala		
From Classification	Location	Position	FTE
Clerical Assistant II	DAC	DCU119	12 months/100%
To Classification	Location	Position	FTE
Office Assistant	Ventura	VCU385	12 months/47.5%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Ayala's position was approved for elimination on 4/10/12. She chose to exercise bumping rights and will displace the least senior employee in the classification. She will be placed on the 39-month reemployment list for any 12-month/100% position that becomes available in the classification of Office Assistant.			

22. Incumbent:	Conni Bittinger		
From Classification	Location	Position	FTE
Administrative Assistant III	DAC	DCU116	12 months/100%
To Classification	Location	Position	FTE
Senior Administrative Assistant	Moorpark	MCU023	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Bittinger's position was approved for reduction from 12 months/100% to 12 months/60% on 4/10/12. She chose to exercise placement rights to a vacant 12-month/100% position.			

23. Incumbent:	Karen Bulger		
From Classification	Location	Position	FTE
Lead Employment Specialist	DAC	DCU131	12 months/100%
To Classification	Location	Position	FTE
Human Resources Technician (Confidential)	DAC	DCC052	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Ms. Bulger's position was approved for elimination on 4/10/12. She chose to exercise bumping rights and will displace the least senior employee in a lower classification in which she previously served. She will be placed on the 39-month reemployment list for any position that becomes available in the classification of Lead Employment Specialist.			

24. Incumbent:	Anthony Chavez		
From Classification	Location	Position	FTE
Human Resources Technician (Confidential)	DAC	DCC052	12 months/100%
To Classification	Location	Position	FTE
Curriculum Technician	Oxnard	XCU387	11 months/60%
Effective Date:	7/1/2012		
Background/Analysis: Mr. Chavez' was bumped from his position by an employee with greater seniority. He chose to compete for and was granted a lateral transfer to a position with an equivalent pay grade. He will be placed on the 39-month reemployment list for any position that becomes available in the classification of Human Resources Technician (Confidential).			

25. Incumbent:	Rick Shaw		
From Classification	Location	Position	FTE
Director of Technology Support Services	DAC	WMC003	12 months/100%
To Classification	Location	Position	FTE
Instructional Technologist	Oxnard	XCU383	12 months/100%
Effective Date:	7/1/2012		
Background/Analysis: Mr. Shaw's position was approved for elimination on 4/10/12. He requested and was selected for a voluntary demotion to a lower classification for which he is qualified. He will be placed on the reemployment list for 63 months for any position that becomes available in the classification of Director of Technology Support Services.			

Staff Position Review	N/A	Primary	Advisory
President			X
Academic Senate	X		
Legal Counsel	X		
Further Information	James Meznec, Patricia Parham, Robin Calote, Richard Duran, Pam Eddinger		



Agenda Item Details

Meeting	Jun 07, 2012 - Chancellor's Consultation Council
Category	4. Participatory Governance
Subject	4.01 Review VCCCD Governance Chart and Narrative.
Access	Public
Type	Discussion

Public Content

Administrative Content



Agenda Item Details

Meeting	Jun 07, 2012 - Chancellor's Consultation Council
Category	5. Other Items
Subject	5.01 Future Meetings
Access	Public
Type	Information

Public Content

Future Meetings

- * June 14 ~~15~~ Agenda Review
- * June 21 ~~22~~ *Governance Review*
- * June 28 ~~29~~ Agenda Review
- * July 12 ~~13~~ *Governance Review*
- * August 2 ~~3~~ Agenda Review
- August 31 Agenda Review
- September 28 Agenda Review
- November 2 Agenda Review
- November 30 Agenda Review

* Dates changed to accommodate 4/40 summer work schedule.

Administrative Content



Agenda Item Details

Meeting	Jun 07, 2012 - Chancellor's Consultation Council
Category	6. Adjourn Meeting
Subject	6.01 Adjourn meeting
Access	Public
Type	Information

Public Content

Administrative Content
