



**Thursday, August 2, 2012
Chancellor's Consultation Council**

**Ventura County Community College District
Consultation Council
District Administrative Center
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
8:30 a.m.**

1. Call to Order

1.01 Call to Order

2. Review of Consultation Council Notes

2.01 Review of the June 28, 2012 Consultation Council Notes

3. Board Meeting Agenda Review

3.01 Review and discuss Board of Trustees August 9, 2012 Board Strategic Planning Meeting Part Two

3.02 Review and discuss Board of Trustees August 14, 2012 Board Meeting

4. Other Items

4.01 Future Agenda Items

4.02 Future Meetings

5. Adjourn Meeting

5.01 Adjourn meeting



Agenda Item Details

Meeting	Aug 02, 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	Aug 02, 2012 - Chancellor's Consultation Council
Category	2. Review of Consultation Council Notes
Subject	2.01 Review of the June 28, 2012 Consultation Council Notes
Access	Public
Type	Discussion

Public Content

 [06.28.12 Consultation Council Notes.pdf \(111 KB\)](#)

Administrative Content

Ventura County Community College District
Consultation Council Notes
June 28, 2012
8:30 p.m.

Present: Richard Duran, Ramiro Sanchez, Patricia Parham, Riley Dwyer, Peter Sezzi, Linda Kama'ila, Peder Nielsen, Maureen Rauchfuss, Laura Brower, Karen Bulger
Chair: Sue Johnson, Interim Chancellor
Recorder: Patti Blair
Absent: James Meznik, Clare Geisen, Robin Calote, Student Representative

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Opening of Meeting	Ms. Johnson welcomed everyone to the meeting.	N/A	N/A	Sue Johnson
Review of Consultation Council Notes	Consultation Council notes from June 7, 2012 were reviewed and approved.	N/A	N/A	
July 10, 2012 Board of Trustees Meeting Agenda Review	The Board of Trustees meeting will be held in the Thomas G. Lakin Board Room; the meeting will begin at 5:30p.m., with a closed session scheduled and open meeting at 5:45 p.m.	N/A	N/A	Sue Johnson
Board Self Evaluation and Consultation Council Evaluation of the Board of Trustees	Ms. Johnson provided feedback to Consultation Council and the Board's request for more constructive feedback from Consultation Council. There was a recommendation from Consultation Council that the survey is conducted bi-annually. Trustees will determine frequency of future meetings during the August 9, 2012 Strategic Planning Session. Dr. Hall commented that he was not sure if the Board and Consultation Council assessments were from the same perspective and believed the Board assessed themselves related to Board	There was a suggestion that the survey questions be reviewed prior to the survey distribution. Ms. Johnson indicated DCAP could review the survey, and suggest changes to provide greater clarity and constructive feedback. There was a suggestion for a proposal to be submitted to the Board for review during the August Planning Session. There was agreement to present, as a Board	TBD	Sue Johnson

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>meeting activity and Consultation Council assessed the broader perspective.</p> <p>Consultation Council commented that Survey Monkey may not be the best tool for this assessment. Ms. Johnson commented that strength and constructiveness of the information comes from the comments rather than the number rating.</p> <p>There was agreement to commit to completing the survey following certain “norms” however, Ms. Johnson reminded everyone the survey was an individual effort and comments were not filtered in any way. There was also a suggestion for questions to begin with “in the last six months, ...”</p>	<p>professional development opportunity in September 2012, the Program Discontinuance Policy.</p> <p>Suggested/revised performance goals:</p> <p>Understand and respect the governance process. Refrain from direct Board or individual Trustee involvement in operational matters.</p>		
<p>Review of Board of Trustees Progress Towards Meeting Board Performance</p>	<p>Ms. Johnson discussed Item 17.03 Review and Assess Board of Trustees Progress Towards Meeting Board Performance Goals in the July 26, 2012 Board meeting. Consultation Council reviewed Item 4: Refrain from direct Trustee involvement in operational matters.” Trustees requested this item be clearly defined by staff.</p> <p>Ms. Johnson said that she believes the Trustees are taking this issue seriously and has seen evidence of Trustees clarifying whether an issue was within their role.</p>			
<p>AFT</p>	<p>Dr. Hall suggested the Board consider eliminating the July 2013 Board meeting.</p> <p>Dr. Hall asked for clarification on the new chancellor’s benefit package. Ms.</p>	<p>Ms. Johnson indicated the meeting will be set, however, the Board could consider cancellation of the meeting, if not necessary.</p>	<p>N/A</p>	<p>Steve Hall</p>

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	Johnson clarified that the \$65,000 approved is a standard benefit package.			
Business Services	Ms. Johnson indicated work continues on the Grand Jury report.	N/A	N/A	Sue Johnson
Future Agenda Items	There were no future agenda items suggested.			
Future Meetings	Future Meetings August 2 Agenda Review for August 9 and August 14, 2012 Board Meeting August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			



Agenda Item Details

Meeting	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	3. Pledge to the Flag
Subject	3.01 Pledge to the Flag
Access	Public
Type	Information

Public Content

Administrative Content



Thursday, August 9, 2012
Board of Trustees Strategic Planning Session - Part Two

Order of the Agenda
Ventura County Community College District
Thomas G. Lakin Boardroom
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
3:00 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

- 2.01 Call to Order

3. Pledge to the Flag

- 3.01 Pledge to the Flag

4. Changes to the Agenda

- 4.01 Changes to the Agenda

5. Chancellor's Recommendation of the Board of Trustees Agenda

5.01 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 August 2, 2012, have been reviewed within the District's Consultation Council and are hereby presented to the Trustees for action, without constituent objection.

6. Trustee/Chancellor's Office

- 6.01 Open Study Session
- 6.02 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE July 10, 2012 REGULAR BOARD MEETING. This item presents for review a Board meeting assessment for the July 10, 2012 Regular Board of Trustees meeting.
- 6.03 Close Study Session

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 the Chancellor Jamillah Moore, VCCCD, 255 W. Stanley

8. Action Item: Trustee/Chancellor's Office

8.01 APPROVAL OF MINUTES FOR THE STRATEGIC PLANNING MEETING OF THE BOARD OF TRUSTEES ON JUNE 26, 2012. This items presents for approval the minutes of the Board of Trustees Strategic Planning Meeting of June 26, 2012.

9. Board of Trustees Professional Development 2012/2013 Calendar

9.01 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT 2012/2013 CALENDAR. This item presents for approval the Board of Trustees Professional Development 2012/2013 Calendar.

10. Board of Trustees 2013 Performance Goals

10.01 BOARD OF TRUSTEES 2012-2013 PERFORMANCE GOALS. This item presents for approval the Board of Trustees 2012-2013 Performance Goals.

11. STUDY SESSION: Board Goals and Objectives

11.01 Open Study Session

11.02 Review Accreditation Recommendations

11.03 Analyze and Evaluate 2011-2012 Board Goals and Objectives Outcomes

11.04 Review, Reaffirm and/or Modify Board Goals and Objectives for 2012-2013

11.05 Close Study Session

12. Planning

12.01 Open Study Session

12.02 Review Proposed Revised Planning Cycle

12.03 Discussion of Future District Direction

12.04 Close Study Session

12.05 Action to Approve Proposed Planning Cycle

13. Adjournment

13.01 Chair will adjourn the meeting



Agenda Item Details

Meeting	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
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	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	1. Ventura County Community College District
Subject	1.02 District Strategic Planning Vision Statement, adopted October 11, 2011.
Access	Public
Type	Information

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	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
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	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
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	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	1. Ventura County Community College District
Subject	1.05 Ventura County Community College Governance Roles
Access	Public
Type	Information

Public Content

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.

rev. 06.19.12

Administrative Content



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 2. Open Session: Call to Order
Subject 2.01 Call to Order
Access Public
Type Information

Public Content

Administrative Content



Agenda Item Details

Meeting	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	3. Pledge to the Flag
Subject	3.01 Pledge to the Flag
Access	Public
Type	Information

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 4. Changes to the Agenda
Subject 4.01 Changes to the Agenda
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	5. Chancellor's Recommendation of the Board of Trustees Agenda
Subject	5.01 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 August 2, 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 August 9, 2012, have been reviewed within the District's Consultation Council on August 2, 2012, and are hereby presented to the Trustees for action, without constituent objection.

Administrative Content



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 6. Trustee/Chancellor's Office
Subject 6.01 Open Study Session
Access Public
Type Action

Public Content

Administrative Content



Agenda Item Details







Meeting	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	6. Trustee/Chancellor's Office
Subject	6.02 STUDY SESSION. BOARD MEETING ASSESSMENT FROM THE July 10, 2012 REGULAR BOARD MEETING. This item presents for review a Board meeting assessment for the July 10, 2012 Regular Board of Trustees meeting.
Access	Public
Type	Discussion

Public Content


 [07.10.12 BoT Meeting Assessment.pdf \(40 KB\)](#)

Administrative Content



1. I was present for the July 10, 2012 Board of Trustees meeting.

		Response Percent	Response Count
Stephen P. Blum, Chair		16.7%	1
Arturo Hernandez, Vice Chair		16.7%	1
Dianne B. McKay, Trustee		16.7%	1
Larry O. Miller, Trustee		16.7%	1
Bernardo M. Perez, Trustee		16.7%	1
A.J. Valenzuela, Student Trustee		16.7%	1
		answered question	6
		skipped question	0

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

		Response Percent	Response Count
Agree		100.0%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
		Comments about the agenda distribution or content?	1
		answered question	6
		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		16.7%	1
Agree		83.3%	5
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0

Comments and recommendations for improvement: 1

answered question 6

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		16.7%	1
Agree		83.3%	5
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 6

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%	6
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			6
skipped question			0

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

		Response Percent	Response Count
Agree		100.0%	6
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			6
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%	6
No		0.0%	0

If no, please provide detailed comments below related to unaddressed questions/concerns. 3

answered question	6
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		83.3%	5
Disagree		16.7%	1
Don't Know (please comment below)		0.0%	0


Comments and recommendations for improvement: 1

answered question	6
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%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments:			0
answered question			6
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%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments:			1
answered question			6
skipped question			0


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

		Response Percent	Response Count
Agree		100.0%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments:			0
answered question			6
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%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments and recommendations for improvement:			2
answered question			6
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%	6
Disagree		0.0%	0
Don't Know (please comment below)		0.0%	0
Comments and recommendations for improvement:			0
answered question			6
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
	1
answered question	1
skipped question	5

15. I completed the July 10, 2012 Board of Trustees Meeting Assessment.

		Response Percent	Response Count
Stephen P. Blum, Chair	<input type="checkbox"/>	16.7%	1
Arturo Hernandez, Vice Chair	<input type="checkbox"/>	16.7%	1
Dianne B. McKay, Trustee	<input type="checkbox"/>	16.7%	1
Larry O. Miller, Trustee	<input type="checkbox"/>	16.7%	1
Bernardo M. Perez, Trustee	<input type="checkbox"/>	16.7%	1
A.J. Valenzuela, Student Trustee	<input type="checkbox"/>	16.7%	1
		answered question	6
		skipped question	0

Q2. The Board of Trustees meeting agenda was distributed and posted timely.

1 Board Docs greatly enhances this for me.

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

1 Suggestion: if we anticipate need for extensive discussion then let's consider convening earlier via Special Meeting Agenda.

Q7. Questions/concerns regarding specific items were adequately addressed prior to the Board of Trustees meeting.

1 A good explanation of the middle colleges was given after questions were raised about the proposed middle college at OC.

2 Thank you for the information on the OC middle college item. It was very helpful.

3 Helpful information regarding Condor Middle College at Oxnard College campus.

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 The Board's Code of Ethics was adhered to with the possible exception of one trustee's response to the Accrediatation letter.

Q10. The Board acted in a professional manner and communicated through focused and relevant discussion specific to the agenda.

1 Mostly. Trustee's statement went off topic.

Q12. 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) presen...

1 There was none except for prior to closed session.

Q12. 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) presen...

2 Since there was no public comment, a Not Applicable response would be more appropriate.

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 Board Development study sessions are very helpful. Presentation on Fiscal by Trustee McKay and Legal by Chair Blum were well done.



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 6. Trustee/Chancellor's Office
Subject 6.03 Close Study Session
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	7. Public Comments
Subject	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 the Chancellor Jamillah Moore, VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.
Access	Public
Type	Report

Public Content

Pursuant to Ventura County Community College District Board Policy (BP) 2350:

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda shall be heard before an item is addressed and voted on.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The Chair of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- They shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chair of the Board.
- Each speaker will be allowed a maximum of three (3) minutes per topic; thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one (1) presentation per specific agenda item before the Board, and to one (1) presentation per meeting on non-agenda matters.

[Board Policy 2350 Speakers](#)



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two

Category 8. Action Item: Trustee/Chancellor's Office

Subject 8.01 APPROVAL OF MINUTES FOR THE STRATEGIC PLANNING MEETING OF THE BOARD OF TRUSTEES ON JUNE 26, 2012. This items presents for approval the minutes of the Board of Trustees Strategic Planning Meeting of June 26, 2012.

Access Public

Type Action (Consent), Minutes

Recommended Action The Chancellor recommends the approval of the June 26, 2012 minutes of the Strategic Planning Meeting of the Board of Trustees.

Public Content

This item presents for approval the minutes of the Strategic Planning Meeting of the Board of Trustees for June 26, 2012.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Clare Geisen, Patti Blair		

 [8.01.01_06.26.12 BoT Meeting Minutes.pdf \(145 KB\)](#)

Administrative Content



**Ventura County Community College District
Board of Trustees Regular Meeting
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
Tuesday, June 26, 2012**

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

In attendance:

James Meznec, Chancellor
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
Iris Ingram, Vice President, Business Services
Richard DeLaO, Chief of Police
Michael Arnoldus, Director
Lori Bennett, Dean
Terry Cobos, Director
Will Deits, Director
Sharon Dwyer, Project Manager
Karen Engleson, Dean
Patricia Ewins, Dean
Clare Geisen, Director
Carmen Guerrero, Dean
Tim Harrison, Dean
Cynthia Herrera, Director
Kim Hoffmans, Dean
Gwen Huddleston-Lewis, Dean
Victoria Lugo, Dean

Mary Anne McNeil, Director
Darlene Melby, College Business Manager
Lisa Miller, Dean
Inajane Nicklas, Dean
Marjorie Price, Dean
Rick Shaw, Director
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
Karla Banks, Oxnard College Classified Senate President
Daniel Chavez, Ventura College Associated Student Government Director of External Affairs
Les Dickey, Measure S
Handel Evans, Measure S
Steve Hall, AFT President
Patti Blair, Executive Assistant, Recorder
James Meznec, Chancellor

1. Call to Order

Chair Blum called the meeting to order at 5:31 p.m.

2. Public Comments Regarding Closed Session Agenda Items

There were no public comments.

3. Recess to Closed Session

- 3.01 PUBLIC EMPLOYMENT (Gov. Code, section 54957) - Chancellor

Chair Blum adjourned to Closed Session.

4. Open Session 5:45 p.m.

Chair Blum reconvened in Open Session at 5:48 p.m.

5. Closed Session Report

There was no Closed Session report.

6. Pledge to the Flag

Riley Dwyer led the pledge to the flag.

7. Public Comments

Public comments were provided by Steve Hall.

8. Acknowledgement of Guests and Special Recognitions

Chair Blum presented outgoing Oxnard College Academic Senate President Robert Cabral with a Certificate of Appreciation for his years of service. The Board also acknowledged outgoing Oxnard College Classified Senate President Connie Owens with a Certificate of Appreciation.

9. Changes to Agenda.

Chair Blum reported the following changes to the agenda:

- REVISED ITEM 11.01: ACTION TO APPROVE EMPLOYMENT AGREEMENT - CHANCELLOR. The Fiscal Impact description has been updated.
- REVISED ITEM 11.02: ACTION TO APPROVE COMPENSATION FOR INTERIM CHANCELLOR. The Fiscal Impact description has been updated.

10. Chancellor's Recommendations of Board of Trustees Agenda

Report: 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 26, 2011, have been reviewed within the District's Consultation Council without constituent objection and are hereby presented to the Trustees for action.

11. HUMAN RESOURCES

Action: 11.01 REVISED: ACTION TO APPROVE EMPLOYMENT AGREEMENT - CHANCELLOR. This item presents for approval the Employment Agreement - Chancellor. The Board of Trustees approve the Employment Agreement - Chancellor, as set forth below. Motion by Trustee Larry Miller, 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: 11.02 REVISED: ACTION TO APPROVE COMPENSATION FOR INTERIM CHANCELLOR:

This item presents for approval payment for Interim Chancellor responsibilities. The Board of Trustees approve payment for Interim Chancellor responsibilities. 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.

12. Chancellor's Office

Action: 12.01 ACTION TO ADOPT RESOLUTION. This item presents adoption of a Resolution of the Ventura County Community College District Pertaining to the Procedure for Determining Tie Votes in a Governing Board Trustee Election. The Chancellor recommends the Board of Trustees adopt a Resolution Pertaining to the Procedure for Determining Tie Votes in a Governing Board Trustee Election. Motion was made to determine tie vote by lot. 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.

13. Review of Agenda

Discussion: 13.01 Review of the Agenda. After Trustee review, no changes were made to the agenda.

14. Board Meeting Calendar

Discussion: 14.01 Board of Trustees 2013 Meeting Calendar. Trustees discussed alternative meeting locations in the community and requested an analysis of the cost of offsite meetings.

15. Board Committees 2013

Discussion: 15.01 Board of Trustees Committee Responsibilities

Trustees reviewed the committee responsibilities and noted the revision of the Academic Affairs to the Planning, Accreditation, and Communication committee. Chair Blum suggested the following change "that all committees meet monthly, or at least quarterly." Chair Blum suggested assigning alternates in the event that a committee member is unavailable at the time of the committee meeting. Trustee McKay suggested at least two alternates for the Policy Committee.

Discussion: 15.02 Board of Trustees 2013 Committee Meeting Calendar

Trustees discussed meeting locations and times. Chair Blum indicated location and meeting times will be agendaized for the August Board meeting.

16. Board Professional Development

Discussion: 16.01 Board Professional Development 2012/2013

Trustees discussed professional development opportunities and agreed to attend at least one conference a year (November or January), and one conference in May. Chair Blum suggested Ms. Johnson and Trustee McKay present Fiscal Affairs professional development in July, and the Legislative Committee present legislative professional development in August. Trustee Perez suggested participating in webinars or Board member certificate opportunities. Ms. Parham will present Human Resources

professional development in August, and Student Trustee Valenzuela and Vice Chair Hernandez will present professional development related to the Student Trustee role in September. The Board will review and take action on the Professional Development Calendar 2012/2013 Calendar at the August Board Planning Session.

17. Board Self Evaluation

Discussion: 17.01 Summary of Board of Trustees Monthly Meeting Assessments

Ms. Geisen presented a summary of the Board's monthly meeting assessments for the past year and responded to Trustee questions. The Board discussed significant findings to be considered in the review and update of Board Performance Goals under Agenda Items 17.03 and 17.04.

Discussion: 17.02 Review Board Annual Self Evaluation and Consultation Council Evaluation of Board

Ms. Geisen presented findings from the Board Annual Self Evaluation and Consultation Council Evaluation of the Board and responded to Board questions. Following Board discussion, Trustees discussed significant findings for consideration in the review and update of Board Performance Goals under Agenda Items 17.03 and 17.04. Board members commented on the value of constituent input provided through Consultation Council's evaluation of the Board. Trustee McKay requested evaluation input be constructive and specific to assist Trustees in evaluating Board performance.

Discussion: 17.03 Review and Assess Board of Trustees Progress Towards Meeting Board Performance Goals

The Trustees reviewed and discussed progress related to the Board's existing performance goals. Following input by Trustees, the Board agreed upon recommendations for improvement and renewed the Board's commitment to continue to strengthen Board performance. Chair Blum commented on improvement, learning, and better understanding by the Board related to performance goals. Work will continue through the Citizens Advisory Body, community outreach, professional development, and maintaining the Board's policy-making role.

Discussion: 17.04 Review and Establish 2012-2013 Board Performance Goals

Ms. Geisen indicated the existing Board Performance Goals will be revised as directed by the Board and returned for action at the August Board of Trustees meeting.

18. Accreditation

Report: 18.01 District Council on Accreditation and Planning Responsibilities and Membership

Dr. Eddinger reviewed responsibilities and membership of the District Council on Accreditation and Planning.

Discussion: 18.02 District Council on Accreditation and Planning Update

Dr. Eddinger distributed *Update on Completion of DCAP Recommendations Board of Trustees Planning Session, June 26, 2012* and discussed work-in-progress and work completed. Trustees thanked members of DCAP, staff, and faculty for their work in meeting the Board's goals and objectives.

19. Progress in Meeting Board Goals and Objectives

Discussion: 19.01 Citizens Advisory Body Survey

Ms. Geisen presented the VCCCD Citizens Advisory Body Survey Summary and responded to Board questions. The Board discussed obtaining additional community input and increasing the number of Citizens Advisory Body meetings.

Report: 19.02 Board Goals and Objectives Implementation Report

Mr. Sanchez distributed and discussed the Implementation of VCCCD Board Goals and Objectives Report and responded to Trustee questions. Trustees acknowledged the work of the Board Goals and Implementation Task Force.

Report: 19.03 Institutional Effectiveness Reporting

Dr. Duran presented the *Institutional Effectiveness: Moorpark, Oxnard and Ventura Colleges* prepared by the Institutional Research Advisory Committee and responded to Trustee questions.

20. District Planning**Information: 20.01 Review of District Mission**

Trustees reviewed the VCCCD mission. Chair Blum indicated that the Board and Consultation Council were in agreement related to the mission of the District and colleges.

Discussion: 20.02 Integrated Planning

As part of an annual review and assessment process for Districtwide planning, Dr. Eddinger reviewed the key elements of an integrated strategic plan, including planning, assessment, and program improvement; explained the planning cycle and activities of responsible parties; discussed the Accrediting Commission's expectations in the area of integrated planning, and described the District's existing plan elements. Workgroups, including Board members, were formed and facilitated by Academic Senate Presidents to conduct a gap analysis of the District's current planning process, and conducted a self-assessment based on the levels described in the ACCJC Rubric for Integrated Planning. Academic Senate Presidents reported on the outcomes of the planning process assessment and described the self-assessment each group underwent using the ACCJC Rubric on Integrated Planning. Dr. Eddinger then presented a proposal for transitioning to a revised District planning model and timeline as part of process improvement and responded to questions from the Board.

Discussion: 20.03 Assessment of Current Planning Process and Transition to New Model

Following Board discussion, Trustees agreed to transition to the revised integrated planning model. Further discussion and action regarding the model will be agendaized during the August 9, 2012 Strategic Planning Session – Part Two.

21. Adjournment

Chair Blum adjourned the meeting at 10:25 p.m. in honor and gratitude for Chancellor Meznek.



Agenda Item Details

Meeting	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	9. Board of Trustees Professional Development 2012/2013 Calendar
Subject	9.01 BOARD OF TRUSTEES PROFESSIONAL DEVELOPMENT 2012/2013 CALENDAR. This item presents for approval the Board of Trustees Professional Development 2012/2013 Calendar.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve this item.

Public Content

Background

In accordance with Accreditation Standard IV.B.1.f and Board Policy 2740 Trustee Professional Development, the Trustees are committed to ongoing development as a Board. Trustees will actively participate in continuous, measurable, sustainable improvements in Board performance by engaging in professional development activities that demonstrate the Board's primary policy role in assuring the quality, integrity, and effectiveness of student learning programs and services delivered by the District. The following Board of Trustees Professional Development 2012/2013 Calendar is a result of discussion and activities recommended by Trustees at the Board's June 26 Strategic Planning Session – Part One.

Date	Professional Development Event
November 15-17, 2012	Community College League of California Annual Convention & Partner Conferences, Los Angeles, CA
January 25-27, 2013	Community College League of California Effective Trustee Workshop, Sacramento, CA
January 26, 2013	Community College League of California Board Chair Workshop, Sacramento, CA
January 27-28, 2013	Community College League of California Annual Legislative Conference, Sacramento, CA
May TBD 2013	Community College League of California Annual Trustees Conference
Board Meeting Study Sessions	June 2012: External Leadership Role; Elements of an Integrated Strategic Plan July 2012: Fiscal Affairs; Legal Affairs August 2012: Legislative; Human Resources September 2012: Student Trustee Role; Program Discontinuance October 2012: Role of the Board Chair, Board Chair/CEO Relationship December 2012: Effective Board and Committee Meetings January 2013: Technical Visit (AB 1725) February 2013: Board/Staff Relationships; Accreditation March 2013: Emergency Preparedness April 2013: Board Role in Strategic Planning

Administrative Content



Agenda Item Details

Meeting	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	10. Board of Trustees 2013 Performance Goals
Subject	10.01 BOARD OF TRUSTEES 2012-2013 PERFORMANCE GOALS. This item presents for approval the Board of Trustees 2012-2013 Performance Goals.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve its 2012-2013 Board Performance Goals.

Public Content

Background

In accordance with Accreditation Standard IV.B.1.e, Accreditation Standard IV.B.1.g, and Board Policy 2745 Board Self-Evaluation, the Board is committed to assessing its own performance as a Board to identify strengths and areas in which the Board may improve its functioning. At the Board's June 26, 2012, Board Strategic Planning Session - Part One, Trustees evaluated, discussed, and updated the existing 2012 Board Performance Goals based upon findings from the Board's monthly meeting assessments, Board's annual self-evaluation, and Consultation Council general evaluation of Board performance. The following Board of Trustees 2013 Board Performance Goals are a result of input and revisions recommended by Trustees at the Board's June 26 Strategic Planning Session – Part One.

1. Continue to sStrengthen Board performance through training in best practices by Dr. Barbara Bene, President, Accrediting Commission of Community and Junior Colleges ACCJC.
2. Continue to sStrengthen Board decision making through improved communication with county constituents through the Citizens Advisory Body and community forums.
3. Continue to sStrengthen, with Trustee involvement, understanding and performance through staff reports on:
 - a. The Governance Structure
 - b. Budget and Finance
 - c. Accreditation Processes
 - d. Student Success, Transfer, Certificate Completion, Employment
 - e. Program Performance
 - f. Human Resource Planning
 - g. Facilities Planning
 - h. Technology Planning
 - i. Fiscal Planning
 - j. District Allocation Model
 - k. Organizational efficiency and effectiveness
 - l. District goals and objectives progress
 - m. Accreditation recommendations updates
 - n. Recruitment and hiring
4. Understand and respect the governance process. Continue to rRefrain from direct Board or individual Trustee involvement in operational matters, especially seeking any type of preferential treatment for

students, vendors, acquaintances, family members, associates and friends, or employees.

5. ~~Strengthen Board understanding of procedure for agendaizing matters to be brought before the Board (BP 2340 – Agendas and AP 2340 – Agendas).~~
6. ~~Continue to Develop a common vision statement regarding~~ strive for a common understanding of the Board's role as an effective and efficient policy making body. This role is to be clearly articulated in writing and affirmed through its adoption as a policy statement. The vision statement will guide Trustees in their role as policymakers.
7. ~~Continue to t~~Thoroughly review new or modified policies and/or procedures as the first item of business during public meetings. Board policy and corresponding procedure will be reviewed concurrently to enhance Board understanding.
8. ~~Continue to Have~~ prepared an annual calendar of professional development opportunities from which Board members might benefit. Trustees will attend at least one conference annually as a full Board.
9. ~~Continue to s~~Strengthen Board understanding of Robert's Rules and the Brown Act to ensure meetings run efficiently and effectively.
10. ~~Continue to r~~Review and further clarify areas of operational interest to Trustees and amend the Chancellor's delegated authority to operate the District, if necessary.
11. ~~Continue to d~~Discussion and understanding of District formal communication channels.

 [10.01.01 Board Performance Goals clean 07.31.12.pdf \(155 KB\)](#)

Administrative Content

Background

In accordance with Accreditation Standard IV.B.1.e, Accreditation Standard IV.B.1.g, and Board Policy 2745 Board Self-Evaluation, the Board is committed to assessing its own performance as a Board to identify strengths and areas in which the Board may improve its functioning. At the Board's June 26, 2012, Board Strategic Planning Session - Part One, Trustees evaluated, discussed, and updated the existing 2012 Board Performance Goals based upon findings from the Board's monthly meeting assessments, Board's annual self-evaluation, and Consultation Council general evaluation of Board performance. The following Board of Trustees 2013 Board Performance Goals are a result of input and revisions recommended by Trustees at the Board's June 26 Strategic Planning Session – Part One.

1. Continue to strengthen Board performance through training in best practices by Accrediting Commission of Community and Junior Colleges ACCJC.
2. Continue to strengthen Board decision making through improved communication with county constituents through the Citizens Advisory Body and community forums.
3. Continue to strengthen, with Trustee involvement, understanding and performance through staff reports on:
 - a. The Governance Structure
 - b. Budget and Finance
 - c. Accreditation Processes
 - d. Student Success, Transfer, Certificate Completion, Employment
 - e. Program Performance
 - f. Human Resource Planning
 - g. Facilities Planning
 - h. Technology Planning
 - i. Fiscal Planning
 - j. District Allocation Model
 - k. Organizational efficiency and effectiveness
 - l. District goals and objectives progress
 - m. Accreditation recommendations updates
 - n. Recruitment and hiring
4. Understand and respect the governance process. Continue to refrain from direct Board or individual Trustee involvement in operational matters.
5. Continue to strive for a common understanding of the Board's role as an effective and efficient policy-making body.
6. Continue to thoroughly review new or modified policies and/or procedures as the first item of business during public meetings. Board policy and corresponding procedure will be reviewed concurrently to enhance Board understanding.
7. Continue to prepare an annual calendar of professional development opportunities from which Board members might benefit. Trustees will attend at least one conference annually as a full Board.
8. Continue to strengthen Board understanding of Robert's Rules and the Brown Act to ensure meetings run efficiently and effectively.
9. Continue to review and further clarify areas of operational interest to Trustees and amend the Chancellor's delegated authority to operate the District, if necessary.
10. Continue to discuss and understand District formal communication channels.



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 11. STUDY SESSION: Board Goals and Objectives
Subject 11.01 Open Study Session
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	11. STUDY SESSION: Board Goals and Objectives
Subject	11.02 Review Accreditation Recommendations
Access	Public
Type	Discussion

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 11. STUDY SESSION: Board Goals and Objectives
Subject 11.03 Analyze and Evaluate 2011-2012 Board Goals and Objectives Outcomes
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 11. STUDY SESSION: Board Goals and Objectives
Subject 11.04 Review, Reaffirm and/or Modify Board Goals and Objectives for 2012-2013
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 11. STUDY SESSION: Board Goals and Objectives
Subject 11.05 Close Study Session
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 12. Planning
Subject 12.01 Open Study Session
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 12. Planning
Subject 12.02 Review Proposed Revised Planning Cycle
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 12. Planning
Subject 12.03 Discussion of Future District Direction
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category 12. Planning
Subject 12.04 Close Study Session
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	12. Planning
Subject	12.05 Action to Approve Proposed Planning Cycle
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the adoption of the Transition Plan and Revised Integrated Planning Cycle Timeline

Public Content

Background

The Accrediting Commission of Community and Junior Colleges (ACCJC) identifies Integrated Planning as an essential tool to align the mission of an educational institution with its programs and practices, and its resource allocations. In its Evaluation Rubric for Institutional Planning, ACCJC outlines the key features of a cyclical planning process; these include: the use of research and data in the creation of a master plan, inclusive discussions with stakeholders in the formulation of goals and strategic objectives, the implementation of action plans and the assessment of results, and focused dialogue that lead to program improvements. ACCJC expects institutions to reach and maintain the level of “sustainable, continuous program improvement” through the cyclical implementation of planning, the documentation and regular assessment of the effectiveness of the planning process itself.

Ventura County Community College District (VCCCD) and its constituent colleges currently conduct strategic planning as part of their annual institutional activities. The efficacy of the planning activities was reviewed during the accreditation visiting team in October 2011. In the Final Accreditation Report of the colleges, the Accrediting Commission recommends that the District conducts “...a periodic outcomes assessment and analysis of its strategic planning and decision-making processes, leading to sustainable continuous quality improvement in educational effectiveness....” (*District Recommendation 3, February 2012*) In response to the Commission recommendation, and to align with best practices in institutional planning, the Board of Trustees conducted an assessment of the District’s current planning efforts using the ACCJC Rubric on Integrated Planning at its July 26, 2012 Board Planning Session.

Discussions from the assessment session suggest that current District practices and processes reflect many essential features of integrated planning; these include a 10-year District Master Plan, board goals and objectives with annual effectiveness reporting, annual board planning sessions, and beginning of a dialogue regarding the efficacy of the planning process.

The Board recognized during the July 2012 Planning Session that to reach and maintain the level of “sustainable continuous program improvement,” process improvements are needed. Of particular importance is the documentation of the planning process, the affirmation of the planning cycle and timeline for the creation of the next Master Plan, and an orderly transition to these improved practices from the current activities. To that end, a transition plan and a Districtwide planning model timeline were presented and discussed. Key elements of the presentation are as follows:

Transition Plan:

Conduct 2012-2013 planning cycle through the following activities:

- Revise the 2012 Goals and Objectives for 2013
- Create and Implement Action Plans
- Assess results at June 2013 Board Planning Session

Revised Integrated Planning Cycle Timeline:

Academic Year	Plan Year	Plan Activities	Accreditation Activities
2012-13	Year 0	Transition: Complete Current Plan Cycle; Conduct Master Planning: Create Master Plan	
2013-14	Year 1	Create Annual Strategic Plan and Action Plans	
2014-15	Year 2	Create Annual Strategic Plan and Action Plans	
2015-16	Year 3	Mid-term Review	WASC Self-Study
2016-17	Year 4	Create Annual Strategic Plan and Action Plans	Accreditation Visit
2017-18	Year 5	Create Annual Strategic Plan and Action Plans	
2018-19	Year 6	Conduct Master Planning; Create Master Plan	WASC Mid-term Report

Upon Board of Trustees approval of the Transition Plan and Revised Planning Cycle Timeline, a *Districtwide Planning Manual* will be developed to guide and document the planning process.

Administrative Content



Agenda Item Details

Meeting	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	13. Adjournment
Subject	13.01 Chair will adjourn the meeting
Access	Public
Type	Information

Public Content

Administrative Content



**Tuesday, August 14, 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

- 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 Jamillah Moore, VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.

4. Recess to Closed Session 5:30 p.m.

4.01 Existing Litigation: Government Code Section 54956.9, subdivision (a). Philip C. Ames, Gary B. Hand, State of California, and the Ventura County Community College District v. Vratsinas Construction Company, et. al.; Ventura County Superior Court Case No. 56-2011-00409056-CU-MC-VTA.

5. Reconvene in Open Session 6:00 p.m.

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

6. Closed Session Report

- 6.01 Chair will provide a Closed Session Report.

7. Pledge to the Flag

- 7.01 Pledge to the Flag

8. Changes to the Agenda

- 8.01 Changes to the Agenda

9. Chancellor's Recommendations of Board of Trustees Agenda

9.01 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 August 2, 2012, have been reviewed within the District's Consultation Council and are hereby presented to the Trustees for action, without constituent objection.

10. Acknowledgement of Guests and Special Recognitions

10.01 Chancellor Reception

11. Public Comments

11.01 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 Jamillah Moore, VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.

12. Associated Student Government Reports

12.01 Associated Student Government

13. Senate President Business Report

13.01 Academic Senate

13.02 Classified Senate

14. Study Session: Accreditation

14.01 OPEN STUDY SESSION: Accreditation Update.

14.02 This item presents for discussion an accreditation update.

14.03 CLOSE STUDY SESSION.

14.04 ACTION TO FORMALLY ACCEPT THE APRIL 16, 2012 FOLLOW-UP VISIT EVALUATION REPORT OF COMMISSION CONCERN. This item presents for acceptance the April 16, 2012 Follow-Up Visit Evaluation Report of Commission Concern.

15. Study Session: Professional Development

15.01 OPEN STUDY SESSION

15.02 Human Resources

15.03 Legislative

15.04 CLOSE STUDY SESSION

16. Board Policy

16.01 The Policy Committee met on July 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)

16.02 REVIEW TWO-YEAR BOARD POLICY REVIEW CALENDAR. This item presents for review the two-year Board Policy Review Calendar.

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

16.04 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.

16.05 ACTION TO APPROVE BOARD POLICY (BP) 6100 DELEGATION OF AUTHORITY. This item presents for approval BP 6100 Delegation of Authority and provides existing Administrative Procedure (AP) 6100 Delegation of Authority for information.

16.06 ACTION TO REAFFIRM BOARD POLICY (BP) 6150 DESIGNATION OF AUTHORIZED SIGNATURES. This item presents for reaffirmation BP 6150 Designation of Authorized Signatures and provides existing Administrative Procedure (AP) 6150 Designation of Authorized Signatures for information.

16.07 ACTION TO APPROVE BOARD POLICY (BP) 6330 PURCHASING. This item presents for approval BP 6330 Purchasing and provides revised Administrative Procedure (AP) 6330 Purchasing, revised AP 6331 Procurement Cards, revised AP 6336 Travel, and existing AP 6337 Mileage Reimbursement are provided for information.

16.08 ACTION TO APPROVE BOARD POLICY (BP) 6340 CONTRACTS. This item presents for approval BP 6340 Contracts and provides revised Administrative Procedure (AP) 6340 Contracts and existing AP 6365 Accessibility of Information Technology for information.

16.09 ACTION TO REAFFIRM BOARD POLICY (BP) 6400 AUDITS. This item presents for reaffirmation BP 6400 Audits and provides revised Administrative Procedure (AP) 6400 Audits for information.

16.10 ACTION TO REAFFIRM BOARD POLICY (BP) 6500 PROPERTY MANAGEMENT. This item presents for reaffirmation BP 6500 Property Management and provides existing Administrative Procedure (AP) 6500 Property Management for information.

16.11 ACTION TO REAFFIRM BOARD POLICY (BP) 6520 SECURITY FOR DISTRICT PROPERTY. This item presents for reaffirmation BP 6520 Security for District Property and provides existing Administrative Procedures (AP) 6530 District Vehicles and AP 6535 Use of District Equipment for information.

16.12 ACTION TO REAFFIRM BOARD POLICY (BP) 6540 INSURANCE. This item presents for reaffirmation BP 6540 Insurance. No administrative procedure is required.

16.13 ACTION TO REAFFIRM BOARD POLICY (BP) 6550 DISPOSAL OF PROPERTY. This item presents for reaffirmation BP 6550 Disposal of Property and provides revised Administrative Procedure (AP) 6550 Disposal of Property for information.

16.14 ACTION TO APPROVE BOARD POLICY (BP) 6600 CAPITAL CONSTRUCTION. This item presents for approval BP 6600 Capital Construction and provides proposed Administrative Procedure (AP) 6600 Capital Construction for information.

16.15 ACTION TO APPROVE BOARD POLICY (BP) 6620 NAMING BUILDINGS. This item presents for approval BP 6620 Naming Buildings and provides revised Administrative Procedure A(P) 6620 for information.

16.16 ACTION TO APPROVE BP 6700 CIVIC CENTER AND OTHER FACILITIES USE. This item presents for approval BP 6700 Civic Center and Other Facilities Use. Revised Administrative Procedure (AP) 6700 Civic Center and Other Facilities Use is provided for information.

16.17 ACTION TO REAFFIRM BOARD POLICY (BP) 6740 CITIZENS OVERSIGHT COMMITTEE. This item presents for reaffirmation BP 6740 Citizens Oversight Committee and provides proposed Administrative Procedure (AP) 6740 Citizens Oversight Committee for information.

16.18 ACTION TO APPROVE BOARD POLICY (BP) 6800 SAFETY. This item presents for approval BP 6800 Safety. Proposed Administrative Procedure (AP) 6800 Safety is provided for information.

17. Trustees/Chancellor's Office

17.01 ACTION TO APPOINT SECRETARY TO THE BOARD OF TRUSTEES. This item presents for approval the appointment of Jamillah Moore, Ed.D., as Secretary to the Board of Trustees.

17.02 ACTION TO ESTABLISH THE BOARD OF TRUSTEES PLANNING, ACCREDITATION, AND COMMUNICATION (PAC) COMMITTEE AS A REGULAR STANDING COMMITTEE AND DISSOLVE THE ACADEMIC AFFAIRS COMMITTEE.

17.03 ACTION TO APPOINT MEMBERS AND ALTERNATE MEMBERS TO THE BOARD PLANNING, ACCREDITATION, AND COMMUNICATION (PAC) COMMITTEE

17.04 ACTION TO APPROVE THE 2013 MEETINGS OF THE BOARD CALENDAR. This item presents for approval the

2013 Meetings of the Board Calendar.

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

18. Business Services

18.01 PLACEHOLDER - Deborah (Title 5 Annual Budget Transfer)

19. Human Resources

19.01 There are no items.

20. Capital Planning

20.01 Trustees: Capital Planning & Facilities Committee met on July 25, 2012.

21. Student Learning

21.01 There are no items.

22. Consent Calendar

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

23. Consent Calendar: Approval of Minutes

23.01 APPROVAL OF MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR JULY 10, 2012. This item presents for approval the minutes of the Board of Trustees Meeting of July 10, 2012.

24. Consent Calendar: Business Services

24.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF JUNE 13 TO JULY 17, 2012: This item presents for ratification Accounts Payable and Payroll for the period of June 13, 2012 to July 17, 2012.

24.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #03 FOR FY 2012-13: This item presents for approval/ratification of Board Purchase Order Report #03, for FY 2012-2013 from June 25, 2012 to July 31, 2012.

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

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

24.05 APPROVAL OF AGREEMENT RENEWAL WITH IPARADIGMS FOR TURNITIN PLAGIARISM CHECKING SOFTWARE: This item requests approval for an agreement renewal with iParadigms for licenses, integration, and support for Turnitin plagiarism checking software, a system that can be used by faculty and students to check for originality and plagiarism.

24.06 APPROVAL OF CONTRACT RENEWAL WITH EX LIBRIS FOR LIBRARY MANAGEMENT SOFTWARE: This item requests approval of a contract renewal with Ex Libris (USA) Inc. for the Library Management Software.

24.07 ACCEPTANCE OF COMPLETION OF BID 437, VENTURA COLLEGE STUDENT SERVICE CENTER FLOOR LEVELING PROJECT: This item presents for approval the acceptance of completion of Bid 437 Ventura College Student Center Floor Leveling Project in the amount of \$58,947.

24.08 APPROVAL OF NEW GRANTS FOR FISCAL YEAR 2012-13: This item request approval of new grants for FY 2012-13.

24.09 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.

25. Consent Calendar: Human Resources

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

25.02 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF SEPARATION FROM EMPLOYMENT: This item presents for approval the separation of employment for an employee.

26. Consent Calendar: Capital Planning & Facilities

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

26.02 APPROVAL TO EXECUTE A CONTRACT FOR WITH AMADOR WHITTLE ARCHITECTS FOR THE DESIGN OF RENOVATION OF LIBRARY AT MOORPARK COLLEGE PROJECT 19118; This item presents for approval the authorization for management to execute a contract with Amador Whittle Architects, Inc. for the amount of One Hundred Twenty Three Thousand, Six Hundred (\$123,600.00) dollars for architectural and FFE design for interior renovation of the Library Building to accommodate student and staff for processing of student services at Moorpark College. This amount includes a \$3,100 allowance for reimbursable expenses. These fees may be subject to change depending on evolution of the conceptual design process.

26.03 4.03 APPROVAL OF CONTRACT WITH TORO ENTERPRISES FOR THE BIOSWALE AT VENTURA COLLEGE, PROJECT #39302 INF PIPED UTILITY SYSTEMS: This item presents for approval a contract with Toro Enterprises in the amount of \$213,357 to construct a Bioswale at Ventura College, Project #39302 Inf Piped Utility Systems.

26.04 APPROVAL OF CONTRACT WITH KIWITT'S GENERAL BUILDING FOR ADA ELECTRICAL PUSH PADS FOR THE MCE/MCW BUILDINGS AT VENTURA COLLEGE, PROJECT #39120 AT/ GPC/ HSCThis item presents for approval a contract with Kiwitt's General Building in the amount of \$38,000 to install additional ADA electrical push pads in the MCE/MCW buildings (previously known as the AT/GPC/HSC) at Ventura College, Project #39120.

26.05 APPROVAL TO EXECUTE A CONTRACT WITH _____ FOR THE POLICE AND CAFETERIA BUILDINGS DEMOLITION, AT OXNARD COLLEGE PROJECT # 29120 STUDENT SERVICES CENTERThis item presents for approval a contract for \$____,____ with _____ for demolition of the Police and Cafeteria Buildings at Oxnard College, project # 29120 Student Services Center.

27. Consent Calendar: Student Learning

27.01 SUMMER 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT MOORPARK COLLEGE: This item presents for approval the Summer 2012 candidates for graduation and certificates at Moorpark College

27.02 SUMMER 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT OXNARD COLLEGE. This item presents for approval the Summer 2012 candidates for graduation and certificates at Oxnard College.

27.03 SUMMER 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT VENTURA COLLEGE. This item presents for approval the Summer 2012 candidates for graduation and certificates at Ventura College.

28. Informational Items

28.01 There are no items.

29. Reports

29.01 Academic Senates

29.02 Trustees

29.03 Chancellor

30. Adjournment

30.01 Chair will adjourn the meeting.



Agenda Item Details

Meeting	Aug 14, 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	Aug 14, 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	Information

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	Aug 14, 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	Aug 14, 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	Aug 09, 2012 - Board of Trustees Strategic Planning Session - Part Two
Category	1. Ventura County Community College District
Subject	1.05 Ventura County Community College Governance Roles
Access	Public
Type	Information

Public Content

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.

rev. 06.19.12

Administrative Content



Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	2. Open Session: Call to Order
Subject	2.01 Call to order.
Access	Public
Type	Information

Public Content

Administrative Content



Agenda Item Details

Meeting	Aug 14, 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 Jamillah Moore, VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.
Access	Public
Type	Information

Public Content

Administrative Content

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	4. Recess to Closed Session 5:30 p.m.
Subject	4.01 Existing Litigation: Government Code Section 54956.9(a). Philip C. Ames; Gary B. Hand; State of California, and the Ventura County Community College District v. Vratsinas Construction Company, et. al., Ventura County Superior Court Case No. 56-2011-00409056-CU-MC-VTA.
Access	Public
Type	Discussion

Public Content

Administrative Content

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 5. Reconvene in Open Session 6:00 p.m.
Subject 5.01 Chair will reconvene and provide a closed session report.
Access Public
Type Report

Public Content

Administrative Content

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 6. Closed Session Report
Subject 6.01 Chair will provide a Closed Session Report.
Access Public
Type

Public Content

Administrative Content

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	7. Pledge to the Flag
Subject	7.01 Pledge to the Flag
Access	Public
Type	Information

Public Content

Administrative Content

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 8. Changes to the Agenda
Subject 8.01 Changes to the Agenda
Access Public
Type Report

Public Content

Administrative Content

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	9. Chancellor's Recommendations of Board of Trustees Agenda
Subject	9.01 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 August 2, 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 August 14, 2012, have been reviewed within the District's Consultation Council on August 2, 2012, and are hereby presented to the Trustees for action, without constituent objection.

Administrative Content

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 10. Acknowledgement of Guests and Special Recognitions
Subject 10.01 Chancellor Reception
Access Public
Type Information

Public Content

Administrative Content

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	11. Public Comments
Subject	11.01 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 Jamillah Moore, VCCCD, 255 W. Stanley Avenue, Suite 150, Ventura, CA.
Access	Public
Type	Report

Public Content

Pursuant to Ventura County Community College District Board Policy (BP) 2350:

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda shall be heard before an item is addressed and voted on.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The Chair of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- They shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak.
- The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chair of the Board.
- Each speaker will be allowed a maximum of three (3) minutes per topic; thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one (1) presentation per specific agenda item before the Board, and to one (1) presentation per meeting on non-agenda matters.

Administrative Content

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 12. Associated Student Government Reports
Subject 12.01 Associated Student Government
Access Public
Type Report

Public Content

- Moorpark College
- Oxnard College
- Ventura College

Administrative Content

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	13. Senate President Business Report
Subject	13.01 Academic Senate
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 Aug 14, 2012 - Board of Trustees
Category 13. Senate President Business Report
Subject 13.02 Classified Senate
Access Public
Type Report

Public Content

- Moorpark College
- Oxnard College
- Ventura College

Administrative Content



Agenda Item Details

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

Public Content

Administrative Content



Agenda Item Details

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

Public Content

Administrative Content



Agenda Item Details

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

Public Content

Administrative Content



Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	14. Study Session: Accreditation
Subject	14.04 ACTION TO FORMALLY ACCEPT THE APRIL 16, 2012 FOLLOW-UP VISIT EVALUATION REPORT OF COMMISSION CONCERN. This item presents for acceptance the April 16, 2012 Follow-Up Visit Evaluation Report of Commission Concern.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees take action to formally accept the April 16, 2012 Follow-Up Visit Evaluation Report of Commission Concern.

Public Content

Administrative Content



Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	15. Study Session: Professional Development
Subject	15.01 OPEN STUDY SESSION
Access	Public
Type	Information

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 15. Study Session: Professional Development
Subject 15.02 Human Resources
Access Public
Type Discussion

Public Content

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

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 15. Study Session: Professional Development
Subject 15.03 Legislative
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 15. Study Session: Professional Development
Subject 15.04 CLOSE STUDY SESSION
Access Public
Type

Public Content

Administrative Content

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.01 The Policy Committee met on July 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)
Access	Public
Type	Information

Public Content

The following Board policies and administrative procedures have been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Administrative procedures are provided for information:

- 16.03 Board Policy (BP) 2350 Speakers (revised); no administrative procedure required.
- 16.04 Board Policy (BP) 2745 Board Self-Evaluation (no change/reaffirm); Administrative Procedure (AP) 2745 Board Self-Evaluation (revised) is provided for information.
- 16.05 Board Policy (BP) 6100 Delegation of Authority (proposed); Administrative Procedure (AP) Delegation of Authority (no change/reaffirm) is provided for information.
- 16.06 Board Policy (BP) 6150 Designation of Authorized Signatures (no change/reaffirm); Administrative Procedure (AP) 6150 Designation of Authorized Signatures (no change/reaffirm) is provided for information.
- 16.07 Board Policy (BP) 6330 Purchasing (revised); Administrative Procedures (AP) 6330 Purchasing (revised), AP 6331 Procurement Cards (revised), AP 6336 Travel (revised), and AP 6337 Mileage Reimbursement (no change/reaffirm) are provided for information.
- 16.08 Board Policy (BP) 6340 Contracts (revised); Administrative Procedures (AP) 6340 Contracts (revised) and AP 6365 Accessibility of Information Technology (no change/reaffirm) are provided for information.
- 16.09 Board Policy (BP) 6400 Audits (no change/reaffirm); Administrative Procedure (AP) 6400 Audits (revised) is provided for information.
- 16.10 Board Policy (BP) 6500 Property Management (no change/reaffirm); Administrative Procedure (AP) 6500 Property Management (no change/reaffirm) is provided for information.
- 16.11 Board Policy (BP) 6520 Security for District Property (no change/reaffirm); Administrative Procedures (AP) 6530 District Vehicles (no change/reaffirm) and AP 6535 Use of District Equipment (no change/reaffirm) are provided for information.
- 16.12 Board Policy (BP) 6540 Insurance (no change/reaffirm); no administrative procedure is required.
- 16.13 Board Policy (BP) 6550 Disposal of Property (no change/reaffirm); Administrative Procedure (AP) 6550 Disposal of Property (revised) is provided for information.
- 16.14 Board Policy (BP) 6600 Capital Construction (revised); Administrative Procedure (AP) 6600 Capital Construction (proposed) is provided for information.
- 16.15 Board Policy (BP) 6620 Naming Buildings (revised); Administrative Procedure (AP) 6620 Naming Buildings (revised) is provided for information.
- 16.16 Board Policy (BP) 6700 Civic Center and Other Facilities Use (revised); Administrative

Procedure (AP) 6700 Civic Center and Other Facilities Use (revised) is provided for information.

- 16.17 Board Policy (BP) 6740 Citizens Oversight Committee (no change/reaffirm); Administrative Procedure (AP) 6740 Citizens Oversight Committee (proposed) is provided for information.
- 16.18 Board Policy (BP) 6800 Safety (revised); Administrative Procedure (AP) 6800 (proposed) is provided for information.

Staff Review	N/A	Date(s) Reviewed
President	X	
Academic Senate	X	
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

Administrative Content



Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.01 The Policy Committee met on July 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)
Access	Public
Type	Information

Public Content

The following Board policies and administrative procedures have been reviewed as part of the District's policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). Administrative procedures are provided for information:

- 16.03 Board Policy (BP) 2350 Speakers (revised); no administrative procedure required.
- 16.04 Board Policy (BP) 2745 Board Self-Evaluation (no change/reaffirm); Administrative Procedure (AP) 2745 Board Self-Evaluation (revised) is provided for information.
- 16.05 Board Policy (BP) 6100 Delegation of Authority (proposed); Administrative Procedure (AP) Delegation of Authority (no change/reaffirm) is provided for information.
- 16.06 Board Policy (BP) 6150 Designation of Authorized Signatures (no change/reaffirm); Administrative Procedure (AP) 6150 Designation of Authorized Signatures (no change/reaffirm) is provided for information.
- 16.07 Board Policy (BP) 6330 Purchasing (revised); Administrative Procedures (AP) 6330 Purchasing (revised), AP 6331 Procurement Cards (revised), AP 6336 Travel (revised), and AP 6337 Mileage Reimbursement (no change/reaffirm) are provided for information.
- 16.08 Board Policy (BP) 6340 Contracts (revised); Administrative Procedures (AP) 6340 Contracts (revised) and AP 6365 Accessibility of Information Technology (no change/reaffirm) are provided for information.
- 16.09 Board Policy (BP) 6400 Audits (no change/reaffirm); Administrative Procedure (AP) 6400 Audits (revised) is provided for information.
- 16.10 Board Policy (BP) 6500 Property Management (no change/reaffirm); Administrative Procedure (AP) 6500 Property Management (no change/reaffirm) is provided for information.
- 16.11 Board Policy (BP) 6520 Security for District Property (no change/reaffirm); Administrative Procedures (AP) 6530 District Vehicles (no change/reaffirm) and AP 6535 Use of District Equipment (no change/reaffirm) are provided for information.
- 16.12 Board Policy (BP) 6540 Insurance (no change/reaffirm); no administrative procedure is required.
- 16.13 Board Policy (BP) 6550 Disposal of Property (no change/reaffirm); Administrative Procedure (AP) 6550 Disposal of Property (revised) is provided for information.
- 16.14 Board Policy (BP) 6600 Capital Construction (revised); Administrative Procedure (AP) 6600 Capital Construction (proposed) is provided for information.
- 16.15 Board Policy (BP) 6620 Naming Buildings (revised); Administrative Procedure (AP) 6620 Naming Buildings (revised) is provided for information.
- 16.16 Board Policy (BP) 6700 Civic Center and Other Facilities Use (revised); Administrative

Procedure (AP) 6700 Civic Center and Other Facilities Use (revised) is provided for information.

- 16.17 Board Policy (BP) 6740 Citizens Oversight Committee (no change/reaffirm); Administrative Procedure (AP) 6740 Citizens Oversight Committee (proposed) is provided for information.
- 16.18 Board Policy (BP) 6800 Safety (revised); Administrative Procedure (AP) 6800 (proposed) is provided for information.

Staff Review	N/A	Date(s) Reviewed
President	X	
Academic Senate	X	
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
 Category 16. Board Policy
 Subject 16.02 REVIEW TWO-YEAR BOARD POLICY REVIEW CALENDAR. This item presents for review the two-year Board Policy Review Calendar.
 Access Public
 Type Information

Public Content

The Board of Trustees is responsible for setting policy that directs the business of the District and its colleges to ensure that decision-making is administered by staff in an equitable and consistent manner across and within the three colleges and that appropriate modifications are made that facilitate the operational effectiveness of the colleges. Maintaining current, accurate, and relevant policies and procedures requires review on a consistent basis.

The attached Policy/Administrative Procedure Two-Year Review Calendar, adopted by the Board on March 8, 2011, provides progress to date on review of all Board policies and administrative procedures as required by Accreditation District Recommendation 2 (IV.B.1.e). Policies and administrative procedures are reviewed in chronological order; however, the order of policies and/or administrative procedures scheduled for review is subject to change at the Chancellor's discretion or based on necessity. Policies and administrative procedures are reviewed by constituent groups as provided in AP 2410 Board Policy and AP 2411 Administrative Procedures. The Board Policy Committee reviews all policies and administrative procedures prior to adoption by the full Board of Trustees.

Staff Review	N/A	Date(s) Reviewed
President	X	
Academic Senate	X	
Legal Counsel	X	
Further Information	Jamillah Moore, Clare Geisen	

[16.02.01_BP_APTwoYearReviewCalendarReviewCycle3-2011-3-2013Final_.pdf \(317 KB\)](#)

Administrative Content

**Ventura County Community College District
Board Policy/Administrative Procedure Two-Year Review Calendar
Review Cycle 3/2011-3/2013**

SUMMARY (BP=Board Policy; AP=Administrative Procedure)

Chapters	No. of BPs/APs Reviewed	Status
Chapter 1 The District	2 of 2 BPs reviewed; No APs required	Review Completed
Chapter 2 Board of Trustees	46 of 47 BPs reviewed; 23 of 23 APs reviewed	Remaining BP under review
Chapter 3 General Institution	16 of 29 BPs reviewed; 13 of 15 APs reviewed	Remaining BPs/APs to be reviewed/Chancellor's Cabinet
Chapter 4 Academic Affairs	26 of 32 BPs reviewed; 28 of 35 APs reviewed	Remaining BPs/APs -- review resumes in September 2012 by councils
Chapter 5 Student Services	1 of 25 BPs reviewed; 1 of 28 APs reviewed	BPs/APs to be reviewed by appropriate councils beginning September 2012
Chapter 6 Business/Fiscal Affairs	16 of 20 BPs reviewed; 19 of 20 APs reviewed	Remaining BPs/AP under review by Business and Administrative Services
Chapter 7 Human Resources	3 of 30 BPs reviewed; 5 of 11 APs reviewed	Remaining BPs/APs under review by Human Resources

Note: Review completion subject to change based on District needs and/or return of BPs/APs for additional review. Not all BPs require APs, and a BP may have one or more APs.

DETAIL

Board Meetings	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business/Fiscal Affairs	Chapter 7 Human Resources
3/8/11		BP 2010 Board Membership BP/AP 2015 Student Member BP 2100 Board Elections BP/AP 2105 Election of Student Member BP/AP 2110 Vacancies on the Board BP 2130 Term Limits BP 2135 Board Officer Rotation BP 2200 Board Duties and Responsibilities		BP 4021 Program Discontinuance			BP/AP 7270 Student Workers AP 7700 Whistleblower Protection
4/12/11	BP 1200 Mission Statements	BP 2205 Delineation of System and Board Functions BP 2210 Officers BP 2215 Role of the Board Chair BP 2220 Committees of the Board BP 2305 Annual Organizational Meeting BP 2310 Regular Meetings of the Board BP 2315 Closed Sessions BP/AP 2320 Special and Emergency Meetings BP 2330 Quorum and Voting BP 2347 Order of Public Protocol BP 2350 Speakers BP 2355 Decorum BP/AP 2360 Minutes BP/AP 2365 Recording BP/AP 2410 Board Policy BP/AP 2411 Administrative Procedures BP/AP 2425 Board/District Planning					

Board Meetings	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business/Fiscal Affairs	Chapter 7 Human Resources
		<p>BP 2430 Delegation of Authority to Chancellor BP/AP 2431 CEO Selection BP 2432 CEO Succession BP 2433 CEO Comportment BP 2434 Chancellor’s Relationship with the Board BP 2435 Evaluation of the Chancellor BP 2436 Chancellor’s Endorsement of Political Candidates and/or Measures BP/AP 2510 Participation in Local Decision Making BP/AP 2610 Presentation of Initial Collective Bargaining Proposals</p>					
5/10/11		<p>BP 2100 Board Elections BP/AP 2340 Agendas BP 2345 Public Participation at Board Meetings BP/AP 2710 Conflict of Interest AP 2712 Conflict of Interest Code – Form 700 Statement of Economic Interests BP 2715 Code of Ethics/Standards of Practice AP 2715(A) Board Code of Ethics AP 2715(B) Board Standards of Practice BP 2716 Political Activity BP/AP 2717 Personal Use of Public/District Resources BP/AP 2720 Board Member Communications BP 2725 Board Member Compensation BP/AP 2735 Board Member Travel and Meeting Expense BP/AP 2740 Trustee Professional Development BP/AP 2745 Board Self-Evaluation</p>					
6/21/11			<p>BP 3200 Accreditation BP 3283 District Partnerships BP/AP 3300 Public Records BP/AP 3310 Records Retention and Destruction BP/AP 3500 Campus Safety BP 3503 Animals on Campus BP/AP 3504 Children on Campus BP/AP 3520 Local Law Enforcement</p>	<p>AP 4020 Program, Curriculum, and Course Development AP 4100 Graduation Requirements for Degrees and Certificates AP 4250 Probation</p>			

Board Meetings	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business/Fiscal Affairs	Chapter 7 Human Resources
			BP/AP 3530 Weapons on Campus BP 3720 Computer & Network Use AP 3720-A Computer/Network Use AP 3720-B Local Administrative Permissions to Information Technology Resources BP/AP 3810 Claims Against the District BP/AP 3820 Gifts BP 3821 Use of District Names for Solicitation of Funds				
7/12/11	None						
8/9/11			BP/AP 3820 Gifts				BP/AP 7205 Employee Code of Ethics
9/13/11			BP/AP 3430 Prohibition of Harassment and Discrimination BP/AP 3515 Reporting of Crimes				
10/11/11		BP/AP 2425 Board/District Planning BP/AP 2740 Trustee Professional Development BP/AP 2745 Board Self-Evaluation		BP/AP 4010 Academic Calendar BP/AP 4040 Library Services BP/AP 4050 Articulation BP/AP 4060 Delineation of Functions Agreements BP/AP 4070 Auditing and Auditing Fees BP/AP 4101 Independent Study BP/AP 4103 Work Experience BP/AP 4104 Contract Education BP/AP 4106 Nursing Program BP/AP 4110 Honorary Degrees BP/AP 4220 Standards of Scholarship BP/AP 4222 Remedial Coursework BP/AP 4226 Multiple and Overlapping Enrollments BP/AP 4230 Grading Symbols BP/AP 4231 Grade Changes BP/AP 4232 Pass/No Pass BP/AP 4235 Credit By Examination BP/AP 4240 Academic Renewal BP/AP 4250 Probation, Disqualification, and Readmission AP 4255 Disqualification and Dismissal BP/AP 4400 Community Services Programs BP/AP 4610 Instructional Service Agreements			

Board Meetings	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business/Fiscal Affairs	Chapter 7 Human Resources
11/8/11 None – Preparing for Accreditation Visit. Policy Committee did not meet.							
12/13/11		BP/AP 2201 Board Participation in District and Community Activities BP 2430 Delegation of Authority to Chancellor (no AP required)				BP 6810 Smoking (no AP required)	
1/17/12		BP 2715 Code of Ethics/Standards of Practice AP 2715(A) Board Code of Ethics AP 2715(B) Board Standards of Practice BP/AP 2745 Board Self-Evaluation	BP/AP 3280 Grants BP/AP 3430 Prohibition of Harassment and Discrimination BP 3821 Use of District Names (no AP required)				
2/14/12		BP/AP 2740 Trustee Professional Development	BP/AP 3280 Grants	BP/AP 4021 Program Discontinuance		BP/AP 6750 Parking	BP 7120 Recruitment and Hiring AP 7120-B Recruitment and Hiring: Full-Time Faculty AP 7120-D Recruitment and Hiring: Part-Time Faculty
3/13/12		BP 2200 Board Duties and Responsibilities (no AP required) BP 2210 Officers (no AP required) BP 2215 Role of the Board Chair (no AP required) BP 2430 Delegation of Authority to Chancellor (no AP required) BP 2434 Chancellor's Relationship with the Board (no AP required) BP/AP 2710 Conflict of Interest AP 2712 Conflict of Interest Code – Form 700 Statement of Economic Interests BP 2715 Code of Ethics/Standards of Practice AP 2715(A) Board Code of Ethics AP 2715(B) Board Standards of Practice BP/AP 2720 Board Member Communications BP/AP 2740 Trustee Professional Development BP/AP 2745 Board Self-Evaluation (Note: Above in response to Commission Concern)			BP/AP 5055 Enrollment Priorities		
4/10/12 None							
5/8/12		BP/AP 2015 Student Member BP/AP 2105 Election of Student Member		BP/AP 4100 Graduation Requirements for Degrees and Certificates BP/AP 4235 Credit by Examination		BP/AP 6750 Parking	

Board Meetings	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business/Fiscal Affairs	Chapter 7 Human Resources
6/19/12		BP 2205 Delineation of System and Board Functions (no AP required) BP 2350 Speakers (no AP required) BP 2715 Code of Ethics/Standards of Practice AP 2715(A) Board Code of Ethics BP/AP 2745 Board Self-Evaluation		BP/AP 4025 Philosophy and Criteria for Associate Degrees and General Education BP/AP 4225 Course Repetition BP/AP 4227 Course Repetition Absent Substandard Academic Work BP/AP 4230 Grading and Academic Record Symbols			
7/10/12	BP 1100 VCCCD (no AP required)						
8/14/12		BP 2350 Speakers (no AP required) BP/AP 2745 Board Self-Evaluation				BP/AP 6100 Delegation of Authority BP/AP 6150 Designation of Authorized Signatures BP/AP 6330 Purchasing AP 6331 Procurement Cards AP 6336 Travel AP 6337 Mileage Reimbursement BP/AP 6430 Contracts AP 6365 Accessibility of Information Technology BP/AP 6400 Audits BP/AP 6500 Property Management BP/AP 6520 Security for District Property AP 6530 District Vehicles AP 6535 Use of District Equipment BP 6540 Insurance (no AP required) BP/AP 6550 Disposal of Property BP/AP 6600 Capital Construction BP/AP 6620 Naming Buildings BP/AP 6700 Civic Center and Other Facilities Use BP/AP 6740 Citizens Oversight Committee BP/AP 6800 Safety	
9/11/12							
10/9/12							
11/13/12							
12/11/12							
1/2013							

Board Meetings	Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business/Fiscal Affairs	Chapter 7 Human Resources
2/2013							
3/2013							

Date: August 14, 2012

Process/Policy/Procedure Questions: Contact Clare Geisen, Director, Administrative Relations, Chancellor's Office, Tel. 805.652.5504/cgeisen@vcccd.edu

Calendar: Contact Laurie Nelson-Nusser, Administrative Assistant, Chancellor's Office, Administrative Relations, Tel. 805.652.5508/Lnusser@vcccd.edu

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.03 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 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 policy/procedure two-year review cycle (Accreditation Standard IV.B.1.e). No administrative procedure is required.

Analysis

The Policy Committee reviewed revised BP 2350 on July 18, 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	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Clare Geisen	

Book	VCCCD Board Policy Manual
Section	Chapter 2 Board of Trustees
Title	BP 2350 SPEAKERS
Number	BP 2350
Status	REVISED
Legal	Government Code Sections 54950, et seq.; Education Code Section 72121.5
Adopted	November 8, 2005
Last Reviewed	April 12, 2011

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda shall be heard before an item is addressed and voted on.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The Chair of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board, ~~or~~ if their remarks are unduly repetitive, or if remarks consist of personal attacks on others.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- ~~Individuals wishing to address the Board shall~~ They shall complete a public speaker card that includes the individual's name, name of organization or group represented, if any, and a statement noting the agenda item or topic to be addressed. ~~written request~~ The individual can submit the completed public speaker card to the Board Clerk prior to the start of Closed Session, Open Session, or prior to the agenda item he/she has requested to address. A speaker can elect to speak during Public Comments or speak at the time the agenda item is addressed by the Board. Public speakers are required to address unagenda items during Public Comments.
- ~~to address the Board at the beginning of the meeting at which they wish to speak.~~
- ~~The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.~~
- No member of the public may speak without being recognized by the Chair of the Board.
- Each speaker will be allowed a maximum of three (3) minutes per topic; thirty (30) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one (1) presentation per specific agenda item before the Board, and to one (1) presentation per meeting on non-agenda matters.

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.04 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 July 18, 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	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Clare Geisen	

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 June 19, 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	June 19, 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 members will be given an opportunity to 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 will compile survey results into a Board Evaluation Summary Report by listing the distribution of responses given for each question and providing a list of all comments.
- 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 and placed on a future Board meeting agenda for review and action.
- ~~The Board 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	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.05 ACTION TO APPROVE BOARD POLICY (BP) 6100 DELEGATION OF AUTHORITY. This item presents for approval BP 6100 Delegation of Authority and provides existing Administrative Procedure (AP) 6100 Delegation of Authority for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve proposed BP 6100 Delegation of Authority. Existing AP 6100 is provided for information and is consistent with BP 6100.

Public Content

Background

Proposed BP 6100 Delegation of Authority and existing AP 6100 Delegation of Authority 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 proposed BP 6100 on July 18, 2012, and recommends the Board take action to approve this policy as presented. Existing AP 6100 is presented for information and is consistent with BP 6100. BP 6100 and AP 6100 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

BP 6100 DELEGATION OF AUTHORITY

Legal: Education Code Sections 70902(d), 81655, and 81656

The Board delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

The Chancellor is authorized to award vendor contracts with the exception of those for legal services, auditors, insurance brokers, and irrevocable trust managers. The Chancellor shall seek Board input regarding how to proceed before these services are sought and selected.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See BP 6340 titled Contracts).

The Chancellor shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

See Administrative Procedure 6100

AP 6100 DELEGATION OF AUTHORITY

Legal: Education Code Sections 70902(d), 81644, 81655, 81656; Public Contract Code Sections 20651, 20658, 20659

Adopted: October 13, 2009; Last Reviewed September 25, 2009

The Vice Chancellor, Business and Administrative Services is delegated authority from the Chancellor to supervise budget preparation and management; oversee fiscal management of the District; and contract for purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice Chancellor, Business and Administrative Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the Chancellor for review and approval from time to time as determined by the Chancellor.

When transactions do not exceed the dollar limits established in the Public Contract Code, the Education Code or other laws pertaining to the taking of competitive bids, the Vice Chancellor, Business and Administrative Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Vice Chancellor, Business and Administrative Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees

Category 16. Board Policy

Subject 16.06 ACTION TO REAFFIRM BOARD POLICY (BP) 6150 DESIGNATION OF AUTHORIZED SIGNATURES. This item presents for reaffirmation BP 6150 Designation of Authorized Signatures and provides existing Administrative Procedure (AP) 6150 Designation of Authorized Signatures for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 6150 Designation of Authorized Signatures. Existing AP 6150 is provided for information and is consistent with BP 6150.

Public Content

Background

Existing BP 6150/AP 6150 Designation of Authorized Signatures 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 6150 Designation of Authorized Signatures on July 18, 2012, and recommends the Board take action to reaffirm this policy as presented. Existing AP 6150 is presented for information and is consistent with BP 6150. BP 6150 and AP 6150 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

Book	VCCCD Board Policy Manual
Section	Chapter 6 Business and Fiscal Affairs
Title	BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES
Number	BP 6150
Status	Active
Legal	Education Code Section 85232, 85233
Adopted	October 9, 2007

Authority to sign orders and other transactions on behalf of the Board is delegated to the Chancellor and other officers appointed by the Chancellor.

See Administrative Procedure 6150.

Book VCCCD Administrative Procedure Manual
Section Chapter 6 Business and Fiscal Affairs
Title AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES
Number AP 6150
Status Active
Legal Education Code Section 85232, 85233
Adopted October 13, 2009
Last Reviewed September 25, 2009

The Vice Chancellor, Business and Administrative Services is designated by the Chancellor as the District officer authorized to sign warrants/checks and other financial and contractual documents on behalf of the District.

The Vice Chancellor, Business and Administrative Services will withhold approval of District warrants when

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

No officer or employee of the District, other than the Vice Chancellor, Business and Administrative Services, is authorized to open a bank account, investment account, or other financial instrument in the name of the District, its colleges, departments or programs.

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees

Category 16. Board Policy

Subject 16.07 ACTION TO APPROVE BOARD POLICY (BP) 6330 PURCHASING. This item presents for approval BP 6330 Purchasing and provides revised Administrative Procedure (AP) 6330 Purchasing, revised AP 6331 Procurement Cards, revised AP 6336 Travel, and existing AP 6337 Mileage Reimbursement are provided for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees approve revised BP 6330 Purchasing. Revised AP 6330 Purchasing, revised AP 6331 Procurement Cards, revised AP 6336 Travel, and existing AP 6337 Mileage Reimbursement are provided for information and are consistent with BP 6330.

Public Content

Background

Revised BP 6330 Purchasing, revised AP 6330 Purchasing, revised AP 6331 Procurement Cards, revised AP 6336 Travel, and existing AP 6337 Mileage Reimbursement 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 6330 on July 18, 2012, and recommends the Board take action to approve this policy as presented. Revised AP 6330 Purchasing, revised AP 6331 Procurement Cards, revised AP 6336 Travel, and existing AP 6337 Mileage, are presented for information and are consistent with BP 6330. BP 6330, AP 6330, AP 6331, AP 6336, and AP 6337 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	

[16.07.01_BP 6330 PURCHASING PC 7-18-12 revised.pdf \(11 KB\)](#)

[16.07.02_AP 6330 PURCHASING PC 7-18-12 revised.pdf \(77 KB\)](#)

[16.07.03_AP 6331 PROCUREMENT CARDS PC 7-18-12 revised.pdf \(71 KB\)](#)

Administrative Content

[16.07.04_AP 6336 EMPLOYEE TRAVEL PC 7-18-12 revised.pdf \(88 KB\)](#)

[16.07.05_AP 6337 MILEAGE REIMBURSEMENT PC 7-18-12 no change.pdf \(45 KB\)](#)

BP 6330 PURCHASING

Legal: Education Code Section 81656; Public Contracts Code Section 20650, et seq.

Adopted: OCTOBER 9, 2007; REVISED APRIL 8, 2008

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time, without going through the formal bid process.

No officer or employee, except as designated by the Chancellor, may obligate the District for any expenditure of funds without prior approval. Any obligation contracted without appropriate prior approval may become a personal expense of the employee. All purchase orders, contracts, leases, rentals, memorandums of understanding, and service agreements require the signature of the Chancellor or designee.

All such transactions exceeding \$10,000 shall be reviewed by the Board every 60 days.

See Administrative Procedures 6330, 6331, 6336, 6337.

Legal: Education Code Section 81656; Public Contracts Code Section 20650

Adopted: OCTOBER 13, 2009; LAST REVIEWED SEPTEMBER 25, 2009

Authority and Responsibility For Purchases

The authority to make purchases shall be vested in the Chancellor and no other officer or employee, except as designated below, may obligate the District for any expenditure of funds without prior approval.

The Chancellor has delegated authority to the Vice Chancellor of Business and Administrative Services, to purchase supplies, materials, apparatus, equipment and services as necessary for the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time without going through the formal bid process; except for emergency work contracts as identified in the Public Contract Codes.

The District Purchasing Department has the responsibility to manage the procurement policy as it relates to the acquisition of all equipment, supplies and services for use within the District or from funds held by the District, in compliance with all federal, state and local regulations and the Public Contract Code (PCC).

All purchase orders, contracts, leases, rentals, memorandums of understanding, and service agreements require the signature of the Vice Chancellor, Business and Administrative Services or designee.

All purchase orders, contracts, agreements, and memorandums of understanding (MOUs) for goods or services in the amount of \$50,000 or more require Board of Trustees approval prior to issuance of a purchase order. The Chancellor, or designee, may authorize purchases of \$50,000 or more if he/she deems it to be in the best interest of the district and if in his/her judgment, the purchase should not wait until the next regularly scheduled board meeting. In such a case, the Chancellor shall immediately notify the Board of the action.

A listing of all purchase orders in the amount of \$10,000 or more will be submitted to the Board of Trustees for ratification at the next regular meeting following issuance of the purchase order.

Goods or Services Provided by Employees, **Board Members or Family Members**

The District may purchase goods or services, after review of a minimum of three written quotes, from an employee of the District, Board Member or member of an ~~the~~ employee's or Trustee's family who owns or partly owns, operates, or has a financial interest in a business. Disclosure and prior approval by the Chancellor, or designee, is required before issuance of a purchase order. The purchase orders must be ratified by the Board.

Unauthorized Purchases

Any obligation contracted without appropriate prior approval may become a personal expense of the employee making the purchase.

AP 6331 PROCUREMENT CARDS

Adopted: NOVEMBER 3, 2009; LAST REVIEWED OCTOBER 15, 2009

The Procurement Card Program streamlines the purchasing processes, including the requisitioning, procurement, receiving, and payment processes for low-dollar value purchases from any vendor or supplier that accepts a credit card.

The Procurement Card may be used to facilitate conference attendance and travel related expenses, with an approved Ventura County Community College District Travel Request form.

This program enables the cardholder to purchase approved commodities directly from vendors/suppliers.

The Procurement Card can be used for purchases of ~~all non-restricted (acceptable) commodities~~ supplies and materials and travel expenses for district related travel. Equipment purchases are not allowed. Each Procurement Card issued will contain the name of *Ventura County Community College District* as well as the employee's name as the buyer of products. **THE PROCUREMENT CARD IS NOT TO BE USED FOR PERSONAL TRANSACTIONS.**

The conditions that apply to the use of the Card are:

1. A Request for Issuance of Ventura County Community College District Procurement Card form must be completed and approved.
2. All cardholders must sign and accept the terms and conditions as outlined on the Procurement Card Program User's Guide.
3. All cardholders must attend training regarding the appropriate use of the card and the requirements following the use.
4. All purchase transactions processed against the Procurement Card must be made by the individual to whom the card is issued.
5. The Procurement Card can only be used for ~~non-restricted (acceptable) commodities~~ purchase of supplies and materials and District related travel expenses.
6. Documentation pertaining to all purchase transactions must be obtained and maintained on file at the District Administrative Center – ~~Accounts Payable Department~~ Business Services Department.
7. Split purchases to bypass the authorized limit(s) or to circumvent Purchasing Policies and Procedures are prohibited.
8. Fraudulent use of the Procurement Card will result in corrective action in accordance with the terms and conditions as outlined in the Procurement Card Program User's Guide.
9. Cardholder will be responsible for guaranteeing that all charges are for appropriate District expenses, that purchases are within budget limits, and does not violate any law, regulations, policies or procedures.

Administrative Procedure 6331 stands alone – Refer to Board Policy 6330 Purchasing
See SOP 6331 for detailed instructions and forms.

AP 6336 – EMPLOYEE TRAVEL

Adopted: NOVEMBER 3, 2009; LAST REVIEWED OCTOBER 15, 2009

Attendance at meetings, conferences, and conventions will be authorized when such attendance bears a direct benefit to the District. Evidence should be presented at the time of the request with respect to the manner in which the District would be benefited as the result of such attendance.

Employees are expected to exercise prudent judgment in incurring travel expenses for official District business. Only necessary expenses will be approved and reimbursed. The number of employees attending a particular meeting should be ~~the minimum~~ those necessary consistent with the benefit to be derived therefrom.

The itinerary of an employee shall be planned to eliminate unnecessary travel in the performance of work assignments. Whenever possible, employees should pool rides when traveling on official District business.

It is the District's policy to reimburse employees out-of-pocket and direct expenses incurred while traveling on official District business. Expenses will be reimbursed, in accordance with this procedure, that are evidenced by itemized receipts (must include date of transaction and vendor name). No reimbursement will be made for the expenses of spouses or family members.

All travel requests, including summer travel, must be approved in advance by the appropriate College President or designee, or the Chancellor, or designee, for the District Administrative Center. The Chancellor, or his/her designee in his/her absence, shall approve the Presidents' travel requests. Such approval is sought through the completion of a VCCCD Travel Request form (form 14001). All copies of the approved Travel Request form will be forwarded to the District Business and Administrative Services Division for processing no later than 15 business days prior to date of travel or payment deadlines.

Reimbursements

Reimbursement for expenses incurred on official business shall be on an actual expense basis, within established District guidelines.

Reimbursement for meals consumed as part of travel, meetings, or business-related meals, shall be based on actual costs, and limited to \$25 per meal with a maximum daily limit of \$55, and evidenced by an itemized receipt (must include date of transaction and vendor name). No reimbursement for alcohol is allowed.

When reimbursement for lodging is authorized, the actual cost shall be allowed.

Reimbursement shall not be allowed for expenses paid by another agency who is reimbursing the employee directly.

Air Travel

Air transportation shall be by the least expensive class. The District is not responsible for payment of ticket penalties when cancellations or change of trip occurs through no fault of the District.

Travel by non-commercial airplane shall not be permitted.

Travel for Convenience of Employee

No reimbursement for lodging or meals shall be paid to an employee for extra travel time incurred if they travel to, or return from a destination for their own convenience in advance of the necessary time.

Travel Expense Advances

Upon timely request, the District will provide travel advances for anticipated reimbursable expenses.

Pre-payment of registration fees, lodging and commercial carrier travel is available if an authorized VCCCD Travel Request (form 14001) form is received by the District Administrative Center at least 15 business days in advance of the date of travel or payment deadline.

All other allowable costs will be reimbursed upon the employees' return to their official work site and the proper completion and submission of an approved VCCCD Travel Request form. Claims must be submitted to the District Administrative Center no later than 15 business days following the completion of travel.

Governing Board travel

Governing Board members' travel shall be subject to the same conditions as employee travel.

International Travel

The Ventura County Community College District recognizes the need for international travel and related expenses in connection with District/College business, training, instruction or presentations. International travel covers all destinations outside the Continental United States.

The purpose of International travel must clearly support and is be directly linked to the requester's role at VCCCD and should result in a net benefit to students or programs authorized by the College.

Completion of the VCCCD Authorization for International Travel (form 14041) form must be submitted no later than 90 business days prior to making travel arrangements, this allows for appropriate approval of the College President, Chancellor, and Board of

AP 6336 – Employee Travel (continued)

Trustees. If District funds are being utilized for the International Travel, employee must also submit District-wide Form No. 14001, VCCCD Travel Request form.

Employees who obtain approval for international travel, ~~MUST~~ must not travel to countries for which a travel advisory has been issued by the State Department of the United States. It is the employee's responsibility to contact the State Department to obtain a list of current advisories at <http://travel.state.gov>.

Complying with Policies and Regulations

The employee authorized to travel is responsible for complying with state statutes, laws, regulations, policies and procedures and IRS guidelines and is responsible for accurately completing all required forms for reimbursement of authorized official business travel expenses. Traveler is expected to adhere to all VCCCD policies, regulations, and procedures related to travel by employees.

See BP 6330 Purchasing

Book VCCCD Administrative Procedure Manual
Section Chapter 6 Business and Fiscal Affairs
Title AP 6337 MILEAGE REIMBURSEMENT
Number AP 6337
Status Active
Legal
Adopted November 3, 2009
Last Reviewed October 15, 2009

Board Members and District Employees shall be reimbursed by a mileage rate to be established by the Board of Trustees. The Board of Trustees has set the rate to be the same as the current Internal Revenue Service Standard Mileage Rate.

Such reimbursement shall be for travel by private vehicle on District business approved by the Board of Trustees or the designated District or College authority. Claims for reimbursement must be submitted for the month by the end of the following month.

Reimbursement for mileage with no other associated expenses should be claimed on a VCCCD [Mileage Reimbursement Claim form \(form no. 14002\)](#).

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees

Category 16. Board Policy

Subject 16.08 ACTION TO APPROVE BOARD POLICY (BP) 6340 CONTRACTS. This item presents for approval BP 6340 Contracts and provides revised Administrative Procedure (AP) 6340 Contracts and existing AP 6365 Accessibility of Information Technology for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees approve BP 6340 Contracts. Revised AP 6340 Contracts and existing AP 6365 Accessibility of Information Technology are provided for information and are consistent with BP 6340.

Public Content

Background

Revised BP 6340 Contracts, revised AP 6340 Contracts, and existing AP 6365 Accessibility of Information Technology 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 6340 Contracts on July 18, 2012, and recommends the Board take action to approve this policy as presented. Revised AP 6340 Contracts and existing AP 6365 Accessibility of Information Technology are provided for information and are consistent with BP 6340. BP 6340, AP 6340, and AP 6365 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

BP 6340 CONTRACTS

Legal: Education Code Sections 81641, et seq.; Public Contracts Code Sections 20650, et seq.

Adopted: October 9, 2007

The Board delegates to the Chancellor the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts exceeding \$10,000 are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Chancellor concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Chancellor is authorized to proceed with a contract.

See Administrative Procedures 6340, 6365

AP 6340 CONTRACTS

Legal: Education Code Section 81641 et seq.; Public Contracts Code Sections 20112 and 20650 et seq.; Labor Code 1720 and 1770 et seq.

Adopted: October 13, 2009; Last Reviewed September 25, 2009

Authority to Release Bids

The Chancellor has delegated authority to the Vice Chancellor of Business and Administrative Services, or designee to release bids, request for proposals, and quotations in compliance with all federal, state, and local regulations.

Bid Limit/Quotation Requirements

Purchases will be formally bid in accordance with Public Contract Code 20651, or when the District determines it is in its best interest.

For expenditures less than the bid limits stated above, the District may request verbal or written quotations from vendors. Such a request shall not be deemed as a competitive bid and the Purchasing Department shall evaluate and award quotes based on quality, availability, price, delivery, support service, and identified needs of the requisitioning department.

According to Government Code 53060, the District may contract with and employ any persons or firms for providing special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required without formal bid.

Bid Process

Bid and contract forms shall be prepared and maintained by Ventura County Community College District Purchasing Department. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

All bids must be published at least once a week for two weeks in a newspaper of general circulation, a notice calling for bids or proposals, stating the materials, or supplies, or services to be furnished.

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified. Bid specifications should be sufficiently broad to encourage and promote open competitive bidding.

All bids submitted by vendors and contractors shall comply with the California Labor Code Sections 1720-1815 governing payment of prevailing wages and employment of apprentices. Failure to comply with providing documentation, as requested by the District, to assure compliance with the California Labor Code Sections shall cause any bid to be rejected.

Ventura County Community College District Purchasing Department shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings.

A deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts Awards

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District for good and sufficient reason. All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received. Bid and contract award recommendations will be presented to the Board of Trustees for approval.

Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications, including the value of in-kind benefits or other services and materials presented in a bid.

The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services.

~~For award of bids and contracts for electronic data processing systems and telecommunication equipment, supplies and services, see AP 6360.~~

Purchase without Advertising for Bids

The Vice Chancellor, Business and Administrative Services is authorized to make purchases from firms holding California public agency contracts without calling for bids where it appears advantageous to do so.

The Vice Chancellor, Business and Administrative Services may, without advertising for bids, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Vice Chancellor, Business and Administrative Services may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years.

Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Vice Chancellor, Business and Administrative Services may make a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

Unlawful to Split Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Bidder Protest

Bidders who wish to formally protest to the Board the bidding process, prior to the Board taking action to award bid, must complete a Bidder Complaint form. The vendor must complete and return the Bidder Complaint Form to the Purchasing Department within five (5) working days after being notified by the Purchasing Department of the proposed award. Protests from bidders and their agents will not be considered by the Board of Trustees during a public meeting if they have not followed this procedure.

AP 6365 ACCESSIBILITY OF INFORMATION TECHNOLOGY

Legal: Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794d); 36 CFR 1194.1 et seq.; Government Code Section 11135
Title 5 Section 59300 et seq.

Adopted: October 13, 2009; Last Reviewed September 25, 2009

Whenever the District enters into a contract for the purchase, development, procurement, maintenance or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self contained closed products such as copiers, and desktop and portable computers.

Each contract with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the Ventura County Community College District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

Administrative Procedure 6365 stands alone – Refer to Board Policy 6340 Purchasing

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.09 ACTION TO REAFFIRM BOARD POLICY (BP) 6400 AUDITS. This item presents for reaffirmation BP 6400 Audits and provides revised Administrative Procedure (AP) 6400 Audits for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 6400 Audits. AP 6400 has been revised, is provided for information, and is consistent with BP 6400.

Public Content

Background

Existing BP 6400 Audits and revised AP 6400 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 6400 on July 18, 2012, and recommends the Board take action to reaffirm this policy as presented. AP 6400 has been revised, is presented for information and is consistent with BP 6400. BP 6400 and AP 6400 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

[16.09.01_BP 6400 AUDITS no change PC 7.18.12.pdf \(45 KB\)](#)

[16.09.02_AP 6400 AUDITS PC 7-18-12 revised.pdf \(85 KB\)](#)

Book	VCCCD Board Policy Manual
Section	Chapter 6 Business and Fiscal Affairs
Title	BP 6400 AUDITS
Number	BP 6400
Status	Active
Legal	Education Code Section 84040(b)
Adopted	October 9, 2007

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Chancellor shall assure that an annual outside audit is completed. The Chancellor shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

See Administrative Procedure 6400.

AP 6400 AUDITS

Legal: Education Code Sections 84040(b), 81644, Title 5, Section 59102 & 59106

Adopted: October 13, 2009; Last Reviewed September 25, 2009

On or before ~~April~~ May 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for a term of no longer than five (5) years. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- A summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be presented to the Board and submitted to the State Chancellor's Office by December 31.

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.10 ACTION TO REAFFIRM BOARD POLICY (BP) 6500 PROPERTY MANAGEMENT. This item presents for reaffirmation BP 6500 Property Management and provides existing Administrative Procedure (AP) 6500 Property Management for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 6500 Property Management. Existing AP 6500 Property Management is provided for information and is consistent with BP 6500.

Public Content

Background

Existing BP 6500/AP 6500 Property Management 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 6500 on July 18, 2012, and recommends the Board take action to reaffirm this policy as presented. Existing AP 6500 is provided for information and is consistent with BP 6500. BP 6500 and AP 6500 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

[16.10.01_BP 6500 Property Management PC 7.18.12 no change.pdf \(45 KB\)](#)

Book	VCCCD Board Policy Manual
Section	Chapter 6 Business and Fiscal Affairs
Title	BP 6500 PROPERTY MANAGEMENT
Number	BP 6500
Status	Active
Legal	Education Code Sections 81300, et seq.
Adopted	October 9, 2007

The Chancellor is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board itself.

The Chancellor shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.

See Administrative Procedures 6500.

Book	VCCCD Administrative Procedure Manual
Section	Chapter 6 Business and Fiscal Affairs
Title	AP 6500 PROPERTY MANAGEMENT
Number	AP 6500
Status	Active
Legal	Education Code Section 70902; 81300 et seq.
Adopted	October 13, 2009
Last Reviewed	September 25, 2009

The Vice Chancellor, Business and Administrative Services, shall be responsible for supervising acquisitions or leases of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting and other special assessments; and the condemnation of real property.

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees

Category 16. Board Policy

Subject 16.11 ACTION TO REAFFIRM BOARD POLICY (BP) 6520 SECURITY FOR DISTRICT PROPERTY. This item presents for reaffirmation BP 6520 Security for District Property and provides existing Administrative Procedures (AP) 6530 District Vehicles and AP 6535 Use of District Equipment for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 6520 Security for District Property. Existing AP 6530 District Vehicles and AP 6535 Use of District Equipment are provided for information and are consistent with BP 6520.

Public Content

Background

Existing BP 6520 Security for District Property, AP 6530 District Vehicles, and AP 6535 Use of District Equipment 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 6520 on July 18, 2012, and recommends the Board take action to reaffirm this policy as presented. Existing AP 6530 and AP 6535 are provided for information and are consistent with BP 6520. BP 6520, AP 6530, and AP 6535 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

[16.11.01_BP 6520 SECURITY FOR DISTRICT PROPERTY PC 7.18.12 no change.pdf \(5 KB\)](#)

[16.11.02_AP 6530 DISTRICT VEHICLES PC 7.18.12 no change.pdf \(81 KB\)](#)

Administrative Content

BP 6520 SECURITY FOR DISTRICT PROPERTY

Legal: Education Code Section 81600 et. seq.

Adopted: October 9, 2007

The Chancellor shall establish procedures necessary to manage, control and protect the assets of the District, including, but not limited to, ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

Board Policy 6520 stands alone.

See also AP6530, 6535

AP 6530 DISTRICT VEHICLES

Legal: Title 13, California Code of Regulations, Division 1, Chapter 1; VCCCD Vehicle and Transportation Procedure and Forms

Adopted: October 13, 2009; Last Reviewed September 25, 2009

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

Vehicles made available to the District personnel are for use in the conduct and operation of District business.

Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any one of the criteria listed below:

- Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.
- Employees who are regularly or frequently subject to call before or after regular working hours.
- Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.

The Vice President of Business Services of a location is responsible for controlling access to and use of all District vehicles assigned to that location.

The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the Vice President of Business Services prior to final granting of authorization.

Administrative Procedure 6530 stands alone – Refer to Board Policy 6520 Security for District Property

AP 6535 USE OF DISTRICT EQUIPMENT

Legal: Education Code Section 70902

Adopted: October 13, 2009; Last Reviewed September 25, 2009

Each member of the District staff shall be responsible for equipment under his/hers control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

Equipment shall only be removed/loaned from campus with proper authorization(s) from the college Vice President of Business Services or the Vice Chancellor, Business and Administrative Services.

District equipment shall not be loaned to persons not employed by the District.

Administrative Procedure 6530 stands alone – Refer to Board Policy 6520 Security for District Property

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.12 ACTION TO REAFFIRM BOARD POLICY (BP) 6540 INSURANCE. This item presents for reaffirmation BP 6540 Insurance. No administrative procedure is required.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 6540 Insurance. No administrative procedure is required.

Public Content

Background

Existing BP 6540 Insurance has 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 6540 on July 18, 2012, and recommends the Board take action to reaffirm this policy as presented. No administrative procedure is required. BP 6540 does not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

[16.12.01_BP 6540 INSURANCE PC 7.18.12 no change_no AP.pdf \(19 KB\)](#)

BP 6540 INSURANCE

Legal: Education Code Sections 70902, 72502, 72506, 81601, et seq.

Adopted: October 9, 2007

The Chancellor shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment. The Chancellor may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The ~~District~~ District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

BP 6540 stands alone.

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.13 ACTION TO REAFFIRM BOARD POLICY (BP) 6550 DISPOSAL OF PROPERTY. This item presents for reaffirmation BP 6550 Disposal of Property and provides revised Administrative Procedure (AP) 6550 Disposal of Property for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees reaffirm BP 6550 Disposal of Property. AP 6550 Disposal of Property has been revised, is provided for information, and is consistent with BP 6550.

Public Content

Background

Existing BP 6550/AP 6550 Disposal of Property 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 6550 on July 18, 2012, and recommends the Board take action to reaffirm this policy as presented. AP 6550 has been revised, is presented for information, and is consistent with BP 6550. BP 6550 and AP 6550 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

BP 6550 DISPOSAL OF PROPERTY

Legal: Education Code Section 70902(b)(6), 81452

Adopted: October 9, 2007

The Chancellor is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

See Administrative Procedure 6550.

AP 6550 DISPOSAL OF PROPERTY

Legal: Education Code Sections 70902(b)(6), 81450 et. seq., and 81360

Adopted: October 13, 2009; Last Reviewed September 25, 2009

The Board approves surplus property with a value of \$1,000 or more at regularly scheduled Board meetings.

The District may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the District for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the District and having a general circulation. ~~If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the District; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.~~

The Vice Chancellor of Business and Administrative Services shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

1. The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
2. The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property.
3. The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

~~In addition, the District can sell or lease real property belonging to the Community College District if both of the following conditions are met:~~

- ~~1. The property is sold or leased to another local governmental agency, or to a nonprofit corporation that is organized for the purpose of assisting one or more local governmental agencies in obtaining financing for a qualified community college facility; and~~
- ~~2. The financial proceeds are expended solely for capital outlay purposes relating to a qualified community college facility.~~

If the Board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000), the property may be sold by the Vice Chancellor of Business and Administrative Services at private sale without advertising.

Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Vice Chancellor of Business and Administrative Services at private sale without advertising or may be donated to a charitable organization or disposed in a local public dump.

In addition, the District can sell or lease real property belonging to the Community College District if both of the following conditions are met:

If a district has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Board, the Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.

Generally, the funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the district if, prior to the sale or lease, the Board has determined that the district has no anticipated need for additional sites or building construction for the five-year period following the sale or lease.

AP 6550 DISPOSAL OF PROPERTY

Legal: Education Code Sections 70902(b)(6), 81450 et. seq., and 81360

Adopted: October 13, 2009; Last Reviewed September 25, 2009

Personal Property

The Board approves surplus property with a value of \$1,000 or more at regularly scheduled Board meetings.

The District may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the District for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the District and having a general circulation. ~~If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the District; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.~~

The Vice Chancellor of Business and Administrative Services shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

If the Board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000), the property may be sold by the Vice Chancellor of Business and Administrative Services at private sale without advertising.

Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Vice Chancellor of Business and Administrative Services at private sale without advertising or may be donated to a charitable organization or disposed in a local public dump.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

1. The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
2. The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property.
3. The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

Real Property

In addition, the District can sell or lease real property belonging to the Community College District if ~~both~~ of the following conditions are met:

1. If a district has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Board, the Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.
2. The property is sold or leased to another local governmental agency, or to a nonprofit corporation that is organized for the purpose of assisting one or more local governmental agencies in obtaining financing for a qualified community college facility; and
3. The financial proceeds are expended solely for capital outlay purposes relating to a qualified community college facility.

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.14 ACTION TO APPROVE BOARD POLICY (BP) 6600 CAPITAL CONSTRUCTION. This item presents for approval BP 6600 Capital Construction and provides proposed Administrative Procedure (AP) 6600 Capital Construction for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve revised BP 6600 Capital Construction. Proposed AP 6600 Capital Construction is provided for information and is consistent with BP 6600.

Public Content

Background

BP 6600/AP 6600 Capital Construction 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 6600 on July 18, 2012, and recommends the Board take action to approve this policy as presented. Proposed AP 6600 is presented for information and is consistent with BP 6600. BP 6600 and AP 6600 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

BP 6600 CAPITAL CONSTRUCTION

Legal: Education Code Section ~~81005~~, 81820; Title 5, Section 57150 et seq.

Adopted: October 9, 2007

The Chancellor is responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Chancellor. The Chancellor shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Chancellor shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board shall approve and submit to the Board of Governors a five (5)-year capital construction plan as required by law. The Chancellor shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

See Administrative Procedure 6600.

AP 6600 CAPITAL CONSTRUCTION

Legal: Education Code Sections 81005 and 81820; Title 5 Sections 57150 et seq.

Capital Outlay Program

The Chancellor will annually report to the Board and to the California Community Colleges Chancellor's Office a five (5) year capital outlay program. The program will consist of the plans of the District concerning its future academic and student service programs, and the effects of such programs on construction needs.

Specifically, the five (5) year capital outlay program will include the following:

- Statement of educational plans
- Statement of energy plans
- Statement of disabled persons' barrier removal plan
- Location of program delivery
- Location of other owned lands
- District-wide priority lists
- District-wide capacity/load ratios
- District-wide supporting detail

Contracts

Construction contracts will be let in accordance with AP 6340 titled Contracts and will comply with applicable laws relating to public works.

Conversion of Buildings

State funds earmarked for capital outlay financing may be used to acquire an existing government-owned or privately-owned building and to pay the necessary costs of converting such a building to community college use if all of the following criteria apply:

- The building was constructed as, and continues to qualify as, a school building, as provided by Education Code Sections 81130 et seq., or the building is determined to have, or is rehabilitated to an extent that it is determined to have, a pupil safety performance standard that is equivalent to that of a building constructed pursuant to Education Code Sections 81130 et seq. The determination of the pupil safety performance standard must meet all of the requirements of Education Code Section 81149(a)(1)&(2).
- The total cost of purchasing and converting the existing building to community college use is not greater than the estimated cost of constructing an equivalent building.
- The land associated with the building will be owned by, or controlled through a long-term lease of at least 50 years by, the District.
- The District has complied with facility site review procedures and guideline recommendations of the California Postsecondary Education Commission pursuant to Education Code Section 66904.

- The funding for the purchase and conversion of an existing building does not supersede funding for facilities that have previously been prioritized by the Board of Governors and are awaiting state funding.

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.15 ACTION TO APPROVE BOARD POLICY (BP) 6620 NAMING BUILDINGS. This item presents for approval BP 6620 Naming Buildings and provides revised Administrative Procedure A(P) 6620 for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve BP 6620 Naming Buildings. Revised AP 6520 Naming Buildings is provided for information and is consistent with BP 6620.

Public Content

Background

BP 6620/AP 6620 Naming Buildings 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 6620 on July 18, 2012, and recommends the Board take action to approve this policy as presented. AP 6620 has been revised, is provided for information, and is consistent with BP 6620. BP 6620 and AP 6620 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

BP 6620 NAMING BUILDINGS

Adopted: October 9, 2007

All recommendations for naming buildings shall be submitted to the Board for action through by the Chancellor ~~for action~~.

The Board of Trustees retains the authority for naming all facilities and properties, i.e., all buildings, major portions of buildings, stadium and ~~baseball~~ fields and other areas of major assembly or activity, and all other highly visible facilities and properties, landscape items or features, limited outdoor areas, and other minor ~~properties~~ properties.

See Administrative Procedure 6620.

AP 6620 NAMING BUILDINGS

Adopted: October 9, 2007

The Board of Trustees retains the authority for naming all facilities and properties, i.e., all buildings, major portions of buildings, stadium and ~~baseball~~ fields and other areas of major assembly or activity, and all other highly visible facilities and properties, landscape items or features, limited outdoor areas, and other minor properties.

This policy is intended to encourage private support to our colleges through opportunities to name District facilities and properties and only by ~~other~~ extraordinary circumstances should facilities and properties be named without a gift.

Each proposal for naming a facility or property shall be considered on its own merits. No commitment for naming shall be made prior to Trustee approval of the proposed name, which shall be submitted to the Board for action through ~~by~~ the Chancellor ~~for action~~.

The name of a District facility must lend prestige to the college District. Candidates for recognition may be persons or groups who have made a significant contribution to the institution, or a contribution to humankind and who are generally known for permanent significance in the fields of government, the arts, letters, sciences, social sciences or through business and industry.

All recommendations shall comply with the following ~~criteria~~ criteria:

Specific Conditions for Consideration:

A name of a District facility or property presented for Board Trustee ~~approval~~ must honor an individual or organization and must meet the following criteria:

1. When a donor gift is involved:

It is desirable for the District to name facilities and properties in honor of significant contributions of funds to the District.

The Board will take into consideration the significance and amount of the proposed gift as either or both relate to the realization or completion of a facility or property or the enhancement of a facility's or property's usefulness to the District.

Facilities and properties may be named for individuals or for organizations responsible for a "substantial gift" benefiting a college within the District.

The term "substantial gift" in this context is deliberately not defined by arbitrary standards or by a specific dollar amount. Its interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions of personal services as well as monetary or in-kind gifts. It is expected that each naming opportunity will recognize the donor according to the level of a gift and size of facility.

A donor gift can provide the funding for that portion of the total cost that ~~which~~ would not have been available from any other source.

2. In rare instances when no donor gift is involved:

It should honor a person who has achieved unique distinction in higher education and other significant areas of public service, or who has made extraordinary contributions to a college or the District ~~that which~~ warrant special recognition, or who has served the District in an administrative capacity and who, during administrative service, made extraordinary contributions to a college or the District ~~that which~~ warrant special recognition.

When a proposal for naming in honor of an individual involves service to the District in an academic or administrative capacity, a proposal shall not be made until the individual has been retired or deceased at least three (3) years.

Additional Criteria

No more than one facility or property shall be named after any one individual.

No facility or property will be named after seated, elected or appointed officials.

In special circumstances, the Board of Trustees may waive any or all of the above ~~criteria~~ criteria.

Each naming request must:

- a) Be submitted at least six (6) weeks prior to the Board of Trustees' meeting at which the item is to be presented.
- b) Demonstrate compliance with Board of Trustees' policy.
- c) Succinctly stated reasons for the proposed name. Include complete biographical data about the individual or organization.
- d) Ensure that all participants involved in this process remember that strict confidentiality is required.
- e) Identify the "special circumstance" when requesting a waiver to this procedure policy, if any.

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.16 ACTION TO APPROVE BP 6700 CIVIC CENTER AND OTHER FACILITIES USE. This item presents for approval BP 6700 Civic Center and Other Facilities Use. Revised Administrative Procedure (AP) 6700 Civic Center and Other Facilities Use is provided for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve BP 6700 Civic Center and Other Facilities Use. AP 6700 Civic Center and Other Facilities Use has been revised, is provided for information, and is consistent with BP 6700.

Public Content

Background

Revised BP 6700/AP 6700 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 6700 on July 18, 2012, and recommends the Board take action to approve this policy as presented. AP 6700 has been revised, is provided for information, and is consistent with BP 6700. BP 6700 and AP 6700 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

BP 6700 CIVIC CENTER AND OTHER FACILITIES USE

Legal: Education Code Sections 82537; 82542

Adopted: October 9, 2007

There is a Civic Center operation at each college within the District. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of college property, including but not limited to facilities, equipment and supplies, by community groups and other outside contractors.

These administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.

No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex (i.e., gender), or sexual orientation, or the perception that a group or organization ~~person~~ has one or more of the foregoing characteristics.

See Administrative Procedure 6700.

AP 6700 CIVIC CENTER AND OTHER FACILITIES USE

Legal: Education Code Sections 82537 and 82542; Public Resources Code Section 42648.3

Adopted: November 3, 2009; Last Reviewed October 15, 2009

General Provisions

District facilities are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the College President, or designee. Except as provided in these regulations, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The College Vice President of Business Services is responsible for the coordination and implementation of these procedures. The Board of Trustees shall determine all applicable fees to be charged.

All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Eligible persons or groups may use District buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to these rules and regulations.

The American Red Cross or other public agencies may use District facilities, grounds and equipment for mass care and welfare shelters during disasters or other emergencies affect the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services mutually deemed necessary to meet the needs of the community.

Rules for Facilities Use

Requests for use of District facilities must be made at least two (2) weeks in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the College President, or

designee.

Permission to use District facilities shall not be granted for a period to exceed one semester. No person or organization may be granted a monopoly or preferential treatment on any facility.

Fees will be assessed in accordance with the fee schedule adopted by the Board of Trustees. All charges for the use of District facilities are payable at least one (1) week in advance of the first scheduled use or permit will be cancelled.

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he or she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel, or other personnel, as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities.

Future facility requests may be denied on grounds including, but not limited to, past abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances or tobacco, or weapons (AP 3530) in any forms shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants or controlled substances shall be denied participation in any activity.

No structures, electrical modifications or mechanical apparatus may be erected or installed on District property without specific written approval by the College President.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

Refer to SOP 6700

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees

Category 16. Board Policy

Subject 16.17 ACTION TO REAFFIRM BOARD POLICY (BP) 6740 CITIZENS OVERSIGHT COMMITTEE. This item presents for reaffirmation BP 6740 Citizens Oversight Committee and provides proposed Administrative Procedure (AP) 6740 Citizens Oversight Committee for information.

Access Public

Type Action

Recommended Action The Chancellor recommends the Board of Trustees reaffirm BP 6740 Citizens Oversight Committee. Proposed AP 6740 Citizens Oversight Committee is provided for information and is consistent with BP 6740.

Public Content

Background

Existing BP 6740/AP 6740 Citizens Oversight Committee 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 6740 on July 18, 2012, and recommends the Board take action to reaffirm this policy as presented. Proposed AP 6740 is provided for information and is consistent with BP 6740. BP 6740 and AP 6740 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

BP 6740 CITIZENS' OVERSIGHT COMMITTEE (Bond Projects)

Legal: Education Code Sections 15278, 15280, 15282; California Constitution Article XIII A Section 1(b), Article XVI Section 18 (b)

Adopted: October 9, 2007

The Chancellor shall establish a Citizens Oversight Committee in accordance with applicable law and regulations for the duration of any authorized bond funded expenditures.

See Administrative Procedure 6740.

AP 6740 CITIZENS' OVERSIGHT COMMITTEE (Bond Projects)

Legal: Education Code Sections 15278, 15280, 15282

The Citizens' Bond Oversight Committee is established to:

- Inform the public about the expenditure of bond revenues;
- Review and report on the proper expenditure of taxpayers' money for school construction; and
- To advise the public as to the District's compliance with the Proposition 39 requirements as contained in the California Constitution.

The committee may engage in any of the following activities to:

- Receive and review copies of the annual, independent performance audit;
- Receive and review copies of the annual, independent financial audit;
- Inspect school facilities and grounds to ensure that bond revenues are expended properly;
- Receive and review copies of any deferred maintenance proposals or plans developed by the District; and
- Review efforts by the District to maximize bond revenues by implementing cost-saving measures.

The Committee shall consist of at least seven (7) members to serve for a term of two (2) years and for no more than two (2) consecutive terms. Members shall serve without compensation.

The Committee shall be comprised of at least:

- One (1) member active in a business organization representing the business community located within the District;
- One (1) member active in a senior citizens' organization;
- One (1) member active in a bona fide taxpayers' organization;
- One (1) member who is a student, both currently enrolled in the District and active in a campus group. The student may serve up to six (6) months after his or her graduation;
- One (1) member active in a support organization of the District.

No employee, official, vendor, contractor, or consultant of the District shall be appointed to the Committee.

Assistance

The District shall provide the Committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

Public Meetings

Meetings shall be open to the public and notice provided in accordance with the provisions of open meetings laws.

Reports

At least once a year the Committee shall issue a report on the result of its activities. Minutes from its proceedings, all documents received, and reports issued are a matter of public record and shall be made available on an Internet website maintained by the District.

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	16. Board Policy
Subject	16.18 ACTION TO APPROVE BOARD POLICY (BP) 6800 SAFETY. This item presents for approval BP 6800 Safety. Proposed Administrative Procedure (AP) 6800 Safety is provided for information.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends the Board of Trustees approve BP 6800 Safety. Proposed AP 6800 Safety is provided for information and is consistent with BP 6800.

Public Content

Background

BP 6800/AP 6800 Safety 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 6800 on July 18, 2012, and recommends the Board take action to approve this policy as presented. Proposed AP 6800 is presented for information and is consistent with BP 6800. BP 6800 and AP 6800 do not appear to impede the operational effectiveness of the colleges.

Staff Review	N/A	Date(s) Reviewed
Chancellor's Cabinet		7/09/12
President's Council	X	
Administrative Council	X	
Academic Senate	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		8/02/12
Legal Counsel	X	
Further Information	Sue Johnson, Clare Geisen	

BP 6800 SAFETY

Legal: 49 C.F.R., Part 40, 49 C.F.R., Part 655; Title 8, Section 3203; 29 C. F. R. 1910 101 et. seq.; Health & Safety Code Section 104420

Adopted: 10/9/2007

The Chancellor shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings; smoking shall only be permitted in designated areas at each campus.

See Administrative Procedure 6800.

See also BP 6810.

AP 6800 SAFETY

Legal

Cal/OSHA;

Labor Code Sections 6300 et seq.;

Title 8 Section 3203;

Code of Civil Procedure Section 527.8;

Penal Code Sections 273.6, 626.9, 626.10, and 12021

Definitions – Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of your work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.

Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff, or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college community.

Emergencies – Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by first dialing 911 and then notifying Ventura County Community College Campus Police.

Equipment and Sanitation – Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall furnish such equipment. Complaints related to health safety, sanitation and working conditions shall be forwarded to Risk Manager for review and recommendation.

Crisis and Conflict Intervention – Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the Risk Manager. The supervisor shall immediately notify the Ventura County Community College Campus Police about any acts or threats of violence. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees immediately to report threats, acts of violence or any other behavior which deliberately hurts or harms another person at the college to their immediate supervisor and Ventura County Community College Campus Police. Such reports will be promptly and thoroughly investigated.

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 17. Trustees/Chancellor's Office
Subject 17.01 ACTION TO APPOINT SECRETARY TO THE BOARD OF TRUSTEES. This item presents for approval the appointment of Jamillah Moore, Ed.D., as Secretary to the Board of Trustees.
Access Public
Type Action
Recommended Action The Board of Trustees appoint Jamillah Moore, Ed.D., as Secretary to the Board of Trustees.

Public Content

Background

Per Board Policy 2210 Officers, the Chancellor shall serve as Secretary to the Board, with duties as follows:

- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Prepare and post board meeting agendas;
- Have prepared for adoption minutes of board meetings;
- Attend all board meetings and closed sessions, unless excused, and in such cases assign a designee;
- Conduct the official correspondence of the Board;
- Certify, as legally required, all board actions; and
- Sign, when authorized by law or by board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

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

Administrative Content

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	17. Trustees/Chancellor's Office
Subject	17.02 ACTION TO ESTABLISH THE BOARD OF TRUSTEES PLANNING, ACCREDITATION, AND COMMUNICATION (PAC) COMMITTEE AS A REGULAR STANDING COMMITTEE AND DISSOLVE THE ACADEMIC AFFAIRS COMMITTEE.
Access	Public
Type	Action
Recommended Action	The Chancellor recommends that the Board of Trustees approve the establishment of the Planning, Accreditation, and Communication (PAC) Committee and dissolve the Academic Affairs Committee.

Public Content

Background

In April 2011, the Board announced the formation of an Ad Hoc Strategic Planning Committee in preparation for the Board's annual June strategic planning session. Chair Blum and Trustee McKay agreed to serve on the committee and meet on an as-needed basis. Upon receiving the December 2011 accreditation findings, the committee expanded its area of focus in strategic planning to include accreditation and Board communication. During the June 26, 2012, Board of Trustees Planning Session, Trustees reviewed existing Board committees, discussed changing the Ad Hoc Strategic Planning Committee to a standing committee called Planning, Accreditation, and Communication (PAC) Committee, and recommended dissolving the Board Academic Affairs Committee.

The charge of PAC is as follows:

The Planning, Accreditation, and Communication Committee ensures that District and college planning is comprehensive and meets organizational and community needs, as well as Accrediting Commission Standards. The committee also reviews and tracks District and college practices and activities for alignment with Accrediting Commission Standards. The Planning, Accreditation, and Communication Committee ensures that the Board is informed regarding all accreditation matters within the District. The committee also ensures that instructional programs are effective and consistent with District and college policies, plans, strategies, and community needs. The committee ensures that internal and external Board communication is ongoing, timely, transparent, and meets both organizational and community needs. This committee meets monthly or on an as-needed basis (at least quarterly).

It is necessary for the Board to take action to establish the new Board PAC Committee and dissolve the existing Board Academic Affairs Committee. Board Committees are reviewed on an annual basis.

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

Administrative Content

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	17. Trustees/Chancellor's Office
Subject	17.03 ACTION TO APPOINT MEMBERS AND ALTERNATE MEMBERS TO THE BOARD PLANNING, ACCREDITATION, AND COMMUNICATION (PAC) COMMITTEE
Access	Public
Type	Action
Recommended Action	The Chancellor recommends that members and alternate members be appointed to serve on the Planning, Accreditation, and Communication (PAC) Committee.

Public Content

Background

Board committees are reviewed on an annual basis, and appointed Board members serve for a one-year term from January through December. Trustees also volunteer to serve as alternates on various Board committees in the event of a schedule conflict for appointed members. Provided Board action was taken to establish the Planning, Accreditation, and Communication (PAC) in Agenda Item 17.02, it would then be necessary to appoint two Trustees to serve as Chair and Member of PAC and name alternate members to serve on PAC in the event of a scheduling conflict for the appointed Chair or Member.

The charge of PAC is as follows:

The Planning, Accreditation, and Communication Committee ensures that District and college planning is comprehensive and meets organizational and community needs, as well as Accrediting Commission Standards. The committee also reviews and tracks District and college practices and activities for alignment with Accrediting Commission Standards. The Planning, Accreditation, and Communication Committee ensures that the Board is informed regarding all accreditation matters within the District. The committee also ensures that instructional programs are effective and consistent with District and college policies, plans, strategies, and community needs. The committee ensures that internal and external Board communication is ongoing, timely, transparent, and meets both organizational and community needs. This committee meets monthly or on an as-needed basis (at least quarterly).

Board Committee Name	Members	Alternate(s)
Planning, Accreditation, and Communication (PAC)	Chair: Member:	

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

Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 17. Trustees/Chancellor's Office
Subject 17.04 ACTION TO APPROVE THE 2013 MEETINGS OF THE BOARD CALENDAR. This item presents for approval the 2013 Meetings of the Board Calendar.
Access Public
Type Action
Recommended Action That the Board of Trustees approve the 2013 Meetings of the Board Calendar.

Public Content

2013 MEETINGS OF THE BOARD CALENDAR

*District Administrative Center
255 West Stanley Avenue – Suite 150
Ventura, CA 93001*

DATE	TIME	PURPOSE
<i>February 23, Thursday</i>	<i>4:00 p.m.</i>	<i>Audit and Budget</i>
<i>May 31, Thursday</i>	<i>4:00 p.m.</i>	<i>Audit and Budget</i>
<i>August 30, Thursday</i>	<i>4:00 p.m.</i>	<i>Audit and Budget</i>
<i>November 29, Thursday</i>	<i>4:00 p.m.</i>	<i>Audit and Budget</i>
<i>January 15, Tuesday</i>	<i>3:00 p.m. OC/PAC BUILDING</i>	<i>Board (Technical Visit AB 1725)</i>
<i>February 12, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>
<i>March 12, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>
<i>April 9, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>
<i>May 14, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>
<i>June 18, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>
<i>June 25, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>
<i>July 9, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>
<i>August 13, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>
<i>September 10, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>
<i>October 8, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>
<i>November 12, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>

<i>December 11, Tuesday</i>	<i>5:30 p.m.</i>	<i>Board</i>
<i>January 23, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>February 20, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>March 20, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>April 17, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>May 22, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>June 19, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>July 17, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>August 21, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>September 18, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>October 16, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>November 20, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>December 18, Wednesday</i>	<i>12:00 p.m.</i>	<i>Capital Planning</i>
<i>January 17, Thursday</i>	<i>6:00 p.m.</i>	<i>Citizens Advisory Body</i>
<i>April 11, Thursday</i>	<i>6:00 p.m.</i>	<i>Citizens Advisory Body</i>
<i>September 12, Thursday</i>	<i>6:00 p.m.</i>	<i>Citizens Advisory Body</i>
<i>January 16, Wednesday</i>	<i>3:30 p.m.</i>	<i>Citizens Oversight Committee</i>
<i>April 24, Wednesday</i>	<i>3:30 p.m.</i>	<i>Citizens Oversight Committee</i>
<i>July 24, Wednesday</i>	<i>3:30 p.m.</i>	<i>Citizens Oversight Committee</i>
<i>October 23, Wednesday</i>	<i>3:30 p.m.</i>	<i>Citizens Oversight Committee</i>
<i>January 3, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>February 7, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>March 7, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>April 4, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>May 2, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>June 6, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>July 3, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>August 2, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>September 5, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>October 3, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>November 7, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>December 5, Thursday</i>	<i>11:00 a.m.</i>	<i>Legislative</i>
<i>January 3, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>
<i>February 7, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>
<i>March 7, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>
<i>April 4, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>
<i>May 2, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>

<i>June 6, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>
<i>July 3, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>
<i>August 2, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>
<i>September 5, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>
<i>October 3, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>
<i>November 7, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>
<i>December 5, Thursday</i>	<i>12:00 p.m.</i>	<i>Planning, Accreditation, and Communication</i>
<i>January 16, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>
<i>February 20, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>
<i>March 20, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>
<i>April 17, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>
<i>May 15, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>
<i>June 19, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>
<i>July 17, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>
<i>August 21, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>
<i>September 18, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>
<i>October 16, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>
<i>November 20, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>
<i>December 18, Wednesday</i>	<i>3:30 p.m.</i>	<i>Policy</i>

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
 Category 17. Trustees/Chancellor's Office
 Subject 17.05 ACTION TO APPROVE GOVERNING BOARD MEMBER ABSENCE. This item presents for approval the absence of a Board of Trustees member.
 Access Public
 Type Action
 Recommended Action That the Board of Trustees approve the absence of the Board Member listed.

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	Jamillah Moore/Patti Blair		

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
 Category 18. Business Services
 Subject 18.01 PLACEHOLDER - Deborah (Title 5 Annual Budget Transfer)
 Access Public
 Type

Public Content

PLACEHOLDER

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	Aug 14, 2012 - Board of Trustees
Category	19. Human Resources
Subject	19.01 There are no items.
Access	Public
Type	Action

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 20. Capital Planning
Subject 20.01 Trustees: Capital Planning & Facilities Committee met on July 25, 2012.
Access Public
Type Report

Public Content

Trustees: Capital Planning & Facilities Committee met on July 25, 2012.

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 21. Student Learning
Subject 21.01 There are no items.
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
 Category 22. Consent Calendar
 Subject 22.01 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	Jamillah Moore/Patti Blair		

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees

Category 23. Consent Calendar: Approval of Minutes

Subject 23.01 APPROVAL OF MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR JULY 10, 2012. This item presents for approval the minutes of the Board of Trustees Meeting of July 10, 2012.

Access Public

Type Action (Consent), Minutes

Fiscal Impact No

Budgeted No

Recommended Action The Chancellor recommends the approval of the July 10, 2012 minutes of the regular meeting of the Board of Trustees.

Minutes [View Minutes](#) for Jul 10, 2012 - Board of Trustees

Public Content

This item presents for approval the minutes of the regular meeting of the Board of Trustees for July 10, 2012.

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Jamillah Moore, Patti Blair		

 [23.01.01 07.10.12 BoT Meeting Minutes.pdf \(89 KB\)](#)

Administrative Content



**Ventura County Community College District
Board of Trustees Regular Meeting
255 West Stanley Avenue, Suite 150
Ventura, CA 93001
Tuesday, July 10, 2012**

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

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

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.

In attendance:

Sue Johnson, Interim Chancellor
Robin Calote, Ventura College President
Richard Duran, Oxnard College President
Pam Eddinger, Moorpark College President
Dave Fuhrmann, Assistant Vice Chancellor, Information Technology
Jane Harmon, Executive Vice President
Ramiro Sanchez, Executive Vice President
Michael Bush, Vice President, Business Services
David Keebler, Vice President, Business Services
Iris Ingram, Vice President, Business Services
Richard DeLaO, Chief of Police
Michael Arnoldus, Director
Lori Bennett, Dean
Terry Cobos, Director
Sharon Dwyer, Project Manager
Patricia Ewins, Dean
Clare Geisen, Director
Cynthia Herrera, Director
Kim Hoffmans, Dean
Mary Anne McNeil, Director
Lisa Miller, Dean
Inajane Nicklas, Dean
Kathleen Schrader, Dean
Terry Schukart, Project Manager
Gail Warner, Director
Jay Wysard, Director

Linda Kamaila, Oxnard College Academic Senate President
Riley Dwyer, Moorpark College Academic Senate President
Peter Sezzi, Ventura College Academic Senate President
Karla Banks, Oxnard College Classified Senate President
Les Dickey, Measure S
Handel Evans, Measure S
Steve Hall, AFT President
Patti Blair, Executive Assistant, Recorder

2. Open Session: Call to Order

Chair Blum called the meeting to order at 5:37 p.m.

3. Public Comments Regarding Closed Session Agenda Items

Public comments were made by Donald Davis and Marien Hack.

4. Recess to Closed Session

- 4.01 Existing Litigation: Government Code Section 54956.9(a). Philip C. Ames; Gary B. Hand; State of California; and the Ventura County Community College District v. Vratsinas Construction Company, et al., Ventura County Superior Court Case No. 56-2011-00409056-CU-MC-VTA.

5. Reconvene in Open Session and Closed Session Report 5:45 p.m.

Chair Blum reconvened the meeting in open session at 6:20 p.m. There was no closed session report.

6. Pledge to the Flag

Peter Sezzi led the pledge to the flag.

7. Changes to the Agenda

Chair Blum indicated the following change to the agenda:

- Revised Item 16.03: The following was added to the item:

Background/Analysis

In December 2011, the Board appointed members of the following (sub) committees for a one-year term. The Board recognizes the commitment made by Trustees to serve on various committees, but also recognizes there may be occasion when a scheduling conflict arises. Therefore, it is recommended that alternate members be designated to serve on each Board committee in the event a scheduling conflict arises.

Below are brief descriptions of each committee, Trustee roles and responsibilities, and current Board committee membership.

There was a table added to the bottom of the item to record Trustee recommendations.

8. Acknowledgement of Guests and Special Recognitions

- Dr. Duran, Oxnard College President, introduced Michael Bush, Oxnard College Vice President, Business Services.
- Dr. Eddinger, Moorpark College President, introduced Jane Harmon, Moorpark College Interim Executive Vice President, Student Learning.

9. Public Comments

There were no public comments.

10. Associated Student Government Reports

Student Trustee Valenzuela commented on the summer session.

11. Senate President Business Report

Report: 11.01 Academic Senate Business Report

- Peter Sezzi, Ventura College Academic Senate President, requested a technical assistance visit in January from the Community College League of California or Statewide Academic Senate.
- Riley Dwyer, Moorpark College Academic Senate President, commented on the Executive Vice President and support of the technical assistance request made by Mr. Sezzi.
- Linda Kamaila, Oxnard College Academic Senate President, commented on the program discontinuance review calendar and support for Condor Middle College at Oxnard College.

Report: 11.02 Classified Senate Business Report

- Karla Banks, Oxnard College Classified Senate, commented on the summer session and a classified senate website.

12. Interim Chancellor's Recommendations of Board of Trustees Agenda

Report: 12.01 INTERIM 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 28, 2012, have been reviewed within the District's Consultation Council, and are hereby presented to the Trustees for action, without constituent objection. Interim Chancellor Sue Johnson indicated the agenda is presented without objections.

13. Study Session: Accreditation Update

Information: 13.01 OPEN STUDY SESSION: Accreditation Update.

Chair Blum opened the study session at 6:32 p.m.

Discussion: 13.02 Accreditation Update.

Interim Chancellor Sue Johnson indicated the Ventura County Community College District received the ACCJC summary letter and accreditation report. Sustained and continued positive improvement must be demonstrated and maintained. Ms. Johnson indicated the visiting team noted the Board's progress and continued work towards addressing the Commission Concern.

Ms. Johnson distributed and reviewed *Update on Completion of DCAP Recommendations, Board of Trustees Planning Session, June 26, 2012.*

Chair Blum reconfirmed the Board's commitment to sustained improvement in meeting the Accreditation Commission Concern and Recommendations. Chair Blum asked that existing Board policy be followed.

Trustee McKay indicated the Planning, Accreditation, and Communication Committee reviewed the summary letter and accreditation and expressed confidence that the Board is working to meet the accreditation recommendations.

Trustee Hernandez provided a verbal statement in response to the ACCJC Accreditation summary letter and report.

Information: 13.03 CLOSE STUDY SESSION.

Chair Blum closed the study session at 6:52 p.m.

14. Study Session: Professional Development

15. Board Policy

Information: 15.01 The Policy Committee met on June 20, 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).

Action: 15.02 ACTION TO REAFFIRM BOARD POLICY (BP) 1100 VENTURA COUNTY COMMUNITY COLLEGE DISTRICT. This item presents for reaffirmation BP 1100 Ventura County Community College District. No administrative procedure is required. The Interim Chancellor recommends the Board of Trustees reaffirm BP 1100 Ventura County Community College District. No administrative procedure is required. 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 June 19, 2012 REGULAR BOARD MEETING. This item presents for review a Board meeting assessment for the June 19, 2012 Regular Board of Trustees meeting. Trustees discussed the June 19, 2012 Board meeting assessment. Trustees commented that questions will be raised prior to and during Board meetings, expressed satisfaction with Survey Monkey.

Action: 16.02 ACTION TO APPROVE REVISED BOARD OF TRUSTEES MEETING CALENDAR 2012. This item presents for approval the revised Board of Trustees Meeting Calendar 2012. The Interim Chancellor recommends the Board of Trustees approve this item, with a change to move the August 9, 2012 start time to 3:00 p.m. 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: 16.03 REVISED Item 16.03 (see item 7.01 Changes to Agenda) - ACTION TO APPOINT ALTERNATE BOARD COMMITTEE MEMBERS. This item presents for action the appointment of alternate members to serve on Board committees. The Interim Chancellor recommends the Board of Trustees approve this item. Chair Blum will serve as an alternate to Capital Planning and Audit and Budget. Trustee Miller will serve as an alternate to Legislative and Policy. 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: 16.04 ACTION TO APPROVE GOVERNING BOARD MEMBER ABSENCE. This item presents for approval the absence of a Board of Trustees member. There was no action taken.

17. Business Services

Action: 17.01 APPROVAL OF BUDGET AMENDMENT: This item requests approval to amend the General Fund Revenue and the General Fund Reserve account. The Interim Chancellor recommends approval of this amendment to the General Fund-Unrestricted budget in the amounts indicated. 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.

18. Human Resources

There are no items.

19. Capital Planning

Report: 19.01 Trustees: Capital Planning & Facilities Committee met on June 19, 2012. Trustee Perez indicated the Capital Planning Committee met and approved the agenda items.

20. Student Learning

Action: 20.01 ACTION TO APPROVE OXNARD COLLEGE DENTAL CLINIC FEE SCHEDULE EFFECTIVE SEPTEMBER 1, 2012: This item presents for approval the fee schedule for the Dental Hygiene Clinic at Oxnard College, effective September 1, 2012. The Interim Chancellor recommends that the Board of Trustees approve the Oxnard College Dental Clinic Fee Schedule effective September 1,

2012. Motion by Vice Chair Arturo Hernandez, 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: 20.02 APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH OXNARD UNION HIGH SCHOOL DISTRICT FOR CONDOR MIDDLE COLLEGE AT THE OXNARD COLLEGE

CAMPUS: This item presents for approval the Memorandum of Understanding between Oxnard College and the Oxnard Union High School District for the Condor Middle College at Oxnard College. The Interim Chancellor recommends that the Governing Board approve the Memorandum of Understanding with Oxnard Union High School District to jointly support the program entitled Condor Middle College at Oxnard College for the period of July 1, 2012 through June 30, 2015. 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.

21. Consent Calendar

Action (Consent): 21.01 APPROVAL OF CONSENT CALENDAR. This item presents for approval the Consent Calendar. The Interim Chancellor recommends the Board of Trustees approve this item. 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.

22. Consent Calendar: Approval of Minutes

Action (Consent), Minutes: 22.01 APPROVAL OF MINUTES FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES FOR JUNE 19, 2012. This item presents for approval the minutes of the Board of Trustees Meeting of June 19, 2012. The Interim Chancellor recommends the Board of Trustees approve this item. 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.

23. Consent Calendar: Business Services

Action (Consent): 23.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF MAY 30 TO JUNE 13, 2012: This item presents for ratification Accounts Payable and Payroll for the period of May 30, 2012 to June 13, 2012. The Interim Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 23.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #14 FOR FY 2011-12: This item presents for approval/ratification of Board Purchase Order Report #14, for FY 2011-2012 from June 4, 2012 to June 25, 2012. The Interim Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 23.03 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #2 FOR FY 2012-13: This item presents for approval/ratification of Board Purchase Order Report #02, for FY 2012-2013 from June 4, 2012 to June 25, 2012. The Interim Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 23.04 ACCEPTANCE OF GIFTS: This item presents for approval the acceptance of gifts. The Interim Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 23.05 APPROVAL OF BID 439, VENTURA COLLEGE ADMINISTRATION & ENGLISH LEARNING CENTER (FORMERLY DP BUILDING) BUILDINGS ROOFING PROJECT: This item presents for approval the award of Bid 439, Ventura College Administration & English Learning Center (formerly DP Building) Buildings Roofing Project to the lowest responsible bidder, RMC Construction and Roofing, Inc., in the amount of \$168,000. The Interim Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 23.06 APPROVAL OF BID 442, VENTURA COLLEGE RENOVATION OF ATHLETIC LOCKER AREAS: This item presents for approval award of Bid 442, Ventura College Renovation of Athletic Locker Areas to the lowest responsible bidder, Bottenfield Construction Inc., in the amount of \$119,680. The Interim Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 23.07 MONTHLY BUDGET TRANSFER SUMMARY: This item presents for ratification the monthly budget transfer summary for the months of June 2012. The Interim Chancellor recommends the Board of Trustees approve this item. 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.

24. Consent Calendar: Human Resources

Action (Consent): 24.01 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF THE ABOLISHMENT AND ESTABLISHMENT OF POSITIONS: This item presents for approval the abolishment and establishment of positions. The Interim Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 24.02 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF PERMANENT INCREASE IN ASSIGNMENT. The Interim Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 24.03 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF RESCISSION OF SEPARATION OF EMPLOYMENT. The Interim Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 24.04 EMPLOYMENT AND POSITION CONTROL: APPROVAL OF RESCISSION OF ACTION TO ELIMINATE A VACANT POSITION: This item presents for approval the rescission of an action that was previously approval by the Board of Trustees to eliminate a vacant position. The Interim Chancellor recommends the Board of Trustees approve this item. 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.

25. Consent Calendar: Capital Planning & Facilities

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 Interim Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 25.02 APPROVAL TO ISSUE AN ADDENDUM TO PAUL MURDOCH ARCHITECTS FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE OXNARD COLLEGE LEARNING RESOURCES CENTER RENOVATION/NEW CONSTRUCTION, PROJECT #29124: This item presents for approval an addendum to the Architectural Design Agreement with Paul Murdoch Architects, in the amount of \$66,385 for additional Construction Administration Phase Services for the Oxnard College Learning Resources Center Renovation/New Construction, project #29124. The Interim Chancellor recommends the Board of Trustees approve this item. 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 (Consent): 25.03 ACCEPTANCE OF COMPLETION OF CONTRACT WITH SANTA BARBARA PLUMBING FOR THE OXNARD COLLEGE ROSE AVENUE CORRIDOR LANDSCAPE IMPROVEMENTS, PROJECT #29124: This item presents for approval the acceptance of completion of the contract with Santa Barbara Plumbing for the Oxnard College Rose Avenue Corridor Landscape Improvements, Project #29124. The Interim Chancellor recommends the Board of Trustees approve this item. 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.

26. Consent Calendar: Student Learning

Action (Consent): 26.01 MOORPARK COLLEGE REVISED DEGREE APPROVAL: This item presents for approval a revised degree at Moorpark College. The Interim Chancellor recommends the Board of Trustees approve this item. 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.

27. Informational Items

There were no items.

28. Reports

- **Report: 28.01 Academic Senates**
Academic Senate Presidents acknowledged Interim Chancellor Sue Johnson. Ventura College Academic Senate President Peter Sezzi commented on the summer session and the Curriculum Institute.
- **Report: 28.02 Trustees**
Student Trustee Valenzuela commented on the Student Trustee Conference in San Francisco and will provide a report during the August Board meeting.

Trustees commented on the Board Strategic Planning Session and thanked faculty and staff for their dedicated work in the service to our students.
- **Report: 28.03 Interim Chancellor**
There was no report.

29. Adjournment

Chair Blum adjourned the meeting at 7:57 p.m.



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees

Category 24. Consent Calendar: Business Services

Subject 24.01 RATIFICATION OF ACCOUNTS PAYABLE AND PAYROLL FOR THE PERIOD OF JUNE 13 TO JULY 17, 2012: This item presents for ratification Accounts Payable and Payroll for the period of June 13, 2012 to July 17, 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	\$ 7,407,562.97
Payroll	\$ 5,096,042.18
TOTAL	\$12,503,605.15

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 Aug 14, 2012 - Board of Trustees

Category 24. Consent Calendar: Business Services

Subject 24.02 APPROVAL/RATIFICATION OF BOARD PURCHASE ORDER REPORT #03 FOR FY 2012-13:
This item presents for approval/ratification of Board Purchase Order Report #03, for FY 2012-2013 from June 25, 2012 to July 31, 2012.

Access Public

Type Action (Consent)

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		

[COMBINED PO LIST.pdf \(81 KB\)](#)

Administrative Content

PO Board Report

Wednesday, August 01, 2012

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August 14, 2012

PO NUMBER P0073272 **PO AMOUNT:** \$10,877

VENDOR NAME: Scott Hunt

PO REASON Inspector of Records for Learning Resource Center

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/31/2012	\$10,877.00	Oxnard College	4321	\$10,877.00

PO NUMBER P0086200 **PO AMOUNT:** \$14,000

VENDOR NAME: Las Islas Family Medical Group Inc

PO REASON BPO - Medical Services for Student Health Center

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$14,000.00	Oxnard College	132	\$14,000.00

PO NUMBER P0086287 **PO AMOUNT:** \$16,870

VENDOR NAME: Mobile Modular Management Corp

PO REASON Removal of 4 Leased Modular Classrooms at Theatre Building

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$16,870.00	Ventura College	4331	\$16,870.00

PO NUMBER P0086567 **PO AMOUNT:** \$40,000

VENDOR NAME: Clean Source Inc

PO REASON BPO - Custodial Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$40,000.00	Ventura College	111	\$40,000.00

PO NUMBER P0086571 **PO AMOUNT:** \$12,000

VENDOR NAME: Dewitt Petroleum

PO REASON BPO - Fuel for Maintenance and Operations

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$12,000.00	Ventura College	111	\$12,000.00

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PO NUMBER P0086576 **PO AMOUNT:** \$16,000

VENDOR NAME: Grainger Inc

PO REASON BPO - Industrial Repair Supplies for Maintenance and Operations Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$16,000.00	Ventura College	111	\$16,000.00

PO NUMBER P0086581 **PO AMOUNT:** \$11,000

VENDOR NAME: Lowe's Home Improvement Warehouse

PO REASON BPO - Supplies for Maintenance and Operations Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$11,000.00	Ventura College	111	\$11,000.00

PO NUMBER P0086608 **PO AMOUNT:** \$12,000

VENDOR NAME: Mark's Fitness Service

PO REASON BPO - Equipment Repair for Fitness Center/Weight Room

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$12,000.00	Ventura College	111	\$12,000.00

PO NUMBER P0086628 **PO AMOUNT:** \$11,000

VENDOR NAME: American Medical Association

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	Ventura College	513	\$11,000.00

PO NUMBER P0086630 **PO AMOUNT:** \$11,000

VENDOR NAME: American Technical Publishers 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	\$11,000.00	Ventura College	513	\$11,000.00

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PO NUMBER P0086633 **PO AMOUNT:** \$11,000

VENDOR NAME: Bar Charts 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	\$11,000.00	Ventura College	513	\$11,000.00

PO NUMBER P0086635 **PO AMOUNT:** \$18,800

VENDOR NAME: Builders Book Inc Bookstore

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$18,800.00	Ventura College	513	\$18,800.00

PO NUMBER P0086636 **PO AMOUNT:** \$11,000

VENDOR NAME: BVT 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	\$11,000.00	Ventura College	513	\$11,000.00

PO NUMBER P0086639 **PO AMOUNT:** \$20,000

VENDOR NAME: Canon Business Solutions

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	Ventura College	513	\$20,000.00

PO NUMBER P0086643 **PO AMOUNT:** \$11,000

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	\$11,000.00	Ventura College	513	\$11,000.00

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PO NUMBER P0086652 **PO AMOUNT:** \$16,000

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	\$16,000.00	Ventura College	513	\$16,000.00

PO NUMBER P0086658 **PO AMOUNT:** \$15,700

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	\$15,700.00	Ventura College	513	\$15,700.00

PO NUMBER P0086675 **PO AMOUNT:** \$15,000

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	\$15,000.00	Ventura College	513	\$15,000.00

PO NUMBER P0086676 **PO AMOUNT:** \$12,800

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	\$12,800.00	Ventura College	513	\$12,800.00

PO NUMBER P0086677 **PO AMOUNT:** \$11,300

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	\$11,300.00	Ventura College	513	\$11,300.00

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PO NUMBER P0086683 **PO AMOUNT:** \$12,100

VENDOR NAME: Lippincott Williams & Wilkins

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/26/2012	\$11,000.00	Ventura College	513	\$12,100.00
7/1/2012	\$1,100.00			

PO NUMBER P0086692 **PO AMOUNT:** \$11,000

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	\$11,000.00	Ventura College	513	\$11,000.00

PO NUMBER P0086701 **PO AMOUNT:** \$16,000

VENDOR NAME: Plato Learning 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	\$16,000.00	Ventura College	513	\$16,000.00

PO NUMBER P0086708 **PO AMOUNT:** \$11,000

VENDOR NAME: Samsill Corp

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	Ventura College	513	\$11,000.00

PO NUMBER P0086715 **PO AMOUNT:** \$11,000

VENDOR NAME: Taylor & Francis 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	\$11,000.00	Ventura College	513	\$11,000.00

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PO NUMBER P0086719 **PO AMOUNT:** \$11,000

VENDOR NAME: TLC Sportswear 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	Ventura College	513	\$11,000.00

PO NUMBER P0086725 **PO AMOUNT:** \$21,000

VENDOR NAME: Vista Higher 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	\$21,000.00	Ventura College	513	\$21,000.00

PO NUMBER P0086730 **PO AMOUNT:** \$11,000

VENDOR NAME: American Water Works Association

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	Ventura College	513	\$11,000.00

PO NUMBER P0086733 **PO AMOUNT:** \$29,698

VENDOR NAME: Continuant, Inc.

PO REASON PBX Maintenance Agreement

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$29,698.00	DistrictWide	111	\$29,698.00

PO NUMBER P0086740 **PO AMOUNT:** \$14,113

VENDOR NAME: Harland Technology Services

PO REASON Scantron Maintenance/Support Renewal for Scanners

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$14,113.00	DistrictWide	111	\$14,113.00

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PO NUMBER P0086748 **PO AMOUNT:** \$12,553

VENDOR NAME: JW Pepper & Son Inc

PO REASON Music Lab Software for Performing Arts Center

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$12,553.00	Ventura College	111	\$12,553.00

PO NUMBER P0086761 **PO AMOUNT:** \$25,000

VENDOR NAME: Frank Paramo

PO REASON BPO - Community Services Traffic School Instructor

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$25,000.00	Oxnard College	114	\$25,000.00

PO NUMBER P0086766 **PO AMOUNT:** \$42,585

VENDOR NAME: Tegile Systems Inc

PO REASON SAN Upgrade Network Infrastructure

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/1/2012	\$42,585.00	Ventura College	445	\$38,985.00
		DistrictWide	111	\$3,600.00

PO NUMBER P0086908 **PO AMOUNT:** \$11,655

VENDOR NAME: Collicutt Energy Services

PO REASON Generator Servicing for Maintenance & Operations Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/2/2012	\$11,655.00	Ventura College	111	\$11,655.00

PO NUMBER P0086917 **PO AMOUNT:** \$30,000

VENDOR NAME: E J Harrison & Sons Inc

PO REASON BPO - Waste Disposal for Maintenance and Operations Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/2/2012	\$30,000.00	Ventura College	111	\$30,000.00

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PO NUMBER P0086925 **PO AMOUNT:** \$10,000

VENDOR NAME: Consolidated Electrical Distributors

PO REASON Electrical Supplies for Maintenance and Operations Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/2/2012	\$10,000.00	Ventura College	111	\$10,000.00

PO NUMBER P0086955 **PO AMOUNT:** \$25,086

VENDOR NAME: Republic Elevator Company

PO REASON BPO-Monthly Elevator Service

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/2/2012	\$25,086.00	Ventura College	111	\$25,086.00

PO NUMBER P0086964 **PO AMOUNT:** \$30,000

VENDOR NAME: DocuProducts

PO REASON BPO - Maintenance of Copiers Campus-wide

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/3/2012	\$30,000.00	Moorpark College	111	\$30,000.00

PO NUMBER P0086966 **PO AMOUNT:** \$10,000

VENDOR NAME: Barnes HazMat

PO REASON BPO - Hazardous Waste Removal

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/3/2012	\$10,000.00	Moorpark College	111	\$10,000.00

PO NUMBER P0086967 **PO AMOUNT:** \$10,000

VENDOR NAME: LBL Equipment Repair Inc

PO REASON BPO - Equipment Repair for Maintenance and Operations Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/3/2012	\$10,000.00	Moorpark College	111	\$10,000.00

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PO NUMBER P0086968 **PO AMOUNT:** \$10,000

VENDOR NAME: Waxie Sanitary Supply Inc

PO REASON BPO - Custodial Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/3/2012	\$10,000.00	Ventura College	111	\$10,000.00

PO NUMBER P0086970 **PO AMOUNT:** \$20,000

VENDOR NAME: Firestone Tire & Auto

PO REASON BPO - Tires and Vehicle Service for Maintenance and Operations Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/3/2012	\$20,000.00	Moorpark College	111	\$20,000.00

PO NUMBER P0086971 **PO AMOUNT:** \$60,000

VENDOR NAME: G I Rubbish Company

PO REASON BPO - Trash Removal Service Campus-wide

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/3/2012	\$60,000.00	Moorpark College	111	\$60,000.00

PO NUMBER P0086974 **PO AMOUNT:** \$63,924

VENDOR NAME: LVH Entertainment Systems

PO REASON Stage Drapery Replacement for Performing Arts

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/3/2012	\$63,924.00	Moorpark College	419	\$63,924.00

PO NUMBER P0086977 **PO AMOUNT:** \$10,000

VENDOR NAME: R and C Tree Co.

PO REASON Tree Care for Maintenance and Operations Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/3/2012	\$10,000.00	Moorpark College	111	\$10,000.00

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PO NUMBER P0086980 **PO AMOUNT:** \$21,076

VENDOR NAME: Accrediting Commission for Community & Junior Colleges

PO REASON Annual Fee for All Candidate and Accredited Institutions

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/3/2012	\$21,076.00	Moorpark College	111	\$21,076.00

PO NUMBER P0086996 **PO AMOUNT:** \$15,000

VENDOR NAME: Midwest Library Service

PO REASON BPO - Library Books

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/9/2012	\$15,000.00	Ventura College	111	\$15,000.00

PO NUMBER P0087024 **PO AMOUNT:** \$100,000

VENDOR NAME: City of Ventura

PO REASON BPO - Rental of Aquatic Center for Classes

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/9/2012	\$100,000.00	Ventura College	111	\$100,000.00

PO NUMBER P0087028 **PO AMOUNT:** \$11,457

VENDOR NAME: Buddy's All Stars Inc

PO REASON Supplies for Athletics Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/9/2012	\$11,457.00	Ventura College	111	\$11,457.00

PO NUMBER P0087040 **PO AMOUNT:** \$14,000

VENDOR NAME: GlaxoSmithKline

PO REASON BPO - Vaccines for Student Health Center

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/9/2012	\$14,000.00	Ventura College	133	\$14,000.00

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PO NUMBER P0087045 **PO AMOUNT:** \$20,000

VENDOR NAME: Quest Diagnostics

PO REASON BPO - Laboratory Services for Student Health Center

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/9/2012	\$20,000.00	Ventura College	133	\$20,000.00

PO NUMBER P0087064 **PO AMOUNT:** \$32,760

VENDOR NAME: AllConnected Inc

PO REASON Professional Services for Microsoft Lync Telephone System Implementation

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/9/2012	\$32,760.00	Ventura College	419	\$32,760.00

PO NUMBER P0087080 **PO AMOUNT:** \$16,000

VENDOR NAME: Delta Systems Co Inc

PO REASON BPO - Textbooks

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/9/2012	\$16,000.00	Ventura College	513	\$16,000.00

PO NUMBER P0087098 **PO AMOUNT:** \$35,000

VENDOR NAME: Maxum Petroleum

PO REASON BPO - Fuel for Campus Vehicles

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/11/2012	\$35,000.00	Moorpark College	111	\$35,000.00

PO NUMBER P0087099 **PO AMOUNT:** \$40,000

VENDOR NAME: Waxie Sanitary Supply Inc

PO REASON BPO - Custodial Supplies for Maintenance and Operations Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/11/2012	\$40,000.00	Moorpark College	111	\$40,000.00

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PO NUMBER P0087123 **PO AMOUNT:** \$25,012

VENDOR NAME: Ferguson Enterprises Inc

PO REASON Replacement Backflows and Associated Parts for the Campus Water System

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/12/2012	\$25,012.00	Moorpark College	419	\$25,012.00

PO NUMBER P0087137 **PO AMOUNT:** \$15,000

VENDOR NAME: Moorpark Family Care Center

PO REASON Nurse Practitioner Fees for Health Services

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/12/2012	\$15,000.00	Moorpark College	131	\$15,000.00

PO NUMBER P0087139 **PO AMOUNT:** \$30,000

VENDOR NAME: Republic Elevator Company

PO REASON BPO - Monthly Elevator Service

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/12/2012	\$30,000.00	Moorpark College	111	\$30,000.00

PO NUMBER P0087149 **PO AMOUNT:** \$14,700

VENDOR NAME: Pacific Parking Systems Incorporated

PO REASON Maintenance of Campus Parking Permit Dispensers

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/16/2012	\$14,700.00	DistrictWide	124	\$14,700.00

PO NUMBER P0087160 **PO AMOUNT:** \$18,000

VENDOR NAME: Kelly Paper Company

PO REASON BPO - Specialty Paper for Print Shop

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/16/2012	\$18,000.00	Moorpark College	111	\$18,000.00

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PO NUMBER P0087161 **PO AMOUNT:** \$10,000

VENDOR NAME: XPEDX

PO REASON BPO - Specialty Paper for Print Shop

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/16/2012	\$10,000.00	Moorpark College	111	\$10,000.00

PO NUMBER P0087200 **PO AMOUNT:** \$16,221

VENDOR NAME: Accuvant

PO REASON Aruba Wireless Support and Firewall Internet Security

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/17/2012	\$16,221.00	DistrictWide	111	\$16,221.00

PO NUMBER P0087207 **PO AMOUNT:** \$10,000

VENDOR NAME: VCEDA

PO REASON Title Sponsor of VCEDA "Business Outlook Conference" on Nov 7, 2012

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$10,000.00	District-Eco Dev	122	\$10,000.00

PO NUMBER P0087215 **PO AMOUNT:** \$13,500

VENDOR NAME: Accord Mediation Services

PO REASON Customer Service and Workplace Security Training

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$13,500.00	District-Eco Dev	114	\$13,500.00

PO NUMBER P0087216 **PO AMOUNT:** \$17,500

VENDOR NAME: SAS Training Services

PO REASON BPO - County of Ventura Human Resources Training

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$17,500.00	District-Eco Dev	114	\$17,500.00

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PO NUMBER P0087218 **PO AMOUNT:** \$10,000

VENDOR NAME: PS Consulting

PO REASON BPO - Training for Discrimination Prevention and Workplace Security

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$10,000.00	District-Eco Dev	114	\$10,000.00

PO NUMBER P0087256 **PO AMOUNT:** \$17,400

VENDOR NAME: Garda CL West Inc

PO REASON Courier Service for Bookstores and Student Business Office District-wide

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$17,400.00	DistrictWide	111	\$17,400.00

PO NUMBER P0087257 **PO AMOUNT:** \$23,000

VENDOR NAME: Data Ticket Incorporated

PO REASON BPO - Parking Citation Processing

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$23,000.00	DistrictWide	124	\$23,000.00

PO NUMBER P0087262 **PO AMOUNT:** \$28,000

VENDOR NAME: County of Ventura

PO REASON BPO - Maintenance and Repair of Police Vehicles

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$28,000.00	DistrictWide	124	\$28,000.00

PO NUMBER P0087267 **PO AMOUNT:** \$10,000

VENDOR NAME: County of Ventura

PO REASON BPO - Fuel for Campus Police Vehicles

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$10,000.00	DistrictWide	124	\$10,000.00

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PO NUMBER P0087268 **PO AMOUNT:** \$840,000

VENDOR NAME: Canon Business Solutions

PO REASON BPO - Copy Center Management Services, Pricing per VCCCD RFP 344, Board Approved May 2009, Item C-8

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$840,000.00	Moorpark College	111	\$270,000.00
		Oxnard College	111	\$250,000.00
		Ventura College	111	\$320,000.00

PO NUMBER P0087270 **PO AMOUNT:** \$20,000

VENDOR NAME: Torches

PO REASON BPO - Uniforms for EATM

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$20,000.00	Moorpark College	791	\$20,000.00

PO NUMBER P0087276 **PO AMOUNT:** \$49,078

VENDOR NAME: Sierra School Equipment Company

PO REASON Lockers for Men's and Visiting Team Locker Rooms, Pricing per Arvin Union School District Piggy Back Bid #08-04-A4554

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/18/2012	\$49,078.00	Ventura College	419	\$49,078.00

PO NUMBER P0087354 **PO AMOUNT:** \$10,000

VENDOR NAME: Quest Diagnostics

PO REASON BPO - Student Health Center Laboratory Services

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/19/2012	\$10,000.00	Oxnard College	132	\$10,000.00

PO NUMBER P0087387 **PO AMOUNT:** \$12,740

VENDOR NAME: Center for Innovation & Resources

PO REASON Specialized Training for Children Family Services

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/19/2012	\$12,740.00	District-Eco Dev	114	\$12,740.00

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PO NUMBER P0087397 **PO AMOUNT:** \$15,812

VENDOR NAME: Dell Computer Corporation

PO REASON Non Instructional Computers for Tech Refresh

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/19/2012	\$15,812.00	District Office	447	\$15,812.00

PO NUMBER P0087433 **PO AMOUNT:** \$11,000

VENDOR NAME: Badger Sportwear Inc

PO REASON BPO - Bookstore Resale Supplies

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/24/2012	\$11,000.00	Ventura College	513	\$11,000.00

PO NUMBER P0087467 **PO AMOUNT:** \$11,805

VENDOR NAME: XPEDX

PO REASON Multipurpose Paper for Copiers and Printers

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/25/2012	\$11,805.00	Moorpark College	111	\$11,805.00

PO NUMBER P0087477 **PO AMOUNT:** \$19,627

VENDOR NAME: Fisher Scientific Company LLC

PO REASON Equipment and Supplies for Chemistry Department

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/26/2012	\$19,627.00	Ventura College	126	\$19,627.00

PO NUMBER P0087479 **PO AMOUNT:** \$22,172

VENDOR NAME: Council of Chief Librarians

PO REASON Electronic Database Renewals for Library

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/26/2012	\$22,172.00	Oxnard College	111	\$22,172.00

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PO NUMBER P0087505 **PO AMOUNT:** \$65,621

VENDOR NAME: BKM Office Environments

PO REASON Furniture for Learning Resource Center Staff Training Room, Pricing per California State University Contract # 10Z04814

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/30/2012	\$65,621.00	Ventura College	126	\$65,621.00

PO NUMBER P0087507 **PO AMOUNT:** \$30,000

VENDOR NAME: Jobelephant.com Inc

PO REASON BPO - Human Resources Recruitment Advertising

<u>DATE</u>	<u>AMOUNT</u>	<u>LOCATION</u>	<u>FUND</u>	<u>LOC/FUND AMOUNT</u>
7/30/2012	\$30,000.00	DistrictWide	111	\$30,000.00

Board Purchase Order Report
Addendum, August 14, 2012 (FY 12/13)

LOCATION:	3	Ventura College
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FUND ENCUMBERED:	513	Bookstore Ventura
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PO NUMBER:	P0086641	AMOUNT ENCUMBERED	\$2,500
ACTIVITY DATE:	07/01/2012		
VENDOR NAME:	Christine L Cryer		
PO REASON:	Textbooks (Vendor is an Employee at Ventura College)		

LOCATION:	3	Ventura College
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FUND ENCUMBERED:	513	Bookstore Ventura
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PO NUMBER:	P0086749	AMOUNT ENCUMBERED	\$1,000
ACTIVITY DATE:	07/01/2012		
VENDOR NAME:	Mike Riddle		
PO REASON:	Textbooks (Vendor is an Employee at Ventura College)		



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
 Category 24. Consent Calendar: Business Services
 Subject 24.03 ACCEPTANCE OF GIFTS: This item presents for approval the acceptance of gifts.
 Access Public
 Type Action (Consent)
 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 donors.

Public Content

Background/Analysis

The following items have been donated:

Cash Donation of \$12,000
 To be used for Moorpark College Radiologic Technology Scholarships
 Donated by: The Moorpark College Foundation

Cash Donation of \$71,550
 To be used for Moorpark College General Scholarships
 Donated by: The Moorpark College Foundation

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 Aug 14, 2012 - Board of Trustees

Category 24. Consent Calendar: Business Services

Subject 24.04 SURPLUS/DISPOSAL OF EQUIPMENT: This item presents for approval the surplus/disposal of equipment and materials.

Access Public

Type Action (Consent)

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:

- Obsolete Bookstore Textbooks
- Computers
- Fax Machines
- Printers
- Presentation Camera
- Automated External Defibrillators

Fiscal Impact

N/A

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Robin Calote/Pam Eddinger		

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees

Category 24. Consent Calendar: Business Services

Subject 24.05 APPROVAL OF AGREEMENT RENEWAL WITH IPARADIGMS FOR TURNITIN PLAGIARISM CHECKING SOFTWARE: This item requests approval for an agreement renewal with iParadigms for licenses, integration, and support for Turnitin plagiarism checking software, a system that can be used by faculty and students to check for originality and plagiarism.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends that the Board of Trustees approve the agreement renewal with IParadigms for Turnitin Plagiarism Software, for the period October 1, 2012 through September 30, 2013

Public Content

Background/Analysis

Turnitin offers technology services that provide originality checking and plagiarism prevention for written assignments. They are the global leader in this field, used by over one million instructors and more than 20 million students worldwide. Turnitin helps instructors and students in secondary and higher education improve the writing process through originality checking, grading and peer view of written work.

Turnitin teaches students to recognize when they have copied text from a source without providing a citation or crediting the source. Using the system creates a higher standard of expectations in students' writing abilities to teach them to be responsible for their own work and ideas, and to effectively support that writing with credible evidence.

Turnitin helps teachers identify and document cases of academic dishonesty. With so many sources of information online and in print, and many paper mills in action, the large database and search features can help instructor's spot plagiarism of sources they may never have read themselves.

Moorpark College has licensed Turnitin since 2004. Ventura and Oxnard College have licensed Turnitin since September 2011.

The annual cost for license fees and integration will be \$60,460.

Fiscal Impact

Funded from District-wide Unrestricted General Fund

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		

Legal Counsel	X		
Further Information	Robin Calote/Pam Eddinger/Richard Duran/ Sue Johnson		

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees

Category 24. Consent Calendar: Business Services

Subject 24.06 APPROVAL OF CONTRACT RENEWAL WITH EX LIBRIS FOR LIBRARY MANAGEMENT SOFTWARE: This item requests approval of a contract renewal with Ex Libris (USA) Inc. for the Library Management Software.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends that the Board of Trustees authorize the annual contract renewal for the Voyager System License, Service, and Maintenance Agreement with Ex Libris.

Public Content

Background/Analysis

Each of the three colleges uses software to manage the collections and holdings of their respective libraries. Moorpark College library has been using the Voyager System with Ex Libris License, Services and Maintenance since 1999. On June 21, 2011, the Board of Trustees approved amending the original contract to include Ventura and Oxnard College Libraries.

The Voyager Systems are used to manage many areas, including the catalog, circulation, periodical tracking, and reference materials. As technology has evolved, the management needs of the libraries have evolved as well. The need to manage electronic reserves and e-books and provide access to online resources is rapidly growing. The Voyager system is considered by many to be the best system available for higher education, and is used by some of the largest libraries in the world.

The annual maintenance fees will be \$62,439 for Fiscal Year 2012-13.

Fiscal Impact

Funded from District-wide 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 Aug 14, 2012 - Board of Trustees

Category 24. Consent Calendar: Business Services

Subject 24.07 ACCEPTANCE OF COMPLETION OF BID 437, VENTURA COLLEGE STUDENT SERVICE CENTER FLOOR LEVELING PROJECT: This item presents for approval the acceptance of completion of Bid 437 Ventura College Student Center Floor Leveling Project in the amount of \$58,947.

Access Public

Type Action (Consent)

Recommended Action The Chancellor recommends that the Board of Trustees approve the acceptance of completion of Bid 437 Ventura College Student Center Floor Leveling Project in the amount of \$58,947.

Public Content

Background/Analysis

This project, awarded to Reliable Floor Covering, was completed on July 12, 2012 within budget in the amount of \$58,947.

Fiscal Impact

Project is funded by 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	Aug 14, 2012 - Board of Trustees
Category	24. Consent Calendar: Business Services
Subject	24.08 APPROVAL OF NEW GRANTS FOR FISCAL YEAR 2012-13: This item request approval of new grants for FY 2012-13.
Access	Public
Type	Action (Consent)
Recommended Action	The Chancellor recommends that the Board of Trustees approve the new grants for fiscal year 2012-13.

Public Content

Background/Analysis

Ventura College:

Chancellor's Office, California Community Colleges- MESA Grant. Ventura College has received notice of renewal grant funding in the amount of \$50,500 for FY13 for their MESA (Mathematics, Engineering, Science Achievement) program.

Established over 40 years ago, the California Community College MESA Programs are designed to provide academic and support services for economically and educationally disadvantaged students majoring in calculus-based fields who seek to transfer to four-year colleges and universities. The MESA program components include: Academic Excellence Workshops that teach collaborative learning techniques that help students to master complex concepts, a special orientation course for MESA students, a dedicated study center, career advising and exploration of STEM options, transfer assistance, scholarships and prospective partnerships with student and professional organizations. As the MESA program moves forward for 2012-13 there will be greater alignment of program priorities with the recommendations of the California Community Colleges Student Success Task Force.

Students commit to completing an educational plan and a transfer goal. Ventura College's MESA Center includes activities such as study groups, tutoring, outreach, orientation, private industry internships, and 4-year university science research internships. Student workers assist in running the center and serve as tutors, thereby reinforcing commitment and encouraging a cycle of sustainability.

Grant funds will be utilized for a part-time Student Services Assistant, hourly tutors, employee and student travel, student awards, supplies, dues and memberships and indirect cost reimbursements.

The MESA grant serves the Ventura College mission to provide a positive and accessible learning environment that is responsive to the needs of a highly diverse student body to support educationally disadvantaged and low-income students planning to transfer into math, science, or engineering fields. MESA promotes success and develops students to their full potential, creating lifelong learners and enhancing personal growth and positive values for membership in a multicultural society.

The MESA grant aligns with Ventura College Educational Master Plan 2009-2019, Strategy # 1c: in identifying which student support services are of most value to students, when those services are most needed and the most effective means of delivering them to support students in achieving the goals. Strategy #12: strengthen college science, math, and technical education programs to address the national shortage of scientist, engineers and

high-skilled workers. Strategy #12B: Expand student participation in the MESA program.

The total amount of the grant is \$50,500. The term is July 1, 2012 through June 30, 2013.

Org #37096 - Fund 125		
2000	Classified Salaries	24,084
3000	Employee Benefits	1,350
4000	Supplies & Materials	5,867
5000	Travel, printing, dues and memberships, indirects	19,199
		\$50,500

Ventura College:

U.S. Department of Education – Title V Higher Education Act – Developing Hispanic Serving Institutions (HSI) Program Grant – Velocidad - Increasing Transfer Velocity through Improved Institutional Effectiveness. Ventura College has been awarded a 5-year federal Title V HSI grant. The total amount of the 5-year award is \$2,942,662; the first year allocation is \$630,188.

The overall grant objectives are to increase 4-year transfer rates and decrease the gap in 4-year transfer rates for Hispanic students, with the goal to improve student success rates in high-risk barrier courses required for transfer and to decrease the differential in Hispanic student success rates. Grant activities will include: provide additional support services including supplemental instructional, provide faculty development in high impact teaching strategies, increase research capacity and improve institutional effectiveness by collecting, analyzing, and utilizing qualitative data as a supplement to quantitative data, expand the current Reading/Writing Center to include resources and services to support writing and critical thinking across the curriculum, expand the services provided by the Transfer and Career Centers with additional counseling hours, and offer a variety of student workshops.

Ventura College will develop and implement researched high impact success interventions targeting both full-time, first-time students and the 20 high risk courses that are academic barriers to goal completion for thousands of students. High impact teaching strategies will include enhanced supplemental instruction, writing intensive courses, and collaborative learning. Curriculum for new accelerated courses for Math and English will be created and piloted, with faculty released and backfilled to teach these courses. Ventura College institutional data will be strengthened and connected via the Institutional Effectiveness Office. A research position will be created to identify student needs and to assist faculty and staff to make needed improvements in programs and services across the institution in order to improve student performance.

Grant funds will be utilized for a project coordinator, administrative support, a research analyst, a tutorial specialist, hourly counseling, hourly faculty backfill, program supplies, technical assistance/consultants, book purchases for a textbook lending library, travel, and equipment.

Grant activities such as supplemental instruction, accelerated instruction, and transfer student support and readiness in transfer barrier courses support the District's primary mission "to produce student learning in lower division level academic transfer and career/vocational degree and certificate programs" and "to provide effective, efficient student support services." This grant will also support Board Goal #1 to "provide quality educational programs and services" and to help students achieve "degree or certificate completion and successful four-year college transfer or employment."

The increased participation of faculty and staff in the assessment and improvement of student performance for our institutional SLOs would support the College's mission and commitment "to continual assessment of learning outcomes in order to maintain high quality courses and programs." It would also support Board Goal #2 to "utilize student, course and program outcome information to continuously improve programs and services and enhance educational success." The increased research capacity would support Board Goal #2 to improve "student success, persistence, course completion, and degree/certificate completion" by helping us to understand our students' needs and to use data for decision making, including the creation of appropriate student-centered initiatives.

The total funding amount of the 5-year grant is \$2,942,662; the first year allocation is \$630,188. The total grant term is October 1, 2012 through September 30, 2017; Year 1 term is October 1, 2012 through September 30, 2013.

Org #37202 - Fund 126		
1000	Academic Salaries	111,432
2000	Classified Salaries	247,301
3000	Employee Benefits	124,205
4000	Supplies & Materials	9,000
5000	Technical Assistance/Travel	87,250
6000	Library Books/Equipment	51,000
		\$630,188

Fiscal Impact

Increase to General Fund – Restricted (Grants) 125	\$ 50,500
Increase to General Fund – Restricted (Grants) 126 (FY 13)	\$ 630,188
Increase to General Fund – Restricted (Grants) 126 (future years)	\$2,312,474

Future Fiscal Impact

There is no requirement for institutionalization of program, or retention of staff or services after the MESA grant funding expires.

For the Title V grant, Ventura College will institutionalize two positions. Beginning in the third grant year (FY 2014-15), the college will begin to absorb 25% of the costs of the Tutorial Specialist and Research Analyst in the General Fund-Unrestricted. The percentage of costs paid by the General Fund will increase by 25% with each succeeding year and will be fully funded by the General Fund at the end of the grant.

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	Aug 14, 2012 - Board of Trustees
Category	24. Consent Calendar: Business Services
Subject	24.09 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.
Access	Public
Type	Action (Consent)
Recommended Action	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.

Public Content

Background

Education Code Section 84040(c) (1) and Title 5, California Code of Regulations, Section 58310 require that each community college district report on the financial and budgetary condition of the district on a quarterly basis. The Board of Trustees is required to review the report at a regularly scheduled meeting and transmit copies to the Chancellor’s Office of the California Community Colleges and the appropriate county offices.

Analysis

The quarterly financial status report (CCFS-311Q) for the General Fund-Unrestricted (which includes the District’s General Fund-Unrestricted (111) and the General Fund-Unrestricted Designated (114)) for the period ending June 30, 2012 is displayed as Exhibit 24.09.01, and has been prepared in conformity with generally accepted accounting principles as set forth in the *California Community Colleges Budget and Accounting Manual* and includes general-purpose financial information.

Fiscal Impact

None

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

[Q4 exhibit.pdf \(123 KB\)](#)

Administrative Content

Quarterly Financial Status Report, CCFS-31 IQ					
Fiscal Year: 2011-2012					
District: (680) VENTURA			Quarter Ended: (Q4) Jun 30, 2012		
Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
I.	Unrestricted General Fund Revenue, Expenditure and Fund Balance:				
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	143,343,486	138,857,921	141,505,429	128,754,667
A.2	Other Financing Sources (Object 8900)	669,308	322,317	204,405	493,033
A.3	Total Unrestricted Revenue (A.1 + A.2)	144,012,794	139,180,238	141,709,834	129,247,700
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	133,314,720	131,731,123	129,629,393	128,582,167
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,543,166	5,506,563	7,343,669	4,880,547
B.3	Total Unrestricted Expenditures (B.1 + B.2)	137,857,886	137,237,686	136,973,062	133,462,714
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	6,154,908	1,942,552	4,736,772	-4,215,014
D.	Fund Balance, Beginning	17,668,670	23,823,578	25,766,130	30,502,902
D.1	Prior Year Adjustments + (-)	0	0	0	00
D.2	Adjusted Fund Balance, Beginning (D + D.1)	17,668,670	23,823,578	25,766,130	30,502,902
E.	Fund Balance, Ending (C. + D.2)	23,823,578	25,766,130	30,502,902	26,287,888
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.3%	18.8%	22.3%	19.7%
II.	Annualized Attendance FTES:				
G.1	Annualized FTES (excluding apprentice and non-resident)	29,364	29,218	27,667	26,463

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		25,470,163	31,301,807	17,395,975
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	23,908,348	25,470,163	31,301,807	17,395,975
IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	133,752,326	128,754,667	129,772,079	100.8%
I.2	Other Financing Sources (Object 8900)	489,568	493,033	298,483	60.5%
I.3	Total Unrestricted Revenue (I.1 + I.2)	134,241,894	129,247,700	130,070,562	100.6%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	134,513,198	133,076,974	128,582,167	96.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,034,089	5,752,604	4,880,547	84.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	138,547,287	138,829,578	133,462,714	96.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-4,305,393	-9,581,878	-3,392,152	
L	Adjusted Fund Balance, Beginning	30,502,902	30,502,902	30,502,902	
L.1	Fund Balance, Ending (C. + L.2)	26,197,509	20,921,024	27,110,750	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	18.9%	15.1%		
V.	Has the district settled any employee contracts during this quarter? NO				

VI.	Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO		
VII.	Does the district have significant fiscal problems that must be addressed?		This year? YES
			Next year? YES
	If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)		
	The District faces uncertainty due to potential State budget deficits.		



Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	25. Consent Calendar: Human Resources
Subject	25.01 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 listed below.

Public Content

It is recommended that the following positions be established:

	Classification	Location	Position Number	FTE	Effective
1. Establish	Student Services Assistant I	Ventura	VCU563	10 months/ 40%	08/15/12
Background/Analysis	This position will perform specialized clerical duties in support of the MESA grant. This position was included in the program's planning, and was submitted in the grant proposal. The MESA grant was awarded to the District and is being presented to the Board for approval in conjunction with this item. This position will be eliminated effective with termination of the grant, and the employee in the position will be provided all appropriate placement rights.				
Fiscal Impact	Salary of \$13,000, MESA Grant; Benefits of \$3,000, General Fund				

	Classification	Location	Position Number	FTE	Effective
2. Establish	Administrative Assistant	Moorpark	MCU483	10 months/40%	08/15/12
Background/Analysis	This position will perform administrative support and clerical duties in support of the SB70 grant. This position was included in the program's planning and submitted in the grant proposal. The SB70 grant was approved by the Board on June 19, 2012. This position will be eliminated effective with termination of the grant, and the employee in the position will be provided all appropriate placement rights.				
Fiscal Impact	Salary of \$15,000, Benefits of \$3,000; SB70 Grant Funds				

3. Establish	Classification	Location	Position Number	FTE	Effective
	Administrative Assistant	Oxnard	XCU392	10 months/40%	08/15/12
Background/Analysis	This position will perform administrative support and clerical duties in support of the SB70 grant. This position was included in the program's planning and submitted in the grant proposal. The SB70 grant was approved by the Board on June 19, 2012. This position will be eliminated effective with termination of the grant, and the employee in the position will be provided all appropriate placement rights.				
Fiscal Impact	Salary of \$15,000, Benefits of \$3,000; SB70 Grant Funds				

Staff Position Review	N/A	Primary	Advisory
President		X	
Academic Senate	X		
Legal Counsel	X		
Further Information	Jamillah Moore, Patricia Parham, Robin Calote, Richard Durán, Pam Eddinger		

Administrative Content



Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	25. Consent Calendar: Human Resources
Subject	25.02 CHANGES IN PERSONNEL/EMPLOYMENT STATUS: APPROVAL OF SEPARATION FROM EMPLOYMENT: This item presents for approval the separation of employment for an employee.
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	The Chancellor recommends the Board of Trustees approve the separation of employment of the individual listed below.

Public Content

Issue: This item presents for approval the separation from employment of the following employee:

Employee No.	Location	Classification	Position	FTE	Effective Date
900243374	Ventura	Office Assistant	VCU385	12 months / 47.5%	8/28/12
Background/Analysis	This employee has been on a medical leave of absence and has exhausted all benefits. Therefore, this employee should be separated and placed on the 39-month reemployment list for the job classification.				
Fiscal Impact	N/A				

Staff Position Review	N/A	Primary	Advisory
President			X
Academic Senate	X		
Legal Counsel	X		
Further Information	Jamillah Moore, Patricia Parham, Robin Calote		



Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	26. Consent Calendar: Capital Planning & Facilities
Subject	26.01 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 and Ventura College's. 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
26.01.A	29124 26	26	GRD Construction	OC - LRC Renovation/New Construction	\$47,987.09	See attached
26.01.B	39117 43	22	Viola Constructors	VC - G Bldg Renovation	\$51,096.00	See attached

Staff Position Review	N/A	Primary	Advisory
President	X		
Academic Senate	X		
Legal Counsel	X		
Further Information	Handel Evans/Leslie Dickey		

[26.01.A OC - CO 26 - GRD - LRC.pdf \(16 KB\)](#)

[26.01.B VC- CO 22- Viola- Building G.pdf \(19 KB\)](#)

Administrative Content

**Ventura County Community College District
Oxnard College
Learning Resource Center Renovation/ New Construction
VCCCD Project #29124 / Exhibit B Ref. #26**

CHANGE ORDER # 26 CONTINGENCY REPORT

GRD Construction.
August 14, 2012

Original Construction Contract	\$11,920,000.00
Previously Approved Change Orders thru 25	\$ 566,044.01
Change Order # 26	\$ <u>47,987.09</u>
Total Increase to Construction Contract	\$ <u>614,031.10</u>
Revised Construction Contract Amount	\$ <u>12,534,031.10</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 25	< \$ 566,044.01>
GRD Const. Change Order # 26	<\$ 47,987.09>
Santa Barbara Plumbing Contingency	< <u>\$ 50,000.00</u> >
Total Change Orders to this Project to Date	<\$ <u>664,031.10</u> >
Construction Contingency Balance	<u>\$ 3,631.90</u>
Project Complete: 98% as of May-2012	
Project Budget: \$22,229,000.00	
Contingency utilized to-date: 99%	

CHANGE ORDER #26 EXPLANATION REPORT

[GRD Construction.]
August 14, 2012

COR #	CHANGE ORDER # 26	
26 R1	Fire Sprinkler Drawings Design Changes	5,387.54
130 R3	Pour Thirty Feet Section of Fire Access Road	4,973.10
158	Add Ceiling Control Joints	5,546.94
161 R2	Additional Patch Panels & Terminate Camera Cables	17,529.75
165 R1	Revise Floor Finish at ADA Reception Desk	978.29
167	Add Concrete Curbs Per ASI # 28	2,934.34
168	Credit for Non-installation of Forty Two Shelving Units	<2,228.02>
169	Credit for Twenty-five Access Control Cards	<193.95>
170	Install Monitor Arm in Ceiling of Room 110	412.19
171	Remove & Reinstall Various Shelving Units	8,209.40
173	Power Connections to Pivot & Steel Case Tables	<u>4,437.51</u>
	Total Change Order # 26	<u>\$47,987.09</u>

Ventura County Community College District
Ventura College – G Building Renovation
VCCCD Project #39117 / Exhibit B Ref. #43

CHANGE ORDER #22 CONTINGENCY REPORT

[Viola Constructors]

August 14, 2012

Original Construction Contract		\$ 9,989,000.00
Previously Approved Change Orders thru #21	\$ 516,578.00	
Change Order #22	<u>\$ 51,096.00</u>	
Total Increase to Construction Contract		<u>\$ 567,674.00</u>
Revised Construction Contract Amount		<u>\$ 10,556,674.00</u>

Original Construction Contingency		\$ 998,900.00
Increase/ <decrease> Construction Contingency		<\$ 458,729.00>
07/2012 Transfer from Project Contingency		<u>\$ 30,000.00</u>
Revised Construction Contingency		\$ 570,171.00

Approved Change Orders to Date: #1-21 < \$ 516,578.00 >

Viola CO #22 <\$ 51,096.00>

Total Change Orders to this Project to Date <\$ 567,674.00>

Construction Contingency Balance \$ 2,497.00

Project Complete: 98% as of June. 30, 2012

Project Budget: \$16,381,995.00

Contingency utilized to-date: 99%

CHANGE ORDER #22 EXPLANATION REPORT

1. The stone above the canopy at the north entrance to the building did not have a detail to support the veneer. An angle support and termination bar was installed to supply support for the stone veneer.
(COR #186) \$ 4,908

2. The hardware for door # 189 was not correctly listed. The hardware listed will only work with hollow metal doors. The installed door is wood. The hardware was on-site by the time the design error was discovered.
(COR #216) \$ 2,961

3. The main water line entrance to the building was changed to be installed overhead to keep from having a pressurized water pipe under the foundation. The new installation was routed over new electrical panels and had to be moved. By the time the design error was discovered the contractor had installed the pipe. Since the contractor failed to do the proper coordination and the designer had failed to coordinate, the cost was split.
(COR #228) \$ 1,150

4. The wave guide was damaged during demolition of the rigging. The contractor will pay for the installation of the new wave guide. The District IT Dept. requested that the new wave guide be installed on a separate ladder rack instead of being installed on the new rigging as it was previously. The cost is for the new ladder rack only.
(COR #229) \$3,655

5. The existing wall condition was different than the design documents represented. The light fixtures had to be replaced to accommodate a concrete wall.
(COR #230) \$ 492

6. The contractor installed a new fan motor access panel.
(COR #233) \$626

7. The design was not properly coordinated between the electrical and architectural. Power had to be supplied to the elevator smoke curtains.
(COR #234) \$ 3,223

8. The design for the stage lift did not take into account that the pathway to the stage floor could not be accessed without cutting through the concrete floor and wall. Conduit routing had to change.
(COR #235) \$ 1,483

9. Due to new codes, the elevator had to be connected into the fire alarm system through a series of relays.
(COR #236) \$ 2,243

10. Due to new codes, the elevator operation had to be connected to all the fan coils throughout the building through a series of relays to allow shutdown in case of fire.
(COR #237) \$ 5,889

11. New smoke detectors had to be installed near the elevator to meet new codes.
(COR #238) \$ 1,291

- | | |
|--|-----------------|
| 12. The DSA Field Inspector changed the framing of the seismic separation around the two storage units on the south patio.
(COR #239) | \$ 11,400 |
| 13. The architect did not coordinate the type of sinks installed in the H/C basement restrooms. New countertops had to be installed.
(COR #240) | \$ 3,135 |
| 14. The architect did not coordinate the location of the skylights with the amount of space necessary to properly install the ductwork. The skylights had to be removed and the roof openings covered.
(COR #242) | \$ 863 |
| 15. A circuit had to be added for the projector screen on the proscenium.
(COR #244) | \$ 766 |
| 16. A 20 amp circuit breaker had to be replaced with a 30 amp breaker.
(COR #245) | \$ 358 |
| 17. The architect did not detail the type of necessary framing attachments for stair #5.
(COR #247) | \$ 3,376 |
| 18. The door hardware did not fit on the existing walls in the basement. Concrete had to be demolished and repainted.
(COR #248) | \$ 940 |
| 19. The IT Dept. asked to have additional pathway from the IDF in the basement to the second floor storage/IDF room.
(COR #250) | <u>\$ 2,337</u> |

Total Change Order #22: \$ 51,096

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	26. Consent Calendar: Capital Planning & Facilities
Subject	26.02 APPROVAL TO EXECUTE A CONTRACT FOR WITH AMADOR WHITTLE ARCHITECTS FOR THE DESIGN OF RENOVATION OF LIBRARY AT MOORPARK COLLEGE PROJECT 19118; This item presents for approval the authorization for management to execute a contract with Amador Whittle Architects, Inc. for the amount of One Hundred Twenty Three Thousand, Six Hundred (\$123,600.00) dollars for architectural and FFE design for interior renovation of the Library Building to accommodate student and staff for processing of student services at Moorpark College. This amount includes a \$3,100 allowance for reimbursable expenses. These fees may be subject to change depending on evolution of the conceptual design process.
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 authorize management to execute a contract with Amador Whittle Architects, Inc. in the amount of One Hundred Twenty Three Thousand, Six Hundred (\$123,600.00) Dollars for design of renovations to the Library Building at Moorpark College Project 19118.

Public Content

Background and Analysis

Based upon the need for a single point location for student services the Campus has considered the old Library building to be an excellent location for this service being that the building is clearly identifiable behind the campus fountain and is easily accessible and centrally located. The initial phase converted the building into classrooms and open study space and now the rooms will be converted to accommodate student services with adequate space and facilities for students register ing for all of their college requirements.

Interviews were conducted with three architectural design firms and Amador Whittle Architects, Inc. was recommended for the Board approvals approval in June, 2012. Based on that approval, negotiations began to establish a fee for the design, and based upon that negotiation a proposal from Amador Whittle Architects, Inc. in the amount of One Hundred Twenty Three Thousand, Six Hundred (\$123,600.00) dollars has been received and recommendation is made that the cost for the design be accepted.

Funding for this contract will be provided through Measure S bond funds.

Exhibit B reference #05: 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		

Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	26. Consent Calendar: Capital Planning & Facilities
Subject	26.03 4.03 APPROVAL OF CONTRACT WITH TORO ENTERPRISES FOR THE BIOSWALE AT VENTURA COLLEGE, PROJECT #39302 INF PIPED UTILITY SYSTEMS: This item presents for approval a contract with Toro Enterprises in the amount of \$213,357 to construct a Bioswale at Ventura College, Project #39302 Inf Piped Utility Systems.
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 a contract with Toro Enterprises in the amount of \$213,357 for the Bioswale at Ventura College, Project #39302 Inf Piped Utility Systems.

Public Content

Background and Analysis

Bids for the Bioswale were opened on July 11, 2012, and Toro Enterprises is the lowest and most responsible bidder. This project includes improvements to the existing bioswale which runs along the southern side of the Ventura College campus bordering Telegraph Road. With the recent improvements to the campus, such as the Applied Science Center project that is currently under construction, Ventura College is implementing the appropriate Best Management Practices to achieve the following goals specified in the recently updated 2011 Ventura County Technical Guidance Manual (TGM): 1) Ensure that the new development and redevelopment projects reduce urban runoff pollution to the maximum extent practicable; and 2) ensure that the implementation of measures in the 2011 TGM are consistent with Regional Water Quality Control Board Order R4-2010-0108 and other State requirements.

This item was presented and discussed at the Capital Planning and Facilities Committee meeting and recommended for approval.

Exhibit B reference #60: Infrastructure necessary to support specified campus projects

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	Aug 14, 2012 - Board of Trustees
Category	26. Consent Calendar: Capital Planning & Facilities
Subject	26.05 APPROVAL TO EXECUTE A CONTRACT WITH _____ FOR THE POLICE AND CAFETERIA BUILDINGS DEMOLITION, AT OXNARD COLLEGE PROJECT # 29120 STUDENT SERVICES CENTER This item presents for approval a contract for \$____, ____ with _____ for demolition of the Police and Cafeteria Buildings at Oxnard College, project # 29120 Student Services Center.
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 a contract with _____ for the demolition of the Police and Cafeteria at Oxnard College, project # 29120 Student Services Center.

Public Content

Background and Analysis

The project entails the demolition of the Campus Police and Cafeteria buildings and restoring the landscape at these two buildings. This project was put out to bid and the lowest responsive bidder is _____ in the amount of \$000,000. Bidders were given 5 days after the announcement of the lowest bid and there were no protests in the allotted time.

This item was presented and discussed at the Board Construction Subcommittee meeting and recommended to move the item forward to the Board of Trustees.

Exhibit B reference #32: Construct student services building to address overcrowding.

Further Information	Handel Evans/Leslie Dickey
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Administrative Content



Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	27. Consent Calendar: Student Learning
Subject	27.01 SUMMER 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT MOORPARK COLLEGE: This item presents for approval the Summer 2012 candidates for graduation and certificates at Moorpark College
Access	Public
Type	Action (Consent)
Fiscal Impact	No
Budgeted	No
Budget Source	N/A
Recommended Action	The Chancellor recommends that the Board of Trustees approve the Summer 2012 candidates for graduation and certificates at Moorpark College.

Public Content

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

 [Grad List Summer 2012 MC.pdf \(183 KB\)](#)

 [Certs List Summer 2012 MC.pdf \(55 KB\)](#)

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees

Category 27. Consent Calendar: Student Learning

Subject 27.02 SUMMER 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT OXNARD COLLEGE. This item presents for approval the Summer 2012 candidates for graduation and certificates at Oxnard College.

Access Public

Type Action (Consent)

Preferred Date Aug 14, 2012

Absolute Date Aug 14, 2012

Fiscal Impact No

Recommended Action The Chancellor recommends that the Board of Trustees approve the Summer 2012 candidates for graduation and certificates at Oxnard College.

Public Content

Issue

This item presents for approval the Summer 2012 candidates for graduation and certificates at Oxnard College.

Background

N/A

Analysis

N/A

Staff Position Review	N/A	Primary Recommendation	Secondary Recommendation	Comments
Chancellor		X		
President		X		
Executive Vice President		X		
Dean	X			
Academic Senate President	X			
Legal Counsel	X			
Further Information	Jamillah Moore, Richard Duran			

[ocSum2012grads.docx \(35 KB\)](#)

[ocSum2012certs.docx \(32 KB\)](#)

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees

Category 27. Consent Calendar: Student Learning

Subject 27.03 SUMMER 2012 CANDIDATES FOR GRADUATION AND CERTIFICATES AT VENTURA COLLEGE. This item presents for approval the Summer 2012 candidates for graduation and certificates at Ventura College.

Access Public

Type Action (Consent)

Preferred Date Aug 15, 2012

Absolute Date Aug 15, 2012

Fiscal Impact No

Budgeted No

Recommended Action The Chancellor recommends that the Board of Trustees approve the Summer 2012 candidates for graduation and certificates at Ventura College.

Public Content

Background and Analysis

N/A

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

 [Grad List Summer 2012 VC.pdf \(107 KB\)](#)

 [Certs List Summer 2012 VC.pdf \(39 KB\)](#)

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 28. Informational Items
Subject 28.01 There are no items.
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 14, 2012 - Board of Trustees
Category 29. Reports
Subject 29.01 Academic Senates
Access Public
Type Report

Public Content

- Moorpark College
- Oxnard College
- Ventura College

Administrative Content



Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	29. Reports
Subject	29.02 Trustees
Access	Public
Type	Report

Public Content

Administrative Content



Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	29. Reports
Subject	29.03 Chancellor
Access	Public
Type	Report

Public Content

Administrative Content



Agenda Item Details

Meeting	Aug 14, 2012 - Board of Trustees
Category	30. Adjournment
Subject	30.01 Chair will adjourn the meeting.
Access	Public
Type	Information

Public Content

Administrative Content



Agenda Item Details

Meeting Aug 02, 2012 - Chancellor's Consultation Council
Category 4. Other Items
Subject 4.01 Future Agenda Items
Access Public
Type

Public Content

Administrative Content



Agenda Item Details

Meeting	Aug 02, 2012 - Chancellor's Consultation Council
Category	4. Other Items
Subject	4.02 Future Meetings
Access	Public
Type	Information

Public Content

Future Meetings

August 31 Agenda Review
September 28 Agenda Review
November 2 Agenda Review
November 30 Agenda Review

Administrative Content



Agenda Item Details

Meeting	Aug 02, 2012 - Chancellor's Consultation Council
Category	5. Adjourn Meeting
Subject	5.01 Adjourn meeting
Access	Public
Type	Information

Public Content

Administrative Content
